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St. Helens Youth Brass Band | c/o United Reformed Church | Ormskirk Street | St. Helens | WA10 1BQ

Safeguarding Policy (revised Nov 2025)

This policy applies to all staff, officers, committee members, volunteers, private tutors, visiting tutors, members, young people and anyone working on behalf of St Helens Youth Brass Band (SHYBB).

The purpose of this policy:

- To protect all members and young people and adults who have any contact with SHYBB.
- To give guidance to all in the organisation with regards to how to conduct themselves and raise concerns in the correct manner if necessary.
- To follow Brass Band England's Safeguarding guidance and safeguarding common practice.

SHYBB works with young people to enable them to learn, experience and flourish in musical education and opportunity. We believe that any child or young person should never experience abuse of any kind. SHYBB has a responsibility to promote the welfare of children and young people and to keep them safe with best practice and the highest standards of conduct from every member of the organisation. We are committed to a practice that protects all members.

Pre-Requisites

SHYBB will in turn endeavour to safeguard children by ensuring that all adults who have regular contact with young people and any member of SHYBB will:

- Read and understand this Safeguarding Policy and the SHYBB 'Safeguarding Code of Practice' and 'Behaviour statement' (both included later in this document) prior to involvement with SHYBB
- Annually sign the SHYBB 'Self-declaration for Work with Children' form (Appendix B)
- Recognise and accept their responsibility to protect any young person or member within their sphere of work and care
- Develop awareness of the issues which can cause young people harm and have knowledge of and be able to recognise signs of the four most common types of abuse (emotional, physical, sexual, neglect)
- Be aware of 'grooming' behaviour (the befriending of young people as a precursor to abuse)
- Immediately report any incidents of concerns by adhering to the SHYBB set procedures and filling in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C)
- Be subject to a DBS Disclosure check.
- Annually sign the "Declaration of Pecuniary and Personal Interest" document and advise of any new and ceased interest throughout the year



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Policy Statement

SHYBB will ensure that:

- The well-being of young people and all members is most important. Considerations of confidentiality, which might apply to other situations, should not be allowed to override the right of young people and members to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. 'The welfare of the child is paramount' - The Children Act 1989.
- They provide a safe environment where young people and all members are always listened to and encouraged to talk about themselves, their family, their lives and experiences or any concerns.
- They recognise that young people and all members may suffer abuse in many forms – physical, sexual, emotional and/or neglect.
- All adults accept responsibility for the welfare of young people, with whom they come into contact in the course of their work and will report any concerns about a child or somebody else's behaviour using the SHYBB procedures.
- There is a Designated Safeguarding Lead (DSL) and a Deputy DSL within the organisation (stated at the end of this document) who will take action following any expression of concern and ensure the lines of responsibility in respect of child protection are clear to everyone involved in the organisation.
- All adults that come into contact with young people or members of the organisation in the course of their professional activities must adhere to;
 - The SHYBB 'Safeguarding Code of Practice' (included later in this document)
 - The SHYBB 'Behaviour statement' (included later in this document)
 - The procedure for reporting safeguarding concerns; 'Safeguarding Concern/Incident Report Form' (Appendix C)
 - Any other relevant guidance issued by SHYBB.

Failure to comply with these obligations may result in being asked to relinquish their involvement with SHYBB.

- Any information relating to any allegation or disclosure must be clearly recorded as soon as possible using the set, SHYBB procedures and filling in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C). A procedure will be set advising who should record information and timescales for passing it on.
- A culture of mutual respect between young people and adults will be encouraged, with adults modelling good practice in this context.
- SHYBB has responsibility to, and a duty of care towards, young people, members and staff of SHYBB who encounter, and/or report in good faith, any child protection concerns. SHYBB will offer their full support to them

They will give support to any young person, band member or staff who, in good faith, reports their concerns.



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Safeguarding Code of Practice

- All adults that come into contact with young people or members of SHYBB in the course of their professional activities must adhere to the following Safeguarding Code of Practice:
 - Immediately report any incidents or concerns by adhering to the SHYBB set procedures and filling in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C).
 - Inappropriate physical contact with children must be avoided. Physical contact is only appropriate in very limited circumstances. Please see 'Private Tuition' later in this document.
 - Avoid inappropriate or suggestive remarks, including innuendo, swearing, and discussing their or your own intimate relationships. These can easily be misinterpreted.
 - Avoid communicating directly with individual children by email, text messages, WhatsApp, SPOND direct messages or social media. If electronic communication is necessary, best practice would be to include parents/guardians/carers as well as band committee members in messages. If you have suspicions over a parent/guardian/carer or colleagues communications via social media this must be passed on to the SHYBB Designated Safeguarding Lead or Deputy DSL.
 - Do not engage in behaviour which could be construed as 'grooming' a child (the befriending of young people as a precursor to abuse). For example, giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children.
 - Take any disclosure of abuse or concern from a child seriously. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Immediately report any incidents of concerns by adhering to the SHYBB set procedures and filling in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C). Do not attempt to investigate the concern yourself. No concern should be dismissed without due consideration.
 - Always report any concerns regarding the conduct of another staff member in relation to young people or vulnerable adults immediately to the SHYBB DSL or Deputy DSL and fill in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C).
 - Remember that those who abuse children can be of any age (even other young people), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.



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- All young people must be supervised at all times by at least one responsible adult, particularly when they are waiting for and after band practice sessions, concerts, competitions, or auditions. More than one adult should be present when assisting young people with uniform change.
- At least one committee member, or parent, must be present with the Musical Director when additional rehearsal or workshops are held. The committee member or parent will be provided with a copy of the Emergency Contact list for all players. The list must not be disclosed to any third party or organisation. If a committee member or parent/guardian/carers is not available, the additional rehearsal must be cancelled.
- Any situation where someone from outside the organisation is running a rehearsal or session, with any size of group, will be chaperoned by a DBS volunteer from the band organisation.
- Reasonable precautions are taken to protect young people and all members from 'outsiders' in particular when attending venues for competitions or concerts.
- Make sure that players will not take part in any activity if we believe there may be a health & safety risk to anyone in the organisation.
- The Sexual Offences Act (2003) re-enacts and extends the abuse of relationship / position of trust offences set out in the Sexual Offences (Amendment) Act (2000)⁶. It is a criminal offence for anyone working in an education setting to have a sexual relationship with a young person, even when the young person is over the age of consent but under 18 years of age.

Safeguarding Behaviour Statement

Adults involved with SHYBB will always:

- Treat young people and all members with respect
- Treat all staff, volunteers or parents/guardians/carers with respect and set an example for others
- Be non-judgmental when dealing with young people and all members and respect their individual rights.
- Respect the 'right to privacy'
- Show tolerance towards children, young people, all members and volunteers.
- Recognise and encourage the achievements of band members.
- Respond to young people positively and without sarcasm.
- Remember that insults or verbal abuse from anyone will not be tolerated and need to be challenged.
- Be vigilant when dealing with a sensitive matter or situation.
- Be aware of the possible implications of physical contact with young people and all members. We recognise that our actions, no matter how well intended, might be misinterpreted.
- Act upon any concerns of bullying within the organisation.



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- Make sure no suggestive remarks, gestures or detrimental comments are made in the presence of young people.
- Act responsibly when dealing with matters of a sensitive nature, listen carefully and never jump to conclusions
- Ensure no contact is made with individual children via email, text messages, WhatsApp or social media etc. See 'Guidance for Social Media' (included later in the document.)
- Value and respect young people as individuals and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

Guidance for Social Media

All adults involved with SHYBB are advised not to be friends with anyone under the age of 18 on these platforms, and to ensure privacy settings on social media are secure. Due to the social nature of SHYBB we understand there are crossovers and conflicts of interest but the SHYBB committee will be aware of these and ask for SHYBB matters not to be discussed on any of these platforms.

Photographs/videos

Official photographs and videos of the band may be used to publicise and promote the band for such purposes as: the SHYBB official website, SHYBB Facebook page (Public and Private), CDs, brochures, newspaper articles etc. Parents/guardians/carers will be given the opportunity to state if they do not wish their children's photos/videos to be used for such purposes. Individual players should not be identified by tagging on the SHYBB Facebook pages. Any photographs or videos sent by parents/guardians/carers to SHYBB email or social media platforms will be deemed to have consent to publicise as per policy unless stated otherwise by the originator.

Admission of new committee members, volunteers, staff etc.

All new volunteers, committee members and staff involved with SHYBB must complete the SHYBB 'Self-declaration for Work with Children' form (Appendix B) which will provide the following:

- Name, address, date of birth
- Details of any previous experience of working with children/young people
- Details of any convictions for criminal offences against children, including "spent" convictions (Rehabilitation of Offences Act (exemptions) order 1975)
- Permission to carry out a Disclosure and Barring Service (DBS) disclosures check
- Signature

Disclosure and Barring Service (DBS) checks will be taken up on all new SHYBB committee members. DBS Disclosures carried out for other organisations may be accepted if they have been carried out within the last 5 years.



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Guidance for Private Tuition

Private tuition is not part of the remit of St Helens Youth Brass Band however, there are teachers who teach in the building during band time. St Helens Youth Brass Band ensure that these teachers are DBS checked and have access to a room with a window but are not responsible for the contracts between parents and tutors.

Musical Directors and tutors who provide private tuition to members of SHYBB must make it clear to parents/guardians/carers when any arrangements are made. Tutors will read and understand this SHYBB safeguarding policy, complete the SHYBB 'Self-declaration for Work with Children' form (Appendix B) and be subject to a DBS disclosure check. One-to-one work is appropriate and necessary in the delivery of music education and we must always guard against complacency about the risks to teachers, however instrumental teachers need to be aware of the risks associated with teaching children alone.

In order to minimise any risk to tutors or young people involved in the organisation, instrumental teachers need to be diligent and be self-aware about the situation they work in. Therefore, the following guidance must be followed:

- Physical contact between tutors and pupils is not appropriate in this type of teaching and wherever possible tutors should consider using other strategies such as demonstrating for the student to copy or using a mirror.
- SHYBB understands there is sometimes a case to be made for limited physical contact in the course of teaching technical aspects of playing, however this should only occur when professionally necessary and in an appropriate open room.
- SHYBB will always know where lessons are taking place and teaching must not take place in remote locations or in a room without vision panes in doors unless it is possible to teach with the door wide open.
- Teachers must refuse to work in inappropriate rooms regardless of requests. Such matters should be raised immediately with the chairperson or any other available member of the SHYBB committee.
- Any incident of distress, anger or other concern which arises during a one to one or small group lesson should be reported to a member of the SHYBB committee immediately, and any incidents of concerns should be immediately reported by adhering to the SHYBB set procedures and filling in the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C) being mindful of data protection and sensitive information.
- An additional member of the committee or parent/guardian/carer must be present if one to one tuition is being provided by someone from outside the organisation.

Online lessons

Lessons must be taught through a recognised platform such as Zoom or Microsoft Teams. Sessions may be recorded only for the use of safeguarding and for students to watch back. These recordings will be deleted when no longer required subject to GDPR.

In order to comply with St Helens Youth Brass Bands (SHYBB) professional outlook and health and safety standards we must all consider the following guidelines which have been adapted from the Musicians Union's 'Guidelines for Teaching Online', The Incorporated Society of Musician's 'Safeguarding for Online Teaching', Brass Band England information, Scarisbrick Hall School's 'Contingency for Peripatetic Provision' and our own policy.



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- All peripatetic tutors should remember that safeguarding is just as important when teaching online as it is when teaching face to face.
- Tutors should protect themselves from accidental inappropriate contact with students by notifying all in the residence of their teaching and choosing a neutral background. It may be necessary to widen the frame depending on your instrument, so take care that the frame is well chosen and appropriate. Under no circumstances should you share any of your personal details, phone numbers and address etc. with students. Please do keep this in mind especially regarding info which could be gleaned from the background when you are online.
- Lessons must take place in a suitable environment, for example a family room. Please do not teach in bedrooms, nor should your pupils be in their bedrooms.
- Sensible attire should be worn.
- Do not allow students to wear excessively informal attire. If this happens, terminate the call and communicate the reason afterwards. The same applies if a student behaves inappropriately, and it may be necessary to take further action if this happens, just as you would with a face-to-face lesson.
- If any safeguarding concerns arise from your teaching contact the Designated Safeguarding Lead or Deputy DSL immediately using our usual channels.
- Establish a serious and professional manner with any online profile.
- Ensure a parent/guardian/carer is available at the start and end of each lesson. They should also be in a position to drop in throughout the session. In all cases, parents/guardians/carers should be fully informed that online teaching is happening and given information about appropriate practice relating to it. All parents/guardians/carers will have given permission for the session to go ahead. Please therefore be aware of their presence in the room even if they are not immediately in view.
- Do not allow students to set up online meetings with yourself only allow parents/guardians/carers to authorise this.
- Emphasise to students and their parents/guardians/carers that the online platform is to be used for lessons only and not for other contact, e.g. sharing photos or general messaging.
- Please do your best to keep conversations as they would be if you were at band rehearsal.
- The rules around confidentiality remain, do not pass comments about other students or parents/guardians/carers
- Please get used to using hand signals. Stop is a hand up circular motion, keep going thumbs up.
- Use bar numbers in music as a good point of reference and encourage pupils to mark up their parts.
- Finish sentences with questions to signal you have finished talking.
- Use your mute button if you're an observer. Mute for when performing to stop feedback loop or use headphones.
- You can use screen sharing for music and your basic equipment should work. Please allow a little extra time for connection issues.
- If you have a query relating to teaching via online platforms, please contact the SHYBB committee.

Helpful links:

<https://www.lessonface.com/content/teaching-music-online-101>

<https://www.ism.org/advice/safeguarding-for-remote-lessons>



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Guidance for Extra Activities, Residential Courses and Tours

Evening ensemble work, residential courses and tours are some of the highlights of our work in music education, but we should take particular care when supervising pupils in the often less formal atmosphere of these situations. To ensure all members' safety, SHYBB will ensure that:

- During activities that take place off site or out of usual hours we remain in a position of trust and need to ensure that behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Where SHYBB takes responsibility for individuals; pupils, leaders and parents/guardians/carers should be informed of arrangements prior to the start of the trip with appropriate segregation of males, females, age differentials and of course staff and any other adults.
- The same procedures as detailed earlier in this document with regards to the general code of conduct and behaviour should be adhered to at all times.
- Adults associated with SHYBB must always set an example to group members in everything they do or say. Therefore, as far as possible, the leaders and young people should be subject to the same code of conduct.

Guidance on how to respond to an incident

SHYBB understands that incidents can be identified in a variety of ways. Any concern must be responded to immediately. SHYBB understand that some ways incidents may be identified (non-exhaustive list) are:

- Disclosure of information from the young person or member of SHYBB
- Disclosure of information or concern from anyone involved with the SHYBB organisation
- Bruising or evidence of physical hurt
- Unusual behaviour by any young person or member of the organisation.

The following guidance must be followed in order to respond to any incident:

- Stay calm.
- Listen carefully to what is said and show that you are taking it seriously.
- Find an appropriate early opportunity to explain that the information will need to be shared with others – do not promise to keep secrets.
- Explain that the matter will only be disclosed to those who need to know about it.
- Allow the young person to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking leading questions that suggest a particular answer. Never ask 'why' or explore further into any matter.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make no judgement about what you have heard.
- Record in writing what was said, using the child's own words as soon as possible using the SHYBB 'Safeguarding Concern/Incident Report Form' (Appendix C). Note the date, time, any names mentioned, to whom the information was given, and ensure that the record is signed and dated.



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- Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the SHYBB Designated Safeguarding Lead or Deputy DSL.

Action to take if allegations are mentioned to you by another professional

Once an allegation has been made, it is the responsibility of SHYBB to report the allegation to the LADO (Local Authority Designated Officer). It is for the LADO alone to lead on the investigation. Organisations should under no circumstances attempt to conduct their own investigation (no matter how preliminary it may seem) as this will compromise the official line of investigation undertaken by the LADO.

If allegations are mentioned to you by another professional (either in person or through any other form of communication), you should refuse to enter into a discussion and notify the SHYBB Designated Safeguarding Lead or Deputy DSL immediately.

This is for the protection of the young people and members at the centre of the allegation and also for the protection of the members of staff concerned

Responding to safeguarding emergencies 'out of hours'

A young person or member of SHYBB may raise a safeguarding issue whilst in our care at an out of hours event. It may, for example, be the case that a young person is not willing to go home with the adult who has arrived to collect them. If this situation arises, it is important to apply the same response guidelines as detailed above to handling the allegation/concern. Situations will be dealt with on a case by case basis, but above all, the young person's concern must be taken seriously, and the safety of the child must be our paramount concern. This applies regardless of your own view of, or relationship with the adult in question. All adults are advised to refer the matter to the SHYBB Designated Safeguarding Lead/Deputy DSL or any other committee member who will be on site during out of hours activities. Depending on the message being given by the young person, it may be appropriate to call the police (999/101) immediately. This may indeed be the best response if there is any possibility that a confrontation or any aggression could take place. If the matter is less immediate (for example, the adult in question is not on-site and the immediate risk is low), it may be more appropriate to call the First Response Team (See end of document). In any case, the child should not be released from our care until professional advice has been sought.

First Aid

SHYBB will ensure that:

- At least one adult at all events will have completed a course of basic Emergency First Aid and that the staffing levels at all our activities, residential courses etc. are very high.
- A member of the SHYBB committee (usually the person on the front desk) will have a full list of pupil emergency contact details easily to hand at all times. (These details are not recorded in ensemble registers in order to minimise data protection risk.)
- A first aid kit is taken to all activities and a committee member is trained in delivering first aid.
- Those administering first aid should be mindful of the limits of their ability, experience and training.
- Under no circumstances should a first aider undertake an examination of a child's injuries beneath their under-clothing unless it is considered necessary as part of the preservation of life first aid practice and they are supervised by other staff.



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If an accident or illness (for example fainting) occurs, staff working with the ensemble / members should follow these guidelines:

- Stay Calm
- Clear the immediate area. This will involve evacuating other members from the space. It is essential that the other members are kept safe and under the supervision of another adult at this time. Try to keep them calm.
- Call for help (First aider).
- Volunteer First Aid to the best of your ability.
- If in any doubt, call an ambulance – 999.
- Upon the parents/guardians/carers collecting the young person, they should be notified, unless circumstances dictate otherwise.
- Stay with the young person until parents/guardians/carers arrive to take over responsibility.
- Depending on the nature of the incident it may or may not be necessary to abandon the session. This may involve contacting parents/guardians/carers to ask them to collect members early.

Prevent Duty

SHYBB recognises its responsibility under the 'Prevent Duty' June 2015 (DfE guidance). The Designated Safeguarding Lead or Deputy DSL will assess risk of members of the band being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The Designated Safeguarding Lead/Deputy DSL will work with the relevant Local Authority to ensure that any action needed is coordinated and timely. Any concerns about a particular band member will be reported through SHYBB Safeguarding Procedures.

The Designated Safeguarding Lead/Deputy DSL will consider the level of risk to a member of the band, with the support of the relevant Local Authority, in order to identify the most appropriate referral, which could include Channel or Children's Social Care.

Normal referral processes are also available when there are concerns about Children who may be at risk of being drawn into terrorism. Any member of staff can make a referral if necessary, through Channel (a multi-agency approach to supporting those at risk of radicalisation) via the relevant Local Authority. If the child's situation does not appear to be improving the band member with concern should press for reconsideration. Concerns should always lead to help for the Child at some point in the process if appropriate.

While decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parents/guardians/carers, it must be noted that their consent is not required for a referral when there are reasonable grounds to believe that a child is at risk of serious harm.

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

If you have any queries or disclosures, please do not hesitate to contact SHYBB. Remember, this document is for the protection of adults as well as the young people in our care and by working together we can ensure that we can make St. Helens Youth Brass Band run smoothly.



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This policy was last reviewed in November 2025.

Next review date: November 2026

Contact information:

DSL SHYBB: Helen Melling safeguarding@shybb.uk

Deputy DSL: Rachel Burbury safeguarding@shybb.uk

NSPCC: 0808 800 5000 help@nspcc.org.uk

St Helens Children's Social Care: First Response Team – 01744 676600
Emergency Duty Team 08450 500148

Police: Non-emergency – 101
Emergency - 999

Signed:

Chair of the band: Paul Aden chair@shybb.uk

DSL: Helen Melling safeguarding@shybb.uk



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St Helens Youth Brass Band – Safeguarding (appendix B)

Self Declaration for work with children (Confidential)

This form is to be completed by all staff prior to commencing work (including regular volunteers and tutors) AND completed by **all** on an annual basis.

Name of Staff/Volunteer: _____

Position: _____

Please answer the questions and sign the declaration below to demonstrate that you are suitable to work with children. Please do not provide any false information.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your involvement with this organisation?	Yes/No
Have you been barred from working with children?	Yes/No
Is anyone living or working at your address barred from working with children?	Yes/No
Are you 'Disqualified from working with children'?	Yes/No
Is anyone living or working at your address 'Disqualified from working with children' ?	Yes/No
Have your own children ever been subject to a care order, child protection order or an exclusion order?	Yes/No

If you have answered **YES** to any of the questions, please provide further information below:



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I understand my responsibility to safeguard children at all times.

I will ensure I notify SHYBB of any changes to the information declared on this form.

Signed: _____ Date: _____

DSL / Deputy DSL Signed: _____ Date: _____



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Appendix C

St Helens Youth Brass Band – Safeguarding

Safeguarding Concern/Incident Report Form (Confidential)

Name of

Child:.....
.....

Address:.....
.....

Parent/Guardian/Carer:.....
.....

Address (if different from
above):.....

Contact
Number:.....
.....

Child's Age/Date of
Birth:.....

Are you reporting your own concerns or passing on those of someone else? Give details of
witness.....
.....

Brief description of what has prompted concerns (including date, time and location of specific incidents:
.....
.....
.....
.....
.....



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Any physical signs? Behavioural signs? Indirect signs?

.....
.....

Have you spoken with the child? If so what have they said?

.....
.....
.....

Have you spoken to the parent(s)/guardian(s)/Carer(s)? If so what have they said?

.....
.....
.....

Has there been any allegations of abuse? If so give details of allegation:

.....
.....
.....

Have you consulted anyone? Give details:

.....
.....

Your Name:

Position:

Signature:

Date:

Once you have completed the form please contact SHYBB Designated Safeguarding Lead or Deputy (details on Notice Board and in safeguarding policy).

[Helpful links:](#)