**Band Safeguarding Procedure**

Banda Na Rua’s Designated Safeguarding Lead is Katie Mallard who has been checked by the Disclosure and Barring Service. Telephone 07736 049089.

**In Summary**  
Safeguarding is everybody’s responsibility.  
Be aware of the signs of abuse and harassment.  
Listen carefully to what young people say to you.  
Report any concerns to the Designated Safeguarding Lead.  
  
  
**It’s all our responsibility**  
At Banda Na Rua we are committed to putting measures in place to keep children and vulnerable adults, happy, safe and to reduce the likelihood of any abuse or harassment taking place during rehearsals. All adult band members and parents of band members are considered to be in a position of trust over the young people in the band and are required to abide by the code of behaviour.

**Recognising the signs and symptoms of abuse and harassment**  
  
Abuse includes, but is not limited to:

**physical abuse,** such as hitting, slapping, punching, burning, misuse of medication, inappropriate restraint;

**sexual abuse**, such as including rape, indecent assault, inappropriate touching, exposure to pornographic material;

**online abuse**, such as cyber bullying, online grooming, cyber- or e-stalking, revenge porn, doxing, malicious impersonation;

**psychological** or emotional abuse or harassment, such as belittling, name calling, threats of harm, intimidation, isolation;

**financial or material abuse,** such as stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits;

**neglect and acts of omission**, such as withholding medication, food or warmth, ignoring medical or physical care needs;

**discriminatory abuse,** such as racism, sexism, discrimination based on a person’s disability and other forms of harassment, slurs or similar treatment;

**institutional or organisational**, such as unsafe practices, lack of person-centred care or treatment.

Abuse may be carried out deliberately or unknowingly. It may be a single act or repeated acts. People who behave abusively come from all backgrounds. They may be relatives, friends, neighbours, band members or people who use the same services as the person experiencing abuse.

**How to respond to people who have experienced or are experiencing abuse or harassment**

We acknowledge that taking action in cases of abuse is never easy, but there are ways to respond if you receive an allegation of abuse, in particular:

* Reassure the person concerned
* Listen to what they are saying
* Record what you have been told as soon as possible
* Remain calm and do not show shock or disbelief
* Tell them that the information will be treated seriously
* Do not start to investigate or ask detailed or probing questions
* Do not promise to keep any relevant information a secret
* Inform the band’s Designated Safeguarding Lead (Katie Mallard) by telephone or in person.

**What details you should record and pass on to the Safeguarding Lead**

It is important to discuss any concerns with the Safeguarding Lead (Katie Mallard) even if you don’t have full details. But the below information will be required by the Kirklees Safeguarding Team if we were to refer the issue to them.

* Date and time of the disclosure to you or incident that you witnessed
* Date and time the abuse happened
* Name of the person at risk
* What was disclosed to you or what did you witness
* Whether the person posing a risk is living with the person at risk
* Any immediate actions you took against them or to support them
* Any details you may have about historical abuse involving the person posing a risk
* Whether there were any witnesses to the abuse and (where possible) their name and contact details.
* Details of the above should not be disclosed to any other party other than the Safeguarding Lead.

**If you witness abuse or abuse/harassment has just taken place the priorities are as follows:**

* To seek medical attention (if required)
* To call the police using 999 (if required)
* To keep yourself, and those with and around you safe
* To preserve evidence
* To inform the band’s Designated Safeguarding Lead (Katie Mallard) by telephone or in person.

**Procedure in the event that a band member or any adult at rehearsals has a complain made against them**

Any allegation or concern that a band member or parent has behaved in a way that has harmed, or may have harmed, a child or vulnerable adult must be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place. Membership to the band of the person or their child may be paused during the completion of a confidential investigation.

**Escalation and referrals**

If you are not happy with how the information has been dealt with by our safeguarding lead then you can contact Kirklees services directly.

Any safeguarding referrals in Kirklees are to be made to:

Children: Duty and Advice Service – 01484 456848  
Vulnerable Adults: Community Health and Social Care Hub – 0300 304 5555

Written by Katie Mallard, Director of Banda Na Rua 11.04.2024