

KEY SAFEGUARDING MESSAGE

If you suspect or witness harm or abuse, or it is reported to you, you must immediately report it to LMNS's Designated Safeguarding Officer.

Harm or abuse of children or adults can happen, or be disclosed, anywhere – including a Live Music Now Scotland (LMNS) setting

Who is a child and who is an adult at risk?

The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone aged 16 and over who is unable to safeguard their own interests, is at risk of harm, and because they are affected by disability, mental disorder, illness, physical or mental infirmity. The legal age of being an adult is 16, however statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18. Where a young person aged between 16-18 years requires support and protection, consideration should be given to the legal framework that best fits the young person's needs and circumstances.



RECOGNISE

Not too sure if it is harm or abuse?

If it looks or feels wrong, then it probably is wrong. Trust your gut feeling. This is only the starting point – don't jump to conclusions about the outcome.

RESPOND

What to do if you suspect or witness harm or abuse, or it is reported to you?

Immediately report your concern or the disclosure to LMNS's Designated Safeguarding Officer.

What if harm or abuse has not happened but the person is at risk of harm?

Again, follow the key safeguarding message: immediately report your concern to LMNS's Designated Safeguarding Officer.

In the event of a disclosure:

- Do not promise to keep it a secret
- Do stay calm
- Take what the person has to say seriously
- Listen carefully to what is being said
- Allow the person to speak at their own pace
- Do not ask 'leading' questions that suggest a particular answer
- Explain that the information will need to be shared with others
- Ask questions only for clarification
- Reassure the child/adult 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

REPORT

Contact the Designated Safeguarding Lead in the venue you are working in and LMNS's Designated Safeguarding Officer Lesley-Ann Smith, General Manager:

T: 07815 792054 / E: lesleyann.smith@livemusicnow.scot

RECORD

Record in writing what was said **using the child or adult's own words** as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. You can find the Record of Concern forms at the end of both safeguarding policies.

For more information, please read LMNS's Children & Young People Safeguarding Policy, Adults at Risk Safeguarding Policy & Digital Safety Policy.