

# Safeguarding Policy

## Overview

**Commitment to safeguarding:** Sandwich Concert Band believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

## **About this policy**

- This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Sandwich Concert Band or taking part in Sandwich Concert Band activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
- This policy aims to:
  - Protect children, young people and adults at risk who are; members of, receive services from, or volunteer for, Sandwich Concert Band.
  - Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
  - Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Sandwich Concert Band undertakes any activity, event or project.

**How Sandwich Concert Band might work with vulnerable people:** We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

**Named safeguarding person:** Brent Rimmington has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Brent Rimmington in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Brent Rimmington and in line with established procedures and ground rules (see below).

**Procedures and ground rules:** A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

**Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the Committee of Sandwich Concert Band. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

## **Ground rules, ways of working and procedures**

This document forms part of the Sandwich Concert Band’s Safeguarding policy.

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- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 at risk including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

This document includes:

- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

## **Procedures for raising safeguarding concerns and incidents of abuse**

- If any member, staff or volunteer in Sandwich Concert Band witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; Brent Rimmington.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair, Kate Robinson or a DBS checked adult: Emma Stevens, Kevin Smith-Burchnell.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

## **Procedures for dealing with concerns and incidents of abuse**

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.
  - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
  - Instigating an internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the committee will:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the family/guardians of the person reported as having been abused of the incident.
  - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
    - Both parties should be given the chance to bring a friend or representative to the meeting.
    - Meetings will be attended by the named safeguarding officer and at least one other committee member.
    - All parties will also be invited to submit a written statement in advance of the meeting.

- Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
  - Escalate the incident to the relevant authority.
  - Further investigation – with established procedures and timelines to work towards a resolution.
  - A decision or resolution.

### **Resolution and disciplinary action**

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of Sandwich Concert Band.
- Any disciplinary action will be taken in line with Sandwich Concert Band's constitution.

This policy was last reviewed on:

Signature on file

Kate Robinson, Chair, Sandwich Concert Band

- Approved by Committee on: 30/09/2020
- Next review date: 30/09/2021