



The Witney Town Band Safeguarding Policy is designed to address the following points:

1. To safeguard the welfare of all members and young people associated with Witney Town Band (WTB) by committing to a Code of Practice that protects them.
2. To introduce, maintain and apply agreed procedures across the organisation for protecting young or vulnerable people.
3. To introduce, share and issue guidelines to all members, officers, parents and volunteers on how to deal with any disclosure or discovery of abuse or harm.
4. To identify and implement any training for its members, officers, parents and volunteers, relating to implementation and administration of policy procedures and best practice in the prevention of child or vulnerable person abuse.
5. To make all children and young people and any other person associated with WTB aware that they may get help and talk with an independent person if they are concerned in any way.
6. To follow and apply the child protection guidelines and vulnerable adult guidelines issued by West Oxfordshire District Council and Oxfordshire County Council.

Witney Town Band Protection Policy Statement

The Witney Town Band Committee and all Volunteers associated with the organisation will work to ensure that we:

- Safeguard to the best of our ability the welfare and well-being of the children, young people and vulnerable adults linked to our group;
- Provide a safe environment for the activities of the organisation where children, young people and vulnerable adults are always protected, listened to and encouraged to talk about their experiences or any concerns that they may have;
- Recognise that children, young people and vulnerable adults may suffer abuse in many forms – physical, sexual, emotional and/or neglect.

Witney Town Band Code of Conduct

Band will always:

- Treat children, young people and vulnerable adults with respect and tolerance;
- Treat all members, officers, parents and volunteers with respect and set an example of good conduct for others to follow;
- Are non-judgmental when dealing with children, young people and vulnerable adults and respect their individual rights and opinions;
- Respect the 'right to privacy';
- Recognise and encourage the achievements of all band members;
- Remember that insults or verbal abuse from anyone will not be tolerated and must be challenged;
- Are vigilant when dealing with a sensitive matter or situation;
- Are aware of the possible implications of physical contact with children, young people and vulnerable adults.
- Recognise that actions, no matter how well intended, might be misinterpreted;
- Ensure that all children, young people and vulnerable adults are properly supervised at all times and whenever possible by more than one adult and that activities are within sight or hearing of others;
- Ensure reasonable precautions are taken to protect children, young people and vulnerable adults from 'outsiders' in particular when attending venues for events or performances;
- Seek advice whenever in doubt.

At Witney Town Band we DO NOT:

- Allow bullying or allow children, young people or vulnerable adults to feel “down trodden” or to be made a “fool of”;
- Make suggestive remarks, gestures or derogatory comments in the presence of children, young people or vulnerable adults;
- Exaggerate or trivialise child or vulnerable adults abuse issues;
- Allow ourselves to be drawn into any situation which might appear improper;
- Jump to conclusions or ‘take a chance’ where common sense, policy, or practice suggests another more prudent approach.

Action Statement

We will be proactive at all times and be ready to recognise the signs and symptoms. If we suspect or are informed that a child, young person or vulnerable adult is experiencing abuse, we NEVER try to investigate further. We will always refer to the guidelines as set out for reporting an allegation and seek further advice from specialist services. We do not pass judgement on what is said. We will try to reassure the child, young person or vulnerable adult. We do not ask questions about what we might suspect. We make it clear that we are available to listen and can offer support but that we MUST pass on the information.

If an allegation is made, or concerns are raised, the person in receipt of the alleged allegation or concern should ensure that a record is made by completing a Witney Town Band Safeguarding Incident Report and immediately reporting to the Welfare Officer, or in their absence to the Chairman of the Committee. Remember...Do not try to sort it out yourself.

The Internet

Witney Town Band makes use of the Internet via its website at www.witneytownband.org.uk, its group on Facebook and via email in order to communicate to and interact with members and the public. We will undertake to monitor website activity as far as possible and to safeguard communications via email to prevent any inappropriate or unwanted contact. Email communications to young or vulnerable members will only be sent to parents or carers and not directly to young or vulnerable members. Photographs of band members may, with their consent appear on the Website but only without the identification of the band members. Parental consent is required before a young person's photograph is published.

Administration of Policy

Administration, monitoring and implementation of all procedures in support of this Safeguarding Policy will be the responsibility of the WTB Welfare Officer. All adult volunteers of the Witney Town Band organisation MUST complete the WTB Declaration form and sign to confirm that they have read and agree to comply fully with this Policy. All information will be treated in the strictest confidence.

Disclosure and Barring Services (DBS) Checking and Disclosures

DBS Disclosure checks will be taken up on Witney Town Band Committee Members, Volunteers, Musical Directors, and Tutors who have significant and regular contact with young or vulnerable people in the organisation, as determined by the Welfare Officer and the Committee.

Volunteers / Musical Directors who give private tuition to members of Witney Town Band must make it clear to parents that such private arrangements are outside of the Witney Town Band organisation and are not subject to the Witney Town Band Safeguarding Policy and Guidelines.

Child Performance Licensing Legislation

The Children (Performances and Activities - England) Regulations 2014 came into effect on 6th February 2015. These regulations replaced the Children Performances Regulations 1968 as amended, which were repealed in their entirety together with all guidance that related to them.

Child Performance Licensing Legislation is something that has been put in place to safeguard children whilst taking part in various types of performance, including Brass Bands. Refer to BBE & Oxfordshire County Council website for further guidance.

[Further Information and Documentation.](#)

Witney Town Band Safeguarding Incident Report can be downloaded from the website

Witney Town Band Safeguarding Declaration Form can be downloaded from the website

If you are concerned about the immediate safety of a child or adult, please contact the Police on 101 at any time. In an emergency call 999.

Report concerns about a child:

If you are worried that a child may be suffering or at risk or significant harm you can:

- Call the Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666 during office hours (8.30am to 5pm, Monday to Thursday, 8.30am to 4pm, Friday)
- Call the out of hours Emergency Duty Team on 0800 833 408
- Call ChildLine: 0800 1111.
- Call NSPCC 24 hour helpline: 0808 800 5000

Report concerns about an adult:

If you suspect an adult is being neglected, harmed or suffering domestic abuse you can:

- call the Safeguarding Adults Service Consultation Line on 01865 328232 (Monday to Friday only)

If you would like to talk to someone regarding the policy or a particular incident/ concern, please either speak with the current Safeguarding officer or chairperson in band or the email secretary@witneytownband.org.uk and ask for someone to call you back about our safeguarding policy. You do not need to give any details about any incident or your concerns just basic contact information.