

Chippenham Town Band – Appendix to Constitution

Safeguarding Policy

Chippenham Town Band is a voluntary wind band formed from members of the public who rehearse weekly and perform throughout the year at many local fetes, carol playing at Christmas, summer concerts in the bandstand in John Coles Park and other venues.

Introduction

Chippenham Town Band is committed to creating an inclusive culture and environment in order to safeguard the wellbeing of all band members. Included within this is a commitment to protect children, young people, and adults at risk that are in the band and that come into contact with band members at activities and engagements.

This policy statement includes:

1. A good practice code of behaviour
2. Risk assessments for rehearsals and engagements
3. Guidance on responding to allegations or suspicions

The principles behind the policy are:

1. that everyone involved with Chippenham Town Band's activities regardless of age, culture, disability, sex, gender identity, language, racial origin, religious belief and/or sexual identity have the right to respect, wellbeing, and protection from harm.
2. that all suspicions and allegations will be taken seriously and responded to swiftly and via an appropriate procedure, and;
3. that all members of Chippenham Town Band have a responsibility to report concerns or allegations.

Protection of vulnerable people

Chippenham Town Band has a duty of care to protect all children, young people, and adults at risk involved in the band, and will endeavour to ensure the safety and protection of these groups.

- A child is defined as a person under the age of 18 (The Children Act 1989).
- A 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as 'children'.
- An adult at risk is a person aged 18 or over who may be unable to protect themselves from abuse, harm, or exploitation.

The term 'vulnerable people' will be used to refer to these three groups throughout the rest of the policy.

Good Practice Code of Behaviour

All members of Chippenham Town Band have the right to participate in the band in an enjoyable and safe environment, whatever their age, culture, disability, sex, gender identity, language, racial origin, religious belief and/or sexual identity.

To ensure a welcoming and safe environment, members should:

1. Treat everyone with respect.
2. Refer to appropriate risk assessments.
3. Report any concerns, allegations, or incidents to the Safeguarding Officer.

In relation to vulnerable people, members should follow the above, and:

4. Communicate regularly with parents or carers regarding band activities
5. Ensure that they avoid all situations where allegations of inappropriate behaviour could be made. This includes, but is not limited to:
 - Band members should not be alone in a room with a person at risk.
 - Band members are to avoid using inappropriate or suggestive language in the presence of a person at risk.
 - Band members are to avoid making physical contact with a person at risk unless it is absolutely necessary for safety.
 - Band members should not offer a lift to a person at risk to or from any venue, except in circumstances where:
 - The person is likely to be put in a more dangerous situation by not getting a lift or
 - Other people well known to the person are also present or
 - The band member is well known to and trusted by the parents or carers of the person.

If a case occurs where it is not possible to avoid these situations, they should occur only with the full knowledge and consent of the parents or carers and the Safeguarding Officer.

6. Ensure that if any incidents occur at a band event such as you accidentally hurt someone, they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand or misinterpret something you have done, report this as soon as possible to the Safeguarding Officer and make a brief written note of it. Parents or carers should also be informed of the incident.

Legislation & Relevant Policies

Working Together to Safeguard Children. Department of Health. Every Child Matters, 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

StopCheck, NSPCC.

[NSPCC.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

SD8: Office of the Public Guardian safeguarding policy

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy#the-terms-we-use>

British Federation of Brass Bands. Child Protection Policy & Procedures.
www.bfbb.co.uk

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

.....24th July 2025.....(date)

Signed:

Date:

Risk Assessments and Guidelines for vulnerable people

Rehearsals

Rehearsal time

During rehearsals, band members sit in designated areas, and the risks to vulnerable people are low.

Break

There is a short break during the rehearsal, with members congregating in the main rehearsal room, or the kitchen area. A fairly large number of people are present in both areas, and so the risks to vulnerable people are low.

Vulnerable people may not leave the premises during the break.

Toilet facilities

The toilet facilities in the entrance hall are easily and safely accessible.

Storage room

The storage room is upstairs and along a corridor. Vulnerable people should only gain access to the store room at the start and end of rehearsals when a number of people are also collecting and returning equipment.

Transport to and from rehearsals

Travel arrangements to and from rehearsals are the responsibility of the individual members.

Collection from premises

Parents and carers have a responsibility to ensure that vulnerable people are collected promptly at the end of rehearsals.

Playing out – concerts

Transport to concerts

Travel arrangements to and from concerts are the responsibility of the individual members.

Breaks

Concerts will usually include a break. Concert venues vary, but the band will usually congregate somewhere in the venue. Vulnerable people may not leave the concert venue during this time unless accompanied by a parent or carer.

Facilities

Venues vary widely, but all should have adequate toilet facilities. Changing facilities may not be available, and as such, all vulnerable people should arrive ready dressed in uniform for the performance.

Collection from concerts

The band must ensure that the correct finishing times are communicated to parents and carers of vulnerable people. It is the parents' and carers' responsibility to ensure that they arrive promptly at the end of an engagement.

Playing out – fetes etc.

Transport to fetes

Travel arrangements to and from concerts are the responsibility of the individual members.

Breaks

Most playing out situations involve one or more breaks of between 15 and 30 minutes at suitable points in the programme. Vulnerable people cannot be supervised by the band during this time, and parents or carers must undertake this responsibility.

Facilities

Venues for playing out vary widely, but all should have adequate toilet facilities. Changing facilities may not be available, and as such, all vulnerable people should arrive ready dressed in uniform for the performance.

Collection from fetes

The band must ensure that the correct finishing times are communicated to parents and guardians of vulnerable people. It is the parents' and carers' responsibility to ensure that they arrive promptly at the end of an engagement.

Tour

The band cannot be responsible for the welfare of vulnerable people while on tour. Therefore, vulnerable people are only allowed on tour if accompanied by a parent, carer, or other responsible adult nominated by the parent or carer, who will assume full responsibility for the vulnerable person.

In addition, the following areas have been identified:

Accommodation

Children and young people must only share rooms with other children and young people, or with their parents or guardians. Adults at risk must only share rooms with a carer or responsible adult as above. No person should be alone with the vulnerable person in any room in the accommodation, with the exception of the vulnerable person's parent or carer.

Free time

There is a large amount of free time during the tour. Parents and carers are responsible for ensuring the welfare of vulnerable people during this time.

Changing for concerts

Single sex changing facilities must be made available.

Website

Photos

Vulnerable people can be put at risk by the provision of information on what they look like. Parental permission must be obtained before photos of children and young people are placed on the website. The names of vulnerable people should not accompany the photo.

Contact details

It may be appropriate for contact details of the conductor, engagement secretary, or website officer to be placed on the website, but these should only be included with the permission of the individual involved. Contact details for vulnerable people must not be placed on the website under any circumstances.

Responding to allegations or suspicions

It is not the responsibility of any member of Chippenham Town Band to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Chippenham Town Band will assure all members that it will fully support and protect anyone who in good faith reports their concern that a member is, or may be, abusing a vulnerable person.

Action if there are concerns

1. Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, the Chippenham Town Band Safeguarding Officer will deal with it.

If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the chairman or another committee member.

2. Concerns about suspected abuse

Any suspicion that a vulnerable person has been abused should be reported to the Chippenham Town Band Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the person in question and any other person who may be at risk.

The Safeguarding Officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the person will be contacted as soon as possible following advice from the social services department.

If the Safeguarding Officer is the subject of the suspicion or allegation, the report must be made to another committee member who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Safeguarding Officer.
- The parents or carers of the person who is alleged to have been abused
- The person making the allegation.

- Social services/police.

Social services advice should be sought on who should approach the alleged abuser (or parents/carer if the alleged abuser is a vulnerable person).

Information should be stored in a secure place with limited access to designated people. Information should be accurate, regularly updated, relevant and secure.

Internal Enquiries and Suspension

- The Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from attending band activities pending further police and social services inquiries.
- Suspension from Band of a member is a neutral act. It is not a disciplinary penalty. The purpose of a suspension is to allow an investigation to take place in a calm atmosphere.
- Suspension pending an enquiry should only be considered where it appears to be necessary to exclude the member for the protection of children, other members or property or the orderly conduct of the Band; or the continued presence of the member would be an obstacle to proper investigation of the allegations made against that member; and there is no other suitable option available, e.g. restricting the activities of the member.
- Irrespective of the findings of the social services or police inquiries, the Safeguarding Officer and Chippenham Town Band Committee will assess all individual cases to decide whether a band member can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Safeguarding Officer and Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the vulnerable person should remain of paramount importance throughout.

3. Child abuse

Allegations of previous child abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the organisation should follow the procedures as detailed above and report the matter to the social services or the police. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Safeguarding Officer.

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by other band or committee members. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the Safeguarding Officer as in "responding to suspicions or allegations" above.

3. Concerns outside the immediate environment (e.g. a parent or carer):

- Report your concerns to the Safeguarding Officer, who should contact social services or the police as soon as possible. **See below for the information social services or the police will need.**
- If the Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the Safeguarding Officer will decide how to involve the parents/carers.
- The Safeguarding Officer should also report the incident to the Chippenham Town Band Committee who should ascertain whether or not the person/s

involved in the incident play a role in Chippenham Town Band and act accordingly.

- Maintain confidentiality on a **need to know** basis only.
- See below regarding information needed for social services.

Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The victim's name, age and date of birth of the child.
- The victim's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The victim's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents or carers been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the victim was not the person who reported the incident, have they been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

See Appendix 1 for sample record sheet.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that vulnerable people, carers, and band members may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Appendix 1

Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – victim				
Name		Date of birth		
Gender	Male	Female	Non-binary	Another description (please state)
Is there any information about the child that would be useful to consider?				

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No	Please explain why this decision has been taken
	Yes	Please give details of what was said / actions agreed

Incident details*	
Date and time of incident	

Please tick one:		I am reporting my own concerns.	I am responding to concerns raised by someone else – please fill in their details:
Name of person raising concern		Role within the band or relationship to the victim	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)			
Victim's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the band or relationship to the victim	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the band or relationship to the victim	
Address			
Contact number(s)			
Email			

Please provide details of action taken to date

Has the incident been reported to any external agencies?	No	Yes – please provide further details:
Name of organisation / agency		
Contact person		
Contact number(s)		
Email		
Agreed action or advice given		

Declaration

Your signature	
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with Chippenham Town Band's reporting procedures

Safeguarding Officer's name	
Date reported	

Appendix 2 - signs of child abuse

Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

Neglect

This is where adults fail to meet a child's basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised.

Neglect in a banding situation could include a conductor or band manager not keeping children safe, or exposing them to unnecessary risk of injury.

Physical Abuse

This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

Sexual Abuse

Girls and boys can be abused by adults or other children, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

Emotional Abuse

Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising.

Emotional abuse in a band situation might include situations where children are subjected by a parent or other adult to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

Indicators of abuse

Indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child
- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those in the band to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Signs of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to band rehearsals or to competitions.
- An unexplained drop-off in standard of performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.