Safeguarding Policy

Policy adopted on: 2nd March 2026

Next review due: March 2028

Approved by: Trustees of LCCB

Named Safeguarding Lead: Jon Dexter

Deputy Safeguarding Lead: Beth Ellis

Overview:

Commitment to safeguarding

Leicester Community Concert Band (LCCB) believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

About this policy

This policy applies to all members, volunteers and anyone working on behalf of LCCB, or taking part in LCCB activities.

The purpose of this policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of vulnerable people

This policy recognises vulnerable people as:

- Children up to the age of 16 or young people aged 16 or 17.
- Adults aged 18 and over 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 adults at risk who are: members of, receive services from, or volunteer for, LCCB.
- Ensure members and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that that safeguarding of children, young people and adults at risk is a primary consideration when LCCB undertakes any activities.

How LCCB might work with vulnerable people

LCCB primarily runs regular rehearsals for members and puts on concerts for the public. As such our involvement with vulnerable people might include, but is not limited to

- Organising rehearsals, concerts or other musical events
- Supervising children and young people without parents/guardians
- Organising trips, transport or social events involving children or young people.

LCCB does not assume responsibility where

- Children or young people attend public concerts with parents/guardians
- External venues or schools retain safeguarding control.

Named safeguarding person

LCCB will have a named safeguarding person who has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the named safeguarding person in the first instance.

Any activities that will involve vulnerable people must be planned with the involvement of the named safeguarding person and in line with established procedures and ground rules (see below).

Policy review

This policy will be reviewed and amended (if necessary) by the committee in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Ground rules, ways of working and procedures:

Recruitment practices around safeguarding

DBS checks will be obtained where LCCB engages in regulated activities with children, young people or adults at risk. In line with DBS Guidance, the results of any check to inform a decision will be used confidentially by the committee.

Ground rules and ways for working with regards to safeguarding of vulnerable people

When LCCB organises activities where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The activity is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- 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 vulnerable people).
- That if vulnerable people of different gender will be taking part in activities, adults of different gender will be in attendance too.
- A vulnerable person 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 have left.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians

LCCB is primarily an adult ensemble and under-18 membership is considered on a case-by-case basis. If a vulnerable person wishes to take part in LCCB activities written permission (email 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 – including permission for another adult to pick up the vulnerable person after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

If any member, or volunteer in LCCB witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding person.

If the named safeguarding person is not available, or is involved in or connected to, the abuse, it should be reported to the Chairperson or a DBS checked adult.

If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding person, or an individual they trust, as soon as possible.

Procedures for dealing with concerns and incidents of abuse

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

1. If the vulnerable person 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 vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named safeguarding person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
- 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.
    - 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 14 days of the incident being reported. 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 named 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 next steps and communicate them to all parties in writing within 7 days. They will be either:
    - Escalate the incident to the relevant authority, or
    - Carry out further investigation with established procedures and timelines to work towards a resolution, or
    - Reach a decision or resolution.

Resolution and disciplinary action

If abuse is found to have taken place any final resolution or decision will be taken wherever possible in the best interest of the person who has suffered the abuse and the best interests of LCCB.

Any disciplinary action will be taken in line with the LCCB constitution.

Photography & Filming Policy

Written parental permission must be obtained before images of children and young people are taken or shared.

Full names of children or young people will not be published alongside images without parental permission.

LCCB will ensure images are appropriate and not open to misuse