



Safeguarding policy

This safeguarding policy consists of two sections:

- 1.0 Safeguarding policy - an overview setting out the group's commitment to safeguarding
- 2.0 Ground rules, practices and procedures – this covers the practical aspect of the policy in more detail.

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1.0 Safeguarding Policy – Music for People

Music for People believes that no person should experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults in particular. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm. We insist that any person under the age of 18 must be accompanied by an adult who is either a parent or who will act in loco parentis. The adult acting in loco parentis will have signed our in loco parentis form. The child and the adult will stay in the same accommodation whilst at Summer School.

1.1 About this policy

- This policy applies to; all school applicants and students, tutors, volunteers and anyone working on behalf of Music for People or taking part in Music for People activities.
- The purpose of this policy is to provide school applicants and students, tutors and volunteers with the overarching principles that guide our approach to the protection of everyone attending the Summer School
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are school applicants and students of, receive services from, or volunteer for, Music for People.
 - Ensure school applicants and students, tutors and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Music for People undertakes any activity, event or project.

1.2 How Music for People might work with vulnerable people

Acceptance is open to those over 18 years of age and those younger with either their own parents or with an adult acting in loco parentis. The school involves daily rehearsals for students over the course of a week culminating in concerts in various forms. As such our involvement with children and vulnerable people might include, but is not limited to:

- Students in the group who attend rehearsals and concerts in a playing capacity
- Relatives and friends of students who attend rehearsals and concerts in an audience capacity.

1.3 Safeguarding Officer

All safeguarding queries and concerns should be referred to the Music For People **safeguarding officer** in the first instance. The safeguarding officer's contact details will be displayed on a notice board during the Summer School week.

The safeguarding officer will have attended an appropriate safeguarding training course.

1.4 Any projects, events or other activities outside of the Music For People timetable that will involve children and/or vulnerable people must be planned ensuring a safe environment and if appropriate a parent or the adult acting as loco parentis should be aware. Any concerns should be raised with the safeguarding officer.

1.5 Policy review

This policy will be reviewed and amended (if necessary) on an annual basis by the committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

2.0 Music for People - Ground rules, practices and procedures

This section includes:

- Recruitment practices around safeguarding
- Ground rules and practices regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

2.1 Recruitment practices around safeguarding

2.1.1 If an existing or potential new tutor or volunteer will be working as part of the Music for People activities the safeguarding officer must ensure that an enhanced level of DBS check is undertaken. This DBS check must be no more than 3 years old. It is the tutor or volunteer's responsibility to obtain an enhanced DBS check and ensure it is within the 3 years limit.

2.1.2 The level of DBS check required has been decided by the committee and is in line with DBS rules regarding regulated activity. The tutor or volunteer will be required to provide the reference and date of check prior to attendance at the school and is responsible for updating Music For People with any changes in their circumstances that may affect their DBS status.

The results of any DBS check may be used to inform a recruitment decision. All information received will be used confidentially and in line with the Music for People Equal Opportunities policy.

2.1.3 Any tutors or volunteers will need to have undertaken basic safeguarding training. If this has not been provided as part of their normal day-to-day work a briefing can be provided by the Music For People safeguarding officer.

2.2 Ground rules and practices regarding safeguarding of vulnerable people

When Music for People organises the summer school they will ensure:

- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with NSPCC recommendations.

Ages 9 – 12 years: 1 adult to eight children

Ages 13 – 18 years: 1 adult to ten children

- There is a main contact for safeguarding during the week that the Music For Summer school takes place i.e. the safeguarding officer. The safeguarding officer's contact details will be displayed on a notice board during the week.

- The safeguarding officer shall have a record of all the children, young persons and / or vulnerable adults attending the summer school and their emergency contacts. The contact will also have details of the adult attending with the child or vulnerable adult (if different).
- A child or vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activities or is the accompanying adult.
- Accompanying parents or guardians shall be responsible for the children or vulnerable adult while at the Music For People summer school and will ensure that they safely attend classes and return to accommodation at the end of each day.

2.3 Working with parents/guardians

If a vulnerable person wishes to take part in the Music for People summer school written permission must be obtained from parents/guardians, and before the activity takes place (email is acceptable). If the accompanying adult is not the parent/guardian the in loco parentis form must also be completed and returned to Music For People.

2.4 Procedures for raising safeguarding concerns and incidents of abuse

- If anyone suffers, witnesses, or suspects abuse they should immediately report it to the safeguarding officer
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the committee chair Jill Snowdon in the first instance, otherwise another member of the committee. This complaint should be highlighted to the safeguarding officer at the earliest opportunity.
- Any allegation of an incident relating to children (under 18) occurring while on Giggleswick School premises must be reported by the Music For People Safeguarding Officer to the Giggleswick School Designated Safeguarding Lead

2.5 Procedures for dealing with concerns and incidents of abuse

The safeguarding officer will first make a decision based on the immediacy of the concern and the following two factors:

- If a person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
- If the person at the centre of the allegation is working with the potential victim of abuse or other vulnerable persons at the current time – remove the person at the centre of the allegation from direct contact with the potential victim in a sensitive manner and follow the procedures below.

The safeguarding officer will:

- a) Make an initial assessment and offer suitable advice to all parties.
- b) Make a detailed written note of the concerns reported to them.
- c) Where applicable, inform parents or guardian accompanying the person (unless they are part of the incident reported)
- d) Speak with fellow committee members to decide how to handle the reported abuse. This will exclude any committee members that are part of the incident reported.
- e) Escalate the report of abuse using any or all of the options below as appropriate:
 - i) Raising concerns with the police – for serious or possible criminal offences.

- ii) Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
- iii) An internal investigation – for less serious incidents where they feel internal mediation will be successful.
 - f) Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
 - g) Where an internal investigation takes place the safeguarding officer will be responsible for gathering all available comments and evidence for review and take the lead in the investigation. The safeguarding officer and/or committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the parents or guardians of the person reported as being been abused of the incident.
 - As appropriate either arrange separate meetings with both parties within 10 days of the reported incident or communicate via email depending on circumstances and timings.
 - A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to an arranged meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.

2.6 Resolution and disciplinary action

Once meetings and review of evidence have taken place the committee will decide on next steps and communicate them to all parties in writing at the earliest opportunity. The committee, on review of the investigation, will choose any appropriate actions to take. This could be, but is not limited to:

- Escalate the incident to the relevant authority, e.g. Police, Local Authority, Musicians' Union
- Further investigation to ascertain any further evidence or facts in order that the committee may come to a further decision
- Implement appropriate disciplinary measures

It is noted that any person determined by the committee to have behaved inappropriately may be removed from the summer school and / or banned from future attendance.