

# Safeguarding – Procedures and Policies

## Introduction

Safeguarding children and adults at risk of abuse within the band is the responsibility of ALL members of the London & Southern Counties Regional Committee (L&SCRC). This document provides guidelines and information on best practice, policies and procedures:

Section 1a: Types of abuse and relevant terms used in safeguarding children

Section 1b: Safeguarding policy (child)

Section 1c: Dealing with a child safeguarding concern

Section 2a: Types of abuse and relevant terms used in safeguarding adults

Section 2b: Safeguarding policy (adult)

Section 2c: Dealing with an adult's safeguarding concern

Section 3: Safeguarding Lead's role description

Section 4: Anti-bullying policy

Section 5: Guidelines on social media and online technologies

Section 6: Transporting children and adults at risk to and looking after them during the contest

## **Section 1a: Types of abuse and relevant terms used in safeguarding children.**

### **Abuse and neglect of children**

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2018) defines various forms of abuse, including:

#### **1. Physical abuse**

Physical abuse may involve 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 fabricates the symptoms of, or deliberately induces, illness in a child.

#### **2. Emotional abuse**

Emotional abuse is the persistent emotional maltreatment 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 only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or

developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### 3. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

Neglect 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 4. Other ways in which abuse may be perpetrated

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse include in which digital technology may often (but not always) play a part include:

#### ● Child sexual exploitation:

a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. It's important to recognise that although the age of consent is 16 years old, children and young people over 16 can be exploited. Child sexual

exploitation is a very complex form of abuse. It can be difficult for parents and carers to understand and hard for the young person to acknowledge that they are being exploited.

- Forms of modern slavery.
- Abuse linked to cultural or religious belief (such as: Female genital mutilation (FGM), honour violence, forced marriage or abuse associated with a belief in spiritual possession).
- Extremism:  
defined in Working Together 2018 as behaviour which includes targeting people who may be vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
- Child criminal exploitation:  
where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. County lines: a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

● Bullying and Cyberbullying:  
Bullying is intentional behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone. A person can be bullied online and offline at the same time.

● Domestic abuse:  
Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse.

● Grooming:  
Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative. Abuse of a position of trust This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a ‘workplace setting’. The concept

also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'.

## 5. Young carers

A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work). Statutory safeguarding guidance recognises that young carers may have support needs and stipulates the circumstances in which a local authority must carry out an assessment.

## 6. Contextual safeguarding

This is an approach to safeguarding where it is recognised that risk to children or young people exists in situations outside the family. The term and the methodology were developed by Dr Carlene Firmin and staff at the University of Bedfordshire. It advocates a multi-agency and multi-dimensional approach that targets the contexts where children and young people may be at risk rather than individual young people themselves, although individual support may still have an important role to play.

## 7. Responsibilities under Working Together to Safeguard Children

In keeping with the content of Chapter 1 of this statutory guidance, it is clear that within the brass band community, it is the responsibility of contest organisers, band committees and those working with young members to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been received by a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer.

Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family needs support services, or may decide that the child needs protection. If those in receipt of a disclosure believe that the position taken by the local authority is inadequate to protect the child or young person, consider escalating the referral within the Local Authority. It is not the job of contest organisers, band committees or those working with young people to take a view on whether abuse has taken place or is at risk of taking place, nor is it their job to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.

### Signs and indicators of abuse of children

There may be many signs and indicators that a child is being abused or is at risk although these may be hard to spot. The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse. Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any

- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – the NSPCC can help to assess the situation. You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing. More information about signs and indicators of abuse of children go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

### **Section 1b: Safeguarding Policy (Child)**

This policy applies to all members, volunteers or anyone working on behalf of the London and Southern Counties Regional Committee, and to members, volunteers and supporters of all bands taking part in the Regional Contest.

The purposes of this policy are:

1. To protect children, who receive L&SCRC services from harm. This includes the children of adults who use our services.
2. To provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection.

L&SCRC believes that a child, young person or adult with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

### **Legal framework**

This policy has been drawn up based on law and guidance that seeks to protect children and adults at risk, namely:

- Children Act (1989)
- United Convention of the Rights of the Child (1991)
- Data Protection Act (1998) and subsequent data protection guidance
- Sexual Offences Act (2003)
- Children Act (2004)
- Protection of Freedoms Act (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2018)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)

- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulations (European Union) (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act (2005)

The UK's four nations – England, Northern Ireland, Scotland and Wales – each have their own framework of child protection legislation, guidance and practice to:

- identify children who are at risk of harm
- take action to protect those children
- prevent further abuse occurring. Although the child protection systems are different in each nation, they are all based on similar principles. A summary of the key legislation and guidance is available from: <https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- children should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them.
- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

We will seek to keep children safe by:

- valuing them, listening to and respecting them
- appointing a nominated child protection lead for children, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and a code of conduct for members and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective support and training for volunteers with responsibility for safeguarding
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and good practice with children, parents, volunteers and members

- making sure that children and their families know where to go for help if they have a concern
- sharing concerns with agencies who need to know and involving parents and children appropriately.
- Using L&SCRC procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we provide a safe physical environment for our children, members and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where members and volunteers, children and their families, treat each other with respect and are comfortable about sharing concerns
- sharing information about anyone found to be a risk to children with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

Useful contact details:

Safeguarding Lead: Jane Stewart 07980 407831

Deputy Safeguarding Lead: Nigel Hall 07772 249916

Police: [online](#) or telephone 101 or 999 (in an emergency)

Adult Safeguarding concern: [hcs portal](#)

Child Safeguarding concern: 0300 123 4043.

NSPCC Helpline: 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

The Samaritans: <https://www.samaritans.org/> tel: 116 123

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/> tel: 0808 2000 247

Brass Bands England Safeguarding Officer: 01226 771015

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

This policy was last reviewed on: 22<sup>nd</sup> November 2025

Signed: Jane Stewart

L&SCRC Safeguarding Lead

Date: 22<sup>nd</sup> November 2025

## **Section 1c: Dealing with a child safeguarding concern**

### **Ways that abuse might be brought to your attention:**

- A child might make a direct disclosure of abuse about themself
- A child might make a direct disclosure about another person.
- A child might offer information that is worrying but not a direct disclosure.
- A member of a band or volunteer might be concerned about the appearance or behaviour of a child or about the behaviour of someone (e.g. a parent or carer) towards a child.
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering.
- A parent or carer might offer information about a child that is worrying but not a direct disclosure.

### **Receiving a Disclosure**

A 'disclosure' is when a child tells you something that has happened to them, or that they have seen or information they have been told that puts them or someone else at risk of harm, this can be current or historic. This could be part of a general conversation or an intentional disclosure. There are lots of reasons why a child or young person might tell someone they're being abused, including:

- realising the abuse is wrong
- not being able to cope any more
- the abuse getting worse
- wanting to protect other children
- wanting the abuser to be punished
- trusting someone enough to tell them
- someone asks them directly.

It can be very hard for them to open up about what's happened to them. They might be worried about the consequences or that nobody will believe them. They might've told someone before and nothing was done to help them. Sometimes they might not know what's happening to them is abuse and struggle to share what they're feeling. Some children don't reveal they're being abused for a long time, some never tell anyone.

### **Actions to take when a child makes a disclosure:**

- React calmly
- Listen carefully to what they're saying. Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.
- Tell them that they are not to blame and that they were right to tell or talk about it
- Take what they say seriously, make sure they know they can trust you and you'll listen and support them.
- Reassure them but do not make promises of confidentiality.
- Let the person tell their whole story. Don't try to investigate or quiz them but make sure that you are clear as to what they are saying. Questions should only be used to clarify if necessary and should be kept to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Explain what you'll do next. For younger children, explain you're going to speak to someone who will be able to help (i.e. discuss the matter with the Safeguarding Lead). For older children, explain you'll need to report the abuse to someone who can help.

- Don't confront the alleged abuser this could make the situation worse for the child.
- Make a full written record of what has been said, heard, and or/seen as soon as possible. Do not do this in front of them.

More can be found on the NSPCC's website including what happens when you report abuse to them.

**Resource:** Child Safeguarding quick reference

### **Section 2a: Types of abuse and relevant terms used in safeguarding adults**

There are many different types of abuse affecting adults, many of which are similar to abuse suffered by children and young people. The Care and Support Statutory Guidance that is supported by the Care Act 2014 describes these as:

#### 1. Physical

This is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the nonaccidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc.).

#### 2. Sexual

Examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- putting pressure on the young adult to consenting to sexual acts

#### 3. Emotional and psychological

This is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

● threats of harm or abandonment	● deprivation of contact	● humiliation
● blaming	● controlling	● intimidation
● coercion	● harassment	● verbal abuse
● cyberbullying	● isolation	
● unreasonable and unjustified withdrawal of services or supportive networks		

#### 4. Organisational

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the

person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

#### 5. Discrimination

This type of abuse may include:

- discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
- discrimination based on a person's disability or age
- harassment and slurs which are degrading
- hate crime

#### 6. Financial and material

This is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It may include:

- theft
- fraud
- internet scamming
- exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions the misuse or misappropriation of property, possessions or benefits

#### 7. Neglect and acts of omission

Examples of this might include:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

#### 8. Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding. It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse.

#### Domestic violence or abuse

This is abuse perpetrated in the context of relationships with family members, friends or carers, and can, in turn, be broken down into other types of abuse relating to:

- psychological
- physical
- sexual
- financial
- emotional

#### 9. Modern slavery

This may take various forms, such as:

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

It should be noted that the legislation and guidance make it clear that this list is not exhaustive and that those working with adults at risk should be open to the possibility of other forms of abuse.

## Consent and capacity:

### **responsibilities under legislation and guidance affecting the safeguarding of adults**

When statutory agencies consider whether a safeguarding response to an adult is needed under the Care Act 2014, they are required to examine three critical components: the person's need of care and support; their risk of, or experience of neglect or abuse; and their ability or inability to protect themselves. These are not questions to which the person receiving the disclosure is expected to supply an answer. Rather, the person should seek advice from the local authority adult safeguarding team and will make a referral if necessary. It is also important to note that, even if the three critical components are not fully met, the person may still welcome and benefit from a preventative approach. Managing issues of consent to the sharing of information is a critical difference between safeguarding children and young people under 18 and safeguarding those who are legally adults.

In its work with adults, we can draw on a set of national principles that are enshrined within the legislative framework for safeguarding adults, and reflect their approach to information sharing including consent, capacity and confidentiality, they are:

- Empowerment – supporting the adult to make their own decisions and informed consent
- Protection – support and representation for those in greatest need
- Prevention – it is better to take action before harm occurs, including signposting to agencies that can help
- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Partnership – local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safeguarding

If someone gives consent to safeguarding information being shared, this should, where possible, take the form of something explicit such as signing a consent form. Where someone who is capable of giving consent to information being passed on to a statutory safeguarding authority, declines to do so, the Safeguarding Lead should consider whether 'vital interests' are at stake under the terms of the Data Protection Act. For example, this may include situations where the adult is in imminent or serious danger, or another person is in danger (including a child of the person or any other child or adult) or a crime has been or is about to be committed. If the Safeguarding Lead feels that any of these circumstances may apply, a referral to the local authority should be made even without the consent of the person.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves. The principles of the Act state that an adult at risk:

- has the right to make their own decisions and be assumed to have capacity unless proved otherwise
- must receive all appropriate help and support to make decisions
- has the right to make eccentric or unwise decisions (in the opinion of others), and that
- decisions made on behalf of a person who lacks mental capacity must be done in their best interests and be the least restrictive of their basic rights and freedoms.

In addition, decisions are time and decision specific. This means that a person may be able to make a certain decision, but not others, at a particular point in time. Decision-making ability may fluctuate over time. Therefore, the band will also pass on information where it appears that the adult at risk may lack mental capacity to consent to this or may be being coerced to withhold consent. The local authority will then consider who can obtain a 'best interests' decision and how it can be made. Procedures advise that the local authority will do this after full consideration of the Mental Capacity Act Code of Practice and also of the extent of appropriate involvement from the family and/or carers of the adult at risk. An assessment of their capacity should be made by a professional person qualified to do so. In making this assessment, consideration will be given by the local authority to seeking the support of an Independent Mental Capacity Advocate to support the individual who lacks capacity. Any decision made on behalf of an adult at risk should weigh up and balance both the Mental Capacity Act and the Human Rights Act, to protect their best interests whilst respecting their rights.

**Signs and indicators of abuse of adults** There are many types of harm. It's important to learn to spot the signs of abuse. This will ensure that people in your organisation know what measures to take if they encounter a safeguarding issue. For more information about adult abuse, go to the SCIE website: <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

## **Section 2b: Safeguarding policy (Adult)**

This policy applies to all members, volunteers or anyone working on behalf of the London and Southern Counties Regional Committee, and to members, volunteers and supporters of all band staking part in the Regional Contest.

The purpose of this policy is to demonstrate the commitment of the London & Southern Counties Regional Committee to safeguarding adults (over 18s) and to ensure that everyone involved in it is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

### Legal framework

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance for England - The Care Act 2014 Care and Support Statutory Guidance (especially chapter 14) 2014

You can find out more about legislation here: <https://www.anncrafttrust.org/resources/differences-between-safeguarding-in-wales-and-england>

We will seek to keep adults at risk of abuse safe by ensuring that:

- Everyone involved with London & Southern Counties Regional Committee is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with London & Southern Counties Regional Committee Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Where necessary advice on individual cases will be sought from the Ann Craft Trust.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- London & Southern Counties Regional Committee acts in accordance with best practice advice, for example, from Brass Bands England (BBE), Ann Craft Trust.
- London & Southern Counties Regional Committee will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All members and volunteers understand their role and responsibility for safeguarding adults

- shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

Useful contact details:

Safeguarding Lead: Jane Stewart 07980 407831

Deputy Safeguarding Officer: Nigel Hall 07772 249916

Police: [online](#) or telephone 101 or 999 (in an emergency)

Adult Safeguarding concern: [hcs portal](#)

The Ann Craft Trust: <https://www.anncrafttrust.org/help-advice> 0115 951 5400

The Samaritans: <https://www.samaritans.org/> tel: 116 123

National Domestic Abuse Helpline: <https://www.nationaldahelpline.org.uk/> tel:0808 2000 247

Brass Bands England Safeguarding Officer: 01226 771015

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

This policy was last reviewed on 22<sup>nd</sup> November 2025

Signed: Jane Stewart

London & Southern Counties Regional Committee Safeguarding Lead

Date: 22<sup>nd</sup> November 2025

## **Section 2c: Dealing with an adult safeguarding concern**

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact either the L&SCRC Safeguarding Lead or their Deputy as soon as you can.

If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be person centred/make safeguarding personal. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to the Safeguarding Lead. Do not contact the adult before talking to the Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm

### **Responding to a Direct Disclosure of abuse of an adult**

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Safeguarding Lead.
- Ask for their consent for the information to be shared outside the organisation.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words as soon as possible.

It is important not to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.

- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility
- Tell everyone.

You can find out more from The Ann Craft Trust: <https://www.anncrafttrust.org/help-advice>

**Resource – Adult Safeguarding quick reference**

### **Section 3: Safeguarding Lead & Deputy Safeguarding Lead role description**

The Safeguarding Lead must ensure that appropriate arrangements are in place at the Regional Contest for safeguarding children and adults at risk.

They must promote the safety and welfare of children and adults at risk, that are members of participating bands, and other children and adults at risk, with whom anyone at the Regional Contest may come into contact.

#### **Key duties**

- Make sure that all issues concerning the safety and welfare of children and adults at risk are properly dealt with through policies, procedures and administrative systems.
- Make sure that all players, volunteers, children, adults at risk, parents/carers and Regional Committee members are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
- Receive and record information from anyone who has concerns about a child or adult at risk who is at the contest.
- 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 Regional Committee and statutory child protection and adult safeguarding agencies.
- 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, the police and the Disclosure and Barring Service. This includes making formal referrals to these agencies when necessary.
- Consult with the NSPCC Helpline, the Ann Craft Trust and/or the Brass Band England Designated Safeguarding Officer or other local contacts when such support is needed.
- Report regularly to the Regional Committee.
- 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.
- 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.
- 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 committee members.

#### **Key skills and knowledge**

- Good communication and people management skills, particularly empathy
- Excellent knowledge of safeguarding, administrative processes and data protection
- Ability to work with diverse groups and ensure fair treatment for all.

#### **Time Commitment**

- The role is an unpaid, volunteer position though an honorarium may be offered.
- Reasonable out-of-pocket expenses can usually be reimbursed.
- Involves attending regular meetings and some extra work beyond scheduled meetings.

An Enhanced DBS check with a Children's Barred List check is required for these roles and will be applied for by the L&SCRC).

## **Section 4: Anti-bullying policy**

We recognise that:

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally.

One person or a group can bully others;

Bullying can occur either face-to-face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- verbal teasing or making fun of someone
- excluding members from activities and conversations
- pressurising other members not to be friends with the person who is being bullied
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings
- shouting at or verbally abusing someone
- stealing or damaging someone's belongings
- making threats
- forcing someone to do something embarrassing, harmful or dangerous
- harassment based on race, gender, sexuality or disability
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection and adult safeguarding procedures).

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. Bullying may be perpetrated either directly in person or online. We all have a role to play in preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- to prevent bullying from happening in our brass band, as much as possible
- when bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need
- to provide information to all members, volunteers, young people, adults at risk, and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by:

- Developing a code of behaviour that sets out the 'dos and don'ts' in terms of how everyone involved in the band is expected to behave, both in face-to-face contact and online.
- Advertise and promote any vacancies on the L&SCRC in a way that will help to attract members from diverse groups.
- Provide general information to contest entrants
- Hold discussions with committee members and volunteers to ensure that they understand our anti-bullying policy.

If bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place

- Providing support and training for all Committee members and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the band as a whole
- Reviewing the plan developed to address the bullying, to ensure that the problem has been resolved
- Avoiding any punishments that make the individuals concerned seem small or look or feel foolish in front of others. The Safeguarding Lead is responsible for monitoring the effectiveness of this policy.

## **Section 5: Guidelines on social media and online technologies**

It is recognised that the internet provides unique opportunities to promote our activities, including vacancies and the contest, using a wide variety of social media, such as Facebook, Twitter and YouTube. We do not use online platforms to teach, hold webinars, rehearsals or events other than regular meetings of the L&SCRC. Nonetheless the use of social media and online technologies can also present safeguarding risks that need to be mitigated as far as possible. These guidelines aim to protect individuals within the L&SCRC and to encourage them to take responsibility for what they write and to exercise good judgement and common sense. Inappropriate use of social media can pose risks to L&SCRC's reputation and can jeopardise compliance with legal obligations. The guidelines also aim to enable L&SCRC to take advantage of the many opportunities offered by online technologies whilst at the same time remaining committed to the safeguarding of members and others.

### **Website and social media pages**

L&SCRC must have permission prior to posting images of committee members or participating bands on official websites and social media pages.

### **A note on social media groups**

There is a difference between, on the one hand, informal social media groups set up and used by groups of friends who happen to be part of an organisation, and, on the other hand, official social media groups, coordinated by someone in an official role, and used as part of the L&SCRC methods of promotion, networking and support. Informal social media friendship groups are not required to abide by this guidance, although their members should bear in mind the need to use the same personal standards of behaviour in their online communications as in their face-to-face contact. Informal groups should also avoid calling themselves by a name which could give the impression that they are official band groups. These official social media groups should:

- Be agreed in advance by the committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.
- Have a nominated individual who will be responsible for monitoring it and moderating its content.
- Confirm in writing to the committee that it will operate in accordance with our safeguarding policy and procedures and will use safe settings and restrictions. The Safeguarding Lead should keep a list of all associated social media groups, together with their moderating person. This list should be reviewed on an annual basis.

## Use of online platforms to run L&SCRC meetings.

The following guidelines should be observed.

Sessions and activities run on online platforms, e.g. Zoom

- Ensure privacy settings are adjusted to protect both leaders and participants
- Ask participants to let you know in advance the names that they will be using to access the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to the Safeguarding Lead
- Any activities that are live streamed need to be done with cameras off if they involve children or adults at risk
- Ground rules need to be agreed
- Participants and leaders should not be in revealing clothing / nighttime attire.
- Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same
- Avoid using a bedroom as a place from which to participate in the session

## **Section 6: Transporting children and adults at risk to/from, and looking after them during, the contest.**

Bands participating in the contest are required to arrange their own transportation and supervision of any children and/or adults at risk, compliant with their own safeguarding policies and procedures. Band's policies and procedures must all be compliant with the Terms and Conditions of the Body of Persons Approval obtained from Brass Bands England, a copy of which will be sent on receipt of entry to the contest and can also be found on the L&SCRC website.

This policy will be reviewed every two years.

The next review is due by 22<sup>nd</sup> November 2025