

## **SAFEGUARDING AND PROCEDURES POLICY: WYCHAVON FESTIVAL OF BRASS ENTERTAINMENT CONTEST.**

### **Commitment to safeguarding**

WFB believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults with whom we come into contact in order to protect them from harm.

### **1 About this policy:**

**This policy applies to:** all band and committee members, staff (whether employees or freelancers), volunteers and anyone working on behalf of WFB or taking part in WFB activities.

### **The purpose of this policy is:**

- To provide band and committee members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- To outline simple procedures for dealing with incidents and concerns.

### **This policy recognises vulnerable people as:**

1. Children up to the age of 16 or young people aged 16-18.
2. Adults aged over 18 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.
  - The WFB committee and volunteers.

### **This policy aims to:**

- Protect children, young people and vulnerable adults who are: band members of, receive services from, or volunteer for, WFB.
- Ensure band and committee members, staff and volunteers working with children, young people and vulnerable adults 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 vulnerable adults is a primary consideration when WFB undertakes any activity, event or project.

### **2. How WFB might work to protect vulnerable people:**

WFB organises one contest per year (at present). Attendees to the contest include:

- Members of the bands attending and competing
- Relatives and friends of members who attend in a volunteering capacity
- Audience members at a public event

The annual competition is NOT a regulated event.

**WFB has identified several aspects of the competition and personnel that will need specific consideration with regard to ensuring the safeguarding of vulnerable people both now and in the**

**future and the precepts set out below are intended to address these concerns. In general, this will include but not necessarily be limited, to:**

- A. **BANDS: Ensuring that bands are aware of their responsibilities** with regard to the safeguarding and conduct of their own members. (In 2019 this information will be made available retrospectively to competing bands. In future years, it will be a condition of entry that bands confirm that they have effective safeguarding policies in place. WFB will require that the name of the Safeguarding Lead be included on the application form.)

**BANDS: Conditions of band entry and procedure for dealing with possible incidents of abuse or concern:**

- WFB requires entering bands to adopt full responsibility for any members of their group (whether playing members or not) who fall into the categories described above and advise in writing in advance any concerns they may have.
- Bands are responsible for ensuring that appropriate chaperoning ratios, parental permissions and DBS qualified persons for their group are *in situ* before the WFB contest.
- Bands should nominate a named Safeguarding Lead from within their band and, prior to the contest, should make the WFB Contest Controller aware of who that person is. Their *contact details used on the day of the contest* need to be lodged with the Contest Controller so that, in the event of difficulty they can be made aware of any problems.
- Where an issue arises that a band's Safeguarding Lead is aware of then they should report to Contest Controller (in the Contest Control room) who will then contact WFB's Chair and/or WFB's Safeguarding Lead to deal with the matter.
- In emergencies, please seek help from any committee member when possible or, failing that, a volunteer and ask to be referred on.
- All band secretaries and band Safeguarding Leads will be made aware of reporting procedures prior to the event. It is their responsibility to ensure that their band is fully aware of WFB's procedures.
- All bands must accept that WFB reserves the right (and in accordance with our statutory duties to report areas of concern to a higher authority) to take independent action without the permission of individual bands or their Safeguarding Lead should the need arise.

**Please note:** The Chairperson of WFB has overall responsibility for safeguarding issues whilst the WFB Safeguarding Lead will deal with practical matters on the day if necessary. All queries and concerns relating to safeguarding should be referred to the Chairperson in the first instance if possible and on to the Safeguarding Lead.

B. **VOLUNTEERS: when at the competition will need to know and understand some simple safeguarding procedures:**

- All volunteers will be informed by email before the event and reminded on the day of the contest or event the need for vigilance with regard to safeguarding of vulnerable individuals.
- All volunteers will have the procedure of referral (as outlined above in the BANDS section) explained to them so that, should an incident arise, they are aware of who to go to for support.
- *It will be emphasised that dealing with the situation is not their responsibility.* They have a duty of care only to report the incident or their concern to a committee member (who will refer the matter on) or directly to the Safeguarding Lead or Chairperson.
- Volunteers will be encouraged to share good practice with everyone on the day of the contest or other organised event.

**Future recruitment of volunteers for contest day with regard to safeguarding:**

- Volunteers (i.e. door stewards, band marshals, ticket sellers etc.,) are generally known to committee members and are recommended by them, often for specific roles. Since their time at WFB events is limited to a few hours and they work in plain sight of audiences, committee members and the public there is no need for elaborate vetting procedures or DBS checks. However, as volunteers they must be made aware of this safeguarding policy and their role in supporting and executing it.
- Other volunteers respond to more general appeals made to the band fraternity and, specifically, to bands competing on the day. As it is anticipated that bands will operate their own safeguarding policies, it can be reasonably assumed that the person concerned is a suitable volunteer. Again, since their time at WFB events is limited to a few hours and they work in plain sight of audiences, committee members and the public there is no need for elaborate vetting procedures or DBS checks. However, as volunteers they must be made aware of this safeguarding policy and their role in supporting and executing it.
- Any other volunteers supplied by outside parties (volunteers centres or other recognised groups) tend to arrive by the recommendation of the group they are allied to which will, in turn, operate their own safeguarding policies. Therefore, no elaborate vetting procedures are necessary.
- Individuals who approach WFB offering their services who have no obvious connection with the event or the band movement, or who have no recognised history of volunteering at similar events should be treated with caution. Lack of a track record or experience is no hindrance to volunteering (especially amongst the young) but, as with all these matters, discretion should be exercised.

**C. TRADERS AND SERVICE PROVIDERS:** (e.g. caterers and equipment suppliers, first aid officers etc.):

- When at the competition or other WFB event, all service providers will need to know and understand some simple safeguarding procedures as outlined in this document.
- All traders etc., will have the procedure of referral (as outlined above in the BANDS section) explained to them so that, should an incident arise, they are aware of who to go to for support. This may be done by email, and reinforced on the day of the event through leaflets etc.

**D. COMMITTEE MEMBERS without specific safeguarding responsibilities:**

- In advance of the 2019 competition WFB committee members will need enhanced DBS checks. When recruiting new committee members such checks will be done on appointment.
- All committee members will be made aware, through discussion at meetings and/or training as necessary, how WFB intends to manage safeguarding concerns, volunteers etc. prior to the event.
- Committee members are charged with the responsibility to reinforce and support the vigilance and good practice this policy enshrines and which is carried out by all participants working on WFB's behalf or having some other involvement at the event.

- All committee members will need to familiarise themselves with the simple referral procedure (as outlined above in the BANDS section) for use when they either witness an incident or have a concern brought to their attention by a third party.
- *It will be emphasised that dealing with situations is not the responsibility of a committee member without a specific safeguarding role.* They have a duty of care only to report the incident or their concern to either the Safeguarding Lead or Chairperson (Val Trim)
- A Safeguarding Lead has been appointed for the 2019 competition (Oliver Wilson).

E. **COMMITTEE MEMBERS with specific safeguarding responsibilities:**

In addition to the responsibilities explained above, once an incident or concern has been brought to the attention of either the WFB Safeguarding Lead or Chair **the first action taken is determined by the immediacy of the concern** and the following two factors:

- If the vulnerable person needs emergency medical attention: Firstly refer to the First Aid Officers (in contest Control) and, if required call the ambulance service.
- If the vulnerable person is in immediate danger of abuse: call the police.
- 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 while the seriousness of the allegations is assessed. A secure room out of the reach of the public needs to be set aside for this purpose. A member of the committee must stay in attendance.

**In all cases the Safeguarding Lead (or Chair) must:**

- Record the name and contact details of all protagonists involved.
- Keep accurate records of what was said and witnessed and when\*.
- Similarly, records of what action, if any, was taken.
- A pro-forma should be use to record the incident.

**Determining what action needs to be taken should ideally be a shared responsibility.** Hence:

Except in the emergency case outlined above, the WFB Safeguarding Lead and Chair (plus, at their discretion, other committee members and/or the Band Safeguarding Lead if appropriate) should discuss how to handle any reported abuse, concern or incident. Depending on the seriousness of the concern or incident, the following action should be taken:

- In a private room, away from the public, a brief internal investigation should be undertaken to establish, as far as possible, the facts relating to the incident. This is essential to avoid false accusations or the omission of crucial evidence.
- After simple and brief consultations and the establishment and recording of basic facts, or if it is felt that there is genuine concern, then further action should be taken. In nearly all cases, the matter should be referred to the police.  
*(This may seem harsh but none of the committee, including the Safeguarding Lead, have the necessary experience or training to be able to effectively deal with serious incidents and, given the other constraints of running a competition, neither do they have the time).*
- Where a band member is the alleged perpetrator of the incident, the Safeguarding Lead of the band concerned should be included in discussions and informed of any action WFB takes. Equally, where an alleged victim is also a band member, then the Safeguarding Lead of that band should also be informed.

- In the case of children (under 18) then parents will also need to be informed. This needs very sensitive handling and could prove very difficult. Hence the need for a collaborative approach in dealing with these matters.
- If there is a reported incident, involving young teenagers or children and which might be a case of horseplay or juvenile behaviour that has been misinterpreted, then this should be regarded as being less serious. In this instance, discretion needs to be exercised. An appropriate course of action might be:
  - for the WFB Safeguarding Lead together with the Band Safeguarding Lead, or other approved person to address the young person(s) concerned to explain the inappropriateness of their behaviour.
  - Nevertheless, records should be kept so that, if the matter is subsequently perceived as being more serious than was at first thought, WFB has the records to hand to support whatever future investigations take place.

**At all times: WFB reserves the right** (and in accordance with our statutory duties to report areas of concern to a higher authority) **to take independent action** without the permission of individual bands or their Safeguarding Lead, should the need arise.

#### **Recruitment of committee members with regard to Safeguarding:**

- Where possible, new committee members should be recommended by existing members of the committee. Where a post is advertised, either publicly or through word of mouth, potential new recruits should be made aware that enhanced DBS checks will be made because of the responsibilities they as committee members hold on contest day and other WFB events.
- If WFB receives an approach from an unknown person, either presently connected with the band movement or from some other field, to join the committee then, again, DBS checks will be carried out.
- Incumbent committee members should endeavour to acquaint themselves with any applicant's history and reasons for joining. Necessarily, because of the volunteer status of the WFB organisation, such investigations fall short of that which would apply were a professional situation being sought.
- Nevertheless, it is important that reasonable steps be taken to ensure that new recruits share the values and aspirations of the rest of the committee and especially with regard to safeguarding the vulnerable.
- **All committee members will be made aware of safeguarding reporting/referral procedures prior to any WFB event.**

F. **CREATING A SAFE AND SUITABLE ENVIRONMENT:** Ensuring that the buildings, grounds and procedures are suitable for dealing with individual vulnerabilities is a key issue in successfully and safely running the Wychavon contest at De Montfort School in Evesham.

There is the potential for up to 2000 persons to be on the De Montfort School site at any one time, although this is rarely the case. However, the safety of the building and the adaptations WFB makes to it to make it function in the way we need it to must take into consideration the need to minimise areas and environments that are:

1. hazardous either for persons with a disability or other physical vulnerability or

2. leave vulnerable persons open to abuse.

The first of these is dealt with in a separate document by using and adapting the school's (or other venue) own Risk Assessment Policy (for external lets).

The second can be relatively easily achieved by adopting some simple procedures or by making particular provision. This might include (but would not be limited to):

1. Reminding Bands that it is their responsibility to ensure that they have the correct paperwork (i.e. their own safeguarding policies) and personnel in place before contesting with us at Wychavon. For future competitions, this will be a condition of entry.
2. Advising bands to ensure that their players arrive on site in their uniforms, ready to play. This would negate the need for earmarked changing rooms for children and other vulnerable individuals (which would also need supervising). (See point 4 below)
3. Advising bands that children and vulnerable individuals will need the correct level of supervision both on and off stage while at the contest venue. Non-playing chaperones/parents will need to contact WFB to arrange ticketing/permits etc., to restricted areas (e.g. Registration).
4. Reminding bands that, as the contest venue is a licensed premises, youngsters need supervision at all times and, while access to the bar area is permissible, they must be accompanied by a suitable adult.
5. WFB hopes to identify toilet/changing areas specifically for children. If successful, then these will be clearly signposted indicating their reserved nature.
6. Displayed round the venue will be posters identifying the Committee Members, Safeguarding Lead and Chair so that vulnerable individuals and/or volunteers etc. know who to go to if there is an incident or any concerns.
7. Informing all Bands' Safeguarding Leads of the procedures outlined in this document for reporting incidents or concerns.
8. Advising bands and their Safeguarding Lead that Contest Control will be the point of contact when any incident or concern requires reporting or action. Discrete rooms close to Contest Control are available for initial investigative purposes or to house any alleged suspect or victim if required or until an outside body with higher authority (such as the police) arrives.

IN CONCLUSION:

**This is a working document** and will certainly need modifying in the light of experience or as a result of changes to legislation. Hence:

- Any projects, events or other activities that might involve vulnerable people must be planned with the involvement of the Chairperson and in line with established procedures and ground rules as explained in this document.
- Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the WFB committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.
- The policy applies to: all band and committee members, staff (whether employees or freelancers), volunteers, traders and anyone working on behalf of WFB or taking part in WFB activities.

Val Trim July 2019