

DRUM + BRASS

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Target Audience	Drum and Brass Staff Working Partners Anyone who our organisation comes into contact with
Exceptions to this policy	None

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Introduction

At Drum and Brass we take safeguarding very seriously. We understand the role it plays in organisations and are keen to ensure that everyone we work with are trained to the highest standard in this area. We are passionate about ensuring children and young people's voices are heard and they are kept safe so they can access the services we provide in a safe and encouraging environment.

All of our staff are trained to a Level 3 Safeguarding level and they refresh their training on a regular schedule. It is our expectation that our working partners are trained to a similar level in order to provide projects or work collaboratively with us.

Purpose of Document

The purpose of this policy is to protect people working with Drum and Brass in any way from any harm that may be caused due to their coming into contact with us. This includes harm arising from:

- The conduct of staff or personnel associated with Drum and Brass
- The design and implementation of Drum and Brass' programmes and activities

The policy lays out the commitments made by Drum and Brass and informs staff and associated personnel of their responsibilities in relation to safeguarding.

Glossary of Terms

Participant	Someone who directly receives goods or services from Drum + Brass's programme. Note that misuse of power can also apply to the wider community that the organisation serves, and also can include exploitation by giving the perception of being in a position of power.
Child	A person below the age of 25
Harm	Psychological, physical and any other infringement of an individual's rights
Psychological harm / harassment	Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation
Protection from Sexual Exploitation and Abuse (PSEA)	The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)
Safeguarding	In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect ¹ In our sector, we understand it to mean protecting people from harm that arises from coming into contact with our staff or projects. Safeguarding applies consistently and without exception across our projects, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the centre of all we do.

¹ NHS 'What is Safeguarding? Easy Read' 2011

Sexual abuse	The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual exploitation	The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
Survivor	The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.
At risk adult	Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Main Policy Content

2.1 What is Safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect²

We understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or projects.

Further definitions relating to safeguarding are provided in the glossary of terms.

2.2 Who does this apply to?

Our safeguarding policy applies to everyone who works with and for Drum and Brass. There are no exceptions to this. In order to maintain a working relationship with us, it is imperative to be trained in safeguarding

2.3 Policy Statement

Drum and Brass believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Drum and Brass will not tolerate abuse and exploitation by staff or associated partners.

This policy will address the following areas of safeguarding child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Drum and Brass commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

2.4 Prevention

Drum and Brass will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Drum and Brass. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff responsibilities

² NHS 'What is Safeguarding? Easy Read' 2011

Child safeguarding

Drum and Brass staff and associated partners must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking
- Engage in private messaging with anyone under the age of 18
- Offer lifts to anyone under the age of 18 unless another member of Drum and Brass staff or a parent is also present

Adult safeguarding

Drum and Brass staff and associated partners must:

- Not sexually abuse or exploit any adults (to include colleagues as well as participants)
- Not subject any adult to physical, emotional or psychological abuse, or neglect
- Use business, not private, digital and social media accounts to send/receive information relating to Drum and Brass

Protection from sexual exploitation and abuse

Drum + Brass staff and associated personnel must not:

Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance

Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Drum + Brass staff and associated personnel are obliged to:

Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy

Report any concerns or suspicions regarding safeguarding violations by a Drum + Brass staff member or associated personnel to the appropriate staff member

2.5 Disclosure and Barring

Drum and Brass Directors all have enhanced Disclosure and Barring Service (DBS) certification. It will be the expectation of staff, individuals and working partners to supply a valid DBS certificate before working with children and / or vulnerable adults in any of our projects. Having a criminal conviction is not necessarily a barrier to working with us. However, due to the nature of the work we do, if the criminal conviction is relating to children or adult's safety, we reserve the right to refuse access for the protection of our Participants.

Drum and Brass will accept valid DBS certificates from other organisations as evidence. If unavailable, we are able to obtain DBS certificates for Drum and Brass.

2.6 Reporting incidences of concern

Drum and Brass will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Drum and Brass's Equality and Diversity policy.

Drum and Brass will also accept complaints from external sources such as members of the public, partners and official bodies.

2.7 How to report a safeguarding concern

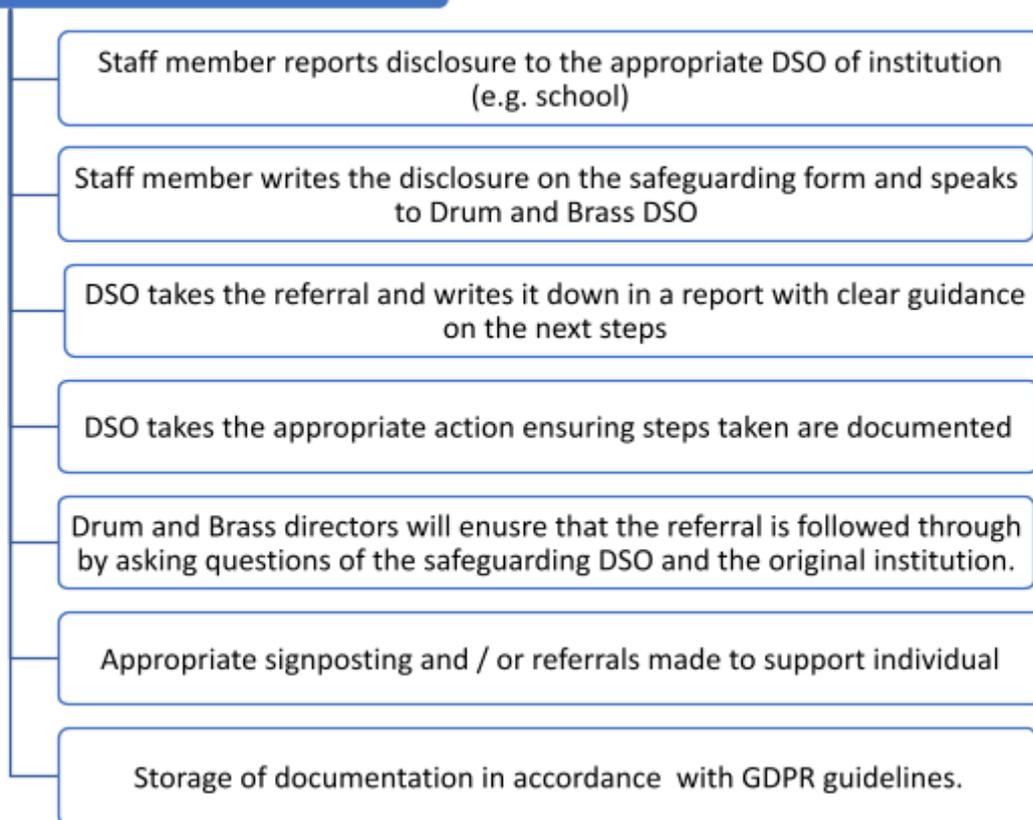
Staff members who have a complaint or concern relating to safeguarding should report it immediately to one of the directors of Drum and Brass. They are all trained to Designated Safeguarding Lead status (DSL) and will have a strong overview of the process. The director in charge of Safeguarding is Davina Wilson. If the staff member does not feel comfortable reporting to their DSL (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. A written statement should be provided about the incident and this will be logged and kept under GDPR guidelines until the case has been investigated thoroughly by the appropriate authorities. It is the responsibility of the staff member or partner working with Drum and Brass to report all safeguarding concerns, regardless of its seemingly benign nature. If there is any concern at all, this will be documented by Drum and Brass and a log will be made of the concern. This may inform and influence a larger picture which is being built by other staff members and lead to a safeguarding referral being made.

2.8 Safeguarding Reporting Process

Drum and Brass process for anyone with a safeguarding concern.

- Write down what you have experienced as soon as possible after the event on any piece of paper
- Contact DSO by phone, email or in person [phone number and email address]
- The DSO will support the person with the concern from this point on.

Disclosure is made



2.9 Expectation

As an organisation that expects the highest standards of safeguarding care from its partners and staff, Drum and Brass will ensure that it meets these expectations:

It is the expectation

- That all safeguarding concerns, informal and formal referrals will be followed up with the appropriate authorities.
- That all safeguarding queries will be answered in a timely manner, either through their own expertise in the area or by asking other professional agencies for their advice and support
- That if there is a need to write reports or attend meetings with regards to children or adults who use the service, a member of the director team will attend wherever necessary and appropriate.

Our promise:

In turn, you have the right to have expectations of Drum and Brass:

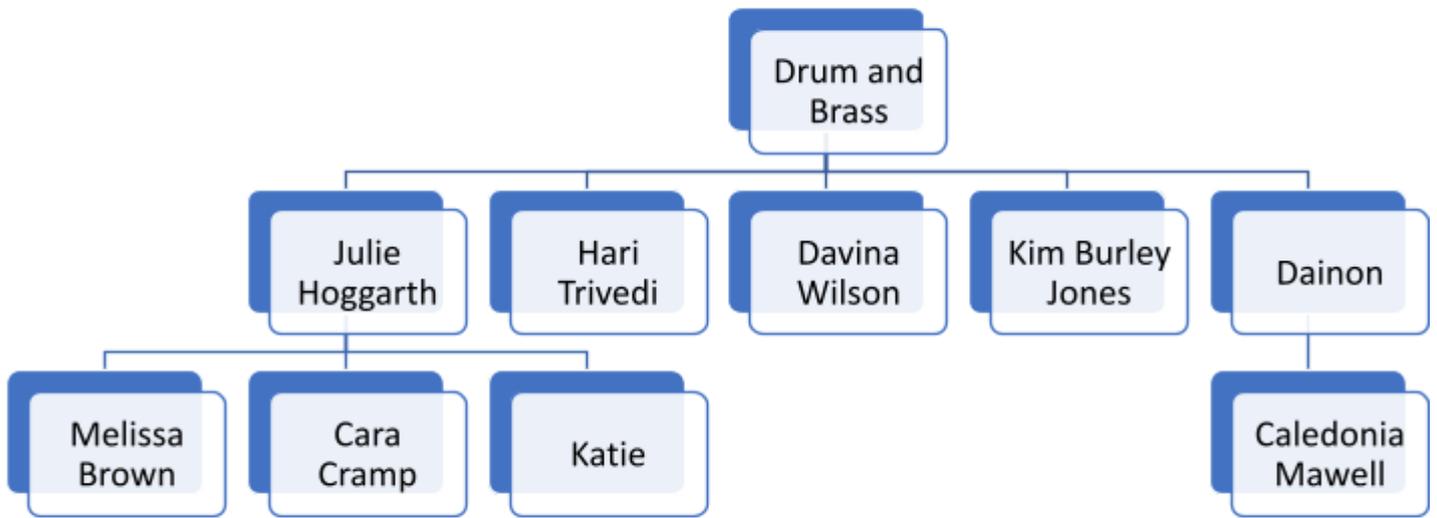
- We promise to act swiftly and within due process to any referral or concern reported.
- All safeguarding concerns will be recorded
- All safeguarding concerns will be taken seriously

- If Drum and Brass feels that even after reporting a safeguarding concern through the proper channels that appropriate action have not been implemented, they will ensure that a higher authority is informed to get the concern logged and followed through properly.

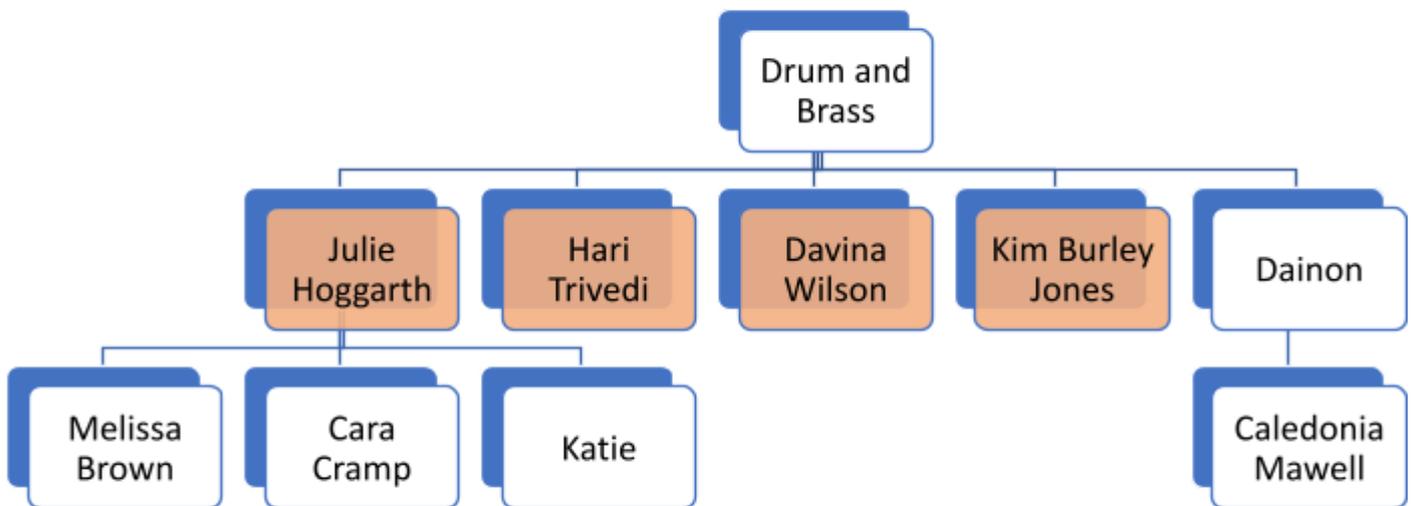
2.10 Confidentiality

At Drum and Brass, we understand that confidentiality matters around issues of safeguarding. We will not promote confidentiality between staff and client as this is not something which is able to be supported if a disclosure is made. However, all materials generated from a disclosure will be stored in accordance with our GDPR policy and kept in a confidential manner. We as an organisation will ensure any discussion had about safeguarding matters are held at director level who have been appropriately trained in safeguarding to at least level 3 (DSO level).

3.0 Management Structure



Safeguarding Leads



Key:



3.1 Implementation of Policy

All directors and staff working for and with Drum and Brass are responsible for implementing the safeguarding policy. All external partners are responsible for getting appropriate, robust and current safeguarding training. Drum and Brass will endeavour to provide this training wherever possible but a Level 3 is a standard level accepted to work with our participants.

3.2 Evaluation and monitoring of policy

Drum and Brass directors will be responsible for monitoring of the policy. The designated safeguarding lead will perform an audit of all safeguarding referrals and produce a report on a quarterly basis to be reported to the directors.

4.0 Resources

- References

<https://www.england.nhs.uk/safeguarding/about/>

https://www.thh.nhs.uk/documents/_Patients/PatientLeaflets/general/Safeguarding_Adults_LD-EasyRead-DOH.pdf

- Links

Resource	Link
Adverse Childhood Experiences	https://www.safeguardingschools.co.uk/what-are-adverse-childhood-experiences-aces/
Keeping Children Safe in Education	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Leicester Children's Safeguarding Board	http://www.lcitylscb.org/
National Society for the Prevention of Cruelty to Children	https://www.nspcc.org.uk/