

Safeguarding policy summary

For full guidance refer to the ABRSM Safeguarding, Policy, Procedure and Code of Practice Sept 2023

safeguarding@abrs.ac.uk



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Safeguarding at ABRSM

ABRSM acknowledges it has a responsibility for the safety of children and adults at risk undertaking its exams or otherwise under its temporary care. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with ABRSM's work, including staff, as they can help protect them from erroneous or malicious allegations. ABRSM has a separate [Online Safeguarding Policy Statement](#) which covers all its digital assessments.

Scope of this policy

For the purposes of this policy, ABRSM's workforce includes everybody who works in a paid or voluntary capacity for or on behalf of the organisation in the UK and abroad. This includes, but is not limited to, employees, examiners, Honorary Local Representatives (HLRs), International Representatives, stewards, invigilators and consultants.

Principles

The following principles underpin ABRSM's approach to safeguarding and child protection:

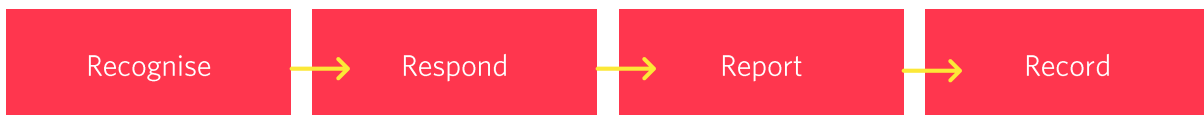
- The welfare of the child is paramount
- Everyone has the responsibility to promote the welfare of all children to keep them safe and to practice in a way that protects them
- All children regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or gender reassignment have the right to equal protection from all types of harm or abuse
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.
- These principles also inform ABRSM's work with adults at risk.

ABRSM expects all its workforce to:

- value and respect children as individuals.
- remember that those who abuse children can be of any age (including other children), gender, ethnic background or class and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- adhere to good practice by valuing and respecting children as individuals and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

Concerns about a child or adult at risk

What to do if you have a safeguarding concern



Recognising a concern

Any concerns you might have may not always be of the same nature and may not require the same course of action. In practical terms, concerns are likely to arise in a number of ways. You do not need to be certain that abuse has taken place before reporting a concern:

- Day to day concerns: these are concerns that will arise as part of the child's day to day activities at an exam or assessment and are not concerns to do with safeguarding or child protection, e.g. anxiety about a performance. On the whole such concerns will be dealt with immediately as part of your relationship and engagement with that child.
- Safeguarding concerns: these concerns will go beyond those that are dealt with as above and will usually indicate a concern about a child's vulnerability, where it is felt that vulnerability needs further assessment and possible action, e.g. a child not eating or being withdrawn
- Child protection concerns: these will arise when a member of ABRSM's workforce is worried or has evidence that a child has been harmed or is likely to be harmed or where a child makes a disclosure.

Responding to a concern

If a child tells you they are experiencing abuse, it is important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.

When a child makes a disclosure, make sure that you:

- Stay calm.
- Listen carefully to what is said.
- Tell the child that information will need to be shared in order to keep them safe and to make sure the right people can help.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.

Hearing about abuse can be upsetting. You can get support from the Designated Safeguarding Team or the NSPCC.

Reporting a concern

In an emergency call 999 or the local equivalent.

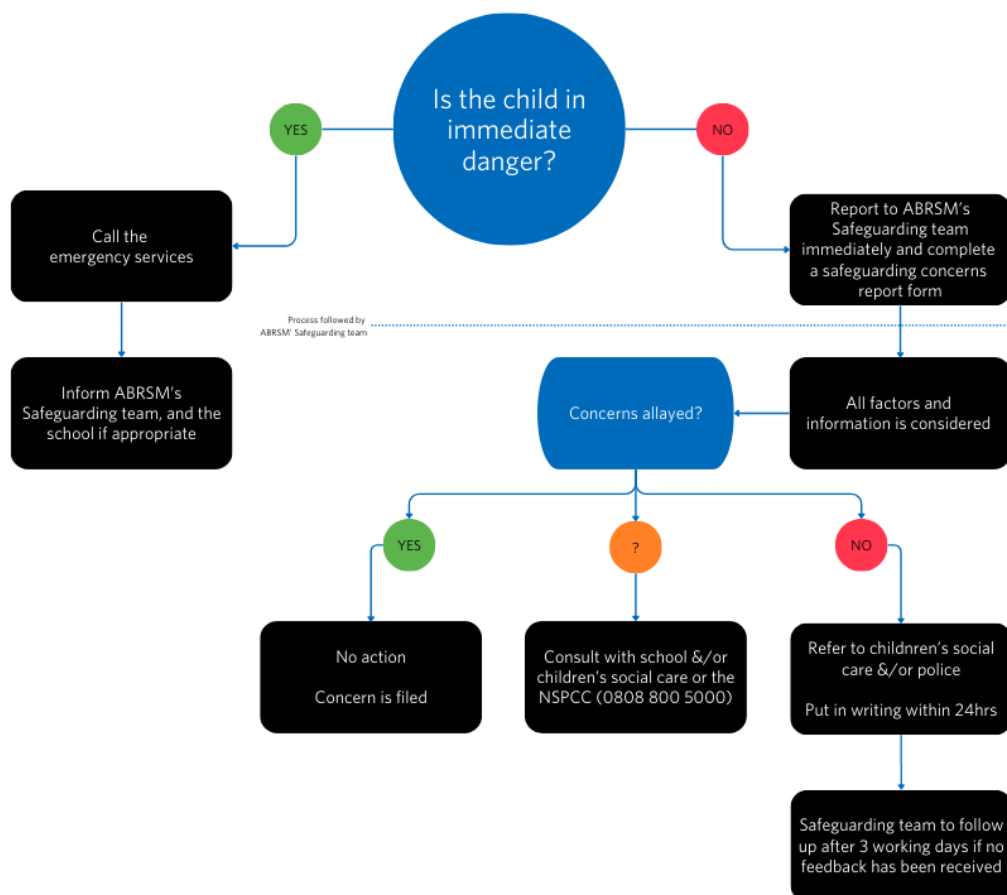
Safeguarding or child protection concerns about a specific child should be reported immediately by email to the ABRSM Safeguarding team (safeguarding@abrsms.ac.uk) and confirmed in writing within 24 hours using the form on page 8. Delay could prejudice the welfare of a child.

If anyone identifies safeguarding concerns in a venue such as a school, then these concerns should be reported to the designated safeguarding lead in the school.

Recording a concern

A record must be kept of the concern. Use the safeguarding concerns report form for this purpose (included at the end of this document). The form can be completed by the person reporting the concern or the ABRSM Safeguarding team.

The process flow chart on the next page illustrates the steps to be taken by the person reporting the concern and the ABRSM Safeguarding team.



Concerns about the workforce

What to do if there are concerns or allegations about a member of the workforce

Welfare of the child must remain as the central concern: child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse also occurs within organisations as well as in other settings. This could involve anyone who has the opportunity to have contact with children through their work. It is crucial that those involved in ABRSM are aware of this possibility and that all allegations (current or historical) are taken seriously and appropriate action taken. When dealing with any allegation against a member of the workforce it is vital to keep the welfare of the child as the central concern.

Circumstances for consideration: these procedures for managing cases of allegations or concerns about a member of ABRSM's workforce should be used in respect of all cases in which it is alleged that a staff member has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved or may have behaved towards a child in a way that indicates s/he may not be suitable to work with children
- Behaved towards a child or children in a way which indicated s/he may pose a risk of harm to children

Recognising behaviours that cause a concern

- Spending more time than necessary with a child
- Perceived as having favourites
- Contact outside of ABRSM activities
- Social media used to contact children/share content outside of ABRSM
- Repeated breaches of code of practice

Responding to a concern

The workforce is responsible for sharing concerns with the Designated Safeguarding Team who will investigate the seriousness of the allegation/concern.

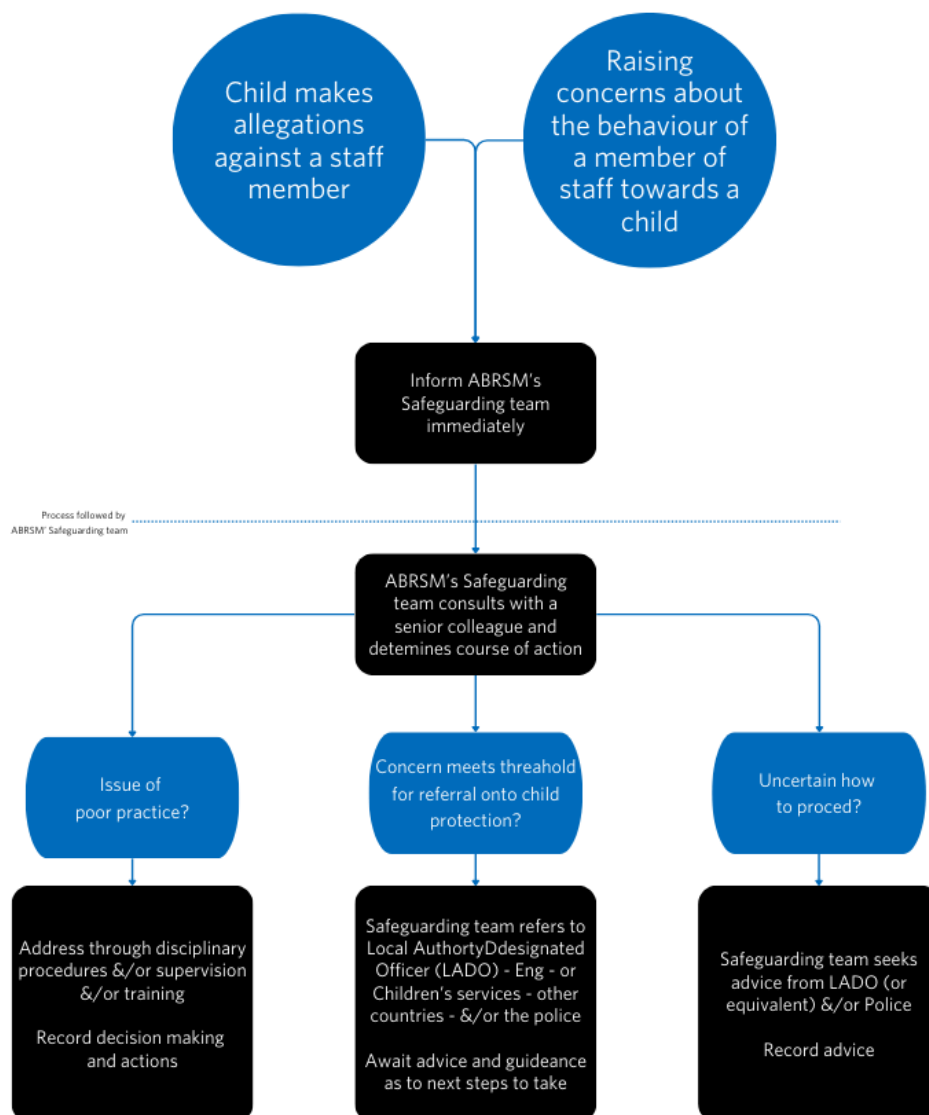
ABRSM will support and protect any member of the workforce who, in good faith, reports his or her concern that a colleague is, or may be abusing a child. If an allegation is made that is found to be malicious or fraudulent ABRSM retains the right to take appropriate action against the individual responsible for making the claim.

If you are worried about sharing your concerns about possible abuse within the organisation you should contact the NSPCC on 0808 800 5000 which operates a 24-hour helpline service.

Reporting a concern

The ABRSM Safeguarding team will require a written account from the member of the workforce/manager hearing the allegation/concern and a summary of any available additional information including the names and addresses of any potential witnesses. Both documents should be signed and dated.

The flow chart below illustrates the process that will be followed.



Safeguarding concerns report form

When completing this form please consider the following:

- Records should be as factual as possible
- If stating an opinion, make sure it is clearly differentiated from fact
- Use the child's own words if possible

Remember, you do not have to be certain that a child has been abused nor should you investigate yourself. Sending your concern to the safeguarding team means that they can liaise with others to determine the next steps.

The ABRSM Safeguarding team will liaise with other agencies as appropriate to establish the next course of action.

1.	Child's name	
2.	Child's age / DOB	
3.	Date of exam	
4.	Venue	

5.	What has happened so far? If a child has approached you, use their own words as much as possible to describe what has happened.
6.	How has this come to your attention? Have you witnessed something directly or are you reporting someone else's information? Has a child approached you directly?
7.	Were any other adults or children involved? Did anyone else observe what happened?
8.	Are there any other factors you would like to note here (e.g. was English the child's first language)?
9.	Are you making this report with the consent of the child/informant?

10.	Name of parent/ guardian	
11.	Address/ telephone number	
12.	Your name	
13.	Your job title	
14.	Your signature	
15.	Date	

This form must be completed and given immediately, emailed securely or sent in a sealed envelope marked 'Private & Confidential' within 24 hours, to:

safeguarding@abrsms.ac.uk

Designated Safeguarding Team
ABRSM
4 London Wall Place
London
EC2Y 5AU