

# **Luton Concert Band**

## **Policy for Safeguarding Children and Vulnerable Adults**

### **1. Policy Statement**

- 1.1 Luton Concert Band is set up to provide adults and young people with the opportunity to develop their musical abilities in a safe environment, through both rehearsals and performances.
- 1.2 We recognise that we have a responsibility to take all reasonable steps to safeguard the welfare of children, young people and vulnerable adults involved in our activities.
- 1.3 We aim to do this by:
  - Adopting good practice guidelines for members and volunteers.
  - Ensuring that designated members undergo Disclosure and Barring Service (DBS) checks as and when appropriate
  - Sharing information about protection and good practice with our members.
  - Reviewing our policy and good practice at regular intervals.
- 1.4 For the purposes of this policy a child is any person under the age of 18 years. A vulnerable adult may be any person over the age of 18 who is in need of care services by reason of age or a mental or physical illness or disability.
- 1.5 All those involved in Luton Concert Band will be made aware of this policy and of what to do if they have any concerns.

### **2. Named Person**

- 2.1 Named persons will be given the task of ensuring that everyone involved in the Band is aware of this policy and what to do if they have any concerns. The named persons will be responsible for dealing with any concerns raised, and if necessary will seek advice from the Social Services Area Office.
- 2.2 Current named persons – Paul Burrett

### **3. Good Practice Guidelines for Keeping Children, Young People and Vulnerable Adults Safe**

- 3.1 All members have a duty of care to the children, young people and vulnerable adults involved in our activities. They will be expected to follow the guidelines below.

- Treat all people, including children and those who are vulnerable, with respect.
- Avoid one-to-one situations e.g. going into the homes of members where children are alone, driving them home, or other one-to-one situations unless there is parental permission.
- Ensure that whenever possible there is more than one adult present during activities involving children or that at least that you are in sight or hearing of other adult members.
- Secure parental consent in writing to act in *loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Encourage children and vulnerable adults to feel comfortable and confident enough to express their feelings and point out attitudes and behaviour they do not like.
- Never use offensive or suggestive language or behaviour.
- Take care to avoid your actions and words being misinterpreted. Be conscious of the appropriateness of any physical contact and verbal comments you make. If you are in doubt as to the appropriateness of your actions then ask a colleague.
- Challenge unacceptable behaviour, including bullying and harassment.
- Ensure that the environment is safe e.g. remove any potential physical hazards such as sharp objects, loose wires and unsafe furniture or equipment.
- Make sure that children are supervised at all times.
- Never photograph or film a child or young person without parental permission.
- Never let suspicion or allegations of abuse go unreported.
- Never exaggerate or trivialise abuse issues.

#### **4. Guidelines on recognising and responding to suspicions of abuse**

4.1 Abuse takes many forms, physical, emotional, sexual, neglect. We all need to understand the various forms of abuse and to pass on any concerns we may have if we suspect that abuse is taking place.

#### **4.2 Physical Abuse**

4.2.1 Physical abuse can be defined as causing physical harm to a child or vulnerable adult. It may involve hitting, pushing, shaking, etc.

### **4.3 Emotional Abuse**

4.3.1 Emotional abuse can be defined as the persistent emotional ill treatment of a person. It may involve conveying to the child or vulnerable adult that s/he is worthless, unloved, or unwanted and may cause a child or vulnerable person to lack confidence or to feel frightened or in danger.

### **4.4 Sexual Abuse**

4.4.1 Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact or activities such as looking at or watching sexual activities, or encouraging a child or vulnerable adult to behave in sexually inappropriate ways.

### **4.5 Neglect**

4.5.1 Neglect is the failure to meet a person's basic physical or psychological needs. It may involve failing to protect a person from physical harm or danger, or unresponsiveness to their emotional needs.

## **5. Dealing with a Concern or Signs of Abuse**

5.1 *When dealing with a concern the following must be taken into consideration:*

- Fear puts a lot of people off telling about wrongdoing.
- You always have a duty to make sure concerns are reported.
- Tell the Named Person – s/he will be able to get further advice or refer the situation to the Social Services or the police.
- If for any reason you can't tell the Named Person you should contact the Social Services for advice.

## **6. Monitoring and Review**

6.1 The committee will monitor Luton Concert Band's safeguarding progress and practice. The policy will be reviewed every three years.

Adopted on: 05/06/2018

Reviewed date: 05/06/2021\_\_\_\_\_