



## **SAFEGUARDING 2021 -UPDATED 9/23**

### **Lydney Town Band, Training Band & Starter Group**

<b>Address</b>	Swan Road, Lydney Glos. GL15 5RU c/o Mrs. Kerry Ford, Westwood, Sandy Lane, Hewelsfield, Lydney, Glos. GL15 6UX
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<b>Email</b>	Kerryford19@gmail.com
<b>Contact</b>	Mrs Kerry Ford BMus. & IPD (Institute of Professional Development)
<b>Position in the organisation</b>	Band Secretary, Youth Development and Safeguarding Officer

**Organisational Status** - Constituted Voluntary Organisation

### ***Safeguarding Policy – all band tutors actively promote good safeguarding practices***

- DBS certificates are held by all tutors and are on display on the noticeboard.

Ken Powell, Roger Powell, David Wintle, Kevin Ford, Kerry Ford and Thomas Dunne

- Kevin Ford, having attended the 'Safeguarding in Brass Bands' course developed in association with the NSPCC and delivered by Brass Bands England 5.9.2023.
- Designated Safeguarding Lead – Kerry Ford ( attended course 5.9.2023)
- Code of conduct – all adult members have a duty of care towards young players and vulnerable adults

## Safeguarding – at the rehearsal room

- Young people and vulnerable adults who attend rehearsals in the bandroom are looked after.
- During rehearsal they have access to water and can rest if required.
- Physical contact with a child is not permitted. If posture is corrected another adult must be present.
- There are toilet facilities at the bandroom and they are allowed to use the facilities when they need to. There are separate male and female toilets with locks.
- Children are not allowed to leave the bandroom grounds until a parent or known responsible adult collects them.

## Safeguarding - at performance venue

- Children are transported to performance venues by parents or DBS certificate holders.
- Venues are risk assessed for suitability, hazards, first aid, toilet facilities, other users.
- If children are dropped off at performance venues, they are signed in and an emergency contact number is kept available should they need to be collected early. Children are signed back out when parents or responsible adult collects them.
- Allergies and special needs are identified at registration. The 'responsible person' is aware of these.
- Accident report logs are kept at the venue and completed by the 'responsible person' when required (DSL or delegated representative).

### **Safeguarding – ‘live or recorded’ protocol**

*A new performance forum developed out of the COVID 19 Lockdown. As a means of encouraging players to perform to virtual audiences. A discussion with Malcolm Hannaford on 18.5.2020 GBBA safeguarding officer, agreeing to the following terms:*

#### **BEFORE**

- **Parents will be contacted before-hand to explain the safeguarding requirements**

#### **DURING**

- **Parents will be the main link to the live stream or recording, through their device/s**
- **Parents will be involved in the staging of the live stream or recording for and on behalf of their child**
- **Parents will need to be present and ‘in view’ when live or recording takes place to confirm their agreement for the performance**
- **Only first names will be used (unless the parent requests anonymity)**
- **The video will need to be recorded in a neutral environment with the performer in correct attire**
- **The video will only be screened on the band private facebook group**

#### **AFTER**

- **Live stream and video recordings will be deleted if requested**
- **Videos will not be shared from the band private facebook group without further permission from the parent**

### ***Safeguarding on social media***

- Images or videos released on social media are agreed beforehand with parental consent.
- Videos or images of minors are not shared from the band private facebook page, unless by the family of the child itself.
- The band facebook and social media arenas are to be used purely for band-related communications
- All child protection requests should be observed to the full whilst using social media on behalf of the band.
- Release of videos or images to the band public facebook page require additional parental permission.

### ***Supporting young people in their learning***

To ensure continued progress of music standards, individuals will be encouraged and supported in public performances and competitions where they will have the opportunity to demonstrate their performing skills.

- Children are not judged or admonished for poor performance.
- Wherever possible, performances are a positive experience.
- Recognition of achievement is given publicly to enhance the experience, especially with solos performance, individual development, or achievement of music exams.
- Success is publicised whenever possible.
- Only first names are used in the media. Where parents have asked to not have their children named or photographed, measures are taken to ensure their wishes are met.

## **Communication**

- Social media – facebook membership is via parent only and administrators control access to the group.
- Mobile phones - Only adult mobile phone numbers are used for communication.
- Email contact – Only adult email addresses are used for communication, unless authorised by parent
- Photos – any images of performances, solos, and grade achievement are released to band website, facebook or newspaper with parental permission.
- Media post - appropriate language should be used and will be monitored.
- Data - Information held on children is kept secure and never passed to a 3rd party where it would be inappropriate to do so.

## **Bullying**

Bullying of any kind is not acceptable in our banding environment and we are committed to always protecting everyone

Prevention:

A code of conduct is applicable to all members, ensuring good behaviour both face to face and on-line

- Providing a good learning environment where bullying is not acceptable
- Avoiding language or actions that make individuals feel small or look foolish in front of others
- Equal treatment and opportunities for all members

Consequences:

Deviation from the band expected behaviours and prevention clauses could result in:

- Members being asked to refrain from action

- Members being asked to apologise
- Members being asked to make recompense
- Members being asked to leave

### ***Child licensing***

- A rolling engagement list is maintained with all members attendance (when required).
- Parents are kept aware of the bands public performances to ensure they are happy with their child's commitment levels and complete a consent form when required.
- Lydney Town Band is a member of Brass Bands England. This enables the band to use the umbrella BOPA (Body Of Persons Approval), without the requirement for individual child licenses.
- A BOPA is requested for all performances where children are involved. A copy of the BOPA is issued to the local authority in which the performance is taking place as soon as possible before the performance.
- A copy of the BOPA is held by the 'responsible person' at the performance venue in case of inspection.

### ***Reporting***

#### **Designated Safeguarding Lead (DSL): Kerry Ford**

Any concerns are reported to the **DSL** in the first instance.

All adult members have a duty of care towards young players and vulnerable adults and should report any concerns. Any concerns will be dealt with swiftly and preferably at time of report. Discussions will be factually documented, in the words of the child/vulnerable adult.

## Reporting Bodies

**NSPCC Helpline:** 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Children's Safeguarding Contacts London

1. Telephone: 020 8227 3811.
2. Out of hours: 020 8594 8356.
3. Secure Email: [childrensservices2@lbbd.gov.uk](mailto:childrensservices2@lbbd.gov.uk).

**ChildLine:** 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

Social care – 01452 426565

Safeguarding Adults Service – 01452 428556

**Whistle blowing** advice line 0800 028 0285 [contactus@nspcc.org.uk](mailto:contactus@nspcc.org.uk)

Online **police** reporting – [222.ceop.police.uk](http://222.ceop.police.uk)

- Police Sergeant – Austin Parry, Police Constable - Lesley Louth
- PCSO -Ellis Gazzard, PCSO - Natalie Lang, PCSO - Thomas Oliver

Advice and online resources – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**Local Authority Designated Officer** LADO – Nigel Hatten 01452 426994

Early help co-ordinators FOD – [forestofdeanearlyhelp@gloucestershire.gov.uk](mailto:forestofdeanearlyhelp@gloucestershire.gov.uk)  
T:01452 328048

**Brass Bands England** Welfare Officer: 01226 771 015 [info@bbe.org.uk](mailto:info@bbe.org.uk)

**Band Welfare** Officer: Kerry Ford T: 07554540469