



City of Bristol Brass Band
and City of Bristol Community Brass
Band

Safeguarding Procedure

Monitoring and review

This procedure will be reviewed annually

Signed by (Print):Sara Curtis.....

Signed by (Signature):  (Chair, City of Bristol Brass Band).

Date:12 September 2025.....

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Overview

Commitment to safeguarding: City of Bristol Brass Band 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 we come into contact with and to protecting them from harm. Throughout this document, mention of '*City of Bristol Brass Band*' includes '*City of Bristol Community Brass Band*'.

City of Bristol Brass Band - Ground rules, ways of working and procedures

This document forms part of the City of Bristol Brass Band Safeguarding policy a copy of which can be requested of any Committee Member.

- The policy applies to; all members, volunteers and anyone working on behalf of City of Bristol Brass Band or taking part in City of Bristol Brass Band activities.
- The purpose of the policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- The policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - 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.

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

Recruitment practices around safeguarding

If an existing or potential new member or volunteer will be working with vulnerable people as part of the City of Bristol Brass Band 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 City of Bristol Brass Band equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When City of Bristol Brass Band organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with the Safeguarding Policy and these procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.

- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked and has attended Brass Bands England Safeguarding Training successfully.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians: If a vulnerable person wishes to take part in City of Bristol Brass Band 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 City of Bristol Brass Band witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group Chair, or a DBS checked adult on the Committee.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.
- We follow the guidelines issued by Brass Band England when dealing with a safeguarding concern. Please see page 5-8 of this document.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported in their absence) 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 of involved in the 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 reported as having being been abused of 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:
 - 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 City of Bristol Brass Band.
- Any disciplinary action will be taken in line with the City of Bristol Brass Band's constitution.

Dealing with a safeguarding concern

Ways that abuse might be brought to your attention:

- A child or adult might make a direct disclosure about him or herself.
- A child or adult might make a direct disclosure about another person.
- A child or adult might offer information that is worrying but not a direct disclosure.
- A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g. a parent or carer) towards a child or adult at risk.
- A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
- A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

When talking to a child or adult who has told you that he/she or another person is being abused:

- Reassure them that telling someone about it was the right thing to do.
- Tell him/her that you now must do what you can to keep him/her (or the person who is the subject of the allegation) safe.
- In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
- Let them know what you are going to do next (i.e. discuss the matter with the band Welfare Officer).
- Let the person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.
- Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
- In the case of a child, give them the ChildLine phone number: **0800 1111**.
- In the case of an adult, check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so).

Helping someone in immediate danger or in need of emergency medical attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If the person is elsewhere, contact the police and explain the situation to them.
- If the person 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 band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

- the person's wishes and feelings;
- in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
- in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);
- the impact of telling or not telling the parent or family;
- the current assessment of the risk to the person and the source of that risk;
- any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

Keeping a record of your concerns

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially on the person's file. The name of the person making the notes should be written alongside each entry.

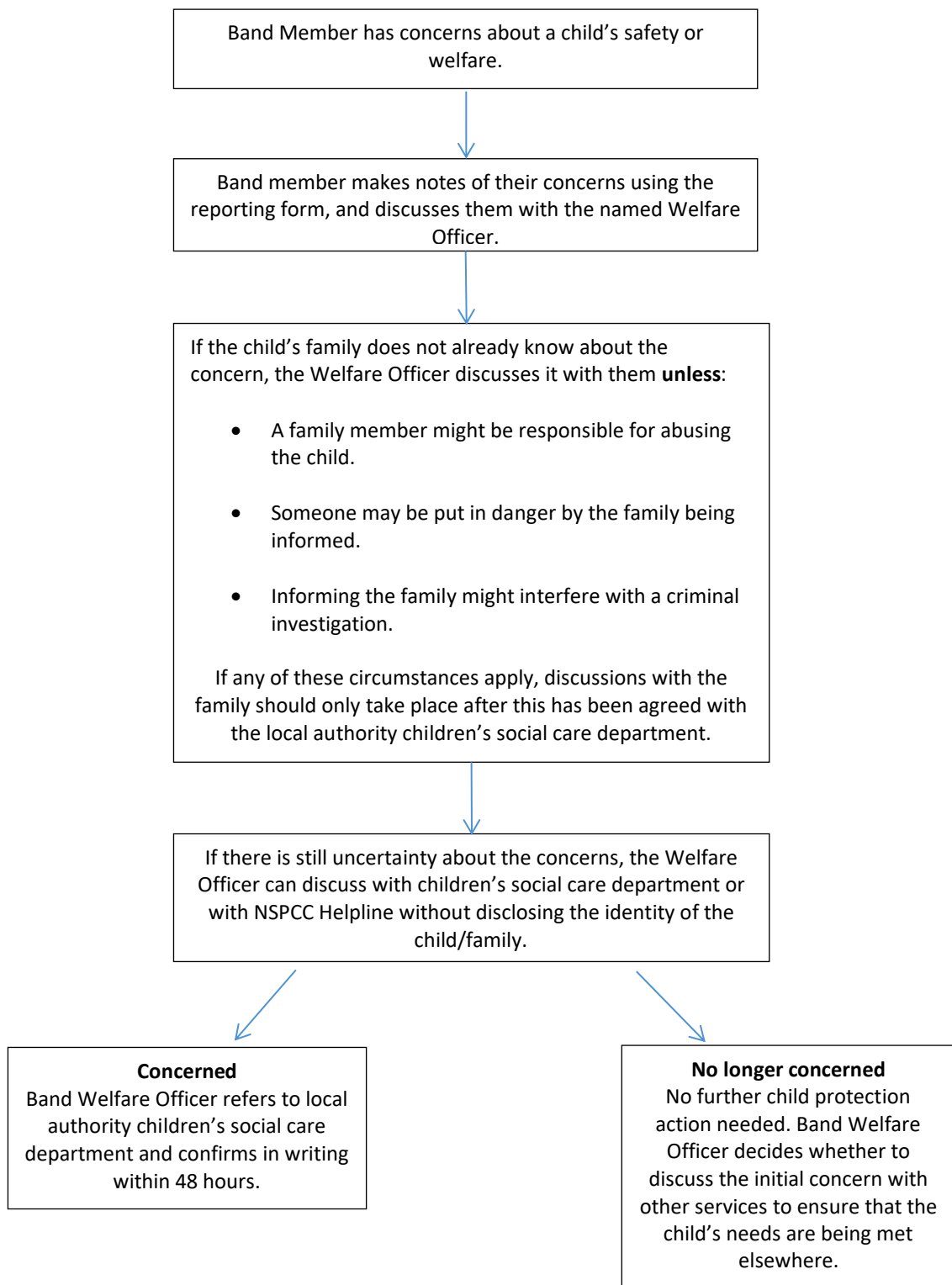
Procedure for helping a someone not in immediate danger

We aim to ensure that everyone within the band and any other children or adults at risk who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.

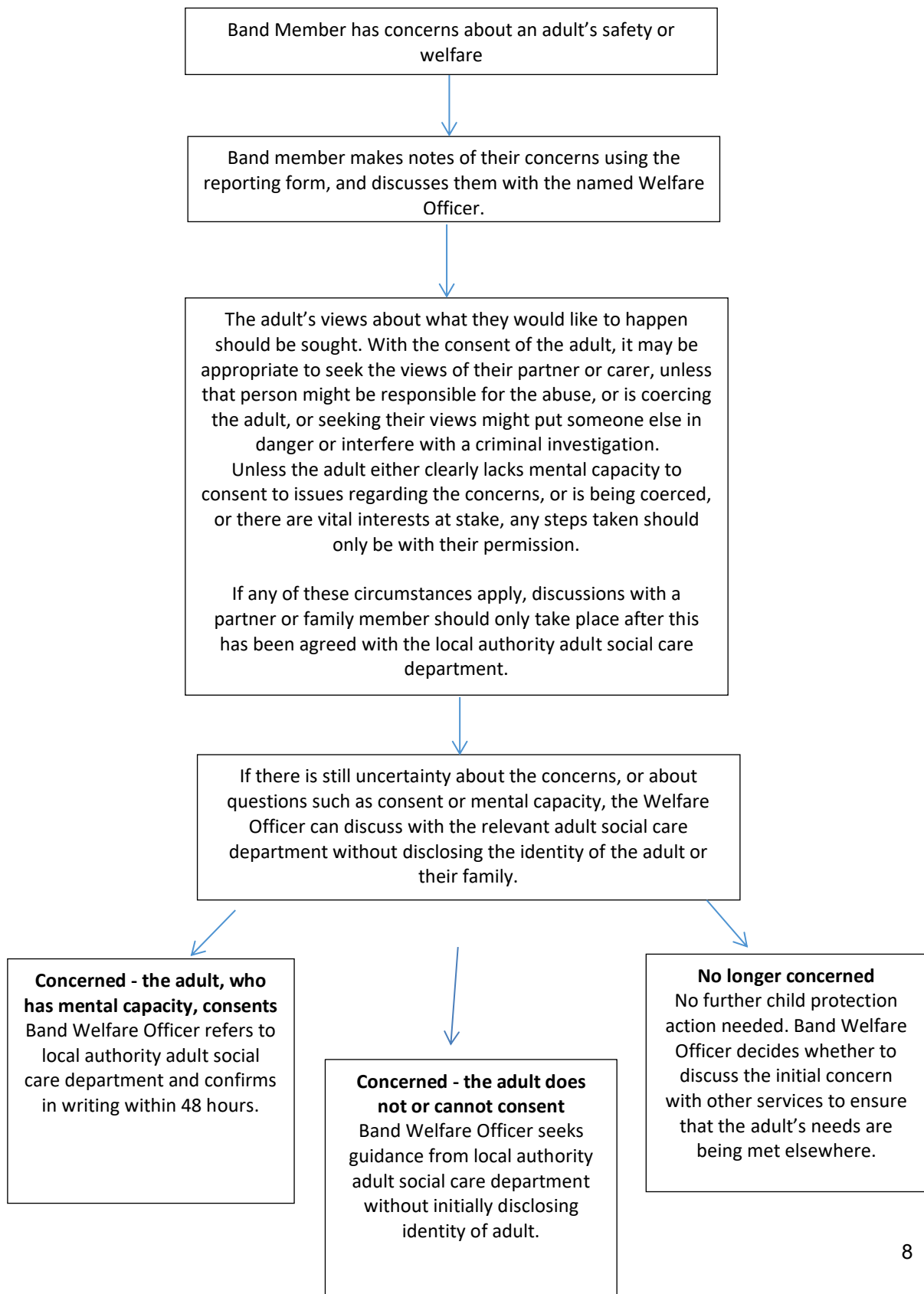
Useful contact details:

Band Welfare Officers: Ali Harris: 07733-442311 or Joanna Pearson: 07817-231972
 LADO (Local Authority Designated Officer) for Bristol: Nicola Laird: 0117-903-7795 or 07795-091020
nicole.laird@bristol.gov.uk Out of Hours Emergency Duty Team: 01454-615165
 NSPCC Helpline: 0808-800-5000 or help@nspcc.org.uk
 ChildLine: 0800-1111 (textphone 0800-400-222) or www.childline.org.uk
Local authority adult social care department: 01454-618966
 Brass Bands England Welfare Officer: 01226 771 015

This procedure provides clear direction to members and volunteers of the band if they have concerns that a **child needs protection**.

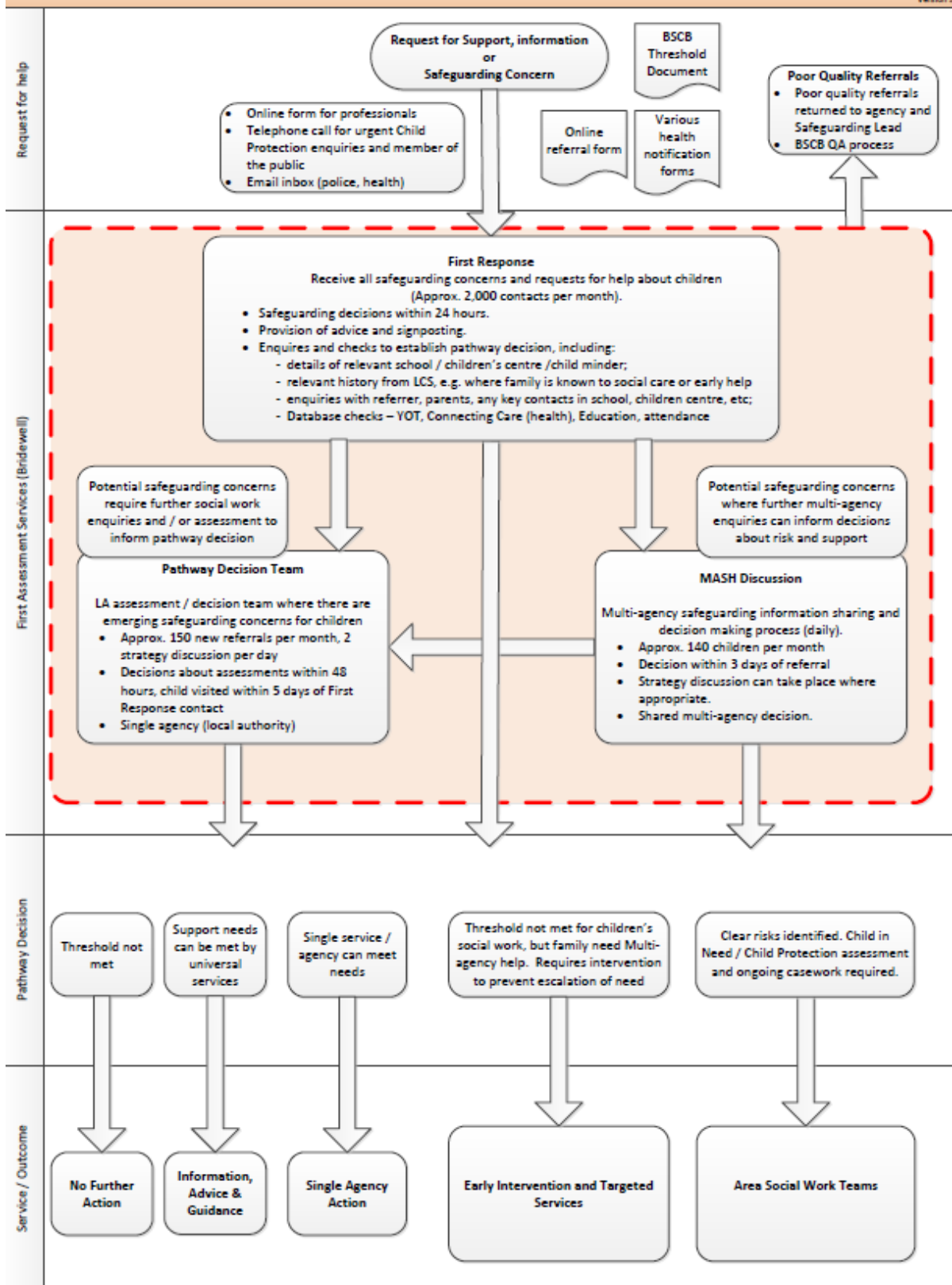


This procedure provides clear direction to members and volunteers of the band if they have concerns that an **adult at risk** needs protection.



Bristol MASH – Current Process (March 2018)

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CHILDREN

ALLEGATIONS MANAGEMENT PROCESS

Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern may amount to:

- a) behaved or may have behaved in a way that has harmed a child, or may have harmed a child
- b) committed or may have committed a criminal offence against or related to a child
- c) behaved or may have behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- d) behaved or may have behaved in a way that indicates they may not be suitable to work with children

Report the concerns

Report the concern to the Designated Safeguarding Lead or most senior person not implicated in the allegation.

Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns. Include where the concern came from and give brief details only.

Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a police or social care investigation

Local Authority Designated Officer (LADO) – Tel: 0117 903 7795 – Email: LADO@bristol.gov.uk

Complete the [LADO referral form](#) **within one working day** of becoming aware of the allegation

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues

Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting may be convened and you will be invited. This might result in a criminal investigation, a social care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion. Any further action will be taken within your setting if necessary.

Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the government document [Working Together to Safeguard Children 2018](#) and the [South West Child Protection Procedures](#)