

EAST LONDON COMMUNITY BAND



Together in music

SAFEGUARDING POLICY

Overview

Date of adoption: February 2020

Reviewed: April 2021

We are an inter-generational band, made up of a mixture of adults and children from approximately 5 years old to 80 years old.

Commitment to safeguarding:

ELCB believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise they have vulnerabilities and that we have a responsibility to promote the welfare of all of them. We are committed to safeguarding the well-being of all such vulnerable people that we come into contact with, and to protecting them from harm.

About this policy

- This policy applies to; all ELCB members, staff (meaning our self-employed and paid directors and tutors) and volunteers and anyone else working on behalf of ELCB or taking part in ELCB's activities.
- The purpose of this policy is to provide ELCB members, staff and volunteers and others with the overarching principles that guide our approach to the protection of all **vulnerable people** from **abuse** and the promotion of their **welfare**.
- This policy recognises that: **vulnerable people** are:
 - 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.
- **risk** in relation to vulnerable adults in particular 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.
- **abuse** includes all forms of physical, sexual and psychological abuse.
- **welfare** and **well-being** includes physical and mental well-being.

This policy aims to:

- Protect children, young people and adults at risk who are; members of, receive tuition from, attend rehearsals and performances by, or volunteer for, ELCB.
- 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 ELCB undertakes any activity, event or project.

How ELCB might work with vulnerable people: membership is open to children and people of all ages. We run regular individual musical tuition and band/ensemble 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 ELCB who attend tuition, rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering or observing capacity
- Audience members at public concerts

Named safeguarding person: Sarah Mossop has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Sarah Mossop in the first instance (07817 726176). If she is unavailable, please contact the Deputy Designated Safeguarding Office, Polly Fitch (07970 480618).

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Sarah Mossop 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 (see below).

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Management Committee. 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 ELCB’s Safeguarding policy

The scope and purpose of the policy are set out in the section **About this policy** above.

This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

Recruitment practices around safeguarding and DBS checks

If a potential new staff member or volunteer will be working with vulnerable people as part of ELCB’s activities, an enhanced level of DBS will be requested before that work is commenced and then disclosure will then be re-applied for or reconfirmed every three years. Where the staff member/volunteer has one from another workplace, this will be accepted, provided it is less than three years since it was issued).

All staff members and volunteers will be provided with a copy of this policy. ELCB will make every effort to comply with the DBS code of practice in relation to the handling of Disclosures and all DBS related information (both electronic and paper).

Having a criminal record will not be used as a reason, in and of itself, to prevent someone from working with vulnerable people. Each applicant will be judged on merit.

With regard to certain specific areas, our policy is as follows:

- Applicants will not be accepted if they have previous offences against children.
- Applicants with any offence involving possession, supply or use of drugs where the conviction took place within the five years prior to the individual's application will not be accepted.
- Applicants with any offence involving dangerous, drunk or careless driving, where the conviction took place within the ten years prior to the individual's application, will not be allowed to drive with young people in their vehicle.
- Other offences and issues will be considered on an individual basis by the Chair/the designated Safeguarding Officer/designated members of the Committee.
- ELCB will consider the following points;
 - the relevance of the conviction to the position
 - the seriousness of the offence
 - the length of time since the offence occurred
 - whether there is a pattern of offending behaviour
 - whether the applicant's circumstances have changed since the offence
 - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Applicants with a criminal record will be given the opportunity to discuss Disclosure information before a final decision about appointment is made, except where the information is confidential material which we are not permitted to mention.

Ground rules and ways for working regarding safeguarding of vulnerable people

When ELCB organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below – as per Ofsted recommendations.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity, such as music tuition, and where possible, the tutorial should take place in a room with a window in the door through which other people can see. An open door policy is operated and parents/carers are welcome to drop in to observe the tutorial.
- If staff/volunteers communicate directly with vulnerable persons electronically (for example to arrange extra lessons or to send them music), they must also copy the electronic correspondence to the vulnerable person's parent or carer and they must

not develop inappropriate relationships, such as contact with young people that is not part of the work of ELCB (this includes being 'friends' with under 18s on Facebook or other Social Media web-sites).

Child to adult ratio table

Child's age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians: ELCB is a small, amateur, organisation with limited resources run by its members as unpaid volunteers in their leisure time. It is not able to supervise all of its members and all activities at its rehearsals and concerts, all of the time. Parents/carers must therefore accept and take full responsibility for vulnerable persons and for their behaviour at all times during ELCB's activities including (during rehearsal evenings) in the cafe area, corridors and staircases, toilets and the garden and car park outside the rehearsal venue and must remain on the premises or make, maintain, and inform the Band of, their own arrangements acceptable to the Band for care and supervision at all times when their children/young people are attending the Band's activities. This also applies at all social events and off site events such as concerts.

Parents/carers should be made aware of this policy when their child joins ELCB and a copy of the policy is available on the google drive accessible to members of ELCB on request.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in ELCB witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; Sarah Mossop.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to deputy safeguarding officer, Polly Fitch or the band chair Suzanne Gorman.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or to the group Chair, Suzanne Gorman.
- If anyone is ever concerned that Safeguarding is not being handled properly, they can always anonymously call the NSPCC on 0800 028 0285
- Children, young people and adults at risk can always call Childline on 0800 1111

Procedures for dealing with concerns and incidents of abuse

The named person (or person to whom the suspected abuse is reported in their absence) – see above – 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 may be 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 (by phoning the Multi-Agency Safeguarding Hub (MASH) on 020 7364 5601).
 - Raising concerns with the Local Authority Designated Officer (LADO) – for allegations against ELCB staff or volunteers. Tel 020 7364 0677.
 - 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 being 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.
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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 ELCB.
- Any action will be taken in line with ELCB's constitution, in respect of members, contractual rights and obligations in respect of staff, and policies in all cases, including in respect of volunteers.

Agreed by the trustees of the East London Community Band, April 2021.