

## **Arco Iris Band Policies 2016 - 2017**

This document lays out the policies governing the process and behaviour for members and players of the Arco Iris Community Samba Band. These policies are called up in the Band Constitution, are to be reviewed at least yearly by the Committee, and are to be altered added or removed as required by the Committee.

Each new Committee shall appoint a named person or persons to be responsible for ensuring that the policies are correctly followed. The named person(s) may be Committee members or Band members. The duties for the named person(s) are laid out in each policy.

The current policies are:

<b>Policy</b>	<b>Named person responsible for enforcing the policy (2016-17)</b>
Health and Safety	Hannah Jones Kate Leslie
Code of Conduct	Hester Carter
Child Protection	Hannah Jones
Safeguarding of Vulnerable Adults	Chris Johnstone

All policies are in force during band activities, as defined in the section 'The Scope of Band Activities'.

### **The Scope of Band Activities**

Players are recognised to be taking part in band activities as a part of the band while:

- meeting at a scheduled practice or workshop, or
- while parading or playing a set of music at a gig.

As soon as a practice, workshop, parade or set is finished, all players are acting individually and not as part of the band.

Therefore any other arrangement between band members (eg, accommodation during a residential gig, transport to and from gigs and practice venues, etc.), occurs between persons acting as individuals and not acting on behalf of the band.

**1. Health and Safety Policy**

This is the statement of general policy and arrangements for:	Arco Iris Community Samba Band
Overall and final responsibility for health and safety is that of:	Arco Iris Committee
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Hannah Jones, Kate Leslie

Statement of general policy	Responsible party	Action / Arrangements
<b>To prevent hearing damage</b>	Committee	Provide ear plugs at all practices and gigs. Provide information to members as to how to wear them correctly. Remind all members to wear them at all practices and gigs.
	Instruments officer	Ensure the supply of ear plugs is kept up to date. Ear plugs should reduce noise exposure to 90 dB or lower during practice. In terms of rating, ear plugs should reduce by 28 dB SNR or better.
	Members	Wear ear plugs correctly.
<b>To prevent physical injury</b>	Committee	Show/tell the band how to pick up and carry drums correctly.
	Members	Don't overload self when carrying drums, help others if they look like they're struggling. Look out for other band members and members of the public when carrying and transporting drums.
<b>To ensure playing environment is safe for players</b>	Committee	Regularly open external door during rehearsal to allow fresh air into the rehearsal room. Warn the band that the floor can get slippery when humidity is high, so ensure band takes extra care moving around. Ensure playing area is well ventilated, particularly between pieces.

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Statement of general policy	Responsible party	Action / Arrangements
	Gig managers	Make sure playing area is big enough for the band Ask band to watch out for obstacles in the road (for parades), and for each other. Point out known potential hazards to band in gig announcements (eg likely to be hot, cold, a parade, or particularly long sets).
<b>To ensure playing equipment is safe</b>	Instruments officer	Equipment repaired, sharp edges removed, splinters taped up. Protection equipment provided for the drums that need it (eg knee pads for surdo players).
	Musical Coordinator	Demonstrate how to play equipment safely.
	Members	Play equipment in a safe manner - look out for those around you when waving sticks, play it how experienced members have shown you to minimise damage to yourself and the equipment. Don't play broken equipment. Report any broken equipment to the Instruments Officer, or any other member of the committee.
<b>To ensure there is a first aid kit available</b>	Instruments officer	Keep first aid kit supplied.
	Members	Tell instruments officer when items have been used from the kit.
<b>To reduce risk from general public</b>	Committee	Ensure main doors to practice venue are shut and on the latch during playing time to prevent non-players coming in.

First aid kit locations	<ol style="list-style-type: none"> <li>1. Wall on the main drum cupboard of the Bath House.</li> <li>2. In the Shaker box</li> </ol>
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**The named persons responsible for this policy in the year 2016-2017:** Hannah Jones and Kate Leslie

**Date policy reviewed:** January 2017

**Date that policy was adopted by the Arco Iris committee:** 23 January 2017

**Date that next review is due:** November 2017

## **2. Code of Conduct**

### **Introduction**

This policy ("Arco Iris Code of Conduct") is in place in order to protect both the general public and all persons that take part in the activities of the band or represent the band in any way ("players").

This policy consists of some guidelines for

- general conduct,
- a definition of gross misconduct,
- specific guidance on issues relating to drugs and alcohol.

If the Arco Iris Code of Conduct is disregarded, the Arco Iris Samba Band Committee ("the committee") may take disciplinary action against the party or parties who are recognised to have behaved wrongly. Disciplinary action can consist of formal oral warning, written warning, a final written warning, or exclusion from band activities.

### **Band Rules**

1. ARCO IRIS is a non-discriminatory organisation. Workshops and band membership are open to everyone who abides by the guidelines set out in the band's constitution and associated policy documents, including this document;
2. Newcomers, and especially those without access to other music making opportunities, will be welcomed and encouraged to join in with the activities of the band;
3. All band members will behave with courtesy and respect at all times to other band members, newcomers and members of the public;
4. Members will treat the band's instruments with respect and notify a Committee member if instruments are damaged;
5. Members will obey the band's rules regarding the lending and use of instruments and take care to keep instruments and accessories safe when they have borrowed them;
6. Band members will not disrupt classes, workshops or performances;
7. If a dispute arises, the gig manager has the final say on who plays what at performances;
8. All safety rules should be adhered to during band activities and safety equipment should be used at all appropriate times;
9. Threatening, aggressive, discriminatory or violent behaviour or language is not permitted;
10. Harassment of individuals, whether sexual or otherwise, is not permitted. Verbal intimidation will constitute gross misconduct;
11. Unnecessary disclosure of confidential information concerning the band or its players is not permitted;
12. Players will respect the rules of any venue where the band plays, including practice venues. For example, players agree not to consume alcohol in "The Bathhouse" (The Bathhouse, Gwydir Street, Cambridge);
13. Players must not behave in a way that brings or may bring Arco Iris Samba Band

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into disrepute, either during or outside of band activities;

14. Players will not bring sexually explicit material to practice or gigs or engage in inappropriate sexually explicit conversation while taking part in activities with the band.

### **Gross Misconduct**

Gross misconduct shall be understood to mean any wilful action or wilful inaction by a player that causes harm to another person or to the property of another person. It shall also be understood to mean any continued disregard of the guidelines for behaviour given in this document after a final written warning has been given.

Any person who engages in gross misconduct will be excluded from band activities for a period of time decided by the committee.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to exclusion from band activities:

- Physical violence towards anybody at any time, including time outside of band activities;
- Behaviour that seriously jeopardises health or safety;
- Serious misuse of the trust that exists between Players;
- Deliberate damage to Arco Iris's property.

### **Drug and Alcohol Use**

The undernoted rules exist primarily to protect the safety of players and the public alike.

- Without exception, the use, sale, or possession of illegal substances during band activities will be viewed as gross misconduct;
- Players are required to take a sensible approach to social alcohol consumption and act in a responsible manner. Any behaviour which is seen to damage the reputation of the Company may be treated as misconduct;
- The band's activities may include events where alcohol is served. At these events it is expected that individuals follow the "Lower Risk Alcohol Consumption Guidelines" offered on this website: <http://www.nhs.uk/change4life/Pages/alcohol-lower-risk-guidelines-units.aspx>;
- Where children under 18 are present at band activities, children under 18 will not be supplied with alcohol.

**The named person responsible for this policy in the year 2016-2017:** Hester Carter

**Date policy reviewed:** January 2017

**Date that this policy was adopted by the Arco Iris committee:** 23 January 2017

**Date that next review is due:** November 2017

### 3. Child Protection Policy

Arco Iris believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

Arco Iris is an over-18s only band. However, we may still come into contact with the children of members, and with children during workshops/events run by the band.

We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Arco Iris's services, including the children of adult members or users.
- To provide members and players with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all committee members, leaders, general members and casual players, or anyone working on behalf of or in the name of Arco Iris.

**Since we are an over-18 organisation, all Arco Iris members and casual players are not expected to come into regular contact with young people under the age of 18 during Arco activities. We do recognise however that in some workshops and gigs we may come into occasional contact with young people.**

In these instances we will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for members, players and leaders
- sharing information about child protection and good practice with children, parents, players and members
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately

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

Arco Iris is committed to ensuring that all band players are aware of and understand our safeguards. Our safeguarding policy is openly available on the website, <http://arcoiris.org.uk/>

### **Purpose and aim of the procedures**

These apply to all committee members, leaders, general members and casual players in the few situations where they come into contact with under-18s.

### **A description of the different categories of abuse**

These are physical, emotional, sexual abuse, and neglect.

- **Physical abuse:** this involves causing physical harm to a child – for instance through hitting, shaking, burning, poisoning, suffocating or other means. It can also manifest itself in parents or carers inducing illness or fabricates the symptoms of an illness in a child.
- **Emotional abuse:** this affects a child's emotional development through persistent emotional maltreatment. It may involve 'putting the child down', not allowing them to express themselves, making fun or allowing them to see/hear maltreatment of another person.
- **Sexual abuse:** this can include direct sexual acts inflicted on children, penetrative or non-penetrative. It can also include involving children in the production of or looking at sexual images, watching sexual activities, encouraging them to act in sexual ways or grooming a child in preparation for abuse.
- **Neglect:** this is the persistent failure to provide a child with its basic physical and/or emotional needs. It may involve a parent or carer failing to feed, clothe or clean the child properly, failing to protect the child from physical or emotional danger, failing to provide adequate supervision or failing to ensure the child's appropriate medical needs are met.
- **Bullying:** this involves persistent deliberately hurtful behaviour, usually repeated over a period of time. There are three main types: physical (e.g. hitting, kicking, theft); verbal (e.g. insults, threats, homophobic or racist remarks); and emotional (e.g. isolating someone from their social group, ostracising them).

### **How to recognise the signs of abuse**

Recognising the signs of abuse is not always easy. It is not your responsibility to decide whether abuse has occurred, only to act in order to let the appropriate agencies investigate and take necessary action.

- Signs of physical abuse may include unexplained bruising in places where accidental injury is unlikely (cheeks, abdomen, buttocks etc), multiple 'cluster' bruises on upper arms and thighs, cigarette burns, bite marks, broken bones. The child may also show emotional signs, flinching when approached, running away from home, being fearful of anyone telling his/her parents, or becoming withdrawn.
- Emotional abuse can be very hard to measure, but signs may include self-harm, sudden speech disorders, neurotic behaviour, and a fear of making mistakes.

- Sexual abuse is not just perpetrated by adult men; increasing numbers of women are accused, and other children can also be responsible. There can be physical signs such as itching or pain in the genital area, bruising or bleeding in the same area, stomach pain, discharge or infection, discomfort when walking or sitting down, or pregnancy. Behavioural signs can include nightmares, sexual knowledge beyond their age, eating problems, fear of being left with a specific person or group of people, acting in sexually explicit or inappropriate ways towards adults, or saying they have secrets they cannot share.
- Signs of neglect might include constant hunger, stealing food, being constantly dirty or 'smelly', loss of weight/constantly inappropriate weight, or inappropriate clothing for the conditions. Neglected young people might also have few friends, mention being left alone a lot, fail to request medical assistance when they might need it, or complaining of being constantly tired.
- Signs of bullying might include the onset of shyness/withdrawal, torn clothes, 'losing' money, becoming more aggressive towards younger people, or asking for stolen possessions to be replaced.

These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

### **How to respond to signs or suspicions of abuse**

If any player or member is worried about any under-18 with whom they come into contact when working with the band, they should approach the named person preferably in person. It may help to write the concerns down to clarify them, then give them to the defined committee member in charge of child protection issues (hereafter referred to as the 'named person'), but please do not send sensitive information about these matters by email.

The named person will fill out **the appropriate Child Protection Form** then contact the appropriate authorities to get advice and help, and to enable them to act appropriately as they see fit.

*It is most likely (particularly in the case of a workshop involving children) that the organisation arranging the event will have their own child protection procedures, and in this instance it would be most appropriate for the Arco Iris named person to approach the organisation's named person and follow their procedures (for more details see 'How information will be recorded and stored' below).*

### **How to respond to allegations of abuse against another member of Arco Iris**

- Any allegations of abuse against another member of Arco Iris Samba Band must be reported to the named person who will then contact the relevant authorities and discuss it with them.
- If the complaint is against the named person, then the allegation should be reported to a member of the committee who will follow the procedures in place to report it further to the appropriate authorities.

The allegation can be directly reported to Children's Social Care Cambridge by using the following number between 9am and 6pm Monday-Friday: 0345 045 5203. At all other times there is an Emergency Duty Team number: 01733 234724, or if you feel the risk is immediate dial 999.

*It is likely (particularly in the case of a workshop involving children) that the organisation arranging the event will have their own child protection procedures, and in this instance it would be most appropriate for the Arco Iris named person to approach the organisation's named person and follow their procedures (for more details see 'How information will be recorded and stored' below).*

### **How to respond to a child telling you about abuse**

If an under-18 with whom you come into contact through Arco Iris decides to confide in you about any type of abuse, it is important to follow this advice:

1. Make it clear from the outset that you cannot 'keep secrets'. If you are worried about what you hear you have to report that, and the child needs to know this before they tell you. We must never promise to keep things confidential. If the child then chooses not to tell you, then it is their choice: you can still report your concerns.
2. If the child decides to confide in you after this explanation, the most important thing is to listen, remember as much as you can, and **not** ask any 'leading' questions. ('Did your mum do this or that to you?', 'Does your uncle make you feel like this or that?')
3. Reassure the child that you have listened to them, that you understand and that you will speak to someone about it who can help them. You may or may not believe the child, but it is not for you to worry about whether or not they are telling the truth, so report everything you have been told.
4. As soon as you can after the child has confided in you, follow the actions in the paragraph above, approaching the named person and reporting, as accurately as you can, what you have been told.

*It may well be (particularly in the case of a workshop involving children) that the organisation arranging the event will have their own child protection procedures, and in this instance it would be most appropriate for the Arco Iris named person to approach the organisation's named person and follow their procedures.*

### **How to respond to allegations of abuse against someone not involved in Arco Iris**

This may be a parent or carer, another child, school teacher or anybody else.

In this instance the concern should be reported to the named person who will, if possible, follow the guidelines set out in '*How to respond to signs or suspicions of abuse*' (above).

### **How information will be recorded and stored**

Information should be recorded on an appropriate Child Protection concern form. In most instances this would be provided by the authority for whom we are working with under 18s (e.g. at a workshop). Arco Iris is an 'Over-18 only' organisation so does not possess its own Child Protection forms. In cases where there is no appropriate form, emergency procedures should be followed as per '*How to respond to allegations of abuse against another member of Arco Iris*' above.

It should be recorded by the named person and passed on by them to the appropriate authorities within 24 hours. It should be stored, retained, and destroyed as per the NSPCC guidelines "Guidance on child protection records retention and storage (England and Wales)" 2007, given [here](#).

### **Confidentiality policy**

The legal principle is that the "welfare of the child is paramount". Privacy and confidentiality will be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first. Arco Iris reminds members and players of the following:

- Legally, it is fine for the named person to share information if someone is worried about the safety of a child.
- Arco Iris does not need to inform everyone when a concern or worry is raised. This respects the child's, family's and/or Arco Iris members' rights to privacy. So only people who need to know should be told about it. Otherwise there might be gossip and rumours or other people may be genuinely concerned.
- Arco Iris may, if it is appropriate, say that a concern has been raised and it is being dealt with following the group's procedures.

**The named person responsible for this policy in the year 2016-2017:** Hannah Jones

**Date policy reviewed:** January 2017

**Date that this policy was adopted by the Arco Iris committee:** 23 January 2017

**Date that next review is due:** November 2017

#### 4. The Safeguarding of Vulnerable Adults (SoVA) Policy

Arco Iris believes that it is always unacceptable for a vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of any vulnerable adult accessing the band's activities, by a commitment to practice which protects them.

A **Vulnerable Adult** is defined as a person aged 18 years or over "Who is or maybe in need of community care services by means of mental or other disability, age or illness" and "Who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation". (Definition taken from [No Secrets: Guidance on implementing multi-agency policies and procedures to protect vulnerable adults from abuse](#). Department of Health (2000))

The aim of this policy is to ensure the safety of vulnerable adults accessing Arco Iris's activities. The policy applies to all committee members, leaders, general members and casual players, or anyone working on behalf of or in the name of Arco Iris.

It was developed in accordance with Cambridgeshire County Council's Adult Safeguarding [Policy Guidance for Voluntary and Community Organisations](#).

##### Policy

When working with vulnerable adults Arco Iris will:

- Promote their health and welfare.
- Respect and promote their rights.
- Work in a way which safeguards the wellbeing of the vulnerable person and protect them from harm and abuse.
- Take appropriate steps if they became aware of any signs / incidents of harm and abuse
- Arco Iris will ensure band members and committee members are not expected to be alone or left unsupervised with vulnerable adults or to attend to their personal care needs.

##### Terms used

- **Regulated Activities** are the activities that the Disclosure and Barring Service (DBS) can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.

## Policy Aims

- To promote good practice and ensure that band participants are able to take part with confidence in band activities where there is contact with vulnerable adults. ('Band participants' means anyone participating in Arco Iris activities, including all committee members, leaders, general members and casual players, or anyone working on behalf of or in the name of Arco Iris.)
- To provide vulnerable adults with appropriate safety and protection whilst participating in Arco Iris activities
- To allow band participants to make informed and confident responses to specific Adult Safeguarding issues
- Monitor the level of contact with vulnerable adults in band activities to ensure that the contact is *infrequent* and of *low intensity* and below the threshold of Disclosure and Barring Service (DBS) check requirements.  
(*Infrequent Contact* - is classed in Cambridgeshire's '[The Safeguarding of Vulnerable Adults \(SoVA\) Introductory notes for voluntary & community groups](#)' as occasional, irregular or short term contact over a period of time. It is also unlikely that your organisation's core aims are to provide activities to Vulnerable Adult groups. For example, social activity groups.  
*Low intensity* - Is contact within a group context, in a public space – taking part in an activity with minimal physical contact, not providing intimate care or being left alone with the Vulnerable person.)
- To ensure that vulnerable adults and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

### The named person will:

- Ensure that the welfare of vulnerable adults is given the highest priority by Arco Iris, its committee and members
- To promote good practice and ensure that Arco Iris is able to work with vulnerable adults with confidence
- Ensure that SoVA Practice Guidance and Procedures are enacted and monitored including the briefing, training and gathering feedback from band participants
- Monitor contact with vulnerable adults to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels.
- Act as the main contact for disclosing information around adult safeguarding concerns
- Ensure that the concerns of vulnerable adults are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with vulnerable adults to ensure all band participants remain up to date with current practice and legislation
- Ensure that band participants have access to further appropriate information

## Safeguarding of Vulnerable Adults (SoVA) – practice guide and procedures

### What is Safeguarding of Vulnerable Adults (SoVA)?

- Abuse of vulnerable adults is common, hidden (by both the victim and the alleged perpetrator). The most likely perpetrator is a care-giver or someone else close to the victim.

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- Everyone has an important role to play in protecting vulnerable adults. This includes recognising, recording, reporting and referring concerns about abuse.
- Concerns may be recognised by anyone working with or knowing the vulnerable adult. This includes all health professions, care staff (care home or community), volunteers, members of the public, friends and family or by the adult themselves.
- It is vital to listen and to take concerns seriously.

*Vulnerable adult:* A vulnerable adult may be anyone over the age of 18, who has a physical or sensory impairment, learning disability or a mental health problem and who may be unable to protect themselves from harm or abuse. Many frail or confused older people are especially vulnerable. Risk increases if socially isolated, history of family violence, communication problems, drugs or alcohol involved, relationships under stress, poor staffing levels and poor staff training.

Most occurrences are in own home or care facility but can be in hospital or any other setting.

*Abuse* – may be single or repeated. It may be: physical: sexual: psychological: financial or material: neglect or acts of omission: discriminatory (race, ageism etc): institutional: domestic abuse and violence.

### *The Four Principles*

For an incident or allegation to be considered as a safeguarding referral, these 'Four Principles' need to be met:

1. The person is a vulnerable adult as defined as someone aged 18 years or over, who meets the criteria for a community care service
2. There is an alleged perpetrator – a third party/person/agency/unknown
3. There is abusive behaviour by the alleged perpetrator
4. There is harm, or a risk of harm to the vulnerable adult

### **Why do we need to do this?**

The NHS has reported 96,000 cases of alleged abuse against vulnerable adults were reported in England last year. Most incidences of abuse are not reported – there were 944 in Cambridgeshire in 2012. The numbers increase year on year, this is mostly due to increased recognition and referral but is still only the tip of the iceberg. Abuse is often hidden by both the victim (for fear of reprisals) and the perpetrator.

If any player or member is worried about any vulnerable adult with whom they come into contact when working with the band, they should approach the the designated committee member in charge of Vulnerable Adult Safeguarding (the 'named person') preferably in person. The named person will then follow the procedures in place to report it to the relevant authorities and discuss it with them.

*The procedures are outlined in the accompanying flowchart.*

It may help to write the concerns down to clarify them, then give them to the named person, but please do not send sensitive information about these matters by email.

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### **How to respond to signs or suspicions of abuse against another member of Arco Iris**

Any allegations of abuse against another member of Arco Iris Samba Band must be reported to the named person who will then follow the reporting procedures in place.

If the complaint is against the named person, then the allegation should be reported to a member of the committee who will then follow the reporting procedures in place.

[\[Flowchart Link\]](#)

**The named person responsible for this policy in the year 2016-2017 is:** Chris Johnstone

**Date policy reviewed:** January 2017

**Date that this policy was adopted by the Arco Iris committee:** 23 January 2017

**Date that next review is due:** November 2017