



Stowmarket Concert Band

Founded in 1962

Registered Charity No: 290209

RISK ASSESSMENT, leading to additional code of conduct:

22 January 2018

(Typical rehearsal/concert situation)

Risk	Safeguard Procedure	Who is responsible
<p>Children and young people vulnerable to inappropriate adult attention</p>	<p>-Children and young persons under the age of 18 should not be left alone with an adult. Parents are to always be welcome to remain with the children at rehearsal, and/or multiple adults will always be present.</p> <p>-Should a parent/carer arrange for a lift or off-site tutoring, etc, from another member/adult, details of that situation are to be agreed personally between the family and the driver/tutor. <u>Such instances that are not clearly at the rehearsal/concert/event venue are entirely beyond the remit, authority and responsibility of the Band. The Band's CP policy, risk-assessment, and insurance protection are not able to observe or protect at these times.</u></p> <p>-Should an emergency lift be required to return a child home, for example, or for a similar significant or unavoidable circumstance, all efforts will be made to ensure 2 adults are present where practicable. Where this is not possible parents/carers should be contacted at the time to agree a way forward to the satisfaction of all.</p> <p>-Should children require a change of clothes, this should be done in a manner to allow decency and without intrusion. All activities should be kept open to scrutiny, and such issues should be carefully considered for the safeguarding of all.</p> <p>-Parents will be asked to sign to give permission for Band-sourced photos to be taken of the children, and a log kept of this consent. Where consent is not given then those children will be kept out of photos as far as is practicably possible. Photographs taken by the public or outside of the authority of the Band cannot be controlled and responsibility cannot be taken for these by the Band. The Band will never take photos beyond what may be considered reasonable for the promotion or record of Band activities. The Band will actively avoid any child photo being published on facebook, internet, or media where a full name is given alongside an image (unless parental permission is given). Should a child/family-member 'tag' themselves in a social-media image then this is a personal choice and outside of Band control/responsibility, however we would endeavour to gain retrospective permission from the parent/carer if this is recognised as having occurred.</p> <p>-All youngsters and parents are made aware that SCB wish for all children to be collected from the band room/venue, and children and parents will sign to confirm that they know not to leave without their parent or correct carer. We cannot guard doors however, and the child remains the responsibility of the parent, and the child themselves will be expected to take the leading responsibility for keeping themselves safe, only leaving <u>with</u> the parent/carer (or with specific agreement of the parent/carer, though this is against SCB advice). Our letter relating to this, including requirement for parent/child signatures, is shown at the end of our CP Policy.</p>	<p>-All adults working/acting alongside the children or young persons.</p> <p>-Parents and those offering transport. SCB are not able to monitor/control these scenarios.</p> <p>-Members/Parents/carers.</p> <p>-All adults present.</p> <p>-Children and Young People have a leading responsibility to keep themselves safe by following the advice provided and agreements made.</p>
<p>Risk of injury from vehicle, movement or mishap.</p>	<p>-All persons in the Band, child or otherwise, are to behave responsibly to limit to negligible the risk of injury or mishap. All are to accept advice or reasonable disciplining in line with efforts to secure the safety of all.</p> <p>-Individual mental risk assessments should be integral to a person's time in the Band, as in life in general.</p> <p>-All adults in the Band are to be aware of the needs and vulnerabilities of each other, particularly children and young people, and act appropriately to consider and safeguard the needs of others.</p> <p>-All drivers are to be particularly cautious when moving around a concert/rehearsal site in their vehicle. Young people are to remember that safety is paramount and must behave and be alert accordingly.</p> <p>-When heavy/large items are being moved/lifted/transported, children and smaller/weaker persons must be considered, and instructed accordingly in order to maintain their health and safety. No person should undertake activities beyond their safe capability.</p> <p>-During activities such as a march/procession, all persons must be aware of risks around them, and act accordingly to minimise risk.</p> <p>-All reasonable measures and advice will be provided by the Band where practicable, though risk of tripping/sliding/collision/falling/etc can only be the responsibility of the individual. Appropriate behaviour and alertness must be applied at all times.</p>	<p>-All members, volunteers and associates.</p> <p>-All adults present.</p> <p>-All drivers and pedestrians.</p> <p>-All adults present, and all persons.</p> <p>-All persons involved, adults taking a lead.</p>

Risk of neglect from basic needs.	<p>-When children or young people are involved and left in the care of appropriate adults, basic needs must be considered such as the need for hydration where requested, toilet breaks, and simple display of respect and courtesy.</p> <p>-Medical needs of all children and young people must be considered. Parents/carers must submit in writing (including via the membership forms) any medical issues/requirements relating to the children, and must update the Band of any changes. Unless otherwise specifically stated by parents, it is presumed that basic first aid may be used on the children, though no specifically qualified first aiders may be present. Parents/carers must also make sure that any individuals with whom they leave their children in care, must also be individually advised of any medical/personal needs of the child or young person.</p> <p>-All must be aware that beyond basic/general first aid, no medical knowledge, qualifications or skill is held by the adults involved in the organisation and, upon signing the consent to receive basic first aid, parents/carers/members accept that only the most basic of first aid circumstances can be dealt with by Band leaders/adults. Beyond the most basic of first aid circumstances the normal emergency or medical services will be employed.</p> <p>-Emotional needs of children and young people must be considered at all times, and ridicule, bullying, harassment, belittling and victimisation must be avoided at all times. The needs of each individual must be forefront, and the needs of the adult/Band/concert/etc must always be secondary to the good of the child or young person.</p> <p>-In line with the ideals of promoting musical/educational development, praise must be prevalent wherever suitable in the training/learning and performance of children and young people. Where advice or discipline may be needed, it must always be offered in a respectful manner, calmly and within reasonable limits, and open to all to witness. Parents/carers must always be notified immediately of any situations where a child has had to be approached regarding their behaviour/actions, though in our Band situation direct discipline will always be extremely limited. Should an unusual circumstance ever unexpectedly arise, any use of reasonable physical contact will only be used in order to prevent injury to the individual or others. Any such incident will be shared with the CPO/deputy immediately and discussed/actioned by all relevant parties.</p>	<p>-All adults working with or alongside children or young people.</p> <p>-Parents/carers.</p> <p>-All.</p> <p>-All adults working with or alongside children or young people.</p>
Emergency.	<p>-All members/parents/carers must ensure that a range of contact methods are provided to the leaders/adults in case emergency contact is required. Any changes in details must be notified to Band committee as soon as possible.</p> <p>-A range of members/adults/leaders in the Band will have access to personal and family contact details for the Band members. Details regularly change, though every effort will be made to keep this database current and disseminated periodically wherever practicable.</p>	<p>-Members/parents/carers.</p> <p>-Band committee/leaders.</p>

Note: -Individuals, particularly adults, must maintain overall responsibility for their own actions and behaviour, and individual mental risk assessments should be integral to a person's time in the Band, as in life in general.

-Children and young people remain the ultimate responsibility of their parent/carer, though the Band will strive to take all reasonable measures to safeguard them wherever possible.

-The Band will always endeavour to ensure the safety of its members as far as is practicable, and will always strive to forewarn and reduce any foreseeable or serious risks. Additional risk assessments may be completed where necessary or requested for extraordinary events or circumstances.

-The Band will similarly work to avoid any risk to the public. The Band holds full Public Liability Insurance in relation to this.

Our lead for child safeguarding is: Kristian Leech

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Our deputy is: Stephen Gillott

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Policy Date

This policy was agreed on 22 January 2018 and disseminated thereafter, and will be reviewed annually or when there are substantial organisational changes. **Policy Review Date:** January 2019

Signed:

Lead for child safeguarding:



Kristian Leech

Deputy for child safeguarding:



Stephen Gillott

Chairman:



Richard Chapman

Date: 22 January 2018