

Wirral Big Band and Pop Orchestra - Safeguarding Policy

Policy statements:

- The Wirral Big Band and Pop Orchestras (“The Organisation”) believe in providing a safe and welcoming atmosphere to all, to promote the welfare of all associated with the organisation, and to keep all members safe. This policy applies to everyone associated with the bands. including, but not limited to the Musical Director, Committee members and band members, or any other person associated with, or on behalf of the organisation. These people are hereafter known collectively as “members.”
- It is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind. The Organisation recognises its responsibility to safeguard the welfare of all members, by commitment to practices which protect them.

Our policy aims to:

- Provide protection for all children, young people, or vulnerable adults who participate in, play with, associate with, or support the organisation’s activities.
- Provide all members with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- Ensure consistent good practice.
- Demonstrate the organisation’s commitment with regards to safeguarding and child protection to members, and other associated persons.

Our policy principles:

- The welfare of the child, young person, or vulnerable adult is always paramount.
- All members, regardless of age, gender, ability, culture, race, language, religion, or sexual identity, have equal rights to protection.
- Whilst our focus is on our own activities, all members have an equal responsibility to act on any suspicion or disclosure that may suggest a child, young person, or vulnerable adult, is at risk of harm at home, in the community or in school.
- Members involved in child protection issues will receive appropriate support.

The objectives of the Organisation

The objectives of the Organisation are:

- To provide the opportunity for people of all ages to play in the Wirral Big Band and/or the Wirral Pop Orchestra
- To extend the opportunity to play in an orchestral environment to the wider community.
- To advance Musical Education and appreciation of the Big Band and Pop Orchestra.

Risk assessment

- Whilst membership of the organisation is open to players of all ages, it is expected that most of the members will be adults.
- In all of our sessions, we always meet together as a group.

Whilst we believe that the above factors mean that our meetings take place in a safe environment, we take our safeguarding responsibilities very seriously, as reflected in the guidelines that follow.

Guidance for members:

To minimise the risk of harm, abuse, or an allegation of harm and abuse, the organisation and its members shall:

- Ensure that parents/carers take responsibility for their own children, young people, or vulnerable adults. The band is not in loco parentis.
- Follow an 'open door' policy and not create or allow situations where a member is alone with a child, young person, or vulnerable adult.
- Never be alone with a child, young person, or vulnerable adult on a car journey, regardless of length, unless a parent/carer has given express permission, and the Safeguarding Officer has been notified in advance of the journey.

The only exception to the above is if there is immediate clear and present danger to the child, young person, or vulnerable adult; in which case the event should be reported as soon as possible to the Safeguarding Officer and to the parents/carer (where appropriate), and the police (where not appropriate, for example instances in where the allegation has been made against the parent/carer) .

- If, at any point, a member suspects immediate serious harm to a child, young person, or vulnerable adult- the member should make a referral to Wirral Borough Council or the Police immediately. Anybody can make a referral.
- Not engage in or allow inappropriate physical contact of any kind.
- Whilst communication using a group facility (eg WhatsApp) is permissible, members must not engage in direct contact via social media with individual members who are a child, young person, or vulnerable adult.
- Use age-appropriate language in the company of members who are children, young people, or vulnerable adults.
- Treat all members with courtesy and respect and never use abusive language or behaviour.
- Only communicate with and disclose telephone numbers or email addresses to the parents/carers of members who are children, young people, or vulnerable adults, rather than the member themselves.
- Any direct digital contact with parents/carers must always be via email, always with Cc/Bcc to the Safeguarding Officer.
- Not engage in inappropriate use of electronic communication and social media of any kind with any member.
- Not encourage, condone, or support the illegal acquisition or consumption of alcohol or any controlled substance by children, young people, or vulnerable adults.
- Always seek permission from parents/carers **before** taking, or using any images of children, young people, or vulnerable adults, who are members of, or associated with the band.
- In the event of any band member who finds themselves in a compromising situation, they should immediately withdraw from that situation and speak to the Safeguarding Officer as soon as possible. Similarly, if a band member observes another member putting themselves at risk of an allegation, they should speak to the member concerned, or the Safeguarding officer, with a view to discreetly avoiding embarrassment.
- Members who oversee the website and band social media pages shall check with the Safeguarding Officer that the organisation has permission to post images of members within any photo or video. No member should take a photograph of containing members who are children, young adults, or vulnerable adults, unless they have confirmed that photo-permission has been granted.

In the event that a photo, or video has been taken of a member or associated member that is a child, young adult, or vulnerable adult before permissions have been checked, this must, without exception, be deleted for the security of all members.

Role of the Safeguarding Officer:

The Safeguarding Officer is Clare Fallon

Email addresses: safeguarding@wirralbigband.co.uk
safeguarding@wirralpoporchestra.co.uk

The Safeguarding Officer should:

- Ensure that the organisation has a clear and up-to-date safeguarding policy, accessible via the Organisations' websites.
- Act as a first point of contact for members to report any safeguarding concerns and be responsible for assessing and managing such concerns. The safeguarding officer is not responsible for investigating such concerns.
- Make formal referrals to relevant statutory agencies (eg Wirral Borough Council or Merseyside Police) if appropriate.
- Ensure that members are aware of their safeguarding responsibilities as outlined in this policy
- Maintain detailed, accurate and secure records of any safeguarding concerns and actions
- Ensure that photo, video, and social media permissions have been obtained from all members.

The organisation will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Contact details

The following contact details have been taken from the Wirral Borough Council website at <https://www.wirral.gov.uk/health-and-social-care/childrens-social-care/report-child-risk>

If a child or young person is at risk of harm or abuse, please report it to the Wirral Integrated Front Door team.

If you need help yourself you can also use these numbers:

- Monday to Friday, 9am to 5pm
Telephone: 0151 606 2008
- Outside of these hours
Telephone: 0151 677 6557
Email: ifd@wirral.gov.uk

If you think there has been a crime but it is not an emergency contact Merseyside Police on social media:

- Facebook: [Merseyside Police CC](#)
- Twitter: [@MerpolCC](#)
- Instagram: [MerpolCC](#)
- or call 999 in an emergency