



Tewit Youth Band Safeguarding Policy

Tewit Youth Band (the **Band**) works with children and families as part of its activities. These include playing brass or percussion instruments and enjoying the art of music making.

The purpose of this policy is:

- to protect children and young people who receive the Band's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to Safeguarding.

This policy applies to anyone working on behalf of the Band, including the teachers and the committee members, other volunteers, and the children.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection.

We believe that:

- Children and young people should never experience abuse of any kind
- We all have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation 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.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Nominated Safeguarding Lead and a Deputy Safeguarding Lead who will serve on the committee of the Band (the **Committee**)
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people,

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staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- recording and storing information professionally and securely.

Related policies and procedures

This policy should be read alongside our organisational policies and

procedures: **Appendix A**

- Procedures for responding to concerns about a child or young person's wellbeing •
Role of the nominated safeguarding officer
- Dealing with allegations of abuse against a child or young person
- Responding to concerns
- Managing allegations against staff and volunteers
- Anti-bullying procedure
- Whistleblowing procedure

Appendix B

- Safer recruitment policy and procedures

Appendix C

- Code of conduct for staff and volunteers
- Adult to child supervision ratios
- Photography and image sharing guidance
- Guidelines for social media

Appendix D

- Child protection records retention and storage policy – guidance from NSPCC

Appendix E

- Cause for Concern form

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Regulators: Charity Commission

Charity Number: 514676

Insurance Company: New Moon Insurance Ltd

We are committed to reviewing our policy and good practice annually. This policy was last reviewed by the Committee on 16th July 2024

Signed: Georgina Fisher, Secretary TYB

Date: 4/12/2024

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Appendix A

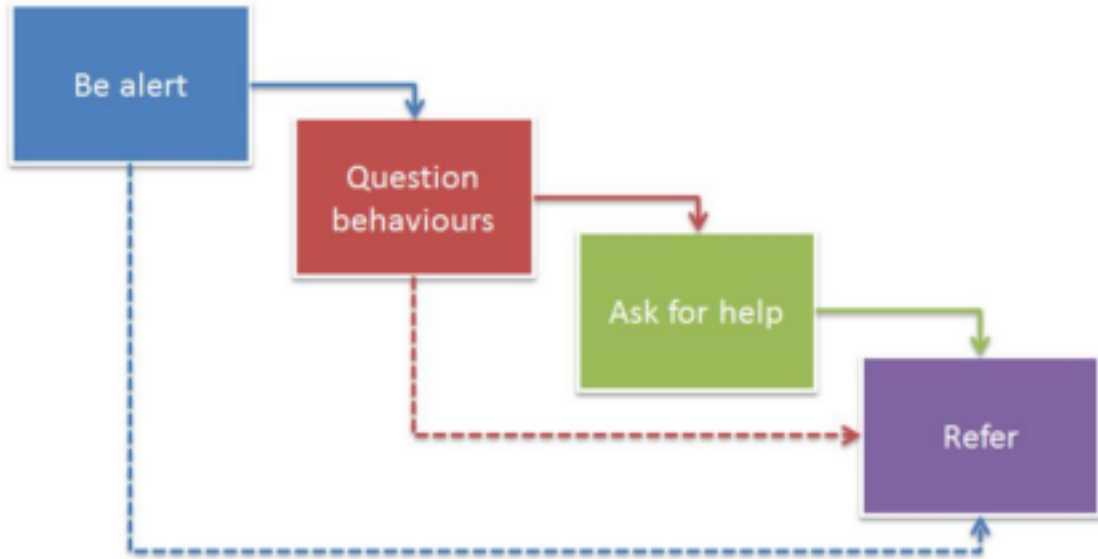
Children can experience more than one type of abuse, which can have serious and long-lasting impacts on their lives. Find out about the different types of child abuse, how to recognise the signs in children and young people and how people who work with children, parents and carers can prevent and respond to it. This policy requires all committee members and musical directors to read the helpful information on the NSPCC website: <https://learning.nspcc.org.uk/child-abuse-and-neglect/>

The Policy suggests that all committee members and musical directors are familiar with What to do if you're worried a child is being abused: Advice for practitioners

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> and Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Procedures for responding to concerns about a child or young person's wellbeing



If you are ever concerned about a child or young person's welfare, talk this concern over with **Ali Dickinson**, the Nominated Safeguarding Lead for the Band. Do not discuss this concern with anyone else. Note the basic facts and the date and time of your concern.

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Role of the Nominated Safeguarding Lead (NSL)

The role of the NSL/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

The NSL should be on site or contactable on a Wednesday evening. Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

Dealing with allegations of abuse against a child or young person

If a concern is raised to the Nominated Safeguarding Lead, contemporaneous notes should be

made, objectively detailing what was seen / heard and also when and where the concern was raised. The discussion and any decisions should also be noted and the reasons for those decisions.

Responding to allegations of abuse

Under no circumstances should a volunteer or committee member carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Document a concern on a **Cause for Concern** form (see Appendix D)
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Nominated Safeguarding Lead

Name: Ali Dickinson

Phone: 07446 385538

Email: safeguarding@tyb.org.uk

Deputy Safeguarding Lead

Name: Mandy Jelf

Phone: 07749 006667

Email: safeguarding@tyb.org.uk

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The NSL should contact the appropriate agency or they may first ring the NSPCC helpline for advice. They should then contact social services in the area the child lives.

Name of local authority:

North Yorkshire Council (NYC)

Children's Social Services Tel: **0300 131 2 131** (24/7)

Website Address: <https://www.safeguardingchildren.co.uk/>

Adult Social Services Tel: **0300 131 2 131** (24/7)

Website Address: <https://www.northyorks.gov.uk/safeguarding-vulnerable-adults>

NSPCC Helpline 0808 800 5000

The NSL may need to inform others depending on the circumstances and/or nature of the concern

- Chair or deputy member of the committee with responsibility for Safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.
- Nominated Safeguarding Lead for Tewit Silver Band (Jayne Fearnley) • Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the NSL/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned

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about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions. For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm. Where the parent/carer is unwilling to seek help, offer to accompany them.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the NSL/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will not speak to the parent / carer or anyone else.
- Seek and follow the advice given by Children's Social Services / Police.

Whilst allegations or suspicions of abuse will normally be reported to the Nominated Safeguarding Lead, the absence of the NSL or Deputy should not delay referral to Social Services or the Police.

- The Committee will support the NSL/Deputy in their role and accepts that any information it may have in its possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from NYC, although the Committee hopes that members of the Band will use this procedure. If, however, the individual with the concern feels that the NSL/Deputy has not responded appropriately, or where they have a disagreement with the NSL as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Committee demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Anyone can do this – but it may well be the Nominated Safeguarding Lead. Referrals should follow the local referral process.

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Managing allegations against music teaching staff and volunteers

The procedures to safeguard children and young people as set out in this policy are to be followed regardless against whom an allegation is made. The Nominated Safeguarding Lead will seek advice from NYC Children's Services and the Police. However in the event that an allegation is made against a member of the Band or another adult involved with the Band, the Nominated Safeguarding Lead will inform the Chair. The person against whom the allegation is made will be asked to withdraw from all activities including attending or visiting the band room while the allegation is investigated by NYC / the Police. All responsibilities of the person against whom the allegation is made will be suspended.

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Anti-bullying statement and online safety policy and procedures for responding to concerns about bullying and online abuse

The Band works with children and families as part of its activities. These include playing brass or percussion instruments and enjoying the art of music making.

The purpose of this statement is:

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying, including online bullying, is stopped as soon as possible if it does happen and that those involved receive the support they need

- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

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We will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it. These discussions will focus on:
 - band members' responsibilities to look after one another and uphold the behaviour code
 - practising skills such as listening to each other

- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- putting clear and robust anti-bullying procedures in place
- making sure our response to incidents of bullying takes into account:
 - the needs of the person being bullied
 - the needs of the person displaying bullying behavior
 - the needs of any bystanders
 - our organisation as a whole.
- reviewing the plan developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people •
- welcoming new members to our organisation.

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Whistleblowing procedure

Whistleblowing is when a worker reports suspected wrongdoing at work. Although volunteers do not have any of the statutory protections workers have if they report serious concerns, the Charity Commission will recognise, listen and protect the concerns of voluntary or third sector staff

Wrong-doing covered by the 'public interest disclosure' includes:

- someone's health and safety is in danger

- damage to the environment
- a criminal offence
- not obeying the law
- covering up wrongdoing
- misusing public funds
- actions that negatively affect the welfare of children

Where volunteers have concerns, they should aim to first report it internally to the Nominated Safeguarding Lead or to the Chairperson if regarding the NSL, before reporting to the Charity Commission. This report may only be undertaken where the volunteer thinks the Band will cover it up, would treat them unfairly if they complained or have raised the matter before, but the concern hasn't been dealt with.

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Appendix B

Safer recruitment procedures

The Safer recruitment policy and procedures at the Band should prevent people who pose a risk of harm from working with children. We commit to doing this by:

- adhering to statutory responsibilities to check all Committee members who have responsibility for the safety of the children through the Chaperone application process

with NYC and through the Disclosure and Barring service

- adhering to statutory responsibilities to check Musical Directors and all who teach the children (including privately arranged tuition at the band room) through the Disclosure and Barring service and obtaining references where necessary
- ensuring all Committee Members, Musical Directors and teachers have read and signed the Band's Safeguarding policy and procedures
- taking proportionate decisions on whether to ask for any checks beyond what is required (such as references, for both capability and character)
- ensuring all other volunteers are appropriately supervised by Musical Directors and committee members
- adult to child supervision ratios and Chaperones will be in line with Local Authority guidelines both within the band room and away at concerts or other performance venues

Licences and DBS checks will be renewed at least every five years or in line with Local Authority guidance and all personal records will be destroyed on leaving the organisation.

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Appendix C

Code of conduct for all – adults, band members, volunteers and

parents All associated with the Band have a duty to:

- Create and maintain an environment free of fear and harassment.
- Recognise the rights of all children to be treated as individuals.

- Support the well-being of the child both in and out of brass banding. •
- Treat all individuals in the Band with respect at all times.
- Allow children to participate in the running of the Band, through the band reps, and be involved in relevant decision-making processes.
 - Not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
 - Not condone or allow to go unchallenged any form of discrimination. • Not publicly criticise or engage in demeaning descriptions of others. • Communicate with and provide feedback to children in a manner that reflects respect and care.
 - Respect child's opinions.
 - Encourage and empower children to take responsibility for their own musical development and actions.
 - Not be alone with band members, (eg in a car, at the band room), without parental permission and the knowledge of at least one other committee member. • Take action if they have a concern about the behaviour of an adult towards a child.

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Appropriate behaviours for adults: volunteers, parents, committee members and MDs

- Treat other band members, including children and young people, with respect and dignity.
- Encourage and support children and young people in the Band, but avoid having (or being perceived to have) 'favourites'.
 - In general, avoid being alone with children and young people under 18 who are band

members, unless you have permission from their parent or carer.

If it is necessary to be alone with a child or young person:

- Make sure another adult knows where you are and approximately how long you will be
- Invite the child or young adult to bring a friend
- Leave the door open of the room you are in
- Move into the centre of the room so you are in plain view
- Avoid physical contact with children and young people in the Band unless it is necessary for a particular activity or if the person in question or someone at risk from them has been, or is about to be injured.
- If physical contact cannot be avoided, seek permission of the child or young person wherever possible and ensure they are comfortable with what you are going to do.
- If a child or young person talks to you about something confidential, ensure that they understand that you will not share the information without their consent except in specific circumstances relating to child protection or safeguarding.
- If you are told or see something regarding a child or young person that causes you to have a safeguarding concern, follow the Band safeguarding procedures and contact the Welfare Officer as soon as possible.
- Outside band activities, try to avoid contacting children or young people who are band members unless this is via their parents and part of a family friendship.
- Be aware that children and young people in the Band will look up to you; it is important that you model responsible and considerate behaviours associated with appropriate professional/personal boundaries.
 - Do not give your personal telephone number or email address to children or young people in the Band unless this is via their parents and part of a family friendship.
 - Do not develop individual friendships with children and young people in the Band except

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as part of a family friendship.

- Be mindful of your use of language during band activities, especially when children and young people are around.
- If you are involved with the Band in a teaching or leading capacity, do not, in general, accept, or give, gifts or money to children or young people you work with. If you are presented with a token 'thank you' gift from a child, accept it with thanks and inform the

NSL or the Chairperson. If you wish to present a token gift to a child or young person for a specific reason, this should be discussed and agreed in advance with the NSL or the Chairperson.

Inappropriate & Prohibited Behaviours

- Hitting or striking another band member, whether this is a child or adult.
- Verbally abusing (including shouting or swearing at) another band member.
- Deliberately humiliating or undermining another band member, including online or on social media.
- Inappropriate intimate touching, sexual conversations - or use of sexual innuendo - with a child or young person, or in the presence of a child or young person.
- Developing, or implying, sexual relationships with children and young people in the Band.
- Encouraging, or knowingly being involved in, another band member committing a crime.
- Taking illegal substances before or during band activities.
- Being intoxicated at a band event.
- Using digital technology to groom a child or adult or to abuse them in any way.
- Creating, sharing or downloading abusive images of children or adults.
- Bringing the Band into disrepute through inappropriate use of social media.

Property Care

- Band members are expected to keep their uniform clean and maintained.
- Band members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the appropriate property register on issue of the property. The register will also be signed off when the item is returned to the Band.

- Band members are expected to maintain any property issued to them, keeping it clean

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- and in good working order. Any damage or concerns about instruments or other equipment should be reported to the relevant officer as soon as possible. Equipment should also be stored securely when not in use.

- Band members will return to the Band any property issued to them, when requested by the Committee or when leaving the Band.
- Band members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.

- Band members who wish to borrow individual parts of music will be required to take a copy home.
- Band members will respect all kinds of incorporeal property (such as trademarks and copyright).

Personal Appearance

Members will follow the Band's dress code and personal appearance guidelines when performing: this may include before and after performance.

Adult to child supervision ratios (using Local Authority guidelines)

- 1:5 for children under 7.
- 1:8 for 7-10 year olds.
- 1:12 for older children.

But, a minimum of 2 adults – band leader and chaperone for all events.

Photography and image sharing guidance

- There is a section on the Band's registration form to give parental consent for the taking of photographs.

Guidelines on the Use of Social Media

It is recognised that the internet provides unique opportunities to promote the Band including vacancies and performances using a wide variety of social media, such as Facebook, Instagram, WhatsApp, Twitter and You Tube. These guidelines aim to protect individuals within the Band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the Band's reputation and

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can jeopardise compliance with legal obligations.

• Band Websites and Social Media pages

We obtain permission to publish photos/videos for marketing and promotional purpose (including publishing on the Band's website, the Band's social media pages, local press and

other sources of online media) on the membership form.

Personal details such as phone numbers and email addresses will not be posted on the internet without the permission of the individual.

It is important that the age range of band members is considered when posting images, and comments on pages, ensure that these are appropriate and in keeping with the Band ethos.

- **Individuals within the Band**

It is best practice for adult members of the Band not to be social media friends with children and young people who are members of the Band unless this is via their parents and as part of a family friendship. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the Band's social media page or website.

Any content which raises a safeguarding concern should be reported to the Nominated Safeguarding Lead using the procedure outlined in the Band's safeguarding procedures.

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Appendix D

Child protection records retention and storage policy

<https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention>

storage-guidance

This policy is in line with the child protection records retention and storage guidelines from the NSPCC. The Band will keep securely any records until the child reaches the age of 25.

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Appendix E

Cause for Concern: *documenting initial concerns*

Date:

Time:

Your name:

Name of complainant:

Describe the context of the concern: (e.g. what activity were you doing at the time)

Write down exactly what you have been told:

Write down exactly what you said in response:

Describe any injury with size, location etc. (use diagram if necessary)

