# Saffron Walden Town Band – Safeguarding Policy

## Introduction

**Safeguarding children and adults at risk of abuse within the band is the responsibility of ALL members of the band.**

This document provides guidelines and information on the following sections:

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

**Section 1b: Saffron Walden Town Band's child safeguarding policy**

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

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

**Section 2b: Saffron Walden Town Band's adult safeguarding policy**

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

**Section 3:** Safeguarding/Welfare Officer's role description

# 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 vulnerable adults 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. For further information see https://contextualsafeguarding.org.uk/

## 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 brass bands it is the responsibility of band leaders 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 are in need of support services, or may decide that the child is in need of protection. If a band believes that the position taken by the local authority is inadequate to protect the child or young person, we will consider escalating the referral within the Local Authority. It is not the job of bands to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of bands 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 help you 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.

For 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: Child safeguarding policy

This policy applies to all members, volunteers or anyone working on behalf of Saffron Walden Town Band.

## The purpose of this policy:

1. To protect children, who receive Saffron Walden Town Band's services from harm.
2. To provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection.

Saffron Walden Town Band 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 Saffron Walden Town Band's 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
- BOPA
- 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.

## Important contact details:

Band Safeguarding Officer: **Mr Simon Mariner-Goff,** simon.mariner1@hotmail.co.uk, **07512816477**

Band Deputy Safeguarding Officer: **Dr Alison Trew,** alisontrew@hotmail.co.uk

**Local police**: **https://www.essex.police.uk/** 999 in an emergency, for non-emergencies call 101.

**Local authority children's social care department:**

- Essex County Council children's line 0345 603 7627 (Monday to Thursday 8:45 am to 5pm, and Fridays 8:45am to 4:15pm)
- calling out of hours number: 0345 606 1212 (out of hours and bank holidays)
- filling out an online request for support form

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

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

The Samaritans: **https://www.samaritans.org/**

National Domestic Abuse Helpline: **https://www.nationaldahelpline.org.uk/**

### Policy adopted/reviewed

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

**Safeguarding Officer signature:** S.T. Mariner-Goff **Date:** 07/09/2026

**Chairperson signature:** S Luckham **Date:** 07/09/2026

# 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 the 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 to 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 able to help (i.e. discuss the matter with the band Safeguarding/Welfare Officer). 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.

You can find out more on the NSPCC's website here including what happens when you report abuse to them.

## Concerned about a child's safety or welfare

Band member makes notes of concerns using reporting form and discusses with Safeguarding/Welfare Officer.

If the child's family does not already know about the concern, the Safeguarding/Welfare Officer discusses with them unless:

A family member could be responsible for abusing the child

Someone may be put in danger by the family being informed

Informing the family might interfere with criminal investigation

If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.

If there is still uncertainty about the concerns, the Safeguarding/Welfare Officer can discuss with children's social care department or the NSPCC advice line (0808 800 5000) without disclosing the identity of the child/family.

**Concerned**

Band Safeguarding/Welfare Officer refers to local authority children's social care department and confirms in writing within 48 hours.

**No longer concerned**

No further child protection action needed. Safeguarding/Welfare Officer decides whether to discuss the initial concerns with other services to ensure their needs are met elsewhere.

**This procedure provides clear direction to members and volunteers of the band if they have concerns that a child may need protection.**

## 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 non-accidental 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.

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## 9. 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

## 10. 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 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.

## **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 brass bands are expected to supply an answer. Rather, bands will 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, bands can draw on 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, bands 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 a brass band 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, bands 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. A summary of the key elements can be found on: https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance/

## 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: Adult safeguarding policy

This policy applies to all members, volunteers or anyone working on behalf of Saffron Walden Town Band

### The purpose of this policy:

The purpose of this policy is to demonstrate the commitment of Saffron Walden Town Band 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.

• England - The Care Act 2014 Care and Support Statutory Guidance (especially chapter 14) 2014
• Wales - Social Services and Well Being Act 2014 Wales Safeguarding Procedures 2019
• Scotland - Adult Support and Protection Act 2007 Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
• Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015
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 Saffron Walden Town Band 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 Saffron Walden Town Band 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.
- Saffron Walden Town Band acts in accordance with best practice advice, for example, from BBE, Ann Craft Trust.
- Saffron Walden Town Band 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:

Band Safeguarding Officer: **Mr Simon Mariner-Goff,** simon.mariner1@hotmail.co.uk

Band Deputy Safeguarding Officer: **Dr Alison Trew,** alisontrew@hotmail.co.uk

**Local police**: https://www.essex.police.uk / 999 in an emergency, for non-emergencies, call 101.

**Essex local authority adult social care department**: Telephone: 0345 603 7630 Monday to Thursday, 8:45am to 5pm Friday, 8:45am to 4:30pm; Out of hours telephone: 0345 606 1212; Online at

https://www.essex.gov.uk/adult-social-care-and-health/report-concern-about-adult/report-concern-about-adult

The Ann Craft Trust: https://www.anncrafttrust.org/help-advice

The Samaritans: **https://www.samaritans.org/**

National Domestic Abuse Helpline: **https://www.nationaldahelpline.org.uk/**

Brass Bands England Safeguarding Officer: **01226 771015**

### Policy adopted/reviewed

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

**Safeguarding Officer signature:** S.T. Mariner-Goff **Date:** 07/09/2026

**Chairperson signature:** S Luckham **Date:** 07/09/2026

## 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 your band's Safeguarding Lead or Welfare Officer 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 your Safeguarding Lead or Welfare Officer. Do not contact the adult before talking to your Safeguarding Lead or Welfare Officer 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 or Welfare Officer.
- 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

## Concerned about an adult's safety or welfare

Band member makes notes of concerns as soon as possible and contacts the Safeguarding Officer.

The adult's views about what they would like to happen should be sought. With the consent of the adult, it may be appropriate to seek the views of their partner or carer, unless that person might be responsible for the abuse, or is coercing the adult, or seeking their views might put someone else in danger or interfere with a criminal investigation.

Unless the adult either clearly lacks mental capacity to consent to issues regarding the concerns, or is being coerced, or there are vital interests at stake, any steps taken should only be with their permission.

If any of these circumstances apply, discussions with a partner or family member should only take place after this has been agreed with the local authority adult social care department.

If there is still uncertainty about the concerns, or about questions such as consent or mental capacity, the Safeguarding/Welfare Officer can discuss with the relevant adult social care department without disclosing the identity of the adult or their family.

**Concerned** (the adult, who has mental capacity, consents)
Band Safeguarding/Welfare Officer refers to local authority adult social care department and confirms in writing within 48 hours.

**Concerned** (the adult does not, or cannot consent)
Band Safeguarding/Welfare Officer seeks guidance from local authority adult social care without initially disclosing identity or the adult.

**No longer concerned**
No further action needed. Safeguarding/Welfare Officer decides whether to discuss the initial concerns with other services to ensure their needs are met elsewhere.

# Section 3: Example of a Safeguarding Officer's role description

**Organisation:** Saffron Walden Town Band

## Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at the band for safeguarding children and adults at risk.

To promote the safety and welfare of children 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.

## Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all players, volunteers, children, 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.
3. Receive and record information from anyone who has concerns about a child or adult at risk who is a member of the band.
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.
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, the police and the Disclosure and Barring Service. This includes making formal referrals to these agencies when necessary.
6. 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.
7. Report regularly to the management committee.
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.
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.
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.

## Use of online platforms to run group and one-to-one sessions, and events

The following guidelines should be observed.

See also the following for further advice and guidance:

https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety

https://www.saferinternet.org.uk/

## Sessions and activities run on online platforms

- Only use approved band accounts.
- Meetings should be accessed from a parent's account not a child's.
- 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 your band's Safeguarding/Welfare Officer
- Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so
- 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
- Remember that the child or adult at risk may not have any privacy during the session
- Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room
- Ensure that there are at least two adults present as session leaders – more if using break-out rooms
- Be aware of additional family pressures and pressures upon children and young people in the aftermath of the pandemic; take account of this when preparing and running the sessions.