

# Huntingdonshire Music School

## Safeguarding Policy

### Introduction

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, tutors, conductors, and anyone working on behalf of Huntingdonshire Music School.

The purpose of this policy is:

- to protect children, young people and vulnerable adults who utilise Huntingdonshire Music School services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Huntingdonshire Music School believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults, and to keep them safe, with the right to live a life free from abuse and exploitation. We are committed to practice in a way that protects them.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006

### We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences,

their level of dependency, communication needs or other issues

- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, a vulnerable adult's right to life is protected (under Article 2); their right to be protected from inhuman and degrading treatment (under Article 3); and their right to liberty and security (under Article 5).

### **We will seek to keep children, young people and vulnerable adults safe by:**

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately
- adhering to our safeguarding vulnerable adult policy and ensuring that it is supported by robust procedures
- implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and vulnerable adults appropriately
- ensuring general safety and risk management procedures are adhered to
- promoting full participation and having clear procedures for dealing with concerns and complaints
- managing personal information, confidentiality and information sharing
- safeguarding vulnerable adults by implementing a code of behaviour for all involved with the organisation, including visitors

In the event that a child, young person or vulnerable adult discloses to a conductor, trustee, committee member or other volunteer that they are being or have been abused, we will:

- listen to them.
- take their allegation seriously.
- reassure them that we will take action to keep them safe.
- report the matter to the Manager of the Music School as Safeguarding Lead, or the deputy

safeguarding lead in the Safeguarding Lead's absence, who will decide the most appropriate action to take, depending on the circumstances of the case, the seriousness of the allegation and the local multi-agency safeguarding arrangements in place. We may refer directly to children's social care and/or the police, or discuss the concerns with others and ask for help.

At all times, we will explain to the child, young person or vulnerable adult the action that we are taking.

It is important to maintain confidentiality, but we should not promise that we won't tell anyone, as we may need to do so in order to protect the child, young person or vulnerable adult.

## Responsibilities

The Manager of the Music School is the lead responsible for safeguarding. Any band member or other person involved with the band must report their concern to the manager, who shall be responsible for reporting it to the relevant authorities. The Committee may also nominate a deputy lead. At the time of adoption this is Julian Westerman (Committee Chair).

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 17/09/2016 (date)

Signed: J. Westerman (Julian Westerman, Chair of the Committee).

## Document history

Date	Version	Editor	Comments
30-Apr-2016	0.1 DRAFT	Chris King	Initial draft
13-May-2016	0.2 DRAFT	Chris King	Update to include vulnerable adults
19-May-2016	0.3 DRAFT	Chris King	Addition of incident report form
23-May-2016	0.4 DRAFT	Chris King	Minor edits
06-Sep-2016	1.0	Chris King	Published version

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## Safeguarding Concern/Incident Report Form

Name and address of establishment:		
Full name of child or vulnerable adult:		
DOB:	Ethnicity:	Gender:

Today's date and time:	Your name (print):	Your signature:
Your role:		

Date and time of concern/incident:
Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.
Action taken:

Received by (designated safeguarding person):	Date and time received:
Proposed actions by designated person:	