



KINGSBURY EPISCOPI BAND SAFEGUARDING POLICY

Introduction

Kingsbury Episcopi Band ('KEB') acknowledges its responsibilities to safeguard the welfare of every child and young person who has been entrusted to its care, and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any band activity.

The aim of this policy is:

- to ensure that band members, and any other adult involved in a KEB activity, are fully aware of their responsibilities with regard to the safeguarding of children
- to set out the procedures to be followed to ensure the safety and welfare of children engaged in KEB activities (including travelling to and from those activities when accompanied by a band member).

Policy Statement

KEB is committed to the following:

- making the welfare of young people paramount
- providing opportunities for all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- taking action swiftly and appropriately in response to all suspicions and allegations of poor practice and suspected abuse.

KEB acknowledges that every child or young person who participates in a band activity should be able to take part within an enjoyable and safe environment and be protected from poor practice and abuse. KEB recognises that this is the responsibility of every adult involved in any band-related activity.

KEB acknowledges that it has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional

harm and from neglect or bullying.

Everyone involved in KEB, either in a paid or unpaid capacity, together with those in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse. Anyone who may have regular contact with children will be a very important link in identifying cases where a child needs protection.

Procedures

To ensure that KEB maintains the highest standards in regard to Safeguarding, the following policies and procedures will be adhered to at all times. None of these rules or procedures can be omitted, altered or adapted at any time without a full discussion and vote at a KEB committee meeting.

1. KEB committee will appoint a member of the committee or of the band to take on the role and responsibilities of Safeguarding Officer (SO). This person will allow a full character check and/or Disclosing and Barring Service (“DBS”) check to be carried out in accordance with the recommendations or relevant Government and/or Local Authority bodies. The SO will be responsible for maintaining records of all people who have significant access to children and for ensuring that the required DBS checks are carried out.
2. An Assistant Safeguarding Officer will be appointed from the membership of the band. This person will also agree to undergo the same vetting and DBS checks as for the SO. In the absence of the SO this person will take on the role and responsibilities of the SO. Throughout these rules and procedures, whenever the SO is mentioned it is interchangeable with the assistant SO. It is expected that both genders will be represented in the roles of SO and assistant SO.
3. The SO or assistant SO will be present at every event to which children are invited, or are attending to participate in a band activity. Should neither the SO nor the assistant SO be present, then there must be two adults present (one male and one female who have undertaken a satisfactory DBS check) at the event or the event will be cancelled. Should it be necessary for the event to proceed, children will not be allowed to participate.
4. This policy will be displayed in the band practice room and on the KEB website at www.kingsburyband.co.uk. Reference to the KEB’s Safeguarding Policy will be made at all Annual General Meetings, and all band members are required to be familiar with this policy.
5. When a child or young person joins the band, the SO will ensure that the

parents/carers are aware of this policy and are provided with a copy.

6. The SO will hold the contact details for every child member. This information must include the full address, telephone number and mobile number for both the parent/guardian AND their nominated deputy. It must be made clear that it is the parent/guardian's responsibility that their child be collected at the end of any band event or activity.
7. No member shall be permitted to teach or coach any young person on behalf of the band without prior agreement of the committee and the appropriate checks being made. Any such member will need to have completed a DBS check. If any member takes on the tuition/coaching of a young person in a private capacity, it must be made clear that they are not working on behalf of the band, and this must not take place during band rehearsal times or on premises used by the band.
8. No member shall be permitted to work with young people alone ie, on a one-to-one basis, at any time.
9. At no time shall a child take or be offered a lift from any adult other than the child's parent/carer unless he/she is the nominated deputy of the parent/carer, or the parent/carer's prior permission has been given to the adult providing the lift. Children/young persons must always sit in the back of the vehicle. At no time shall an adult give a lift to a child unless accompanied by a second adult.
10. Collection of children after band practice or an event shall be supervised by the SO or the assistant SO. Should a child remain uncollected after 15 minutes, the parent/carer should be contacted (using the contact details) or, if unsuccessful, the parent/carer's nominated deputy. Should any child remain uncollected after 30 minutes the SO or assistant SO shall contact the Chair of KEB to inform him/her of the full details and the necessity to seek advice from the police on how to deal with the situation.
11. If, at any point, a member has any concerns with regard to the welfare and safety of a young person they should immediately bring the issue to the attention of the SO or assistant SO and/or member of the committee as appropriate.
12. Should a concern be raised by a member, the committee will collectively:
 - consider the nature/seriousness of the concern with due regard to current safeguarding advice and legislation as disseminated by Somerset Safeguarding Children Board and other relevant organisations
 - consider the immediate wishes of the young person and family

- involved and ensure they are supported as appropriate
- consider any available evidence
 - decide on the appropriate level of direct and immediate action following current Safeguarding advice and legislation.

Safeguarding contact numbers:

KEB Safeguarding Officer:	Mike Smith - 07870 194556
Assistant Safeguarding Officers:	Anne Sealey – 07413 593632 Sylvia Fielding - 07775 728967
Somerset Social Care:	0300 123 2327 or 0300 123 2224
Avon and Somerset Police:	101
NSPCC:	0808 800 5000
Childline:	0800 1111