

# POLICIES AND PROCEDURES

ISSUE 10 Dated 12.04.23

## CONTENTS

Safeguarding and Welfare policy	page 1
Procedures for responding to a safeguarding or welfare concern	page 3
Useful safeguarding contact details	page 4
Safeguarding/Welfare Officer's role description	page 5
Anti-bullying policy	page 7
Online teaching policy	page 8
Recruitment guidelines	page 9
Transport to rehearsals and concerts	page 10
Whistle Blowing Policy	page 11
Health and Safety Policy Statement	page 14
Safeguarding Incident report form	page 15

**These policies are prepared in line with guidance from Brass Band England and the NSPCC**

### **Policy adoption**

This Policy was adopted by the Executive Committee on 12<sup>th</sup> November, 2014

This Policy was reaffirmed at the AGM on the 19<sup>th</sup> March, 2015

This Policy was reaffirmed at the AGM on the 26<sup>th</sup> January, 2016

This Policy was reaffirmed at the AGM on the 24<sup>th</sup> January, 2017

This Policy was reaffirmed at the AGM on the 19<sup>th</sup> January, 2018

This Policy was reaffirmed at the AGM on the 15<sup>th</sup> March, 2019

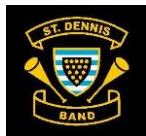
This Policy was re-titled and revised on the 16<sup>th</sup> September 2019

This Revised Policy was adopted by the Executive Committee on 18<sup>th</sup> September 2019

This Policy was reaffirmed at the AGM on 25<sup>th</sup> February 2021

This Revised Policy was adopted by the Executive Committee on 16<sup>th</sup> June 2021

The Policy was revised 9<sup>th</sup> January 2023 and adopted by the Executive Committee on 12<sup>th</sup> April 2023.



## Safeguarding and Welfare

This policy applies to all members, volunteers or anyone working on behalf of St. Dennis Band.

### The purpose of this policy:

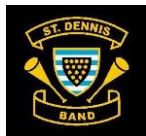
1. To protect children, young people and adults with care and support needs who are members of the band or connected to the band in some other way.
2. To provide staff and volunteers with the overarching principles that guide our approach to child protection.

St. Dennis 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)



# St. Dennis Band

Safeguarding and Welfare Issue 10 Dated 09.01.23

## **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act (1989);
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal 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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

In addition, bands are aware that they also have safeguarding responsibilities towards adult members, some of whom may be vulnerable at different times in their lives. The principles outlined above in relation to children, also apply to our work with adults. In terms of a legal framework, the arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

## **We will seek to keep children, young people and adults safe by:**

- valuing them, listening to and respecting them, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- adopting child protection and adult safeguarding practices through procedures and a code of conduct for and members and volunteers;
- ensuring that our governance arrangements reflect our commitment to safeguarding
- working to ensure that there is a safe culture within our band
- developing and implementing an effective e-safety policy and related procedures;
- providing effective support and training for volunteers with responsibility;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and adult safeguarding with children, parents, volunteers and members;
- sharing concerns with agencies who need to know and involving parents and children appropriately.

The safeguarding and child protection policy and procedures will be added to, and promoted by, the Website.

Training, guidance and information with regard to any of the matters contained within this policy will be provided in a number of different formats. Local good practise and information sharing will occur in a "Safeguarding" item on the agenda of all Executive Committee Meetings.



# St. Dennis Band

Safeguarding and Welfare Issue 10 Dated 09.01.23

Furthermore appropriate members of the organisation will attend any Safeguarding workshops/courses provided by organisations such as Brass Bands England's "Band Safe" Courses. The organisation will seek to ensure that we have trained chaperones and will ensure that we adhere to the Child Licensing requirements through having its own BOPA as well as use of the Nationwide BOPA provided by Brass Bands England.

## Procedures for responding to a safeguarding or welfare concern

### If someone is in immediate danger or in need of emergency medical attention:

- If someone is in immediate danger and is with you, remain with them and call the police.
- If someone is elsewhere, contact the police and explain the situation to them.
- If immediate medical attention is necessary, call an ambulance and get help from a band first aider.
- Contact the band's named Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.
- Ensure an incident form is completed and the family/relevant agencies are contacted, taking the advice of the police or medical professionals already involved.

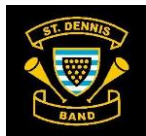
### If someone is not in immediate danger or requiring medical attention:

- Band member records their concerns or any disclosures made using the appropriate incident form.
- Band member shares the incident form with the band's designated Welfare Officer.
- Welfare Officer will discuss concerns with the child/adult's family/carer unless a family member might be responsible for the abuse, someone may be put in danger by the family being informed or informing the family might interfere with a criminal investigation. In this case the Welfare Officer will contact the local authority Cornwall Council or the NSPCC Helpline. Advice can be sought without disclosing the identity of the child/family.
- If the concern remains the band's Welfare Officer will refer to the local authority Cornwall Council within 48 hours.
- If there is no longer a concern no further action is needed. The Welfare Officer will decide whether to discuss the initial concern with other services to ensure the needs of the child/adult are being met.

### If a child or adult says or indicates that he or she is being abused, or information is obtained which gives you concern that a child or adult is being abused, you should:

- React calmly so as not to frighten or cause alarm.
- Reassure the child/adult that they are not to blame, that it was right to tell and what you are going to do next (i.e., discuss the matter with the band welfare officer) to keep him/her safe.
- Take what is said seriously, recognising the difficulties inherent in interpreting what a child/adult who has a speech disability and/or differences in language says.
- Keep questions to the absolute minimum necessary to establish that there is a clear and accurate understanding of what has been said and be careful not to ask leading questions.
- Reassure the child/adult, but do not promise to keep the matter secret. Ask them what they would like to happen because of what they have said but explain that to resolve the problem it will be necessary to inform other people as appropriate.

You should make a note as soon as possible of whatever information you obtained, both for your own future reference and possibly for passing on to others, appropriate agencies such as the social services department or the police. In writing such a note, you should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter, to avoid the possibility of libel.



# St. Dennis Band

Safeguarding and Welfare Issue 10 Dated 09.01.23

## Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information.
- Details of the child/adult involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child.
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known).
- The identity and contact details of any informants or other witnesses.
- The child's/adult's account of what has happened.
- A description of any visible bruising or other injuries.
- Details of who else has been informed of the alleged incident.
- Any other relevant information.
- The form should be signed and dated by all those involved in its completion and stored confidentially.

As with other forms of information arising in relation to child protection/safeguarding, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it.

You should report your concerns immediately to the Welfare Officer. If the allegation is against the Welfare Officer, you should report the matter to the Chairman of the band.

## Useful contact details:

Band Safeguarding/Welfare Officer: **Sarah Whitehead 07850 868684** [ppwhitehead@aol.com](mailto:ppwhitehead@aol.com)

Local police: **Devon and Cornwall Police (non-emergency 101)**

Local authority adult and children's social care department, including out of hours contact: **Cornwall Council Multiagency Referral Unit 0300 1231 116** ([multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk))  
**Out of hours emergency number 01208 251300**

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

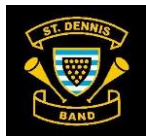
ChildLine: **0800 1111** (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

The Samaritans: <https://www.samaritans.org/>

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

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

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



## Safeguarding/Welfare Officer's role description

**Reports to:** Chairperson

### Purpose of the role

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

To promote the safety and welfare of children, young people and adults at risk, that are members of the band, and other children and adults at risk, with whom the band may come into contact.

### Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children, young people and adults at risk, who are members of the band, are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all players, volunteers, children/young people, adults at risk, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or adult at risk.
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 and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline 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.



## 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).

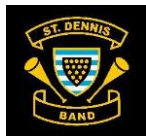
Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. Bullying may be perpetrated either directly in person or online.

### 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.





# St. Dennis Band

Safeguarding and Welfare Issue 10 Dated 09.01.23

## **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 the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people, adults at risk and families who are part of the band to ensure that they understand our anti-bullying policy.

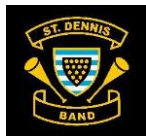
## **When bullying occurs, we will respond to it by:**

- Having a clear anti-bullying procedure in place;
- Providing support and training for all Officers 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.

Sarah Whitehead is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed every two years.





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

The following guidelines should be observed.

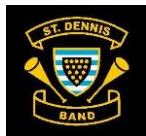
See also the following for further advice and guidance:

<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, e.g. Zoom

- Only use approved band accounts for Zoom or other platforms, not personal accounts of committee members, staff or volunteers
- 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 livestreamed need to be done with cameras off if they involve children or vulnerable adults
- Ground rules need to be agreed
- 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 during the time of the pandemic and in its aftermath; take account of this when preparing and running the sessions.



## Recruitment guidelines

### Process for recruiting a Musical Director or other posts that involve working closely with children, young people and adults at risk

For roles that involve a degree of care or supervision of others, it is recommended that the committee employ the following process:

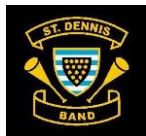
- Identify the terms of the position and develop a role description. Check whether the role is eligible for a DBS check and, if so, which type of check is needed. This can be established by using the DBS check online tool which can be found here <https://www.gov.uk/find-out-dbs-check>
- Consider the elements and detail of the interview process – e.g. you may decide to include running a rehearsal (or part of a rehearsal) when selecting a musical director or band leader.
- Prepare an information pack and advertise the position. This should include the role description, application form and self-disclosure form, information about the recruitment process, information about your band, and a copy of your code of conduct and safeguarding policy.
- Whether or not the person(s) is/are already known to the band, perhaps as an existing member or connected to an existing member, always invite applicants to complete the application form and self-disclosure form and to supply references and ID.
- If an applicant is shortlisted for interview, seek references in advance and confirm those via email and telephone (or similar). If, after the interview, you decide to make an offer of the position, make sure that it is made clear that this is subject to satisfactory completion of the vetting process, including their DBS check, if eligible. You may also wish to consider the option of a trial period.

## Personnel Appointment

The organisation normally appoints Executive Committee members at the Annual General Meeting. In any event, all appointments are subject to candidates fulfilling the following criteria. All applicants together with potential voluntary helpers and music tutors will be required to either:

- Be personally known to existing Executive Committee members for at least two years.
- Be able to provide a reference from an independent professional person (not a family member) as to character and background.
- Be able to provide a current DBS check certificate with regard to young people from another organisation or workplace.

Further to this the Executive Committee will seek to obtain DBS check certificates of its own for relevant members of the Band and Executive Committee as deemed appropriate, and **always for those having significant access to organisation members**. We will also initially accept DBS check certificates that have been obtained from another organisation or workplace for these roles.



## **Transporting young people and adults with care and support needs to rehearsals and concerts**

It is common practice for members of bands to share lifts to both rehearsals and concerts.

When this involves a young player or players with care and support needs, Transport to rehearsals and concerts is the responsibility of the parent or carer, unless group transport has been arranged by the band.

- If a young player, or player with care and support needs requires help with transport, this should be arranged directly between the parent/carer/player and band member offering the lift and not through a third party or the committee. This is a personal arrangement, and the band does not hold any responsibility for this arrangement.

### **Best Practise when providing lifts to young people and in some cases, those with care and support needs.**

- Where possible, avoid travelling with the young person alone;
- Agreeing pick up and drop off arrangements with parents;
- Asking the young person to sit in the rear of the car, particularly if you are alone;
- Having a contact number for the parent;
- Driving within the law.



## Whistle-Blowing Policy

The aim of this procedure is to provide a clear and transparent way for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This procedure provides the Band Committee and specifically the Chair and Safeguarding/ Welfare Officer with steps to deal with allegations, ensuring that members and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

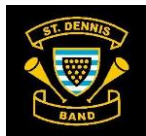
The procedure does not apply to child protection concerns, adult safeguarding concerns, or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following the Child Protection or Adult Safeguarding Policy and Procedures, or the Procedure for Managing Allegations against or Concerns about Risk Posed by an Adult.

### What to do if you wish to raise a concern about malpractice

- Speak to the Band Chair or Safeguarding/Welfare Officer. If your concern relates to one of these officers, it may be necessary for another committee member or Trustee to also be involved to support the officer you have spoken to.
- The officer you have approached should arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the band room if necessary.
- You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.
- If you do not want the person you have concerns about to know your identity, you should make this clear to the officer dealing with your concern at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
- If you need support in raising your concern, you may bring another member or volunteer with you, however consideration should be taken to respect the confidentiality of the concern.

### What to do if someone raises a concern with you about malpractice

- If someone tells you they are concerned about the actions of another member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person responsible for dealing with these matters, you should establish why he/she has chosen to discuss the concern with you. You should then suggest that the person speaks to that officer and offer to support them to do this. You should not, however, refuse to hear what the person has to say.
- You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the band room if he/she wishes, but ensure you are protected and not alone if this person is under 18. You should also remind the person with the concern about other sources of support available to him/her. Some are listed at the end of this document.



# St. Dennis Band

Safeguarding and Welfare Issue 10 Dated 09.01.23

- If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable.
- Make notes of your discussions with the individual and check the accuracy of your notes with him/her.

## Deciding what action to take

Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally. If the concern appears more serious, you must consider first whether any immediate action is needed to protect children or an adult at risk. If so, you should check the child protection or adult safeguarding procedures to consider what action to take.

You should also consider whether there is a need to involve the police and/or other statutory services e.g. health. If so, you should contact the Safeguarding/Welfare Officer (if this is not you) to discuss the matter further.

If you are not the person responsible for dealing with concerns, i.e. Chair, Safeguarding/Welfare Officer or other appointed committee member, you should refer the matter to the appropriate officer, who will decide what action to take.

## Conducting an investigation

Unless the matter is relatively minor and can be dealt with informally, the responsible officer should arrange for an investigation to be completed as swiftly as possible. The investigation should also be demonstrably thorough and impartial.

The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be consulted and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in the area of concern.

Once the investigation is completed, a report should be produced, summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern, if this has been his/her wish. If the concerns are not upheld, this should also be made clear. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures, or a referral to the Disclosure and Barring Service and/or Local Authority if required.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed. Your own investigation may have to be suspended on police advice, if they decide that they need to become involved.

The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.

If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.



## **Recording the concerns**

The responsible officer should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.

Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept securely and in a manner that complies with data protection requirements. If they were to be requested by an investigating authority, these notes should not reveal the identity of the person who reported the concerns.

## **Information and support**

Dealing with an issue such as this may require external support. This could be gained through Brass Bands England or Citizens Advice. If it has a safeguarding element and is being managed via safeguarding procedures, then the designated officer or team in the local authority social care, or the NSPCC may be appropriate contacts. Your policy should provide contact details of relevant national and local contacts that could support during this time.



## HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of

### St. Dennis Band

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our members on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to provide information, instruction and supervision for members;
- to ensure all members are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of band activity ill health;
- to maintain safe and healthy conditions; and
- to review and revise this policy as necessary at regular intervals.

A record must be kept of all maintenance checks on equipment and premises, which should be carried out at regular intervals and steps taken in accordance to ensure the health and safety of our members, associates, and visitors.





# SAFEGUARDING INCIDENT REPORT FORM

Name of child.....

Date of birth.....Age.....

Parent/carer's name.....

Address.....

.....

.....

Telephone number.....

Email address.....

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

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Brief description of what has prompted concerns: include date, time and location of any specific incidents/signs. Record factually exactly what has been disclosed by the child/adult at risk.

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Have you spoken to the parent(s)/carer(s)? If so, what was said?

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Has anyone been alleged to be the abuser? If so, give details, including relationship to the child.

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Have you consulted anyone? Give detail.

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Your name..... Position.....

Signature..... Date.....

To whom reported and date reported? Give contact information for further reference

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