



British Dance COUNCIL

British Dance Council

Procedure for Managing Allegations Involving Adults

This procedure should be read alongside the British Dance Council Safeguarding Adults Policy.

1. Introduction and Definition

This procedure relates to concerns or allegations of abuse or neglect involving adults who meet the criteria set out in the Care Act 2014. For the purposes of this document, such individuals will be referred to as “*the adult.*”

An adult at risk is defined as someone who:

- Has care and support needs (whether or not these are assessed by the local authority)
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves from that risk due to those needs

2. Purpose of This Procedure

All allegations involving individuals working with adults with care and support needs –whether in paid or voluntary roles—must be handled promptly, consistently, and fairly.

The British Dance Council is committed to:

- Managing allegations efficiently and in a fair manner
- Preventing unsuitable individuals from working in regulated environments
- Promoting safe and accountable practice
- Challenging poor or unsafe behaviour
- Supporting effective partnership relationships and joined up working across the sector

This approach ensures both the protection of the adult and appropriate support for the individual subject to the allegation.

3. Scope

This procedure applies to all those connected to the British Dance Council, including:

- Staff and office holders
- Members and licence holders
- The President, Vice President, and Board of Directors
- Volunteers,
- Contractors
- The designated safeguarding lead

It applies to anyone acting in a position of trust on behalf of the organisation.

4. Circumstances Where This Procedure Applies

This procedure must be followed where there are concerns that an individual may have:

- Behaved in a way that is abusive or neglectful, or may have done so
- Committed, or may have committed, a criminal offence involving an adult
- Acted in a way that indicates they may pose a risk of harm to adults with care and support needs

Examples include:

- Behaviour in personal or professional life suggesting unsuitability for their role
- Concerns relating to the treatment of family members or others for whom the individual has caring responsibilities
- Behaviour within private or community settings involving the individual, their partner, or household members
- Concerns regarding inappropriate or unsafe professional boundaries and misuse of power

5. Sources of Concerns

Concerns or allegations may arise from a range of sources, including:

- The adult themselves
- Family members, friends, or carers
- Police or local authority social care services
- Members of the public
- Professional colleagues
- Anonymous or online disclosures

6. Consent and Information Sharing

Where a concern is raised, consent should be sought from the adult before sharing information further.

Information may be shared without consent only where:

- The adult lacks capacity to provide consent at that time and there is an urgent need to act
- There is a wider public protection concern that justifies sharing
- There is an immediate risk to life or significant harm
- The individual is subject to a level of coercion and control that leaves them unable to make safe decisions

All decisions regarding consent must be clearly recorded.

7. Reporting and Initial Action

Concerns that an adult with care and support needs has been harmed by a professional in any capacity should be shared immediately with the police and/or with the appropriate adult social care team in that local authority area. Everyone has a duty to safeguard, and everyone has a duty to share information to prevent harm.

All concerns must also be reported to the British Dance Council through the appropriate safeguarding channels. Safeguarding-Officer@britishdancecouncil.com

Upon receipt the DSL will refer the matter to the relevant local authority adult safeguarding team if this has not already been done or check with social care that a concern has been received.

If there is an immediate risk of serious harm outside normal working hours:

- Emergency duty social care services or the police must be contacted without delay (with consent where appropriate)

All concerns must be recorded, regardless of whether consent to share is granted.

8. Record Keeping

A clear and detailed record must be maintained, including:

- The nature and context of the concern
- Events leading to the allegation
- Actions taken and decisions made
- Outcomes of any enquiries

These records will be securely held by the British Dance Council.

9. Managing Allegations and Risk

The Designated Safeguarding Lead will liaise with external agencies such as the LADO, police and the individuals awarding organisation/s as required.

Where appropriate the BDC will support the individuals awarding organisation to lead on all work regarding safeguarding concerns and any investigation required by local authorities and will assist in all ways practical and possible. This positioning is due to the fact that awarding organisations usually have more regulatory oversight than the BDC.

The BDC can take the lead on matters where it is not appropriate for the individuals awarding body or the event organiser where the alleged incident took place to take the lead. For example, due to lack of information or conflict of interest.

Based on professional advice, an individual's membership may be temporarily suspended during investigations.

Suspension:

- Is a precautionary and non-accusatory measure
- Is intended to protect both the adult and the individual concerned
- Will only be applied where necessary, such as where there is a risk of harm or a police investigation is required

The BDC may choose to suspend a member to support and reflect the actions of an awarding organisation or if it is agreed in a strategy or position of trust meeting that this is the safest course of action.

It is important to recognise suspension is not a neutral act and it changes the nature of the relationship between the organisation and the individual. Suspension should be used only where absolutely necessary to protect, prevent the risk of further harm or to prevent reputational damage.

10. Communication with the Individual Concerned

The British Dance Council will seek guidance from social care and/or police regarding what information can be shared.

Where appropriate, the individual will be informed of:

- The nature of the allegation
- The process of investigation
- Possible outcomes

They will also:

- Be treated fairly and transparently
- Receive appropriate support
- Be kept informed throughout the process
- Be given a named contact, usually the DSL

11. Allegations Outside of Professional Context

If concerns arise about an individual outside of their role, but these present a potential risk to adults with care and support needs, this procedure will still apply.

Where different local authority areas are involved, relevant agencies will liaise accordingly.

12. Multi-Agency Working and Enquiries

The Designated Safeguarding Lead will:

- Work in partnership with adult social care during any Section 42 enquiry
- Work along side and support the individual's awarding organisation during any enquiry
- Share relevant information with police where required
- Keep the President, vice president and the Board of Directors informed

The purpose of such enquiries is to:

- Establish the cause of abuse or neglect
- Prevent further harm
- Support the adult in line with their wishes and needs
- Implement appropriate safeguarding measures

13. Outcomes and Decision-Making

Following the conclusion of any external investigation:

- The President and the Board of Directors will determine and actions, outcomes or recommendations needed.
- Decisions will align with the organisation's code of conduct and safeguarding responsibilities

Possible outcomes include:

- Reinstatement after suspension where allegations are unfounded
- Termination of membership where allegations are substantiated or criminal
- Support and guidance through recommendations for training, support or mentorship (for example)

The British Dance Council will always act in the best interests of adults, its membership, and its reputation.

14. Resignation During Investigation

If an individual resigns while under investigation:

- The safeguarding process must continue
- Relevant information must still be shared with the appropriate authorities

15. Confidentiality

Confidentiality must be maintained at all times.

Information will only be shared on a need-to-know basis in order to:

- Protect individuals
- Support safeguarding enquiries
- Manage organisational responsibilities

Consent should be sought for information sharing wherever it is safe and appropriate to do so.