



This policy applies to all members, the board of directors, volunteers, sessional workers and anyone working on behalf of the Sealed Knot Society Ltd.

The purpose of this policy is to:

- Protect children, young people and vulnerable adults within the society
- To provide members, the board of directors, volunteers, sessional workers and anyone working on behalf of the Sealed Knot Society with the overarching principles that guide our approach to safeguarding.

The Sealed Knot Society Ltd believes that no one should experience abuse of any kind. We have a responsibility to keep children, young people and vulnerable adults safe. We are committed to creating and maintaining the safest possible environment for children and vulnerable adults who visit our events or participate in our activities as either members or in any other capacity.

We recognise that:

- The welfare of the child is paramount as enshrined in the Children Act 1989
- All Children and Vulnerable Adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm and abuse.
- Some children and adults are additionally vulnerable because of the impact of previous lived experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their families, carers and other agencies are essential in promoting children and vulnerable adult's welfare.

We will seek to help children, young people and vulnerable adults by:

- Taking into account in all our activities the best interests and well-being of children and vulnerable adults.
- Valuing them, listening to them and respecting their rights, wishes and feelings.
- Taking all reasonable practicable steps to protect children and vulnerable adults from physical, sexual, emotional harm and neglect.
- Appointing a Safeguarding Officer who will take specific responsibility for safeguarding and act as the main point of contact for members, children, vulnerable adults and outside agencies.
- Adopting safeguarding practices through procedure and code of conduct for members, the board of directors, volunteers, sessional workers and anyone working on behalf of the Sealed Knot Society Ltd.
- Ensuring that all our officers or appointees¹, and any members who will be undertaking "regulated activity", are recruited safely and required checks are made.
- Promoting the welfare of children and vulnerable adults and their protection within a relationship of trust.
- Responding swiftly and appropriately to all suspicions or allegations of abuse.
- Ensuring that confidential information is handled and stored securely. Sharing information about children and vulnerable adults with designated people and those on a need to know basis only, in line with data protection laws.

¹ The term 'Appointee' encompasses people who hold Society, Army, Brigade or other appointments of responsibility.



- Sharing information about children and vulnerable adults with other agencies where appropriate.
- Publishing this Policy and our procedures and guidance to our members.

Legislative Framework:

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely;

- The Children Act 1989
- The Children Act 2004
- The Care Act 2014
- The Domestic Violence Crime and Victims Act 2004
- The United Conventions on the Rights of the Child 1991
- Equality Act 2010
- Data Protection Act 1998
- GDPR 2018
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Protection of Freedoms Act 2012
- Working Together 2018
- The Human Rights Act 1998.
- The Mental Capacity Act 2005.
- Prevent Strategy 2011.
- Counter-Terrorism and Security Act 2015.
- Serious Crime Act 2015

We are committed to reviewing our policy and good practice annually.

This Policy was last reviewed on (Date)

Signed:

On behalf of the Board

Safeguarding Officer



Annexes:

- A) What is Safeguarding? What is Abuse?
- B) Domestic Violence.
- C) Female Genital Mutilation.
- D) Child Sexual Exploitation.
- E) Radicalisation.
- F) How to recognise the signs of abuse.
- G) How to respond to allegations of abuse against another member(s), a member of the board of directors, volunteers, sessional workers and anyone working on behalf of the Sealed Knot Society Ltd.
- H) How to respond to a child or vulnerable adult who tells you about abuse.
- I) How to respond to allegations made against someone not involved in the Sealed Knott Society.
- J) How information will be recorded.
- K) Confidentiality Policy.
- L) Details of the Safeguarding Coordinator and Responsibilities within the Sealed Knott Society Safeguarding Policy.
- M) Code of behaviour for members.
- N) Recruitment and Training
- O) Procedures and Guidance for Events and School Visits
- P) Youth Organisations Attending Society Events.
- Q) Photography.
- R) How to deal with missing children, young people or vulnerable adults.
- S) DBS Checking
- T) Publication / management of incidents of a Safeguarding nature.



U) What to do if you have a serious concern about the way in which the Sealed Knot is Operating/ Serious Harm befalls those who the Society helps.



Annexe A: What is Safeguarding? What is Abuse?

What is safeguarding?

It might be difficult to accept, but every child can be hurt, put at risk of harm or abused, regardless of their age, gender, religion or ethnicity.

Safeguarding legislation and government guidance says that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children and young people to have the best outcome

"The action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play."

Working together to safeguard children (HM Government 2013)

What is Child Abuse?

Child abuse is the term used when an adult harms a child or a young person under the age of 18. There are four main kinds of abuse, all of which can cause long term damage to a child.

1. Physical abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a child harmful drugs or alcohol and female genital mutilation (FGM).

2. Emotional abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth.

This includes the seeing or hearing of Domestic Violence (Domestic Violence, Crime and Victims Act 2004)

3. Neglect

This is when a child's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

4. Sexual abuse

This is when a child is forced by an adult or another young person to participate in sexual activity against their will. Sexual abuse can include; kissing, touching the child's genitals or breasts, Oral, vaginal, digital or anal intercourse . It can also include encouraging a child to look at pornographic magazines, websites, video's or pictures.

Child Sexual Exploitation is another form of sexual abuse. This is when a child is groomed (coerced) by an adult or persons over 16 years in to sexual activity e.g. sexual activities as listed above.



- **Others Forms of Child Abuse:**

Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse, they can harm a child physically and emotionally.

Remember, child abuse is wrong and should always be stopped.

What is Adult Abuse?

Adult abuse is when a person is treated in a bad way or in a way that makes them feel frightened or unhappy, harms, hurts or exploits them – particularly by someone they know or should be able to trust.

Safeguarding adults is about helping people live free from abuse and neglect.

Some adults are particularly vulnerable to abuse such as people who have:

- dementia
- learning disabilities
- mental health problems
- drug or alcohol problems
- Sight, hearing or physical disabilities.
- Or who, through age or illness, are dependent on other people to help them or who care for others.

Anyone can be vulnerable to abuse at some time in their lives. Men and women, rich and poor, from any ethnic background can be at risk.

Abuse is not always deliberate. It sometimes happens that people are trying to do their best but feel stressed. Or they don't know what to do because of a lack of knowledge, training or understanding.

Adult abuse can include the types of abuse discussed above and also includes;

Financial abuse – taking advantage of an adult for own financial gain and to the detriment of the adult.

Deprivation of Liberty – Preventing the movement of an individual e.g. being prevented from leaving somewhere. Currently the Mental Capacity Act 2005 and issues relating to Deprivation of Liberty applies to anyone 16 years of age or older.

Abuse is a crime - it is a violation of your rights.

The Sealed Knot is committed to taking a Zero Tolerance approach to abuse of all forms and will move to dismiss anyone found to be perpetrators of such abuse. This means that



all alleged perpetrators will go through the disciplinary process which will automatically be referred for Tribunal.

Annex B: Domestic Violence:

The definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: Psychological abuse; Physical abuse; Sexual abuse; Financial abuse; and Emotional abuse”

Controlling behaviour is defined as a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is defined as act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The changes to the definition of domestic abuse raises awareness that young people in the 16 to 17 age group can also be victims of domestic violence and abuse.

Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse.

Responses to Domestic abuse:

Domestic abuse or violence is a crime and should be reported to the police - there are also other organisations who can offer you help and support.

Call 999 if it's an emergency or you're in immediate danger.

The police take domestic violence seriously and will be able to help and protect you.



What happens if you experience a Domestic Violence incident at a Sealed Knot event:

This comes under the jurisdiction of the Safeguarding Officer.

Such an incident will warrant the perpetrator being given a serious reprimand and carries risk of termination of membership. The perpetrator will be automatically subject to internal investigation and the handling of such an investigation will be done in conjunction with Safeguarding Officer/ JAG Further to the findings of any investigation, the matter will then be referred to Tribunal where the matter will be heard by the board and decisions regarding expulsion or suspension from the society will be ratified. This is also set out in the Sealed Knot Complaints and Disciplinary Procedure.

If you require help and support outside of the Society contact any of the following organisations to get help and advice about domestic abuse.

English National Domestic Violence Helpline

0808 2000 247

www.nationaldomesticviolencehelpline.org.uk

Galop (for lesbian, gay, bisexual and transgender people)

0800 999 5428

www.galop.org.uk

Men's Advice Line

0808 801 0327

www.mensadviceline.org.uk

Scotland's Domestic Abuse and Forced Marriage Helpline

0800 027 1234

sdafmh.org.uk

Scottish Women's Aid

0131 226 6606

www.scottishwomensaid.org.uk

Wales Domestic Abuse Helpline



0808 80 10 800

www.allwaleshelpline.org.uk

Women's Aid Federation (Northern Ireland)

0800 917 1414

www.womensaidni.org



Annex C Female Genital Mutilation:

FGM has been a criminal offence in the UK since 1985 (Prohibition of Female Circumcision Act 1985). In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

Section 74 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act 2003 to introduce the legal duty for regulated health and social care professionals and teachers to make a report to the police if:

- they are informed by a girl under the age of 18 that she has undergone an act of FGM or
- they observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

In light of this and where it may be suspected that our members may be affected by these pieces of legislation and a disclosure is made. Please contact the police force in the area within which the girl resides.

If you would like further advice and guidance on what to do if you do receive a disclosure you can also contact your Commanding Officer, Safeguarding Officer, Adjutant General, muster organiser or member of the board.

Any reports of any kind must be made by the first working day following a muster so as to avoid delay however if there is imminent risk please contact the police.



Annex D Child Sexual Exploitation:

What is CSE:

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships typically receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening.

It can involve violent, humiliating and degrading sexual assaults, including oral and anal rape. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Child sexual exploitation doesn't always involve physical contact and can happen online.

When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity.

Images or videos may continue to be shared long after the sexual abuse has stopped.

Sexual exploitation is used in gangs to:

- exert power and control over members
- initiate young people into the gang



- exchange sexual activity for status or protection
- entrap rival gang members by exploiting girls and young women
- inflict sexual assault as a weapon in conflict.

Girls and young women are frequently forced into sexual activity by gang members. Research by Beckett (2012) found girls considered to be engaging in casual sex were seen as forfeiting their right to refuse sex and as such are coerced but not consenting of their abuse.

How to identify those at risk of CSE:

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Young people who are being sexually exploited may:

- go missing from home, care or education.
- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have unexplained physical injuries
- have a changed physical appearance, for example lost weight.
- They may also show signs of sexual abuse or grooming.

Things you may notice

If you're worried that a child is being abused, watch out for any unusual behaviour.

Withdrawn; suddenly behaves differently; anxious; clingy; depressed; aggressive; problems sleeping; eating disorders; wets the bed; soils clothes; takes risks; misses school; changes in eating habits; obsessive behaviour; nightmares; drugs; alcohol; self-harm and thoughts about suicide



If you are concerned about a child outside of events at the Sealed Knot, please contact the Local Children's Services Department and make a referral for the area that the child resides in. You should also contact the Police.

If you have received information from a third party; received a disclosure from a child or vulnerable adult at a Sealed Knot event please raise your concerns in accordance with this policy. This is particularly so if you have concerns that Sexual exploitation is taking place at a Sealed Knot event or you would like further advice or guidance on what to do next.

Remember that Abuse is a Crime. The Sealed Knot cannot and will not investigate crimes and information will be passed on to relevant bodies as detailed in Annexe K.

If you would like to report an incident of Child Sexual Exploitation, below is a link to the National Crime Agency Command (CEOP);

<https://www.ceop.police.uk/ceop-reporting/>

What to do if an Adult tells you they were a victim of CSE or that Sexual Abuse/ Sexual Exploitation is on-going?

- Where a young adult/ adult is experiencing or at risk of abuse because of sexual exploitation, adult safeguarding should lead on a safeguarding investigation in conjunction with the police and other agencies. Even if the individual does not meet the criteria for an enquiry under the Care Act, this should happen as part of a local authority's duty to ensure wellbeing.
- The Local Authority responsible for handling any concern or complaint on behalf of an Adult is the Local Area Office for where they live.

Whether Sexual Exploitation is happening to either a child or a vulnerable adult once a referral is made to the correct authorities the child or adult can be referred through for further support via the National Referral Mechanism. It is the responsibility of the Local Authority responsible to make this referral.



Annex E: Radicalisation:

As contained within the Prevent Strategy 2011:

“Intelligence indicates that a terrorist attack in our country is ‘highly likely’. Experience tells us that the threat comes not just from foreign nationals but also from terrorists born and bred in Britain. It is therefore vital that our counter-terrorism strategy contains a plan to prevent radicalisation and stop would-be terrorists from committing mass murder.”

Subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of our functions as the Sealed Knot Society we have a duty to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, we should all be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection.

Children at risk of radicalisation may display different signs or seek to hide their views. We should all use our own judgement in identifying children who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour

Concerning behaviour may include behaviours seen either at a Sealed Knot event or even on social media outside of the Sealed Knot arena. Concerning behaviour might include change of religion, posting religious extremist views online, affiliation with known extremist organisations such as EDL, BNP, Neo Nazi parties etc.

When concerning behaviour is observed this must be reported to the Safeguarding officer. The Safeguarding officer will then make a referral as appropriate to a local Chanel programme to look at prevention early help strategies for the young person who may be thought to have been or is at risk of radicalisation. Further to this once notified the Sealed Knot can better manage and monitor concerning behaviours at events to prevent incidents.

Remember you can also report your concerns to your Commanding Officer, Adjutant General, muster organiser or any member of the board.



Annexe F: How to recognise the signs of Abuse.

A child, young person or vulnerable adult may be experiencing abuse or be at risk of harm if he or she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in/ being exposed to a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse
- Using drugs or alcohol themselves.

Remember, this list does not cover every possible type of abuse. You may have seen other things in the child, young person or vulnerable adult's behaviour or circumstances that worry you.

If in doubt always seek advice from your Safeguarding Officer and feel free to raise any concerns or complaints that you might have with your Commanding Officer, Adjutant General, muster organiser or any member of the Board of Directors.



Annexe G: How to respond to allegations of abuse against another member(s), a member of the board of directors, volunteers, sessional workers and anyone working on behalf of the Sealed Knot Society Ltd.

If an allegation is made it should be reported instantly to a member of the board of directors of the Sealed Knot, as outlined in the society's procedure process. Allegations should also be reported by the first working day following a muster to the Safeguarding Officer of the Sealed Knot and the Adjutant General.

If the allegation is about a member of the board of directors, then the incident should be passed to an alternative member of the board of directors. The Allegation should also be reported by the first working day following a muster to the Safeguarding Officer of the Sealed Knot and the Adjutant General.

Where an incident has occurred and the perpetrator is known to be in a position of trust e.g. is a Teacher, Dr, Nurse or other similar profession then the Local Authority Designated Officer (LADO) for the area within which they work should be notified. The LADO should be made aware of the incident within one working day.

The way to determine if a matter constitutes a safeguarding issue and whether referral to area LADO is required is to consult with the Society Safeguarding Officer. The Safeguarding Officer will then advise accordingly and/or assist in the making of such referral.

Further Actions

The LADO will pursue the allegation firstly with the Sealed Knot and the Safeguarding Officer to obtain further details of the incident and circumstances. The liaison with the Sealed Knot should help the LADO to determine whether the allegation requires further investigation which will ultimately influence whether or not concerns are substantiated. The Decision of a LADO however is independent of the Sealed Knot.

If the allegation raises a cause for concern that a child is suffering, at risk or likely to suffer significant harm, then the LADO should refer instantly to children's social care any connected children or vulnerable people with whom an alleged perpetrator resides. This may result in the initiation of a Social Care assessment of need or subsequent strategy discussion, Section 47 enquiry as appropriate.

The LADO will likely keep the Sealed Knot and the Safeguarding Officer in the loop of activity as they may be likely drawn into an investigation by way of giving evidence.

If a criminal offence has occurred then the police should be notified for the area that the offence was committed within. Allegations made to the police should be passed straight to the force's designated liaison officer, who will immediately contact the LADO. This is also the case if an incident is reported to children's social care; the member of staff should contact the LADO without delay.



With regard to Children the LADO is contactable via the Local Safeguarding Children Board.

Concerns about Adults should be passed to Adults Social Care and the Safeguarding Adults Board for the area that the vulnerable adult lives.

In regards to disciplinary Actions for incidents occurring at Sealed Knot events in most circumstances the options available for the Sealed Knot are: -

- No further action
- Dismissal from the society
- Limitations and/or conditions placed upon continued membership of the Society.

The severity of the allegation, information and evidence available can often determine the next stages taken. In any event the above decisions are based on findings of an investigation which is compiled in to a report and shared with the board. Further to this as discussed above if Dismissal from the society is thought the best courses of action then the case will progress to Disciplinary Tribunal and the decisions will be ratified by the board of directors.

If this affects you as either an alleged Perpetrator or Victim further guidance on this can be found contained within the Sealed Knot Complaints and Disciplinary Policy.



Annexe H: How to respond to a child or vulnerable adult who tells you about abuse

- 1) Safeguarding issues may be quickly identified as any issue regarding the safety of a child, young person or vulnerable adults.
- 2) Any safeguarding incident regarding a member of the Sealed Knot Society must be reported to the: -
 - a. Society Safeguarding Officer, by email safeguarding@thesealedknot.org.uk
- 3) Otherwise contact the: -
 - a. by email admin@thesealedknot.org.uk
- 4) If unable to contact either of these people by telephone (outside of a muster) then the member should contact anyone on the Board of Directors. This person must then report to the Adjutant General and the Safeguarding Officer as to actions taken and seek further advice.
- 5) At musters members unable to reach either the Safeguarding Officer or Adjutant General by telephone should ask at the Guard Tent for where a member of the Board of Directors is camped. Contact details of the Safeguarding Officer and the Adjutant General must be kept at the Guard Tent at all times including location of where they are camped.
- 6) At musters members are also able to contact their Commanding Officer to raise any complaint or concern that they may have. It is then expected that the Commanding Officer will deal with the complaints and concerns raised in line with Society Policy and Procedure.
- 7) If an issue arises:
 - a. Under no circumstance should you try to investigate the issue yourself.
 - b. Ascertain the basic facts and then contact one of the above parties.
 - c. Do not attempt to take statements or make decisions which may impact later on.
 - d. If no member of the Safeguarding Team, Adjutant General or member of the Board of Directors is available then you should contact the camp commandant for the muster. The Commandant for the muster will then follow point 4.
 - e. The camp commandant should then contact the police to deal with the incident.

If children, young people or vulnerable adults are at risk report your concern:

If it is an emergency you should contact your local emergency service by dialling 999 and ask for the following:



- If you're seeking medical attention then ask for the ambulance service
- If the child, young person or vulnerable adult is in absolute immediate danger then the Police have the power to intervene.

Please note that when ringing for emergency services the guard tent must also be notified so that they can be directed to the right part of the camp that they need to be.

Members manning the Guard Tent need to be aware that when emergency services are called, they are to be granted access to the site.



Annexe I: How to respond to allegations made against someone not involved in the Sealed Knot Society

Contact the police



Annexe J: How information will be recorded.

Recording Concerns.

If there are concerns about the welfare or safety of a child, young person or vulnerable adult or concerns about the behaviour of a member, member of the board of directors, volunteers, sessional worker or employee or anyone working on behalf of the Sealed Knot Ltd (e.g. if they hurt a child, breach the code of conduct or do something considered to be poor practice) it is vitally important to record all relevant details, regardless of whether or not the concerns are shared with either the police, children's social care or Adult's Social Care.

An accurate record should be kept of:

- date and time of incident/disclosure
- parties who were involved, including any witnesses to an event
- what was said or done and by whom
- any action taken by the organisation to look into the matter
- any further action taken
- where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency
- any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details.
- The record should be signed.

Storage of records

Information about concerns, allegations, and referrals should not be kept in one 'concern log' rather information or items relating to individuals need to be kept in separate files.

Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

If records are stored electronically then password-protect those records, which only limited staff should have access to.

Please ensure that you fill out the Incident Reporting Form.

This form will be shared with the CO of the regiments involved, The Safeguarding Officer and the Board of Directors.



Annexe K: Confidentiality Policy.

What is Confidentiality?

Confidentiality means not sharing information about people without their knowledge and agreement, and ensuring that written and electronic information cannot be accessed or read by people who have no reason to see it.

Confidentiality is important because:

- People may not trust someone who does not keep information confidential
- People may not feel valued or able to keep their self-esteem if their private details are shared with others.
- People's safety may be put at risk if details of their property and habits are shared publicly.

Balancing a child, young person or vulnerable adult's right to privacy can be a difficult task for staff and volunteers working with children and families and there are exceptions to this rule.

Procedure within the Sealed Knot:

If the Sealed Knot Society becomes concerned that a child/young person may be at risk of significant harm, then the Sealed Knot has a duty to refer their concerns to the police or to Children's or Adult's social care and immediately involve the Safeguarding Officer.

Where possible this should be done with the child, young person or vulnerable adult's consent, but, if necessary, such consent should be set aside in the interests of the child, young person or vulnerable adult concerned.

The Sealed Knot should also seek, where possible, to make parents/carers aware and to seek their consent of their intention to make such a referral, but this will not be done in situations where informing parents is deemed by the Sealed Knot to compromise the safety of the child, young person or Vulnerable adult. Nor should parents/ carers be consulted if a child, young person or vulnerable adult who is deemed to have mental capacity is not willing to give their consent to their parents being informed.

Remember: Everything is Confidential except if you disclose something that indicates that either you or someone else is at risk of harm.



Annexe L: Details of the Safeguarding Coordinator and responsibilities within the Sealed Knot Society Safeguarding Policy.

- 1) The board of Directors are responsible for:
 - a. The implementation of the policy.
 - b. Ensuring the Adjutant General is aware of his/her responsibilities as listed below.
 - c. Appointing a Safeguarding Officer.
 - d. Reviewing this policy on an annual basis.

- 2) The Adjutant General is responsible for:
 - a. The line management and support of the Safeguarding Officer.
 - b. Debriefing with the Safeguarding Officer following an incident.
 - c. Standing in for the Safeguarding Officer when they are unavailable.
 - d. Ensuring that he/she is adequately trained in Safeguarding Procedures.
 - e. Arranging training for the Society Safeguarding Officer.

- 3) The Safeguarding Officer is responsible for:
 - a. The day to day implementation of the Safeguarding Policy.
 - b. Dealing with all Safeguarding issues within the Society.
 - c. Ensuring that he/she is adequately trained in Safeguarding Procedures.
 - d. Advising the Board of Directors on matters regarding Safeguarding.
 - e. Ensuring that all CO's receive Safeguarding Awareness Training as part of their induction.
 - f. Ensuring that all new CO's receive Safeguarding Awareness Training.
 - g. Keeping a Single Central record of all DBS certificate numbers for relevant members of the Sealed Knot.

- 4) Regimental CO'S are responsible for:
 - a. Ensuring that the Safeguarding Policy is followed by members of their regiment.
 - b. Ensuring that any disclosures or incidents are dealt with correctly.

The Sealed Knot Society Safeguarding Officer responsible for children and vulnerable adults is:

Email: Safeguarding@thesealedknot.org.uk



Annex M: Code of Behaviour for Members

This code of behaviour must be followed at all times.

- Do treat everyone with dignity and respect
- Do set an example that you would wish others to follow
- Do treat everyone equally
- Do plan activities with children, young people and vulnerable adults so that there is always more than one DBS checked responsible adult² present.
- Do respect a person's right to privacy.
- Do avoid inappropriate/unacceptable situations within a relationship of trust e.g. conducting a sexual relationship with a junior member of the Society who is under the age of consent (16).
- Do allow and encourage children, young people and vulnerable adults to talk to you about any concerns that they have.
- Do encourage and support others to challenge any attitudes or behaviours that they consider inappropriate or unacceptable.
- Do follow "no alcohol" guidance when children, young people and vulnerable adults are in your care.
- Do bear in mind that in the UK it is illegal to have sexual intercourse under the age of 16 years. This applies to both males and females.
- Do bear in mind that in the UK it is illegal to buy and consume alcohol under the age of 18 years old.
- Do bear in mind that children, young people and vulnerable adults may be communicating with you or have sight of your communications on social networking sites which could leave you vulnerable to accusations or complaints regarding your conduct.
- Do follow and encourage all other members of the society and members of the public to follow the Society's Safeguarding Procedures.
- Do remember that someone might misinterpret your actions, no matter how well intentioned.
- Do take any allegations/ concerns regarding neglect or abuse seriously and report them immediately to the Safeguarding Officer, a CO, or a member of the board of Directors.
- If you suspect that a child, young person or vulnerable adult is being abused or neglected please make a written, signed and dated note of your concerns.
- Do remember if in doubt seek advice.
- Do not trivialise abuse or neglect.
- Do not permit abusive peer activities such as initiation ceremonies or bullying.
- Do not encourage or sanction the behaviour of children, young people or vulnerable adults who are engaging in risky behaviour.
- Do not take photographs or film children, young people or vulnerable adults unless their parents or carers have consented to this.
- Do not engage in inappropriate behaviour or contact of any kind with children, young people or vulnerable adults (Physical, Sexual, Emotional, and Verbal).

² As assessed by the Safeguarding Officer
June 2020



- Do not make suggestive or age inappropriate remarks or threats to a child, young person or vulnerable adult even if you consider it to be fun.
- Do not use inappropriate language when communicating with children, young people or vulnerable adults e.g. verbally, in writing, by internet, email or social networking sites.
- Do not let allegations, suspicions or concerns regarding neglect or abuse go unreported to one of the following; safeguarding officer, CO, Member of the board of Directors.
- Do not rely on your good name or the reputation of the society to protect you.

Do remember that this code of behaviour and the wider Safeguarding Policy is there to protect all members of the society and the public, not to stop you enjoying your hobby or having fun.

Any minor misdemeanours and general misbehaviour will be addressed by the Safeguarding Officer, Adjutant General, muster organiser or Commanding Officers. More serious or persistent misbehaviour may result in you being asked to leave the event.



Codes of conduct for parents and carers of Children:

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activities.
- Do not place your child under pressure or push them into activities they do not want to do.
- Ensure your child has clothing and kit appropriate to the weather conditions
- Detail any relevant medical concerns or conditions pertaining to their child, young person or vulnerable adult to your Commanding Officer.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly; do not allow your child to enter the beer tent without being accompanied by a responsible adult.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation within the society.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as photography.
- Have any concerns about any aspect of your child's welfare listened to and responded to.

Any breaches of this code of conduct will be dealt with immediately by the Safeguarding Officer within the Sealed Knot. Persistent concerns or breaches may result in you being asked not to attend events if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/ guardian continue to breach the code of behaviour may be that the Sealed Knot Society asks you to leave an event.



Code of behaviour for children and young people

As a member of the Sealed Knot Society you are expected to abide by the following code of behaviour:

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Respect officials and accept decisions.
- Do not be violent and aggressive.
- Make your society a safe and fun place to be.
- Do not enter the beer tent unless accompanied by a responsible adult.
- Show respect to other youth members/leaders and show team spirit
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Wear suitable kit.
- Not consume alcohol or drugs of any kind on the campsite or whilst representing the Sealed Knot.

Children / Young People have the right to:

- Be safe and happy.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your hobby in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the Safeguarding Officer, Adjutant General, muster organiser or Commanding Officers. More serious or persistent misbehaviour may result in your parents being asked to leave the event. Parents will be informed at all stages.



Annexe N: Recruitment and Training.

1. The following members of the society are required to have Safeguarding Training:
 - a. Safeguarding Officer.
 - b. Adjutant General.
 - c. Members of the Board of Directors.
 - d. CO's.

2. The following members of the Society are required to have an enhanced DBS clearance certificate. This must be reviewed on a 3-yearly basis.
 - a. Safeguarding Officer.
 - b. Adjutant General.
 - c. Master of Apprentices
 - d. 2-i-c of Apprentices.

3. It is recommended that the Safeguarding Officer, Adjutant General, Members of the Board of Directors and CO'S of regiments receive Safeguarding Awareness Training on a 3 yearly basis and that all new CO's receive this training as part of their induction.



Annexe O: Procedures and Guidance for Events and School Visits.

1. Schools:

- a. All School visits should be booked using an SK5 from the National Events Director. This covers your insurance.
- b. Members of the Sealed Knot visiting schools should also consult with the Education Officer to gain advice and guidance.
- c. At no time should any members of the Sealed Knot be left unaccompanied with a group of children, young people or vulnerable adults – There should be a member of staff present unless:
 - You have a DBS Disclosure and
 - The School is happy to accept this.
- d. Stick to Annexe J Code of Behaviour for members at all times.
- e. Think about your actions and words – Could they be misinterpreted by anyone present?
- f. Do not allow yourself to be placed in a position where someone could make an allegation about you and it is your word against theirs.
- g. If any problems arise at a school, including a child making a disclosure to you then you should speak with the head teacher or Designated Safeguarding Coordinator at the school to report your concerns.

2. Other events:

- a. Stick to Annexe J Code of Behaviour for members at all times.
- b. Do not allow yourself to be placed in a position where someone could make an allegation about you and it is your word against theirs.
- c. If any problem arises involving a child or an adult making a disclosure to you, then you should speak with the coordinator of the event or contact the Sealed Knot Safeguarding Officer.



Annexe P: Youth Organisations Attending Society Events.

1. Youth organisations attending Society events should be under the direct supervision of their sponsoring regiment.
2. Youth organisations attending should include a designate member of their staff to lead their group.
3. The host regiment will nominate a member of the regiment, who will act as chaperone and be fully responsible within their remit for the safety and well-being of members of the Youth Organisation attending.
4. Adult members of the Sealed Knot should appreciate that the vast majority of these youth organisation members are below the age of 16 and as such should be treated as would any other child member of the Sealed Knot.
5. The Code of conduct for the Youth Organisation should be adhered to as well as all Sealed Knot policies.
6. The main contact within the organising regiment should ensure that where any conflict between SK and the Organisation policies exist a common ground is found. If in doubt then the SK Policy will take precedent at musters.



Annexe Q: Photography.

- 1) Avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.

This is because Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a child, young person or vulnerable adult prior to grooming them for abuse.

- 2) Use a parental permission form to obtain consent for a child to be photographed/ videoed.
- 3) Obtain child's permission to use their image (dependent on age/ ability to understand and give consent)
- 4) Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – swimming, drama, gymnastics and athletics for example – present a much greater risk of potential misuse.
- 5) Photographers will not be allowed unsupervised access to children, young people or vulnerable adults.
- 6) Photography sessions are not permitted outside of Sealed Knot events or at a Child, young person or vulnerable adult's home.



Annexe R: How to deal with Missing Persons.

- 1) Sometimes at musters children, young people or vulnerable adults may wander off or become lost. This is similar to any child, young person or vulnerable adult who attends any of our events as a spectator.
- 2) The Sealed Knot is committed to ensuring the safety of all children attending our events either as a spectator or a participant member of the society.
- 3) The Sealed Knot therefore will;
 - I. Ensure that there is a designated space for lost/missing children/ vulnerable adults within the spectator area.
 - II. If this is on site this will be the Guard Tent.
 - III. The designated space will be manned by a DBS checked adult present who will be responsible for any missing children brought to them whether within the Spectator area or on site.
 - IV. Any Incidents of missing/lost children or vulnerable adults must be reported to the Safeguarding Officer and those named in Annexe D.
 - V. The Commentator at any event will only become involved in terms of announcements if the child, young person or vulnerable adult can name the adult/parent/carer who they came with or they carry with them written emergency contact details.
 - VI. The DBS checked designated adult present at this post will have contact details for the safeguarding Officer and those named in Annexe D.
 - VII. If a child, young person or vulnerable adult is missing, the Sealed Knot will ensure that checks are made of the camp site, beer tent and battle ground including spectator area and living history.
 - VIII. If there is no sign of the child, young person or vulnerable adult then the police are contacted after 15 minutes (or shorter if in busy areas) Parents and the Police will be immediately informed of the situation.
 - IX. Members of the Sealed Knot who are then in charge or search/ location of the missing child, young person or vulnerable adult will then wait for the police to arrive and follow their instructions. Searching will continue whilst awaiting the police.



- X. When taking children, young people or vulnerable adults on outings it is expected that a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children, young people and vulnerable adults will then be supervised under adequate ratios, to ensure they are safe at all times. Please also contact the Safeguarding Officer to discuss.



Annexe S: DBS Checking Service.

- 1) The Sealed Knot has a responsibility to review and buy in DBS Checking Services.
- 2) We carry out compulsory checks for any volunteers who work directly with our young members and vulnerable adults. This process includes:
 - i. A criminal record check known as a Disclosure and Barring Service (DBS) check
 - ii. A discussion between the potential volunteer, the Safeguarding Officer and a senior volunteer who is responsible for the management of adult volunteers.
- 3) Volunteers are only accepted into the Sealed Knot to work with young members or vulnerable adults if they pass these checks.



Annexe T: Publication / management of incidents of a Safeguarding nature.

- 1) The Sealed Knot values all of our members.
- 2) We are committed to maintaining your privacy and dignity when it comes to management of safeguarding issues.
- 3) The Sealed Knot aims to further safeguard children, young people, vulnerable adults, their families and carers by exerting discretion when it comes to any communication regarding any incident of a safeguarding nature.
- 4) This means that no member of the Sealed Knot has the right to publicise either through regimental newsletters, magazines, social media etc. their comments on any investigation whilst it is still underway.
- 5) The reason for this is that any such publications could have a detrimental effect on the outcome of the investigation and it may also cause undue anxiety and stress for those involved.
- 6) The Sealed Knot recognises that friends, families and other members of the parties involved may wish to know how things are going.
- 7) In such events it may be necessary in order to prevent malicious rumours or gossip for basic information to be released at a regimental level.
- 8) In these instances, Commanding Officers must contact the Safeguarding Officer, the Adjutant General and members of the JAG for guidance and due process must be followed.
- 9) It is the responsibility of the Adjutant General, members of the JAG and the Safeguarding Officer to ensure that the permission of all parties are sought before any such publication will be granted.
- 10) It is also the responsibility of the Adjutant General, members of the JAG and the Safeguarding Officer in consultation with each other to determine what information is shared and how this is worded.



- 11) If any party of any safeguarding incident has cause to believe that they are experiencing undue stress or anxiety as a result of the publication of the incidents that they are involved in, then they have a right to make a formal complaint.
- 12) This complaint if made by an alleged perpetrator should be made to the Adjutant General.
- 13) Any complaints from the children, young people or vulnerable adult(s) involved in investigations should be forwarded to the Safeguarding Officer and Adjutant General. The Safeguarding Officer will then act in an advocacy capacity to represent the views, wishes and feelings of any children, young person or vulnerable adult involved in those investigations. This includes an advocacy role for their parents/carers where appropriate.
- 14) If a complaint is made in regards to the Safeguarding Officer or the Adjutant General however these complaints should be raised directly to a Board Member and the society complaints procedures followed.
- 15) If a complaint is made in regards to the manner in which a Safeguarding issue is dealt with at Regimental Level this needs to be forwarded to the Safeguarding Officer, Adjutant General and LG for the appropriate side of the army. Again in this instance the Society complaints procedures need to be followed.



Annexe U: What to do if you have a serious concern about the way in which the Sealed Knot is Operating/ Serious Harm befalls those who the Society helps.

The Charity Commission regulates registered charities in England and Wales. They make sure that charities are accountable, well-run and meet their legal obligations.

The Charity Commission does this by providing regulatory advice and guidance. They will also intervene in matters where there is serious risk of significant harm to, or abuse of, charities, their beneficiaries or assets.

If you have any concerns about the Sealed Knot please do so raise it first with the Society Officials in the first instance and follow the Society Complaints Procedures.

If you are unsatisfied or would like to take further action you may approach the Charity Commission using the link below;

<https://forms.charitycommission.gov.uk/raising-concerns/>