



St Austell Town Band

Policies & Procedures

Issued in 2024

St Austell Policies & Procedures

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Welcome / Aims

Welcome to the St Austell Town Band Handbook. The key objective of this handbook is to outline the policies and practices of St Austell Town Band. Where any more information is required, or any queries arise; the following should be contacted:

Alex Burns Welfare Officer	James Kenny Band Manager	Anna Minear Deputy Welfare Officer
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We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: 24/08/2024 This policy applies to all members, volunteers or anyone working on behalf of St Austell Town 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.
2. To provide staff and volunteers with the overarching principles that guide our approach to child protection

St Austell Town Band believes that a child, young person or adult with care and support needs 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. We are committed to practise 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)
- 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 (2018)
- Safeguarding Vulnerable Groups Act (2006)
- Children's & Families Act (2014)
- DATA Protection Act (2018)
- The Care Act (2014)
- Mental Capacity Act (2005)

We recognise that:

- The welfare of children is paramount, as enshrined in the Children's 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;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, we are aware that we 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, are 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 adults safe by:

- 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 (2018)] 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;
- 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.

An adult at risk is: a person age 18 or over who meets the following three key tests

- The adult has care and support needs
- The adult is experiencing, or is at risk of, abuse or neglect.
- As a result of their care and support needs, the adult is unable to protect themselves from either the risk of or the experience of abuse and neglect.

An Adult at risk in the context of St Austell Town Band may therefore be a person who:

- Is frail due to ill health, physical disability or cognitive impairment.
- Has a learning disability.

- Has a physical disability and/or a sensory impairment.

- Has mental health needs including dementia or a personality disorder. • Has a long-term illness / condition.

- Misuses substances or alcohol.

- Is a carer for a family member / friend and so may be at risk because of a caring role.

- Lacks Capacity (Mental Health Act 2005) to make a relevant decision and is in need of care and support.

It is important to remember that a person is not inevitably 'at risk' just because of Age, frailty or disability. In the context of safeguarding adults, the vulnerability of the person is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is also important to note that people with capacity can also be at risk of abuse or exploitation.

Recognising abuse and taking action

If a child is suffering or likely to suffer from harm, or in immediate danger

Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral. Tell the Designated Safeguarding Lead as soon as possible if you make a referral directly.

[Report child abuse to a local council - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

TYPES OF ABUSE

Abuse can take many forms, and incidents of abuse may be one-off or multiple, and affect one person or more. We are aware of the importance of being part of a wider team and ensuring our observations are shared at an early stage to inform any developing patterns, the Local Authority and others involved may have already collated, to inform a holistic approach.

This list is not exhaustive, and we encourage our members to be alert and report any concerns they have;

Physical abuse: including hitting, slapping, scratching, pushing, rough handling, kicking, misuse of medication, restraint without justifiable reasons, inappropriate sanctions including deprivation of food, warmth, clothing and health care needs.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, unwanted sexual text messages, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into and sexual coercion,

Emotional or Psychological abuse: including threats of harm or abandonment, deprivation of contact, humiliation, ridicule, blaming, controlling, intimidation, coercion, unwanted communication, stalking, harassment, inappropriate messaging; with kisses attached, verbal abuse and cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks. Deliberate denial of religious or cultural needs and failure to provide access to appropriate skills and educational development.

Domestic violence: including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. And can affect those it is not aimed at within the home.

Financial or material abuse: including misuse or theft of money, fraud, extortion of material assets or inappropriate requests for money, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission: including ignoring medical or physical care needs, failure to provide access to appropriate health, social care and support or educational services or equipment for functional independence, the withholding of the necessities of life, such as medication, adequate nutrition, heating and lighting. Failure to give privacy and dignity.

Modern slavery: encompasses slavery, human trafficking, forced labour and

domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse: including forms of harassment, slurs or similar treatment; because of race, colour, language, gender and gender identity, age, disability, sexual orientation or religion. Hate crime

Self Neglect: this covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Safeguarding within the Affiliated Group

Use of Social Media in an abusive way: abuse can also occur through social Media, this is often harder to detect. It is important to remember that the type of abuse that can occur through social media does not always include emotional and psychological abuse and can include sexual and financial abuse. Social media includes (but is not limited to): networking sites such as Facebook, Twitter and LinkedIn, email, text messages, Skype and instant messaging services.

Multiple forms of abuse - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

Procedure for Responding to Concerns about Children, Young People or Vulnerable Adults at Possible Risk of Abuse

This procedure applies to all members of St Austell Town Band who may be concerned about the safety and protection of a child, young person or vulnerable adult.

Purpose and aim of this procedure

We aim to ensure those children/young people/ vulnerable adults who are members of St Austell Town Band receive the protection and support they need if they are experiencing or at risk of abuse.

This procedure provides a clear direction to Members of St Austell Town Band if they have concerns that a child/young person/vulnerable adult is in need of protection.

Helping a person in immediate danger or in need of emergency medical Attention

- If the person is in immediate danger and is with you, remain with him/her and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.

- If he/she 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
- You also need to contact the Welfare Officer to let them know what is happening.

A decision will need to be made, in consultation with the Band Welfare Officer about who, when and how the person's parents/guardians/carers or representatives and the local authority children's / adults social care services should be informed. If you have involved the police and/or health services, they should be part of this decision. Consider the welfare of the person in your decision-making as the highest priority.

Issues that will need to be taken into account are:

- The child's wishes and feelings
- The parent's/guardian's/carers/representatives right to know (unless this would place the person or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent/guardian/carer/representative
- The current assessment of risk to the person and the source of that risk
- Any risk management plans that currently exist

Keeping a record of your concerns

Use the proforma reporting form (Appendix 1) to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory safeguarding authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept by the Club Welfare Officer in a confidential file.

The name of the person making the notes should be written alongside each entry.

If a child / vulnerable adult makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell them that they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's / adult's own words. Stick to the facts, and do not put your own judgement on it
- Sign and date the write-up and pass it on to the Welfare Officer

Adults should not question the child; other than to respond with **TED** -
Tell me what you mean by that,
Explain what you mean by that,
Describe that.

Adults will observe and listen, but do not probe/ask any leading questions.

If you discover that FGM has taken place or a pupil is at risk of FGM

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs". FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'. Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4. Any tutor who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the police, personally. This is a statutory duty, and tutors will face disciplinary sanctions for failing to meet it.

If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

Where possible, speak to the DSL first to agree on a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the management team and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Make a referral to local authority children's social care directly, if appropriate. Share any action taken with the DSL as soon as possible

If you have concerns about extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the management team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate. The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you.

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

Useful contact details:

- Welfare Officer - Alex Burns - 07961842206
- Deputy Welfare Office - Anna Minear - 07921332817
- Multi Agency Referral Unit (MARU) - 0300 123 1116
- NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk
- ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk
- Brass Bands England Welfare Officer: 01226 771 015

SIGNED _____ (Alex Burns)

Equality policy

We are committed to reviewing our policy and good practice every three years.

This policy was last reviewed on: 24/08/2024

St Austell Town Band strives to promote fair and equal access and equal opportunities when recruiting players, tutors, conductors or volunteers. It also seeks to recognise and value the differences in the people involved with the band and its audiences.

Legal Duties

As a band, we welcome our duties under the Equality Act 2010.

The general duties are to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

We understand the principle of the act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity. A protected characteristic under the act covers the groups listed below:

- Age (For volunteers / employees only)
- Disability
- Gender (Including issues of transgender)
- Gender reassignment
- Marriage & Civil Partnership (For volunteers / employees only)
- Maternity & Pregnancy
- Race
- Religion & Belief
- Sexuality

What we aim to do

The Band in the community...

- Ensure that our performances, rehearsals, workshops and other services are fair, relevant and accessible to all
- Provide interpreting and translation when appropriate
- Ensure that all buildings where services are delivered are accessible where practicable
- Ensure that conductors, players and tutors have access to training where necessary, to improve the services delivered to brass band communities
- Monitor and review activities and policies to ensure there is no unlawful or unjustified discrimination

The Band and its members...

- Encourage and conductors, players, tutors, volunteers and other staff to reach their potential, recognising that resources are not infinite
- Strive to deliver fair treatment for all
- Provide a safe and accessible environment
- Strive for an environment free from discrimination and harassment
- Provide equal access to learning and development opportunities
- Ensure our recruitment is fair.

Who will do this?

- All persons within the St Austell Town Band organisation (in any capacity) have a responsibility not to discriminate in the way they treat users of our services, or other engaged persons
- The Management Committee each has a responsibility to make sure that the activities of the St Austell Town Band organisation, respond to the needs of the diverse communities which they encounter.

Anti-bullying policy

We are committed to reviewing our policy and good practice every three years.

This policy was last reviewed on: 24/08/2024

We recognise 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.

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.
- 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.

GDPR

The Data Protection Act came into force on 25th May 2018. It is a law that sets out guidelines for the collection and processing of personal information and aims to give individuals more rights over how their data is used.

It is essential that certain personal data be collected and stored in order that the Cornwall Youth Brass Band can operate. These guidelines illustrate the procedures under which essential safeguards are carried out to protect such data:

In accordance with Information Commissioner's Office guidance, data will be;

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 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, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Online Safety

Online Safety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

- e-Safety concerns safeguarding children and young people in the digital world.
- e-Safety emphasises learning to understand and use new technologies in a positive way.
- e-Safety is less about restriction and more about education about the risks as well as the benefits so we can feel confident online.
- e-Safety is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

Guidelines

- The Band website will be managed in a way that promotes the best interest of St Austell Town Band, and associated musical development activities.
- Social media will be used in a responsible way, promoting activities in a positive way
- No online resources should be used by individuals in a way that does not relate to St Austell Town Band or associated musical development activities as a whole
- Nothing should be posted online that would not be appropriate for a child to see/hear
- Any references to individuals and organisations (St Austell Town Band or other) will be respectful
- Use of humour towards an individual or organisation is strongly discouraged; sarcasm should never be used as the tone of online content is too easily miss-interpreted.
- All members, or parents of, reserve the right (via the membership form) to withdraw permission for St Austell Town Band to use images/media.

Health and Safety

The Health and Safety at Work Act 1974 is the main piece of legislation governing Health and Safety at work. It places a duty on employers to ensure the general health and safety of their employees as well as volunteers and members of the public using services provided by the employer.

Whilst Brass Bands may not be seen as employers, they are still considered to have a “duty of care”, under civil law, to those who work as volunteers and those who use their services. It is therefore necessary to consider these guidelines and adapt these considerations to your Band environment where practical.

- All venues will be selected carefully to ensure that they satisfy Health and Safety requirements for a rehearsal and/or performance for Band members, tutors/conductors and parents/audience members
- All events will be attended by an appropriate adult with emergency first aid training
- A record of any accident and near misses will be kept
- Any venues will undergo a risk assessment before use is approved for a St Austell Town Band event.

St Austell Town Band H&S officers are James Kenny & Dave Hargreaves.

Electrical Items

- Carry out PAT on any electrical items such as PA / Vibraphone / Photocopier
- Minimise the use of extension cables and adaptors in the rehearsal room
- Securely fasten cables to reduce risk of entanglement or trips
- Turn off electrical equipment when not in use
- Band members to report any issues they find with electrical equipment to H&S Officer

COSHH (Control of Substances Hazardous to Health)

- Any chemicals should be recorded on a RA stating how they are stored and details of protection required when using them.
- Ensure substances are clearly labelled and stored in their original container
- Keep substances locked away

First Aid Arrangements

- Ensure there is adequate “in date” first aid equipment suitable for the number of members and volunteers in the band
- Make known the appointed people within the organisation with First Aid Training
- Use the accident book to record accidents and store securely in accordance with the Data Protection Act.
- Make sure a telephone is available to use in case of emergency

Accompanying Children to Hospital

- Ideally if the situation is not an emergency then the parent / carer should be contacted to take the child to hospital
- In an emergency call 999 and ask for an ambulance or a paramedic. In this situation, every effort must be made to accompany a child to hospital, in the ambulance
- Where possible the main leader / MD should try to remain with the band members and allow another responsible adult (preferable DBS checked) to accompany the child to hospital
- It's not advisable for a band member to use their own vehicle to take a child to hospital unless it's their own child, or unless advised to by the medical team. An exception would be if the emergency vehicles are delayed, but in this instance it would be best for 2 adults to travel with the child.

Fire Safety / Emergency Procedures

- Access to a telephone is essential at all times
- Fire Exits should be clearly visible and exits regularly checked for potential blocks / obstructions
- Fire Safety should be included in all Risk Assessments; consider any high risk areas, storage of combustible materials and what measures are in place, both to reduce risk in those areas and to combat fire
- Fire extinguishers should be checked annually and included in Risk Assessment review; training on the use of fire extinguishers should be given.
- An evacuation procedure should be in place, taking into account emergency exits, assembly points, fire wardens, and provision for vulnerable members.
- Fire drills should be carried out which includes taking a register.

Completing Risk Assessments

Risk assessments should take into account; the physical environment, the activities that take place, any disabilities or mobility issues in respect of band members and others who may be present, the equipment used and the different types of possible accidents.

Risk assessments should be carried out both for the normal, regular rehearsal space (and reviewed annually) and for concert venues and other places outside the band's usual space.

The physical environment might include:

- Car Park
- Steps / Stairs
- Uneven surfaces
- Lighting
- Slippery Floors
- Storage of equipment & belongings
- Seasonal changes / Weather conditions
- Access to exits
- Transporting people to venues & events
- Moving & Manual Handling of equipment
- Performing outdoors
- Rehearsals / Sectionals / One-to-one Sessions
- Fundraising Events
- Making Refreshments
- Cleaning / DIY in the rehearsal room
- Social Activities
- Concerts where the band is responsible for the audience

Equipment may include:

- Instruments & Stands
- Music
- Office Equipment
- Chairs
- Cleaning Equipment
- Catering Equipment
- Electrical Appliances
- Gas Appliances / Heaters

Possible types of accidents to consider are:

- Slips, trips, falls
- Traffic incidents
- Poisoning
- Electric Shocks
- Cuts from glass or sharps objects, burns and scalds
- Choking, suffocation, strangulation
- Sunburn / Insect bites
- Manual Handling injuries

Manual Handling

Band members should be made aware of the dangers of lifting heavy objects and the associated injuries. Manual Handling should be included in the RA, and measures taken to reduce the risk of injury. These measures may include:

- Ensuring equipment is stored in a suitable bag, box, container that is fit for purpose. The should not be overfilled;
- Consider the minimum number of people required to move particularly heavy objects (eg. timpani)
- Using trolleys, barrows, carrying straps where necessary.

Typical potential hazards that have been identified are:

- Carrying instruments
- Carrying chairs and tables
- Carrying PA equipment
- Loading vehicles for concerts and events.

Insurance

St Austell Town Band is covered by Public Liability Insurance which can be found displayed in the rehearsal room.

A Risk Assessment should be completed, considering the relevant aspects outlined above by the band H&S officers.

If a Risk Assessment is for an outing / trip, it needs to include transport arrangements. Risk Assessments for trips to venues / events operated by a third party should include contacting the organiser or manager of the venue / event to check that they have their own RA and that appropriate measures are in place.

Recruitment Policy

Adults working with St Austell Town Band.

St Austell Town Band recognises that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

- The Welfare officer will be responsible for ensuring that those who are working with children have been DBS checked and where possible registered with the update system.
- Reasonable checks will be carried out to ensure those who will be working and have direct involvement with children are of suitable character.
- Persons are appointed in line with the Equality policy, ensuring equal access for all and no discrimination takes place where decisions are made.
- Those involved in tutor/conductor roles should possess the necessary attributes to:
 - Communicate effectively with children
 - Uphold and model appropriate behaviour at all times when surrounded by children
 - Be approachable to children who may want to ask advice in any number of areas
 - Facilitate the learning and development of young musicians through a variety of different teaching and learning techniques
 - Promote St Austell Town Band activities to external individuals and organisations

Volunteers

Any volunteers who wish to donate their time to St Austell Town Band are most welcome. St Austell Town Band recognises that such generosity is essential in the longevity of such projects and the success of the wider brass band community.

It is essential however, that volunteers are selected and adhere to the following guidelines:

- All volunteers will be welcomed and thanked for their contribution
- Volunteers are respected and valued members of our organisation
- Volunteer contributions are maximised by ensuring they are equipped with all the necessary information / support
- All volunteers will be of suitable character to work around children
- All volunteers will be aware of the individuals and appropriate contacts who they can approach for guidance / support at any time
- Volunteers will respect the privacy, property and confidentiality of others
- Volunteers will not be permitted to work alone with Children without appropriate DBS clearance

Code of Conduct

As individuals of the band we agree to the following:

Member Commitment

- I acknowledge that accepting a position in the St Austell Town Band organisation involves the commitment of time and energy.
- Wherever possible I will maintain punctual attendance at rehearsals and performances, private practice, helping to set up/down equipment etc.
- If I am unable to attend or expect to be late, I will report to the relevant person as soon as possible. In the event of short notice, or last-minute unavailability, I will make every effort to inform the relevant band officer in person or by telephone as soon as possible.
- When representing the band in a personal capacity, I will acknowledge my underlying responsibility as a member and maintain the band's professionalism and integrity at all times.
- I will strive to work as a team, in which constructive working relationships are actively promoted. I will act kindly and without prejudice towards other band members and the general public.
- I will support the management of the band in their roles and responsibilities of furthering the future success and sustainability of the band.
- I will be mindful of my responsibility to uphold the ethos and reputation of the band.
- I will adhere to the band's policies

Members Conduct

- All Band members/participants have a responsibility for safeguarding, and as such have a duty of care for each other.
- Inappropriate behaviour and language will not be accepted.
- Members/participants will adhere to the band's policies and procedures as set out in the band's governance documents including, but not limited to, Safeguarding and Health and Safety.
- In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be raised to the relevant band officer in a timely manner.
- Members/participants are expected to have their music parts available at all times for rehearsals and engagements.
- Members are expected to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements.
- Band members/participants should arrive at concert venues by the time stated wearing the specified uniform.
- Members/participants will observe complete confidentiality when matters are deemed confidential, or where they concern specific band members, at all times.
- Members will protect the band's legality regarding all environmental, safety and fair dealing laws

Breaching the Code of Conduct

In the event that a member of St Austell Town Band organisation does not adhere to this code of conduct, or of any other band policy, St Austell Town Band reserves the right to investigate and take the necessary action to protect the integrity of the band and its members.

The investigation will allow the committee to gain the necessary information relating to the breach. A meeting will then take place between the St Austell Town Band committee and the individual involved in the breach of practice. During this meeting, the individual 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 individual involved has the right to appeal a decision. This appeal should be made in writing to the trustees within 14 days of being informed of the outcome of the investigation.

The committee will only remove individuals 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 individual may pose a safeguarding risk to children, young people or adults either in the band or in the wider community, then safeguarding procedures will be followed as soon as the allegation or concern comes to light, and statutory authorities will be informed as appropriate.

Disciplinary actions

The committee may have to take disciplinary action against players and volunteers who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation and will be at the discretion of the Chair. Possible disciplinary action includes:

- Verbal/written warnings
- Instant dismissal

Whistle-blowing Policy

1. What to do if you wish to raise a concern about malpractice:

Speak to the Band Manager, Welfare Officer or Deputy Welfare Officer. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to.

The officer you have approached should arrange to meet with you as soon as possible to discuss your concern.

You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.

If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, if there is a need for your identity to be disclosed in order to resolve the issue, you will be consulted prior to this action.

If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.

2. What to do if someone raises a concern with you about malpractice:

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why he/she has chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not however refuse to hear what the person has to say.

You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her but ensure you are protected and

not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to him/her.

If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Never promise confidentiality.

Do not ask leading questions. Allow the person to speak freely about whatever they need to tell you & just listen.

3. Recording the concerns:

The responsible Officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

Appendix 1: Reporting Concerns about a Person

Details of person and parents/carers

Name of person:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s):		
Person's home address:		
Address(es) of parent(s)/carer(s) (if different from person):		

Your details

Your name:	Position in St Austell Town Band:	Contact details:
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Report

Are you reporting your own concerns Yes/No (delete as appropriate):

If you are reporting concerns on behalf of someone else, please give their name, position within St Austell Town Band and contact details:

Please give details of the incident or what has prompted concerns about the child / person, including description of any behavioural/physical signs or injuries. Where possible give times and dates:

Have you or anyone else spoken to the person? If so, what have they said? And to whom did they say this?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns:

Please give details of anyone who witnessed the incident or who shares the concerns:

Please note concerns should be discussed with the parent(s)/carer(s) **unless:**

- The view is that a family member might be responsible for abusing the person
 - Someone might be put in danger by the parents/carers being informed
 - Informing the family might interfere with a criminal investigation
- If any of these circumstances apply, consult with the local authority children's social care to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parent(s)/carer(s)? If so what was said? And to whom? If not, give your reasons for deciding not to speak to the parent(s)/carer(s)

Are you aware of any previous incidents or concerns relating to this person?

Has the situation been discussed with the Welfare officer? Yes/No (delete as appropriate) If so please summarise what was discussed and agreed:

Have the statutory safeguarding authorities been informed? Yes / No (delete as applicable)

Police: Yes / No (delete as applicable)

Date and time:

Name and telephone number of persons spoken to:

Local Authority social care: Yes / No

Date and time:

Name and telephone number of person spoken to:

Actions agreed with the safeguarding authorities:

Signature of person completing this report:

Name:

Date and Time:

Signature of Band Welfare Officer:

Name

Date and Time