



Huntingdonshire Music School

Safeguarding Guide

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults (collectively referred to as vulnerable people), and we expect all adult participants in the music school to share this commitment.

Your Behaviour

Whether you are a tutor, trustee, manager, or simply an attendee of the music school, there are a number of simple Dos and Don'ts that will help protect you and those around you:

- **Do** retain this guide for future reference
 - **Do** make sure others are aware of our safeguarding arrangements
 - **Do** treat everyone with dignity and respect
 - **Do** treat everyone equally
 - **Do** encourage others to challenge behaviours they feel are unacceptable
 - **Do** avoid inappropriate behaviour or contact, whether physical, verbal, or sexual
 - **Do** remember your actions can be misinterpreted even if meant well
 - **Do** respect a vulnerable person's right to privacy
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- **Do** avoid being alone with a vulnerable person unless it is in the course of planned tuition
 - **Do** take allegations of abuse seriously and refer to the Safeguarding Lead or deputy immediately
 - **Don't** form a relationship with a vulnerable person that is an abuse of trust
 - **Don't** make suggestive remarks or threats to a vulnerable person, even in fun
 - **Don't** let allegations, suspicions or concerns about abuse go unreported
 - **Don't** investigate allegations yourself
 - **Don't** trivialise abuse

What should I do?

If a vulnerable person discloses information about abuse you should...

- listen without interruption and without judgement
 - be reassuring without expressing an opinion
 - explain you must pass the information on
 - tell the Safeguarding Lead immediately
 - write careful notes* including actual words said if possible
 - pass your notes to the Safeguarding Lead ensuring they are signed and dated
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If you are concerned about something a vulnerable person says, physical marks, or a change in their behaviour or demeanour you should...

- tell the Safeguarding Lead immediately
- write careful notes* of what you have witnessed, heard, or been told
- pass your notes to the Safeguarding Lead ensuring they are signed and dated

*HUMS has a form for reporting safeguarding incidents

If you have any concern that HUMS activities pose an immediate risk to the welfare of any person make sure this is addressed immediately.

Any adult in HUMS has the right to report concerns or suspicions about another member in confidence and free from harassment.

A copy of HUMS' full safeguarding policy is available at www.huntsmusicschool.org.uk

Contacts

Safeguarding Lead

HUMS Manager (Rebecca Norman)

Safeguarding Deputy

Chair of the Committee (Julian Westerman)
