



Name of Organisation	Lydney Town/ Training & Starter Band
Address	Swan Road, Lydney Glos. GL15 5RU c/o Mrs. Kerry Ford, Westwood, Sandy Lane, Hewelsfield, Lydney, Glos. GL15 6UX
Telephone	01594 530886 or 0755 454 0469
Email	kfordfamily@btinternet.com
Contact	Mrs Kerry Ford BMus. & IPD (Institute of Professional Development)
Position in the organisation	Band Secretary, Youth Development and Safeguarding Officer

Organisational Status - Constituted Voluntary Organisation

<h3>Recruiting new members</h3>
<p>Members are recruited through school association, friends and public media</p>
<p><i>Membership Registration details held:</i></p> <p><i>Name of player</i> <i>Date of birth</i> <i>School attended (for children)</i> <i>Parent contact - address, telephone number, email.</i> <i>Parent Photographic permission signature (for children)</i> <i>Instrument hire details</i> <i>Uniform allocation details</i> <i>Medical information</i></p> <p><i>None of this information is shared with other organisations and is held securely by the Band in paper and digital form, with secure access.</i></p> <p><i>All new members are given a Welcome Pack including the Band code of conduct and information relating to Safeguarding. Parents are requested to read the information on behalf of their child.</i></p> <p><i>Children are always contacted through their parent or guardian</i></p>

Safeguarding Policy – all training 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
Kevin Ford
Kerry Ford
Thomas Dunne

- Child Chaperone licence - issued 15.2.2018 held by Kerry Ford – valid 15.2.2021
- Bandsafe certificates are held by Kerry Ford and Kevin Ford, having attended the 'Safeguarding in Brass Bands' course developed in association with the NSPCC and delivered by Brass Bands England 12.8.2019.
- Designated Safeguarding Lead – Kerry Ford
- 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).

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, twitter) – facebook membership is via parent only.
- Administrators control access to the group
- Only adult mobile phone numbers are used for communication
- Only adult email addresses are used for communication
- Images taken of performances and grade achievement are released to band website, facebook or newspaper on parental permission.
- When posting on band arenas, only appropriate language should be used.
- Information held on children is 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 protecting everyone at all times

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.
- Parents are kept aware of the bands public performances to ensure they are happy with their child's commitment levels.
- 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.

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

Social care – 01452 426565

Bandsafe – 01226 771 015 info@bbe.org.uk

NSPCC advice line – 0808 0800 5000

Whistle blowing advice line 0800 028 0285 contactus@nspcc.org.uk

Online police reporting – 222.ceop.police.uk

Advice and online resources – www.thinkuknow.co.uk

Local Authority Designated Officer LADO – Nigel Hatten 01452 426994

Safeguarding Adults Service – 01452 428556

Early help co-ordinators FOD – forestofdeanearlyhelp@gloucestershire.gov.uk

T:01452 328048

Band Welfare Officer: Kerry Ford T: 07554540469

Local police: [insert details]

Local authority children's social care department, including out of hours contact:
[insert details]

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

Local authority adult social care department

Brass Bands England Welfare Officer: 01226 771 015