

## Lancaster City Brass

### Safeguarding Vulnerable Adults and Children

Lancaster City Brass has a duty of care to safeguard all children and vulnerable adults in Lancaster City Brass from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Lancaster City Brass will ensure the safety and protection of all children and vulnerable adults involved in Lancaster City Brass through adherence to the Law and the guidelines adopted by Lancaster City Brass.

This policy establishes Lancaster City Brass band's role and responsibilities and clarifies what is expected from everybody involved within the band.

Every adult, child and young person who participates in the activities of Lancaster City Brass should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every member of the band.

#### Aim

The aim of this Policy is to promote good practice: -

Providing vulnerable adults, children and young people with appropriate safety and protection whilst in the care of Lancaster City Brass. Allow all members to make informed and confident responses to specific child and vulnerable adult protection issues.

Lancaster City Brass recognise however, that abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken. Lancaster City Brass recognises its responsibility to safeguard the welfare of all vulnerable adults, children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. Lancaster City Brass aims to have the highest possible standard of care and acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Lancaster City Brass will ensure that: -

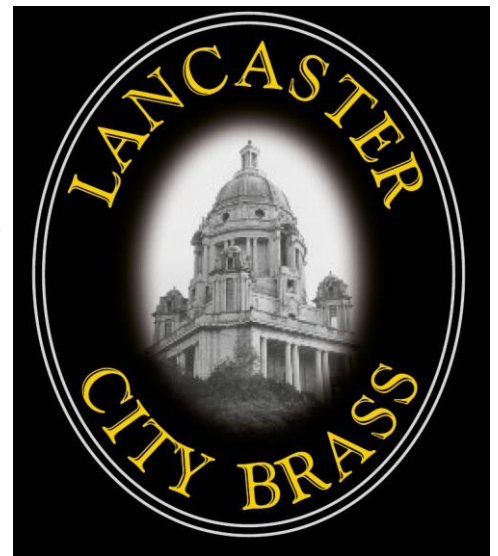
The welfare of the vulnerable adults and children is paramount.

All people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Lancaster City Brass will: -

Respecting and promoting the rights, wishes and feelings of adults, children and young people and will work to encourage the development of an environment that embraces difference and diversity.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

<http://www.lancastercitybrass.com>

## Lancaster City Brass

Recruit, train and supervise all volunteers and employees to adopt best practice to safeguard and protect children and young people from abuse.

Ensure employees and volunteers adopt and abide by the appropriate codes of conduct and the Child Protection Policies and Procedures outlined within this document

Respond to any allegations appropriately

Regularly review this policy at regular intervals.

A child is defined as a person under the age of 18 (The Children Act 1989).

### Good Practice

All members and employees of Lancaster City Brass shall follow the following good practise guidelines: -

Always work in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.

Treat all young people/disabled adults equally, and with respect and dignity.

The welfare of each young person is the number one priority, before winning or achieving goals.

Maintain a safe and appropriate distance with players (e.g. it is not appropriate for employees or volunteers to have an intimate relationship with a child or to share a room with them).

Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.

Keep up to date with the skills, qualifications of officials charged with looking after children and vulnerable adults.

Involve parents/carers wherever possible and ensure officials work in pairs.

Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.

Give enthusiastic and constructive feedback rather than negative criticism.

Recognise the developmental needs and capacity of children, young people and disabled adults -avoiding excessive training or competition and not pushing them against their will.

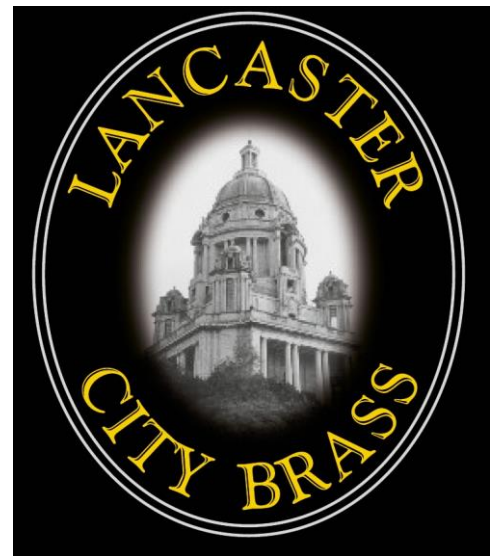
Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.

Keep a written record of any injury that occurs, along with the details of any treatment given.

Request written parental consent if Lancaster City Brass officials are required to transport young people in their cars.

### Roles and responsibilities

Lancaster City Brass has a child protection officer and a Junior Band conductor both of which shall hold an enhanced criminal records bureau checks, and will be voted into their roles at the Lancaster City Brass annual general meeting. It is the responsibility of the child protection officer to oversee this child protection policy and review it and make recommendations, to make the band aware of the welfare of all children and young people who are involved in the activities of Lancaster City Brass.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

<http://www.lancastercitybrass.com>

## Lancaster City Brass

It is the responsibility of the junior band conductor to oversee the junior band and encourage an open and honest learning environment.

There shall be at least two members of Lancaster City Brass with an enhanced criminal records bureau check, and at least two of these members shall be present at junior band during the entirety of the rehearsal.

The Chairman, Junior Band conductor and child protection officer of Lancaster City Brass shall sign onto the child protection policy, identifying their roles and responsibilities.

### Incidents

It is not the responsibility of anyone working in Lancaster City Brass in a paid or unpaid capacity 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.

Lancaster City Brass will assure all staff/volunteers that it 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.

Where there is a complaint against a member of Lancaster City Brass there may be three types of investigation: -

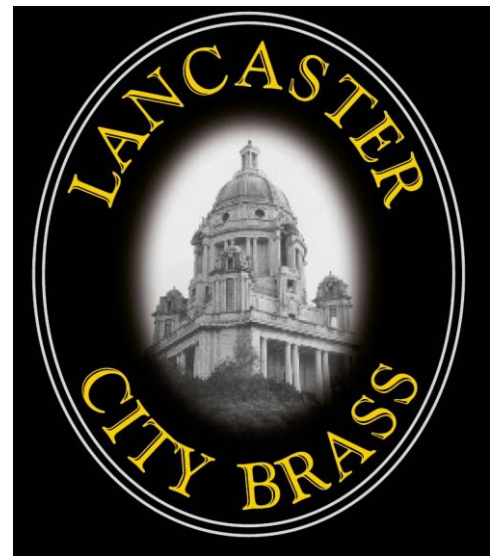
- A criminal investigation
- A child protection investigation
- An internal investigation.

The results of the police and child protection investigation may well influence and inform the internal investigation, but all available information will be used to reach a decision.

If any of the following incidents occur all members of Lancaster City Brass have a duty to inform one of the committee members, and ensure that the child's carer or parent is informed (in the case of children): -

- If an accident occurs
- If you hurt another member of the Lancaster City Brass
- If you see another member of Lancaster City Brass distressed in any manner
- If a vulnerable adult, young person or child member of Lancaster City Brass appears to be sexually aroused by your actions.
- If a vulnerable adult, young person or child member of Lancaster City Brass misunderstands or misinterprets something you have done.

These incidents shall be recorded and dealt with by the procedure laid out in appendix 1.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

<http://www.lancastercitybrass.com>

## Lancaster City Brass

### 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 Child Protection Officer

The parents of the person who is alleged to have been abused

The person making the allegation

Social services and or the police

The Lancaster City Brass Chairman.

The Lancaster City Brass junior band conductor.

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### Reports of abuse

If someone discloses that they are being abused, in any way, upon receiving the information members of Lancaster city brass shall: -

React calmly

Reassure them that they were right to tell and that they are not to blame and take what they say seriously

Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details

Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments

Inform the person what they will do next

Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information to the Child protection officer, who shall follow the procedure laid out in appendix 1.

The written report should include: -

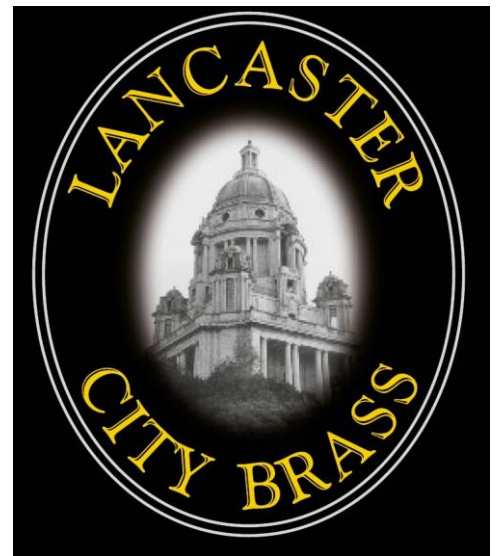
The child's name, age and date of birth of the child.

The child's home address and telephone number.

Whether or not the person making the report is expressing their own concerns or those of someone else.

The nature of the allegation. Include dates, times, any special factors and other relevant information.

Make a clear distinction between what is fact, opinion or hearsay.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

<http://www.lancastercitybrass.com>

## Lancaster City Brass

A description of any visible bruising or other injuries. Also any indirect signs, such as behavioral changes.

Details of witnesses to the incidents.

The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the parents been contacted?

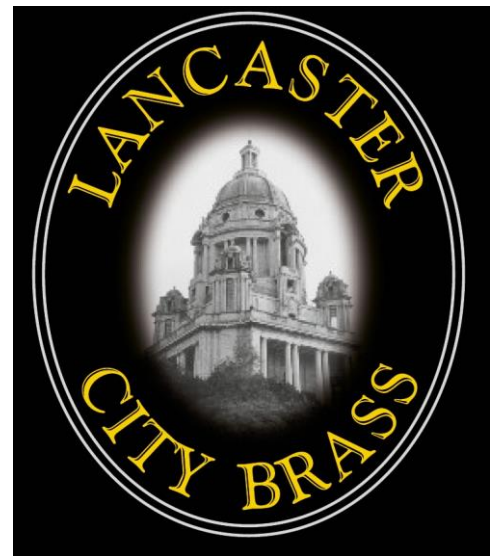
If so what has been said?

Has anyone else been consulted? If so record details.

If the child was not the person who reported the incident, has the child been spoken to? If so what was said?

Has anyone been alleged to be the abuser? Record details.

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

### On the report of abuse (What Next?)

<http://www.lancastercitybrass.com>

Once abuse has been reported Lancaster City Brass shall write up a report and contact the appropriate authority along with the police and social services we shall be honest and open in our reporting and will cooperate with any investigation. The alleged abuser shall be contacted, and the abused parents or carer shall be contacted. The concerns of vulnerable adults and children will not be taken lightly.

### Additional Help

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0800 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The local service for children and young people is based at Lancaster county council their phone number is 0845 053 000, email [enquires@lancaster.gov.uk](mailto:enquires@lancaster.gov.uk) and their website is [http://www3.lancashire.gov.uk/corporate/atoz/a\\_to\\_z/service.asp?u\\_id=1921&tab=1](http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?u_id=1921&tab=1)

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bacp.co.uk](mailto:bac@bacp.co.uk), Internet: [www.bacp.co.uk](http://www.bacp.co.uk).

## Lancaster City Brass

### Appendix 1 Procedure for incidents.

Was it alleged abuse?

Yes ↓ No →

Write down what has happened, using the report section of this policy. Contact and inform the chairmen of Lancaster City Brass, contact and inform social services and the police if required, follow the reports of abuse section in this document, follow the confidentiality section of this document, contact and inform the parents and or career of the alleged victim. Get advice as required.

→ Has an accident occurred?

Yes ↓ No →

Record the accident in the accident book. Contact the ambulance service if required.

→ Has a member of Lancaster City Brass hurt another member of Lancaster City Brass?

Yes ↓ No →

Write down what has happened, using the report section of this policy. Achieve consensus on a resolution to the incident. Contact and inform the chairmen of Lancaster City Brass.

→ Is a member of Lancaster City Brass distressed in any manner?

Yes ↓ No →

Write down what has happened, using the appropriate parts of the report section of this policy. Contact and inform a committee member of Lancaster City Brass.

→ Is a vulnerable adult, young person or child member of Lancaster City Brass appears to be sexually aroused by your actions or another's actions

Yes ↓ No →

Write down what has happened, using the appropriate parts of the report section of this policy. Contact and inform a committee member of Lancaster City Brass.

→ Has a vulnerable adult, young person or child member of Lancaster City Brass misunderstands or misinterprets something you have done.

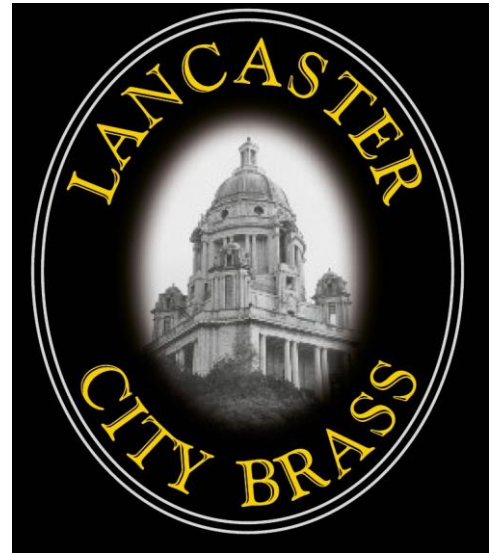
Yes ↓ No →

Achieve consensus on a resolution to the incident. Contact and inform a committee member of Lancaster City Brass.

→ Other

Yes ↓ No →

Contact and inform a committee member of Lancaster City Brass of any other concern, use the additional part of this policy if necessary.



Lancaster City Brass  
Scout Hut  
Dorrington Road  
Lancaster

<http://www.lancastercitybrass.com>