



Chalfont Wind Band - Safeguarding Policy

Key Document Details – Statutory Policy

Authors: Sarah Flynn, John Swan
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Commitment to safeguarding: Chalfont Wind Band believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

About this policy

- This policy applies to all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of the Chalfont Wind Band or taking part in Chalfont Wind Band activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of children, young people and vulnerable adults.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for the Chalfont Wind Band.
 - Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.

- Ensure that safeguarding of children, young people and vulnerable adults is an essential consideration when the Chalfont Wind Band undertakes any activity, event or project.

How the Chalfont Wind Band might work with children, young people and vulnerable adults:

Membership is open to all. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with children, young people and vulnerable adults might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at Chalfont Wind Band concerts

Named safeguarding person: The designated safeguarding persons, as listed on the CWB Safeguarding Register, have responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to a named safeguarding person in the first instance.

Any projects, events or other activities that will involve children, young people and vulnerable adults must be planned with the involvement of one of the named safeguarding persons and in line with established procedures and ground rules.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the designated safeguarding persons. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.



Safeguarding ground rules, ways of working and procedures

This document includes:

- Recruitment practices around safeguarding
- Ways of working regarding safeguarding of children, young people and vulnerable adults
- Procedures for raising safeguarding concerns and incidents of abuse or bullying
- Procedures for dealing with concerns and incidents of abuse

Recruitment practices around safeguarding

All members must adhere to the safeguarding policy with reference to recruitment with photo identification and references.

All staff (whether employees or freelancers) will be required to have a DBS check. A list of other DBS checked adults (including designated safeguarding leads) are listed on the Chalfont Wind Band Safeguarding Register. The register will be reviewed and updated on an annual basis.

Ways of working regarding safeguarding of children, young people and vulnerable adults

When the Chalfont Wind Band organises an activity or event where they will be responsible for children, young people and vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for children, young people and vulnerable adults).
- That if children, young people and vulnerable adults of different gender will be taking part in activities adults of different gender will be in attendance too.
- A child, young person or vulnerable adult is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
- The total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with NSPCC recommendations:
 - 9 -12 years – 1:8
 - 13 - 18 years – 1:10and in any case 2 adults minimum.

Working with parents/guardians: If a child, young person or vulnerable adult wishes to take part in Chalfont Wind Band activities written permission (email or WhatsApp is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details and any relevant pick-up arrangements. Permission must be sought if another adult is picking up the child, young person or vulnerable adult after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in the Chalfont Wind Band witnesses, suspects or is informed of a witnessed or suspected case of abuse or bullying they should immediately report it to the designated safeguarding officer, as listed on the CWB Safeguarding Register.
- If the named person is not available, or is involved in or connected to, the abuse or bullying, it should be reported to the group chair or a DBS checked adult as listed on the CWB Safeguarding Register.
- If an individual wishes to report an incident of abuse or bullying against themselves they should report it to the designated safeguarding officer or an individual they trust as soon as possible.

Procedures for dealing with concerns and incidents of abuse

The named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the child, young person or vulnerable adult is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with children, young people and vulnerable adults at the current time – remove them, in a sensitive manner, from direct contact with children, young people and vulnerable adults and follow the procedures below.

The designated person will:

- Make a note of the concerns reported to them.
- Speak with the committee chair to decide how to handle the reported abuse.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - Instigating an internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.

- Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being abused of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the designated safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place the committee will decide on the next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalation of the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of the Chalfont Wind Band.
- Any disciplinary action will be taken in line with the Chalfont Wind Band constitution.