



SAFEGUARDING

Safeguarding policy for a named member society

The Arts Society Sidmouth

Important note:

- The template provided by The Arts Society(NADFAS) for its member societies has been used in this instance for guidance only. This local policy on safeguarding has been modified and added to the template provided by The Arts Society (NADFAS)
- When used and/or adapted for use, the NADFAS policy in its adapted form or original form becomes the sole responsibility of the member society which is using it.
- NADFAS, also referred to as The Arts Society, refers to the overarching organisation to which The Arts Society Sidmouth is affiliated.
- TASS refers to The Arts Society Sidmouth.

The Arts Society (NADFAS) encourages all its members to be mindful of the Charity Commission's guidance on safeguarding, which may be found at <https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>), and highlights making safeguarding a key priority.” (Safe Guarding Policy Template: The arts Society, NADFAS 2017)

SAFE GUARDING Policy : THE ARTS SOCIETY SIDMOUTH

1. Who does this policy apply to?

This Safeguarding Policy applies to all members, visiting speakers, other visitors or anyone else helping or working with TASS paid or unpaid. It applies to activities provided in person or online (e.g. through Zoom).

2 The purpose of this policy :

2.1 This policy outlines TASS commitment to its collective responsibility to encompass preventative actions to protect individuals, as described in section 1, from harm and to set out pathways of actions to be taken in the event of a safeguarding issue arising.

2.2 To provide all members, visitors and any person working on behalf of the Society (paid or unpaid) with the principles of the organisation's approach to safeguarding.

3.The responsibilities of our organisation and its members in regard to safeguarding

TASS is an inclusive organisation and in accordance with Inclusivity and Diversity practice we welcome members and visitors regardless of factors such as sex, gender, sexuality, race or ethnic origin, disability, religion or any other characteristic protected by equalities legislation. **It is important to note that this is separate from Safeguarding although there might on occasion be overlap.**

3.1 To be responsive to safeguarding concerns which may arise

3.2 We do not need to use criminal records checks i.e. Disclosure and Debarring Service (DBS) because we do not have roles within TASS which fall within the category of regulated employment i.e., where members or visitors, such as speakers, are in regular unsupervised contact with young people aged under 18.

3.3 We will publish our Safeguarding Policy and procedures on the TASS website so that it can be seen by members and visitors.

3.4 At least one committee member will be appointed to the role of named person for Safeguarding. Ideally there will be two named persons in order to accommodate holidays etc. These named persons do not have to be experts in Safeguarding, but willing to manage the necessary communications, in accordance with this policy. They will have undergone training at least at level 1. The named person(s) for safeguarding will always liaise with the Chair and /or Deputy Chair of the society.

3.5 Training about safeguarding for committee members (other than named safeguarding representatives).

All Committee members and Trustees will be expected to have read the safeguarding policy. It is recommended that online training is taken advantage of, but is not essential

3.6 Review the policy annually

4 Definitions:

Safeguarding: Protecting a person's health, wellbeing and human rights to ensure they can live free from harm or neglect. (*Care quality Commission, NHS, Social Care Institute for Excellence*).

Children/Young People: A young Person in the context of this safeguarding is defined as anyone less than 18 years of age.

Vulnerable Adults: The definition is set out in the Care Act 2014 and applies to a person over 18 years who:

- has mental capacity concerns
- has needs for care and support
- is experiencing, or is at risk of, abuse or neglect and because of those needs is unable to protect themselves against the abuse or neglect or the risk of it. This includes adults:
 - with a mental health or learning disability
 - physical impairment or sensory impairment
 - substance or alcohol dependency
 - who receive personal care, nursing or support to live independently in their own homes or care homes
 - who are older and frail
 - who are family carers for another vulnerable person.

Child Abuse: the four main categories of child abuse are: physical, sexual, emotional and neglect. Other aspects where children may need protection include bullying, on-line activities, drug-taking, radicalisation and county lines. For more information see: [Child abuse and neglect | NSPCC Learning](#)

Abuse / safeguarding issues: These apply to any person who experiences abuse, not just those recognised as being vulnerable (see above)

- Psychological /or Emotional abuse
- Domestic Violence (physical & emotional abuse)
- Coercive control
- Self-neglect /neglect
- Organisational or institutional abuse
- Discriminatory abuse: this involves treating someone unfairly or with prejudice including factors such as race, gender, age or disability.
- Financial or material abuse: this includes theft , fraud, or mis use of someone's money, possessions or property.

In addition:



There may be other categories.

5.How abuse might be recognised:

5.1 Concerns about or evidence of abuse or potential can arise through:

- Being notified directly,
- By observation
- Abuse might occur within the society, between members or between members and non-members.
- Abuse might occur outside of TASS events involving a member

5.2 Responding to Safeguarding Concerns: It is not within our remit or knowledge to solve a safeguarding issue but to adhere to the following five Rs.

Recognise
Respond
Report
Record
Refer

(This must be read in conjunction with section 6)

Persons raising safeguarding concerns should be treated with understanding and respect, as should the person(s), if any, against whom a complaint is made.

5.3 Good Practice for responding to a disclosure:

- react calmly so as not to frighten or deter the person
- reassure him/her that it is not their fault
- do not promise to keep the information to yourself – explain that you need to make sure they will be safe and that you may have to pass on the information to the local safeguarding team and, if they are in danger, the Police
- allow them to tell you what happened in their own words
- do not try to ‘investigate’ - avoid leading questions
- do not ask specific questions regarding explicit details.

In the case of an adult or vulnerable adult it is good practice to try to gain the person’s consent to share information such as their name and address.

If they do not consent, but it is felt necessary to share the information in order to keep that person safe, they must be informed that you are doing this, provided it does not increase the risk to them.

To report concerns about an adult in East Devon call:

Devon Safeguarding Adults Service: 03451551007 (weekdays) or:

Emergency Duty Service: 03456000388 (out of hours/weekends)

If a crime is suspected either to have been committed or be likely to be committed, then the matter must be reported to the police immediately

If it is thought the person is at imminent risk and danger or if a crime is being committed, call 999

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6 Committee Guidance

6.1 When a safeguarding concern arises, any member or other person may raise it directly with a member of the Committee and preferably the named safeguarding member of the Committee and /or the Chair.

6.2 If the complaint relates to a Committee member, the Chair and named safeguarding member should inform the said member that a complaint has been made and thereafter the said Committee member must be absented from any part of any Committee meeting at which the complaint is discussed. Strict confidentiality must be observed in the interests of a fair investigation of the complaint. In some circumstances the Committee member may be asked to absent themselves from all Committee meetings until the issue is resolved.

6.3 In the event of a complaint being made to a member of the Committee, there is a responsibility on that Committee member to, in the first instance, inform the named safeguarding members and the Chair, unless there is an immediate risk involved, in which case police or social services should be informed as soon as possible (*see section 9*). It is at the discretion of the Chair and named safe guarding person whether other Committee members are informed. It may be a case for Trustees only.

If the matter has been resolved this should be recorded. If it has not been resolved, the Committee or Trustees should consider at the earliest opportunity how to resolve the matter appropriately. If there is urgency in the need for resolution, then the Chair and Lead safeguarding member can take appropriate action and report back to the Committee and or Trustees.

6.4 The complainant will be supported (unless they choose to decline support) throughout the investigation by a designated Committee member.

6.5 The Committee must pass on the reporting of the safeguarding incident to The Arts Society (NADFAS) as soon as practicable to enable them to report serious incidents to the Charity Commission. If the local society is a charity in its own right it has a duty to report the incident to the Charities Commission in partnership with The Arts Society (NADFAS)

7 Sharing of information

7.1 The Data Protection Act 1998 and Human Rights Laws are not barriers to justified information sharing. Share with informed consent where possible but information may be shared without consent if there is good reason to do so, such as where safety is an issue. The information provided should be that which is necessary for the purpose for which it is being shared and should be shared only with those people who need to have it, it should be accurate and up-to-date and should be shared in a timely and secure way.

7.2 Children and Young People under 18: Data Protection Law allows the sharing of information when required to identify children at risk of harm and to safeguard them from harm.

7.3 Record Keeping and Confidentiality: Documentation pertaining to the concern should record the concern, actions taken and the outcome if known. Any written or electronic records of safeguarding matters must be kept securely for the same length of time as minutes, but should remain confidential unless required by law to be disclosed.

Further Information Further information around safeguarding as available from the Charity Commission. <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

Richard Barrett, Chairman: TASS. October 2025

CONFIDENTIAL

Vulnerable Adult Safeguarding Incident Report Form

Please fill in as much of this form as possible and return it to [the lead responsible person] as soon as possible (preferably within 24 hours of the occurrence of the incident or disclosure).

All information will be treated strictly in accordance with the General Data Protection Regulation and any other relevant data protection legislation from time to time. Any

information provided in connection with the complaint including the details included in this form will only be processed by the [insert name] Member Society with the consent of the complainant for the purposes of investigating the complaint and will not be shared with any third parties without the consent of the complainant unless to do so is required in accordance with the terms of clause 6 in the Member Society's Safeguarding Policy which is attached to this form. Any such information will be held securely by the Committee and will be destroyed as soon as the matter has been fully and finally resolved.

Name and position of person reporting abuse:

Date and time of completion of form:

Date and time of the incident/disclosure:

Person's name (who has suffered the safeguarding incident):

Person's date of birth or approximate age:

Person's address:

Name (s) and address of carer (if appropriate):

When completing the information below, please continue onto a separate sheet if necessary.

Please describe your concerns here (give details of location, times of specific incidents, any physical, behavioural or indirect signs and the people involved).

Have you spoken to the vulnerable adult/s involved? If so, what exactly was said?
(please record details in the person's own words):

Action taken so far:

Signature: (PERSON MAKING THE COMPLAINT)

Date:

Name:

Signature: (PERSON RECORDING THE COMPLAINT)

Date:

Name:

Last updated 2018