

## SAFEGUARDING POLICY FOR LIONS BRASS 4 YOUTH

This policy and guidance should be observed by all musicians, staff members, consultants trustees and volunteers of Lions Brass 4 youth (LB4Y). For the purposes of this policy “musicians” is defined as any Musician either within the band or a visitor who is over 18 years of age,

There will be circumstances in which musicians, staff members, consultants Trustees and volunteers of LB4Y will have contact with children and young people under the age of 18 during the course of their work.

LB4Y believes that a child or young person should never experience abuse of any kind, and is committed to practices that protect children from harm and to ensuring that these practices are followed by its musicians, staff members, consultants, volunteers and Trustees when attending any LB4Y organised event or project involving children. We refer to our schools and organisations’ Safeguarding Policies to ensure that, where parts of the project are not under our direct jurisdiction, appropriate policies are in place.

(Any activities outside of LB4Y official remit involving children and LB4Y musicians, staff members, consultants and volunteers and/or Trustees remain the responsibility of the individuals and parents/carers involved, and are not covered by this policy.)

### **The purposes of this policy are:**

- To set out how LB4Y will safeguard and provide protection for children and young people who receive LB4Y services.
- To give guidance to musicians, staff members, consultants, volunteers and Trustees on the procedures they should adopt in the event that they suspect a young person may be experiencing or is at risk of harm.
- To help identify any practices which could be mistakenly interpreted and lead to false allegations of abuse being made against individuals.

This policy applies to anyone working on behalf of LB4Y including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England

. Key legislations used in this policy are the Children Act 2004, Working together to safeguard children (Department for education, 2018), NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community sector, 2019, Data Protection Act 2018 - GDPR.

### **Safeguarding Principles**

**The LB4Y will:**

- Implement its safeguarding procedures through a Safeguarding Children Policy, Code of Practice and appropriate training and supervision for musicians, staff members, consultants and volunteers.
- Record and report to the relevant authorities any child protection concerns using the procedures set out in this policy.
- Listen to, value and respect children.
- Assess risk in relation to all its activities involving children and take steps to prevent and minimise risk.

**We recognise that:**

- 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.

This policy also applies to over 18's who remain playing members of Lions Brass 4 Youth and they will be awarded the same safeguarding set out in this policy.

**Code of Practice****In line with these principles LB4Y will seek to safeguard children by:**

- Ensuring that all LB4Y musicians, staff members, consultants, volunteers and Trustees are aware of this Policy and comply with it.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Appointing a Designated Safeguarding Person (DSP) with responsibility for ensuring that LB4Y carries out its duties under this Policy, who will co-ordinate any action to be taken and who will liaise with other agencies in relation to safeguarding.
- Ensuring that the DSP or other nominated LB4Y member will attend one relevant training session each year and share good practice across the organisation.
- Ensuring that all relevant DBS and any other required checks are made before any musician, staff member, consultant or volunteer is authorised to work directly with children.
- Reviewing this policy annually and/or in line with changes in legislation.

## **Data Storage Policy**

- If sensitive information relating to children and young people is gathered and stored (i.e. dates of birth, home addresses, copies of identity documents, health declarations) it is subject to the General data protection Regulation (GDPR) 2018 and parent/guardian permission must be obtained for its storage and appropriate use (i.e. sharing with relevant Local Authorities to facilitate Child Licensing applications).
- Sensitive information must have an identified retention period, which reflects the purpose for retaining the information and is in line with GDPR. When the retention date is reached, they must be securely deleted from electronic storage and corresponding paper/soft copies securely shredded.
- Parent/guardian permission must be obtained (or denied) for any photographs or videos of children and young people taken and retained, and for their further use both internally and externally by LB4Y i.e. in ongoing records of project, on website/ social media or in annual report and where appropriate externally by 3rd parties to promote or report on the project i.e. press.

## **SECTION A**

### **POLICY**

1. All LB4Y musicians, staff members, consultants and volunteers and Trustees have a duty of care towards any children with whom they come into contact in the course of their work and should report any concerns about a child or somebody else's behaviour using the procedures laid down in Section C of this policy.
2. There is a Designated Safeguarding Person (DSP) within LB4Y (named in Contact details) who will take action following any expression of concern, and the lines of responsibility in respect of safeguarding are clear.
3. The DSP, and in his/her absence, the Band Manager knows how to make appropriate referrals to statutory child protection agencies.
4. LB4Y musicians, staff and volunteers will be encouraged, as appropriate to undertake a Level 1 Safeguarding course.
5. All LB4Y musicians, staff members, consultants, volunteers and Trustees who come into contact with children are required to follow the LB4Y Safeguarding Code of Conduct (Section B), the Procedure for Referral (Section C) and any other relevant guidance issued by the LB4Y.
6. Information relating to any allegation or disclosure must be clearly recorded as soon as possible and there is a procedure setting out who should record information and the time-scales for passing it on.
7. The Children and families Act 2014 states that the 'welfare of the child is paramount'. This means that considerations of confidentiality that might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to

ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

8. This Safeguarding Children Policy will be referred to or included in recruitment, training and policy materials where appropriate and this policy will be openly and widely made available to musicians, staff members, consultants and volunteers and to any organisations or individuals outside LB4Y who may request it. All LB4Y education partners will be sent copies in advance of the school year and the policy is made available publically on the LB4Y website ([www.lionsbrass4youth.co.uk](http://www.lionsbrass4youth.co.uk)).

9. A culture of mutual respect between children and LB4Y musicians, staff members, consultants, volunteers and Trustees will be encouraged, with all adults associated with LB4Y modelling good practice in this context.

10. It is part of LB4Y acceptance of its responsibility of duty of care towards children that LB4Y musicians, staff members, consultants, volunteers and Trustees who encounter child protection concerns in the context of their work will be supported in good faith when they report their concerns.

11. LB4Y will keep a central record of DBS checks undertaken on behalf of LB4Y staff, including a record of confirmation that all LB4Y staff have received and read our Safeguarding Policy.

## **SECTION B**

### **CODE OF CONDUCT**

All LB4Y musicians, staff members, consultants, volunteers and Trustees who have access to or contact with children are acting in a position of trust and must follow the Code of Conduct as outlined below.

1. Encourage and maintain a safe and appropriate physical distance with children and avoid any unnecessary physical contact. If there is a need to touch a child (e.g. to provide guidance when playing an instrument) you must first ask permission from the child.
2. If you are alone with a child in a room you should ensure that the door is propped fully open unless it is fitted with a window/glass panel.
3. Do not show favouritism towards nor undermine a child in any way.
4. Respect children as individuals and do not engage in abusive or discriminatory behaviour (including bullying, shouting, racism, sectarianism or sexism) nor permit, accept, encourage or ignore such behaviour by another person or group of people.
5. Do not engage overfamiliar or inappropriate behaviour towards or in front of a child (e.g. physical, verbal, sexual, boisterous) or to allow another person to do so.
6. Do not discuss your own or a child's intimate relationships or disclose any personal details to a child.
7. Do not take children alone in a car on journeys, however short without prior consent of the parent or guardian.
8. Never communicate with children via Twitter, Facebook, Instagram or other social media inappropriately.

9. Do not upload digital material related to the project to the Internet without permission from LB4Y, who will also ensure that any material is appropriately checked. Participating schools and organisations are responsible for the security of any devices they may use within the project – such as computers, tablets, iPads and phones.

10. Do not engage in behaviour that could be construed as ‘grooming’ a child, e.g. giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards a child.

11. In exceptional circumstances it may be necessary to use reasonable force to restrain a young person in self-defence or because of imminent risk of injury. Before intervening you must tell the young person to stop and explain what will happen if they do not. Make it clear that physical contact may be necessary and keep communicating about what is happening.

12. Take a disclosure of abuse from a child seriously. It is important not to deter children from making a disclosure of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in Section C (Procedure for Referral) of this document. If the allegation gives rise to a child protection concern it is important to follow the LB4Y procedure for reporting such concerns and not to attempt to investigate the concern yourself.

13. Always report immediately any concerns regarding the conduct of another LB4Y musician, consultant, staff member, volunteer or Trustee in relation to children, or any other behavioural or safeguarding issue immediately to LB4Y Designated Safeguarding Person, or where the matter concerns that person, to the LB4Y Band Manager.

14. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

## **SECTION C**

### **PROCEDURE FOR REFERRAL**

#### **(a) Definition of abuse**

Government guidance “Working Together to Safeguard Children” defines various forms of abuse, including:

**Physical Abuse** – Physical abuse may involve hitting, shaking, kicking, throwing or otherwise causing physical and deliberate harm to a child. It also includes failing to protect a child from harm, for example from a lack of supervision resulting in accidents that cause harm – safe and appropriate use of musical instruments must be ensured.

**Neglect** – This is the persistent failure to meet both the physical and psychological needs of a child, which results in the significant impairment of their health or development. It can include things such as a failure to provide adequate food and clothing and a failure to protect a child from physical or emotional harm or danger.

**Emotional Abuse** – This includes behaviour such as persistent ridicule, rejection or humiliation of a child, creating an atmosphere of fear and intimidation, inappropriate expectations and bullying.

**Sexual Abuse** – This involves forcing or coercing a child into taking part in sexual activity and includes touching or talking to a child in a sexually explicit way or speaking to a child about sex in a manner that is inappropriate for the child. It also includes giving a child access to pornographic materials.

**(b) Causes for concern - signs of abuse**

All LB4Y musicians, staff members, consultants, volunteers and Trustees should be concerned about a child if he or she:

- displays a significant change in behaviour or attitude.
- has regular, unusual and/or unexplained injuries or gives confused or conflicting explanations for how an injury was sustained.
- exhibits sexualised behaviour which is inappropriate for their age or is unusually explicit.
- mentions an experience in which he or she may have been harmed.

Additionally, you may be concerned about the conduct of another adult.

**(c) Incidents that must be reported**

The LB4Y Designated Safeguarding Person (contact details can be found in Section D of this document) must be informed as soon as possible if any of the following occur:

- A child misunderstands or misinterprets something you have done within the context of this policy.
- You have accidentally hurt a child.
- You have had to restrain a child.
- A child seems to be distressed in any way.
- A child appears to be sexually aroused by your actions.
- Any other serious concerns.

**(d) Guidance on dealing with a disclosure**

All concerns, suspicions or disclosures of abuse must be taken seriously, whether they are raised by a child, a LB4Y musician, staff member, consultant, volunteer, Trustee or someone outside the organisation and must be reported to the Designated Safeguarding Person. In dealing with a disclosure the following guidelines should be followed:

- Remain calm and listen carefully to what is said without displaying shock or disbelief.
- Do not ask direct or leading questions.
- Allow the child to talk freely and to continue at her/his own pace.
- Reassure the child that they have done the right thing in telling you and that what has happened is not their fault.
- Do not make judgments about what you have been told.
- Do not promise confidentiality. Find an appropriate early opportunity to explain that it is likely that the information may need to be shared with others but that it will only be disclosed to those who need to know about it. The law does not allow anyone to keep concerns relating to child abuse to themselves.

- Explain what will happen next and with whom the information will be shared. If this is in a school it will need to be the staff member who is the Designated Safeguarding Lead within that school as well as the LB4Y Designated Safeguarding Person.
- Make a written record of what was said as soon as possible using the child's own words and including a note of any non-verbal behaviour. Make a diagram of any injury (if applicable). Note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred, nor to personally investigate the allegations.

**(e) Reporting procedures**

- If a LB4Y musician, staff member, consultant, volunteer or Trustee has concerns about the welfare of a child or has had a disclosure made to them they should report it immediately to the appropriate person at the organisation within which the concern has arisen (for example, the Designated Safeguarding Lead at a school or music service), as well as the LB4Y Designated Safeguarding Person.
- Where a concern arises independently of any school or organisation the LB4Y musician, staff member, consultant, volunteer or Trustee should immediately contact the LB4Y Designated Safeguarding Person.
  - If there is a serious and immediate threat to a child, the appropriate person (Designated Safeguarding Lead - DSL) within the school or organisation in which it has occurred (if applicable) and the LB4Y Designated Safeguarding Person must be informed, together with the Local Authority Children's Services department and/or the police (who should be contacted by the DSL). Additionally, where a child has suffered a serious injury as a result of abuse you should seek medical attention immediately.
- The LB4Y Designated Safeguarding Person will ensure that all records and relevant information are given to the Designated Safeguarding Lead within the school or organisation in which the concern has arisen. Where a concern arises independently of any organisation the LB4Y Designated Safeguarding Person will liaise with the Local Authority Children's Services team within 24 hours.
- The LB4Y Designated Safeguarding Person will record:
  - the name, age and contact details of the child(ren) involved
  - the details of any other parties involved
  - the names of any witnesses
  - the details of the incident
  - what was said and the child's behaviour
  - details of any injuries
  - the name of the person reporting the concern
  - details of any action taken.
- Records will be kept in a locked safe, together with any other safeguarding information and access to these documents will be restricted to the LB4Y DSP, the LB4Y band manager. Under the GDPR 2018 guidelines requires that personal information generated from such records be:
  - Adequate, relevant and not excessive for the purpose(s) for which they are held
  - Accurate and where necessary kept up to date
  - Not kept for longer than is necessary for its purpose, subject to annual review.

**(f) Allegations involving LB4Y musicians, staff members, consultants, volunteers and Trustees**

LB4Y musicians, staff members, consultants, volunteers and Trustees are always able to contact the LB4Y Designated Safeguarding Person if they wish to discuss any child protection concerns and must immediately report any concerns they have about the conduct of another LB4Y musician, staff member, consultant, volunteer or Trustee in relation to children.

The most common examples of the types of concerns that must be reported immediately are:

- someone has behaved in a way that has harmed a child, or may have harmed a child;
- someone has possibly committed a criminal offence against or related to a child; or
- someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.

You should make a record of the concerns, including a note of anyone else who has witnessed or has information about the incident or alleged incident.

The Designated Safeguarding Person will consider the concerns raised and gather additional information from the LB4Y band manager. They will then decide whether to report the matter to the Local Authority Designated Officer (LADO) or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action. If further information comes to light at a later stage that warrants a referral to the LADO, the Designated Safeguarding Person will make this referral.

If a referral is made, the musician, staff member, consultant or volunteer against whom the allegation has been made should not be informed of the allegation until action is agreed with the relevant authorities. Such action may include suspension until the matter has been investigated.

If your concerns are in relation to the actions of the Designated Safeguarding Person you should, in the first instance, make a report to the LB4Y band manager. If you feel that you cannot report your concerns to the LB4Y band manager you may contact the NSPCC for advice or your local authority.

**SECTION D**

**Contact details:**

**LB4Y Band manager**

Debbie Underwood

07815733886

[dauwood@aol.com](mailto:dauwood@aol.com)

**LB4Y Designated Safeguarding Person**



Lucia Underwood

07446484422

[Lu.debnarova@gmail.com](mailto:Lu.debnarova@gmail.com)

**NSPCC**

24/7 child protection helpline

08088005000

<https://www.nspcc.org.uk>

**Safeguarding Children Board:**

North Somerset

01275 888 808

Out of hours 01454 615165

<https://www.northsomersetsafeguarding.co.uk>

**Local Authority Designated Officer (LADO)**

01275 888 211

**In an emergency please ring 999**

This safeguarding policy came into force on: January 2019

Updated by: Lucia Underwood, Designated Safeguarding Person

Date: 01/12/2021

Next review date: 01/12/2022