



BRIGANTES

ORCHESTRA

Charity Number: Brigantes Music 11877752

Safeguarding policy

(February 2024)

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1. Introduction to Brigantes Music

Brigantes Music is a Charitable Incorporated Organisation (Charity Commission Number 1187752).

The aims of Brigantes Music include advancing the education of people in the arts, specifically professional-standard classical music. We aim to do this in a variety of ways, including hosting professional symphonic concerts via our orchestra (the Brigantes Orchestra), outreach in the community to inspire and educate people who would not necessarily attend classical music concerts, as well as inspiring children and young people to learn about and hear classical music.

2. Definitions

Safeguarding is the ethos informing everything Brigantes Music does and ensures everyone who comes into contact with the charity is protected from harm, irrespective of gender, sexuality, ethnicity, religion, identity, or other demographic. Safeguarding has a particular reference for those at greatest risk of harm, such as children, young people, and vulnerable adults.

For the purpose of this policy:

- Safeguarding is the ethos and actions that flow from it that protect and promote the welfare of children, young people, and vulnerable adults. This includes: protection from abuse and maltreatment; prevention of harm to physical / mental health, or development; provision of safe and effective care; enabling everyone to achieve the best outcomes.
- Children are defined as anyone under 16 years of age, although we acknowledge that teenagers may not consider themselves to be children and may have Gillick competence under UK law.
- Young people are defined as those people who are 16 and 17 years of age, where there are inconsistencies in UK law. We are aware some people at the upper age of the definition of “children” who may prefer to be called “young people”.

- Vulnerable (or at risk) adults includes individuals over 18 years of age who may struggle to take care of themselves and are at risk of abuse, harm or exploitation because of learning difficulties, physical or mental health problems, sensory impairments, frailty, or other conditions and unable to fully protect themselves.
- Brigantes Music refers to the umbrella organisation that arranges all the charity's activities, including concerts, public engagement, and educational projects in the community or schools.
- Staff means employees of Brigantes Music, but not musicians.
- Musicians includes orchestral players, soloists, and the conductor.
- Volunteers relates to individuals performing unpaid activities on behalf of Brigantes Music at concerts and in the community.
- A participant is anyone taking part in an education or community project or event, but not a volunteer formally working on behalf of the charity.
- Trustees refers to individuals who are ratified as members of the Board of Trustees AND have signed the organisation's Code of Conduct for Trustees.
- The Disclosure and Barring Service (DBS) is the UK Governmental Agency that helps employers make safer recruitment decisions and prevent unsuitable players from working with vulnerable groups via criminal record checks and reviewing statutory barred lists.

3. Purpose of this policy

The purpose of this policy is the set out Brigantes Music's ethos and principles with relation to safeguarding. Specifically, we will detail:

- The ethos of Brigantes Music
- A summary of types of abuse
- The roles and responsibilities of the Board of Trustees
- The role of the Designated Safeguarding Officer
- The roles and responsibilities of Musicians, Staff, and Volunteers
- Media Policy
- The responsibilities of Brigantes Music to provide safeguarding training

- Rules on when DBS checks are required
- The frequency this policy is reviewed and renewed
- A summary of the processes for raising safeguarding concerns
- Contact details for concerns.

4. Ethos

Brigantes Music aims to create a culture and ethos of safety, equality, and protection for its anyone the charity comes into contact, particularly children, young people, and vulnerable adults at risk. All trustees, musicians, staff, and volunteers will know our expectations for conduct and behaviour, and what procedures are in place to manage and allegations made against them – safeguarding is everyone’s responsibility.

Where concerns are raised, the care and support of the individual will be paramount. We will ensure any concerns are dealt with through appropriate channels as quickly as possible, and will undertake appropriate actions to protect others from harm.

We will follow UK legislation, including the Equality Act 2010 and Safeguarding Vulnerable Groups Act 2006.

5. Types and common signs of abuse and neglect

Everyone associated with Brigantes Music should be alert to possible signs of abuse or neglect and raise concerns to the Designated Safeguarding Lead. Abuse and neglect can take many forms. We provide a summary of types of abuse or harm, along with some common signs to look for.

3.1 Physical abuse

Bruises, black eyes, and broken bones may represent physical abuse, but can also be caused by normal play or accidents. The location, size, and number may be relevant, along with the developmental abilities of the individual. Concerns should be raised if these are found, particularly if any explanation is not congruous with the

injuries seen. Other signs include when an affected individual cannot explain the injuries or does so unconvincingly, where injuries have not been treated appropriately or medical care has not been sought in a timely manner, where there are injuries in parts of the body which are unlikely to be affected accidentally, bruises that look like fingerprints, cigarette burns, scalds, or burns. Where there is doubt about whether the injuries are relevant or not, it is safer to report them than not.

3.2 Sexual abuse

Signs of sexual abuse include a disclosure about a sexual act having occurred or suggested / coerced, pain itching, bruising or bleeding to the groin or genitals, genital discharge, stomach pains, discomfort walking or sitting, sexually transmitted disease, knowledge or discussion of sexual matters that are inappropriate to the developmental or chronological age of the child, young person, or young adult, especially if they have Special Educational Needs. Sexual Exploitation includes the photographing or videoing of children performing indecent acts. Upskirting is where a photograph is taken under a person's clothing without them knowing, for sexual gratification, or to cause the victim humiliation, distress or alarm.

3.3 Behavioural signs of abuse

The individual may refuse to attend rehearsals, events or concerts, or start to have difficulty concentrating, so that their participation is affected. They may show unexpected fear or distrust of a particular person, or refuse to continue with their usual social activities. They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their chronological or developmental age. The individual may describe receiving special attention from a particular person, or refer to a new, 'secret' friendship with an adult or young person.

3.4 Psychological and/or Emotional abuse

Emotional abuse occurs when an individual's basic need for love, security and recognition are not met. This may occur either through deliberate actions or by a neglect. It includes leading individuals to believe they are worthless, unloved, inadequate, or valued only to meet the needs of another person. Individuals may feel

frightened or in danger. They may be vulnerable to exploitation or corruption. Affected individuals may be intimidated, and perpetrators may use intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse, or discriminatory and oppressive language. It can also involve deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction of freedom, choice or access to personal hygiene, a threat to withdraw care or support, a threat of institutional care, the use of bribes, name calling or threats. Signs and indicators may include stress or anxiety in response to certain people, compulsive behaviour, reduction in skills and concentration, lack of trust, lack of self-esteem, fear of other individuals, and changes in sleep patterns.

3.5 Neglect

Neglect involves a persistent or severe failure to meet the basic physical and psychological needs of an individual in their care. This can include ignoring physical, psychological and emotional needs, failure to provide timely medical care or education, withholding medication, food, drink, heating, clothing, or not managing potentially harmful behaviour. Signs of neglect include being underweight, poorly clothed / dirty, absence from rehearsals for no apparent reason, social withdrawal, low self-esteem, incontinence, sleep problems, depression, or being left alone to care for siblings or other family members. Their carers may have a cold or hostile attitude towards the individual, or deny access to them. Self-neglect covers behaviours in which an individual fails to take care of themselves.

3.6 Self-harm

Examples of self-harm includes cutting, picking at skin, hair-pulling, punching things, consuming harmful substances or taking personal risks.

3.7 Financial or material abuse

Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, or the misuse or misappropriation of property, possessions or benefits. Signs and indicators may

include denying access to money, theft, misuse of benefits or allowance, unexplained withdrawals, forged signatures, an over-protection of money, an inability to pay bills or money not being available. An abuser may be evasive when discussing finances, and goods or services purchased may be in the possession of the abuser.

3.8 Discriminatory abuse

Discriminatory abuse includes forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion or health status and may be the motivating factor in other forms of abuse. It can be personal, a hate crime, or institutional. There may be a withdrawal or rejection of culturally inappropriate services.

3.9 Institutional or organisational abuse

This form of abuse includes neglect / poor care with an institution and may adopt the other forms of abuse outlined above. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. Signs and indicators may include a system that condones poor practice, has a lack of procedures for staff, no or little evidence of training, lack of staff support and supervision, lack of privacy or personal care, and repeated unaddressed incidents of poor practice.

3.10 Domestic abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual, or financial abuse.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Children may experience domestic abuse directly, as victims in their own right, through witnessing abuse to others, or indirectly due to the

impact the abuse has on family members. Under the Domestic Abuse Act 2021, children are recognised as victims of domestic abuse in their own right, if they see, hear, or experience the effects of the abuse, and are related to the perpetrator of the abuse or the victim of the abuse. Abuse directed towards the child is defined as child abuse.

3.11 Peer-on-peer abuse

All staff and volunteers should be aware that children can abuse other children. Peer on peer abuse includes: bullying, abuse in intimate personal relationships between peers, physical abuse, sexual harassment or violence, causing someone to engage in sexual activity without consent, upskirting, and consensual and non-consensual sharing of nude or semi-nude images (also known as sexting).

3.12 Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM. Girls who are threatened with, or who have undergone FGM may appear anxious, depressed and emotionally withdrawn. They may absent themselves, possibly spending prolonged periods in the bathroom. Victims of FGM are most likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

3.13 Modern slavery

Modern slavery encompasses slavery, human trafficking, forced labour, and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment. Signs and indicators may include evidence of physical or psychological abuse, malnourishment, an unkempt appearance, or social withdrawal. Victims may not be allowed to travel on their own, and may seem under the control

or influence of others. They may rarely interact or appear unfamiliar with their neighbourhood or where they work. They may be living in dirty, cramped, or overcrowded accommodation, and / or living and working at the same address. Victims may have no identification documents, have few personal possessions, and always wear the same clothes day in day out, particularly if unsuitable. Victims may avoid eye contact, appear frightened or hesitant to talk to strangers and fear law enforcers.

3.14 Radicalisation to terrorism

The UK Government's PREVENT programme highlights that some people may be vulnerable to radicalisation and involvement in terrorism or extremist activity. Radicalisation can be described as a process by which a person is encouraged to accept the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific political or ideological goal. Signs and indicators may include being in contact with extremists, articulating support for violent extremist causes or leaders, or accessing violent extremist literature or websites, especially those with a social networking element. They may demonstrate significant changes to their appearance or behaviour.

3.15 Further information

Further information about different types of child abuse and possible signs and symptoms can be found on the NSPCC website: <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

6. Role of Trustees

Trustee members and our employees recognise their responsibilities to ensure they, the musicians, other professionals engaged by the charity, volunteers, and others who work with us ensure we promote a culture of safety and wellbeing towards children, young people, and vulnerable adults at risk.

They will regularly review safeguarding procedures and policies, ensuring they are kept up-to-date.

7. Role and responsibilities of the Designated Safeguarding Lead

The Board of Trustees will appoint a Dedicated Lead Trustee for Safeguarding. Training will be provided to the Dedicated Safeguarding Lead to support this role at onset and updated every three years. Where that post is vacant or the Safeguarding Lead is away / non-contactable, the Chair of Trustees will deputise and adopt their responsibilities.

The Designated Safeguarding Lead is responsible of ensuring the implementation, monitoring, and regular updating of the safeguarding and child protection procedures. It is their role to ensure all musicians, staff, and volunteers are aware of safeguarding policies and pathways.

The Designated Safeguarding Lead will report back to the board any concerns relating to safeguarding, and keep safeguarding records.

The Designated Safeguarding Lead will act as the first point of contact with regards to all safeguarding matters, unless unavailable or implicated, in which case the Chair of Trustees should be consulted.

The Designated Safeguarding Lead is responsible for considering with other staff and Trustees, when necessary, whether incidents involving children or vulnerable adults should be reported to social care, the police, the DBS, or other relevant authorities.

The Designated Safeguarding Lead is responsible for ensuring appropriate DBS checks are carried out in relation to Brigantes Music projects involving children and vulnerable adults, and ensuring suitability of individuals to work with children or vulnerable adults.

The operational aspects of the DBS application process lies with the Designated Safeguarding Lead.

8. Roles and responsibilities of musicians, staff, and volunteers

Safeguarding is the responsibility of all people representing or working for Brigantes Music. All musicians, staff and volunteers must take safeguarding seriously and be aware of the relevant policies and codes of conduct (Appendix 1).

In most circumstances, musicians, staff, and volunteers will not be working on their own with children or vulnerable adults on projects. Where small group work / activities are taking place, it is possible musicians, staff, and volunteers will be alone with children or vulnerable adults for short periods. Where this occurs, the designated project manager or Trustee must be easily accessible, for example in the corridor outside or in an adjacent room so help or assistance can be requested quickly when needed.

Musicians, staff, volunteers, and other associated adults must use designated toilets that are separate from the toilet facilities for children and young people.

Musicians, staff, and volunteers must maintain professional barriers at all times. Personal contacts should not be shared with children or vulnerable adults.

Musicians, staff, and volunteers should not communicate with children, young people, or vulnerable adults using personal phone, email, text, or social media platforms, including not accepting friend requests.

Musicians, staff, and volunteers can communicate with certain children, young people, or vulnerable adults directly by phone, text, email or social media platforms where they are acting as individuals, for example if they have a separate role outside of Brigantes Music teaching students. Where communication via email occurs, a parent should be copied into any correspondence. Correspondence via phone or text directly should be avoided, apart from in emergency situations and not for general communication.

Musicians, staff, and volunteers must never travel alone with children, young people, or vulnerable adults, including giving lifts in their car. In exceptional circumstances where a musician, staff, and volunteers must travel alone with a child, young

person, or vulnerable adult the approval of the project manager must give their permission, and the Designated Lead for Safeguarding must be informed.

It is not usually appropriate to touch children, young people, or vulnerable adults during project work. In some circumstances, touch may be appropriate, such as to direct them on how to hold an instrument or to demonstrate hand position.

Musicians, staff, and volunteers should always seek the permission of the child, young person, or vulnerable adult first (and their parent or carer, if present) before initiating touch. It is never appropriate to touch a child, young person, or vulnerable adult on the trunk of the body or groin. It is never appropriate to allow the child, young person, or vulnerable person to sit on the musicians, staff, or volunteer's knee or lap.

Circumstances may arise where a child, young person, or vulnerable adult initiates touch with a musician, staff, and volunteer, particularly if they have learning difficulties or other special needs. If this happens, the musician, staff, and volunteer should minimise physical contact in a sensitive manner, appropriate to the circumstances.

Musicians, staff, and volunteers should treat all participants with courtesy and respect, always paying proper regard to the social, emotional, intellectual, and physical needs of the participants. Shouting at children, young person, or vulnerable adults, or other displays of anger or irritation are never appropriate. If participants are behaving inappropriately, musicians, staff, and volunteers should seek support from the Project Manager.

Musicians, staff, and volunteers should never show favouritism towards any individual.

Musicians, staff, and volunteers should only give constructive feedback to participants and never negative criticism.

9. Media policy

Musicians, staff, and volunteers must never take photographs or videos in the course of a project with children, young people, or vulnerable adults, unless this is with the authorisation of the Project Manager, and signed consent has been obtained from parents / legal guardians. Photographs and videos must only be obtained on equipment owned by Brigantes Music and not on personal devices.

Where photographs and video footage is taken, care should be taken to ensure its use does not put any child, young person, or vulnerable adult at risk. Any such material used online should not be linked to the full name of participants or any other personal information that might put them at risk.

Media data should be stored on Brigantes Music devices only, and must be secure and compliant with General Data Protection Regulations. It should only be accessible by a limited number of staff members, who have been cleared by DBS.

10. Training

The Dedicated Safeguarding Lead will be supported by the Board of Trustees to attend safeguarding training at the onset of the role. Further updated training will occur at least every three years.

The Dedicated Safeguarding Lead will work with the Chair of the Trustees to ensure that Trainees receive an update / training on safeguarding and this policy at least every 2 years.

Where a new Trustee is appointed, their induction must include a discussion of the safeguarding and code of conduct policies.

Musicians, staff and volunteers will also receive an introduction to safeguarding and be made aware of their responsibilities and expected code of conduct. They should know who to approach if they have safeguarding concerns. The Dedicated Safeguarding Lead is responsible for ensuring such information / introduction occurs. For long-standing staff and musicians, this will be updated at least every 3 years.

11. Disclosure and Barring Service (DBS) checks

Any trustee, musician, staff member, or volunteer who has regular contact / work with children, young people, or vulnerable adults should receive complete a satisfactory standard DBS check prior to commencing work. Brigantes Music will support individuals in applying for DBS checks and pay the necessary application fee. Where an individual has already had an enhanced DBS check through another organisation (such as working with children and vulnerable adults) and has subscribed to the annual DBS update service, no further DBS check will be required. However, Brigantes Music will request a free online check using the DBS reference number with their permission.

Any Trustee who has a high degree of responsibility for Brigantes Music, such as the Treasurer, should also have a standard DBS check.

It is not anticipated that any Trustee, musician, staff member, or volunteer will be engaged in “regulated activities” that would require an enhanced DBS check and barred list check. The Board of Trustees will review this policy and, if ever thought necessary such as through a change in our activity, rewrite the policy to determine who requires this level of DBS check.

Individuals who have occasional contact with children, young people, or vulnerable adults does not need a DBS check, but should be supervised appropriately.

Any information collected from DBS checks will be stored securely in a register according to General Data Protection Rules (GDPR), as indicated in Appendix 2.

12. Frequency of policy review / update

The Board of Trustees and Dedicated Safeguarding Lead should ensure the Safeguarding Policy is regularly reviewed and updated when necessary, particularly if advice or UK Safeguarding laws change.

There should be a formal review of the policy but the Board of Trustees at least every three years.

13. Summary of the processes for raising safeguarding concerns

If an allegation or suspicion of abuse (or information that may be an indicator of abuse) arises, trustees, musicians, staff, and volunteers should follow these steps:

1. Stay calm.
2. Listen carefully to what is said. Show you are taking it seriously.
3. Explain that it is likely that the information will need to be shared with others. NEVER promise to keep the information secret.
4. Explain the information will only be shared with those that need to know about it.
5. Allow the child, young person, or vulnerable adult to continue at their own pace.
6. Ask questions for clarification only. Avoid leading questions or those that suggest a particular answer.
7. Reassure the child, young person, or vulnerable adult that they have done the correct thing.
8. Tell them what you will do next and with whom the information will be shared (the Designated Safeguarding Lead or Project Manager).
9. Make no judgement about what you have heard
10. At the earliest opportunity, make a written contemporaneous record of what was said, using the child, young person, vulnerable adult's OWN WORDS. Note the date and time the discussion took place and the names and contact details of any witnesses. Document your course of action and to whom you spoke and when. Sign and date the record. Do not take notes during the actual conversation.
11. If you witness any abuse or potential abuse, make similar note of what you saw, when, and who else witnessed it. Alert the Designated Safeguarding Lead.
12. Remember it is not your responsibility to decide whether the accusation is true or the abuse occurred. It is not your responsibility to investigate it further.

13. Leave the Designated Safeguarding Lead to manage the situation further.
 Do not talk / gossip to other people about the event.
14. If you feel the child, young person, or vulnerable adult is at immediate risk of harm following disclosure of information, then you **MUST** contact the Designated Safeguarding Lead or Chair of the Trustees immediately.
 Where this is not possible and you are concerned about the welfare and / or safety of the individual, you should register your concerns with the local Social Services child / vulnerable adult team via telephone. You should still contact the Designated Safeguarding Lead at a later date when they are contactable. If you suspect a criminal offence occurred, discussion should still be held with the Designated Safeguard Lead. Where not possible, contact Social Services, who will then consider whether to refer to the Police.
15. If you do not consider a situation has been adequately addressed, press for reconsideration of your concerns. Where you believe the Designated Safeguarding Lead has not taken appropriate steps, the Chair of the Trustees should be consulted.

14. Contact details

Role	Name	Email	Telephone
Designated Safeguarding Lead:	Dr Anthony Hart	admin@thebrigantes.uk	07866 931088
Chair of Trustees	Mr Quentin Clare	contact@thebrigantes.uk	07456 521148

Appendix 1: Code of conduct for musicians, staff, and volunteers

At no time throughout an activity organised by Brigantes Music should a musician, staff member, or volunteer be left alone to supervise a group of children or vulnerable adults. They should not continue with the activity if a teacher or member of staff is not available.

Players, staff and volunteers must:

- Treat all children, young people and vulnerable adults with respect.
- Take all reasonable steps to ensure the health, safety and welfare of any children and adults at risk participating in Brigantes Music activities.
- Demonstrate good conduct you wish others to follow.
- Prevent any other musician, staff member or volunteer at Brigantes Music from putting a children, young people, or vulnerable adults in a situation where they may experience significant risk to their health and safety.
- Ensure there is always more than one adult present during the organisation's activities with children, young people, and vulnerable adults.
- Respect a children, young people and vulnerable adults at risk's right to personal privacy.
- Encourage children, young people, and vulnerable adults to feel comfortable enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Avoid rough play or restraint. Similarly, some children display physical affection which should be managed in a polite but firm way – kneel down to their level and bring other children into the exchange.
- Avoid swearing and having conversations of an adult nature with children, young people, and vulnerable adults, or with adults when a child is present.
- Avoid being drawn into making personal comments about appearances or showing favouritism. Never ridicule, insult ,or belittle any children, young people, or vulnerable adults during Brigantes Music activity.

- No one from Brigantes Music is responsible for the personal hygiene needs of workshop participants.
- Musicians, staff members, and volunteers should avoid physical contact with children unless absolutely necessary. If you have to touch a child or adult at risk, ask their permission or ask the supervising adult instead.
- Be aware that physical contact with a child may be misinterpreted, and any contact initiated by a child or vulnerable adult (such as hugs or hand-holding) should be diverted in a friendly manner.
- Should any physical contact be necessary as part of a demonstration, ensure that the child or adult at risk is both aware of the need for, and is comfortable with, the contact by informing them of any actions that need to be taken during the course of the demonstration. Seeking the permission in advance of their responsible adult or partner organisation representative. Touching the trunk or groin, or having a children, young people and vulnerable adult sit on the lap is inappropriate and avoided.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or adults at risk – always involve the supervising adult in any sensitive exchanges.
- If you suspect that any child/ adult at risk is being bullied emotionally or physically you should speak to the teacher/leader in charge.
- Operate within Brigantes Music's guidelines and procedures, including the Anti-Bullying and Harassment Policy.

Musicians, staff members, and volunteers must not:

- Have inappropriate physical or verbal contact with children, young people, or vulnerable adults.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive or derogatory remarks or gestures in front of children.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.

- Rely on your good name or that of the Brigantes Music to protect you.
- Believe 'it could never happen to me'.
- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Ignore the Brigantes Music safeguarding guidelines and procedures.
- Take photographs or videos of any kind (including mobile phone footage) during activities, except when the relevant staff member has confirmed that consent forms have been signed and photography/ filming agreed with the partner organisation / parents. Musicians, staff members and volunteers should not upload images of children, young people, or vulnerable adults on their own personal social media accounts.
- Connect with children or adults at risk on social media, including accepting friend requests and following on Twitter.
- Share your personal information (including email, mobile phone number, or home address) with children, young people, or vulnerable adults, or accept theirs.
- Connect online or share personal information with the parents / carers of participating children, young people, or vulnerable adults.
- Take children, young people, or vulnerable adults on car journeys, however short.
- Any incidents or accidents must be reported immediately to the Designated Safeguarding Lead or Project Manager and documented in the organisation's incident book.

Appendix 2: Policy on the storage and retention of information obtained from DBS checks

All information held in connection with this policy will be held and processed lawfully in accordance with General Data Protection Regulation (2018).

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Information received in connection with DBS checks is treated as sensitive, confidential personal data. Access to this information will be limited only to those members of staff who require it. In most cases, this is limited to the Designated Safeguarding Lead and Chair of the Trustees.

All DBS check information will be stored electronically on a spreadsheet that can be only accessed by staff members with satisfactory DBS checks. ID documentation required to process a check is not retained by Brigantes Music. If a DBS check is 'clean', the only information retained will be the date of the check, the reference number and the fact that it was 'clean'.

In the event of a DBS check disclosing information relevant to the individual's suitability to work with children, young people, or vulnerable adults, the certificate information will be retained until a decision regarding the individual's suitability to work with children, young people, or vulnerable adults has been determined. Responsibility for decisions concerning an individual's suitability rests with the Designated Safeguarding Officer and Chair of the Board of Trustees. The certificate information will be held for a further period of up to six months to allow for the resolution of any disputes, after which the certificate information will be securely destroyed. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, Brigantes Music will consult the DBS and give full consideration to the provisions of the Data Protection Act and the individual's human rights.

Brigantes Music will not share DBS certificate information with third parties other than to confirm that a DBS check has been carried out and that the individual concerned has been cleared to work with children or vulnerable adults.

Appendix 3: Other relevant policies or documents

The following documents may also be helpful to you:

- Brigantes Music – musician, staff member and volunteer code of conduct, 2024
- Brigantes Music – Code of Conduct for Trustees, 2024
- Brigantes Music – Bullying and Harrassment Policy, 2024
- NSPCC Introduction to safeguarding and child protection training - https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection?gad_source=1&gclid=EAlaIQobChMlvJTTIO3DhAMVO5VQBh3jEQU8EAAYASAAEgIMKvD_BwE&gclidsrc=aw.ds
- Safeguarding for Charities and Trustees - <https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>
- HM Government, Working to Safeguard Children, 2023, https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf
- HM Government, Information Sharing – advice for practitioners providing safeguarding services to children, young people, parents and carers, 2018, https://assets.publishing.service.gov.uk/media/623c57d28fa8f540eea34c27/Information_sharing_advice_practitioners_safeguarding_services.pdf
- HM Government, How to report a serious incident in your charity, 2019, <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
- HM Government, Report serious wrongdoing at a charity as a worker or volunteer, 2019, <https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>
- Equality Act 2010, <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Prevent Duty Guidance, England and Wales, 2023, <https://www.gov.uk/government/publications/prevent-duty-guidance>
- General Data Protection Regulations, 2018, <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>