



Pershore Midsummer Brass

Safeguarding & Whistleblowing Policies

Statement

Pershore Midsummer Brass are committed to providing a safe and welcoming environment for all.

Safeguarding Policy

- All participating bands are responsible for members of their band who are vulnerable and under the age of 18.
- Legal guardians or carers are responsible for vulnerable and under 18 charges in attendance at the Festival.
- Any member of the Pershore Midsummer Brass organisation (committee member or volunteer) (hereafter known as 'the organisation') can make a referral to Children's Social Care or the Police immediately if they suspect danger of harm. We have a zero tolerance policy for physical, verbal, sexual, financial, discriminatory abuse or neglect.
- Bullying or intimidation will not be tolerated in any form, regardless of when an allegation is reported, relating to the event. The organisation are committed to ensure that opportunities for all people, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual orientation, are able to participate in the Festival in an enjoyable and safe environment. Therefore, the organisation will take all reasonable steps to protect young and vulnerable people from harm, discrimination and degrading treatment.
- The organisation will not engage in any direct electronic communication with a child, young person or vulnerable adult.
- No photographs of vulnerable or under the age of 18 children, should be taken without express consent of the specific band's safeguarding officer or legal guardian/carer. If this cannot be traced then no photograph of any child should be taken.
- Any member of the organisation must follow an 'open door' policy to ensure they are not alone with any person under the age of 18 or a vulnerable adult.
- Any complaints or concerns are to be raised immediately to the organising committee. This foremost must be to John West, Chairman of Pershore Midsummer Brass. Contact email address as follows - baydaleman@hotmail.com

Whistle Blowing Policy

- The aim of this procedure is to provide a clear and transparent way for all members of the organisation to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely manner. This procedure provides the organisation and specifically the Chairman and Safeguarding Officers with steps to deal with allegations, ensuring that members of the organisation are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to safeguarding concerns or allegations about a member of the organisation. Concerns or allegations of this nature should be dealt with as a separate issue.

- Should a concern about malpractice occur, the first step is to speak to the PMB Chairperson or Safeguarding Officers. 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. 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.

- Unless the matter is relatively minor and can be dealt with informally, the responsible officer should arrange for an investigation to be completed as swiftly as possible. The investigation should also be thorough and impartial.
- The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.
- Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Measures should be taken to preserve the anonymity of the person who raised the concern, if this has been his/her wish.
- If the concerns are not upheld, this should also be made clear. If the concern is upheld and the person at the centre of it is found to have been culpable in any way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures, or a referral to an Independent Safeguarding Authority.
- If it becomes apparent during the investigation that a criminal offence may have been committed, the police will be informed. Then, our investigation may have to be suspended on police advice, if they decide that they need to become involved.
- The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. The person who raised the concern should be offered support or counselling.

- If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.
- The Chair or Safeguarding Officers should make accurate notes of each stage of the process, including discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these notes 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.