



Safeguarding Policy

To be reviewed annually

Safeguarding Lead: David Stanley (Trustee: CEO)
Safeguarding Deputy : Sarah Mann (Trustee: Director)

Vulnerable Adults

The Music Man Project is committed to promoting the rights of vulnerable adults which includes the right to protection from abuse. All trustees, paid staff and volunteers can play an important role in promoting the safety and protection of the vulnerable adults with whom the organisation works.

The aim of the policy is to ensure that any vulnerable adult is protected and kept safe from harm while he/she is in receipt of services from the Music Man Project. Trustees, volunteers and individuals paid for services will come into contact with vulnerable adults during music workshops and performances.

The Music Man Project works in partnership with carers, which includes supporting parents and carers in securing safe services for their cared for person.

In addition to this policy The Music Man Project has a framework of policies designed to ensure the emotional and physical safety of service users, staff and volunteers which includes:

- Recruitment and Selection Policy
- Confidentiality Policy
- Grievance Disciplinary Policy
- Complaints Procedure

This policy also uses the official legal framework for Safeguarding of Vulnerable Adults which includes:

- The Human Rights Act
- The Equality Act
- The Mental Capacity Act
- The Safeguarding Vulnerable Groups Act
- The Health and Social Care Act
- The Care Act

Approval to run a Music Man Project, Selection and Training Trustees

The Music Man Project will ensure that the recruitment and selection procedures will take account of the need to protect vulnerable adults. Two references will be taken up for all successful candidates prior to a) the formal offer to become a trustee b) agreement to engage paid services and c) agreement to take on volunteers. Where appropriate referees will be asked to comment on the applicant's suitability to work with vulnerable adults. Where relevant to the post, the successful applicant will be asked to agree to an appropriate Disclosure and Barring Service check. Disclosures will be requested prior to the applicant taking up the post.

Induction for new Trustees, individuals being paid for services and volunteers will include information on all relevant policies and procedures; including the protection of vulnerable adults, and ongoing training will be provided if necessary. Trustees will provide appropriate ongoing support and supervision.

The Music Man Project supports regional partner organisations to establish their own Music Man Project in their community. All new partner organisations must sign a license agreement, detailing their responsibility in relation to safeguarding their students.

Children

Whilst there is cross-over between vulnerable adults and children in terms of safeguarding, it is important we have a distinct section in this policy for children because Trustees, volunteers and individuals paid for services are likely to come into contact with children, from 3 to 18, most typically at performances and fundraising events. However, no representative of The Music Man Project will ever be alone with a child.

The Music Man Project aims to keep children safe and prevent them from harm. We are committed to:

- Ensuring all staff/volunteers/Trustees have an understanding and awareness of children's safeguarding
- Ensuring all staff/volunteers/Trustees know how to raise safeguarding concerns and feel confident doing so

Legal and Membership Duties

The following expectations are set out in legislation and guidance in relation to reporting suspicions of child abuse to the authorities:

- Sections 11 and 12 of the Children Act 2004 places a statutory duty on agencies to co-operate to safeguard and promote the welfare of children.
- Paragraphs 15 and 16 of the introduction to the government guidance 'Working together to safeguard children' state that "Everyone who works with children - including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers - has a responsibility for keeping them safe".

Other relevant legislation in relation to children's safeguarding includes:

- The Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Group Act 2006
- Protection of Freedoms act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice 0-25 years. This is statutory guidance for organisations that work with and support children and young people who have special educational needs or disabilities (HM Government 2014)

Safeguarding and child protection applies to all children and young people under the age of 18. This includes the young people and their families we come in contact with through The Music Man Project.

The Music Man Project recognises that:

- The welfare of the child is paramount as enshrined in the Children Act 1989
- All children regardless of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy or maternity, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm and abuse
- Some children are especially vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Safeguarding for children means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant hardship. This includes child protection procedures which detail how to respond to concerns about a child.

The Music Man Project follows guidance on child safeguarding and child protection set out by the NSPCC, who are a leading child safety charity. The NSPCC have extensive information on child abuse, the different types of abuse and signs and symptoms of child abuse. Below is a summary of the main types of child abuse. Further information on signs and symptoms of abuse can be found on the NSPCC website.

Type of Abuse	Detail of Abuse
Domestic abuse	<ul style="list-style-type: none">• Can apply to different types of abuse that occur either in a relationship or between family members.• Can also occur in teenage relationships• If children witness domestic abuse this is considered child abuse
Sexual abuse	<ul style="list-style-type: none">• Can be physical but can also occur online• Involves a child being forced, persuaded or coerced into taking part in sexual activities• Can include being made to watch sexual acts or material
Neglect	<ul style="list-style-type: none">• Where a child's needs are not met on an ongoing basis
Online abuse	<ul style="list-style-type: none">• Abuse that occurs online and through social media
Physical abuse	<ul style="list-style-type: none">• Where a child is hurt or injured deliberately
Emotional abuse	<ul style="list-style-type: none">• This can sometimes come under the heading psychological abuse• It involves neglecting a child's emotional needs or mistreating a child emotionally• Can include verbal abuse, ignoring or belittling a child or frightening them

Child sexual exploitation	<ul style="list-style-type: none"> • When a child is exploited sexually for gain. The gain could be financial, but it can also be for power or status
Female genital mutilation (FGM)	<ul style="list-style-type: none"> • The ritual removal of some or all of the female genitalia for non-medical reasons
Bullying and cyberbullying	<ul style="list-style-type: none"> • Can occur in a number of locations as well as online • Is normally ongoing for a long period of time
Child trafficking	<ul style="list-style-type: none"> • Children are trafficked by being recruited, moved or transported and then exploited, mistreated or sold
Organisational abuse	<ul style="list-style-type: none"> • Can occur in various settings such as a hospital or care home • This type of abuse can be one-off incidents as well as ongoing patterns of abuse
Grooming	<ul style="list-style-type: none"> • Can occur online and through social media as well as in real life • Abusers can be strangers, or someone known to the child • The abuser works to gain the child's trust so that they can abuse or exploit them sexually
Harmful sexual behaviour	<ul style="list-style-type: none"> • This includes when a child displays a range of sexual behaviour including inappropriate touching, the use of sexually explicit words or phrases, using sexual violence or threats, and sex with other children or adults

The NSPCC identifies several situations of increased risk of harm:

- deaf or disabled children
- children affected by previous experiences, level of dependency, communication needs or other issues

Radicalisation and Safeguarding

If you are concerned about a child becoming radicalised, follow the stages in our safeguarding procedure. The Music Man Project does not have a statutory duty in this area but it's important to keep people safe. The government has a counter-terrorism strategy that includes supporting vulnerable people to prevent them being drawn into terrorism. All Trustees, staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.

Confidentiality and safeguarding

Confidentiality is important to The Music Man Project. It is important that our students and their families can trust us and know that the information they disclose to us is treated in confidence. However, if The Music Man Project has suspicions or has information disclosed to them about a child being abused, they have a responsibility to take action. The welfare of the child is paramount in these situations.

Reporting procedure – children and vulnerable adults

Abuse of children and vulnerable adults can take many forms including physical, emotional, sexual and financial. It is not the responsibility of anyone working or volunteering within The Music Man Project to decide whether or not abuse has taken place.

Any disclosure or suspicion of abuse should be reported to the Trustee responsible for Safeguarding, David Stanley as soon as possible.

The Trustee responsible for Safeguarding, in consultation with the member of staff/volunteer, will gather further information and details by interviewing the person making the report or the service user directly.

An appropriate plan of action will then be devised. The exact nature of the action will be determined by the individual circumstances, but it may include the involvement of external authorities, Police etc.

All trustees, staff and volunteers of The Music Man Project, where appropriate, will be familiar with good practice guidelines on the immediate action to be taken following a report of abuse (see appendix 1).

Any allegation made against a member of staff or volunteer should be reported to the Trustee responsible for Safeguarding who will investigate and take action as per the Disciplinary Policy.

In the event of an allegation being made against the Trustee responsible for Safeguarding, this is to be reported to the Deputy Trustee for Safeguarding, Sarah Mann or their nominated representative. If a disclosure of abuse is made by a service user, care should be taken to explain to them the procedure that will be followed and they should be told that it might not be possible for The Music Man Project to maintain confidentiality. All staff and volunteers should be familiar with and adhere to The Music Man Project's Guidelines for Good Practice for working with Service Users (see appendix 2)

Appendix 1

The following are guidelines on immediate action to be taken following a report by a vulnerable adult of abuse:

- React calmly so as not to frighten or deter him/her
- Reassure him/her that you are glad they have told you, and it is not their fault
- Don't promise to keep it to yourself, at the earliest opportunity remind them of our Confidentiality Policy and explain what this means
- Explain that you need to ensure that they will be safe and may have to pass on the information to somebody trusted to deal with it appropriately
- Listen carefully to what they say and take them seriously
- Allow them to tell you what happened in their own word

It is important to clarify what you have heard and establish the basic facts. Avoid asking leading questions and do not ask them specific questions about explicit details.

If possible, make brief notes during the initial disclosure, explaining to them why you are doing this. If not possible to do so at the time, make notes as soon possible afterwards. All notes should be dated and signed by the staff member or volunteer taking them.

The information recorded should include:-

- The nature of the suspicion or allegation
- A description of any visible injury
- Dates/times and any other factual information
- The distinction between fact, opinion or hearsay

Appendix 2

Good Practice Guidelines for Working with Vulnerable Adult Service Users

- If it is necessary for Trustees/paid staff/volunteers to meet a service user outside The Music Man Project teaching locations this meeting should be in a public place
- In the event of Trustees/paid staff/volunteers visiting a service user at home they must ensure that another Trustee knows where they are going and what time they are expected back
- Service users should never be given access to the home addresses and telephone number of any Trustees/paid staff/volunteers of The Music Man Project
- Services user's contact details should never be disclosed to anyone outside of The Music Man Project without their explicit consent