



Established 1957
NEWARK TOWN BAND
Registered Charity 1205200

Safeguarding Policy

This policy applies to all members, volunteers or anyone working on behalf of Newark Town Band. Throughout this document, the term 'band' or 'Newark Town Band' means Newark Town Band and Newark Town Training Band.

The purpose of this policy:

1. To protect children, who receive Newark Town Band's 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.

Newark 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 Safeguarding Officer and a Band Deputy Child Protection Lead
- 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 Newark 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
- 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:

Nominated Band Safeguarding Officer: [Tania Moonesinghe taniamoonesinghe@gmail.com](mailto:taniamoonesinghe@gmail.com)
07745 318721

Band Deputy Child Protection Lead: [Alex Gibson a.c.gibson@btinternet.com](mailto:a.c.gibson@btinternet.com) 07921 924144

Committee lead for safeguarding and child protection: [Alex Gibson](#)

For immediate safeguarding concerns (children at risk of harm) contact Nottinghamshire County Council Children's Social Care:

Multi-Agency Safeguarding Hub (MASH)

Phone (Mon–Fri, office hours): 0300 500 80 80

Out of hours (Emergency Duty Team): 0300 456 4546

For lower-level concerns (not immediate safeguarding risks) contact:

Early Help Unit: 0115 804 1248

Email: early.help@nottscc.gov.uk

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/>

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

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

This policy was written on 16/2/2026 and will be reviewed biennially.

Signed: 
Safeguarding Officer, Newark Town Band
31st March 2026

Appendix 1: 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 themselves
- 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.

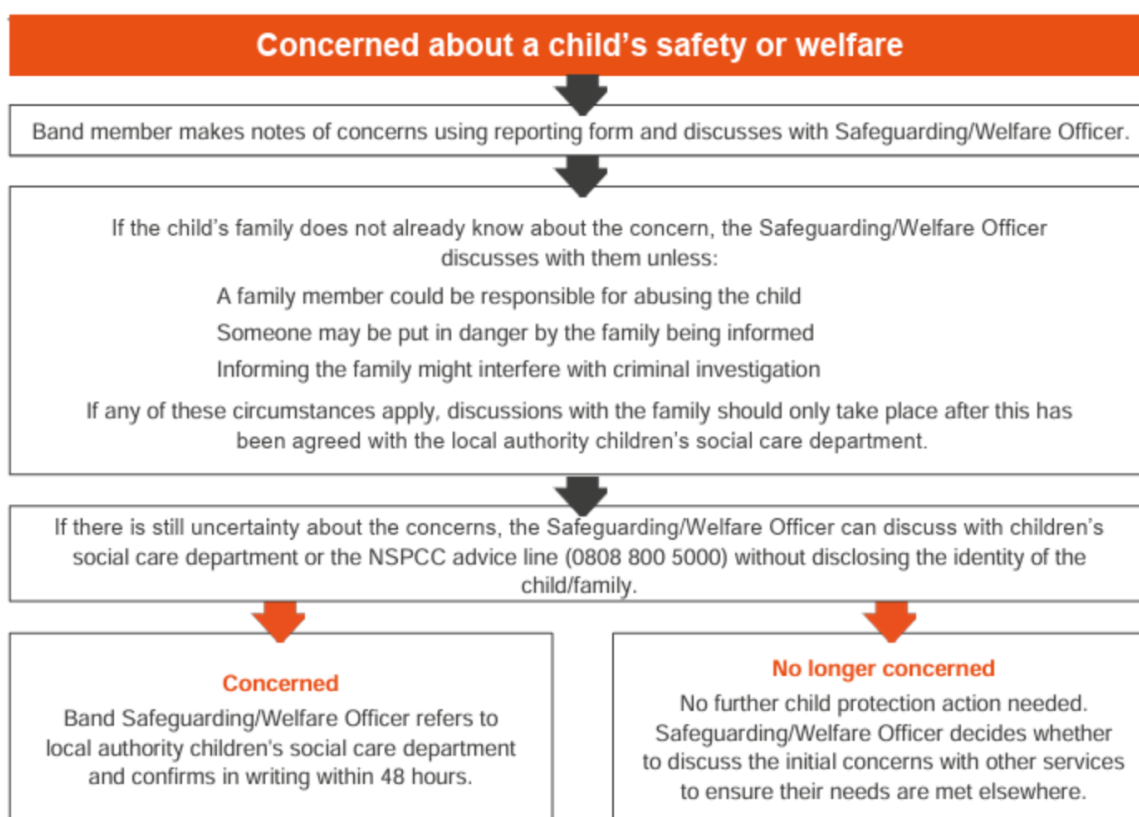
It can be very hard for them to open up about what's happened to them. They might be worried about the consequences or that nobody will believe them. They might have ve told someone before and nothing was done to help them. Sometimes they might not know what's happening to them is abuse and struggle 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 Band Safeguarding 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.



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

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

As a band we also have safeguarding responsibility towards vulnerable adults, these adults may be vulnerable at different times of their lives. The principles outlined above in relation to children also apply to our work with adults. For those who are over 18 arrangements 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 the risk or the experience. 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.

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.

Appendix 3. 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>

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 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 Officer. Do not contact the adult before talking to your Safeguarding 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 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>

