Meltham & Meltham Mills Band Handbook Policies and Procedures

Information and policies related to Meltham & Meltham Mills Band, Meltham Community Brass, Meltham Junior BLAST and other related activities.

Version 6 – July 2026

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Introduction

The purpose of this handbook is to outline the policies and practices of Meltham & Meltham Mills Band, Meltham Community Brass, Meltham Junior BLAST and any other related activities carried out by the band and its members[1].

The band is governed by a set of rules. Appendix A. This handbook including all policies and rules will be reviewed annually by the band committee.

If you have any questions or require more information, then the following should be contacted:

Paula Spittlehouse	Secretary / Safeguarding	paula@melthamband.co.uk
Janet Farrington	Chairperson	chairperson@melthamband.co.uk

A full list of useful contacts referred to in this handbook can be found in Appendix B.

Safeguarding Policy

This policy applies to all members, volunteers or anyone working on behalf of Meltham & Meltham Mills Band.

The purpose of this policy:

- To protect children, young people and adults with care and support needs, who are members of the band or connected to the band in some other way.

- To provide staff and volunteers with the overarching principles that guide our approach to child protection.

Meltham & Meltham Mills Band believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the safeguarding of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

[1] Unless stated otherwise, the handbook uses Meltham & Meltham Mills Band to represent all bands and related activities.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act (1989)
- United Convention of the Rights of the Child (1991)
- Data Protection Act (1998) and subsequent data protection guidance
- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the safeguarding of children HM Government (2018)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities HM Government (2014)
- General Data Protection Regulations (European Union) (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents, and carers HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

We recognise that:

- the safeguarding of the child is paramount, as set out in the Children Act (1989)
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's safeguarding.

In addition, Meltham & Meltham Mills Band are aware that we also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults.

In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs
- Is experiencing, or at risk of, abuse or neglect,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
-

We will seek to keep children, young people and adults safe by:

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)].
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers.
- ensuring that our governance arrangements reflect our commitment to safeguarding
- working to ensure that there is a safe culture within our band
- developing and implementing an effective e-safety policy and related procedures
- Providing effective support and training for volunteers with responsibility.
  Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and adult safeguarding with children, parents, volunteers and members
- Sharing concerns with agencies who need to know and involving parents and children appropriately.

Abuse

Abuse may take a number of forms and may be carried out by an adult or another child or children. Government Guidance 'Working together to safeguard children' (2015) classifies forms of abuse which can be found in Appendix C.

Disclosure of Abuse

If a child tells you that they or another child or young person is being abused:-

- Always stop and listen straight away, show that you take their allegations seriously.
- Encourage the child to talk, but do not ask leading questions, interrupt, or ask the child to repeat itself.
- Never promise that you will keep what is said confidential or secret – explain that if you are told something of concern that you will need to let someone know but that you will only tell the people who need to know and can help
- Record what you have been told accurately and as soon as possible. Use the child 's own words. Make a note of the time, location, whether anyone else present and of the child's demeanour.
- Ensure that your concerns are reported immediately to the designated individual
- Do not confront the alleged abuser.

Handling and Recording Allegations

- If any member of the band is concerned that abuse has occurred or may occur to themselves or another person, he or she should refer the matter immediately to the Safeguarding Officer or, if he/she is not available or the complaint relates to the conduct of the Safeguarding Officer, to the Bandmaster of the Band or to another committee member.
- The Safeguarding Officer or other safeguarding leads must not conduct any investigation. They should refer the complaint as soon as possible to the chairman and to social services and/or, in case of emergency, to the police.
- The alleged perpetrator should not be made aware of the allegation at this point.
- The number of the Kirklees LADO (Local Authority designated officer) is 01484 221126 or if the child is at immediate risk or harm contact the Police. The Childline number is 0800 1111.
- The Safeguarding Officer shall keep a written record of any complaints received and all action taken.
- In all situations the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported.
- The record must be stored securely and shared only with those who need to know

DO NOT worry that you might be mistaken, you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an accusation about a person you know well and trust is bound to be wrong.

- Any member of the Band who finds themselves in a compromising situation should immediately withdraw from that situation and speak to a trusted friend or seek other advice about it.
- If anyone who observes another Band member putting himself or herself at risk of an allegation should speak to the member concerned or to the Safeguarding Officer, Bandmaster or Third safeguarding lead with a view to discreetly avoiding embarrassment.

IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE.

Safeguarding Officers for Meltham & Meltham Mills Band:

Paula Spittlehouse

Body of Persons approval Form (BOPA)

To see if a BOPA is required for an event involving a child see the flow chart below written by BBE. A BOPA can be applied for via BBE if the following requirements are met:

- Two members of the band or committee have attended Bandsafe Training
- Training is up to date and has been renewed every 18 months. • A supervising adult has had a DBS in the last 3 years
- The Band also has the following in place:
  A First Aider at the event, permission of the parent/ guardian, medical information, contest details, travel arrangements and risk assessment for the event

Safeguarding in brass bands > BBE BOPA

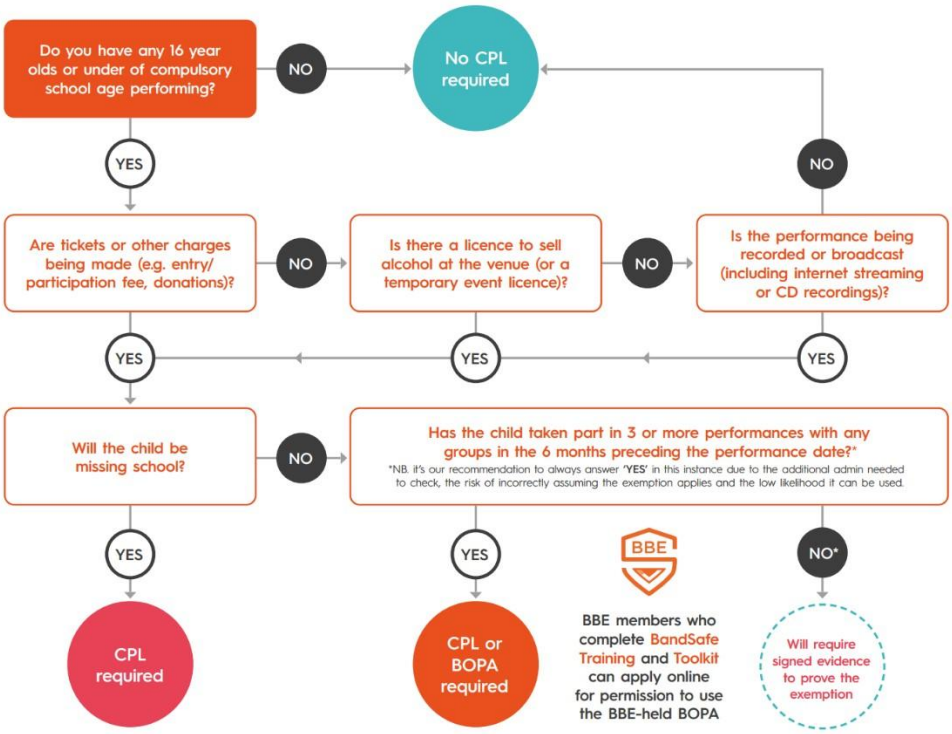
How to use the BBE national BOPA

The **BBE national BOPA** is held by **BBE**, issued by the Secretary of State at the Department for Education. Bands that are **BBE** members can gain permission to use the BOPA to cover their own events where they are the event organiser. This includes any children in other organisations performing as part of a collaboration.

Before you start you can use this decision tree to work out which events you will need to apply for cover for, although we think for many bands it will now be simpler to apply for cover than worry whether or not it is required using the **BBE** system.

CPL = Child Performance Licence Apply to council where child resides (allowing 21 days per application).

BOPA = Body of Persons Approval Apply to council where event is held (allowing 21 days per application) or apply to use the BBE-held BOPA (allowing 24 hours per application) at www.bbe.org.uk/BandSafe



Equality Policy

We are committed to reviewing our policy and good practice annually.

Meltham & Meltham Mills Band makes great efforts to promote fair and equal access and equal opportunities when recruiting players, tutors, conductors, or volunteers. It also seeks to recognise and value the differences in the people involved with the band and its audiences.

Legal Duties

As a band, we welcome our duties under the Equality Act 2010. The general duties are to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

We understand the principal of the act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity.

A protected characteristic under the act covers the groups listed below:

- Age (for employees only)
- Disability
- Gender (including issues of transgender)
- Gender reassignment
- Marriage and Civil Partnership (for employees)
- Maternity and pregnancy
- (Includes ethnic or national origins, colour or nationality)
- Religion and belief (include lack of belief)
- Sexuality

What we aim to do

The Band in the community

- ensure that our performances, rehearsals, workshops and other services are fair, relevant and accessible to all
- provide interpreting and translation when appropriate
- ensure that all buildings where services are delivered are accessible where practicable
- ensure that conductors, players and tutors have access to training where necessary, to improve the services delivered to brass band communities
- monitor and review activities and policies to ensure there is no unlawful or unjustified discrimination.

The Band and its members

- encourage and conductors, players, tutors, volunteers and other staff to reach their potential, recognising that resources are not infinite

- strive to deliver fair treatment for all
- provide a safe and accessible environment
- strive for an environment free from discrimination and harassment • provide equal access to learning and development opportunities
- ensure our recruitment is fair.

Who will do this?

- All persons within the Meltham & Meltham Mills Band organisation (in any capacity) have a responsibility not to discriminate in the way they treat users of our services, or other engaged persons.
- The Board of Trustees and Committee (namely Band Chairman, Secretary and committee members) each has a responsibility to make sure that the activities of Meltham & Meltham Mills Band, Meltham Community Brass and Meltham Junior BLAST respond to the needs of the diverse communities which they encounter.

Complaints

Complaints should be reported to any member of the management committee of Meltham & Meltham Mills Band.

Anti-bullying policy

We recognise that:

Bullying is behaviour, 'usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally' (DfE definition).

One person or a group can bully others.

Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- Excluding members from activities and conversations
- Verbal teasing or making fun of someone
- Pressurising other members not to be friends with the person who is being bullied
- Spreading hurtful rumours or passing round inappropriate photographs, images or drawings
- Shouting at or verbally abusing someone
- Stealing or damaging someone's belongings
- Making threats
- Forcing someone to do something embarrassing, harmful or dangerous
- Harassment based on race, gender, sexuality or disability
- Physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures)

Bullying causes real distress. It can affect a person's health and development and in the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others.

We all have a role to play in preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible
- to make sure bullying is stopped as soon as possible and that those involved receive the support they need
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by:

- developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the band is expected to behave, both in face-to-face contact and online.
- advertising and promoting the band in a way that will help to attract members from diverse groups.
- providing welcome information to new members and help them to settle in.
- holding discussions with members, volunteers, young people, adults at risk and families who are part of the Band to ensure that they understand our anti-bullying policy.

When bullying occurs, we will respond to it by:

- having a clear anti-bullying procedure in place
- providing support and training for all Officers and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- addressing the issue from the point of view of the person being bullied, the bully, any bystanders, and the band as a whole
- reviewing the plan developed to address the bullying, to ensure that the problem has been resolved
- avoiding any punishments that make the individuals concerned seem small or look or feel foolish in front of others

Monitoring and review

The named Safeguarding Officers are responsible for monitoring the effectiveness of this policy and presenting any concerns to the band committee.

This policy will be reviewed annually by the band committee.

GDPR Policy

We keep contact details of band members including name, address, telephone number, email address. We will collect permission at the start of membership and will retain the data for up to three years after membership has ended but permission can be removed at any time by request although we may retain name and email address as a requirement of membership for practical reasons.

How do we use the details?

We publish contact details for any member of organisation in a position of responsibility on our website, this will include a contact email address.

We send out information sheets from time to time via email. This will be sent by the band secretary.

Photographs

We publish photographs of events on the website and social media. We consider that everyone has given their permission to publish these photographs. Any member who does not wish to have photographs published should contact the band secretary to make them aware of the problem. However, the band members must ensure that they take responsibility for policing this. Our Facebook page includes contributions from band members, along with comments and advertising for possible events. Permission is sought from parents/guardians of any minor under the age of 16 to use their photographs in any band related activity. These details are stored securely.

Contests

We register all players, who are involved in contests, with The Brass Band Registry and other affiliated registries to verify the band's list of registered players. It is a player's responsibility if they change bands and want to reregister with a new band to request, we deregister them.

BOPAs (Body of Persons' Approval)

For the purposes of obtaining a BOPA for any contest or performance organised by the Brass Band Association, for any players of 16 years and below, we will supply the event organiser with details of those players, with dates of birth, post code, along with copies of parental consent for the child to take part in the event and fitness to take part in the event. Details of Registered Chaperones accompanying the children will be collected.

Where requested, these details will be shared with the licencing officer of the Area in which the event is taking place.

As each area has differing requirements for the granting of a BOPA, any substantive differences will see additional parental consent sought. On completion of the event, these details will be destroyed.

How can I find out what information Meltham & Meltham Mills Band holds on me?

Anyone requesting information about any details we hold on them or to have an item deleted from any list, should put their request in writing and send it to the band secretary. The request will be actioned no later than one month from the date of receipt.

In Case of Data Breaches

Your details will not be passed on to a third party without your consent. However, we will need to forward them to Kapitol for registry and we may need to pass them to BBE if members need to get access to the BBE website etc.

Should there be any breach in security of the information we hold, you will be informed and if necessary, the breach will be reported to the I.C.O.

Online Safety Policy

Meltham & Meltham Mills Band – Guidelines on the Use of Social Media

It is recognised that the internet provides unique opportunities to promote our band, including performances, using a wide variety of social media, such as Facebook, Twitter and YouTube. These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media can pose risks to the band's reputation and can jeopardise compliance with legal obligations.

Band Websites and Social Media pages

We will always gain permission prior to posting images of band members on official websites and social media pages. This permission is obtained through the membership form. Permission can be withdrawn at any time by written application to the band's Chair or Safeguarding Officer.

Personal details such as phone numbers and email addresses will not be posted on the internet without the permission of the individual.

Guidelines

- The band website will be managed in a way that promotes the best interest of Meltham & Meltham Mills Band, and associated youth development activities.
- Social media will be used in a responsible way, promoting activities in a positive way
- No online resources should be used by individuals in a way that does not relate to Meltham & Meltham Mills Band or associated youth development activities as a whole
- Nothing should be posted online that would not be appropriate for a child to see/hear
- Any references to individuals and organisations will be respectful
- Use of humour towards an individual or organisation is strongly discouraged. Sarcasm should never be used as the tone of online content is too easily miss-interpreted
- All members, or parents of, reserve the right (via the membership form) to withdraw permission for Meltham & Meltham Mills band to use photos / images

- Adult officers, musical directors and volunteers will not be social media friends with children and young people who are members of the band, unless there is a direct family relationship or friendship. This is particularly important with social media forms that allow individual private communication.
- Any content which raises a safeguarding concern will be reported to the band Safeguarding Officer using the procedure outlined in the band's safeguarding procedures.
- We will always consider the age range of band members when posting images and comments on pages and ensure that these are appropriate and in keeping with the band's ethos.
- Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. Our site is managed in the most appropriate way for ensuring the safety and security of our members.

Health and Safety Policy

The Health and Safety at Work Act 1974 is the main piece of legislation governing Health and Safety at work. A duty is placed on employers to ensure the general health and safety of their employees as well as volunteers and members of the public using services provided by the employer.

Whilst Brass Bands are not employers Meltham & Meltham Mills Band will provide activities in a safe manner and without risk, so far as it is reasonably practical.

Putting the Policy into practice

All members and volunteers have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts.

Meltham & Meltham Mills Band will:

- bring the policy to the attention of its members.
- take out and maintain adequate insurance to cover all possible liabilities.
- establish emergency action plans.
- carry out appropriate risk assessments and take any necessary action to minimise risk. Example risk assessments Appendix D
- ensure relevant signage and emergency instructions are displayed and maintained throughout the band room.
- ensure all venues will be selected carefully to ensure that they satisfy health and safety requirements for rehearsals/performances for all members, conductor, and audience members.
- maintain an accident book and first aid box.
- keep up to date records of equipment checks will. Faults will be recorded, and action take to repair or replace.
- complete a register for all rehearsals and concerts

Any transportation to and from and band rehearsal or event is the responsibility of the individual. If under 18, any travel arrangements are the responsibility of the parent. Any arrangements made to travel together is an arrangement that is not the responsibility of the band. In the event

where a band coach is used to transport the band to an event, a separate risk assessment will be written, and parents will be made aware of the responsibilities of the band

Risk Assessment Procedures

Evacuation (fire etc)

- A procedure is in place for the immediate evacuation of all the people on the premises.
- All members are aware of the marked fire exits and evacuation meeting point.
- A procedure is in place for taking a head count.
- A procedure is in place for contacting the emergency services

First Aid

- Ensure that up to date contact details are kept for all members and volunteers.
- A first aid box is provided and maintained.

Recording and reporting of accidents and incidents

- An accident book is kept in the band room and members are aware of its location.
- Members know how to record an incident.
- The committee are notified.
- Records of accident and incidents are kept for at least 3 years.

Safe equipment (Usage, storage and handling)

Manual Handling

- Stands and chairs in the band room are always left in place. Any faults are to be reported to the committee.
- Stands for taking to concerts are carried in sturdy cases with wheels. These should not be overfilled.
- Moving percussion – there should be minimum of two people to move a Timpani. Care to be taken when getting the large Timpani through the band room door.
- Loading vehicles for concerts and events should be carried out by a minimum of 4 people. Where possible a van or low trailer should be used.

Checking equipment

- Electrical equipment to be PAT tested annually
- The boiler will be serviced annually
- Instruments – players are responsible for checking their own instruments and reporting any faults to the committee.
- There is to be a log of all band instruments and any repairs to be noted down

Electricity in the Band Room

- Ask band members to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc
- An annual Portable Appliance Testing (PAT) carried out by a qualified person.
- Minimize the use of extension leads and multiple adaptors
- Securely fasten leads to reduce the risk of entanglement or trips
- Turn off electrical equipment when not being used

Control of Substances Hazardous to Health (COSHH)

- Any chemicals should be recorded on a risk assessment stating how they are stored
- and details of protection required when using (e.g. gloves, masks etc.) For this information see the labelling.
- Ensure substances are clearly labelled and stored in their original container
- Keep substances locked away. Consider using more environmentally friendly alternatives

Accompanying Children to Hospital

- If the situation is not an emergency, then the parent/carer should be contacted in order to take the child to hospital.
- In an emergency call 999 and ask for an ambulance or a paramedic. In this situation, every effort must be made to accompany a child to hospital, in the ambulance.
- Where possible, the main leader should try to remain with the group and allow another responsible adult, preferably a member who has a DBS check, to accompany a child to hospital.
- It would not be good practice for a band member to use their own vehicle to take a child to hospital. However, in extreme circumstances (such as the emergency vehicle being delayed) the child's medical status must come first. In unlikely event of this occurring, it would be best practice for 2 adults to travel with the child.

Recruitment Policy

Playing members of Meltham & Meltham Mills Band

Meltham & Meltham Mills Band has been an established contesting band for over 175 years and have competed at the highest level. The band currently compete in the first section. For that reason, the recruitment of suitable players, both in performance ability and character, is essential to the ongoing success of the band.

The Musical Director of Meltham & Meltham Mills Band will be responsible for co-ordinating the appointment of new players to the band. They will liaise with the band committee as well as principal performers from within the section where a vacancy arises.

Persons are appointed in line with the equality policy, ensuring equal access for all and no discrimination takes place where decisions are made.

The primary factors in appointing a suitable person to the band are:

- performance ability
- availability to commit to the band schedule
- character attributes in order that they will represent Meltham & Meltham Mills Band with the highest levels of professionalism and will work smoothly with the existing personnel
- prior experience in the role being appointed.

Where there is more than one applicant who fits the suitable person factors, players may be invited for trial and/or solo audition.

Adults working with Meltham & Meltham Mills Community / beginner band activities

Meltham & Meltham Mills Band recognises that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

- The committee of Meltham & Meltham Mills Band will be responsible for ensuring that those members of Meltham & Meltham Mills Band who are working with children have been DBS checked.
- Reasonable checks will be carried out to ensure those who will be working and have direct involvement with children are of suitable character.
- Persons are appointed in line with the equality policy, ensuring equal access for all and no discrimination takes place where decisions are made.

Those involved in tutor/conductor roles should possess the necessary attributes to:

- communicate effectively with children
- always uphold and model appropriate behaviour when surrounded by children
- be approachable to children who may want to ask advice in any number of areas
- facilitate the learning and development of young musicians through a variety of different teaching and learning techniques.

Volunteers

It is essential that volunteers are selected and adhere to the following guidelines:

- All volunteers will be welcomed and thanked for their contribution
- Volunteers are respected and valued members of our organisation
- Volunteer contributions are maximised by ensuring they are equipped with all the necessary information/support
- All volunteers will be of suitable character to work around children
- All volunteers will be aware of the individuals and appropriate contacts who they can approach for guidance/support at any time
- Rehearsal and performance venues are selected carefully to take account of Health and Safety for all persons taking part/working with the Band.
- Volunteers will respect the privacy, property, and confidentiality of others
- Volunteers will not be susceptible to Child Protection issues and as such, will not be permitted to work alone with Children (without appropriate DBS clearance).

Code of Conduct

Behaviour Expectations

All Members, including any borrowed players, should allow everyone to enjoy music-making safely. Band members should:

- respect and be supportive of each other.
- treat everyone equally and as an individual, recognising that everyone has their own individual strengths and weaknesses.
- not take part in, encourage, or allow any behaviour that threatens the well-being of others (of a sexual nature, name calling, bullying or making fun-of) challenge and report any such behaviour to a band safeguarding officer or band manager.
- not abuse a position of trust by entering an inappropriate relationship with a young person.
- respect a young person's right to privacy, but not to 'keep a confidence' that is in any way relative to the safeguarding or Safeguarding of that young person or another.
- not supply alcohol to young people who are under-age.
- not consume alcohol if they are responsible for the care or transport of young people to or from Meltham & Meltham Mills band activities.
- be aware of the pitfalls of social media 'friendships' with young people covered by the safeguarding policy and avoid making them if possible.
- make themselves aware of, and agree to be bound by this code of conduct and the Meltham & Meltham Mills band safeguarding policy.

Property Care

- Members are expected to keep their uniform clean, maintained and secure.
- Members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the appropriate property register on issue of the property. The register will also be signed off when the item is returned to the band.
- Members are expected to maintain any property issued to them, keeping it clean and in good working order. Any damage or concerns about instruments or other equipment should be reported to the relevant officer as soon as possible.
- Equipment should also be stored securely when not in use.

- Members will return to the band any property issued to them, when requested by the committee or when leaving the band.
- Playing members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.

Whistle-blowing policy

What to do if you wish to raise a concern about malpractice:

Speak to the band Chairman or Band Manager. If your concern relates to one of these officers, then it may be necessary for another committee member to also be involved to support the officer you have spoken to. The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why. If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes. If there is a need for your identity to be disclosed to resolve the issue, you will be consulted prior to this action. If you need support in raising your concern, you may bring another member or volunteer with you. However, consideration should be taken to respect the confidentiality of the concern.

What to do if someone raises a concern with you about malpractice:

If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why he/she has chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not however, refuse to hear what the person has to say. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the band room if he/she wishes, but ensure you are protected and not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to him/her. If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done, if possible, but that it may not be achievable. Make notes of your discussions with the individual and check the accuracy of your notes with him/her.

Recording the concerns:

The responsible Officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and compliant with data protection. If it was requested, these notes should not reveal the identity of the person who reported the concerns .

Appendix A – Band Rules

MELTHAM & MELTHAM MILLS BAND - RULES

1. The organisation shall be call Meltham and Meltham Mills Band. This will consist of Meltham and Meltham Mills Band, The Meltham Community Band, Meltham Junior BLAST and all other brass root groups.

2. A committee, consisting of no more than 16 persons, shall be appointed to conduct all business in connection with the band. The committee shall elect a chairperson at the first meeting of the financial year. A secretary, treasurer and librarian shall be elected by the committee at the annual meeting. A quorum shall be five committee members.

3. Membership, including playing members, committee, officials, and all permanent or temporary bodies convened in its name, shall be open to all.

4. The financial year shall be from 1st April to 31st March and a statement of accounts and balance sheet shall be audited.

5. A general meeting which the public may attend must be held as soon as possible after the annual audit. Fourteen days' notice must be given.

6. All equipment is the property of the trustees. Any instrument, music stand, etc., which is borrowed, must be signed for. For persons under 18 years of age a parent or guardian's signature must be obtained.

7. Each playing member shall be held personally responsible for the safety, maintenance, and condition of all property temporarily in their possession, and on ceasing to be a playing member shall return the property to a committee member who shall check its condition.

8. Each playing member shall sign a receipt for any property borrowed; this will be cancelled when the property is returned to the secretary.

9. The musical director or their deputy shall have control of rehearsals and performances and shall report any concerns to the committee.

10. The committee is responsible for both the management of the band and the general conduct of members, excluding the duties of the musical director.

11. The committee shall have power to reprimand or expel any playing member for misconduct, insubordination, or frequent non-attendance at rehearsals.

12. No bands person shall be allowed to play for any other band if Meltham & Meltham Mills band requires their services, without the sanction of the committee.

13. All personnel associated with the band must adhere to all the polices in the latest version of the band handbook.

14. No rule may be altered, or any rule added except at a general meeting.

Appendix B - Useful contact details

Band Safeguarding/Safeguarding Officers:

Paula Spittlehouse 07759 088630

Kirklees LADO (Local Authority designated officer) **01484 221126**

Local police: Holmfirth Police Station **01484 436876**

Local authority children's social care department: **01484 225161**

Local authority adult social care department: **01484 414933**

NSPCC Helpline: **0808 800 5000** or help@nspcc.org.uk

ChildLine: **0800 1111** (textphone 0800 400 222) or www.childline.org.uk

The Samaritans: https://www.samaritans.org/

National Domestic Abuse Helpline: https://www.nationaldahelpline.org.uk/

Brass Bands England Safeguarding Officer: **01226 771015**

C - Different types of abuse: Children and Young People

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2015) defines various forms of abuse, including:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving

children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: · Provide adequate food, clothing and shelter (including exclusion from home or abandonment) · Protect a child from physical and emotional harm or danger · Ensure adequate supervision (including the use of inadequate care givers) · Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief such as: Female genital mutilation (FGM), honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession.

Signs and indicators of abuse of both children and vulnerable adults

There may be many signs and indicators that a child or adult is being abused or is at risk. Equally, most of the signs are not themselves diagnostic of abuse (although some physical signs may lead to a positive diagnosis of abuse by a medical professional). Equally, some children and adults who suffer abuse show no outward signs of what is happening to them. At least as important as specific physical or behavioural signs are the way in which different signs and indicators may be clustered together or perhaps a change in a child's or adult's behaviour or appearance that cannot be easily explained in any other way. It is important to remember that a single agency or person is unlikely to pick up on all the signs that may be present in an abusive situation, and that concerns need to be shared to enable a referring agency to build up a clearer picture of what may be going on for a child or adult at risk. For more information about signs and indicators of abuse of children and young people, go to the NSPCC website: https://www.nspcc.org.uk/preventing-abuse/signssymptoms-effects

Appendix D - Example Risk Assessments

Example Risk Assessment for an Indoor Concert

Event	Christmas Concert
Location	St Bartholomew's Church, Meltham, HD
Date	10th December 2021

Meltham & Meltham Mills Band Risk Assessment			
Hazard Identified	**Persons at Risk**	**Risk Level**	**Controlling the Risk**
Manual Handling — injuries from carrying heavy / large equipment to and from venue.	Band members, members of public	Medium	Use appropriate methods when moving and handling equipment. Seek assistance from a 2nd person if necessary.
Access to the Church	Band members, members of public	Low	Care to be taken on entering the church particularly if using the cobbled path to the left
Noise	Band members, members of the public and conductor	Low	Band to be set up in an appropriate formation. Use of ear plugs if needed.
Sudden illnesses (heart attack/stroke/allergic reactions)	Band members, members of the public	Low	A mobile phone be available should emergency services / parents, carers or family of members need to be contacted. Emergency contact details to be kept for all band members. First Aider present.
Trip hazards at event (music stands, instrument cases, microphone leads, percussion equipment etc)	Band members, members of the public	Low	Stands placed appropriately Allow a safe walkway for band members Equipment cases to be stored in a safe place away from fire exits and maintaining a clear walk way.
Hazard whilst climbing stairs/steps to stage areas	Band members	Low	Hold on to handrails where possible. Avoid carrying large equipment up steps without assistance.
Safeguarding	Band members (particularly under 18s and vulnerable adults	Low	Band members adhere to the band safeguarding policy.
Fire at venue	Band members, members of the public	Low	Band members take notice of fire exits at venues. This will be communicated to the audience at the start of the concert. Evacuate immediately in the event of a fire.
Secure band property	Band members	Low	Secure room for storage of instruments and members possessions requested.

Example Risk Assessment for an outdoor job

Event	Greenhead Park
Location	Huddersfield
Date	

Meltham & Meltham Mills Band Risk Assessment			
Hazard Identified	**Persons at Risk**	**Risk Level**	**Controlling the Risk**
Manual Handling — injuries from carrying heavy / large equipment to and from venue.	Band members, members of public	Medium	Use appropriate methods when moving and handling equipment. Seek assistance from a 2nd person if necessary.
Trips Hazards	Band members (especially those carrying larger instruments/music obscuring vision)	Low	Ensure appropriate footwear be worn for the weather conditions. Band members manage their own risk and keep an eye on bollards, pot holes and speed bumps.
Noise	Band members, members of the public and conductor	Low	Band to be set up in an appropriate formation. Use of ear plugs.
Safeguarding	Band members (particularly under 18s and vulnerable adults	Low	Band members adhere to the band safeguarding policy.
Sudden illnesses (heart attack/stroke/allergic reactions)	Band members, members of the public	Low	A mobile phone be available should emergency services / parents, carers or family of members need to be contacted. Emergency contact details to be kept for all band members.
Weather	Band members, members of public	Medium	If wet weather, wear outdoor rain coats and warm clothing. Take a break to have a hot drink under shelter. If practical play under a covered area.