



Chapter 5: Safeguarding

Introduction

Safeguarding children, young people and adults with care and support needs within Swineshead Silver Band is the responsibility of ALL members of the band. This document provides guidelines and information on the following sections:

Section 1: Context: Abuse and Relevant Terms Used in Safeguarding

This section is not part of Swineshead Silver Band's policy on Safeguarding. It is, however, included as a separate document, Document D5.1: Safeguarding Context and Overview to support our understanding and impact of the need of all of us to understand Safeguarding.

The document covers:

- Abuse and neglect of children
- Sexual abuse
- Abuse of adults
- Signs and indicators of abuse in children and adults.

Section 2: Swineshead Silver Band - Safeguarding Policy

Purpose

This policy applies to all members, volunteers or anyone working on behalf of Swineshead Silver Band. The purpose of this policy:

1. To protect children, young people and adults with care and support needs who are members of the band or connected to the band in some other way.
2. To provide band members and volunteers with the overarching principles that guide our approach to child protection.

Swineshead Silver Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind.

Swineshead Silver Band has a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act (1989) • United Convention of the Rights of the Child (1991)



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- Data Protection Act (1998) and subsequent data protection guidance • Sexual Offences Act (2003) • Children Act (2004)
- Protection of Freedoms Act (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2018)
- The Safeguarding Vulnerable Groups Act (2006) • The Human Rights Act (1998) • The Children and Families Act (2014)
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulations (European Union) (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this) • The Mental Capacity Act (2005)

Swineshead Silver 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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, Swineshead Silver Band is aware that they also have 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 terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates 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.

Swineshead Silver Band will seek to keep children, young people and adults safe by:



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- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers;
- ensuring that our governance arrangements reflect our commitment to safeguarding
- working to ensure that there is a safe culture within our band
- 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;
- 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.

Useful contact details:

Contact	Telephone	Email/Website
SSB Safeguarding Officer: Alan Pattinson,	0771393888	ahattinson@gmail.com
Lincolnshire Police	01522 532222	
Lincolnshire County Council		
Children's Social Care department	01522 782 111	
Out of hours	01522 782 333	
Adults	01522 782155	
Emergency Duty Team	01522 782333	
NSPCC	0808 800 5000	help@nspcc.org.uk
ChildLine	0800 1111	www.childline.org.uk
textphone	0800 400 222	
The Samaritans		https://www.samaritans.org/
National Domestic Abuse Helpline		https://www.nationaldahelpline.org.uk/
BBE Safeguarding Officer	01226 771015	

Swineshead Silver Band is committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 06Mar2024

Signed: Alan Pattinson Swineshead Silver Band and Safeguarding Officer



Section 3: Dealing with a Safeguarding Concern

Dealing with a safeguarding concern

Ways that abuse might be brought to the band's 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.

When talking to a child or adult who has told you that he/she or another person is being abused:

- Reassure them that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the person who is the subject of the allegation) safe.
- 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 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.
- 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 the policy statement.



Helping someone in immediate danger or in need of emergency medical attention:

- 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 the band first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
- You also need to contact the band's named Safeguarding 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.

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;
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart Document 5.1. 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 on the person's file. The name of the person making the notes should be written alongside each entry.

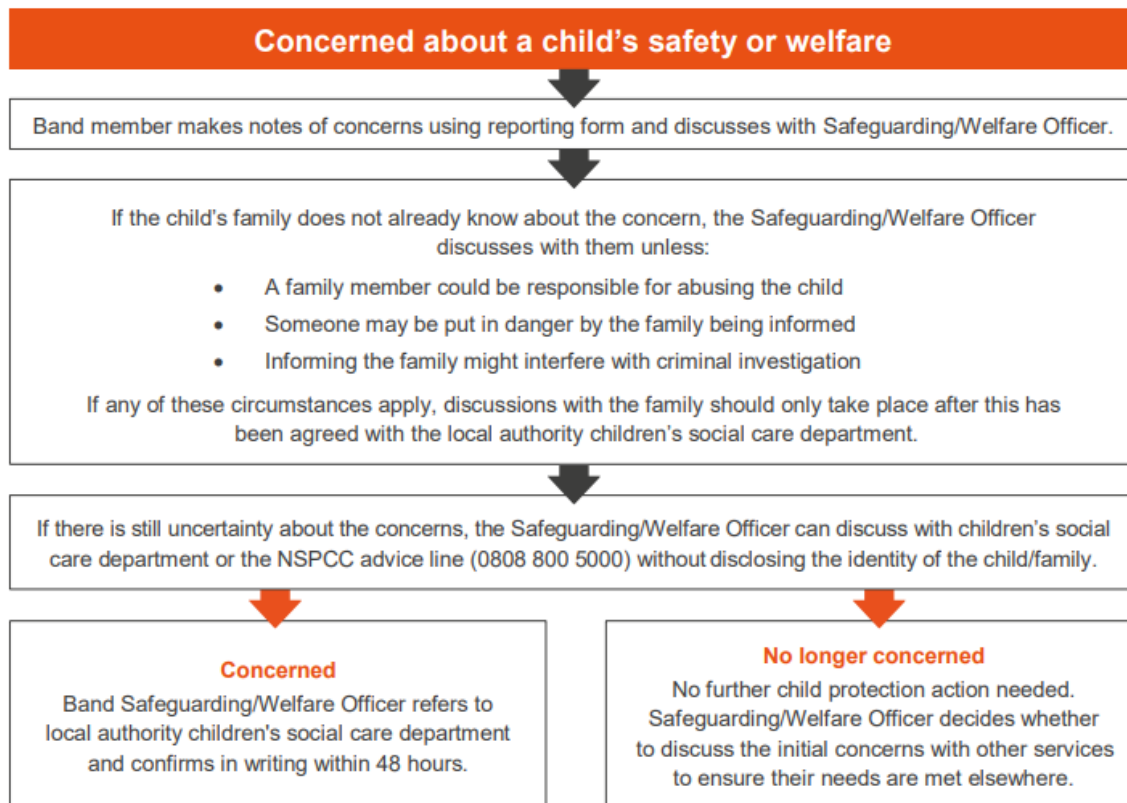
Procedure for helping a someone not in immediate danger

Swineshead Silver Band aims to ensure that everyone within the band and any other children or adults at risk who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.



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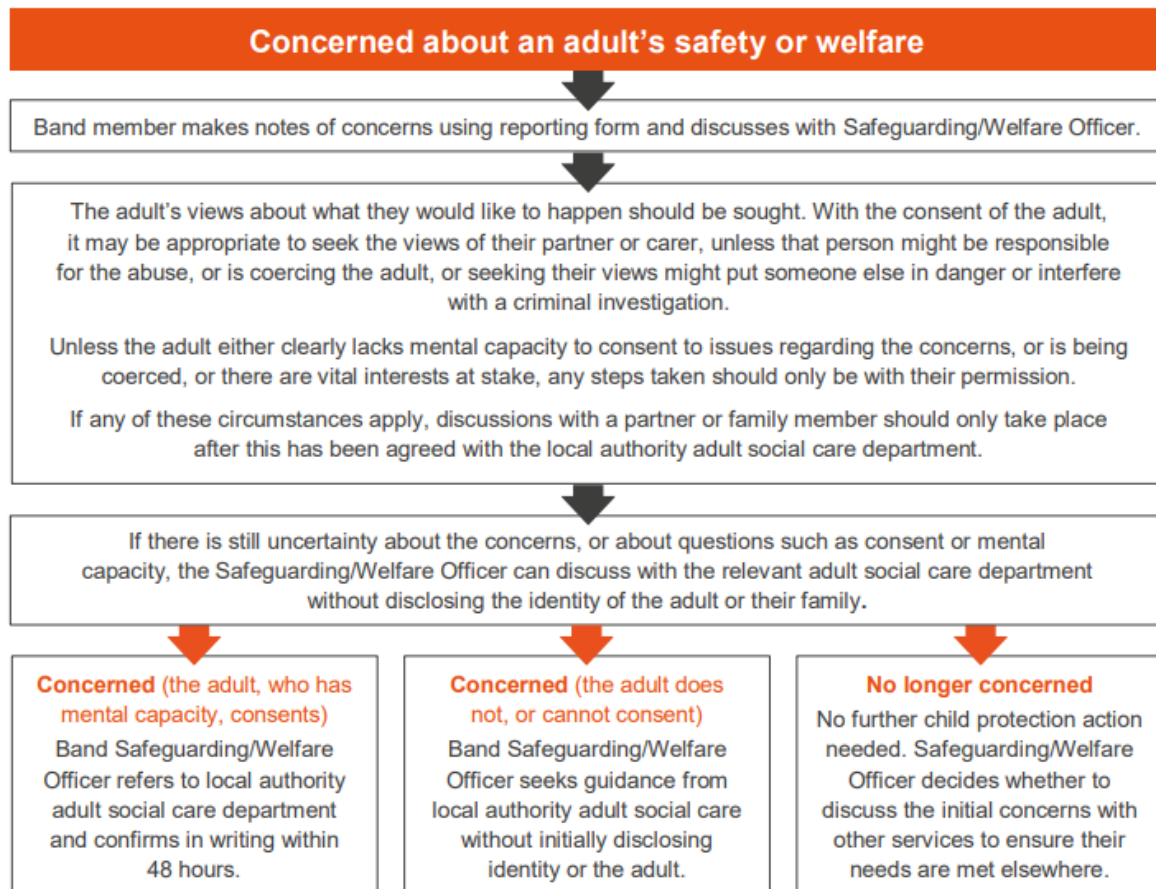
This procedure provides clear direction to members and volunteers of the band if they have concerns that a child may need protection.





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This procedure provides clear direction to members and volunteers of the band if they have concerns that an adult at risk may need protection.



Section 4: Safeguarding Officer's Role Description

Reports to: Chair of Swineshead Silver Band

Purpose of the role: To take the lead role in ensuring that appropriate arrangements are in place at Swineshead Silver Band for safeguarding children, young people and adults at risk. To promote the safety and welfare of children, young people and adults at risk, that are members of the band, and other children and adults at risk, with whom the band may come into contact.

Duties and responsibilities

1. 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.
2. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
3. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
4. 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 Chair of the management committee and statutory child protection and adult safeguarding agencies.
5. 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.
6. Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
7. Report regularly to the management committee.
8. Be familiar with and work within local inter-agency child protection and adult safeguarding procedures developed by the local safeguarding children board and local safeguarding adult board.
9. Be familiar with issues relating to child protection and abuse, and adult safeguarding and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to child protection and adult safeguarding from time to time and share knowledge from that training with other volunteers and management committee members.



Section 5: Swineshead Silver Band Anti-bullying Policy

Swineshead Silver 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 (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures).

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 preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible;
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying. We will seek to prevent bullying by:
- Developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the band is expected to behave, both in face-to-face contact and online.



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- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the band to ensure that they understand our anti-bullying policy. When bullying occurs, we will respond to it by:
 - Having a clear anti-bullying procedure in place;
 - Providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
 - Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole;
 - Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved;
 - Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

Alan Pattinson, Swineshead Silver Band Safeguarding Officer is responsible for monitoring the effectiveness of this policy. This policy will be reviewed every two years. The next review is due on: 05Mar2026



Section 6: Guidelines on Social Media and Online Technologies

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, X (formerly Twitter) and You Tube. It is also recognised that online platforms can provide the means to make teaching, webinars, rehearsals and events accessible when direct, face to face contact may be difficult for all or some participants.

Nonetheless the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense.

Inappropriate use of social media can pose risks to the band's reputation, and can jeopardise compliance with legal obligations. These guidelines also aim to enable Swineshead Silver Band to take advantage of the many opportunities offered by online technologies whilst at the same time remaining committed to the safeguarding of members and others.

Band websites and social media pages

It is important that full permission is obtained prior to posting images of band members on official websites and social media pages. This permission can be obtained through the membership form (see Document 2). Prior to using any such image the members involved should be informed of the following:

- What the images are to be used for,
- How long they will be kept
- The fact that they will be stored and, in due course, disposed of securely

Personal details such as phone numbers and email addresses are not to be posted on any medium (internet or otherwise) without the written permission of the individual. It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the Swineshead Silver Band ethos.

A note on social media groups

There is a difference between, on the one hand, informal social media groups set up and used by groups of friends who happen to be part of a band, and, on the other hand, official band social media groups, coordinated by someone in an official role, and used as part of the band's methods of promotion, networking and support.

Whilst informal social media friendship groups are not governed by this guidance it is expected that band members will bear in mind the need to use the same personal standards of behaviour in their online communications as in their face-to-face contact.

Any informal groups should also avoid calling themselves by a name which could give the impression that they are official band groups.



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Official Social Media Groups

All official social media groups should:

- Be agreed in advance by the Swineshead Silver Band Committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.
- Have a nominated individual who will be responsible for monitoring it and moderating its content. This person is the Data Controller for this group and is responsible and accountable for all content.
- Confirm in writing to the Swineshead Silver Band Committee that it will operate in accordance with Swineshead Silver Band 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 each group's data controller. This list should be reviewed by the Swineshead Silver Band Committee on an annual basis.

Use of electronic communication with children, young people and adults at risk

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.

The rest of the principles relate to group communication or to individual communication with adults at risk and young adults aged 18 and over. The key point is that communication should be in a context of transparency and accountability.

- Leaders, staff and volunteers should not share their personal phone numbers with anyone under 18; communication that needs to be made electronically should be via email and parents should be copied in
- Electronic communication should only be used for reasons relating to band business and not for general socialising purposes
- Other members of the band leadership team should be aware of the situations in which these means of communication are being used
- Leaders, staff and volunteers should not invite young people and adults at risk to their personal social networking page and should politely decline requests from any young person under the age of 18, explaining that this is Swineshead Silver Band policy.
- Where possible, group pages should be used on social media for communicating
- Care should be exercised in posting to Facebook, X (Twitter) etc. as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience
- Communication by electronic means with young people should never take place during school hours and should be kept within the hours of 9am – 9pm



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- Where possible, email and messaging should take place to and within groups rather than individuals
- Webcams will not be used where an online platform is used for one-to-one conversations
- Records of communications will be kept just as they would be for written communication. If a member's or volunteer's mobile phone does not allow text messages to be saved then a written record should be kept
- The principles for the use of social media will be communicated to children, young people and adults
- Any content which raises a safeguarding concern should be reported to the band's Safeguarding Officer using the procedure outlined in the band's Safeguarding Procedures.

Use of online platforms to run group and one-to-one sessions, and events

The following guidelines should be observed.

- Only use approved band accounts for Teams, Zoom or other platforms, not personal accounts of committee members, staff or volunteers
- Ensure privacy settings are adjusted to protect both leaders and participants
- Ensure that the names of all participants are known in advance prior to giving access to the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to your band's Safeguarding Officer
- Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so
- Any activities that are livestreamed need to be done with cameras off if they involve children or vulnerable adults
- Ground rules need to be agreed and communicated by the chair of the meeting.
- Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same
- Remember that the child or adult at risk may not have any privacy during the session
- Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room
- Ensure that there are at least two adults present as session leaders – more if using break-out rooms



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- Be aware of additional family pressures and pressures upon children and young people during the time of the pandemic and in its aftermath; take account of this when preparing and running the sessions.

Date approved: 09Sep2025

Due for review: 09Sep2027

