

Music of Life Foundation

Safeguarding Policy

Purpose and Aim

Music of Life is committed to the protection and safeguarding of 'vulnerable adults'¹ and children. These safeguarding policies (**Safeguarding Policy**) are provided so that everyone working for or on behalf of Music of Life is aware of the legal and safeguarding context for adults and children and knows what to do if there are any concerns about an individual.

This Safeguarding Policy should be read in conjunction with the separate safeguarding procedures and guidance document (**Safeguarding Procedures**) which form part of this Safeguarding Policy.

The aim of this Safeguarding Policy is to:

- assist in meeting our statutory duties to:
 - safeguard and promote the welfare of children (S.11, [Children Act 2004](#)); and work within the statutory framework of [Working Together to Safeguard Children, 2018](#)
 - effectively safeguard vulnerable adults
- ensure that Music of Life works proactively to reduce the risk of abuse to children and adults who engage with the organisation and to preserve the good reputation of our organisation.

Scope

This Safeguarding Policy applies to the entire organisation: Board members, all staff and volunteers (paid, temporary and permanent), volunteers, those on work experience and student placements. It refers to all children and young people under the age of 18 (safeguarding children) and adults (see definitions).

¹ Under the [Care Act 2014](#), a "vulnerable adult" (often referred to as an adult at risk) is defined as any person aged 18 or over who has needs for care and support, is experiencing or at risk of abuse or neglect, and is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. These include: **Target Group** Adults (18+) with care and support needs, regardless of whether those needs are being met by social services; **Condition Factors** Vulnerability may stem from age, physical or mental disability, physical or mental illness (including addiction), or a reduction in mental capacity; **Inability to Protect** The core requirement is that the individual is unable to protect themselves against abuse, neglect, or exploitation due to their circumstances; **Shift in Terminology**: While "vulnerable adult" is commonly used, modern safeguarding frameworks (Care Act 2014) focus on "adults at risk of harm," focusing on the situation rather than just the person's characteristics.

Legal Framework

This Safeguarding Policy is underpinned by law and statutory guidance that seeks to protect children and adults, including (but not limited to):

- Human Rights Act 1998
- Care & Support Statutory Guidance 2021 (England)
- Working Together to Safeguard Children 2023
- Charity Commission Safeguarding Guidance 2019
- Data Protection Act 2018 (GDPR)
- Information Sharing Guidance 2018
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- 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 guidance on safeguarding children including Keeping Children Safe in Education (KCSIE) www.gov.uk/government/publications/keeping-children-safe-in-education

Definitions

- For the purposes of this Safeguarding Policy and the Safeguarding Procedures:
- **A child** is anyone who has not yet reached their 18th birthday (Children Acts 1989 and 2004). That a child has reached 16 years and is living independently does not change their status or entitlement to services or protection under these Acts
- **Safeguarding and promoting the welfare of children** is usually proactive and preventative and is defined ([Working Together to Safeguard Children, 2018](#)) as:
 - Protecting children from maltreatment;
 - Preventing impairment of children's health or development;
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best outcomes.
- **Child Protection** is part of safeguarding and promoting welfare is defined as the activity taken to respond to an incident or variety of issues where there are concerns or allegations of abuse to protect specific children and young people who are suffering or are likely to suffer significant harm.

- **Online abuse** is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018).
- **Adult safeguarding** is defined as '*protecting an adult's right to live in safety, free from abuse and neglect*' [Care and Support Guidance, 2016]. It is about preventing and responding to concerns of abuse, harm or neglect of adults, while at the same time having regard to their views, wishes, feelings and beliefs in deciding on any action.
- **A Safeguarding concern** is defined as a concern about the safety or wellbeing of a child or adult because of something that has been heard or seen, or information that has been received. It can involve Music of Life trustees, staff, volunteers and people outside our organisation
- A **Safeguarding allegation** is an allegation made about a safeguarding concern made against any staff member or volunteer from Music of Life or another organisation which has links with Music of Life
- A **Person subject of the concern** is the person who is the victim of the safeguarding concern, or allegation. A **Person of concern** is the person alleged to have committed the safeguarding concern or allegation
- **Staff and Volunteers** - refers to anyone employed or engaged by Music of Life, including Board members, all employees, music teachers and other representatives (in each case whether paid, temporary or permanent), volunteers, those on work experience and student placements.

Principles

We believe that:

- children should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and adults at risk, to keep them safe and to practise in a way that protects them.
- the welfare of children, young people and adults at risk is paramount
- it is the responsibility of all working for and with Music of Life to behave with integrity, maturity and good judgement. We expect all staff and volunteers to work, and be seen to work, in an open and transparent way, with professional standards always being applied regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation

We recognise and adhere to the key principles that underpin all safeguarding work:

- i. Empowerment - Adults are encouraged to make their own decisions and are provided with support and information
- ii. Prevention - Strategies are developed to prevent abuse and neglect that promote resilience and self-determination
- iii. Proportionate – A proportionate and least intrusive response is made, balanced with the level of risk
- iv. Protection – Adults are offered ways to protect themselves and there is a coordinated response to adult safeguarding

We will seek to keep children and adults at risk safe by

- Valuing, listening to and respecting them
- Building a culture based on respect and trust that prioritises safeguarding
- Responding to safeguarding concerns promptly and appropriately
- Safely recruiting and supporting all people within Music of Life
- Appointing a designated safeguarding lead and a nominated lead trustee/board member for safeguarding
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Adopting and promoting best practice through a culture of learning
- Ensuring that we have effective complaints measures in place (see **Complaints Policy**).

Roles and Responsibilities

- All staff and volunteers are responsible for safeguarding and must be familiar with this Safeguarding Policy and the Safeguarding Procedures, aware of how to recognise and respond to concerns and promote safeguarding in all their work.
- Everyone must report safeguarding concerns in line with the requirements of this Safeguarding Policy.
- There are also specific responsibilities for named safeguarding leads who have been assigned based on their experience and authority to promote and oversee safeguarding practice and to challenge practice where necessary.

Designated Safeguarding Lead (DSL)

The DSL is the Chief Executive Officer who has strategic responsibility for safeguarding. The DSL may delegate parts of the role but remains responsible for these areas:

- promoting a safeguarding and listening culture across Music of Life
- keeping abreast of changes in safeguarding law, best practice and emerging trends and themes in safeguarding across Music of Life and nationally
- setting the safeguarding policy and procedures in line with statutory guidance and ensuring it is implemented, including ensuring annual reviews are undertaken
- monitoring the effectiveness and compliance of safeguarding policy and procedures as well as related procedures such as recruitment
- ensuring effective safeguarding systems are in place, including recording and retrieval systems;
- facilitating required safeguarding training as part of the induction process and thereafter for all current and future employees and freelancers.
- maintaining records of staff and volunteers' attendance at safeguarding training
- where necessary, overseeing the management of safeguarding concerns raised by staff and volunteers and allegations against staff and volunteers
- briefing trustees at least annually about safeguarding activity

Trustees

Trustees are ultimately responsible for the governance of safeguarding at Music of Life, ensuring the organisation is legally compliant and delivering services safely. Their responsibilities include ensuring:

- a culture of safeguarding is promoted and people can raise concerns and feel supported
- there are policies such as recruitment (which includes information about statutory checks on the suitability of staff and volunteers) which together support safeguarding across the organisation
- a safeguarding policy and procedures are in place which is reviewed annually and available to, understood and applied by staff and volunteers
- safeguarding concerns are managed effectively supported by appropriate systems and training
- they receive and review reports on safeguarding activity at least annually
- compliance with the Charity Commission serious incident notification requirements, and other bodies such as regulators, commissioners, grant-makers, insurance companies.

A Safeguarding Trustee is nominated who will help the Board of trustees to ensure:

- that safeguarding is well-managed across the organisation
- that the work is compliant (e.g., policies, safer recruitment, recording)
- safeguarding is championed at the highest level and learning is promoted
- strengths and weaknesses are understood; risk assessments are completed; and - where necessary - there is a development plan for addressing weaknesses which is monitored
- reports are made regularly to the Board thereby linking the Board with the operational part of the organisation
- serious incidents are reported to the Charity Commission.

This approach reinforces safe organisational culture, clear reporting pathways, and collective responsibility for safeguarding, ensuring that the welfare of children and adults at risk remains paramount.

Reporting

Because Safeguarding is everyone's responsibility, all Music of Life staff 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.

All incidents or concerns about safeguarding should be recorded and emailed to the DSL and copied to the Safeguarding Trustee. The records will be stored securely in compliance with relevant legislation and kept in accordance with Data Protection law. Music of Life recognises its duty to follow up and report all concerns or allegations made against any of its staff and volunteers and all such concerns or allegations of abuse will be treated seriously. Where there is an allegation against a member of staff the DSL and Safeguarding Trustee should be informed and an investigation will be carried out. If the allegation involves the DSL or the Safeguarding Trustee, the Chair of the Board should be informed. There may also be criminal (police) investigations. If necessary, the LADO or other appropriate authorities will be contacted and if there is any concern for the immediate safety of a child then the police/social services will be contacted.

Anyone can raise the alert, if necessary, with the appropriate local service. **Appendix 1** provides contact details.

Monitoring

Music of Life will monitor the following safeguarding aspects:

- Safe recruitment practices
- Staff and volunteer vetting and checks
- References for new staff and volunteers
- 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.

Policy Implementation and Development

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

- Online Safety
- GDPR and Data Protection
- Complaints
- Equal Opportunities
- Code of Behaviour
- Use of Photographic Images of Pupils

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

Music of Life is committed to ensuring that we deliver the best practice we can to safeguard children and adults at risk. This Safeguarding Policy and the Safeguarding Procedures will be reviewed at least once a year and an annual report shall be made to the Board giving an update on safeguarding matters, including summaries of any incidents (anonymised as appropriate) and training compliance. Any serious incidents shall be reported to the Board without delay. This Safeguarding Policy and the Safeguarding Procedures will be ratified at Board level.

We will undertake to evaluate our safeguarding arrangements to ensure they are compliant with the [NSPCC safeguarding standards and guidance and self-assessment toolkit \(2019\)](#) every 3 years, making the required adjustments to this document and our practice as required.

Whistleblowing

Music of Life is committed to maintaining a culture of openness, integrity, and accountability in all safeguarding practice. Whistleblowing enables trustees, staff, volunteers, contractors, and partners to raise concerns about the safety or wellbeing of children, young people, or adults at risk, including concerns about the behaviour of colleagues, leaders, or organisational processes. Individuals are encouraged to report any safeguarding concern at

the earliest opportunity, even if it appears minor, so that risks can be addressed promptly and effectively.

The organisation will ensure that anyone raising a safeguarding concern in good faith is protected from victimisation, discrimination, or disadvantage. Concerns may be raised through the designated safeguarding lead, the senior leadership team, or directly with the Chair of Trustees where the concern relates to senior staff or systemic issues. All whistleblowing reports will be taken seriously, handled sensitively, and investigated in line with organisational

Distinguishing between our safeguarding responsibilities for children and adults

Music of Life is aware that its Safeguarding responsibilities differ for children and adults. We recognise the importance of applying the correct legal and procedural frameworks for each group.

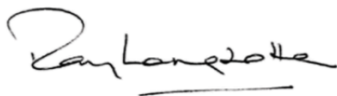
Child safeguarding applies to anyone under the age of 18 and focuses on protection from abuse, neglect, exploitation, and harm, with a clear duty to take action whenever there is reasonable cause for concern. Adult safeguarding applies to individuals aged 18 and over who may have care and support needs, including learners with special educational needs up to the age of 25, and centres on empowering the adult, promoting their rights, and responding proportionately to risks of abuse or neglect.

While both approaches prioritise safety and wellbeing, child safeguarding emphasises **protective intervention**, whereas adult safeguarding emphasises **empowerment and consent**, ensuring that all learners and staff are supported in ways that respect their age, capacity, and autonomy.

Adopted by the Board of Trustees: 27 March 2026

Date of next review: March 2027

Signed:



.....

Ray Longbottom
Chair of Trustees



.....

Maria Teterina
Chief Executive Officer

Appendix 1: Safeguarding Contacts & Reporting Helplines

Music of Life Designated Safeguarding Lead (DSL)

- **Chief Executive Officer:** Maria Teterina
Email: mteterina@mofl.co.uk
Mobile: 07970 234 799

Music of Life Nominated Safeguarding Trustee

- Name: Dr Calvin Pike
Email: Calvinpike1951@gmail.com
Mobile: 07887682475
- **Or in their absence** - Chair of the Board, Ray Longbottom
Email: ray@whiterosetw.com
Telephone: +44 (0) 1372 274 214

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

Appendix 2: Safeguarding Code of Conduct

In the course of their work, Music of Life staff and volunteers shall:

1. treat every child or vulnerable adult with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation, class and economic circumstances.
2. not give personal gifts or cash to children or adults at risk or develop relationships with children and/or adults at risk outside of the scope of Music of Life related events.
3. not be alone with a child or vulnerable adult in a private place that cannot be readily seen by other responsible adults outside of an organised music lesson on school premises.
4. not use their personal electronic devices such as mobile phones or tablets to take any photographs or videos of children or adults at risk, shall not post information about children or adults at risk on social media, and shall not post anything to social media which would bring Music of Life into disrepute.
5. always be responsible for the interaction between an adult and a child even when it appears that a child is acting in a provocative manner. It is the responsibility of the adult to set appropriate boundaries that protect the best interest of the child.
6. ensure that all events and activities involving any children/ adults at risk are in the best interests of the children involved.

Appendix 3: Safeguarding Training & Awareness

Staff and volunteers are required, where necessary, to:

- attend Safeguarding training identified by the CEO/ DSL
- read and be familiar with this Safeguarding Policy which will be made available to all staff and volunteers during their induction and via the Music of Life website

External partners, funders and stakeholders will be made aware of this Safeguarding Policy and it will be provided upon request.

Induction and further training (safeguarding and child protection):

Induction

All new staff and volunteers at the time of their starting work will receive this Safeguarding Policy and the Safeguarding Procedures. They are expected to read and apply it when required (see Appendix 4).

Identified non-operational staff and volunteers are requested to complete a relevant safeguarding training course online to support their roles.

[Basic Safeguarding Training | Essentials for Adults & Children \(highspeedtraining.co.uk\)](https://www.highspeedtraining.co.uk)

Designated roles will receive training as described for operational staff and volunteers, and also complete a managers designated safeguarding lead / level 3 training and/or advanced course as.

[Designated Safeguarding Lead \(Level 3\) | Online Training \(highspeedtraining.co.uk\)](https://www.highspeedtraining.co.uk)

Staff and volunteers who lead on the recruitment of other staff and volunteers will be required to undertake 'safer recruitment' training. In addition, those roles who may be required to manage allegations

against staff and volunteers will be required to undertake learning and development in this area.

[Safer recruitment training: online & in-person | NSPCC Learning](https://www.nspcc.org.uk/learning)

Trustees

Trustees will be provided with training opportunities to be able to fulfil their safeguarding governance responsibilities. This should be undertaken by the Nominated Safeguarding Trustee and other trustees as necessary.

[Safeguarding training for charity trustees | NSPCC Learning](https://www.nspcc.org.uk/learning)

Appendix 4: Safeguarding policy and procedure acknowledgement and acceptance

To be completed during induction for new staff and volunteers and by all staff and volunteers within two weeks of any updates to the Safeguarding Policy and Safeguarding Procedures being issued

NAME:

DATE OF APPOINTMENT:

DATE SAFEGUARDING POLICY AND SAFEGUARDING PROCEDURES ISSUED:

I have read and understand the Music of Life Safeguarding Policy and Safeguarding Procedures.

I agree to adhere to the requirements of the Safeguarding Policy and Safeguarding Procedures during my work at Music of Life **YES / NO** (circle as applicable)

I have had the opportunity to discuss the Safeguarding Policy and Safeguarding Procedures as part of supervision. **YES / NO** (circle as applicable)

NAME OF STAFF MEMBER:

SIGNED:

DATE:

NAME OF [MANAGER]/[DSL?]:

SIGNED:

DATE