



Berwick Music Society

Berwick Music Society (BMSoc)

**Safeguarding: Principles, Policies and
Practices**

Contents

1	Principles	3
1.1	Definitions	3
1.2	Policy statement	3
2	Policies	3
2.1	Types of Abuse	4
3	Practices	4
3.1	Awareness of Safeguarding	4
3.2	Reporting: How to report safeguarding concerns	4
3.3	Response to report/s of safeguarding concerns	5
3.3.1	Confidentiality	5
3.4	Recording of reports	5
3.5	Review of Safeguarding Policy	5
4	Appendix	6
4.1	Incident report template	6
4.2	Contact Details	7

1 PRINCIPLES

1.1 DEFINITIONS

The terms “child”, “children”, “young person”, “young people” are used to refer to anyone under the age of eighteen years.

The term “adult” refers to anyone aged eighteen years or over.

The term “vulnerable adult” is defined as anyone who is aged 18 years or over and is at risk of abuse or neglect because of their need for support and/or care.

The term “member/s” refers to anyone supporting, participating or attending a BMSoc event, including trustees and volunteers.

1.2 POLICY STATEMENT

BMSoc recognises that members have a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts. BMSoc will not tolerate abuse and exploitation by its trustees, volunteers or any members.

BMSoc believes that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

2 POLICIES

BMSoc will:

- Ensure that attendance at BMSoc events is open to everyone aged 18 or over, subject where necessary to payment of an admission fee. Children may also attend but must be always accompanied by a responsible adult: children who are part of a school group must be accompanied and supervised by a teacher(s) at all times
- Ensure all its members have access to, are familiar with, and know their responsibilities within this policy
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Ensure that its members are aware of this Safeguarding Policy, including the reporting guidance below, and offer appropriate training.
- Ensure that DBS checks of its members are made when required
- Ensure that all allegations, suspicions or concerns of abuse, neglect, harm or poor practice are taken seriously and responded to swiftly, fairly and appropriately. Any concerns or suspicions regarding safeguarding violations by a BMSoc member be reported to the appropriately
- BMSoc will appoint a Safeguarding Officer “SO” with primary responsibility for issues concerning Safeguarding and member protection

2.1 TYPES OF ABUSE

BMSoc members acknowledge these definitions of abuse:

- **Physical abuse**-including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- **Sexual abuse**-including rape and sexual assault or sexual acts to which the person has not consented, or could not consent or was pressured into consenting
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **Financial or material abuse**-including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- **Neglect or acts of omission**-including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Discriminatory Abuse** – including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment

3 PRACTICES

3.1 AWARENESS OF SAFEGUARDING

BMSoc will ensure its trustees, volunteers and other assisting personnel are aware of the Safeguarding Policy, including the reporting guidance, by sending this policy document to them when they join BMSoc and subsequent versions when the policy has been modified. BMSoc will also offer training resources as part of this awareness process. At events where children are present, the lead volunteer will ensure that this policy is displayed at the venue. BMSoc will publish this policy on its website.

3.2 REPORTING: HOW TO REPORT SAFEGUARDING CONCERNS

BMSoc will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to all members and the communities it works with.

If any person witnesses, becomes aware or is made aware of an incident and/or is concerned that the welfare of another member has been put at risk, then that person must, in the first instance:

- inform the SO directly or via the lead volunteer, or call Onecall direct 01670 536 400

- If a situation is not an emergency and it is not possible to appraise the SO, then for adults or children living in Northumberland ring 01670 536 400 during office hours; 0845 600 5252 out of hours
- In an emergency, i.e. if someone's safety is under immediate threat, dial 999 and then report to the SO
- The SO must report any allegation/incident or concern to the Trustees and to NCC/NHS via One Call 01670 536 400 onecall@northumbria.nhs.uk
- Incidents should not be reported via social media

3.3 RESPONSE TO REPORT/S OF SAFEGUARDING CONCERNS

The Trustees will review each incident to take action as appropriate and to determine whether it should be reported to the police and/or the Charity Commission. Reports to the Charity Commission will be [via their online form](#).

BMSoc will follow up safeguarding reports and concerns according to this policy and legal and statutory obligations.

3.3.1 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

3.4 RECORDING OF REPORTS

The SO is responsible for ensuring that a full record be made of the nature of an allegation/incident/concern and any other relevant information as soon as possible. This should include the following information:

- the date, the time, the place where the alleged abuse happened
- your name and the names of the others present
- the name of the complainant and, where different, the name of the person who has allegedly been abused
- the nature of the alleged abuse
- a description of any injuries observed; the account which has been given of the allegation

The SO must ensure that records are kept for 10 years. All records should comply with GDPR.

3.5 REVIEW OF SAFEGUARDING POLICY

The SO will report to the Trustees annually on the operation of this policy and recommend changes as appropriate. The next report will be in June 2025, unless the SO determines that changes in circumstances make an earlier review desirable.

Reviewed by the Trustees on xx/xx/2024

4 APPENDIX

4.1 INCIDENT REPORT TEMPLATE

Incident report	
YOUR DETAILS	
Name	
Date	
CHILD/YOUNG PERSON (YP)/VULNERABLE ADULT'S (VA) DETAILS	
Name	
Address	
Date of Birth	
INCIDENT/DISCLOSURE DETAILS	
Date/time of incident or disclosure	
Your observations:	
What did the child/YP/VA say? (record exact wording)	
What did you say? (record exact wording)	
Action taken:	
EXTERNAL AGENCIES CONTACTED	
LADO	
Safeguarding services	
Police	
Other	
DATE/TIME REPORT COMPLETED	

4.2 CONTACT DETAILS

Name/Organisation	Contact details
Berwick Music Society Safeguarding Officer (SO) Nicola Clark	Tel: 07970 738952 Email: njc.124@gmail.com
Chair of Berwick Music Society Dr Catherine Preston	Tel: 07733 118 715 Email: info@berwickmusic.org
Referral to Children's Safeguarding services	Onecall: 01670 536 400 Text phone: 01670 536 844 Email: onecall@northumbria.nhs.uk
Referral to adult services re Vulnerable Adult Safeguarding	Onecall: 01670 536 400 Text phone: 01670 536 844 Email: onecall@northumbria.nhs.uk
Local Authority Designated Officer (LADO): Northumberland County Council Louise Prudhoe	Tel: 07500 606 174 01670 536 400 (out of hours) Email: LADO@northumberland.gov.uk or Louise.Prudhoe@northumberland.gov.uk
National Society for the Prevention of Cruelty to Children (NSPCC)	Tel: 0808 800 5000