



Safeguarding Policy

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1) Policy statements:

York Concert Band is a community concert band which comprises of around 50 people who meet weekly to rehearse for a regular programme of concerts. It believes in providing a safe and welcoming atmosphere to all, and to promote the welfare of all associated with the band, and to keep them safe. This policy applies to everyone associated with York Concert Band. This includes, but is not limited to: The Musical Director, band members, committee members (made up of band members), or any other person associated with, or on behalf of York Concert Band. These people are hereafter known collectively as “members”. York Concert Band, (hereafter known as ‘the band’) herein states that it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind. The band recognises its responsibility to safeguard the welfare of all members, by commitment to practices which protect them (Care Act 2014, Children Act 2004).

The 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 learning or physical disability, a physical or mental illness, chronic or otherwise, including addiction to drugs or alcohol, 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.

Our policy aims to:

- Provide protection for all children, young people, or vulnerable adults who participate in, play with, associate with, or support the band’s activities.
- Provide all members with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- Ensure that safeguarding is a primary consideration when York Concert Band undertakes any activity, event or project.

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Our policy principles:

- The Welfare of the child, young person, or vulnerable adult is always paramount.
- All members, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All members have an equal responsibility to act on any suspicion or disclosure that may suggest a child, young person, or vulnerable adult, is at risk of harm at home, community, school or band.
- Members involved in child protection issues will receive appropriate support.

2) Guidance for members:

To minimise the risk of harm, abuse, or an allegation of harm and abuse, the band and its members shall:

- Ensure that parents/carers take responsibility for their own children, young people, or vulnerable adults. (The band is not in loco parentis). Anyone joining the band that is under the age of 16 must be accompanied by a parent / guardian / carer both at rehearsals and concerts.
- Follow an 'open door' policy, and not create or allow situations where a member is alone with a child, young person, or vulnerable adult.
- Never be alone with a child, young person, or vulnerable adult on a car journey, regardless of length, unless a parent/carer has given express permission, and the designated safeguarding lead (DSL) has been notified in advance of the journey. The only exception to the above is if there is immediate clear and present danger to the child, young person, or vulnerable adult; in which case the event should be reported to the parents/carer, DSL and where appropriate the Police.
- If, at any point, the band member suspects immediate serious harm to a child, young person, or vulnerable adult- make a referral to Children's Social Care at the Local Authority or the Police immediately. Anybody can make a referral. For support, you can ring Childline or NSPCC helpline. Update the DSL as soon as possible after the referral.
- Not engage in or allow inappropriate physical contact of any kind.
- Not engage in contact via social media with members who are a child, young person, or vulnerable adult. Children aged 18 or below will not be admitted to the Band social media (Facebook account) however, their responsible adult may join on their behalf.
- Use age-appropriate language in the company of members who are children, young people, or vulnerable adults.
- Treat all members with courtesy and respect, and never use abusive language or behaviour.



- In the event of any band member who finds themselves in a compromising situation, they should immediately withdraw from that situation, and speak to the DSL or committee member as soon as possible. Similarly, if a band member observes another member putting themselves at risk of an allegation, they should speak to the member concerned, or the DSL, with a view to discreetly avoiding embarrassment.
- Only communicate Band information with the parents/carers of members who are children, young people, or in some cases vulnerable adults, rather than the member themselves. When using email Cc/Bcc the DSL into communications with parents/carers.
- All band members and volunteers should understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person concerned or those with parental responsibility. On joining the band, members will be asked to give written consent for any images to be used for band publicity purposes. Parents/Guardians must give similar written consent for any members under 18.
- Members who oversee band social media pages shall check with the DSL that the band has photo permissions to take or post photos with members who are children, young adults, or vulnerable adults, prior to taking a photo or video. In the event that a photo, or video has been taken of a member or associated member that is a child, young adult, or vulnerable adult before permissions have been checked, this must, without exception, be deleted for the security of all members.

3) Roles and responsibilities:

The designated safeguarding lead(s)(DSL) are: Susie Raimes and Kate Ellery

The DSLs will:

- Holds a position in their employment that requires a regular DBS check.
- Have the status and authority within the band to carry out the duties of the post and act as a source of support and expertise to the band community.
- Keeps detailed records of all concerns, ensuring that such records are stored securely.
- Ensure that the safeguarding policy is regularly reviewed and updated annually, prior to the band's annual general meeting.
- Make the policy available publicly (e.g. the band's website, AGM updates.)
- Ensure parents are aware of the band's role in safeguarding.
- Check photo, video and social media permissions from parents/carers of members or associated members who are children, young people, or vulnerable adults.
- Act as case officer in the management of allegations, but **MUST NOT** conduct investigations, but refer a complaint as soon as possible to the chairman, social services, and in the case of emergency, the Police.

The band committee will:

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- Appoint a Designated Safeguarding Lead who has undertaken safeguarding training, and holds a position in their employment that requires a DBS check.
- Ensure that all members are made aware of the band's arrangements for safeguarding.

4) Complaints and incident referral procedure:

The band's complaints procedure will be followed where a member raises a concern about poor practice that initially does not reach the threshold for child protection action. These complaints are managed by the DSL and the band Chairman.

When an allegation is made against a member, set procedures must be followed:

- All allegations against members should be reported to the DSL. Allegations against a DSL, or acting deputy DSL, should be reported to the band secretary (Claire Davies). Members may also report their concerns directly to the Police or Children's Social Care if they believe direct reporting is necessary to secure action.
- The band will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

For record keeping, the band will:

- Keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately.
- Ensure all records are kept secure and in locked locations. The data will be kept electronically with the DSL
- If required and where appropriate, share relevant records with other agencies.
- This policy shall be reviewed by the committee and DSL annually. All members will be made aware of the band's child protection policy at the AGM, and updates and amendments to the policy at subsequent AGMs.