

FAKENHAM TOWN BAND

SAFEGUARDING POLICY

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The full legal name of the organisation is Fakenham Town Band; the band is a member of its national membership body, Brass Bands England. This policy is made in accordance with Brass Bands England guidelines and applies to all band members and anyone associated with Fakenham Town Band.

The purpose of this policy: to protect children, young people and adults at risk with care and support needs, who are members of the band or connected to the band in some other way. For the purposes of this policy, and Code of Conduct, children are those under the age of 18yrs; adults at risk being those with care and support needs who are formally 'looked after'. This policy applies equally to internal relationships within the Band, and also applies to how Band members relate to members of the general public attending Band events. The policy also exists to protect the integrity of the Band, and of individual band members. Every Band member is to share in the responsibility for promoting 'best practice' in all matters relating to safeguarding.

Fakenham Town Band, as represented by its elected committee, believes that a child, young person or adult at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe.

Definition of Abuse: Detailed definitions of abuse and welfare issues are to be found on the website of Brass Bands England, www.bbe.org.uk - **BandSafe - BandSafe resources - BandSafe 5:Safeguarding**.

1. RECRUITMENT GUIDELINES

Fakenham Town Band recruits new band members and appoints office holders in line with the guidance given by Brass Bands England, (details of which are to be found at www.bbe.org.uk -**BandSafe - BandSafe resources - 4:Recruitment guidelines**). In accordance with this it is required that:

All band members, 16yrs and above, must read the Fakenham Town Band – Safeguarding – CODE OF CONDUCT (See below: Appendix C, of Fakenham Town Band – SAFEGUARDING POLICY, pages 20-21)

All band members, 18yrs and above, complete the Fakenham Town Band – Safeguarding – SAFEGUARDING FORM (See below: Appendix D, of Fakenham Town Band – SAFEGUARDING POLICY pp 22&23) and CONDUCT DECLARATION FORM (Appendix E, p.23), returning forms promptly to Safeguarding/Welfare officer. All Safeguarding and Conduct Declaration Forms are to be renewed every three years, and information contained therein subject to G.D.P.R.

All Band members below 18yrs and adults with care and support needs, are to have completed by their parent/legal guardian/carer the SAFEGUARDING FORM; returning the form promptly to Safeguarding/Welfare Officer.

The welfare information contained within the completed Safeguarding Forms is to accompany the emergency first aid kit and incident book, at all band events.

For band members below the age of 16yrs and those with impaired cognitive ability, the 'Safeguarding – Code of Conduct' shall, when necessary, be explained to them verbally, in an appropriate manner, by their parent/legal guardian or carer. Where a junior band exists, with a number of young people, a 'Junior Band – Code of Conduct' shall be adapted and adopted.

The information contained in the Safeguarding Forms is subject to Data Protection Regulation. Whilst stored securely, the Safeguarding Forms are to be available at all band events. Consideration may be given regarding digitalizing this information.

All members of the band committee and office holders must read the Fakenham Town Band – SAFEGUARDING POLICY and share in the responsibility for promoting 'best practice' in regards to the policy.

All members of the band committee and office holders must engage with the annual reviewing process of the Fakenham Town Band – SAFEGUARDING POLICY.

All identified office holders must be registered online as members of Brass Bands England and make appropriate use of resources (in particular: www.bbe.org.uk - BandSafe).

All committee members are encouraged to make use of online 'BandSafe' resources.

(a) Disclosure & Barring

Brass Bands England, as the body for processing Fakenham Town Band's Disclosure and Barring Service applications (hereafter, DBS Application) states that those eligible for this service are office holders directly engaged with the leadership, tuition and welfare of band members under the age of 18yrs. Likewise, Brass Bands England are the service provider of online Safeguarding (BandSafe) training for Safeguarding and Welfare Officers, individuals working closely with children or adults at risk, and those in leadership roles. It is the responsibility of the band committee to identify offices, post and roles that will require Enhanced DBS Application with Child Barring check (as part of a 'Child Work Force' and registered on the DBS update service) and completion of the Brass Bands England 'BandSafe' online Safeguarding training module and registered as a safeguarding 'administrator' for Fakenham Town Band on Brass Bands England website. Fakenham Town Band has identified these posts as:

- i. Music Director – Enhanced DBS Application with Child Barring check & BandSafe training
- ii. Assistant Music Director – Enhanced DBS Application with Child Barring (only)
- iii. Junior Band M.D. – Enhanced DBS Application with Child Barring check & BandSafe training
- iv. Band Manager – Enhanced DBS Application with Child Barring (only)
- v. Band Committee Chair – Enhanced DBS Application with Child Barring (only)
- vi. Safeguarding Officer – Enhanced DBS Application with Child Barring & BandSafe training
- vii. Deputy Band Manager/Evidence Checker – Enhanced DBS Application with Child Barring check & BandSafe training
- viii. Providers of individual music tuition – Enhanced DBS Application (only)
- ix. Designated Chaperones – Enhanced DBS Application (only)

(b) The process for Enhanced DBS application with Child Barring check is as follows:

On receipt of the Application Form:

With the assistance of the Safeguarding Officer or Evidence Checker, each applicant is to complete the required sections of their DBS Application Form.

The application form is presented to the Safeguarding Officer or Evidence Checker of Fakenham Town Band and **not** posted by the applicant.

The proposed office holder (applicant) will present the required personal identification documents (hereafter, ID) to the designated 'Evidence Checker'.

The record of IDs presented will be made by the Evidence Checker or Safeguarding Officer on the DBS Evidence Checker Form.

At this point the applicant is invited to discuss with the Safeguarding Officer any issues that might be disclosed on the DBS certificate.

The forms are returned to the Evidence Checker, to check and forward, along with the Evidence Checker Form, to Brass Bands England.

For all posts that are voluntary, the DBS application is without fee.

On return of a 'none recorded' DBS Certificate, each potential office holder - who is to be registered online as a member of Brass Bands England – must access 'Band Safe Training' (see: www.bbe.org.uk - BandSafe - Band Safe Training) and complete the online training module.

All applicants are required to register with the DBS online 'update Service'.

When recruiting office holders from beyond the current cohort of established band membership, the recruitment process will follow the guidelines of Brass Bands England (see: www.bbe.org.uk – BandSafe – BandSafe 4: Recruitment Guidelines), including published role descriptions, application and Conduct Declaration forms, references and interview.

(c) Where the DBS application results in disclosure, the process is as follows:

The Safeguarding Officer, Committee Chair and Band Manager (or suitable deputies, either: Music Director, Vice-Chair or Deputy Manager) will meet to assess any disclosures. If they are confident that no ongoing problems will occur, the application can proceed. If they have any doubts about continuing the application, they are to contact Brass Bands England, Safeguarding Officer tel.: 01226 771015, for advice on managing the applicant.

The applicant is to be informed of process, and given opportunity to discuss issues with Safeguarding Officer, Committee Chair and Band Manager (or suitable deputies, either: Music Director, Vice-Chair or Deputy Band Manager)

Where DBS disclosures relate to either of the above Officer holders, the Band Committee Chair will appoint another office holder, whose own post has required both Enhanced DBS and Safeguarding training to deputise.

The identification of applicants with disclosures is not to be discussed openly in committee, only, where necessary, how to manage a particular offence without prejudicing confidentiality.

(d) Child Performance Licensing - BOPA

Only on the satisfactory completion of both, Enhanced DBS applications and online participation in the BandSafe Training module, will office holders be legally validated for Child Performance Licensing requirements. Once this process is complete, the Fakenham Town Band-BBE website '*administrator-managerial*' with the assistance of the band's Safeguarding Officer, is to contact Brass Bands England, in their capacity as 'Body of Persons Approval' (BOPA) for cover of child performances, (See: www.bbe.org.uk / BandSafe / B.B.E. – held BOPA) Office Holders who have completed the BandSafe training module will be registered online with Brass Bands England as additional 'administrators' for the purpose of processing required information for Brass Bands England's online B.O.P.A. service.

2. Breaching the Safeguarding Policy and Code of Conduct

In the event that any member of the band does not adhere to this Safeguarding Policy and Code of Conduct, Fakenham Town Band, as represented by its committee, reserves the right to investigate and take the necessary action to protect the integrity of the band and its members.

The process, is as follows:

The Safeguarding Officer, Committee Chair and Band Manager (or suitable deputies, either: Music Director, Vice-Chair or Deputy Manager) and will first assess the situation; if any of these are implicated, the chair will appoint a deputy (as above).

A meeting may then take place between members of the committee and the member involved in the breach of practice.

During this meeting the member will be given full opportunity to put across their case.

They will also be entitled to representation from either another member of the band, or other suitable representative.

Based on the information given, the committee will then consider any sanctions that are required to further protect the integrity of the band and band members.

The member involved has the right to appeal a committee decision. This appeal should be made in writing to the committee within 14 days of being informed of the outcome of the investigation.

The committee will only use dismissal as a last resort, after seeking to resolve any difficulties or disputes in more constructive ways. However, if the behaviour or alleged behaviour suggests that the band member may pose a safeguarding risk to children or adults with care and support needs (either in the band or in the wider community), safeguarding procedures will be followed as soon as the allegation or concern comes to light, Brass Bands England's Safeguarding Officer consulted, and statutory authorities informed, as appropriate.

(a) Disciplinary actions

The band may have to take disciplinary action against band members and volunteers who repeatedly or intentionally fail to follow the Safeguarding Policy and Code of Conduct. Disciplinary actions will vary depending on the violation and will be at the discretion of the Chair of the Band committee, Band Manager and Safeguarding Officer, (or suitable deputies, either: Music Director, Vice-Chair or Deputy Manager)

Track A – Internal Disciplinary Process

Where no 'immediate' risk of harm to a child or at risk adult is evident, the process will initially be 'internal', adhering to the following process: 1. Meeting of relevant Band Office holders (as above) to discuss safeguarding issue. 2. An informal discussion with Band member contravening Safeguarding Policy, 3. Where safeguarding concerns continue, a further meeting will be convened and a formal verbal warning given, and actions taken formally logged. 4. Where there are persistent safeguarding concerns, a formal written warning will be issued by the Band Committee Chair and the disciplinary process will move onto the following 'External Process'.

Track B – External Disciplinary Process

If the behaviour or alleged behaviour suggests that the band member may pose an 'immediate safeguarding risk' to children or adults with care and support needs (either in the band or in the wider community), safeguarding procedures will be followed as soon as the allegation or concern comes to light, the Band member will be subject to suspension from the Band and Brass Bands England's Safeguarding Officer consulted and statutory authorities informed, as appropriate. The committee of Fakenham Town Band acknowledges their legal duty 'to refer', to appropriate authorities, when permission to work with children has been withdrawn, by either a statutory authority, or resulting from a disciplinary procedure as outlined in this policy (see above.pp5-6). The band's Safeguarding Officer, Band Manager or Committee Chair, in consultation with Brass Bands England's Safeguarding Officer, may be required to contact the Data and Barring Service for inclusion of relevant information on the D.B.S. Barring List. Failure to act according to legal duty in this matter may result in responsible office holders of Fakenham Town Band being prosecuted and fined up to £3,000.

3. The Welfare of the Child and Adults at Risk

Fakenham Town Band recognises that: the welfare of the child is paramount, as enshrined in the Children Act (1989); all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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.

We are also aware of safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults, in that, statutory safeguarding duties apply to an adult who: has care and support needs, and is experiencing, or at risk of, abuse or neglect, and, as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

- valuing them,
- listening to and respecting them,
- ensuring that, in the case of adults, we work with their consent
- ensuring that our governance arrangements reflect our commitment to safeguarding
- developing and implementing an effective e-safety policy and related procedures;
- providing effective support and training for volunteers with responsibility;
- recruiting staff and volunteers safely, ensuring all necessary checks are made; and Safeguarding training modules completed.
- sharing information about child protection and adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

4. Dealing with a safeguarding concern

Ways that abuse might be brought to your attention:

A child or adult might make a direct disclosure about him or herself.

A child or adult might make a direct disclosure about another person.

A child or adult might offer information that is worrying but not a direct disclosure.

A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.

A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.

A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

(a) How to respond to abuse disclosure:

Reassure them that telling someone about it was the right thing to do.

Tell them that you now must do what you can to keep them safe (or the person who is the subject of the allegation).

In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.

Let them know what you are going to do next (i.e. discuss the matter with the band Safeguarding/Welfare Officer).

Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.

Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.

Seek the advice of Brass Bands England's Safeguarding Officer.

In the case of a child, give them the ChildLine phone number: 0800 1111

In the case of an adult:

Check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so) or, depending on circumstances, give them contact details for a relevant support agency such as one of those listed in Appendix A: 'Useful Contact Details'.

(b) Helping someone in immediate danger:

If someone is in immediate danger and is with you, remain with them and call the police.

If the person is elsewhere, contact the police and explain the situation to them.

If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.

If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.

Contact the band's named Safeguarding/Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority.

(C) Issues that will need to be considered are:

the person's wishes and feelings;

in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;

in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);

the impact of telling or not telling the parent or family;

the current assessment of the risk to the person and the source of that risk.

(d) Keeping a record of your concerns:

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially. The name of the person making the notes should be written alongside each entry.

(e) Concern about a child's safety or welfare

How to respond:

Band member to discuss concerns with Safeguarding/Welfare Officer

Appropriate written record to be made

If the child's family does not already know about the concern, the Safeguarding/Welfare Officer may discuss with them unless:

A family member could be responsible for abusing the child

Someone may be put in danger by the family being informed

Informing the family might interfere with criminal investigation

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.

If there is still uncertainty about the concerns, the Safeguarding/Welfare Officer can discuss with children's social care department or the NSPCC advice line (0808 800 5000) without disclosing the identity of the child/family.

(f) Concern about an adult's safety or welfare:

Action to be taken:

Band member to discuss concerns with Safeguarding/Welfare Officer,

Appropriate written record made;

The adult's views about what they would like to happen should be sought.

Where appropriate, seek the views of their partner or carer, unless that person might be responsible for the abuse. Any steps taken should only be with the adult's permission.

Seek advice from the Safeguarding/Welfare Officer who may discuss concern with the relevant adult social care department, without disclosing the identity of the adult or their family.

5. Safeguarding/Welfare Officer's role description:

The Safeguarding/Welfare Officer reports to the Chair of the Band Committee and the Music Director.

They are to take the lead role in processing DBS applications and monitoring safeguarding training, as part of office holder applications, and online DBS Update.

To promote the safety and welfare of children, and adults with care and support needs that are members of the band, and other children and adults at risk, with whom the band may come into contact.

Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.

Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the band committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.

Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.

Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with the Music Director and Chair of the band committee, and statutory child protection and adult safeguarding agencies.

Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.

Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.

Report regularly to the band committee and assist in the annual review of this policy

Attend training in issues relevant to child protection and adult safeguarding and share knowledge from that training with other volunteers and band committee members.

6. Anti-bullying policy

Fakenham Town Band recognises that:

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally.

One person or a group can bully others;

Bullying can occur either face-to-face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault;
- controlling behaviour by office holders.

- inappropriate use of social media.

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. Bullying may be perpetrated either directly in person or online. We all have a role to play in putting a stop to bullying.

To achieve this, Fakenham Town Band will act accordingly by:

Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;

Avoiding any behaviour that makes the individuals concerned seem small, or look or feel foolish in front of others.

Noting that it is the sole prerogative of the Music Director, or whomever is conducting, to make judgements of playing ability during rehearsal 'playing time' time and concerts.

Taking seriously band absenteeism as a result of bullying.

7. Guidelines on photographs, videos, social media and online technologies

The guidelines and legal basis of Brass Band England's policies and guidelines in respect of photography, videography, storage of images as electronic data and publishing are based on the most recent recommendations of the NSPCC. For the purposes of this Safeguarding Policy these guidelines are applied to both children and 'at risk adults', within the Band community, and members of the public attending Band activities and events.

Whilst there is a general 'Consent for Photography' Section 3.Fakenham Town Band-Safeguarding Form (see p.23 of this policy) this constitutes only a part of the given guidelines and legal requirements. Consent to photograph and video children and at risk adults, may be given, but this is to the Band, corporately, as represented by its Office Holders, and not to individual band members. Permission to photograph or video children or at risk adults must be given by parents or carers, and when possible by the child or at risk adult as well; this must be done separately for each event or activity being recorded. An understanding of how, where and when images and videos are to be published is to be established and understood before consent can be given. There are legal requirements that images and videos of children and at risk adults are not to be stored on privately owned devices , such as mobile phones and lap-top computers.

Following these guidelines and legal requirements, the Safeguarding Policy of Fakenham Town Band, in respect of photography and videography at all Band events is as follows:

Individual band members are not to photograph or video children or at risk adults when representing the Band at any Band event or activity.

Individual band members are not to store digitally, on mobile phones or other devices, images of children and at risk adults, within the band community or members of the public attending band events.

At band events, there will be a designated photographer/videographer using only the digital camera supplied and owned corporately by the Band.

Beyond photographic self-portraits, no other pictures or videos are to be made by Band members during Band activities and events.

It will be the responsibility of the Band's Publicity Officer, in consultation with the Music Director and Safeguarding Officer, to select and moderate images and videos of Band events, before publishing and sharing appropriately and legally.

When publishing or sharing pictures of children or at risk adults, it is vital that their identity is not given or any means of locating them geographically.

Band websites and social media pages:

Permission prior to posting images of band members on websites and social media pages is vital. This permission to be obtained through the 'SAFEGUARDING FORM 3. Photography'.

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

It is important to consider the age range of band members when posting images.

The Band Committee will have a nominated individual, with safeguarding training, who will be responsible for monitoring and moderating the content of Band social media platforms.

Social media pages will be in accordance with this safeguarding policy and procedures and will use safe settings and restrictions.

Chat Room (Zoom) use will be in accordance with this safeguarding policy and procedures and will use safe settings and restrictions

The band should keep a list of all its social media groups, together with their moderating person. This list should be reviewed on an annual basis.

Communication by electronic means or by texting will not be used with individual children under the age of 18. All communication in these forms will be via their parents/carers.

Office holders and band members should not share their personal contact details with anyone under 18; communication that needs to be made electronically should be via email and parents should be copied in.

Band members should not invite children and adults with care and support needs to their personal social networking page and should politely decline requests from any young person under the age of 18. Where possible, email and messaging should take place to and within groups rather than individuals.

Any content which raises a safeguarding concern should be reported to the band's Safeguarding/Welfare Officer using the procedure outlined in the band's safeguarding procedures.

8. SUPPORTING OUR MEMBERS

(a) Junior Band – parental supervision

All band members below the age of 15yrs must, initially, be accompanied by their parent or legal guardian at all band events: rehearsals and concerts. Exceptions to this may be put in place, but only with the prior agreement of the Safeguarding Officer and Music Director, with full provision for transport agreed and recorded, and designated chaperones identified. Junior Band training will normally be in the form of ensemble rehearsals, with a minimal use of individual tuition.

(b) Junior Band – Teaching and Training

Band members are not to initiate or encourage physical contact with children or adults at risk for any reason other than emergency care. Those providing teaching and training to children and adults at risk are required to avoid invading personal space, there being no reason to make physical contact with a child or adult at risk when assisting with their training. Amongst junior members of the Band there may exist individuals with particular special needs, that may only be known to those with responsibility for welfare; boundaries set accordingly, must be respected by all.

(c) Transporting young people and adults with care and support needs

It is the responsibility of the parent or carer, to arrange transport to rehearsals and concerts, unless group transport has been arranged by the band.

If a young player, or player with care and support needs requires help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. It should be made clear to the parent/carer that this is a personal arrangement and the band does not hold any responsibility for this arrangement. Band members should be made aware of best practice when providing lifts to young people and in some cases, those with care and support needs. This should include, but is not limited to:

- Where possible, avoid travelling with the young person alone;
- Agreeing pick up and drop off arrangements with parents;
- Asking the young person to sit in the rear of the car, particularly if you are alone;

Having a contact number for the parent or carer;
Driving within the law.

(D) Attending events outside the band room:

In the case of a young person under 18, if the young player's parent (or other agreed responsible adult) is not present at the event, the band has a Duty of Care to act in loco parentis for the duration of the event. In this instance the following should be considered:

Young people should be supervised throughout the duration of the event.
The person or persons responsible 'official chaperons' for supervision should be safely recruited for this role (including DBS application and Safeguarding Training).
Be aware of any specific needs (including dietary) or medical conditions.
Appropriate environments for young players during social times during the event are to be considered.
Pick up and drop off points should be agreed.
Emergency contact information to be held.
The Safeguarding/Welfare Officer or 'official chaperone' is to be present at any band event involving young people.
At all band events at least two Office Holders who have undergone Enhanced DBS checks and Safeguarding Training shall be present, of which one of these should 'ideally' be the Safeguarding/Welfare Officer.

(E) Young member or adult at risk going missing from rehearsal or concert:

Action, to be taken:

Inform the Safeguarding/Welfare Officer, or official chaperone.
Take a register check to establish that everyone else who arrived at the rehearsal or concert is still there.
Ask everyone else present if they can remember when they last saw the child or vulnerable adult and what were the exact circumstances.
Search of the premises, quickly but methodically, and immediate outside areas of the premises.
Check their route home to see if they have left.
Contact the child's or vulnerable adult's home to see if they have arrived there.
Police should be informed and the band should cooperate fully with any investigation that takes place.
A full record should be made of the incident and the band should conduct a review.

9. HEALTH AND SAFETY AND RISK ASSESSMENTS

The committee of Fakenham Town Band has a “duty of care”, under civil law, to those who are employed, work as volunteers and those who use their services. Therefore, the committee will have an appointed person with responsibility for health and safety issues. The appointed person will follow the guidelines and criteria as set out by Brass Bands England: www.bbe.org.uk / [BandSafe / BandSafe resources / BandSafe 7: Health and Safety](#).

When required, the band committee will carry out risk assessments of the facilities and premises in regular use by the band. The designated person, or persons, will use the pro forma Risk Assessment form available at www.bbe.org.uk / [BandSafe / BandSafe resources / BandSafe 6: Risk Assessments](#).

10. GENERAL DATA PROTECTION REGULATION

In accordance with GDPR, Fakenham Town Band requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes,
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data.
- reviewed annually to decide if it is still relevant to the band.

(a) GDPR and children:

Children's personal data merits specific protection.

The online processing of a child's personal data, is to be carried out with extreme caution.

GDPR gives children the 'Right to Erasure'. This means they can request online platforms to remove their personal data, including pictures, text or status updates. If a child has shared any material online that they no longer wish anyone to see, they have a legal right to get this material removed, even if the content was posted by someone else.

Appendix A: Useful contact details:

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Fakenham Town Band Safeguarding/Welfare Officer:

Johanna Lewis: safeguarding.fakenhamtownband@gmail.com

Brass Band England's online safeguarding resource: 01226 771015

www.bbe.org.uk/BandSafe

Norfolk Police: 999 for an emergency, 101 to speak to a local officer,

Online at Norfolk Constabulary where drop boxes direct you to the right service.

Norfolk County Council Children's Services: 0344 800 8020

NSPCC Helpline: 0808 800 5000 or help@NSPCC.org.uk

Whistleblowing advice line: 0800 028 0285

ChildLine: 0800 1111 or www.childline.org.uk

The Samaritans: 116 123 or <https://www.samaritans.org/>

National Domestic Abuse Helpline: 0808 2000247

<https://www.nationaldahelpline.org.uk/>

Norfolk adult social care department: 0344 8008020

Online reporting of inappropriate behaviour towards children online:

www.ceop.police.uk

Welcome to Fakenham Town Band

Mission Statement:

Fakenham Town Band is committed to the making and enjoyment of music for the benefit of its members and the community. We hold no affiliation to any religious or political organisation and welcome new members from all walks of life.

It's all about the music!

Fakenham Town Band is one of the few brass bands in East Anglia that can boast existence in 3 different centuries. Formed in 1881 by 6 men in a pub, Fakenham Town Band has survived many ups and downs including 2 world wars. Fakenham Town Band is very popular, often giving up to 30 performances per year ranging from garden fetes through to concerts. Most events are in North Norfolk and the surrounding area. See the [concert list](#) for future engagements.

The main focus of the band is to provide entertainment for the local community and for the personal pleasure of the players.

Practices are held every Tuesday and Thursday evening in the Village Hall at Colkirk. Tuesday night practice is for novices and tuition. A small team of dedicated experienced players assist in this workshop. Thursday night is the main practice night starting at 7.30pm and finishing at 9.30pm. Everyone works hard to achieve high standards, but there is always room for a laugh too!

New members, both experienced and novice, are always welcome. The majority of current players were inexperienced when they joined, therefore there is a good appreciation of how daunting it can be to join a band for the first time. There is always someone nearby to help or give a word of encouragement.

Thank you for giving time to look at this important information; these three documents are part of the Band's Safeguarding Policy; the full text of the policy is available, electronically, on the Band's website: www.fakenhamtownband.com/info . Printed editions are available on request.

Appendix C/Code of Conduct (p.21,22,23)

CODE OF CONDUCT

All band members, 16yrs and above must read and retain their copy of the Code of Conduct, and conduct themselves accordingly.

For band members below 16yrs, where appropriate, issues included in the Code of Conduct should be explained verbally by their parent or legal guardian.

Appendix D/Safeguarding Form (p.24/25)

SAFEGUARDING FORM

All band members, 18yrs and above, must complete the Safeguarding Form and return it to the Safeguarding Officer. Please use the envelope provided, printing clearly your full name and date of form completion on the front of the envelope.

For band members below 18yrs and adults with care and support needs, this form is to be completed by their parent, legal guardian or carer. Please return the form to the Safeguarding Officer.

The information contained in the Safeguarding Forms is subject to Data Protection Regulation. Whilst stored securely, this welfare information will be available at all band events, rehearsals and concerts.

The Safeguarding Forms will be reviewed every three years; however, if any information needs updating, please contact the Safeguarding Officer promptly.

Appendix E/Conduct Declaration Form (p.26)

CONDUCT DECLARATION FORM

Completion of the 'Conduct Declaration Form' is required of all newly recruited adult band members. Information given will be subject to Data Protection guidelines, and will only be discussed by the band Safeguarding Officer and Music Director (or a deputised committee member appointed by the committee chair), in order to risk assess any issues that might arise. Please return Conduct Declaration Form to Safeguarding Officer, in sealed envelope, marked: SAFEGUARDING OFFICER/PRIVATE & CONFIDENTIAL.

The Safeguarding Officer of Fakenham Town Band is Johanna Lewis, email: safeguarding.fakenhamtownband@gmail.com

For additional information you may wish to visit the website of Brass Bands England www.bbe.org.uk – BandSafe

Thank you for your support

FAKENHAM TOWN BAND**CODE OF CONDUCT (Appendix C)**

This Code of Conduct forms part of the Safeguarding Policy of Fakenham Town Band. All members of the Band, of 16yrs and above, are to have read this Code of Conduct and given written assent to it on the SAFEGUARDING FORM Section 5: Code of Conduct.

The band will not tolerate discriminatory behaviour, harassment or victimisation of any kind. To ensure this, we expect all members to follow this Code of Conduct, in order to foster a respectful and collaborative environment where every individual has the opportunity to enjoy brass banding.

Members commitment:

I will acknowledge my responsibility as a member of the band to maintain the band's professionalism and integrity at all times.

I will act kindly and without prejudice towards other band members and the general public.

I will support the Music Director, chair and the committee in their roles and responsibilities.

Members conduct:

All band members have a responsibility for safeguarding and have a duty of care for each other.

Inappropriate behaviour and language, whether face-to-face interaction, or online activity, will not be accepted. This includes during rehearsals, as well as band engagements.

Members will adhere to the band's policies and procedures.

In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be reported to the relevant band officer as soon as possible.

Appropriate Behaviour:

Treat other band members, including children, (those under 18 yrs) and adults with care and support needs, with respect and dignity.

Encourage and support children and adults at risk in the band, whilst avoiding having 'favourites'.

Avoid being alone with children or adults with care and support needs - who are band members - unless you are their parent or carer.

If it is necessary to be alone with a child or vulnerable adult:

Make sure another appropriate adult knows where you are and approximately how long you will be

Invite the child or adult at risk to bring a friend

Leave the door of the room you are in open

Avoid physical contact, and invading personal space of children and 'adults at risk' in the band, unless the person in question is at risk, has been, or is about to be injured.

If physical contact cannot be avoided, seek permission of the child or adult at risk wherever possible and ensure they understand what you are going to do.

If you are told or see something regarding a child or adult at risk that causes you to have a safeguarding concern, contact the Safeguarding/Welfare Officer as soon as possible.

Outside band activities, avoid contacting children or adults at risk who are band members unless this is via their parents, or carer.

Do not give your personal telephone number, email address or social media usernames to children in the band.

Do not develop individual exclusive friendships with children and vulnerable adults in the band, whether online or offline.

Be mindful of your use of language during band activities, especially when children and young people are around.

If you wish to present, or receive a gift from a child or adult at risk, this should be discussed and agreed in advance with the Safeguarding/Welfare Officer.

Inappropriate and prohibited behaviours:

As a band member, **I must not:**

- strike another band member, whether this is a child or adult.
- verbally abuse (including shouting or swearing at), humiliate or undermine another band member.
- initiate or encourage intimate touching, inappropriate conversations, whether online or offline, or use of innuendo or lewd images, with a child or vulnerable adult, or in the presence of a child or young person.
- encourage, or knowingly involve, another band member in committing a crime.
- take illegal substances before or during band activities.
- be intoxicated whilst responsible for children or adults at risk.
- develop sexual relationships with children and young people in the band.
- use digital technology to groom a child or adult at risk, or to abuse them in any way.
- take and publish photographs of band members without consent.
- take, digitally store or publish photos or videos of any children or adults at risk within the Band community or attending any Band event.

Confidentiality:

Members will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.

Breaching the Code of Conduct:

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In the event that any member of the band does not adhere to this code of conduct the band committee reserves the right to investigate and take the necessary action to protect the integrity of the band. If behaviour or alleged behaviour suggests that the band member may pose a

safeguarding risk to children, or adults with care and support needs - either in the band or in the wider community - safeguarding procedures will be followed and statutory authorities may be informed, as appropriate.

The Safeguarding Officer of Fakenham Town Band:

Johanna Lewis: safeguarding.fakenhamtownband@gmail.com

This safeguarding form is to be completed by, or on behalf of, all band members. Completion of this form is a mandatory part of the Band's Safeguarding Policy. The Code of Conduct (Safeguarding) is available online as part of the safeguarding policy. Please visit www.fakenhamtownband . Paper copy is available on request.

Please return this completed form to the Safeguarding Officer or Evidence Checker of Fakenham Town Band.

1: Personal detailsFull name:

Date of birth:

Address:

Postcode:

Telephone number (Home):

(Mobile):

Email:

2: Emergency contact details and medical information

Emergency contacts:

Please provide the details of two people who we can contact in the case of an emergency; the first of which, for children under the age of 16, must be their parent or legal guardian.

Name:

Relationship:

Telephone number (Home):

(Mobile):

Email address:

Name:

Relationship:

Telephone number (Home):

(Mobile):

Email address:

Medical information:

Please give details of any special circumstances or additional needs (disability/medical/allergies etc.) that might affect you/your child whilst taking part in activities, listing any current medication.

If there is no information, please write 'none'.

Please sign below if you give your consent to emergency treatment being given, by trained personnel, to the named member on this form.

(For members under 16 years of age, a parent/legal guardian must sign here.)

Signature

Date:

Please remember to notify the Band Safeguarding Officer if there is a change in any medical condition.

3: Photography

I hereby give consent for the band to take and use photos of myself/my child for marketing and promotion purposes, including publishing on the band website.

Signature:

Date:

Section 4: Data protection

Data: I hereby give consent to the band to collect, store and use my/my child's data for membership administration purposes, in accordance with the band's privacy policy.

Signature:

Date:

Medical: I hereby give consent to the band to collect, store and use information regarding my/my child's medical information.

Signature:

Date:

We value and respect your privacy and would like to assure you that the information in this document is confidential and is subject to data protection legislation and the band's privacy policy. This information will not be shared with any third party. This information will be stored securely (whether in print or electronically) and only used and accessed by authorised band personnel in order to contact you, or for the specific band related business to which you have given consent.

If you cease to be a member of the band, this information will be destroyed securely as soon as possible after your departure.

Section 5: Code of Conduct (Safeguarding)

This section is to be completed by all band members' of 16 years of age and above.

I have read, or have had explained to me, the Fakenham Town Band, SAFEGUARDING: CODE OF CONDUCT and I hereby agree to comply fully with its requirements.

Signature:

Date:

CONDUCT DECLARATION FORM (Appendix E)

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Completion of this 'Conduct Declaration Form' is required of all newly recruited adult band members. Information given will be subject to Data Protection guidelines, and will only be discussed by the band Safeguarding Officer and Music Director (or a deputised committee member appointed by the committee chair), in order to risk assess any issues that might arise. Please return Conduct Declaration Form to Safeguarding Officer, in sealed envelope, marked: SAFEGUARDING OFFICER-PRIVATE & CONFIDENTIAL

Have you ever been known to any children's services department or police as being a risk or potential risk to children? Yes No

If yes, please provide further information:

Have you ever been dismissed for misconduct from any paid or voluntary position on the grounds of safeguarding issues? Yes No

If yes, please provide further information:

I agree to inform Fakenham Town Band's Safeguarding Officer, Music Director or Chair within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. Yes

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being a member of Fakenham Town Band, and that I will be given an opportunity to discuss any concerns that might arise, with the band's Safeguarding Officer, Music Director or Chair, before you make a final decision on my suitability for the role is made.

Signature:

Date:

FAKENHAM TOWN BAND

SAFEGUARDING POLICY

Dear Band Member...

Thank you for giving time to look at this important information. Fakenham Town Band, as represented by its committee, has identified certain office holders who, as part of the Band's Safeguarding Policy, require Enhanced Data and Barring Service Applications resulting in satisfactory DBS Certification, and application to the DBS-Update Service. In addition to this, those working directly with children (under 18yrs) and in identified leadership roles need to have completed the Brass Bands England 'BandSafe' online training module. The cost to BBE members of this module is £85; this training needs to be renewed biannually. Members required to complete this module are invited to request a full refund from the committee treasurer.

The band committee has identified offices, post and roles that require Enhanced DBS Application and completion of the Brass Bands England 'BandSafe' online Safeguarding Training module as follows:-

- i. Music Director – Enhanced DBS Application & BandSafe training
- ii. Assistant Music Director – Enhanced DBS Application (only)
- iii. Junior Band M.D. – Enhanced DBS Application & BandSafe training
- iv. Band Manager – Enhanced DBS Application (only)
- v. Band Committee Chair – Enhanced DBS Application (only)
- vi. Safeguarding Officer – Enhanced DBS Application & BandSafe training
- vii. Deputy Manager/Evidence Checker – Enhanced DBS Application & BandSafe training
- viii. Providers of individual music tuition – Enhanced DBS Application (only)
- ix. Designated Chaperones – Enhanced DBS Application (only)

Note on 'transferable DBS':- some DBS Certificates may be transferable, however, only those Enhanced DBS Certificates with Child Barring Check, are potentially acceptable as part of a safeguarding policy supported by Brass Bands England. Even with a fully validated Enhanced DBS Certificate, the potential Office Holder will need to present the required personal 'Identification Documents', as listed below.

Note on safeguarding training provided elsewhere:- Conditions set by the Department of Education, in order to validate Brass Bands England as BOPA (Body of Persons Approval), are legally binding, the BBE BandSafe online training module **cannot be substituted** as a qualification for Child Performance Licensing applications.

REGISTERING ONLINE WITH BRASS BANDS ENGLAND:

“All identified office holders {as listed above} must be registered online as members of Brass Bands England”. (FTB, S/G Policy, p.3) Please begin by registering your membership online. You might find accessing Brass Bands England website difficult, unless you are using a lap-top or
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equivalent device. Fakenham Town Band is a paid member band of BBE, so you do not need to pay individual membership. If, when registering membership online, you are asked to pay £30, you've clicked somewhere you shouldn't. You may find the following flow chart helpful:-

1. Enter, www.bbe.org.uk
2. At top of page click on 'Join Us'
3. In the right-hand column, click on 'Membership Prices'
4. in the middle, left of page, click on 'Join now'
5. in text, click on 'individual'
6. On Individual BBE Membership page, click on (blue text) 'registration page' to create account
7. on User Account, enter details and finally click (green) 'create new account'

REGISTERING FOR BANDSAFE TRAINING:

For office holders requiring 'BandSafe Training' once you have registered your BBE membership, please register for the online training module, as soon as possible. There is no need to wait for DBS Certificate issue. You may wish to use a lap-top or equivalent device for the following:

1. Enter: www.bbe.org.uk
2. Click on 'Band Safe' (on black bar at top of home page).
3. On Band Safe page, click on **Band Safe training**,
4. On BandSafe Training page, click on preferred date for training.
5. Click on REGISTER NOW and complete registration (as a BBE member).
6. On completion of training, you are required to become an additional 'safeguarding administrator' for Fakenham Town Band on the Brass Bands England website; please contact the band's B.B.E. online administrator to complete this.

COMPLETING THE ENHANCED DBS APPLICATION:

For those new to making Enhanced DBS Applications the amount of documents required can seem alarming. Please do not feel embarrassed about asking for help, at any point in the process, from either our Safeguarding Officer or Evidence Checker.

Please find included, with this cover note, 4 documents. Begin by reading the yellow 'Guidance for Completing the DBS Application'.

1. Brass Bands England – Guidance for Applicants:

Guidance for Applicants for Completing the DBS Application

2. If you have any criminal convictions, you will need to refer to the A5 'Important information'

Important information

If necessary, access the government website before answering question 'e55' on the Application form. You are invited to discuss, confidentially, with the band Safeguarding Officer any issues that might be included in your DBS Certificate.

3. Completing the Application form:

Application form

Disclosure & Barring Service

Please complete the application form using the yellow 'Guidance' information.

Do NOT fill Sections W, X or Y. These sections, on the back page of the Form, are to be completed by the band's Evidence Checker (W & X) and registered person at Brass Bands England (Y).

4. Brass Bands England – Privacy Policy:

Privacy Policy and Code of Practice Declaration

Please access the government website and read the DBS-check-privacy-policy and then complete the white A4 Privacy Policy and Code of Practice Declaration. Place the completed A4 Privacy Policy and Declaration inside your completed DBS Application form, to be forwarded to BBE Safeguarding Officer.

5. The Update Service

On the reverse side of the A5 'Important information' leaflet, you will find the DBS-Update Service application information. Please apply online using the your Application form, 'form number' found on the top right-hand side of Application form (Form Ref). Doing so will greatly simplify the triannual renewal of your DBS Application. As a volunteer, this service is free. Please print copy of your 'DBS/Update Service/Subscription – confirmed' and keep a record of your Update Service ID.

PLEASE DO NOT POST ANY DOCUMENTS DIRECTLY TO BRASS BANDS ENGLAND!

6. Presentation of ID and completed forms:

Please arrange a suitable meeting with the band Evidence Checker, or Safeguarding Officer, bringing with you your DBS Application Form and the Privacy Policy Code of Practice Declaration. You will also need to 'present' three personal identification documents at this meeting. The documents must be **original** and **valid**, no photocopied or out of date information is acceptable.

Typically, the required documents are:

valid UK Passport,

photo-card Driving Licence

recent household utility bill (within three months)

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Alternative documents are: **one** ID from Group 1 (Primary Identity Documents):

Passport,

Biometric residence permit,

Current driving licence photocard (full or provisional),

Birth certificate (issued within 12 months of birth),

or an Adoption certificate,

and, **two** further documents from either Group 2a (Trusted Government Documents):

Current Driving Licence (full or provisional) – paper version issued before 1998,

Birth Certificate – issued after time of birth,

Marriage/civil Partnership Certificate,

HM Forces ID Card,

Firearms Certificate,

or from Group 2b (Financial & Social History Documents):

Mortgage Statement – issued within last 12 months,

Bank or Building Society Statement – issued within last 3 months,

Bank or Building Society account opening confirmation letter – issued within last 3 months,

Credit Card Statement – issued within last 3 months,

Pension or Endowment Financial Statement – issued in last 12 months,

P45 or P60 – issued in last 12 months,

Council Tax statement – issued in last 12 months,

Utility Bill (not mobile) – issued in last three months,

Child or Pension Benefit Statement – issued in last 3 months,

Government Agency Entitlement Document from Department for Work and Pensions/Employment Service/HMRC – issued in last 3 months,

EEA National ID Card – must be valid,

Cards carrying the PASS logo – must be valid,

and for 16 -19 yr olds in full time education – letter from head teacher or college principal - must still be valid.

Please keep a record of your DBS Application form number – ‘Form Ref’ on the top right-hand of application; using this, you can track the progress of your DBS application at www.gov.uk/db .

On receipt of your DBS Certificate, you must present it to the band's Safeguarding Officer or Evidence Checker.

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Your DBS Certificate is your property, however, either the Safeguarding Officer or Evidence Checker, has the legal responsibility to 'see and record' your certificate 'number' and date of issue. All information will be stored securely in the band 'data-safe' box, according to GDPR guidance.

For further information, the whole text of Fakenham Town Band's safeguarding policy is available at: www.fakenhamtownband.com/info

*Your time given to this important process
is greatly appreciated!*

Quick Check List:

- 1. Register online your membership of Brass Bands England**
- 2. If required, enrol for BandSafe training module**
- 3. Complete DBS Application Form (leaving blank Sections W, X & Y)**
- 4. Subscribe to DBS Update Service**
- 5. Complete BBE Privacy Policy & Code of Practice Declaration**
- 6. Present three valid I.D.s, Application Form and Privacy Policy to Evidence Checker**
- 7. On receipt of DBS Certificate, present Cert to Safeguarding Officer**
- 8. If required, notify Safeguarding Officer and Fakenham Town Band's B.B.E online administrator of completion of BandSafe training module to become BBE safeguarding administrator. Please present Bandsafe Certificate to the Band treasurer in order to qualify for reimbursement.**

Date of Annual Review : 09.04.2026

This Safeguarding Policy will be reviewed annually at the first meeting of Fakenham Town Band after the A.G.M.

This policy was last reviewed on: 28th February 2025

Amended: 10th March 2026 (J.Lewis)

Signed: *Simon Moore* (Band Committee Chair)

Signed: *J. Lewis* (Band Safeguarding/Welfare Officer)
