



## **Made with Music Safeguarding Policy**

Made with Music is a charity providing a variety of musical activities in a wide range of settings. Sessions are run for babies through to the elderly. Several activities are run for disabled and vulnerable young people.

The purpose of this policy statement is

- To protect children and adults who participate in Made with Music's sessions from harm. This includes the children of adults who use our services
- To provide staff, trustees and volunteers, as well as children, adults and their families with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Made with Music, including Directors, the board of trustees, paid staff, sessional workers, freelance musicians, volunteers and students.

### **LEGAL FRAMEWORK**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect

children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

### **DESIGNATED SAFEGUARDING OFFICER**

Name of safeguarding lead:	Tamsyn Durrant (trustee)
Telephone number:	07974 371403
Name of deputy safeguarding lead:	Hannah Dilworth (Director)
Telephone number:	07791 809121



## IMPORTANT CONTACTS

Leeds Children's Social Work Services 0113 376 0336 (office  
hours Mon-Fri, 9am-5pm)

Social Care Emergency Team 0113 376 0469 (out of  
office hours)

[childrensedt@leeds.gov.uk](mailto:childrensedt@leeds.gov.uk)

NSPCC helpline 0808 800 5000

Leeds Safeguarding Children Partnership 0113 3786018

[www.leedsscp.org.uk](http://www.leedsscp.org.uk)

Childline 0800 1111

## RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

Made with Music recognizes that there are many forms that abuse can take including:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Further details about the signs and symptoms of abuse are at

[www.leedsscp.org.uk](http://www.leedsscp.org.uk)

**We believe that:**



- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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.

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made



- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](https://ico.org.uk/for-organisations)]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## **ROLE OF THE DESIGNATED SAFEGUARDING OFFICER**

- Ensure all staff employed by MwM have a current DBS certificate
- Activate safer recruitment procedures including completion of the NSPCC online course
- Log incident forms to monitor for repeat incidents
- Refer incidents to social care

## **MANAGING COMPLAINTS AGAINST STAFF OR VOLUNTEERS**



Any concerns about a member of the Made with Music team should be raised with the directors in the first instance, or the DSO can be done by accessing the Cause for Initial Complaints form in the policies section of the website, [madewithmusic.co.uk](http://madewithmusic.co.uk). Freelancers employed by the company should use this form to report a concern.

The directors/ DSO will then contact the Local Authority Designated Officer (LADO).

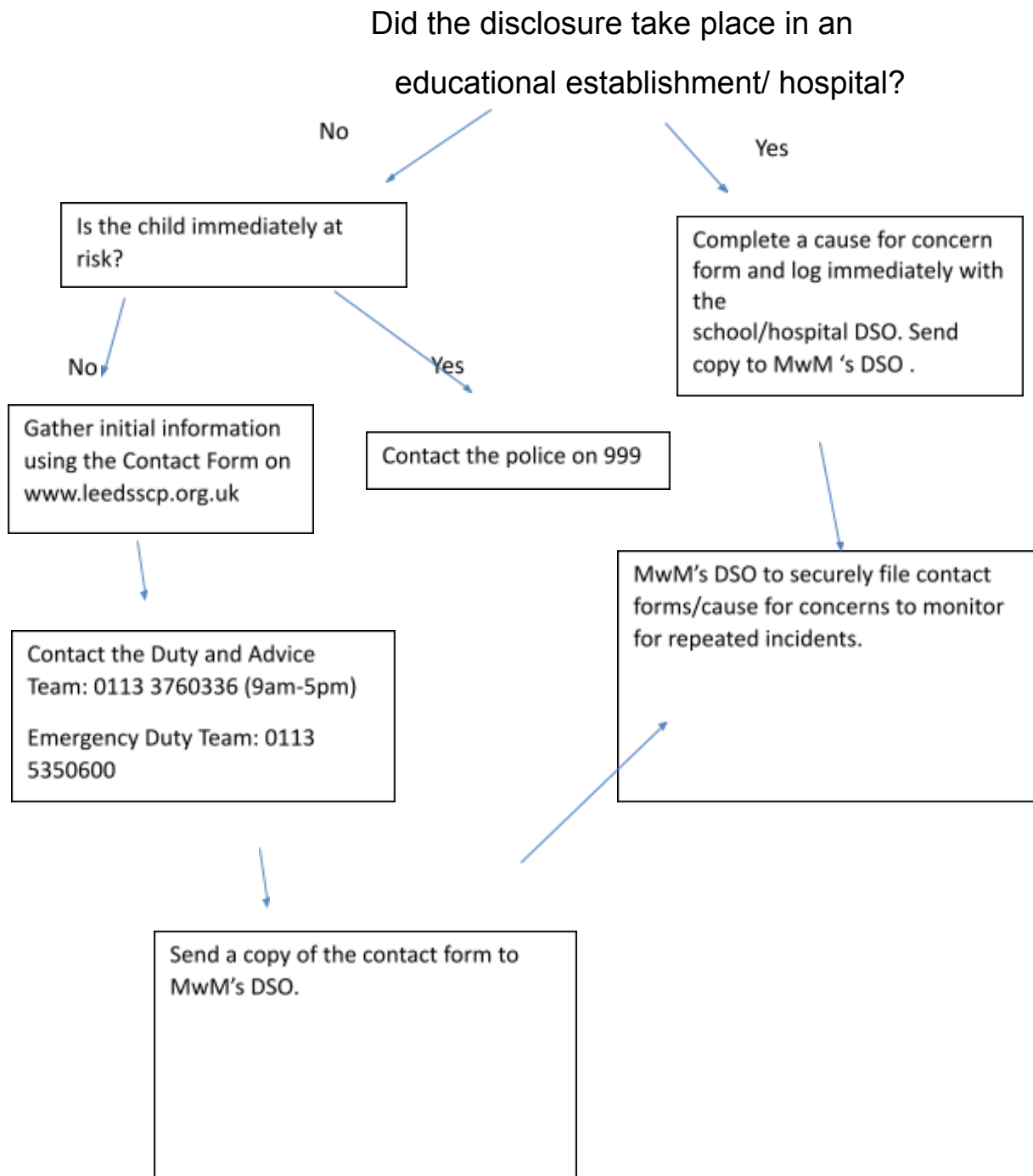
The worker must then ensure that any children/vulnerable adult is safe and away from the person against whom the allegation is made.

Regardless of whether a police and/or Children Social Work Service investigation follows, an internal investigation should take place and consideration given to the operation of disciplinary procedures.

Any and all safeguarding issues will be reported to the DSO, who will ensure that the Board are made aware that there are safeguarding concerns under investigation, without breaching confidentiality by supplying details.



## DEALING WITH DISCLOSURE AND CONCERNS



### SAFE RECRUITMENT

Made with Music will follow the processes outlined below, even if the applicant is well known to them:

1. Use an application form to assess suitability for the role
2. Make it clear that we have a commitment to safeguarding



3. Have a face-to-face interview with pre-planned questions
4. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending ca: might affect their suitability to work with children
5. Check the candidate's identity with photo ID
6. Check the candidate holds the relevant qualifications they say they have
7. Apply for a DBS check
8. Always check references. Ask specifically about an individual's suitability to work with children
9. Provide the candidate with our safeguarding policies

## **GUIDANCE FOR PHOTOGRAPHY AND FILMING**

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

Therefore Made with Music will:

- always ask for written consent from a child and their parents or carers before taking and using a child's image
- always explain what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- make it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- not identify any child by name
- store images in a secure location
- encrypt electronic images before they are stored



- only using devices belonging to Made with Music to take and store photos and recordings of children
- make sure anyone who takes or uses images of children for with Music has permission to do so.

## **ADULT TO CHILD RATIOS**

The NSPCC recommend the following adult to child ratios as the minimum numbers to help keep children safe:

**0 - 2 years** - one adult to three children

**2 - 3 years** - one adult to four children

**4 - 8 years** - one adult to six children

**9 - 12 years** - one adult to eight children

**13 - 18 years** - one adult to ten children

**We are committed to reviewing our policies annually.**

Date of last policy review: 24 August 2021

Signed: