



Isle of Sheppey Band

Safeguarding Procedures

March 2026

Responding to a cause of concern

It is important that if you have any worries or Concerns you refer them in line with this procedure.

Abuse can occur anywhere at any time. If you have any suspicions, concerns or are made aware of possible abuse you must follow the reporting procedure.

During your work you will be party to information about individuals which are not in the public domain. Any information you receive belongs to the organization and may only be used for Isle of Sheppey Band purposes.

As a rule, information cannot be shared outside the organization without authority. In the case of information relating to children or adults at risk of harm, that authority will be given by the Safeguarding Officer.

If information is required immediately by an outside agency (e.g. social services, police, NHS Trusts) any relevant information must be shared on a need-to-know basis. This is because of the safety, protection and wellbeing of the child or adult at risk of harm is paramount and will override the normal rules of confidentiality.



Concerns that a child or adult may be at risk of suffering harm may arise from information given to you, behaviour by the child/adult at risk of harm, an injury that arouses suspicion or contact with someone known to pose a risk to children/adults at risk of harm.

What you do if someone shares a concern with you.

Someone who is worried about what is happening or someone who has been harmed may talk to you. They may raise concerns which may be internal or external to the organization. In most cases a person will confide in someone they know and trust. If a child or adult at risk of harm confides in you or you learn from anyone else, then you must report that concern.

What you must do

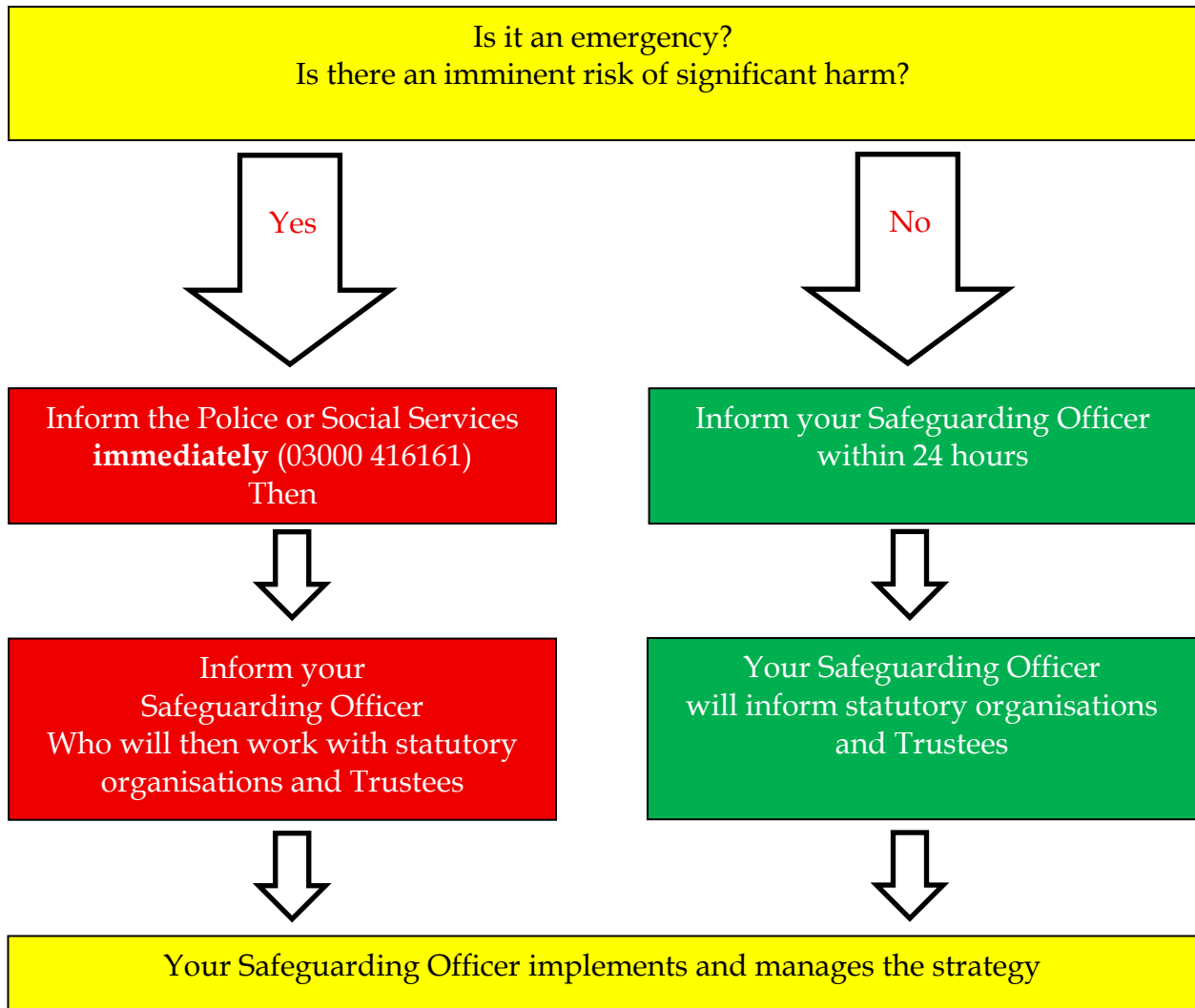
- Remain calm, approachable and receptive
- Listen carefully without interrupting
- Make it clear that you are taking what is being said seriously
- Acknowledge you understand how difficult this may be
- Reassure them that they have done the right thing
- Let them know that you will do everything you can to help them
- Record carefully using the words of the child or adult at risk of harm and sign, date and time your notes
- Record only what has been said, heard, seen and what you have done

What you must not do

- Do not show any shock or distaste
- Do not probe or investigate it yourself – only listen, record and report
- Do not ask any questions that suggest the answer
- Do not speculate or make assumptions
- Do not make promises you cannot keep
- Do not promise to keep the information secret but explain that there may be a need to share it in confidence with an appropriate person
- Do not delay in contacting your Safeguarding Officer, whatever the time, and always make sure you keep them aware of any further developments
- Do not discuss the situation with anyone who does not need to know

Reporting a safeguarding concern

The flow chart below sets out the steps for reporting a concern or allegation of abuse in all cases.



Imminent risk of significant harm means that a child or adult at risk of harm is in danger at that moment and doing nothing would result in actual harm.

If there is imminent risk of significant harm, contact the police 999 or your local social services immediately 03000 416161. (0830 till 1700 hrs.) - Monday to Friday and Out of Hours - 03000 419191 Do not leave the person until you can hand them over to the appropriate responsible person. Say that you are making a referral and need to speak to the appropriate person.

When making such contact you should:

- Say who you are
- Give the details of the person at risk
- State what they have told you
- Provide any relevant background information
- Ask what will happen next

Then contact your Safeguarding Officer after you have spoken to the authorities. Do not delay in contacting your Safeguarding Officer, whatever the time, and always make sure that you keep them aware of any further developments. Email safeguardingisleofsheppeyband@gmail.com

Do not discuss the situation with anyone who does not need to know. Continue to be caring and supportive for the child or adult at risk of harm.

In a non-emergency situation inform your Safeguarding Officer within 24 hours and it will then alert others as appropriate.

Once you have contacted your Safeguarding Officer the following steps will be taken.

- Once this has been reported a unique case number will be allocated, which will be passed onto you as confirmation that the matter is being dealt with appropriately.
- Thereafter, the Safeguarding Officer will inform the Trustees on a need-to-know basis.

The Safeguarding Officer will work with statutory organisations, the Trustees will be kept informed of any progress with safeguarding issues. Members may have to be 'stood down' from practice nights and parades whilst investigations are carried out. This is to protect all parties. Once the investigations have been completed the individuals will be updated. Investigations will be completed in 'real time' and in a professional manner.

Seven stages The Safeguarding Process:

| Stage | Name | Purpose |
|-------|---|---|
| 1 | <u>ALERT</u> (To be raised within one working day of becoming aware of the concerns) | Alerter will identify safeguarding adult/child concerns, take any immediate action and report to Safeguarding Officer. |
| 2 | <u>REFERRAL</u> (Safeguarding Officer and Trustees will make decisions on how to proceed to be made within one working day of receipt of the alert) | Safeguarding Officer will look at the information presented and decide whether to accept the alert as a safeguarding referral and determine the level of risk |
| 3 | <u>STRATEGY MEETING/DISCUSSION</u> (To take place within five working days of acceptance of the referral) | Safeguarding Officer and Trustees to determine whether this will need multi-agency investigation/discuss strategy and produce minutes. |
| 4 | <u>INVESTIGATION</u> (To be completed within twenty working days of the acceptance of the referral) | Trustees and Safeguarding Officer will carry out the safeguarding investigation if multi agency not required. They will determine the level of risk and outcome and complete an investigation report. |
| 5 | <u>CASE CONFERENCE</u> (To be held within 20 working days of completion of the investigation) | To consider evidence obtained during the investigation and determine the outcome of the investigation and agree a plan if required. |
| 6 | <u>REVIEW</u> (Within a maximum of six months of the case conference or date of plan) | Review of the plan and risk assessment. |
| 7 | <u>CLOSURE</u> | End of the safeguarding process. Check to ensure that all stages have been completed appropriately. All parties informed of the outcome and case closure. Closure and outcomes recorded. |

Please email safeguardingisleofsheppeyband@gmail.com to report any incidents.

Weekends and bank holidays are not classed as working day.

