



Frome Town Band - Safeguarding Policy

Principles and purpose

Safeguarding and protection of children and vulnerable adults is everyone's responsibility.

Frome Town Band (FTB) is a registered charity and has a particular responsibility to safeguard the welfare of all children and vulnerable adults within its organisation.

The purpose of this policy is:

- to ensure that all band members, parents/carers and volunteers/staff are aware of their responsibilities to safeguard and protect children and vulnerable adults from harm
- to ensure that and know how they should respond to concerns and how to make a referral to local authority children's social care or the police if necessary

We will seek to keep children and vulnerable adults within our organization safe by:

- valuing them, listening to and respecting them
- adopting and following clear child protection and adult safeguarding practices and procedures throughout our organization
- ensuring that FTB safeguarding policy is publicised and accessible to band members, parents and all those otherwise involved with the band
- developing and implementing other related policies and procedures (eg e-safety and health and safety)
- recruiting all staff and those in positions of authority safely, ensuring all necessary checks are made
- ensuring that all those with a position of responsibility within the band have access to necessary training and support

This policy applies to all members, volunteers or anyone working on behalf of Frome Town Band.

Legal framework

This policy has been drawn up based on current legislation and guidance. We recognise that:

- the welfare children is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- safeguarding children involves both protection and prevention of harm as well as actively promoting their welfare
- we also hold a safeguarding responsibility towards adult band members, some of whom may be vulnerable at different times in their lives.

Dealing with a safeguarding concern

There can be many different signs and indicators that a child or adult is being abused or is at risk. Equally, some children and adults who suffer abuse show no outward signs of what is happening to them.

It is important to remember that no single person or organisation holds all the pieces of information in a given situation. All concerns must be shared in order to build up a clear picture of what may be happening for a child or adult at risk. When information is shared, the different pieces of a jigsaw can be put together, so that a vulnerable person can be protected.

If any member of FTB has a safeguarding concern about a child or adult the Safeguarding Lead Person must be informed and the flow chart overleaf must be followed.

Ways that abuse might be brought to a band member's attention:

- a child or adult might make a direct disclosure of harm to him or herself (current or historical)
- a child or adult might make a direct disclosure of harm to another person (current or historical)
- a child or adult might offer information of concern but not a direct disclosure (current or historical)
- a member of the band or volunteer might be concerned about the appearance or behaviour of a child or vulnerable adult, or about the behaviour of someone (e.g. a parent or carer) towards them
- a parent or carer might make a disclosure about harm that a child or adult is suffering or at risk of suffering
- a parent or carer might offer information about a child or adult that is worrying but not a direct disclosure

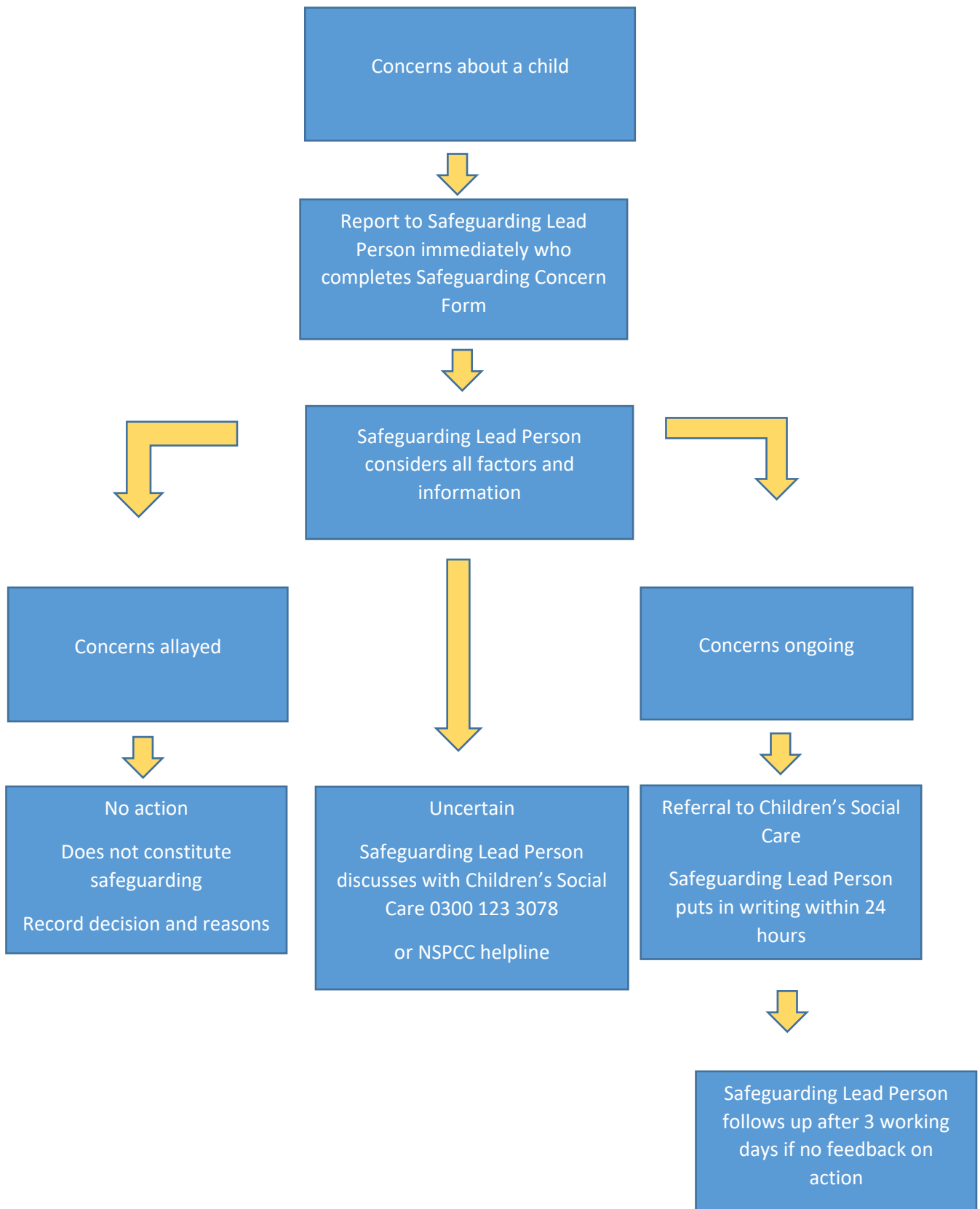
When talking to a child or adult who has told you that he/she or another person is being harmed:

- listen carefully and reassure them that telling someone is the right thing to do
- let them tell their whole story; don't try to question them, but make sure that you understand what they are saying
- try not to appear shocked or angry
- don't give your opinion about the person they have told you about
- tell them what you will need to pass on what they have told you to make sure they (or the person they have told you about) is kept safe
- don't make promises you can't keep about what will happen next
- make a note of what you have been told, using their words, as soon as possible, including the time and date
- pass on the information immediately (same day) to the Safeguarding Lead Person or other emergency contacts provided overleaf
- If you believe someone is in immediate danger, call the police

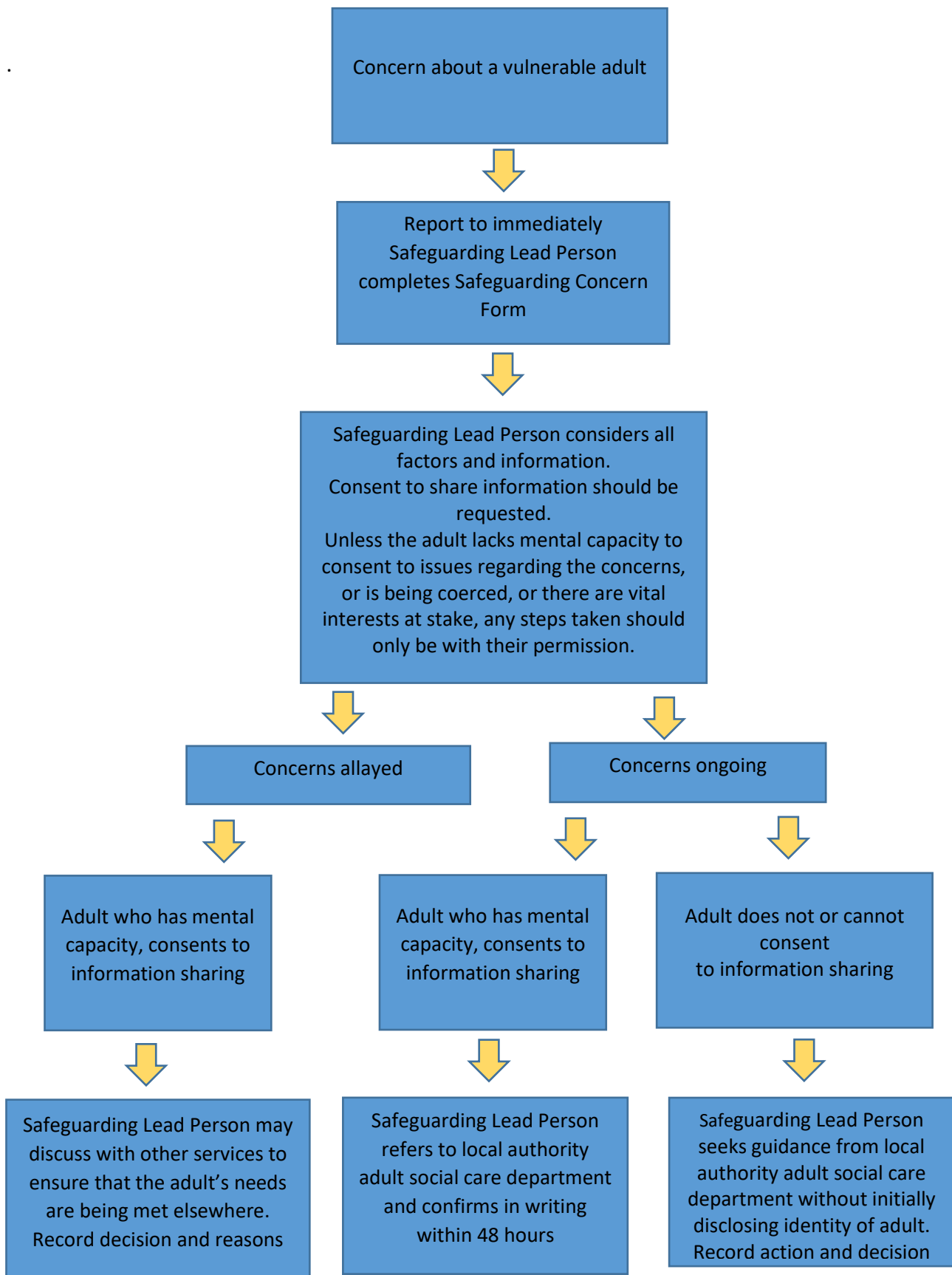
**IT IS NOT A BAND MEMBER'S RESPONSIBILITY TO DECIDE IF A CHILD HAS BEEN ABUSED...
BUT IT IS YOUR RESPONSIBILITY TO SHARE INFORMATION**

THINK IT? REPORT IT!

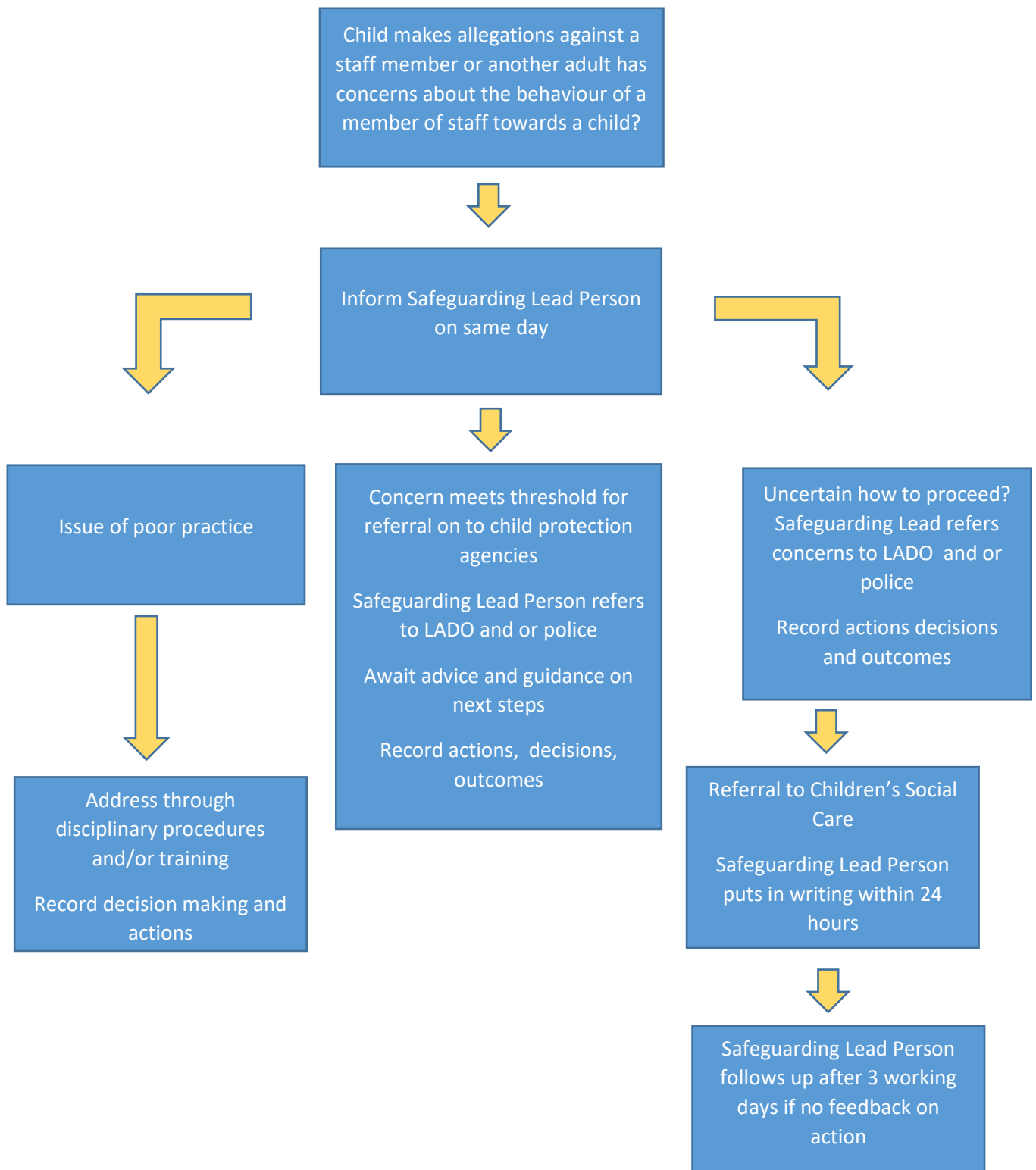
PROCEDURES FLOW CHART - CONCERNS ABOUT A CHILD



PROCEDURES FLOW CHART CONCERNS ABOUT A VULNERABLE ADULT



PROCEDURES FLOW CHART CONCERNS ABOUT A MEMBER OF STAFF





SAFEGUARDING CONTACT NAMES AND NUMBERS

Frome Town Band Safeguarding Lead Person	June Walsham 07976622879
Somerset Children's Social Care adults@somerset.gov.uk	<i>Office hours</i> Early Help Advice Hub 01823 355803 Children's Social Care 0300 123 2224 childrens@somerset.gov.uk <i>Out of office hours</i> Emergency Duty Team:0300 123 2327
Somerset Safeguarding Children's Partnership (SSCP) South West Procedures Online	https://sscb.safeguardingsomerset.org.uk/ https://www.proceduresonline.com/swcpp/somerset/index.html
Somerset Adult Social Care	Adult social care 0300 123 2224 adults@somerset.gov.uk
Somerset Safeguarding Adults Board (SSAB)	https://ssab.safeguardingsomerset.org.uk/
Police:	Local police: 101 Emergency: dial 999
NSPCC	0808 8005000 or help@nspcc.org.uk
ChildLine	0800 1111 (textphone 0800 400222) or www.childline.org.uk
Brass Bands England Welfare Officer	01226 771015

We are committed to reviewing our policy and good practice annually

This policy was last reviewed on:23/2/21..... (Date)

Signed: Safeguarding Lead Person



Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)

Child's account of the incident

Please provide any witness accounts of the incident

Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			

Details of any person involved in this incident or alleged to have caused the incident / injury

Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			

Please provide details of action taken to date

Has the incident been reported to any external agencies? No Yes – please provide further details:

Name of organisation / agency	
Contact person	
Contact number(s)	
Email	

Agreed action or advice given

Declaration

Your signature	✕
Print name	
Today's date	

Contact your organisation's Safeguarding Lead Person in line with **[insert name of your organisation]**'s reporting procedures

Safeguarding Lead Person name	
Date reported	

Appendix 1

Role Description - Safeguarding Lead Person

Organisation: Frome Town Band

Reports to: Frome Town Band Committee

Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk.

To promote the safety and welfare of children, young people and adults at risk, that are members of the Band, and other children and adults at risk, with whom the Band may come into contact.

Role requirements

In the interests of best practice, the SLP ideally should be a separate role from Band Director.

Should have completed Level 3 Safeguarding training, renewed 2 yearly.

Should have an enhanced DBS disclosure obtained through Brass Band England.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
2. Ensure that all those in a position of responsibility within FTB have an up to date enhanced DBS through BBE that is renewed on a three yearly basis.
3. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and FTB committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
4. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
5. Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the Committee and statutory child protection and adult safeguarding agencies.
6. Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.
7. Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
8. Be familiar with and work within multi--agency child protection and adult safeguarding procedures developed by Somerset Safeguarding Children's Partnership, and Somerset Safeguarding Adults Board.
9. Be familiar with issues relating to child protection and abuse, and attend training and up-date training with Somerset Children's Safeguarding Partnership on at least a two-yearly basis and share knowledge from that training with Frome Town Band Committee.

Appendix 2 - What is Child Abuse?

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2018) defines various forms of abuse, including:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief (such as: Female genital mutilation (FGM), honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession).

Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

FTB responsibilities under "Working Together to Safeguard Children" (2018)

Under Chapter 1 of statutory guidance, it is the responsibility of FTB to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been made to a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer. Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family are in need of support services, or may decide that the child is in need of protection. If FTB believes that the position taken by the local authority is inadequate to protect the child or young person, they should consider escalating the referral within the Local Authority. It is not the job of FTB to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of FTB to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.

Somerset Safeguarding Children's Partnership

This partnership has a statutory duty to co-ordinate how agencies work together to safeguard and promote the well-being of children and young people in Somerset and to ensure the effectiveness of the safeguarding arrangements

<https://sscb.safeguardingsomerset.org.uk/>

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Appendix 3 - Abuse of adults

An adult at risk is anyone aged 18 and over who:

- has needs for care and support
- is experiencing, or at risk of, abuse or neglect
- is unable to protect themselves against harm or exploitation

There are many different types of abuse affecting adults. They include:

Physical

This is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc.).

Sexual

Examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:

Emotional and psychological

This is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyberbullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Organisational

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination

This type of abuse may include:

- discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
- discrimination based on a person's disability or age
- harassment and slurs which are degrading
- hate crime

Financial and material

This is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include:

- theft
- fraud
- internet scamming
- exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission

Examples of this might include:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding.

It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse.

For more information about adult abuse, go to the SCIE website:

<http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

Consent and capacity

Responsibilities under legislation and guidance affecting the safeguarding of adults

When statutory agencies consider whether a safeguarding response to an adult is needed under the Care Act 2014, they are required to examine three critical components: the person's need of care and support; their risk of, or experience of neglect or abuse; and their ability or inability to protect themselves.

These are not questions to which FTB is expected to supply an answer. Rather, FTB will seek advice from the local authority adult safeguarding team and will make a referral if necessary. It is also important to note that, even if the three critical components are not fully met, the person may still welcome and benefit from a preventative approach.

Managing issues of consent to the sharing of information is a critical difference between safeguarding children and young people under 18, and safeguarding those who are legally adults.

In its work with adults, FTB can draw on set of national principles that reflects their approach to information sharing including consent, capacity and confidentiality, they are:

- Empowerment – supporting the adult to make their own decisions and informed consent
- Protection – support and representation for those in greatest need
- Prevention – it is better to take action before harm occurs, including signposting to agencies that can help
- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Partnership – local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safeguarding

If someone gives consent to safeguarding information being shared, this should, where possible, take the form of something explicit such as signing a consent form.

Where someone who is capable of giving consent to information being passed on to a statutory safeguarding authority, declines to do so, bands should consider whether ‘vital interests’ are at stake under the terms of the Data Protection Act. For example, this may include situations where the adult is in imminent or serious danger, or another person is in danger (including a child of the person or any other child or adult) or a crime has been or is about to be committed. If FTB feels that any of these circumstances may apply, a referral to the local authority should be made even without the consent of the person.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves. The principles of the Act state that an adult at risk:

has the right to make their own decisions and be assumed to have capacity unless proved otherwise

- must receive all appropriate help and support to make decisions
- has the right to make eccentric or unwise decisions (in the opinion of others), and that
- decisions made on behalf of a person who lacks mental capacity must be done in their best interests and be the least restrictive of their basic rights and freedoms.

In addition, decisions are time and decision-specific. This means that a person may be able to make a certain decision, but not others, at a particular point in time. Decision-making ability may fluctuate over time.

Therefore, FTB will also pass on information where it appears that the adult at risk may lack mental capacity to consent to this, or may be being coerced to withhold consent. The local authority will then consider who can obtain a ‘best interests’ decision and how it can be made.

Procedures advise that the local authority will do this after full consideration of the Mental Capacity Act Code of Practice and also of the extent of appropriate involvement from the family and/or carers of the adult at risk.

An assessment of their capacity should be made by a professional person qualified to do so. In making this assessment, consideration will be given by the local authority to seeking the support of an Independent Mental Capacity Advocate to support the individual who lacks capacity.

Any decision made on behalf of an adult at risk should weigh up and balance both the Mental Capacity Act and the Human Rights Act, to protect their best interests whilst respecting their rights.

Somerset Safeguarding Adult’s Board

The Somerset Safeguarding Adults Board (SSAB) is a multi-agency partnership working together to protect vulnerable adults from harm.

An important role of the SSAB is to raise public awareness so that communities and professionals play their part in preventing, identifying and responding to abuse and neglect.

<https://ssab.safeguardingsomerset.org.uk/>