



City of Swansea Concert Band Safeguarding Policy

Adopted: 2nd December 2019

Review: Autumn 2021

Policy Statement

The City of Swansea Concert Band (CSCB) is a community band with a varied membership. Whilst members are mainly adults, young people (under the age of 18 years) occasionally become involved in the activities of CSCB as players. CSCB welcomes and actively encourages the involvement of such young people, to foster their musical development and as a way of encouraging future membership. However, CSCB recognises that we have a moral and legal obligation to ensure that, when given responsibility for children, all members accept their responsibilities to safeguard children from harm and abuse. This means to ensure that everyone follow procedures to protect children and report any concerns about their welfare to appropriate authorities. We also need to ensure the safety and well-being of any vulnerable adults who attend CSCB.

There are three elements to our policy: -

- Prevention through awareness of everyone's needs.
- Definitions of Child Abuse and Neglect
- Procedures for identifying and reporting cases or suspected cases, of abuse.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of CSCB and to allow members, parents/carers, volunteers etc to make informed and confident responses to specific safeguarding issues.

Prevention

We recognise that the CSCB environment is largely an adult one and we expect that all members and anyone else who comes into contact with children always behave in an appropriate manner. Remember that "The Welfare of the Child is Paramount".

Good practice guidelines

All people working with CSCB are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common-sense examples of how CSCB creates a positive, welcoming and inclusive culture and climate. This policy and these guidelines apply to anyone who works with CSCB in any capacity.

CSCB will:

- Always put the welfare of each participant first as a priority
- Undertake to assess risks at the outset of any project with young people and vulnerable adults, and monitor risks throughout.
- Identify the people with designated protection responsibility from the outset.
- Know how to get in touch with local authority services, in case there is a need to report a concern.
- Have agreed procedures for reporting suspicion or allegations of abuse.
- Establish and maintain an ethos where children feel welcome and familiar with their environment and are informed of personal (toilets, dressing rooms etc) and emergency arrangements (fire exits, meeting points etc) and any Health and Safety Procedures (Dangerous equipment, First aid etc)
- Inform each child who the appropriate person or people are to speak to if they have any questions, problems or concerns.
- Ensure that all children are treated with respect and dignity and are treated as individuals and offered equality of opportunities.
- Always work in an open environment (e.g. avoiding private or unobserved situations and unnecessary physical contact with children) and involve/allow parents/chaperones wherever possible, to take responsibility for the child/children they are responsible for. (parents must only have responsibility for their own child)
- Recognising the individual needs of the child. e.g. recognising when a child may be tired and may need a break.
- Ensure that children are supervised appropriately.
- Ensure that the band Designated Safeguarding Lead has undertaken appropriate safeguarding training
- Ensure that all personnel who don't necessarily have close contact with children but who are assisting in an event are aware of their conduct around children.
- Treat all people with respect
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that wherever possible there is more than one adult present during activities involving under 18s
- Respect a person's right to personal privacy
- Be aware that physical contact with a young person or vulnerable adult may be misinterpreted
- Challenge unacceptable behaviour and report all allegations/suspensions
- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

Members will not:

- Have inappropriate physical or verbal contact with young people or vulnerable adults.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour
- Exaggerate or trivialise abuse issues
- Take a chance when common sense, policy or practice suggests a more prudent approach
- Meet with any such child, or vulnerable adult, outside such activities or away from the normal meeting places of CSCB, without parental knowledge and approval.

Definitions of Child Abuse and Neglect

A child is abused or neglected when somebody inflicts harm or fails to act to prevent harm. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

- Physical Abuse - May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.
- Sexual Abuse - Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.
- 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Emotional Abuse - The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone

Suspicion of Abuse

- If you see or suspect abuse of a child, immediately make this known to the Band Designated Safeguarding Lead

Disclosure of Abuse

If a child tells you that they or another child or young person is being abused: -

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child to talk, but do not ask leading questions, interrupt or ask the child to repeat itself.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help.
- Record what you have been told accurately and as soon as possible. Use the child's own words. Make a note of the time, location, whether anyone else present and of the Child's demeanour.
- Ensure that your concerns are reported immediately to the band Designated Safeguarding Lead.
- Do not confront the alleged abuser.

Responding to allegations or suspicions

It is not the responsibility of anyone in CSCB to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer, or the appropriate authorities.

CSCB will ensure all members/volunteers will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

It is very important that whoever is receiving the disclosure **does not 'promise not to tell'**. Let the discloser know that you must tell someone so that you can help them.

Action if there are concerns

Any suspicion that a child has been abused should be reported to the Band Designated Safeguarding Lead for CSCB (details below), who will take such steps as considered necessary to ensure the safety of the young person/ vulnerable person in question, and any other person who may be at risk. The Band Designated Safeguarding Lead will refer the allegation to Social Care, who may involve the police.

The parents or carers of the young person will be contacted as soon as possible following advice from the social services department.

Information to be given to Band Designated Safeguarding Lead, Social Care, or the police

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, in the person's words as much as possible. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported.

The record must be stored securely and shared only with those who need to know.

- DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well, and trust is bound to be wrong.

IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child misunderstands or misinterprets something you have done.

The CSCB Committee will deal with any media enquiries.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Event Organisers, if appropriate.
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social Care/police.

Social Care will provide advice on who should approach the alleged abuser (or parents if the alleged abuser is a young person), especially if, by making such approaches, the young person may be put at risk of further abuse or harm. Information should be stored in a secure place with limited access to designated people, in line with data protection laws.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children and vulnerable adults namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- GDPR 2018
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children – All Wales Safeguarding Procedures

All sections in these procedures also apply to vulnerable persons. (A vulnerable person is one who is, or may be, in need of community services due to age, illness or a mental or physical disability who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.)

If you think that a child - that is anyone under the age of 18 – or a vulnerable adult is being harmed or neglected, or you believe them to be at risk, you should contact Swansea Child and Family Services or the police.

If you are concerned that a child is at immediate risk of harm you should contact the police straight away on 01792 456999 or 999.

To report concerns or seek advice about child protection issues you can contact Child and Family Services either by telephone or email:

Child and Family Information, Advice and Assistance Service

Tel: 01792 635700

Email: access.information@swansea.gov.uk

Emergency Duty Team (outside normal office hours)

Tel: 01792 775501

Email: edt@swansea.gov.uk

The Children Act 1989 puts a legal obligation on Social Services to act when any information comes in to say that any child may be in danger of being hurt or neglected.

CSCB Designated Safeguarding Lead (DSL)

Name: Lynne Ellis

Contact: 07824 565267

Chair of CSCB Committee and Deputy DSL

Name: Bethan Power

Contact: 07850 966000

