

Adult Safeguarding Policy Guildhall School of Music & Drama 2026/2027

1. Purpose and Scope of the Policy

Guildhall School of Music & Drama is committed to safeguarding and promoting the safety and wellbeing of all students, staff and visitors. This policy, and the accompanying procedures, outline the School's approach to meeting this commitment.

This Policy applies to all individuals working on behalf of the Guildhall School, including:

- Board of Governors and Trustees
- Senior Managers
- Paid staff and volunteers
- Freelance and agency workers
- Contractors and support staff (e.g. cleaners, caterers, builders)
- Students
- Workshop leaders and visiting artists
- Visitors to the School
- Senior School students and Graduate Assistants on placements
- Student Union Officials

This Policy applies across the range of situations and settings in which the School might engage with adults at risk including (amongst others) teaching, research, volunteering opportunities, placements, widening participation activities and services open to the public.

This Policy applies to safeguarding for **adults at risk** only. The School has a significant number of students and participants under 18, particularly within Junior Guildhall and Guildhall Young Artists programmes. The School has a separate Safeguarding Policy for U18s and a Prevent Policy available on our [website](#).

Where a student, who does not meet the definition of an **adult at risk** has welfare concerns, including in relation to issues relating to abuse and neglect they should be referred to access support via [Student Services](#).

Students may also wish to access external support services such as Victim Support Services and others listed in this policy, the accompanying guidance document and on [MyGuildhall](#).

To meet our commitment the School aims to:

- Take a School-wide strategic approach to safeguarding, with annual reviews and oversight of policy and procedure by the Board of Governors;
- Provide relevant employees with information and safeguarding training every 2 years to support the application of this Policy and associated procedures;

- Ensure safe recruitment practices are followed, including carrying out appropriate Disclosure and Barring checks;
- Ensure that all School employees, students, apprentices, governors, contractors and visitors understand their roles and responsibilities in respect of safeguarding;
- Work in partnership with appropriate individuals and agencies to promote safeguarding;
- Ensure that any safeguarding concerns are reported in a timely manner and that appropriate action is taken in line with this Policy and associated procedures; and
- Provide good quality advice and information about support and services to help protect adults at risk from abuse and harm or respond to identified needs. This includes specialist safeguarding responses, general support and targeted support that will help reduce vulnerability and safeguarding incidents.

The School will be guided by the following overarching principles:

- **Empowerment:** support and encourage people to make their own decisions and ensure informed consent is obtained.
- **Prevention:** it is better to take action before harm occurs.
- **Proportionality:** the least intrusive response appropriate to the risk presented.
- **Protection:** support and representation for those in greatest need.
- **Partnership:** endeavour to seek local solutions through services working with their communities.
- **Accountability:** accountability and transparency in safeguarding practice.

2. Definitions

To ensure clarity and consistency in safeguarding practice, the following definitions are used throughout this Policy:

Safeguarding

Safeguarding refers to the proactive measures taken to protect the health, wellbeing and human rights of relevant individuals, enabling them to live free from harm, abuse and neglect. It includes creating safe environments, identifying risks and responding appropriately to concerns.

Adult at Risk

An adult at risk is someone aged 18 or over who:

- Has care and support needs, and
- Is experiencing or at risk of abuse or neglect, and
- Is unable to protect themselves from harm due to those needs.

This may include individuals with physical or learning disabilities, mental health conditions, or those affected by substance misuse.

Child

A child is defined as anyone under the age of 18. The Guildhall School has a significant number of students and participants under 18, particularly within Junior Guildhall and Guildhall Young Artists programmes. The School has a separate Safeguarding Policy for U18s available on our [website](#).

Abuse and Neglect

Abuse is a form of maltreatment that can be physical, emotional, sexual, or financial. Neglect is the failure to meet a person's basic physical and psychological needs. Both can occur in person or online and may be perpetrated by individuals or institutions.

Types of abuse include:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Financial abuse
- Neglect and acts of omission
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Online abuse
- Self-neglect

3. Legal framework

This Adult Safeguarding Policy, and the associated Policy relating to U18s are underpinned by key legislation and statutory guidance designed to protect children and adults at risk in England. These include:

- Care Act 2014 (Adult Safeguarding)
- Domestic Abuse Act 2021
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 / UK General Data Protection Regulation (UK GDPR)
- Revised Prevent Duty Guidance (March 2024)
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2026 update
- Keeping Children Safe in Education (Statutory guidance, September 2026)
- London Child Protection Procedures, 7th Edition (2022)
- Revised Prevent Duty Guidance (March 2024)
- Crime & Policing Act 2026

This Policy should be read in conjunction with other relevant Guildhall School and City of London policies, which can be found on our [intranet](#), including (but not limited to):

- Safeguarding Policy for Under 18s
- Safer Recruitment Policy
- Whistleblowing Policy
- Code of Conduct for Staff and Students
- Bullying and Harassment Policy
- Staff/Student Relationship Policy
- Online Teaching Safeguarding Protocol
- Equality, Diversity and Inclusion Policy
- Student Social Media Policy
- Student of Concern Process
- Report + Support Portal
- Safeguarding Policy & Guidance for Under 18s

4. Supporting Documents and Procedure

This Policy should be read in conjunction with **the accompanying Adult Safeguarding Policy Guidance & Procedures** via [MyGuildhall](#). The guidance document provides practical advice / steps on implementing this Adult Safeguarding Policy and clarifies processes for responding to safeguarding concerns relating to adults.

Together, these documents provide practical guidance on implementing this Policy and responding to safeguarding concerns relating to adults at risk in accordance with this Policy. They are available via the School's website and from the safeguarding team (safeguardingteam@gsmd.ac.uk), and are reviewed annually to ensure alignment with current legislation and best practice

5. Reporting Obligations

All members of the Guildhall School community have a duty to report safeguarding concerns promptly. Delays to report a safeguarding concern or incident may potentially increase risk and may impact on implementing prompt actions to safeguard via preventative measures.

When and how to report: If you believe an adult at risk may be experiencing harm, abuse, neglect, or exploitation, report the concern immediately following **the accompanying Adult Safeguarding Guidance & Procedures** via [MyGuildhall](#).

Reports should be factual, timely, and handled with sensitivity. Do not investigate the matter yourself, record what was seen, heard, or disclosed and any actions taken and then pass it on to the appropriate safeguarding contact.

6. Roles and responsibilities

All members of the Guildhall School community have a shared role in supporting the School in safeguarding and promoting the safety and wellbeing of those covered by this Policy, and in following this Policy and the associated procedures.

Roles with particular Adult Safeguarding responsibilities at the School are:

- Head of Safeguarding (Adults and U18s)
- Director of Guildhall Young Artists and Safeguarding (Adults and U18s)
- DSLs for Adults (Adults only)
- Department Safeguarding Contacts (Adults only)
- Safeguarding Advisor (U18s but deputises in the absence of the Head of Safeguarding and Director of GYA & Safeguarding)
- Student Services staff (Adults)

7. Oversight and monitoring compliance

The Board of Governors holds overall responsibility for ensuring effective safeguarding measures are in place across the Guildhall School. All Governors undergo appropriate DBS checks and safeguarding training and receive this policy for reference.

Two Lead Safeguarding Governors are appointed to provide strategic oversight of safeguarding matters, including the welfare of students at risk.

The Director of Guildhall Young Artists & Safeguarding submits an annual safeguarding report to the Principal for review and submission to the Board, covering staff training, anonymised case data, and quality assurance processes. This enables the Board of Governors to monitor the School's safeguarding performance and compliance.

The Head of Safeguarding provides regular updates to the Director and Principal, including case reviews and risk assessments, which are shared with the School Executive Committee. The Head of Safeguarding also liaises with internal safeguarding contacts, and external partner agencies to support policy development, training, and record keeping

8. Policy review

Last date of review: 11/08/2026

Policy Owners:

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Next Review: 11/08/2027