



Hertfordshire  
Showband

Potters Bar, Hertfordshire,  
England, UK  
Established 1972

[www.hertfordshire-showband.org](http://www.hertfordshire-showband.org)



One of the UK's most successful Marching Showbands  
*Music to Entertain!*

# Safeguarding and Child Protection Policy

# 1. Introductions, statement and abbreviations

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## 1.1 INTRODUCTION

The introduction of this **Safeguarding and Child Protection policy** should be seen as a clear signal by the **Hertfordshire Band Academy** that it is determined to ensure all necessary steps are taken to protect from harm, those children, young people and adults who participate in music playing at all levels.

The policy established **Hertfordshire Band Academy's position, role and responsibilities** and, together with the **procedures section**, clarifies what is expected of the individuals involved in the organisation. It very clearly highlights the importance placed by **Hertfordshire Band Academy** on the protection of children, young people and adults at risk. Everyone who participates in music is entitled to do so in an enjoyable and safe environment. To ensure this, **Hertfordshire Band Academy** has developed principles that all its personnel are expected to follow.

**Hertfordshire Band Academy's aim** is to provide children and young people with the best possible experience and opportunities in music. In order for this to take place, everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Not only will this allow music to make a positive contribution to the development of children and young people, and safeguards their welfare, but it also protects all personnel from the risk of false allegations of poor practice or abuse.

These principles apply to all participants; however, it must be recognised that children and young people in particular are entitled to a higher duty of care and will therefore be protected from poor practice or abuse.

Some individuals will actively seek employment or voluntary work with children, young people and adults at risk in order to harm them. The **Hertfordshire Band Academy** will therefore undertake Safer Recruitment via vetting and DBS checks on all those who will have significant access to children and young people.

The **Hertfordshire Band Academy** is committed to devising, reviewing and implementing policies to ensure that all individuals within the organisation accept their responsibilities and knows who to contact should harm and abuse occur. This means following procedures and reporting immediately any concerns about children and young people's welfare to the **Safeguarding Officers**.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of personnel within **Hertfordshire Band Academy** to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child or young person.

Everyone involved with **Hertfordshire Band Academy** has a role to play in safeguarding the welfare of children and young people and preventing their abuse. Anyone who may have regular contact with children and young people will be a very important link in identifying cases where a child or young person needs protection. All policies and procedures discussed below refer to adults at risk as well as to children and young people.

## 1.2 POLICY STATEMENT

The **Hertfordshire Band Academy** is committed to the following:

- Making the welfare of young people paramount
- Ensuring opportunities for all children and young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in brass music in an enjoyable and safe environment.
- Taking all reasonable steps to protect children and young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Acting swiftly and appropriately to all suspicions and allegations of poor practice or abuse.
- Working with children and young people and their parents/carers and other agencies to promote their welfare and wellbeing.

## 2. Good Practice, Poor Practice and Abuse

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### 2.1 GOOD PRACTICE

All personnel should adhere to the following principles and actions:

- Before undertaking any activities involving children and young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks.
- Make the experience of playing music and/or marching fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances.
- Insist on adherence to Safeguarding/Child Protection procedures.
- Treat all children and young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.
- Build relationships based on mutual trust and respect, in which children and young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the leader, instructor or any other member of the Hertfordshire Band Academy uses their position and power to decide what the student should or should not do without consideration of the child or young person's needs and capabilities.
- Always be publicly open when working with children and young people. Avoid sessions or meetings where a leader or instructor and an individual student are completely unobserved.
- Where children and young people need to be supervised in changing rooms, teachers and helpers should work in pairs and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with children and young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the child or young person. It is important to educate parents of what is and is not acceptable in the context of instrument playing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's permission has been given.
- Maintain a safe and appropriate relationship with children and young people. It is inappropriate for leaders, instructors, and others in positions of authority to have an intimate relationship with a child or young person, even if they are over 16, the normal age of legal consent.
- Maintain appropriate standards of behaviour at social events that children or young people attend.
- Be an excellent role model, for example by not smoking or drinking alcohol while working with children and young people.
- Communicate regularly with parents and involve them in decision-making. Gain their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available.
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.

### 2.2 POOR PRACTICE

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children and young people away from others.
- Taking children and young people alone in a car on journeys, however short.
- Taking children and young people to your home where they will be alone with you.

- **Sharing a room with a child.**
- **Engaging in rough, physical or sexually proactive games, including horseplay.**
- **Allowing or engaging in inappropriate touching of any form.**
- **Allowing children and young people to use inappropriate language unchallenged.**
- **Making sexually suggestive comments to a child, even in fun.**
- **Reducing a child or young person to tears as a form of control.**
- **Legal allegations a child or young person makes go unchallenged, unrecorded, or not acted upon.**
- **Doing things of a personal nature that children and young people can do for themselves.**
- **Having children and young people stay at your home with you unsupervised.**

**Where cases arise where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the full knowledge and consent of someone in charge in the organisation and the children and young people's parents.**

**If during your care of a child or young person you accidentally hurt them, the child or young person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a brief written note of it. Parents should also be informed of the incident.**

## 2.3 ABUSE

**Abuse in all its forms can affect a child or young person at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.**

**Children and young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Children and young people from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects. Further guidance on the different forms of abuse can be found in the Hertfordshire Band Academy's Safeguarding Guidelines.**

## 2.4 THE SAFEGUARDING OFFICERS

**The Hertfordshire Band Academy have appointed two Safeguarding Officers to advise the organising committee on compliance with all the procedures described in this protection policy and to act as a focal point for reporting any concerns. These persons will have the primary responsibility to check that everyone who has significant access to children and young people within the organisation is suitable for that role and has been vetted as described above.**

**The persons appointed should be identifiable to the junior members of the band and their parents, but should have a degree of independence from their activities – for example he or she should not be the junior coordinator or actively instruct or lead in the organisation. The Safeguarding Officer may be a member of the management committee. The Safeguarding Officers should undergo the vetting procedure in accordance with the Safeguarding Guidelines and Brass Bands England.**

**Both Safeguarding Officers will wear a Band Safe Lanyard to all band events making them easily identifiable. Where possible introductions will be made to new members. They will undergo regular training in order to keep up to date with current information and legislation regarding Safeguarding.**

**Hertfordshire Band Academy Safeguarding Officers:**

<b>Lead</b>	<b>Carol Clark</b>	<b>+44 7966 266969</b>	<b>cazcla@aol.com</b>
<b>Deputy</b>	<b>Georgie Sparrow</b>	<b>+44 7931 597071</b>	<b>georginaseamon@hotmail.co.uk</b>

## 3. Legal Framework

**The Policy has been drawn up on the bases of law and guidance that seeks to protect children:**

- **Children Act, 1989 and 2004**
- **United Convention of the Rights of the Child, 1991**

- **Data Protection Act, 1998**
- **Sexual Offences Act, 2003**
- **Protection of Freedom Act, 2012**
- **Mental Capacity Act, 2005**
- **Care Act, 2014**
- **Data Protection and GDPR, 2018**
- **Working Together to Safeguard Children**
- **Brass Bands England Safeguarding Advice and Guidance**
- **Hertfordshire Safeguarding Children Partnership**

## 4. Conclusions

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**Hertfordshire Band Academy, by accepting this policy document, has indicated its determination to ensure that children and young people can participate in all forms of music and marching, and do so, with their safety being of paramount importance.**

**It is essential that this document is representative of a process of continual improvement in the area of child protection within music and showband activity. It is for all adults engaged in banding activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.**

## 5. Terms and Abbreviations

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The following terms and abbreviations are used in this document:

- **Anyone under the age of 18 is considered to be a child or young person**
- **This policy also includes adults at risk under the generic term 'children and young people'**
- **'Parent' is used as a generic term to include parents, carers and guardians**
- **'Personnel' includes all volunteers of the Hertfordshire Band Academy, whether conductors / tutors or others undertaking general administrative/organisational duties.**
- **'Safeguarding Officers' are the individuals within the band whose responsibilities are explained in the Safeguarding Guidelines.**
- **'Hertfordshire Band Academy' refers to all members of the organisation (including but not exclusive to the Hertfordshire Showband and Hertfordshire Showband Junior Division) regardless of whether they are a playing or non-playing member/helper/committee member.**
- **SO: Safeguarding Officer**
- **DBS: Disclosure and Barring Service**

## 6. Review of Policy

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**The policy will be reviewed annually by the Management Committee annually.**

**Next Review Date: June 2026**



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## Safeguarding Annual Update 2024/25

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I \_\_\_\_\_ have attended an update session on child protection/  
safeguarding procedures.

As a result, I have read and am familiar with the contents of the following documents and understand my role and responsibilities as set out in these documents:

1. The Hertfordshire Band Academy's Safeguarding Policy
2. The Hertfordshire Band Academy's Safeguarding Guidelines
3. The Hertfordshire Showband's Code of Conduct

I am aware that the Safeguarding Officers are:

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I am able to discuss any concerns that I may have with them.

I know that further guidance, together with copies of the policies mentioned above, are available on the Members section of the website.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_