

York Railway Institute Band Section

SAFEGUARDING POLICY AND PROCEDURES

Current revision: May 2025

Review date: May 2026

1 Introduction

This is the safeguarding policy of the York Railway Institute Band Section (hereafter known as the Section), which has been written in accordance with the relevant legislation relating to children and adults at risk, drawing on guidance from Brass Bands England.

2 Policy statement

- 2.1. The Section is determined that all necessary steps are taken to ensure that band members are safeguarded from harm.
- 2.2. The Section ensures opportunities for everyone to be able to participate in brass banding regardless of factors such as age, culture, disability, gender, language, ethnicity, political or religious belief or sexual identity.
- 2.3. The Section will ensure that there is a safe and welcoming culture within the bands through the adoption of a code of conduct for band members.
- 2.4. All personnel have a role to play in safeguarding and preventing abuse and need to follow safeguarding procedures reporting any concerns to the appropriate authorities.
- 2.5. The Section will take all reasonable steps to safeguard children and adults at risk from harm, discrimination and degrading treatment, and to respect their rights, wishes and feelings.
- 2.6. The Section will deal swiftly and appropriately with all suspicions and allegations of poor practice or abuse, sharing concerns with agencies who need to know, and involving parents and children appropriately
- 2.7. The Section is aware that some individuals will actively seek employment or voluntary work with children adults at risk in order to harm them and will therefore ensure that it recruits musical directors, members, and volunteers safely
- 2.8. The Section will follow guidance provided by Brass Bands England through compliance with the BBE BandSafe programme.

3 Good practice

All personnel should adhere to the following principles and actions:

- 3.1. Before undertaking any activities, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks.
- 3.2. Make the experience of brass playing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances.(see Appendix 5 for more detail)
- 3.3. Treat everyone equally; this means giving both the more and less talented members of a

group similar attention, time, and respect; and preserving their dignity.

- 3.4. Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the student.
- 3.5. Concerts, band competitions, solo competitions etc. must be suited primarily to the needs and the interests of the child or the adult at risk and not cause harm.
- 3.6. Build relationships based on mutual trust and respect and a good role model.
- 3.7. Maintain appropriate standards of behaviour at social events that young people attend.
- 3.8. Communicate regularly with parents and involve them in decision-making. Gain their consent, in writing, to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- 3.9. Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available, or that band members are aware of the correct procedure for calling for medical assistance.
- 3.10. Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.

4 Poor practice

The following are regarded as poor practice and should be avoided by all personnel:

- 4.1. Unnecessarily spending excessive amounts of time alone with children or adults at risk away from others
- 4.2. Taking children or adults at risk alone in a car on journeys, however short
- 4.3. Taking children or adults at risk to your home where they will be alone with you
- 4.4. Sharing a room on your own with a child or adults at risk
- 4.5. Allowing or engaging in inappropriate touching of any form
- 4.6. Allowing people to use inappropriate language unchallenged
- 4.7. Making sexually suggestive comments, even in fun
- 4.8. Letting allegations go unchallenged, unrecorded, or not acted upon
- 4.9. Doing things of a personal nature that someone can do for themselves
- 4.10. It is inappropriate for teachers and others in positions of authority to have an intimate relationship with a young person or adult at risk, even if they are over 16. This could also be a criminal offence, 'abuse of trust', in certain circumstances, defined by the Sexual Offences Act (2003)

5 The Welfare Officers within the bands

5.1 Appointment of the Band Welfare Officers

- Within the Section, each band should appoint welfare officers to advise the Committee on compliance with all the procedures described in this protection policy and to act as a focal point for reporting any concerns.

- Where practical one welfare officer will be female for each band.
- The person(s) appointed should be identifiable to members of the band and their parents, but should have a degree of independence from their activities – for example he or she should not actively teach or conduct in the band.
- The current Welfare officers are listed in Appendix 6, and their duties and responsibilities are outlined below. Overall responsibility for safeguarding and the appointment and vetting of welfare officers lies with safeguarding lead for the Section.
- There will be one Welfare Officer on the Committee who will be the safeguarding lead for the Section.

5.2 Duties and responsibilities of the Band Welfare Officers

- To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk
- To promote the safety and welfare of children, young people and adults at risk, that are members of the band, and other children and adults at risk, with whom the band may come into contact.
- Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
- Attend BBE BandSafe training and ensure compliance with the Brass Band England BOPA requirements for child performance licencing.
- Make sure that all Personnel are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
- Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band and report to the Band Section Committee
- Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.
- Consult with the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
- Attend refresher training in issues relevant to child protection and adult safeguarding from time to time and share knowledge from that training with other Personnel as required.

5.3 Training

The effectiveness of the policies described will depend on **everyone** who is involved with banding being aware of what is good practice. This applies particularly to those working directly with young people, such as conductors and Welfare Officers, but an awareness of child protection and safeguarding issues is also needed by everyone involved in banding activities.

Training courses on safeguarding are available from Brass Band England Band Safe programme <https://www.bbe.org.uk/bandsafe/bandsafe-training>

6 Responding to suspicions and allegations

6.1 Introduction

It is crucial that those involved in banding are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is **not** the responsibility of anyone in the Section to decide whether or not abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse so that they can then make enquiries and take any necessary action to protect the child. This applies both to suspicions of abuse occurring within the context of banding activities and to allegations that abuse is taking place elsewhere. This section explains how you should respond to such concerns.

6.2 Receiving evidence of possible abuse

We may become aware of possible abuse in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed in Appendix 2; it may be reported to us by someone else, or directly by the person affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives you concern that a child is being abused, you should:

- React calmly
- Listen carefully and allow them to explain.
- Reassure them but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.

6.3 Recording information

- As with other forms of information arising in relation to safeguarding, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it.
- You should make a note as soon as possible of whatever information you obtain, both for your own future reference and possibly for passing on to others, including appropriate agencies such as the social services department or the police. In writing such a note, you should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter, to avoid the possibility of libel. Information should include the following:
 - The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
 - Details of the individual involved, including name, age, address and other contact details, and identifying who has parental responsibility for a child
 - Details of the person against whom the allegation is made, including name, relationship with the victim, age and contact details (if known)
 - The identity and contact details of any informants or other witnesses
 - The child or adult at risk's account, if he or she can give one, of what has happened
 - A description of any visible bruising or other injuries
 - Details of who else has been informed of the alleged incident
 - Any other relevant information

6.4 Reporting the concern

The Section expects its personnel to discuss any concern they may have about the welfare of a child or other band member immediately with the Welfare Officer, Committee Member or the person in charge of the band.

The action that needs to be taken is outlined in Appendix 1.

List of helpful contacts

- NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk
- ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk
- The Samaritans: <https://www.samaritans.org/>
- National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/>
- City of York - Safeguarding adults: 01904 555111
<https://www.safeguardingadultsyork.org.uk/raise-concern>
- City of York - Safeguarding children 01904 551900
<https://www.saferchildrenyork.org.uk/> email - mash@york.gov.uk
- Brass Bands England Safeguarding Officer: 01226 771015

6.5 Disciplinary procedures

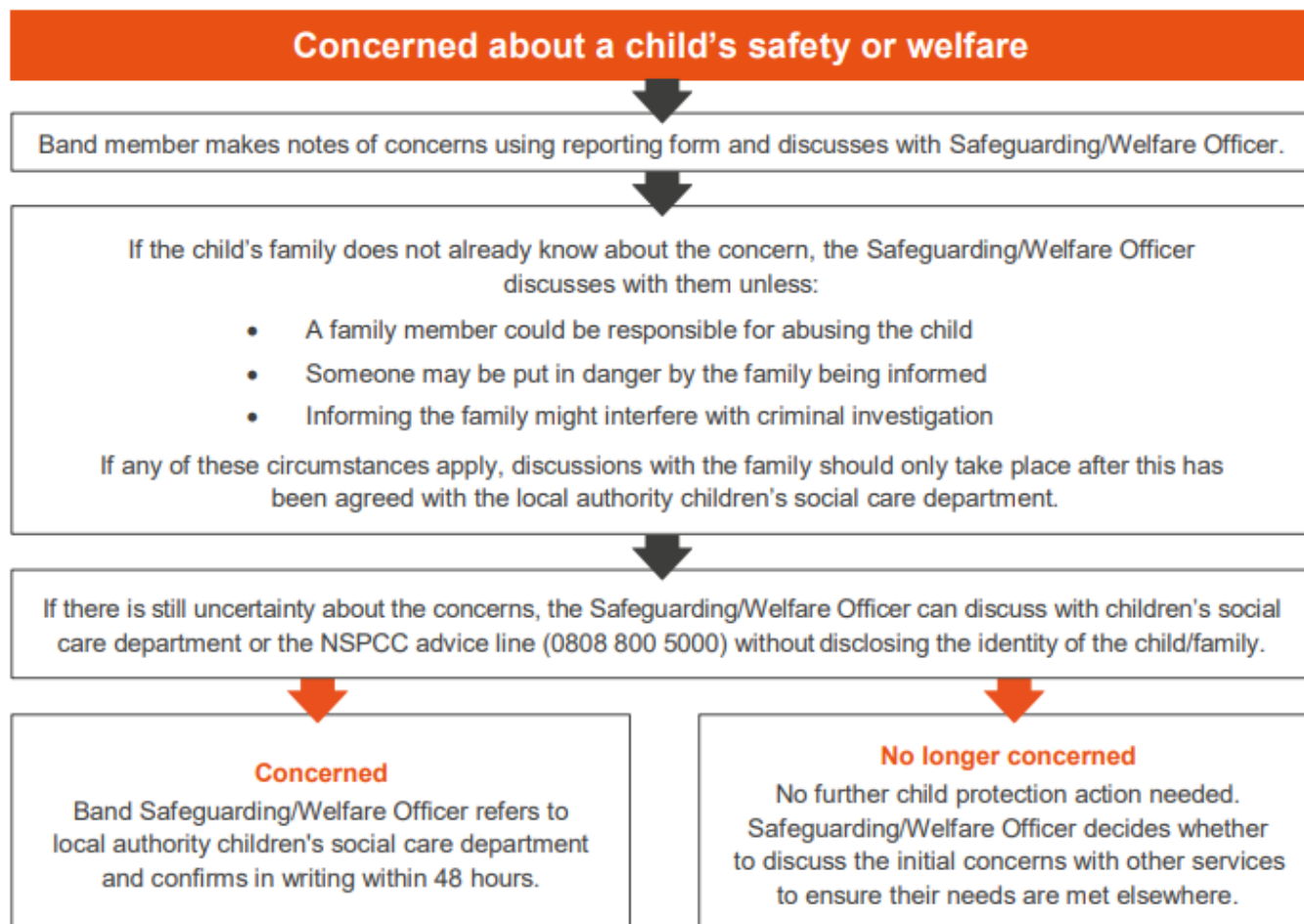
- It is important that any concerns for the welfare of the child or adult at risk arising from abuse or harassment by a member of staff or volunteer should be reported immediately. An allegation of abuse may give rise to an investigation by the social services department and/or a criminal investigation involving the police.
- If the abuse is alleged to have occurred within the context of brass banding it may also require disciplinary action by the Section.
- If the matter is being investigated by the police and/or social services, the Section may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the Section will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded.
- Disciplinary sanctions available to the Section include the suspension or exclusion from membership for the individual concerned, and such other sanctions which are provided for within separate policies and procedures.
- Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.
- Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child by a member of staff who is still working with children. Where such an allegation is made, you should follow the procedures given above and have the matter reported to the police and/or social services department. This is because other children, either within banding or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

Appendices

- Appendix 1 – Brass Band England guidance for reporting a concern
- Appendix 2 – Further information on type of abuse and safeguarding
- Appendix 3 – Details of current Welfare Officers
- Appendix 4 – Social media guidelines
- Appendix 5 – Anti-bullying policy
- Appendix 6 – Terms and abbreviations

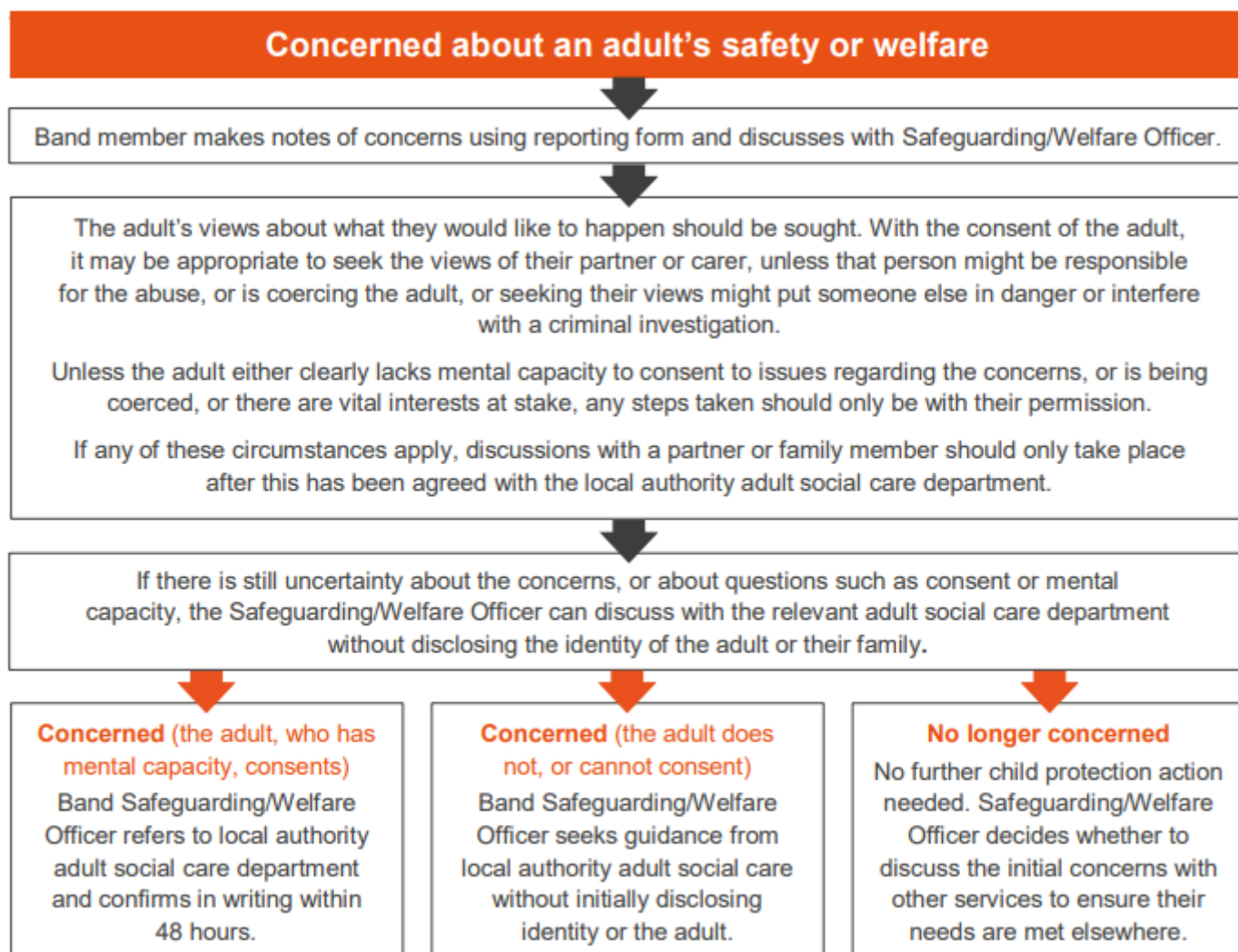
Appendix 1

Brass Band England Guidance for reporting a concern about a child's safety or welfare



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

Brass Band England Guidance for reporting a concern about an adult's safety or welfare



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

Appendix 2 - Further information on types of abuse and safeguarding

Abuse and neglect of children

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2018) defines various forms of abuse, including:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other ways in which abuse may be perpetrated

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse include those in which digital technology may often (but not always) play a part include:

- Child sexual exploitation: a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- Forms of modern slavery.
- Abuse linked to cultural or religious belief (such as: Female genital mutilation (FGM), honour violence, forced marriage or abuse associated with a belief in spiritual possession).
- Extremism – defined in Working Together 2018 as behaviour which includes targeting people who may be vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
- County lines: a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
- Child criminal exploitation: where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal

exploitation does not always involve physical contact; it can also occur through the use of technology.

Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

Young carers

A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work). Statutory safeguarding guidance recognises that young carers may have support needs, and stipulates the circumstances in which a local authority must carry out an assessment.

Contextual safeguarding

This is an approach to safeguarding where it is recognised that risk to children or young people exists in situations outside the family. The term and the methodology were developed by Dr Carlene Firmin and staff at the University of Bedfordshire. It advocates a multi-agency and multi-dimensional approach that targets the contexts where children and young people may be at risk rather than individual young people themselves, although individual support may still have an important role to play.

Abuse of adults

There are many different types of abuse affecting adults, many of which are similar to abuse suffered by children and young people. The Care and Support Statutory Guidance that is supported by the Care Act 2014 describes these as:

Physical

This is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the nonaccidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc.).

Sexual

Examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo

- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- putting pressure on the young adult to consenting to sexual acts

Emotional and psychological

This is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyberbullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Organisational

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination

This type of abuse may include:

- discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
- discrimination based on a person's disability or age
- harassment and slurs which are degrading
- hate crime

Financial and material

This is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include:

- theft
- fraud
- internet scamming
- exploitation or coercion in relation to an adult's financial affairs or arrangements,

- including in connection with wills,
- property, inheritance or financial transactions the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission

Examples of this might include:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding. It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse.

Domestic violence or abuse

This is abuse perpetrated in the context of relationships with family members, friends or carers, and can, in turn, be broken down into other types of abuse relating to:

- psychological
- physical
- sexual
- financial
- emotional

Modern slavery

This may take various forms, such as:

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Signs and indicators of abuse of both children and young adults

There may be many signs and indicators that a child or adult is being abused or is at risk. Equally, most of the signs are not themselves diagnostic of abuse (although some physical signs may lead to a positive diagnosis of abuse by a medical professional). Equally, some children and adults who suffer abuse show no outward signs of what is happening to them.

At least as important as specific physical or behavioural signs are the way in which different signs and indicators may be clustered together or perhaps a change in a child's or adult's behaviour or appearance that cannot be easily explained in any other way. It is important to remember that a single agency or person is unlikely to pick up on all the signs that may be present in an abusive situation, and that concerns need to be shared to

enable a referring agency to build up a clearer picture of what may be going on for a child or adult at risk.

Appendix 3

The Welfare Officers, as at 1st May 2025, are:

York RI Band (the senior band)

- James Heaton: 27 Manor Avenue, Leeds, LS6 1BY
Email: jamesheatontrumpet@gmail.com
- Dawn Groves-Williams Email: dawn0681@gmail.com

York RI Golden Rail Band (the concert band)

- Vince Mitchell: 25 Richmond Street, York, YO31 7XL
(Safeguarding lead for Section) Phone: 07399472666
Email: vjmyork@gmail.com
- Elizabeth Kaye 100 Tadcaster Road York YO24 1LT
Phone: 07985606636
Email: elizabethlouisekaye@gmail.com

York RI Development Band

- Martin Rowley 1 Broughton Way, Osbaldwick, York, YO10 3BG
Email: Martin.Rowley@live.co.uk
- Rachel Spooner Email: rachelspooner1997@gmail.com
- Jo Soden Email: josodenz@gmail.com

Appendix 4 - Guidelines on social media and online technologies

It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, Twitter and You Tube. It is also recognised that online platforms can provide the means to make teaching, webinars, rehearsals and events accessible when direct, face to face contact may be difficult for all or some participants. Nonetheless the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible.

These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense.

Inappropriate use of social media can pose risks to the band's reputation and can jeopardise compliance with legal obligations. The guidelines also aim to enable bands to take advantage of the many opportunities offered by online technologies whilst at the same time remaining committed to the safeguarding of members and others.

Band websites and social media pages

It is important that you have permission prior to posting images of band members on official websites and social media pages. This permission can be obtained through the membership form. Be clear on the consent form about what the images are to be used for, how long they will be kept, and the fact that they will be stored and, in due course, disposed of securely

Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.

It is important to consider the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

A note on social media groups

There is a difference between, on the one hand, informal social media groups set up and used by groups of friends who happen to be part of a band, and, on the other hand, official band social media groups, coordinated by someone in an official role, and used as part of the band's methods of promotion, networking and support. Informal social media friendship groups are not required to abide by this guidance, although their members should bear in mind the need to use the same personal standards of behaviour in their online communications as in their face to face contact. Informal groups should also avoid calling themselves by a name which could give the impression that they are official band groups.

These official social media groups should:

- Be agreed in advance by the committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.

- Have a nominated individual who will be responsible for monitoring it and moderating its content.
- Confirm in writing to the committee that it will operate in accordance with band safeguarding policy and procedures and will use safe settings and restrictions

The band should keep a list is of all its social media groups, together with their moderating person. This list should be reviewed on an annual basis.

Use of electronic communication with children, young people and adults at risk

Communication by electronic means or by texting will not be used with individual children under the age of 18. All communication in these forms will be via their parents/carers. The rest of the principles relate to group communication or to individual communication with adults at risk and young adults aged 18 and over. The key point is that communication should be in a context of transparency and accountability.

- Leaders, staff and volunteers should not share their personal phone numbers with anyone under 18; communication that needs to be made electronically should be via email and parents should be copied in
- Electronic communication should only be used for reasons relating to band business and not for general socialising purposes
- Other members of the band leadership team should be aware of the situations in which these means of communication are being used
- Leaders, staff and volunteers should not invite young people and adults at risk to their personal social networking page and should politely decline requests from any young person under the age of 18, explaining that this is band policy
- Where possible, group pages should be used on social media for communicating
- Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience
- Communication by electronic means with young people should never take place during school hours and should be kept within the hours of 9am – 9pm
- Where possible, email and messaging should take place to and within groups rather than individuals
- Webcams will not be used where an online platform is used for one to one conversations
- Records of communications will be kept just as they would be for written communication. If a staff member's or volunteer's mobile phone does not allow text messages to be saved then a written record should be kept
- The principles for the use of social media will be communicated to children, young people and adults
- Any content which raises a safeguarding concern should be reported to the band's Safeguarding/Welfare Officer using the procedure outlined in the band's safeguarding procedures.

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Sessions and activities run on online platforms

- Only use approved band accounts for Zoom or other platforms, not personal accounts of committee members, staff or volunteers.

- Meetings should be accessed from a parent's account not a child's.
- Ensure privacy settings are adjusted to protect both leaders and participants
- Ask participants to let you know in advance the names that they will be using to access the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to your band's safeguarding/Welfare Officer
- Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so
- Any activities that are live streamed need to be done with cameras off if they involve children or adults at risk
- Ground rules need to be agreed
- Participants and leaders should not be in revealing clothing / nighttime attire.
- Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same
- Remember that the child or adult at risk may not have any privacy during the session
- Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room
- Ensure that there are at least two adults present as session leaders – more if using break-out rooms
- Be aware of additional family pressures and pressures upon children and young people in the aftermath of the pandemic; take account of this when preparing and running the sessions

Appendix 5 – Anti bullying policy

The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

We recognise that:

- Bullying is behaviour, 'usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally'.
- One person or a group can bully others;
- Bullying can occur either face-to-face between individuals or groups or online, using information technology, such as computers or mobile phones.

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 photographs/images/drawings
- 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
- 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 child protection and adult safeguarding procedures).

We all have a role to play in preventing bullying and putting a stop to bullying. We will seek to prevent bullying by:

- Following the Section code of conduct
- Provide welcome information to new members and help them to settle in.
- Ensure personnel are aware of the anti-bullying policy.

When bullying occurs, we will respond to it by:

- Following the procedure set out in the Section constitution and code of conduct.
- Welfare officers to put a plan in place to safeguard the person from any further bullying.
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved.

Appendix 6

Terms used in policy

Anyone under the age of 18 is considered to be a child / young person.

‘Committee’ refers to the elected Band Section committee with the Railway Institute

‘Parent’ is used as a generic term to include parents, carers and guardians.

‘Personnel’ includes all players and anyone who assists the band to participate in its activities.

‘Adult at risk’ refers to adults who have additional care and support needs who may be unable to protect themselves from abuse, harm or exploitation, due to these care and support needs¹. This replaces the previous term ‘vulnerable adult’.

¹ Based on Care Act 2014