



Gloucestershire Brass Band Association (GBBA) Safeguarding Policy

Organisational Status

Constituted Voluntary Organisation

GBBA Website	www.gbba-online.org
GBBA Secretary (contact)	Samantha Wakely
Telephone	07702 345085
Email	gbba.sec@gmail.com
Safeguarding and welfare officer	Lauren Chinn laurenjchinn@gmail.com
Contest Secretary	Ian Ford
Telephone	07762 173 353
Email	ianbford63@gmail.com

Safeguarding Policy – all GBBA committee members will actively promote good safeguarding practices.

- a) DBS certificates should be held by all committee members.
- b) Ian Ford (16/07/2025) and Robert Morgan (08/08/2024) have attended the 'Safeguarding in Brass Bands' course developed in association with the NSPCC and delivered by Brass Bands England (BBE).
- c) Code of conduct – all adult members have a duty of care towards young players and vulnerable adults.
- d) Gloucestershire Brass Band Association (GBBA) comply with BBE Vulnerable persons policy and actively implement BBE's BandSafe procedures.
- e) BBE BandSafe self-assessment is completed every 12 months to confirm that the GBBA complies with the Child Performance and Activities Licencing regulations.



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Child protection / Young people / Venerable Adults

The Gloucestershire Brass Band Association has a commitment to safeguard all vulnerable people from harm, including children/young people aged 18 and under and vulnerable adults, at GBBA organised events:

- a) the welfare of the child/young person/vulnerable adult is paramount.
- b) ensuring opportunities for all children/young people/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity, to be able to participate in brass banding in an enjoyable and safe environment.
- c) taking all reasonable steps to protect children/young people, vulnerable adults from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings.
- d) acting swiftly and appropriately to all suspicions and allegations of poor practice or abuse.
- e) encouraging bands in membership of the Association to similarly accept responsibility for the welfare of the children/young people/vulnerable adults in their care.

Safeguarding – at GBBA Organised Events for Brass Bands

- a) Venues are risk assessed for suitability, hazards, first aid, toilet facilities, other users.
- b) If children aged 16 or under are to be present at the event, a Body of Persons Approval (BOPA) certificate will be obtained from BBE or the local authority where the event is being held. The GBBA will report the number of children taking part.
- c) If a BBE BOPA certificate is used, it will be emailed to the venue's Local Authority Licensing Officer for their records.
- d) A copy of the BOPA will be held by the contest secretary at the performance venue in case of inspection.
- e) At least one BandSafe trained GBBA committee member will be present at the event.
- f) Children must always be accompanied by a licensed chaperone or supervising adult. Supervising adults must have had a DBS check or DBS Status check carried out in the last three years by their band. A Supervising adult must always supervise and maintain sight and sound of any children in their care.
- g) In the case of a parent supervising their own child a DBS check is not needed but they can only supervise their own child in this case.



Gloucestershire Brass Band Association (GBBA)

Safeguarding Policy

- h) There will be a ratio of 1:12 for supervising adults.
- i) No changing will be permitted at GBBA events.
- j) No payment will be made to children, or to anyone else, apart from defrayment expenses.
- k) A representative of the BOPA issuing authority will be allowed entry to the event to carry out unannounced spot inspections if required,
- l) The event will not involve any child being absent from school.
- m) The event will have a risk assessment in place.
- n) A first aider will be present.
- o) The event will take place in England or Wales.
- p) The GBBA will obtain photographic permission from competing bands for publicity purposes.
- q) Bands attending events will be responsible for permission, emergency medical information and contact details available for any child performing with them.
- r) Children will be transported to performance venues by parents or DBS certificate holders. Bands are responsible for this.
- s) An accident book will be used to record any accidents with a carbon paper copy to send a report home with the child for parental knowledge.
- t) A supervising adult or chaperone must identify themselves on arrival at the event where they will be provided with identification to make them visible. Any allergies and special needs of children in their care needs to be identified at this point.

Safeguarding on social media

- a) Images or videos released on social media are agreed beforehand with parental consent.
- b) Videos or images of minors are not shared from the GBBA private Facebook page, unless by the family of the child itself.
- c) The GBBA Facebook and social media arenas are to be used purely for association related communications.
- d) All child protection requests should be observed to the full whilst using social media on behalf of the association.
- e) Release of videos or images to the GBBA public Facebook pages require additional parental permission.



Gloucestershire Brass Band Association (GBBA)

Safeguarding Policy

GBBA Youth Events

- a) To ensure continued progress of music standards, individuals will be encouraged and supported in public performances and competitions where they will have the opportunity to demonstrate their performing skills.
- b) Children are not judged or admonished for poor performance.
- c) Wherever possible, performances are a positive experience.
- d) Recognition of achievement is given publicly to enhance the experience, especially with solos performance, individual development, or achievement of music exams.
- e) Success is publicised whenever possible.
- f) Only first names are used in the media. Where parents have asked to not have their children named or photographed, measures are taken to ensure their wishes are met.

Communication

- a) Social media – Facebook membership is via parent only and administrators control access to the group.
- b) Mobile phones - Only adult mobile phone numbers are used for communication.
- c) Email contact – Only adult email addresses are used for communication, unless authorised by parent.
- d) Photos – any images of performances, solos, and grade achievement are released to band website, Facebook or newspaper with parental permission.
- e) Media post - appropriate language should be used and will be monitored.
- f) Data - Information held on children is kept secure and never passed to a 3rd party where it would be inappropriate to do so.



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Reporting

- Designated Safeguarding Lead (DSL): Ian Ford (acting)
- Any concerns are reported to the DSL in the first instance.
- All adult members have a duty of care towards young players and vulnerable adults and should report any concerns. Any concerns will be dealt with swiftly and preferably at time of report. Discussions will be factually documented, in the words of the child/vulnerable adult.

Reporting Bodies

NSPCC advice Helpline: 0808 800 5000 or help@nspcc.org.uk

Children's Safeguarding Contacts London

1. Telephone: 020 8227 3811.
2. Out of hours: 020 8594 8356.
3. Secure Email: childrenservices2@lbbd.gov.uk.

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

Gloucestershire County Council Social Care: 01452 426565 (Mon to Fri 9am to 5pm)
Out of hours Emergency Team – 01452 614758

Safeguarding Adults Service: 01452 428556

Whistle blowing advice line: 0800 028 0285 contactus@nspcc.org.uk

Advice and online resources – www.thinkuknow.co.uk

Gloucestershire County Council Local Authority Designated Officer

LADO: Nigel Hatten 01452 426994 (nigel.hatten@gloucestershire.gov.uk)

Assistant LADO: Tracy Brooks 01452 426320 (tracy.brooks@gloucestershire.gov.uk)

Brass Bands England Welfare Officer: 01226 771 015 info@bbe.org.uk

GBBA Safeguarding and Welfare Officer: post vacant.

This privacy policy is kept under review and may be updated when necessary. It was last updated on 1st May 2026