

The Basement Door Safeguarding Policy and Procedure for 18+ and Adults at Risk 2022

Date of Policy (including appendices): December 2022

Date for Review (including appendices): December 2024

Who we are and what we do

The Basement Door (TBD) is a charity (1177033) which runs music events for children and young people both at TBD hosted gig nights and at community events such as festivals, fetes and parades. Children and young people from the ages of 12-22 can perform as musicians, join the backstage crew to learn and deliver sound tech, lighting tech and front of house functions or attend events for social purposes.

Our aim is to educate and support the development of all young people within the field of music. We provide them with an opportunity to thrive by offering young musicians the chance to develop their music and performance skills in a safe environment. We hold regular training sessions for the backstage crew which are run by TBD Managing Director and skills learned are put into practice at TBD hosted events and community events. Our events also provide social opportunities for young people in a safe space.

TBD hosted events operate in a drug free and alcohol-free environment.

We work closely with the local community. We partner with other charities and events in the local area to provide music stages and backstage crew.

Definitions

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. (Care Act 2014).

Abuse is defined as “a violation of an individual’s human and civil right by an other person or persons”

“Adults at risk of harm” is defined as anyone aged 18 or over who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation. (NHS)

We have a responsibility to safeguard adults at risk that participate in our events by having a heightened sense of awareness in relation to those that may have Special Education Needs or Disabilities or those living with mental ill health. Through this safeguarding policy we will ensure we have sufficient processes in place for their safety, inclusion and well-being as part of the TBD community.

The Legal Framework for the Protection of Adults at Risk

At some point in their lives most adults need care and support from others. Sometimes we experience situations in which we feel unable to protect ourselves from the actions of others. Safeguarding is a way of supporting people with care and support needs over the age of 18 to protect themselves from abuse by others. All staff, volunteers, artists, and contractors involved in delivering TBD activity are required to acknowledge their individual responsibility for safeguarding over 18’s and promoting their welfare.

Our actions and responses are governed by the legal framework expressed in:

The Mental Capacity Act 2005
The Equalities Act 2010
The Human Rights Act 2010
The Care Act 2014
Data Protection Act 2018

Safeguarding Policy Statement

We believe that everyone has a responsibility to promote the welfare of all adults aged over 18 to keep them safe and to practice in a way that protects them.

Our safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or is at risk of, abuse or neglect; and;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

This policy applies to everyone over 18 who attend our events, including staff, trustees, adult volunteers and contractors we work with.

We are inclusive of age, gender, race, sexual identity and orientation, religion, ability and disability, cultural and ethnic origin. We are committed to providing a safe and inclusive environment that safeguards and supports the well-being of all participants.

Meeting our commitment

We will support, guide, protect and listen to anyone over 18 that attend our events.

We have an appointed nominated safeguarding lead and a member of the trustee board who takes the lead in safeguarding at the highest level of the charity.

We have clear and detailed safeguarding procedures for over 18's and adults at risk.

We recruit safely, applying appropriate checks, and provide ongoing supervision and training in safeguarding. This includes our trustees.

We will ensure all staff and volunteers are trained in and can follow and implement the safeguarding and procedures.

Personal data is stored securely and managed in accordance with the requirements of the Data Protection Act 2018. This includes photography, and use of images, and personal data on social media.

We will ensure that over 18's know about these policies and what to do if they have a concern.

We work in a safeguarding culture, bound by a code of conduct that details how all staff, volunteers, children and young people are expected to behave and are supported to feel comfortable about sharing concerns.

How to report a concern – recognise/report/record

- **Lead operational Nominated Safeguarding Person (NSP)**

Safeguarding officer - Mimi De Andrade

Email - mimi@thebasementdoor.org

- **Nominated Safeguarding Trustee (NST)**

Trustee - Natalie Jackson

Email - nat@thebasementdoor.org

- **Deputy NSP**

To be nominated (in case Lead NSP is not available)

Staff and volunteers have a duty of care to report concerns about the safety of and adult at risk. This includes poor practice concerns as well as more serious abuse. You need to

- Recognise abuse
- Report your concern to the NSP
- Record what was disclosed, or you saw or observed and share that with the NSP

The information is confidential and should not be shared beyond the NSP and identified safeguarding leads at TBD.

If:

- you have a concern about the safety or welfare of an adult involved in TBD activities;
- an adult makes a disclosure to regarding their safety; or
- you have concerns about the behaviour of a staff member or volunteer towards an adult at risk.

Report it immediately to the TBD Nominated Safeguarding Person, and following that, as soon as possible, record your concern. Do not delay reporting your concern in favour of completing a written record.

It is not your role to investigate the concern, but it is your responsibility to refer to the nominated safeguarding leads. Once you have done that record your concern ASAP using the template form included in the Appendix to this document.

If you are the victim or abuse or you know someone who you think is at risk, or has been abused, then it is important to get help. In an emergency you should always call 999 and ask for the police. Or call 101 if you are worried but it is not an emergency.

Alternatively you can report your concerns to the Adult Social Care team using the online form https://www.richmond.gov.uk/services/adult_social_care/safeguarding_adults/report_adult_abuse

- **Confidentiality**

The TBD GDPR (data protection) and confidentiality policy will be adhered to EXCEPT when the welfare of an adult at risk is paramount and takes precedence over it. Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult

- **Role of the NSP (supported by the NST)**

Make sure all safeguarding and protection concerns involving over 18's who take part in TBD's activities are responded to appropriately following our policies and procedures.

Receive and record information from anyone who has concerns about a person's welfare.

Take the lead on responding to information that may constitute an adult at risk protection concern.

Liaise with and make referrals to relevant agencies as necessary

Contact Adult Social Care available from Monday to Friday from 9am to 5pm by:

- Telephone 020 8891 7971
- SMS Phone 07903 738043
- Email adultsocialservices@richmond.gov.uk

The Adults Emergency Duty Team is available Monday to Friday from 5pm to 8am, and 24 hours at weekends and on Bank Holidays.

Contact the Adults Emergency Duty Team on:

- Telephone 020 8744 2442

Ensure DBS checks are implemented for new staff or volunteers and are reviewed for existing staff.

Support vetting and appointment of volunteers and staff in line with recruitment procedures

Maintain training to ensure knowledge of the relevant legislation and guidance.

Be responsible for ongoing induction and training on how to recognise abuse and report it.

Receive concerns raised about the conduct or behaviour of a staff member or volunteer towards an adult at risk, and in liaison with the trustees refer that concern to Adult Social Care. This is known as the duty to refer and is a legal requirement of the trustees.

Once a concern has been referred to the local authority or police the NSP will act as the lead for TBD and provide collected information to support any investigation.

Safeguarding and child protection procedures

- Recruitment

All staff, including Trustees, are required to have a DBS check before working with the youth volunteers and young people that perform at TBD. In addition, we require references for all staff and volunteers. Artists or contractors involved with TBD activity are required to sign an agreement with TBD that they understand and agree to the contents of our safeguarding policy and code of conduct. There are no situations where an individual who is working for or acting in the capacity of a volunteer for TBD inappropriately collects, uses, stores or shares young people's personal data on their personal mobile devices. All communication must go through identified TBD e-mail or organisational social media (including What's App) and stored and managed by identified TBD staff.

- Recruitment for backstage and event volunteers

All volunteers (aged 12-22) are required to complete an application form and, in addition to an application form those over 18 will be DBS checked.

- **Recruitment of onstage volunteers (musicians) playing at TBD events**

All musicians must sign an agreement which confirms their commitment to attend agreed events, to be available for sound checks and to promote the event to their friends and family. Musicians will be made aware of our safeguarding policy, and code of conduct, and their responsibilities to it.

They will be required to agree to an artist safeguarding agreement which makes clear the boundaries around interaction, photographs and other sharing of information on social media sites.

- **Door entry to TBD hosted events**

TBD hosted events are usually held in church buildings and community halls, for which we hold health and safety risk assessments. We run a cafe offering alcohol free refreshments.

All attendees are advised on the door, where payment and entry to the event occurs, of our no drugs, no alcohol policy and are asked to concede to a bag check where necessary. If a bag check is refused, the individual is refused entry to the event. Where a bag check takes place and drugs or alcohol are found the items are confiscated and recorded in our incident log of the event.

If weapons are found, the individual is refused entry and the police are notified. This will also be recorded in our incident log of the event.

At TBD events, there is always a minimum of two DBS checked staff to oversee safety of all.

- **Safeguarding at events**

At outdoor community events, TBD sets up a base camp where staff, volunteers and performers can congregate. A minimum of two DBS checked staff are always in attendance and are known to all participants.

At TBD events, there is a green room where musicians can leave their personal belongings. We will always avoid any situation where a child is left on their own with an adult. If that happens, staff members must always make another aware why and where they are, leaving doors open so that they remain visible. Separate changing areas, if required, are available.

- **Training**

All staff will be trained in safeguarding over 18's and adults at risk at induction and will be required to attend refresher courses every two years relevant to their responsibilities.

Photography and Videography

The Data Protection Act 2018: Photographs constitute personal data and where it is possible to infer a person's religious beliefs, ethnicity or medical conditions from that photograph constitutes sensitive personal data.

We make any audience members aware that filming and/or photography (by TBD staff or contractors) is taking place at an event and that their image may be used for TBD content, published on our social media channels/marketing and those of third-party photographers/videographers social media/marketing. We also offer audience members and our backstage, onstage and event volunteers the ability to opt out of having their image used at TBD events by clearly identifying themselves as not wanting to have their image captured.

Any photographs or videos for the use of TBD should only be taken on an organisational device or by someone commissioned by TBD.

Where an adult is the main subject or would be recognised, we will

- seek specific consent from the adult, letting them know where their image will be used. If they lack capacity to consent, do not use their photo.
 - Before using any photographs or film footage for publicity purposes, seek approval from the person or people involved if they are identifiable.
 - A request for consent will be clear about where the images will be used.
 - If we receive a request to remove an image, we will withdraw it from use.
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APPENDIX

Definitions of Abuse.

According to The Care Act 2014, adults might experience ten distinct categories of abuse. However, there are four additional types of harm including cyber bullying and financial abuse.

Categories of Abuse in the Care Act

Self-neglect Broadly defined as neglecting to care for one's personal hygiene, health or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery Slavery, human trafficking, forced labour and domestic servitude.

Domestic Abuse Psychological, physical, sexual, financial and emotional abuse perpetrated by anyone including a person's family. It also includes "honour" based violence.

Discriminatory Abuse that centres on a difference or perceived difference, particularly with respect to age, race, gender, disability, culture, religion sexuality or disability or any of the protected characteristics of the Equality Act.

Organisational Neglect or poor care practice within an institution of specific care setting. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Includes hitting, slapping, pushing, kicking, restraint and misuse of medication. Also includes inappropriate behaviour.

Sexual Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Theft, fraud, scamming or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions or benefits.

Neglect and Acts of Omission Includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. Includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological Includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Additional Types of Harm

Cyber Bullying When someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages. Can involve using online forums with the intention of harming, damaging, humiliating or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying or bullying related to special education needs and disabilities.

Forced Marriage Marriage without consent or against their will. Forced marriage is different to an arranged marriage. Under The Anti-Social Behaviour, Crime and Policing Act 2014 it is criminal offence to force someone to marry.

Mate Crime When vulnerable people are befriended by members of a community who go on to exploit and take advantage of them. It may not be an illegal act, but it will have a negative effect on the individual. Mate crime is carried out by a known person and it often happens in private.

Radicalisation The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship or through social media.

The Care Act 2014

This governs our approach to adult safeguarding and has a focus on protecting adults at risk from mistreatment and is concerned with improving their quality of life.

The Six Principles which the act sets out aim to emphasise that everyone in care is a human being with unique wants and needs are:

Empowerment - ensure people are supported and encouraged to make their own decisions and informed consent.

Prevention - support people needs to take action before harm occurs.

Respect - exercise proportionality by using the least intrusive response appropriate to the risk presented. Do not intrude any more than is essential to keep people safe.

Protection - support and provide representation for those in greatest need. When people need help, we'll do our best to support them.

Partnership - communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability - and transparency in delivering safeguarding.

Code of Conduct: How we expect everyone at TBD to behave towards over 18's and adults at risk.

In accordance with The Mental Capacity Act 2005, we have a commitment to Making Safeguarding Personal which means that every individual has the right to make their own decisions and therefore, adults will be more involved in the safeguarding process. Their views, wishes, feelings and beliefs will be taken into account. No decisions that affect them should be made without consulting them.

We treat each other with respect and deserve to be treated respectfully. We do not tolerate bullying, either face to face or online and expect all members of our community to take part in lifting each other up, not knocking each other down.

- The safety and all our volunteers and guests is paramount and should be a priority.
- Always behave appropriately and use appropriate language when working with the TBD volunteers and musicians.
- Listen and respect each other at all times.
- Treat each other fairly and without prejudice or discrimination.
- Always act within professional boundaries: ensure all contact with children is essential to the events we are working on.

Code of Conduct for behaviour of staff and volunteers

In addition to our general expectation listed above, we expect our staff and volunteers to lead by example to ensure that everyone at The Basement Door feels welcomed, involved and valued.

This policy provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children who are members of the organisation, to behave online.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Code of Conduct for behaviour of staff and volunteers

In addition to our general expectation listed above, we expect our staff and volunteers to lead by example to ensure that everyone at The Basement Door feels welcomed, involved and valued.

Online safety statement

The Basement Door works with adults aged over 18 to provide educational training and entertainment in a safe environment.

The purpose of this online policy statement is to provide guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines the expectations we have of our staff and volunteers and provides them with the principles that guide our approach to online safety.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- to protect over 18's and adults at risk involved with our organisation who make use of technology, such as mobile phones and the internet as part of their involvement with the organisation;
- to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents;

- to ensure our organisation is operating in line with our values and within the law regarding how we behave online.

Legal framework

The Communications Act 2003 makes it an offence to make improper use of a public communications network. Section 127 specifically makes it an offence to send an electronic message that is grossly offensive or of an indecent, obscene or menacing character. The Malicious Communications Act 1988 makes it an offence to send a communication with the intention of causing distress or anxiety. In England and Wales, part 67 of the Serious Crime Act 2015 makes it a criminal offence for an adult to engage in sexual communication with a child aged under 16.

Understanding the online world

As part of using the internet and social media, our organisation will:

- appoint an online safety coordinator
- assess and manage the safety aspects - including what is acceptable and unacceptable behaviour for both staff, over 18's and adults at risk when using websites, and social media including Facebook, TikTok, Instagram, and Twitter, as well as video conferencing platforms such Zoom or Skype
- be aware of how staff in our organisation and the adults at risk they work with use social media both inside and outside of our setting
- provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- have an online safety agreement for use with young people aged over 18 and adults at risk
- ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or young person
- arrange training for the staff responsible for managing our organisation's online presence
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying (cyber bullying) in our anti bullying policy
 - reviewing and updating the security of our information systems regularly
 - ensuring personal information about over 18's and adults at risk who are involved in our organisation is held securely and shared only as appropriate
 - ensuring permission has been obtained to share images of the individual
 - examining and risk assessing any social media platforms and new technologies before they are used within the organization

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts must be password protected and at least two members of staff will have access to each account and password at all times

- the accounts will be monitored by at least two designated members of staff in order to provide transparency, who will have been appointed by TBD trustees
- Our closed Whatsapp group for communicating with staff and 18+ volunteers is monitored by two or more designated administrators, that control who has access to the group messages
- the designated staff managing our online presence will seek guidance from our designated safeguarding lead to advise on safeguarding requirements.
- we'll make sure over 18's are aware of who manages our social media accounts and who to contact if they have any concerns about something that has happened online
- identifying details such as a young persons home address, school name or telephone number will not be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims and tone as an organisation.
- Over 18's and adults at risk will be asked to give their approval for us to communicate through social media, via video conferencing platforms or by any other means of communication.
- They will be informed about our online policy and provided guidelines on using online accounts and social media.
- Volunteers and bands will be asked for their written permission for photographs or videos to be posted on our social media platforms in the course of promotional events.
- All photographs used will follow the data protection guidelines, and not include any personal and sensitive data.

Online Behaviour Code for Adults

- staff should be aware of this policy and behave in accordance with it
- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- staff should not communicate with via personal accounts. All communication should go through monitored organisational accounts or via organisational devices.
- staff should not 'friend' or 'follow' volunteers on their personal accounts on social media and should maintain the same professional boundaries online as they would in person when using TBD accounts.
- staff should ensure that any content posted on public TBD accounts are accurate and appropriate as over 18's and adults at risk may "follow" them on social media.
- emails or messages should maintain the organisations tone and be written in a professional manner; the same way you would communicate with fellow professionals, avoiding kisses (x's), slang or inappropriate language
- staff should not delete any messages or communications sent to or from TBD accounts
- staff should undertake all online safety training offered
- any concerns reported through social media should be dealt with the same way as a face-to-face disclosure, according to our reporting procedure
- adults within TBD must not engage in "sexting" or send explicit pictures to anyone within the organisation (as they hold a position of trust.)

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook messenger) we will take the following precautions to ensure safety for over 18's and adults at risk:

- TBD will ensure there is a method of accountability, such as copies of texts, messages or emails also being sent to another member of staff
- smartphone users should respect the private lives of others and not take or distribute pictures or other people if it could invade their privacy

- staff must use an organisational phone for any contact with volunteers or musicians that are over 18's for texts, emails or messages will be used for communicating information - such as arranging upcoming events, which kit to bring or time to arrive - and not to engage in conversation

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes into account the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Form for reporting a disclosure

Reporting form - Incident and Concern form regarding a child's safety and welfare

Date:

Incident reported by:

People in attendance:

Name of child or young person:

Date of birth:

Date and time of incident:

Details of the Incident or Concern

Record the incident or concern accurately and factually.

What is the concern? Who is the concern for? Where did the incident happen? When did it happen? Where were any witnesses? Record the words used by the child or young person if they are describing the incident verbally.

What is the child's account/perspective of the incident?

Has their parent or carer been contacted?

Is there any other relevant factual information to be recorded, such as previous concerns?

Are there any other children at risk?

Action, sharing the concern:

Referral to SPA, police and other relevant bodies:

Date of referral:

Anti-Bullying Policy

The Basement Door works with children and young people aged 12-22 to support learning in an events environment whether you are backstage or onstage and those events provide children and young people with a safe place to socialise.

The purpose of this policy statement is:

- to prevent bullying from happening between young people aged over 18 who are part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers and musicians about what we should all do to prevent and deal with bullying.

This policy statement applies to everyone working on behalf of TBD, including senior management, the board of trustees, paid staff, volunteers, sessional workers and students.

Bullying Definition

Bullying includes a range of abusive behaviour that is often repeated and intended to hurt someone either physically or emotionally.

The behaviour may take the form of verbal abuse, physical abuse, emotional abuse and online (cyber bullying).

Bullying can be a form of discrimination, particularly if based on disability, race, religion or belief, gender identity or sexuality.

Legal Framework

Bullying and Cyberbullying and online abuse - Communications Act 2003 and Malicious Communications Act 1998.

Equality Act 2010

We believe that people aged over 18 and those that might be adults at risk should never experience abuse of any kind.

We have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.

We recognise that:

- Bullying causes real distress and affects a person's health and development
- In some instances, bullying can cause significant harm
- All adults, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying

We will seek to prevent bullying by

- developing a code of behaviour that sets out how everyone involved in our organization is expected to behave, in face-to face contact and online and within and outside of our activities
- Putting clear and robust anti-bullying procedures in place

- **Responding to Bullying**

We will make sure our response to incidents of bullying take into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole.

Once addressed, we will review regularly to ensure that the problem has been resolved.

- **Diversity and inclusion**

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We are proactive about:

- celebrating difference
- welcoming new members to TBD.

Safeguarding against Radicalism

We have a duty to support the Prevent strategy to safeguard and support those vulnerable to radicalism.

All staff and volunteers are responsible for safeguarding and we should all be aware of the signs that may indicate that there is a possibility of radicalism or other abuse.

Recognising what makes someone at risk of radicalisation

The following factors have been identified as increasing an individual's risk of radicalisation:

- struggling with a sense of identity
- questioning their place in society
- Family issues
- Experiencing a traumatic events
- Experiencing discrimination
- Difficulty in interacting socially and lacking empathy
- Difficulty in understanding the consequences of their actions
- Low self-esteem

Spotting the signs of Radicalisation

There is no single pathway towards radicalisation. It is usually a combination of behaviours that are different to each persons, according to their personal vulnerabilities

The following behaviours could be an indication that an individual is becoming radicalised:

- Ignoring or demonising viewpoints that contradict their own
- Expressing themselves in an 'us vs.them' manner about others who have alternative beliefs
- Increasingly secretive or unwilling to discuss views
- using derogatory language
- changing their circle of friends
- Losing interest in activities they once enjoyed
- Becoming socially withdrawn or spending a lot of time online
- Belief in conspiracy theories and distrust of mainstream media
- Justifying the use of violence or expressing a desire for revenge
- Secretive about who they talk to online and which websites they visit.

If you are concerned about someone you should:

Notice what has changed about them?

Check with a colleague, fellow volunteer or manager, do they share your concerns?

Report it to your designated safeguarding lead.

If you suspect someone is involved terrorism in any way or that someone has been radicalised you can call the police or report your suspicions online.

You can remain anonymous throughout this process.

Alternatively, you can call the Anti-Terrorist Hotline anonymously on 0800 789 321

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