

# Music of Life Foundation

## Safeguarding Policy



### Our safeguarding policy and procedures

This policy and procedures (“policy”) applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Music of Life Foundation.

The object of Music of Life is to provide tailored individual musical tuition, performing opportunities, group workshops and a range of associated services for children and young people with a wide range of disabilities.

### Purpose

The purpose of this policy is:

- to protect children and young people who receive Music of Life Foundation’s services.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.
- Music of Life Foundation believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them and all concerns and allegations of abuse will be taken seriously and responded to appropriately.

### Legal framework

- This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:
- Children Act 1989 and Children Act 2004 and as both amended by the Children and Social Work Act 2017
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

### Definition of the term “safeguarding”

- Safeguarding is about embedding proper practices throughout our organisation to ensure the protection of children and young people wherever possible. In contrast, child protection is about responding to circumstances that arise.
- Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in authority. This can be caused by those inflicting harm or those who fail to act to prevent harm.
- It can take a number of forms including physical, sexual, or emotional abuse, bullying, neglect or financial or material abuse.

## 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 practice in a way that protects them.

## We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Acts of 1989 and 2004 and as subsequently amended
- 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.

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

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures ( see separate Online Safety Policy)
- referring to associated policies and procedures which promote the safety and welfare of children and young people including health and safety, anti-bullying, use of photographs and video materials
- providing effective management for staff and volunteers through supervision, support and regular 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
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- building a safeguarding culture where staff and volunteers, children and young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Staff responsibilities

### The Designated Safeguarding Lead: Ray Longbottom, Chair of Trustees

Contact: Email [ray@whiterosetw.com](mailto:ray@whiterosetw.com)

Phone: +44 (0) 1372 374 214

### The Deputy Designated Safeguarding Lead: Maria Teterina, CEO

Contact: Email [mteterina@mofl.co.uk](mailto:mteterina@mofl.co.uk)

Phone: +44 (0) 7753 448 529

### Key Safeguarding Responsibilities

#### The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead:

- have the status and authority within the organisation to carry out the duties of the post, including committing resources and supporting and directing other staff
- are appropriately trained, with updates every two years

Because Safeguarding is everyone's responsibility: all Music of Life staff, representatives and volunteers who, during the course of their activities with Music of Life, have direct or indirect contact with children and adults at risk have a responsibility to safeguard and promote their welfare. This policy applies to all Music of Life staff, volunteers, temporary, part-time staff and Trustees.

Role	Safeguarding Responsibility
<b>Trustees</b>	Ensure that effective safeguarding policies and practices are approved, implemented and monitored throughout Music of Life. Take steps to ensure that any safeguarding risks arising from Music of Life's activities and operations involving children and young adults at risk are assessed and measures are put in place to reduce these risks to acceptable levels.
<b>Chief Executive Officer (CEO)</b>	<p>Ensure that Music of Life has appropriate and effective safeguarding policies and procedures in place. Ensure that the Board of Trustees are immediately advised of any major causes of safeguarding concern.</p> <p>Appropriate resourcing of safeguarding support and training throughout Music of Life.</p> <p>Ensure safe recruitment, selection and vetting procedures are followed for all Music of Life personnel, paid or unpaid.</p> <p>Establish appropriate risk management strategies in relation to children and adults at risk throughout Music of Life's services.</p> <p>Ensure Music of Life's safeguarding practices, training and procedures comply with national legislation and guidance.</p> <p>Develop and deliver appropriate safeguarding training by suitably qualified source across all of Music of Life's areas of work on a regular basis.</p>
<b>Workshop leaders, music leaders and teachers</b>	Oversee effective delivery, management and monitoring of safeguarding within their area of responsibility and promote best practice throughout Music of Life.
<b>Staff and Volunteers</b>	Identify and take steps to safeguard and protect children and young adults at risk when concerns arise.

## Management of Staff

To minimise the risk of abuse or allegations of abuse, a Code of Behaviour must be followed by staff and volunteers.

Training in issues concerning the protection and welfare of young or vulnerable people will be provided for all new staff, and regularly to all staff (every 2 years).

## Aware of how and when to take action

Indicators of abuse can take many varied forms and the identification of physical signs can be complicated as children may go to great lengths to hide any such signs.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other re-occurring minor injuries;
- show signs of pain or discomfort;
- keep arms and legs covered even in warm weather;
- look unkempt and uncared for;
- have difficulty in making or sustaining friendships;
- appear fearful;
- frequently arrive late for lessons;
- display a change in behaviour;
- be constantly tired or pre-occupied;
- be wary of physical contact.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. However, it is important that staff and volunteers report any concerns in this regard, however minor or insignificant they may think they are - they do not need "absolute proof" that the child is at risk nor is it their responsibility to investigate or decide whether such abuse is taking place.

# Reporting

All incidents should be recorded and emailed to the Safeguarding lead manager and copied to the CEO. The records will be stored securely in compliance with relevant legislation and kept in accordance with the Data Protection law.

Music of Life recognises its duty to follow up and report all concerns or allegations made against any of its members of staff, volunteers, trainers or trustees and all such concerns or allegations of abuse will be treated seriously. Where there is an allegation against a member of staff the Safeguarding lead manager and CEO should be informed and a disciplinary investigation will be carried out. There may also be criminal (police) investigations. If necessary the appropriate authorities will be contacted and if there is any concern for the immediate safety of a child or young person then the police/social services will be contacted.

Anyone can raise the alert if necessary with the appropriate local service.

## The national helplines are:

Call 999 if the child is at immediate risk, or call the police on 101 if you think a crime has been committed.

<https://www.gov.uk/report-child-abuse-to-local-council> - find your local council by postcode

0808 800 5000 – NSPCC hotline

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/> - NSPCC online abuse report

# Monitoring

Music of Life will monitor the following safeguarding aspects:

- Safe recruitment practices
- Staff vetting and checks
- References for new staff
- Training and its effectiveness
- Whether concerns reported are actioned properly and reported on
- Policies and procedures are kept up to date and regularly reviewed

# Conflict resolution

Music of Life is aware of its responsibilities in relation to the resolution of professional disagreements in work regarding the safety of children and young people. Any conflicts in this area will be notified to the CEO and Chair of Trustees for resolution.

This Policy will be implemented in conjunction with a number of complimentary policies and procedures including:

- Online Safety
- GDPR and Data Protection
- Complaints
- Equal Opportunities
- Code of Behaviour

Copies of all of these are included in the Music of Life Teacher Handbook as updated and amended from time to time.

**This policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes.  
This policy was last reviewed on 23 March 2021.**

Signed:

Ray Longbottom, Chair of Trustees

Signed:

Maria Teterina, CEO