

NCBF Safeguarding Policy



Who are the National Concert Band Festival?

The National Concert Band Festival (NCBF) celebrates and promotes the music and activities of wind bands and jazz bands across the UK. The organisation aims to provide unique performing opportunities via annual regional and national festivals.

The NCBF is run by a Board of volunteer Trustees with two paid positions: Director and Business Manager. At festivals, volunteers and paid helpers are recruited to assisting the smooth running of each event.

Each festival will be overseen by either the NCBF Director or Business Manager, alongside NCBF Front of House staff, stewards and stage management (paid helpers and volunteers) who will all be fully aware of the procedures required.

Festival outline

7 regional festivals and 1 national festival are organised annually. These take place across the UK in different regional authorities.

At each festival, the NCBF will ensure that a risk assessment is completed for each venue and the activities that will take place. NCBF takes responsibility for first aid, the safe movement of attendees, staff and performers. NCBF are responsible for ensuring Body of Persons Approved (BOPA) and child licencing is adhered to with each local authority and that safeguarding procedures are in place to help support those who attend.

Our safeguarding policy aims to:

1. Help inform NCBF staff, volunteers and Trustees of their responsibilities.
2. Ensure NCBF recruit and train their staff, Trustees and volunteers in their shared responsibilities to safeguarding.
3. Help visiting band leaders, directors and managers understand and carry out their safeguarding responsibilities effectively.
4. Ensure that the safeguarding of Children (aged 15 and under), Young People (aged 16-18) and Vulnerable Adults (Safeguarding Vulnerable Groups Act 2006) is a primary consideration at NCBF events.
5. Ensure all adults who attend an event can do so in a safe and supportive environment.

Brass Bands England and NCBF

NCBF are members of Brass Band England. BBE delivers training to ensure NCBF staff are suitably trained in areas of safeguarding. As a member of BBE, NCBF are entitled (on completion of safeguarding training) to use their BOPA for Festivals. NCBF take full responsibility over the delivery of safeguarding at their events and in disseminating this information to Trustees, volunteers and paid helpers.

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British and International Federation of Festivals and NCBF

NCBF are members of the BIFF. BIFF delivers training and advice to ensure that NCBF complies with recommendations on adjudicator's terms and conditions and insurance requirements.

Designated Safeguarding Lead for NCBF

The overall DSL for NCBF is the Chair: Duncan Stubbs.

Statutory Guidance

When required, NCBF will refer to the statutory guidance in the ['Working Together to Safeguarding Children 2018'](#) document.

Safeguarding Advice for NCBF Staff, Trustees and Volunteers.

NCBF wish to ensure our staff, trustees and volunteers are supported in their work and have a clear code of conduct which will help support them. NCBF staff have a responsibility to ensure concerns about children, no matter how unclear, are passed on and assessed. NCBF staff should not undertake any investigations. The responsibility of NCBF staff is to be vigilant, record and report only.

Code of Conduct

- Remain calm and impartial.
- Ensure you are fully informed of your responsibilities before each festival.
- Remain visible at all times. Never put yourself in a position where you are alone with a child, young person or vulnerable adult.
- Stay visible on social media and avoid accepting a child, young person or vulnerable adult as a friend.
- Do not store photos or recordings of children, young people or vulnerable adults on personal devices.
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in.

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Before a festival:

Managers / Group Directors are provided with information to ensure they:

- Adopt appropriate BOPA / Child Licencing regulations.
- Ensure they understand their responsibilities for all members of their group.
- Be responsible for producing required documents and procedures when attending a festival. These include:

1. Appropriate staffing / chaperones in line with their school and/or local authority regulations.
2. A register that can act as a fire list.
3. Parental permission for each child, young person or adult at risk attending.
4. Emergency contact details for each child, young person or adult at risk
5. Health information for each child, young person or adult at risk
6. Photo permission for each child, young person or adult at risk
7. Where appropriate (school groups) a letter from the Head Teacher authorising the trip and, where appropriate, authorising time off school.

During a festival

NCBF will ask all attending bands (with children, young people or vulnerable adults) to produce the following documents:

1. Appropriate staffing / chaperone list in line with their school and/or local authority regulations (including staff, pupil, age and gender ratio).
2. A register that can act as a fire list.
3. Parental permission for each child, young person or adult at risk attending.
4. Emergency contact details for each child, young person or adult at risk
5. Health information for each child, young person or adult at risk
6. Photo permission for each child, young person or adult at risk
7. Where appropriate (school groups) a letter from the Head Teacher authorising the trip and, where appropriate, authorising time off school
8. NCBF will not be held liable if this requested information is not provided by the band administrator

After a festival

NCBF will seek feedback from each group as to how they may improve provision and to ensure all attending bands and members have an opportunity to communicate any safeguarding concerns.

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Types of abuse.

Abuse can be physical, sexual, emotional or neglect. NCBF follow the guidance laid out in When required, NCBF will refer to the statutory guidance as laid out in the ['Working Together to Safeguarding Children 2018'](#) document, Appendix A. Glossary. These include:

Domestic abuse
Online Abuse
Child Sexual exploitation
Harmful sexual behaviour
Bullying
Cyberbullying
Child Trafficking
Female Genital Mutilation

Abuse can be inflicted by an adult to a child or by a child to another child.

Date protection and collection

Robust procedures are in place to ensure NCBF follow current data protection and privacy regulations (insert example or link). NCBF staff, volunteers and Trustees are aware that direct correspondence with a child, young person or vulnerable adult is not permitted and a parent / guardian should always be the main point on contact.

Procedures on reporting a concern

In an emergency:

- Call 999 and request police / medical support as appropriate to the incident.
- Report the concern to the Designated Safeguarding Lead at the event
- Write a report of your concerns with date, time and signature. Mention others present.
- Designated Safeguarding Lead at the event to report to police, NSPCC or appropriate Children's Social Care department.
- DSL to write report on incident.

Non-emergency. Concern reported by an adult about a child, young person or vulnerable adult.

- Report the concern to the designated Safeguarding Lead at the event who will decide the next course of action.
- Write a report of your concerns with date, time and signature. Mention others present.
- Designated Safeguarding Lead at the event to report to police, NSPCC or appropriate Children's Social Care department.
- DSL to write report on incident.

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Non-emergency. Concern reported by a child, young person or vulnerable adult.

- Write a report of your concerns with date, time and signature. Mention others present.
- Hand report immediately to the designated Safeguarding Lead at the event
- Designated Safeguarding Lead at the event to report to police, NSPCC or appropriate Children's Social Care department.
- DSL to write report on incident.

If a child discloses abuse, this will start a legal process. Please remember to:

1. Respond calmly.
2. Be supportive but do not question directly.
3. Do not promise to keep secrets. It is vital they understand you will share the information.
4. Reassure the child by letting them know they have done the right thing in disclosing information.

The Designated Safeguarding Lead is responsible for:

Child, young person or vulnerable adult in immediate and clear allegation of abuse: DSL to contact Police and Children's Social Care Department. Record events.

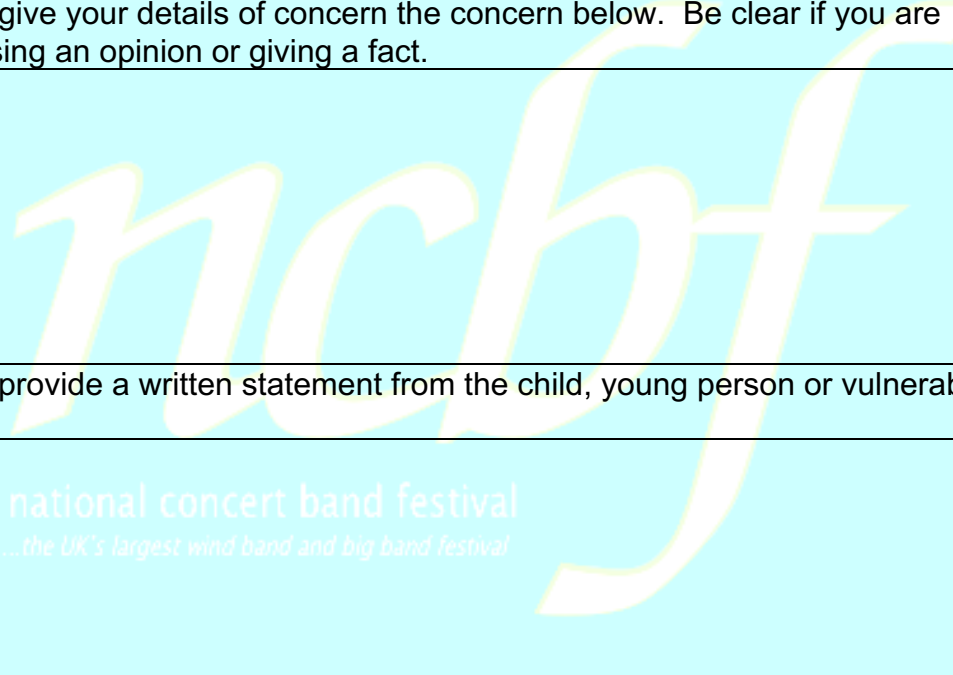

Child, young person or vulnerable adult not in immediate danger of abuse: DSL to contact Police and Children's Social Care Department. Record events.

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Reporting a Concern. NCBF.

This form should be used for logging incidents raised.

| | | | |
|--|--|-------|--|
| Date: | | Time: | |
| Venue: | | | |
| Name of child / young person / vulnerable adult. | | | |
| Your name: | | | |
| Your position within NCBF: | | | |
| Your email: | | | |
| Your contact number: | | | |
| Are you (please circle) | 1. Responding to a concern you have. | | |
| | 2. Responding to a concern raised by another person. | | |
| Please give your details of concern the concern below. Be clear if you are expressing an opinion or giving a fact. | | | |
|  | | | |
| Please provide a written statement from the child, young person or vulnerable adult. | | | |
|  | | | |
| Have you informed the Designated Safeguarding Lead. | Yes | No | |
| Your signature: | | | |
| Date: | | Time: | |
| Signature of the DSL. | | | |
| Date: | | Time. | |