



The Brass Factory LTD

Safeguarding Policy

Updated: December 2023

Next review: September 2024

INTRODUCTION

The Brass Factory LTD is an organisation that interacts with young people and vulnerable adults through its performance, community and education-based activities. This policy has been informed by good practice guidance as detailed by the NSPCC.

All arts organisations which work with children and vulnerable adults have a responsibility to protect them from harm. It is also the duty of care and responsibility of anyone providing activities for children to have procedures and safeguards in place, including a system for reporting any allegations or suspicions. The Brass Factory LTD also has a responsibility to its workers, particularly in areas where they are working with young people or vulnerable adults.

Abuse can take four main forms which are defined by the Department of Health document *Working Together to Safeguard Children, 1999*. These may occur alone or be inter-related:

- physical abuse which may include 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 feigns the symptoms of, or deliberately causes ill-health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

- emotional abuse which is the persistent emotional ill-treatment 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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- sexual abuse which involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- neglect which 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or in the failure to ensure access to appropriate medical care or treatment. It may also include neglect, or unresponsiveness to a child's basic emotional needs.

This safeguarding policy is based on the following principles which have been laid down by the Charity Commission:

- the welfare of the child or vulnerable adult is paramount.
- all children and vulnerable adults without exception have the right to protection from abuse.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- anyone working for or with The Brass factory LTD has a responsibility to report concerns.

SAFEGUARDING POLICY

This policy applies to all employees, freelancers, performers, associates and volunteers working across the organisation including Brass Factory Education, Brass Factory Events, Brass Factory Community, Deep Down Brass, Gala Brass Quintet and retro Jazz and Swing. These will be known as **THE TEAM**.

The purpose of this policy is:

- to protect children and vulnerable adults who receive THE TEAM'S services. This includes the children of adults who use our services;
- to provide THE TEAM with the overarching principles that guide our approach to safeguarding.

We believe that a child or vulnerable adult should never experience abuse of any kind. THE TEAM have a responsibility to promote the welfare of all children and vulnerable adults and to keep them safe. THE TEAM are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children namely;

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- The Care Act 2014.
- Keeping Children safe in Education 2023

We recognise that:

- the welfare of the child or vulnerable adult is paramount, as enshrined in the Children Act 1989.

- all children and vulnerable adults, 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 and vulnerable adults 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 welfare.

We will keep seek to keep children and vulnerable adults safe by:

- valuing them, listening to and respecting them.
- adopting child protection practices through a code of conduct for THE TEAM.
- developing and implementing an effective management for THE TEAM through supervision, support and training.
- ensuring that all members of THE TEAM who will be working with children and vulnerable adults have the necessary checks in place.
- sharing concerns with agencies who need to know, and involving parents, children and vulnerable adults appropriately.
- Include safeguarding in any relevant training program provided by The Brass Factory LTD and being aware of training that freelancers have had with other organisations. Personnel undertaking our education work will have extensive and current experience of working in education and with young people.

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

Signed:  Date: 8th December 2023

Ben Armstrong, Director, The Brass Factory LTD, Safeguarding Lead
(Designated Person)

LEAD CONTACT FOR ANY SAFEGUARDING ISSUES:

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The Brass Factory LTD
Suite 2466 07920264101
37 Westminster Buildings
Theatre Square
Nottingham NG1 6LG

APPENDIX

1: CODE OF CONDUCT

The Brass Factory LTD will select THE TEAM carefully. They must have a track record of working in the field and be competent to work with children and vulnerable adults. All members of staff and freelance artists will need to provide evidence of appropriate checks before undertaking any work with children or vulnerable adults. All will have extensive, current experience of working in education or youth group settings.

The Brass Factory LTD will respect all individuals, irrespective of age, developmental stage, disability, gender, racial heritage, religious belief, sexual orientation or identity.

The Brass Factory LTD will ensure that anyone appointed to a post involving regular contact with children or young people or with vulnerable adults is medically fit.

The Brass Factory LTD designated person will receive regular training in safeguarding children and vulnerable adults.

Everyone working with children and/or vulnerable adults for The Brass Factory LTD will have a copy of this document, alongside other relevant policies and risk assessments.

Artists must not work with children or vulnerable adults in schools, healthcare establishments or community settings without a teacher, relevant care professional or community worker overseeing. This will be made clear to host venues. If a teacher, care professional or community worker leaves a TEAM member on his/her own (not overseeing their practice) with a child, young person or vulnerable adult they should report to the designated person immediately.

Where any member of THE TEAM, are working with children or vulnerable adults who are likely to have experienced one or more of the four forms of abuse outlined above, The Brass Factory LTD appointed person will work with the host organisation to ensure the most appropriate structure for the project and for the care and support of THE TEAM.

Members of the TEAM will be provided with opportunities to reflect on and discuss their practice with colleagues or to be provided with additional support if required/requested.

If a project involves predominantly girls or young women, then at least one workshop leader or supporting worker will be female.

All The Brass Factory LTD projects will be organised appropriately for the age and ability of the children or vulnerable adults.

APPENDIX

NSPCC recommended adult to child ratios will be adhered to at all times:

- **under 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

There will always be **at least two** adults present when working with or supervising children and young people.

Depending on the needs and abilities of the children, and the nature of the activity, there may be the need to have more adults than the minimum. This will be risk assessed as part of the planning phase of any project.

The Brass Factory LTD TEAM must use their good sense and judgement about the extent and type of physical contact with children, young people and vulnerable adults when supporting music making. Where possible artists should stand to the side of the person, within their view, rather than behind them.

Members of THE TEAM should maintain a friendly but professional attitude in their dealings with young people or vulnerable adults; they should not enter into 'special friendships'.

Members of THE TEAM must not give their private telephone numbers, e-mail or home addresses to children, young people or vulnerable adults.

All projects will be well planned and risk assessments carried out where necessary.

Members of THE TEAM must have access to a (mobile) telephone to ensure communication in an emergency.

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3: ROLE OF DESIGNATED PERSONS

The designated persons (Safeguarding Lead and Deputy Safeguarding Lead) will deal with all issues to do with child and vulnerable adult protection. These will include:

- safeguarding training.
- keeping up to date with current issues.
- dealing with confidential documents.
- ensuring the policy is carried out and regularly monitored.
- Supporting THE TEAM with any safeguarding matters

APPENDIX

4: WHAT TO DO IF EITHER CHILD ABUSE OR ABUSE OF A VULNERABLE ADULT IS SUSPECTED

If any member of THE TEAM believes from their observation that a child or vulnerable adult with whom they are working, may be suffering, or may be at risk of suffering, significant harm, they should:

- carefully note in writing what they have observed (what, where, when, who)
- immediately report to the designated person at The Brass Factory LTD. They should not speak to any member of staff/care staff before first reporting to the designated person.

If the child or vulnerable adult tells a member of THE TEAM that they are being abused, the following procedure must be followed:

- all concerns need to be kept as a clear, written record. Facts, not opinions, should be recorded.
- record what the child or adult has told you, *using their exact words*.
- do not question the child or adult, allow them freely to recall their experience and always take what they say seriously.
- do not promise to keep a secret.
- immediately inform the designated person.

The designated person will refer the concerns to the relevant Social Services Directorate, the NSPCC or the police as appropriate.

Confidentiality

Members of THE TEAM should not discuss issues surrounding a child or vulnerable adult with anyone - partner, friend or anyone else at The Brass factory LTD other than the designated person(s).

5: INCIDENT REPORT FORM CONFIDENTIAL

Please complete this form as fully as possible and attach any previous/subsequent notes – once completed please return to the Designated Safeguarding Person

YOU	
Name	
Contact details	
Role	
Date (of completing this form)	
Time (of completing this form)	
Are you reporting your own concerns or passing on those of someone else?	
If someone else please give their details (name, role, contact details)	

CHILD/VULNERABLE ADULT	
Name	
Age/Date of birth	
Event/location	
Contact details	

PARENT/CARER/GUARDIAN

Name and relationship	
Contact details	
Name and relationship	
Contact details	

REPORT

Give a brief description of the concerns including date, time and location of the specific incidents	
Are there any physical and/or behavioural signs? What are they?	
Have you spoken to the child/ vulnerable adult? If so what was said?	
Have you spoken to the parent/carer/s? If so what was said?	

<p>Has anyone alleged to be the abuser? If so, give details; include their relationship to the child/vulnerable adult.</p>	
<p>Have you consulted/reported your concerns to anyone else? Give details and any action that has been agreed.</p>	
<p>Your signature</p>	

6: CONTACT DETAILS FOR REPORTING ABUSE

The chosen area depends on primarily, the location of the incident.

You may use the home address of the child/vulnerable person if known. All reports would be passed on to the relevant dept.

Area		Tel No.
LEICESTERSHIRE	Adult contact	0116 305 0004
	Child contact	0116 305 0005
NOTTINGHAM/SHIRE	Adult contact	0300 500 80 80
	Child contact	0300 500 80 90
DERBYSHIRE	Adult contact	01629 533 190
	Child contact	01629 533 190