



Chalford Band – Safeguarding Officer role description

Throughout this document, the term 'band' or 'Chalford Band' means Chalford Senior Band, Chalford Academy Brass and Chalford Youth Band.

Reports to: Committee

1. Purpose of the role

- 1.1 To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children, young people and adults at risk. To promote the safety and welfare of children, young people and adults at risk, that are members of the band, and other children and adults at risk, with whom the band may come into contact.

2. Duties and responsibilities

- 2.1 Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
- 2.2 Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
- 2.3 Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
- 2.4 Take the lead on dealing with information that may constitute a child protection or an adult safeguarding concern. This includes assessing and clarifying the information and taking decisions where necessary in consultation with the Chair of the management committee and statutory child protection and adult safeguarding agencies.
- 2.5 Consult with, pass on information to and receive information from statutory child protection and adult safeguarding agencies, such as the local authority children's social care department, the adult social care department and the police. This includes making formal referrals to these agencies when necessary.
- 2.6 Consult with the NSPCC Helpline and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
- 2.7 Report regularly to the committee.
- 2.8 Be familiar with and work within local inter-agency child protection and adult safeguarding procedures developed by the local safeguarding children board and local safeguarding adult board.
- 2.9 Be familiar with issues relating to child protection and abuse, and adult safeguarding and abuse, and keep up to date with new developments in this area.



- 2.10. Attend training in issues relevant to child protection and adult safeguarding from time to time and share knowledge from that training with other volunteers and management committee members



This policy was last reviewed on: 31st July 2025

Signed:

Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
01	31/05/2023	Document created	None
02	31/07/2024	Document reviewed and updated	Last reviewed date changed to 31/07/2024.
03	31/07/2025	Document reviewed and updated	Last reviewed date changed to 31/07/2025; review period changed to biennially; 2.9 and 2.10 point numbering corrected.