



## **Band Tref Pontardulais Pontardulais Town Band**



### **Additional Guidelines for working safely with Children and Adults at risk**

#### **1. Transporting young people and adults with care and support needs to rehearsals and concerts.**

1. Explain, either within the membership form or welcome information that transport to rehearsals and concerts is the responsibility of the parent or carer, unless group transport has been arranged by the band.
2. If a young player, or player with care and support needs requires help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee.
3. It should be made clear to the parent/carer that this is a personal arrangement and the band does not hold any responsibility for this arrangement.
4. Band members should be made aware of best practice when providing lifts to young people and in some cases, those with care and support needs. This should include, but is not limited to:
  - a. Where possible, avoid travelling with the young person alone;
  - b. Agreeing pick up and drop off arrangements with parents;
  - c. Asking the young person to sit in the rear of the car, particularly if you are alone;
  - d. Having a contact number for the parent; –
5. Driving within the law.

Despite the band not holding responsibility for the arrangement of lifts, there is still a duty of care if there are any concerns raised regarding transporting young people or those with care and support needs to the band. Any issues raised should be dealt with in line with the band's safeguarding and whistle blowing policy and, if necessary, appropriate referrals made to statutory authorities.

#### **2. Young people and those with care and support needs attending concerts, contests and events outside the band room**

In the case of a young person under 18, if the young player's parent (or other agreed responsible adult) is not present at the event, the band has a Duty of Care to act in loco parentis for the duration of the event.

In this instance the following should be considered;

1. Young people should be supervised throughout the duration of the event. The person or persons responsible for supervision should be safely recruited for this role (including a DBS check and other appropriate safeguarding measures) and be made aware of any specific needs (including dietary) or medical conditions of the young people.
2. The band should consider appropriate environments for young players during social times during the event (for example after playing and before receiving the results at a contest).
3. It may be required to gain parental permission for the young player to attend the event, if it is outside the normal activities agreed to on the membership form.
4. Group transport should conform to the legal requirements including rest times, numeric capacity of the vehicle and seat belts. Considerations should also be taken in relation to breakdown and recovery.
5. Pick up and drop off points should be agreed and emergency contact information held.
6. Provision of information to the young player and their parent/carer prior to the event.

### **3.Procedure in the event of a young band member going missing at a band rehearsal/concert or on a band trip away from its normal venue**

#### **a. Young member going missing from a normal rehearsal or concert**

1. Inform the Safeguarding Officer, who should normally be present at the rehearsal.
2. Take a register check to establish that everyone else who arrived at the rehearsal or concert is still there.
3. Calmly ask everyone else present if they can remember when they last saw the child and what were the exact circumstances.
4. Continue with the rehearsal so that others are occupied and kept calm.
5. At the same time, one or more adults should undertake a search of the premises. This should be done quickly but methodically, searching in all cupboards, washrooms etc. If the child cannot be found, extend the search to the immediate outside area of the premises.
6. If the child still cannot be found, and if they live nearby and their address is known, it may be helpful to check their route home to see if they have left.
7. At the same time, the senior person present should contact the child's home to see if they have arrived there. If they have not, inform their parents/carers of the situation; they should be reassured as much as possible but asked to come down to the band venue. If possible, someone should remain at home in case the child arrives there and also to attend to the needs of any other family members.
8. The police should be informed and the band should cooperate fully with any investigation that takes place.
9. A full record should be made of the incident and the band should conduct a review.

#### **b. Young member going missing during a band trip**

1. Inform the Safeguarding Officer, who should normally be present at the rehearsal.
2. Take a register check to establish that everyone else who arrived at the rehearsal or concert is still there.
3. Calmly ask everyone else present if they can remember when they last saw the child and what were the exact circumstances.
4. Continue with the rehearsal so that others are occupied and kept calm

5. At the same time, one or more adults should search the venue and immediate surrounding area.
6. If at a venue, the venue manager should be informed and requested that the venue be secured.
7. If the child has a mobile phone and the number of this is known, a staff member/volunteer should use this to try to contact them.
8. If the child is still missing, the Safeguarding Officer should phone the child's parents to explain what has happened and what steps have been taken. It may be appropriate for them to come to the venue. If they have the child's personal phone number, they should be asked to try to contact them.
9. Depending on the precise circumstances, the Safeguarding Officer should call the police to notify them of a missing child. Precise information, timings and descriptions should be readily available before making this call.
10. The band should cooperate fully with any police investigation.
11. A full record of the incident should be made and the band should conduct a review.