



The City of Lichfield Concert Band

Safeguarding Policy

Last updated and approved by the band at the AGM: 31st March 2025

Commitment to safeguarding

The City of Lichfield Concert Band (COLCB) believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

About this policy

This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of COLCB or taking part in COLCB activities.

The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people

This policy recognises vulnerable people as:

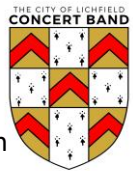
- Children up to the age of 16 or young people aged 16-18.
- Adults aged over 18 at risk as defined by the Care Act 2014
 - Those who have needs for care and support (whether or not the authority is meeting any of those needs),
 - Those who are experiencing, or are at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.

This policy aims to:

- Protect children, young people and adults at risk who are; members of, receive services from, or volunteer for, COLCB.
- Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when COLCB undertakes any activity, event or project.

How the City of Lichfield Concert Band might work with vulnerable people: membership is open to those who reach the required level of performance, therefore there is no age restriction on members. However, the band are usually all adults but there is the potential for children to join the



band. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

The Designated Safeguarding Lead (DSL) has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the DSL in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the DSL and Deputy Designated Safeguarding Lead (DDSL) and in line with established procedures and ground rules (see below).

Procedures and ground rules: 'Ground rules, ways of working and procedures' forms part of this policy.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Safeguarding policy – The City of Lichfield Concert Band – Ground rules, ways of working and procedures

This document forms part of the COLCB Safeguarding Policy.

The policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of COLCB or taking part in COLCB activities.

The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.

This policy recognises vulnerable people as:

- Children up to the age of 16 or young people aged 16-18.
- Adults aged over 18 at risk including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse
- Code of behaviour



Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of COLCB activities, the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the COLCB equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When COLCB organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by at least one DBS checked adult and at least one member with safeguarding training.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.

Working with parents/guardians: If a vulnerable person wishes to take part in COLCB activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in COLCB witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named **Designated Safeguarding Lead**.
- If the DSL is not available, or is involved in or connected to, the abuse, it should be reported to the DDSL or a DBS-checked adult who has received safeguarding training.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named DSL or DDSL.

Procedures for dealing with concerns and incidents of abuse

The DSL or DDSL will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who are involved in the alleged incident, or could be potentially involved in the alleged incident.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place, the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reporting the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests the COLCB
- Any disciplinary action will be taken in line with the COLCB constitution.

The decision taken by the committee will be final.



APPENDIX 1

Code of Behaviour

ATTITUDES

Members should be committed to:

- Treating all members of the band with respect and dignity

BY EXAMPLE

Members should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people
- Respect all members' right to privacy

ONE TO ONE CONTACT

Members should:

- Not spend excessive amounts of time alone with children or vulnerable adults, away from others
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible and inform parents as appropriate.
- If privacy is needed, ensure that other members and/or parents as appropriate are informed of the meeting and its whereabouts

PHYSICAL CONTACT

Members should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Allow, or engage in, inappropriate touching of any kind
- Do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves.
- If such a need arises, for example, where a child or young person has limited mobility, the City of Lichfield Concert Band should ensure that an appropriate responsible adult accompanies them at band related activities

GENERAL

Members should:

- Be aware that even well-intentioned actions may be misinterpreted
- Never draw any conclusions about others without checking the facts
- Never be drawn into inappropriate attention- seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun



RELATIONSHIPS

Members:

- Who are involved in relationships with other members of the band should ensure that their personal relationships do not affect their role within City of Lichfield Concert Band or the work of City of Lichfield Concert Band.



APPENDIX 2

Recruitment and Selection of the Musical Director and other paid members of the City of Lichfield Concert Band

City of Lichfield Concert Band operates employment procedures that ensure highest priority is given to issues relating to safeguarding and child protection.

From March 2015 each new member of paid staff (Musical Director) will be required to undergo an enhanced DBS check as part of our recruitment policy.



APPENDIX 3

Any concerns should be reported to the Designated Safeguarding Lead, in the first instance, who will then take the next steps in the process.

Designated Safeguarding Lead: Carole Share

Deputy Safeguarding Lead: Emily Weeks

Useful contact information

Where there is a risk of immediate harm, dial 999 or 101

To report suspected abuse: contact Staffordshire County Council

For Adults

0345 604 2719	(8:30 am-5 pm)
0345 604 2886	(Out of hours)
TEXT 07815 492613	(Out of hours)

For children

Contact First Response team:

0300 1118007 (option 1)	(8:30am-5pm)
0345 604 2886	(Out of hours)
TEXT 07773792016	(Out of hours)

OR to report concern or for advice out of hours :

WWW.staffordshire.gov.uk/Advice-support-and-care-for-adults/reportabuse.aspx