

Music for Everyone **Safeguarding Policy — ground rules and procedures**



This document forms part of the Music for Everyone Safeguarding policy.

This document includes:

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

Recruitment practices around safeguarding

If an existing or potential staff member or volunteer will be working with vulnerable people as part of the Music for Everyone activities, the appropriate level of DBS will be requested before that work is undertaken. The level of DBS check required will be decided by management and trustees and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the Music for Everyone equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Music for Everyone organises an activity or event where they will be responsible for children, young people or adults at risk, they will ensure:

- Planning is carried out in line with this policy and procedures.
- An appropriate number of DBS checked adults attends the event – this will be a minimum of one but more when practically possible.
- 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 Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked, but not necessarily the named safeguarding lead.
- The main contact has access to emergency contact details and other relevant details for vulnerable people.
 - **N.B.** When a vulnerable person attends an Open Voices session and is accompanied at all times by their carer or responsible adult, the designated carer or responsible adult would be deemed that individual's own 'main contact' for the purposes of safeguarding, to liaise where necessary with MfE's main contact.
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too when practically possible.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
- Working with parents/guardians/carers: if a vulnerable person wishes to take part in Music for Everyone activities, written permission (this can be email) should be obtained from parents/guardians/carers where appropriate, and before the activity takes place. Written permission should include emergency contact details including permission for another adult to pick up the vulnerable person after the activity has finished. Where a booking including this information has been made on behalf of a vulnerable person in advance of the activity, this is deemed to be written permission for the duration of the activity.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in Music for Everyone witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding lead(s).
- If the named person/people is not available, or is involved in or connected to, the abuse, it should be reported to a member of staff, trustee or a DBS checked adult.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding lead(s) or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

- The named lead person (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following two factors:
 1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
 2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.
- If none of the above applies the named person will:
 - a) Make a note of the concerns reported to them, using as far as possible the words used by the person making the report.
 - b) Speak with management/trustees to decide how to handle the reported abuse, excluding any person involved in the incident.
 - c) Escalate the report by one or more of the following:
 - i) Raising concerns with the police – for serious or possible criminal offences.
 - ii) Requesting an assessment by the appropriate local authority department about whether a vulnerable person is in need of protection.
 - iii) An internal investigation – for less serious incidents where internal mediation may be successful.
 - d) Where cases are escalated, Music for Everyone will cooperate with the police or local authority in dealing with the reported incident.
 - e) Where an internal investigation takes place Music for Everyone will:
 - i) Inform all parties involved of the reported abuse as soon as possible.
 - ii) Inform the parents/guardians/carers of the person reported as being/ been abused of the incident.
 - iii) Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding lead(s) and at least one other trustee/staff member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place Music for Everyone will decide on next steps and communicate them to all parties in writing within 5 days. They will be one or more of the following:
 - 1) Escalate the incident to the relevant authority.
 - 2) Further investigation – with established procedures and timelines to work towards a resolution.
 - 3) A decision or resolution.

Resolution and disciplinary action

If abuse is found to have taken place, any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of Music for Everyone, in line with all legal and statutory responsibilities.

Date approved by Trustees: 15th February 2024