

Safeguarding Policy

BURTON CONCERT BAND

SECTION A:

Burton Concert Band is formed mainly of adults but young people under the age of 18 may also join us on a regular or temporary basis. Burton Concert Band welcomes the involvement of talented young musicians and is committed to ensuring their safety and well-being whilst they are in our care. We are equally committed to the safety and well-being of our adult band members, particularly any vulnerable adults who may be at risk of abuse. This policy outlines our safeguarding principles and procedures to ensure that all band members can participate in music-making in an enjoyable, safe environment, regardless of age, disability, racial heritage, religions belief, sexual orientation or identity.

Purpose of this policy:

- To safeguard and promote the welfare of children and young people under the age of 18.
- To safeguard and promote the welfare of vulnerable adults at risk from abuse or neglect.
- To support all members of the band to behave with due consideration for the safety and well-being of every band member and anyone associated with the band in any paid or voluntary capacity.
- To support the Designated Safeguarding Lead, the Band Leader and the Burton Concert Band Committee in their oversight of the policy and procedures to keep band members safe from harm.

Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in exclusion from the band and its activities.

Persons affected by this policy:

- All trustees, committee members, band members, volunteers and paid staff
- All those attending any activity or performance by the band
- All visitors and contractors to the premises where the band is rehearsing

Definitions of those at potential risk

Child:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Vulnerable adult:

For the purposes of this policy, a vulnerable adult or adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect

- is unable to protect himself or herself against potential abuse or neglect, given their care and support needs. If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Glossary:

Burton Concert Band – refers to all members of the band i.e. any person playing in or working on behalf of Burton Concert Band, whether paid or unpaid, including any volunteer.

The Band Committee – refers to all members of the committee, responsible for all matters relating to the administration, the smooth running of band rehearsals and concerts and the recruitment of new band members.

Chair of the Committee – Sue O’Callaghan (trombone)

The Band Leader – Kate Fox (clarinet)

The Musical Director (Conductor) - Ed Temple

Designated Safeguarding Lead (DSL) – Heidi O’Callaghan (trumpet)

Policy principles

This policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Burton Concert Band is committed to:

- promoting well-being and preventing harm for all members of the band;
- the understanding that safeguarding is everyone’s responsibility - for services to be effective each professional and organisation should play their full part;
- a zero-tolerance approach to abuse - recognising its duty of care and protection of vulnerable adults (Care Act 2014) and of children (Children Acts 1989/2004).
- taking advice from and working with local Safeguarding Board/Partnership and other support organisations to implement procedures for the protection of children and adults at risk;
- responding effectively and in a timely manner to any suspicions or allegations of abuse following the procedures set out in this policy;
- reporting to the relevant external authorities as appropriate.

Legal Framework

Burton Concert Band refer to and seek guidance from the **Threshold Framework - ‘Accessing the Right Help at the Right Time’**.

The Threshold Framework is the overarching document for the whole of the children’s workforce. This multi-agency threshold framework is a guidance tool that all agencies, professionals and volunteers can use to consider how best to meet the needs of individual children and young people. The Threshold Framework is available here:

- Staffordshire Safeguarding Children Board website: <https://staffsscb.org.uk>

Training and Awareness

Burton Concert Band will ensure an appropriate level of safeguarding training is available to its BSL, conductor, committee members and band leader. Annual awareness training will be provided for all members of the band and any relevant persons linked to the

organisation who require it (e.g. photographers/technical crews). A record will be kept of all training. This training is set out in the document **Understanding Abuse** attached. If and when we do have under-18 members joining the band, a more in-depth awareness training will be given to all band members by the safeguarding team.

For all personnel who are working or volunteering with children specifically, this requires them as a minimum to have awareness training to ensure their understanding of the following:

- what safeguarding is and their role in safeguarding children;
- the difference between safeguarding children and child protection;
- how to spot the signs of abuse and neglect;
- how to respond to the indicators of abuse and neglect and keep children safe;
- dignity and respect when working with children;
- knowledge of the Safeguarding Children Policy.

Procedure to be followed for any safeguarding concern:

Steps to take if you have a suspicion or an allegation of inappropriate behaviour:

- contact the Designated Safeguarding Lead (DSL) or deputies in the first instance;
- contact should be by email to BcbSafeguarding@outlook.com . Send clear information of date(s)/time(s) when the alleged behaviour occurred and the people involved, in your own words;
- ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

Steps to take if a young person or a vulnerable adult makes a disclosure of a safeguarding concern:

- reassure the person that you will treat the matter sensitively;
- do not promise to keep the disclosure a secret – explain that you may need to tell someone in order to keep them safe;
- do not ask leading questions;
- contact the DSL as soon as possible by email at BcbSafeguarding@outlook.com so that they can take appropriate action and involve the parents/carers/authorities* as appropriate. If the concern relates to the DSL, it should be passed directly to the Chair of the Committee or the Band Leader.
- The email must make a clear note of what is said without putting words into the mouth of the person concerned. Include in the email:
 - details of the person(s) involved, including anyone else at risk
 - the nature of the concern
 - the specific language used by the person disclosing
 - any actions taken

The role of the DSL

- The DSL will:
 - review the concern raised, ask for further clarification if necessary and seek additional advice to determine the most appropriate course of action;
 - contact outside agencies to refer the matter as required;
 - maintain a written record of decisions made and why they were made.

*N.B. Consent/agreement is not required for Safeguarding referrals; however, the person making the referral would need, where possible, to discuss with and inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child/vulnerable adult or others at risk.

Burton Concert Band expects all band and committee members to maintain confidentiality as far as possible.

Recording and Record Keeping:

- o a written record must be kept about any safeguarding concerns as described above.

Confidentiality and Information Sharing:

- o all records must be stored securely and confidentially in line with General Data Protection Regulations.
- o information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.
- o information will be shared with the Local Authority if a child is deemed to be at risk of significant harm** or the police if they are in immediate danger/a crime has been committed.

Please see **Threshold Framework – Accessing the right help at the right time for definition.

Safe Recruitment and Selection of Band Leaders

There is a duty under Section 11 of the Children’s Act 2004 for Burton Concert Band to be committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. This is of particular importance when recruiting a new director/conductor or appointing people to significant roles in the band.

The following people should hold a suitable and current DBS certificate:

- DSL and safeguarding team
- Director

In addition, Repton Village Hall, as the regular rehearsal venue, has policies and procedures in place that cover the recruitment of all its committee members and volunteers.

Use of Photographs and Videos

All band members and volunteers should understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person concerned or those with parental responsibility. Social media is a particular hazard in this respect.

On joining the band, members will be asked to give written consent for any images to be used for publicity purposes. Parents/Guardians must give similar written consent for any members under 18.

Policy written by:	Date created:	To be reviewed:	Reviewed by:
Heidi O’Callaghan Sarah James Denise Gould	9 th April 2024	Before annual AGM	Band Committee
Significant changes to the policy since the last review:			

This policy should be read in conjunction with the following:

- Code of Conduct for Band Members
- Equality and Diversity Policy
- Band Constitution

APPENDIX to SECTION A - important contact details – attached

SECTION B – Additional information for the attention of the DSL/Safeguarding Team - attached

APPENDIX 1

Important Contacts

In the first instance, any safeguarding concern about a child or vulnerable adult should be reported to the DSL or designated deputies, detailed below:

Designated Safeguarding Lead for Burton Concert Band:

Name: Heidi O'Callaghan (trumpet)

Email: BcbSafeguarding@outlook.com N.B. This email is monitored by the DSL and safeguarding team.

Deputy DSL: Denise Gould (flute)

Deputy DSL: Sarah James (clarinet)

If the DSL/deputies are not available or contactable, the fact that there is a concern (but not the specific detail) should be raised with a Committee Member, who will make contact with the DSL directly to ensure the email has got through to the DSL/team.

Guidance can be found here:

Staffordshire Safeguarding Children Board

<https://staffsscb.org.uk> 01785 277151

In case of emergency:

Police

Emergency - 999

Non-emergency - 101

NSPCC Helpline

0808 800 5000

SECTION B: Additional information for the attention of the Safeguarding Team

KEY PRINCIPLES AND GLOSSARY

1.1. Burton Concert Band has adopted the policy contained in this document. The policy includes agreed guidelines relating to the following areas:

- Responding to allegations of abuse
- Supervision of children and young people
- Supporting victims of abuse by taking appropriate action

1.2. Burton Concert Band recognises the need to maintain constructive links with relevant agencies via its Designated Safeguarding Lead (DSL).

1.3. The term 'band member' in this policy means any person playing in or working on behalf of Burton Concert Band, whether paid or unpaid, including any volunteer.

1.4 The following terms are outlined in Section A of the policy for the attention of all members:

- **Burton Concert Band** – refers to all members of the band i.e. any person playing in or working on behalf of Burton Concert Band, whether paid or unpaid, including any volunteer.
- **The Band Committee** – refers to all members of the committee, responsible for all matters relating to the administration, the smooth running of band rehearsals and concerts and the recruitment of new band members.
- **Chair of the Committee** – Sue O'Callaghan (trombone)
- **The Band Leader** – Kate Fox (clarinet)
- **The Musical Director (Conductor)** - Ed Temple
- **Designated Safeguarding Lead (DSL)** – Heidi O'Callaghan (trumpet)

UNDERSTANDING ABUSE

2. DEFINITIONS OF ABUSE

Burton Concert Band accepts the definitions of child abuse recommended throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children (1999)'. The criteria are as follows:

2.1. Abuse and Neglect

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. A child may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

2.2. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy. (The Oxford

Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of young person abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for children.")

2.3. Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Such abuse may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

2.4. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

2.5. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.6. Spiritual Abuse

The misuse of power amongst religious groups. Leaders should not be so controlling that people are denied choice and freedom – even to make mistakes.

2.7. Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse young people, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

3. WHERE ABUSE CAN OCCUR

3.1. Child abuse can take place in a number of different settings, of which the following are examples:

- It is likely to occur most commonly where the child knows the individual/s and the person concerned is trusted. This can be a parent, carer, baby-sitter, sibling, relative, or friend of the young person or of the family.
- The abuser is sometimes someone in authority such as a teacher, youth worker, children's worker or other person in a position of power.
- The abuser is sometimes a paedophile or other person who sets out to join organisations to obtain access to children and young people.

3.2. Burton Concert Band has a responsibility to act if abuse comes to light and, as far as possible, to protect any person of any age from the possibility of being abused within the organisation.

4. RECOGNISING POSSIBLE ABUSE

The following behavioural signs may be indicators of abuse, but care should be taken in interpreting them in isolation

4.1. Physical signs

- any injuries, bruises, bites, bumps, fractures etc., which are not consistent with the explanation given for them.
- injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- injuries which have not received medical attention.
- instances where young people are kept away from the group inappropriately or without explanation.
- self-mutilation or self-harming e.g. cutting, slashing, drug abuse.

4.2. Emotional signs

- changes or regression in mood and behaviour, particularly where a young person withdraws or becomes clinging. Also depression/aggression.
- nervousness or inappropriate fear of particular adults e.g. sudden frozen watchfulness.
- changes in behaviour e.g. under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g. excessive dependence and/or attention-seeking behaviour.
- persistent tiredness, wetting or soiling of bed or clothes by an older child or person.

4.3. Signs of neglect

- regular poor hygiene
- persistent tiredness
- inadequate clothing
- excessive appetite
- failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised.

4.4. Indicators of possible sexual abuse

- any direct disclosure made by a young person concerning sexual abuse
- young person with excessive preoccupation with sexual matters and detailed knowledge of the same
- adult sexual behaviour, or regularly engaging in age-inappropriate sexual play
- preoccupation with sexual activity through words, play or drawing
- young person who is sexually provocative or seductive with adults

- inappropriate bed-sharing arrangements at home
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotation
- other emotional signs (see above) may be indicative of sexual or some other form of abuse.

DISCLOSURE

5. HOW TO REACT WHEN A YOUNG PERSON WANTS TO TALK ABOUT ABUSE

5.1 General points

- Take seriously what the young person says (however unlikely the story may sound)
- Keep calm
- Look at the young person directly
- Be honest
- Let them know you will need to tell someone else - **don't promise confidentiality**
- Reassure them they are not to blame for the abuse
- Be aware that the young person may have been threatened
- Never push for information

5.2 Helpful things to say or show

- Show acceptance of what the young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

5.3 Avoid saying

- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!" or "don't tell anyone else"

5.4 Concluding

- Again, reassure the young person that they were right to tell you and that you take them seriously
- Let the young person know what you are going to do next and that you will let them know what might happen
- Immediately refer the matter to someone appropriately qualified.

6. WHAT TO DO ONCE A CHILD OR YOUNG PERSON HAS TALKED ABOUT ABUSE

6.1. If the disclosure made by the young person to a band member suggests that there is a serious risk of abuse if he/she returns home from the activity attended, the band member should report the matter immediately to the Designated Safeguarding Lead (hereafter DSL) for immediate referral to the relevant authorities.

7.2. If the DSL is implicated or not available, the band member should go straight to one of the other safeguarding band members.

7.3. In the event that the band member is unable to contact the DSL or a member of the safeguarding team, he/she can make a direct referral him/herself to the authorities if he/she believes the young person is at serious risk of immediate harm at home.

7.4. In the absence of all the above named people, please phone your local Social Services Young people and Families Team or the Emergency Out of Hours Service whose numbers should be clearly displayed appropriately in offices and other places of work.

7.5. In the event that Social Services cannot be contacted, phone the Child Protection Team based at your local Police Station, whose number should be clearly displayed appropriately in offices and other places of work.

7.6. It is, of course, the right of any individual as a citizen to make direct referrals to the young person protection agencies or seek advice from them. However, we hope that band members will use the procedure outlined above. If, however, you feel that the DSL has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation listed above directly. We hope by making this statement that we demonstrate the commitment of Burton Concert Band to the effective safeguarding of children.

8. ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

8.1. The procedures in the following paragraphs should be followed according to the type of abuse suspected. Where physical injury, neglect or emotional abuse is suspected the co-operation of parents/guardians will normally be sought, except where it would place the young person at greater risk or where emergency attention is required. However, where sexual abuse is suspected, the DSL will not speak to parents/guardians as this may make the task of investigation by the Police or Social Services much harder.

8.2. If a young person has a **physical injury or symptom of neglect or emotional abuse**, the DSL will follow the following procedures:

- Speak with the parent/guardian and suggest medical help/attention is sought for the young person. The doctor will then initiate further action, if necessary. If appropriate, the parent/guardian will be encouraged to seek help from the Child and Family Service Social Services Department.
- If the parent/guardian is unwilling to seek help, then it may be appropriate for another person to offer to go with them. If they still fail to act the DSL should, in cases of real concern follow the reporting procedures outlined above.
- Where emergency medical attention is necessary, this must be sought immediately.
- Where **deliberate injury** is apparent or where allegations by a young person that a parent or family member has inflicted physical injury, then the **parents should not be informed** but contact immediately made with the Social Services.

9. ALLEGATIONS OF SEXUAL ABUSE

In the event of **allegations of suspicions of sexual abuse**, the DSL will:

- Contact the Social Services Child Protection Officer/Police Safeguarding Team directly. The DSL will not speak to the parent (or anyone else), as there is always the possibility that they could be involved. If named people are innocent, talking with them before contacting the authorities may make it harder for them to be cleared.

- If, sexual intercourse is alleged to have occurred very recently, then contact the police immediately so that any physical evidence is preserved, and a specialist medical practitioner can examine the person. Do not interfere with any evidence such as stained clothing. If the allegations concern events more than a week old, then Social Services or the Police must be informed promptly.
- If, for any reason, the DSL is unsure whether or not to follow the above, then advice from local authority will be sought and followed.
- Under no circumstances will the DSL attempt to carry out any investigation into allegations or suspicions of sexual abuse. The role of the DSL is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Childrens Act1989.
- Whilst allegations or suspicions of sexual abuse will normally be reported to the DSL, the absence of the DSL should not delay referral to the Social Services Department.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the DSL as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- The Band Committee and any local management/support groups will support the DSL in their role and accept that any information they may from time-to-time have in their possession will be shared in a strictly limited way on a need to know basis.

10. HELPING VICTIMS OF ABUSE

10.1. Burton Concert Band will commit to support any child/young or vulnerable person through any legal processes that may become necessary as a result of any disclosure. Band members will make it a priority to be available to attend meetings, courts, etc with any young person who would appreciate such support, where it is appropriate.

10.2. Burton Concert Band will seek to support young people through the difficult times they may face with appropriate care and attention. We are committed to the on-going support of victims of abuse through arranging pastoral care, counselling and advice. We will seek to build positive self-esteem in young people through the attitudes and actions of all adults within Burton Concert Band with whom they come into contact.

ADMISSION OF NEW BAND MEMBERS

11. PURPOSE AND NATURE OF PROCEDURES

The following procedures are designed to ensure that Burton Concert Band is a safe organisation which works to protect children, young people, vulnerable adults and all members/associates of the band. These procedures will help ensure individuals' gifts are used in the best ways. The procedures will ensure new band members are treated equally.

12. APPOINTING NEW BAND MEMBERS

12.1. Prospective band members will be asked to supply basic personal details, current address, telephone number, emergency number and e-mail alongside information about the instrument(s) they play and to what level.

12.2 Parents or Guardians of young people will be required to complete a form giving written consent for them to attend rehearsals and concerts on a regular basis.

13. CRITERIA FOR NOT APPOINTING BAND MEMBERS

13.1. If Burton Concert Band has reservations about the overall suitability of someone to be in the band after the trial period, then an appointment will not be made.

SUPERVISION OF AT REHEARSALS, WHEN TRAVELLING AND AT CONCERTS

15. INTRODUCTION

Every band member should have a clear understanding of what they are doing and what is expected of them, and activities should be planned in a way, which reduces opportunities for abuse to occur. The guidance which follows seeks to ensure the safety and well-being of young and/or vulnerable people and their protection from abuse, whilst also protecting workers from false allegations.

16. YOUNG PERSON SUPERVISION WHEN TRAVELLING FOR BAND PURPOSES

16.1 The following guidelines should be adopted wherever possible:

- A young person should not travel alone with a band member without the express written consent from the parent/guardian.
- A young person should travel in the back of the car.

17. HELPING YOUNG PEOPLE TO PROTECT THEMSELVES

17.1. Young people should have access to an independent adult outside of Burton Concert Band. For this reason, we promote the NSPCC and Child Line phone numbers and make use of their publicity. **The NSPCC Child Protection Help line is 0808 800 5000; Child Line is 0800 1111.**

RECORDS, CONFIDENTIALITY & INFORMATION SHARING

Confidentiality and Storage of Information

The Safeguarding email account will be monitored by the Safeguarding Team and emails pertaining to any safeguarding disclosures or concerns will be stored securely in clearly marked email folders.

Access to this email address will be restricted to the Safeguarding Team and the Band Conductor.

Passwords will be updated regularly.

Information Sharing

Information passed to the social services, or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The following information should be recorded when 'reporting concerns about children':

- The young person's name, address and other relevant information
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened.
- Details of the alleged or suspected abuser.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the designated person (or police or social services department) should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the designated person, social services or the police should be confirmed in writing within 24 hours.

A record should be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

It is the responsibility of the person reporting the concerns to ensure written confirmation is completed. If details have been sent to either social services and/or the police, a copy should also be sent to the DSL. If the concern is about the DSL this information should be sent to the Director of the Band.

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect. To help ensure that the band makes the correct and informed decision when considering whether to share information with other organisations relating to child protection issues we have adopted the non-statutory guidance procedures as laid out in the Government document **Information sharing advice for safeguarding practitioners** on the Government website.

When considering whether to share information with other organizations we will always follow the following six key points:

1. Explain to children, young or vulnerable people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young/vulnerable person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.
2. Always consider the safety and welfare of a child, young or vulnerable person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

3. Where possible, respect the wishes of children, young people or families who do not consent to share confidential information. We may still share information, if in the judgement on the facts of the case, there is sufficient need to override that lack of consent.
4. Seek advice when in doubt, especially when doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. Ensure that the information shared is accurate and up-to-date, necessary for the purpose for which it is being shared, shared only with those people who need to see it, and shared securely.
6. Always record the reasons for the decision – whether it is to share information or not.

Decisions about whether to share information will, where possible, be taken collectively by the DSL and safeguarding team