



Chalford Band - Dealing With a Safeguarding Concern

Throughout this document, the term 'band' or 'Chalford Band' means Chalford Senior Band, Chalford Academy Brass and Chalford Youth Band.

Ways that abuse might be brought to your attention:

1. A child or adult might make a direct disclosure about him or herself.
2. A child or adult might make a direct disclosure about another person.
3. A child or adult might offer information that is worrying but not a direct disclosure.
4. A member of the band or volunteer might be concerned about the appearance or behaviour of a child or adult at risk, or about the behaviour of someone (e.g., a parent or carer) towards a child or adult at risk.
5. A parent or carer might make a disclosure about abuse that a child or adult is suffering or at risk of suffering.
6. A parent or carer might offer information about a child or adult that is worrying but not a direct disclosure.

When talking to a child or adult who has told you that he/she or another person is being abused:

1. Reassure them that telling someone about it was the right thing to do.
2. Tell him/her that you now must do what you can to keep him/her (or the person who is the subject of the allegation) safe.
3. In the case of an adult with mental capacity, ask them if they will give their consent to the information being passed on to an external investigating agency.
4. Let them know what you are going to do next (i.e., discuss the matter with the band Safeguarding/Welfare Officer).
5. 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.
6. Ask them what they would like to happen because of what they have said, but don't make or infer promises you can't keep.
7. In the case of a child, give them the ChildLine phone number: 0800 1111. In the case of an adult, check out whether they have anyone they can talk to about the matter; if not, tell them that they can talk to you (if you are willing for them to do so) or, depending on circumstances, give them contact details for a relevant support agency such as one of those listed in the policy statement

Helping someone in immediate danger or in need of emergency medical attention:

1. If someone is in immediate danger and is with you, remain with them and call the police.
2. If the person is elsewhere, contact the police and explain the situation to them.
3. If the person needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
4. If the first aider is not available, use any first aid knowledge that you may have yourself to help the person.
5. You also need to contact the band's named Safeguarding/Welfare Officer responsible for child protection/adult safeguarding to let them know what is happening.

A decision will need to be made about informing the person's family and the local authority children's social care department, and when they should be informed. If you have involved



the police and/or the health services, they should be part of this decision. Consider the welfare of the child or adult in your decision making as the highest priority. Issues that will need to be considered are:

1. the person's wishes and feelings;
2. in the case of an adult, their consent or the withholding of their consent, and whether there are 'vital interests' or mental capacity issues to consider;
3. in the case of a child, the parent's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation);
4. the impact of telling or not telling the parent or family;
5. the current assessment of the risk to the person and the source of that risk;
6. any risk management plans that currently exist.

Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this section.

Keeping a record of your concerns:

It is important to keep a clear detailed record of events and communication in relation to the concern. It can be used to forward information to the statutory child protection or adult safeguarding authorities if a referral to them is needed. The form/log should be signed and dated by all those involved in its completion and kept confidentially on the person's file. The name of the person making the notes should be written alongside each entry. (See the 'Safeguarding Concern Record' below).

Procedure for helping someone not in immediate danger:

We aim to ensure that everyone within the band and any other children or adults at risk who may come to the attention of the band receive the protection and support they need if they are at risk of abuse.



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



This procedure provides clear direction to members and volunteers of the band if they have concerns that an adult at risk may need protection.



Chalford Band - Safeguarding Concern Record

Name:			
Date and time:		D.O.B (if a child):	
Name and role of person raising concern:			
Details of concern (Where? When? What? Who? Behaviours? Use child's words)			
Actions taken			
Date	Person taking action	Action taken	Outcome of action
Safeguarding Officer / Deputy Safeguarding Officer Signature			



This policy was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

Version	Date	Comments	Changes
01	31/05/2023	Document created	None
02	31/07/2024	Document reviewed and updated	Last reviewed date changed to 31/07/2024
03	31/07/2025	Document reviewed and updated	Last reviewed date changed to 31/07/2025; review period changed to biennially