



Carleton Community Band Safeguarding Policy

This Policy applies to all members and anyone working with or on behalf of Carleton Community Band (CCB). Please read it in conjunction with our 'Band Constitution'.

BACKGROUND: CCB is a not-for-profit organisation, and encourages all members of the community who can play a musical instrument to join in. No auditions are required. Music for CCB is bought and held by the Musical Director & Librarian. Musical parts will be allocated at rehearsals and taken home by members to enable them to practise the pieces. To cover the cost of music and running the band, a small monthly fee of £5 is requested from all members. Anyone who leaves CCB is kindly requested to return their sheet music, so that CCB can comply with copyright laws.

The intention of CCB is to share a love of music and perform a number of concerts each year.

CCB has weekly rehearsals during the year and is open to all adults (18yrs plus). Children (over 16yrs) are welcome but must be accompanied by a responsible adult.

CCB prides itself on being friendly and welcoming and we expect everyone to treat others with respect. CCB believes that no one should experience abuse of any kind and accepts that it has a responsibility to promote the welfare of everyone and to keep everyone safe. Most members of CCB are independent adults but we do recognise that among our members there may be adults who are considered to be in need of care and support, and also children who could be at risk of abuse or neglect.

CCB recognises its responsibility to safeguard the welfare of all adults, young people and children with whom it works and comes into contact with and believes that all those who participate have the right to enjoy the activities of the band in a happy, safe and secure environment.

PURPOSE: A Safeguarding Officer and Deputy have been appointed and a Safeguarding Policy produced principally to protect vulnerable adults, young people and children who come into contact with the Band and its services.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children/adults, namely:

- Children Acts 1989 / 2004
- The UN Convention on the Rights of the Child 1991
- The relevant government guidance including Safe from Harm 1993
- Data Protection Act 1998
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2015
- Sexual Offences Act 2006
- Protection of Freedoms Act 2012
- The Care Act 2014

WE RECOGNISE THAT:

- The welfare of all participants is paramount.
- All adults and children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Some adults/children are additionally vulnerable because of the impact of previous experiences, their level of dependency or their communication/physical needs.

WE WILL SEEK TO KEEP ADULTS, YOUNG PEOPLE AND CHILDREN SAFE BY:

- Valuing them, listening to and respecting them.
- Appointing a Safeguarding Officer and Deputy who will own and administer this policy.
- Asking every member to complete an initial Member Data Form and to sign a declaration when they join the Band. The Member Data Form will, thereafter, be completed annually or more often if requested by the Safeguarding officer (see Appendix A).
- Providing guidelines on the sharing of information (see Appendix B)
- Providing a system for reporting any safeguarding concerns (see Appendix C and D).
- Providing effective management / training for the Safeguarding Officer and Deputy.
- Ensure that non-members who work with or on behalf of CCB agree to the Safeguarding Policy.
- Sharing any concerns with agencies that need to know.

We are committed to reviewing our policy and good practice annually.

This policy was agreed by the CCB Committee and adopted on July 2024 .

Policy review date: April 2025

APPENDIX A COLLECTING MEMBER DATA

To implement the Safeguarding Policy all existing members and new members are asked to complete an annual Member Data Sheet. The information collected is Full Name, Postal address, Email Address, Contact Phone Number(s), Date of Birth, Medical and Next of Kin information.

Names will be used on programmes available in printed form and online. In addition, a full list of all members is maintained on the Carleton Community Music (CCM) website.

All other member data is considered private and will only be available to the Officers of the Band to allow them to perform their duties.

Why do we ask for this information?

- To safeguard all members of the Band and vulnerable adults and children who we may perform with.
- To be able to communicate via multiple channels with all members
- To have a signed declaration of no criminal convictions and to agree to follow copyright laws.

APPENDIX B PROVIDING GUIDELINES ON THE SHARING OF INFORMATION

MEMBER DATA: Paper copies of member's personal data will be held securely by the Secretary.

DATA RETENTION: If a member has not been in contact for more than 6 months then they will be considered to have left the Band and their details will be permanently deleted.

CCM have a public Facebook page and Website, they also have a 'members only' Facebook page. The Secretary and Media Officer are principally responsible for the administration & management of these.

Photographs, videos and sound recordings of the Band practising and performing will be uploaded onto the public internet. Names may be associated with these performances but no other personal data. Photographs of children that we perform with will only be used providing we have permission to do so from the parent/guardian.

Being part of CCB is something that we like to celebrate and share openly with the community, we are also keen to recruit new members and therefore it is important to us that we have a vibrant and exciting online presence. Should any member be uncomfortable with their own name and/or picture being used, then they are asked to speak to any member of the committee who will deal with the matter sensitively.

APPENDIX C PROCEDURE FOR REPORTING ANY SAFEGUARDING CONCERNS

Anyone can raise a safeguarding concern with the Safeguarding Officer or their Deputy. When this happens, the following confidential procedure will be followed.

The Safeguarding officer or their deputy will:

- Obtain information from adults, young people, children, volunteers or parents and carers who have concerns using the 'Reporting' form (Appendix D).
- Assess the information quickly and carefully and ask for further clarification as appropriate.
- If needed, make a referral to an appropriate agency or the police straight away.
- If in doubt, seek advice from Social Service Providers:
 - Adult social care services – 0300 123 6721
 - Lancashire Police – 0845 1 25 35 45
- Work with all necessary parties to resolve/address the incident / concern, recording progress and next steps on the Reporting form.
- Keep in touch with the person who raised the incident / concern until a conclusion is reached and the incident / concern can be closed.

What to do if you suspect that an abuse may have occurred.

- You must report the concern(s) immediately to the Safeguarding Officer or their deputy who will follow the above procedure.
- The CCB Safeguarding Officer is Jenny Cunningham, the Deputy is Pauline Walsh. Both have been nominated to refer allegations or suspicions of neglect, or abuse to the statutory authorities.
- In the absence of the Safeguarding officer and the Deputy then the matter should be brought to the attention of any one of the committee members who will follow the above procedure.
- Under no circumstances should the suspicions or allegations be discussed with anyone other than those nominated above.

APPENDIX D – Safeguarding Reporting Form is on the next page.

Carleton Community Band Safeguarding reporting form

This form should be completed as soon as possible following the incident or emergence of concern but after all necessary emergency actions have been taken.

Name of Officer completing the form, and date raised.	
Name of person reporting the incident/concern	
Date of birth (if under 18)	
Contact details of the person reporting incident/concern	
Date incident took place/concern noted.	
Location that incident took place (if applicable)	
Approximate time incident took place (if applicable).	
Name of person who is the subject of the incident/concern.	
Brief description of what prompted the report, what took place. <i>(In the words/language used by the person making the report. Record facts only, continue overleaf if necessary)</i>	
Name(s) of anyone witnessing the incident/concern <i>(include contact details)</i> .	
I agree that the details above are an accurate reflection of what occurred.	Signature of person who raised the incident/concern
Progress	
Action taken following the incident/concern. <i>(Provide details of all actions taken, by whom and in what capacity, continue overleaf if necessary)</i>	
Conclusion	
Closing comments: <p style="text-align: center;">I agree that the incident / concern can be closed</p>	
Signature of person who raised the incident/concern	Signature of the officer closing the incident/concern
Date:	Date:

