



The Heath Band: Policies for Safeguarding, Health and Safety, Data Security and Raising Concerns.

1. Scope

These policies cover all sections of The Heath Band and apply equally to:

- All members of the Full Band and Training Band(s),
- The Committee,
- The Trustees,
- Non-executive and honorary members,
- Employed staff (e.g. the Musical Director).
- Volunteers
- Visitors.

2. Definitions

All references to the Heath Band or 'the Band' in this document apply equally to the Full Band and the Training Band(s). The term 'Band Member' applies to everyone listed under 'scope'.

For the purposes of this policy:

- A child or young person is anyone aged under 18 years. The terms child and young person are used interchangeably in the policy.
- The term 'parent' means person with parental responsibility.

3. Aims of the policies.

The Band welcomes all members regardless of age, disability, gender, racial heritage, religious belief, sexual orientation and/or identity. The aims of these policies are to:

- Provide a safe environment for all Band members,
- To safeguard children, young people and adults with additional needs (formerly known as 'vulnerable adults') who participate in activities of the Heath Band,
- To provide all Band Members with a set of guidelines which govern our approach to Safeguarding, Health, Safety and Security.

4. Contents: Policies and Guidelines for:

- | | |
|----------------------------|----------------------|
| 1. Safeguarding | 4. Anti-bullying |
| 2. Health and Safety | 5. Raising Concerns, |
| 3. Data Security and GDPR, | Appendices |

The Legal Framework, from which these policies have been drawn up, is provided in the appendix. These documents should be read in conjunction with the Band Constitution; they will be published on the Band Website and an annual reminder will be issued after to the Band after the AGM.

Policies reviewed and approved 27th January, 2023

1. Safeguarding

1.1 Policy aims.

- To safeguard children, young people, and adults with additional needs who participate in activities of the Heath Band,
- To provide a safe environment for all Band Members,
- To provide all Band Members with a set of guidelines which govern our approach to Safeguarding,

1.2 Safeguarding Policy Statement.

We recognise that some people are additionally vulnerable because of their level of dependency, communication needs or other issues.

We have a responsibility to promote the welfare of all children, young people, and adults with additional needs and to keep them safe. We are committed to practice in a way that protects them.

We will seek to keep people safe by:

- ☐ Appointing a Designated Safeguarding Committee Member (DSO) and deputy for this role. Either the DSO or Deputy will be a Heath Band Committee Member,
- ☐ Having in place a set of guidelines for Safeguarding children young people and adults at risk, providing effective leadership of members via the Committee,
- ☐ Ensuring that Enhanced Level Disclosure and Barring Service checks are made every 3 years for people working directly with children, young people and adults at risk. This includes all Training Band helpers and people providing back-stage supervision at Band events,
- ☐ Ensuring that people know how to raise concerns, and managing any allegations against members appropriately,
- ☐ Creating and maintaining an anti-bullying environment, and providing a guideline to help us deal effectively with any concerns about bullying,
- ☐ Complying with regulations covering performance at events.

1.3 Safeguarding Guidelines.

	Title	Guideline
1.	Role of the DSO	<ul style="list-style-type: none">● First point of contact for people with questions about Safeguarding, (<i>this excludes reporting individual concerns, which is the responsibility of the person identifying the concern – see next section</i>).● Has additional Safeguarding knowledge, and access to advice from Brass Bands England,● Provides advice, guidance and access to training on Safeguarding to Band Members,● Maintains and publicises this policy,● Ensures all new members have access to the Policy,● Organises DBS checks for Band Members working directly with Children and young People.

		<ul style="list-style-type: none"> ensures that a minimum of 2 adult band-members have undergone the Brass Bands England safeguarding course within 2 years
2.	Dealing with disclosures and concerns about a child or young person.	<p>If anyone has a Safeguarding concern, or if a disclosure is made, the person hearing the concern must make an alert to the Central Bedfordshire Access and Referral Hub without delay.</p> <p style="text-align: center;">Day time – 03003008585 Out of hours - 03003008123 Email: cs.accessandreferral@centralbedfordshire.gov.uk.</p> <p>a) If there is any suggestion that a person is at risk of serious harm then inform the police (or other appropriate emergency service) without delay.</p> <p>b) Do not question the person at risk or alleged perpetrator about the concern.</p> <p>c) Notify the DSO or deputy, but do not discuss the matter with a third party.</p> <p>You do not need to ask anyone's permission to make a referral. The Local Authority 'Hub' is very used to receiving referrals and dealing with these proportionately.</p> <p>It is acceptable and appropriate to make a referral based on your own concern. It is not up to you to provide 'proof'.</p>
3.	policy and procedure for lone-working with children and vulnerable adults	<p>Band sessions will only take place if two or more people, with enhanced DBS checks in place, are present.</p> <p>1-1 lessons to young people or 'adults at risk' must be given within sight of at least one other helper.</p> <p>Band Members must not give lifts to children and young people in their cars unless this is done on the basis of family friendship. In this case the agreement is between the person with parental responsibility and the person giving the lift. It is not the responsibility of the Heath Band.</p> <p>If a Band Member agrees to provide tuition to a young person outside the usual session, the agreement is between the person with parental responsibility and the person giving the lesson. It is not the responsibility of Heath Band.</p>
4.	Safer recruitment	<p>The Band welcomes volunteer-helpers and values their contributions. When working with children and young people, helpers must:</p> <ul style="list-style-type: none"> adhere to the code of conduct, be prepared to self-disclose any relevant court or civil action, Not work out of sight with a young person under 18, Undergo an enhanced DBS check every 3 years.

		The DSO will arrange for all new volunteer helpers and people in key positions – including the Musical Director and Bandmaster to have an enhanced DBS check as part of the appointment process.
5.	Responsibility for children and young people at events. Policy and Procedure.	<p>The Heath Band must take reasonable steps to ensure the safety of children at events. At each event the DSO or person nominated by the Chairman will carry out a Safety Risk Assessment of the venue and will:</p> <ol style="list-style-type: none"> 1. draw up a list of under 18s, 2. note whether or not each young person's parent is to be present, 3. for unaccompanied young people, note the name and contact number of the person collecting the young person, and the parent's contact number if different, 4. ensure that the young person leaves the event with the person nominated to collect him/her, 5. arrange for a suitable waiting-area and supervision arrangements for use during parts of the performance which do not involve the young people. 6. adult(s) nominated to supervise unaccompanied children must be provided with the names of the individual children, and collection-arrangements. 7. Children under 7 must be accompanied by a parent throughout the event. <p>The DSO will liaise with Brass Bands England, or the Local Authority to acquire a young persons' performance license.</p>
6.	Code of Conduct	<p>Every Band member has a duty to:</p> <ul style="list-style-type: none"> • Familiarise him/herself with, and adhere to this policy and guidelines, • Report concerns without delay, • Use appropriate language and behaviour when young people are present. This includes avoiding substance-use, not showing adult images and avoiding swearing, • Avoid situations (e.g. being alone with a child) which might leave him/her open to an allegation. There should always be one other helper present at 1-1 lessons, • Challenge or report (as appropriate) anything which might compromise child safety, including inappropriate behaviour of fellow Band-members, bullying or safety concerns.
7.	Anti-bullying Please refer to Policy 4; full anti-bullying policy, for details.	<p>Bullying is any behaviour, physical or verbal, which the recipient perceives as threatening, belittling or intimidating. It can be one-off or ongoing and can occur between children or by adults towards children, or between adults.</p> <p>Bullying is not tolerated and all Band members should remain alert to the possibility of bullying, and have a duty to challenge it or report it to the Training Band Coordinator or Bandmaster.</p>
8.	Health and Safety,	All Band Members have a duty to act in line with the Health and Safety Policy, (policy 2) to promote and safeguard the Health, safety and wellbeing of everyone involved in the Band's activities.

9.	Data security and the GDPR	All Band Members must act in accordance with the Band's Data Security policy, (policy 3) .
10.	Training	<p>Band Members working directly with children should have access to Safeguarding Training. Either:</p> <ol style="list-style-type: none"> 1. Through work – if mandatory Safeguarding Children training is a requirement of the Band Member's employer (e.g. teaching, social services, NHS), 2. From the band DSO, 3. Via Brass Bands England www.bandsafe.org <p>At least two Band Members should attend the Brass Bands England course every two years.</p>

Safeguarding Contact Details

- **Designated Safeguarding Trustee – Kath Mowbray, tel 07981 752162**
- **Central Bedfordshire Access and Referral Hub**
 - Day time – 03003008585
 - Out of hours - 03003008123

Email: cs.accessandreferral@centralbedfordshire.gov.uk.
- **NSPCC Helpline: 0808 800 5000.**

2. Health and Safety Policy

2.1 Health and Safety Policy Statement and aims

We will provide a safe environment for all Band Members by ensuring that the physical environment complies with health and safety law, and will take all reasonably practical steps to minimise the risk of harm.

Committee Responsibilities

The Committee is responsible for implementing the Health and Safety Policy. The Committee is also responsible, as far as reasonably practicable, for the safety of anyone who may be affected by the band's activities. Day to day responsibility for putting this policy into practice is delegated to the Health and Safety Officer or an authorised nominee.

The Committee will:

- Bring the policy to the attention of all its Members,
- Publish this policy on the Band website,
- Appoint a health and safety officer,
- Take out and maintain adequate insurance to cover all possible liabilities,
- Maintain an accident book and first aid box,
- Ensure that access to fire-exits is kept clear at all times,
- Check that the rehearsal venue has had an annual fire-safety check and inspection of electrical equipment,
- Identify and implement/report any maintenance required to premises or equipment,
- Ensure the same standards apply to activities taking place away from the normal, rehearsal venues, including during journeys,
- Carry out appropriate risk assessments and take any action to minimise risk.

2.2 Health and safety guidelines

	Title	Guideline
1	General guidance for Band Members.	<p>All Band Members have an individual responsibility for ensuring their own personal health and safety and must act in a way which promotes the safety of others.</p> <p>All Band members are required to follow the guidelines set out in this document, which should be read in conjunction with the policies for Safeguarding and for raising concerns.</p> <p>All Band members have a duty to report any health and safety concerns to a committee member. If these relate to the Barn, the Asset Manager will raise the concern with the Barn Manager.</p> <p>Band members working with children and young people must be alert to specific safety risks to children posed by the environment. At the rehearsal space, these include:</p> <ul style="list-style-type: none">• Car-park safety,• Stacking chairs – not more than 7 chairs high,• Safety around moving vehicles

		(This is not an exhaustive list).
2	First aid	<p>All band members will be given the opportunity to let the first-aider know about any relevant medical conditions, (e.g. significant allergies),</p> <p>Parents of people under 18 will be asked to provide this information to the Training Band coordinator when the person joins Training Band, and before every event,</p> <p>The Committee will appoint a first-aider with a current recognised first-aid certificate (or equivalent qualification),</p> <p>In the event of an incident, first aid will be administered without delay, and the emergency services called if necessary (including in all cases when a significant injury is suspected, but not immediately apparent),</p> <p>The first-aider will maintain a first aid box and 'accident book' (this comprises reporting templates scanned and stored electronically),</p> <p>All accidents/incidents will be reported in the 'accident book'; details will be retained by the Committee and a copy given to the person(s) involved in the accident and their parent if under 18,</p> <p>The committee must appoint a deputy first aider if the first aider is not going to be present at the rehearsal/event,</p> <p>The first aider is responsible for making any statutory reports, e.g. to the Health and Safety Executive (HSE).</p>
3	Transferring a young person to hospital	<p>Ideally if the situation is not an emergency then the parent/carer should be contacted in order to take the child to hospital.</p> <p>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.</p> <p>Where possible the main leader should try to remain with the group and allow another responsible adult, preferably a member who has a DBS check, to accompany a child to hospital.</p> <p>It would not be good practice for a band member to use their own vehicle to take a child to hospital. However, in extreme circumstances (such as the emergency vehicle being delayed) the child's medical status must come first. In the unlikely event of this occurring it would be best practice for 2 adults to travel with the child.)</p>
4	Hearing protection	<p>The Band has a responsibility to advise all members to wear suitable* hearing protection and to have their hearing checked regularly. because:</p> <ul style="list-style-type: none"> • exposure to loud noise poses a risk of hearing loss and other ear-damage, • in Health and Safety law, hearing protection must be worn if sound exceeds 85 decibels, • brass and/or percussion are known to produce a sound volume of 110 decibels, • the small size of the band-room increases the risk. <p>*suitability may vary for individuals, therefore all Band Members and parents of young players should seek advice about their hearing protection from a qualified practitioner,</p>

		<p>Parents will be asked to provide suitable* hearing protection for their children.</p> <p>The Training Band will advise the young people to wear their hearing protection at all rehearsals and events,</p> <p>The Band will keep a supply of single-use ear plugs for use in the event that a Band Member forgets his/her own.</p>
5	Promotion of well-being through care of instruments	<p>Brass instruments are usually damp inside and therefore micro-organisms (moulds and bacteria) are likely to proliferate. This poses a risk of respiratory infection, particularly for those with underlying health problems. Band members must clean their mouthpieces after each use, and clean the insides of their instruments regularly.</p> <p>The Band Asset Manager or Bandmaster will provide advice on cleaning when people join the band.</p>
6	Manual handling	<p>Manual handling (lifting or moving objects) carries a risk of injury. Band Members should take particular care:</p> <ul style="list-style-type: none"> • with objects weighing more than 3kg, • with large and/or awkwardly shaped objects, • if transporting an object in a difficult environment (e.g. stairs, narrow doorways, poor lighting).
7	Fire safety	<p>The health and safety officer (or designated committee member) will ensure that these are in place for all rehearsals/events as part of the risk assessment:</p> <ul style="list-style-type: none"> • Emergency lighting available, • Alarm activation points, • Fire extinguishers available, • Fire doors in good working order and accessible; <p>instruments/cases and equipment will be stored away from fire-exits during rehearsals/events,</p> <ul style="list-style-type: none"> • Fire evacuation procedures and exit signs in place • Assembly-point communicated to all band members. <p>The Village Green is the assembly point for the Barn.</p> <p>Candles/naked flames will not be used at any Band events held at the Barn.</p> <p>A register of participants will be taken to events and used as the checklist in the event that the building is evacuated.</p>
8	Electrical appliances	<ul style="list-style-type: none"> • Ask band members to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc. • Check that the rehearsal venue's annual Portable Appliance Testing (PAT) has taken place, • Minimize the use of extension leads and multiple adaptors,

		<ul style="list-style-type: none"> Securely fasten leads to reduce the risk of entanglement or trips, Turn off electrical equipment when not being used.
9	Outdoor playing at night	If playing outdoors at night, particularly in areas where there may be traffic, all band members must wear a high visibility vest. (e.g. street-carolling).
10	Risk assessment	<p>The Committee will arrange for risk assessments before every event, and annually for the rehearsal venue.</p> <p>The risk assessments will be proportionate to the nature of the events, and will ensure that a reasonably practical set of controls is in place for the risks.</p> <p>A template is appended.</p>

Health and Safety and first aid contact details,

- **First Aid; Name Kath Mowbray, Contact; mowbraykath123@outlook.com**
- **Health and Safety; NameVacant.... Contact; heathbandsecretary@gmail.com**

Policy approved and signed.

Policy last revised on 5th June 2021.

Advice on Hearing Protection can be found at

- The Musicians Union Hearing Health Scheme. hearformusicians.org.uk
- Action on Hearing Loss. actionhearingloss.org.uk
- British Association for Performing Arts Medicine. bapam.org.uk

Policy 3; Data Protection, the General Data Protection Regulation, and use of Social Media and the Internet.

The Band has an ongoing need to:-

- collect and retain information about Band Members,
- communicate with Band Members by email and social media,
- use IT and social media to publicise and develop the Band.

We have a duty to safeguard Band Members by managing our use of data, IT and social media in line with Data Protection legislation, the General Data Protection Regulation (GDPR) and good practice in relation to social media use. All Band members are required to follow the guidelines set out in this document, which should be read in conjunction with the policies for Safeguarding and for raising concerns.

‘Personal data’ means anything that can be used to identify an individual; their name, postal address, bank details, ID/membership number, personal contact details or image (if you can identify someone on a photo/video this is now defined as their personal data).

The over-arching principle in the GDPR is that personal data must:

- only be collected and/or shared with explicit consent of the individual (or his/her parent if under 18)
- only be collected if there is an explicit and legitimate reason,
- be collected, processed, retained and deleted fairly, lawfully and in a transparent manner,
- be adequate for the Band’s needs (accurate, proportionate, up to date)
- only be stored for as long as necessary.

People’s rights under the GDPR; These include the right to:

- be provided with a transparent and clear privacy notice which explains how their data will be processed;
- be given a copy of their personal data;
- have inaccurate personal data rectified and incomplete data completed; and,
- exercise the right to have personal data erased if they wish..

	Title	Guideline
1	Consent	<ul style="list-style-type: none">• Consent relating to the use of data will normally be sought by the Band Secretary or nominated Committee Member,• Consent will be obtained from the individual, or from a parent if the band member is under 18.• Consent will be proactive (rather than implied).• Individuals will be asked to consent to all types of data individually,• (i.e.. to photography, storage of the information on the joining form, participation in the social media groups)• Consent will be written; relevant parts of the joining form ticked or deleted, signed and dated by the individual.

		<p>Individuals should also have access to a clear and specific privacy statement that explains what the data they are providing will be used for.</p> <p>Some situations will not require positive consent as the use of data is implied. For example, emailing a member about a rehearsal change or a reminder about subs being due. This being said, members should still have access to clear and straightforward information about how their data will be kept and used.</p>
2	Legitimate use	<ul style="list-style-type: none"> • The Training Band Coordinator will maintain a record of contact details for Training Band Members and their parent if under 18 • The Heath Band Secretary will maintain a record of contact details for all Heath Band Members, • The Asset Manager will maintain a record of members' names and instruments, <p>The information will be sufficient to enable these Committee Members to:</p> <ul style="list-style-type: none"> • communicate with members about events/rehearsals, • make arrangements for transport to and from events, • make safeguarding arrangements, • maintain health, safety and wellbeing, • keep track of instruments, music and equipment, • promote the Band. <p>Individuals' email addresses will not be visible in group emails.</p>
3	Photography	<ul style="list-style-type: none"> • If permission for photography has not been given, the person's face must be obscured before publication (including social media), • Members may not download, share or use any images for purposes unconnected with the Heath Band.
4	Storage	<ul style="list-style-type: none"> • Data will be kept securely and not released to any third party, • Data will be kept electronically in password-protected documents and devices. • The records will be reviewed every two years to determine which items are still needed. • When people leave the band: <ul style="list-style-type: none"> ○ Their details will be removed from any social media groups with immediate effect, ○ Their contact details will be retained securely for two years by the Band Secretary and then deleted, ○ Any personal data they hold, about other band members, will be returned to the Band Secretary. (i.e. if the person was a committee member with access to data) . If this data were held electronically, the passwords will be changed.
5	Children	<p>Young people under 16 should not have access to the Band's social media communications system (currently WhatsApp).</p> <p>Young people have the same rights as adults under the GDPR.</p> <p>The GDPR emphasises the importance of asking children for consent before sharing personal information.</p>

		<p>If a child is mature enough they should have the opportunity to decide whether they agree to their confidential information being shared. If a child doesn't have the capacity to make their own decisions, you should ask their parent or carer (unless this would put the child at risk).</p> <p>GDPR gives children the 'Right to Erasure'. This means they can request online platforms to remove their personal data, including pictures, text or status updates.</p> <p>If a child has shared any material online that they no longer wish anyone to see, they have a legal right to get this material removed, even if the content was posted by someone else.</p>
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Data Protection contact details,

Policy approved;

Date – 27th January, 2023

Policy 4; Anti-Bullying Policy

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. All Band Members have a role to play in preventing bullying and putting a stop to bullying.

Policy Aims

The purpose of this policy is to keep Band Members safe by preventing bullying and taking appropriate action if it happens.

Definitions

Bullying is "behaviour, usually repeated over time, but may be one-off, that intentionally hurts another individual or group of individuals, physically or emotionally". One person or a group can bully others; and bullying can occur either face to face between individuals or groups or online, using information technology. 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 images;
- 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; and/or
- 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 safeguarding procedures).

Prevention

- 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; this is set out in the Safeguarding Policy.
- 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;
- Ensure all Band Members understand their responsibility to prevent bullying and respond appropriately if it happens.

Response to allegations of bullying

If bullying is suspected or reported, the member of the committee who has been approached will deal with the incident immediately;

A clear account of the incident will be recorded and given to the DSO (if a young person is involved) or a nominated committee member who will interview all concerned and will record the incident;

- the Musical director and Bandmaster will be kept informed,
- Parents of people under 18 will be kept informed.

Support for the people involved

Persons who have been bullied will be offered an immediate opportunity to discuss the experience with a committee member of their choice. This will include the parent (if a young person is involved) The person will also be offered the ongoing support of a committee member/training band helper of their choice.

The person who has carried out the bullying will also be given the opportunity to identify why they became involved, and given support to change the behaviour.

If the Bullying does not cease, the following disciplinary steps can be taken; these will be selected proportionately and on a case-by-case basis by the DSO and Bandmaster:

- Official warning to cease offending,
- Seating position to be reviewed ,
- Member sent home,
- Permanent exclusion,
- Police informed.

Policy approved;

Committee

27th January, 2023

Policy 4; Raising Concerns.

Aims and purpose

1. To provide a transparent way for all Band Members to raise genuine concerns about acts of wrongdoing or malpractice,
2. To ensure that any concerns are dealt with effectively and in a timely fashion,
3. To ensure Band Members are not penalised for raising genuine concerns, even if those concerns prove to be unfounded,
4. To provide guidance on action against anyone who is found to have raised false concerns with malicious intent.

The policy does not include Safeguarding concerns. These must be reported and addressed in-line with the Safeguarding Policy.

If, at any stage, it becomes apparent that an offence may have been committed, the police should be informed by the Committee Member who is addressing the concern. If an internal investigation is in progress at the time, this must be stopped until and unless the police confirm that they do not need to be involved.

What to do if you wish to raise a concern about malpractice

1. arrange to speak to a Committee member as soon as possible, and in a suitable location,
2. If you do not want the person you have concerns about to know your identity, you should make this clear to the person dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed. If this is the case, you will be informed.
3. If you need support in raising your concern, you may bring another person with you, however please consider confidentiality.

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

1. If someone asks to raise a concern, you should arrange to meet the person as soon as possible.
2. If you are not the person responsible for dealing with concerns, you should establish why he/she has chosen to discuss the concern with you.
3. You should then advise them to speak to a committee member and offer to support them to do this. You should not, however, refuse to hear what the person has to say,
4. if the person is under 18, or if you have any concerns about the meeting, you should not meet with the person alone.

Deciding what action to take

Once you have established the nature of the concern, it may be appropriate to resolve it informally. If the concern appears more serious, you should refer it to a Committee Member

If you are not the person responsible for dealing with concerns i.e. Chair, Committee Member, you should refer the matter to the appropriate Committee Member, who will decide what action to take.

Conducting an Investigation

1. Unless the matter is relatively minor and can be dealt with informally, the responsible person should arrange for an investigation to be completed as swiftly as possible.
2. The investigation should be proportionate to the concern and should be demonstrably thorough and impartial.

3. If it becomes apparent during or after your investigation that a criminal offence may have been committed, you should inform the police. Your own investigation or follow-up action may have to be suspended on police advice if they decide that they need to become involved.
4. The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.
5. Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern, if this has been his/her wish.
6. If the concerns are not upheld, this should also be made clear to the person raising the concern, and reasons should be given.
7. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report should include a clear plan of action.
8. If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.

Recording the concerns

- The Chair or Committee Members should make accurate notes of each stage of the process.
- 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 in line with the Data Security Policy.

Contact details

Policy approved;

27th January, 2023

Appendix1 : Legal Framework.

The policy is based on legislation and guidance including:

- The Children Act, 1989, revised in 2004,
- Children and Families Act, 2014,
- United convention of the rights of the Child, 1991,
- Data Protection Act, 1998,
- General Data Protection Regulation, 2018,
- Information sharing: Advice for practitioners providing Safeguarding services to children, young people, parents and carers. HM Government, 2015,
- Working together to Safeguard Children; a guide to inter-agency working. HM Government, 2015.
- Child Performance and Activities Licensing Legislation in England. Dept. for Education, 2015
- Human Rights Act, 1998,
- Sexual Offences Act, 2003,
- Safeguarding Vulnerable Groups Act, 2012,
- Health and Safety at Work Act, 1974,
- HSE Hearing protection regulations, 2005.



Risk Assessment Template; Indoor Events (version 1; adapted from Brass Bands England resource)

Location _____

Date _____

Completed by _____

Type of activity _____

(add extra risks if necessary. Mark any which do not apply as 'not applicable'; do not leave blank)

Risks

1. Fire.

Risk Severity <small>tick as applicable</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls: <ul style="list-style-type: none"> • Emergency lighting available • Alarm activation points • Fire extinguishers available • Fire doors in good working order and accessible • Fire evacuation procedures and exit signs in place 			

2. Trip Hazards (spillages, uneven floors, general tidiness)

Risk Severity <small>tick as applicable</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

3. Risk of falls (balcony access)

Risk Severity <small>tick as applicable)</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

4. Burns and scalds (kettles, urns, uncovered radiators)

Risk Severity <small>tick as applicable)</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

5. Falling objects (equipment, instruments, stacked chairs)

Risk Severity <small>tick as applicable)</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

6. Manual handling and associated risk of injury

Risk Severity <small>tick as applicable)</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

7. Ill-health and/or accidents (to include arrangement for escorting a young person to hospital)

Risk Severity <small>tick as applicable)</small>	High	Medium	Low
Likelihood	High	Medium	Low
Over-all score – High Medium Low <small>(delete as necessary)</small>			Check
Controls:			

(insert additional elements if needed – e.g. food-storage)

8. Safeguarding Children checklist.

Checklist for events	In place	Not applicable
Register of all under 18s,		
Drop-off and collection arrangements,		
Contact details of parent and one other responsible adult,		
Named responsible adult for each young person,		
Relevant health-conditions known,		
Parent agreement that the young person may participate		
Consent to photography for band use.		

This form should be scanned by the Health and Safety officer and supplied electronically, in PDF to the person involved in the accident and parents of anyone under 18. A copy will be retained electronically and in-line with the Data Protection policy by the Band Secretary (in PDF). It may be used for statutory purposes (e.g. to the HSE)



Name of person involved	Name; Age; U18 only
Contact details	Address; Phone; Email;
Description of accident	Situation; what happened,
	Background; what led up to it
	Nature of any harm/injury
	Actions taken at the time
	Recommendations (follow up actions to prevent recurrence)
Witnesses	Name, phone and email.
Signed; person involved _____ Date;..... Name of person receiving the report Signed..... Date;..... Person receiving the report _____	