



# Musinc Safeguarding Policy

## Contents:

1. [About Musinc](#)
2. [Introduction](#)
3. [Safeguarding Responsibilities](#)
4. [Responding to Concerns](#)
5. [Reporting Concerns](#)
6. [Safer Working](#)
7. [Confidential Information and Retaining Records](#)
8. [Appendix A](#)
9. [Appendix B](#)

## About Musinc

Musinc's mission is to provide opportunities in Middlesbrough for people of all ages, backgrounds and circumstances to make music, connect with others and explore their musical identity.

Our mission is achieved through our values. We are:

- Inclusive: accessibility and diversity drives everything we do
- Collaborative: we build connections with communities
- Creative: we're passionate about developing new ideas
- Responsive: we respect and understand the needs of others
- Determined: we tackle challenges and inspire others to make change

We know that music has the power to change lives for people of all ages and backgrounds, and that the process of making and engaging in music activities can contribute significantly to increased wellbeing.

Musical inclusion sits at the heart of our approach to our work and the principles of Equity, Diversity and Inclusion influence all aspects of what we do. We offer a range of engaging musical activities including open access groups, projects with local partners for people facing barriers, a schools programme, as well as performances and sharing events.

## Introduction

This policy outlines our approach to safeguarding children, young people and vulnerable adults and is written with reference to Working Together To Safeguard Children.

It is reviewed annually and when new guidance is released and is reliant on the support of all Musinc staff and volunteers to achieve its objectives. Self-employed practitioners must address the issues outlined below in their risk assessment for their session or activity.

Musinc believes it is unacceptable for children, young people and vulnerable adults to experience abuse of any kind and recognises its responsibility to safeguard their welfare. We are committed to



working practices which protect them. Our team know that “it could happen here”, our team are proactive in risk assessing their work and listening to young people to support their needs.

## **Safeguarding Responsibilities**

### **Designated Person**

Musinc have appointed a Designated Safeguarding Officer who is trained to respond to safeguarding concerns. Staff who have concerns must raise these with the Designated Safeguarding Officer

Designated Safeguarding Officer: Sammy Knight, Music Inclusion Manager

[Samantha\\_knight@middlesbrough.gov.uk](mailto:Samantha_knight@middlesbrough.gov.uk) | 07840 842170 | Middlesbrough Town Hall, Albert Road, Middlesbrough, TS1 2QJ

Musinc’s Designated Safeguarding Officer is responsible for:

- Providing safeguarding advice to all areas of Musinc activity
- Leading by example in actively promoting safeguarding practices
- Implementation, monitoring and review of this policy
- Ensuring they and their staff understand the safeguarding arrangements within Musinc
- Informing, training and supervising employees, and inducting new starters
- Arranging enhanced DBS certificates for all staff and volunteers working with young and vulnerable people
- Keeping records of all concerns raised (relating to participants and staff) in line with our Data Protection Policy
- Referring to other agencies where necessary

### **Musinc Staff and Practitioners**

All employees and freelancers are responsible for:

- Making sure they understand the part they play in safeguarding children, young people and vulnerable adults
- Undertaking Safeguarding Training at least every 2 years
- Following the guidance and arrangements set out in this policy
- Reporting any concerns of abuse or neglect to a Designated Safeguarding Officer
- Reporting any concerns about the behaviour of staff, volunteers or contractors towards children, young people or vulnerable adults.

All freelance contracts outline the Designated Safeguarding Lead/Officer(s) for the activity. This will be the Musinc Manager, as well as any partner organisation’s Designated Safeguarding Lead/Officer.

## **Responding to Concerns**

Staff and volunteers may be concerned about a person because



- A disclosure has been made that they or someone else has been or is being abused
- They have noticed changes to their behaviour or presentation
- They have noticed signs of bullying
- Concerns have been raised about the behaviour of an adult (a volunteer, professional or member of the public)
- Concerns have been raised by another adult (a parent/guardian, or member of the public)

In all cases, the following procedures must be followed.

#### **When a young /vulnerable person wants to confide in you**

- Stay calm and listen carefully to them
- Ask questions only to clarify understanding
- Explain that you must pass the information on to those who can help. Tell them what you're going to do next
- Do not promise to keep the information a secret
- Write down what the person has said, using their own words
- Report it to your Designated Safeguarding Officer as soon as you can

If a disclosure by a young /vulnerable person involves an accusation made against another music leader or staff member in the host organisation, you must report this to the Local Authority Safeguarding Team immediately.

Remember that reporting a disclosure is not a betrayal of the person's confidence. It is your duty to allow protective action to be taken in relation to the person and others around them.

If you feel a young person may be going to make a disclosure but stops and tells you something else, let them know that you are always ready to listen to them. You may want to remind them of the Childline number 0800 1111

If the person has communication difficulties or English is not their first language, pass on the information you have so that an appropriate interpreter can be identified.

#### **If you become concerned about a young /vulnerable person due to their behaviour, presentation or another reason**

- Do not dismiss your concerns
- If their behaviour
- Report it to your Designated Safeguarding Officer as soon as you can

#### **If you become concerned about the behaviour of an adult**

- Do not dismiss your concerns



- Do not confront the person you have concerns about
- Report it to your Designated Safeguarding Office as soon as you can

You must not dismiss concerns about another professional or colleague.

If your concerns are about;

- The Designated Safeguarding Office at Musinc – report it to the local authority safeguarding team
- A member of core staff - speak to the Music Inclusion Manager or Programme Coordinator
- An artist or guest facilitator - speak to the Music Inclusion Manager or Programme Coordinator
- The Designated Safeguarding Officer at a host organisation – report it to the local authority safeguarding team
- A member of staff in the host organisation – speak to the DSO

## Reporting Concerns

All safeguarding concerns and disclosures should be reported to the Designated Safeguarding Officer at the host organisation as soon as possible. A safeguarding report form (Musinc template see Appendix B) must be completed and submitted via email. If you are dissatisfied with the response to any of your concerns, raise these again with your Designated Safeguarding Officer.

### For serious or immediate risk disclosures,

In an emergency, call 999.

If you're worried that a child is currently suffering, or is likely to suffer from, significant harm you need to act immediately. Call the local authority safeguarding team (Appendix A), and complete and send their referral form within 24 hours

Your Designated Safeguarding Officer within the host organisation will provide you with the home address of the person and their full name and date of birth for the referral. You need to contact the LA of the person's home address. The Designated Safeguarding Officer at the host organisation will contact the parent / guardian of the young person to notify them of a referral being made. No consent is required if the person is deemed to be at immediate risk.

If the disclosure is made out of hours, contact Emergency Duty Team (Appendix A). You will receive immediate advice on how to proceed.

You must inform the host organisation safeguarding lead of any contact you have made to LA safeguarding teams. Please also contact Musinc's Designated Safeguarding Officer.

## Safer Working

### Safer Recruitment



- All staff and volunteers are required to attend interviews and provide references
- An Enhanced Disclosure and Barring Service (DBS) check will be obtained for staff and volunteers who are recruited to work with young or vulnerable people or who have access to personal data. Staff are encouraged to sign up to the DBS Update Service, or alternatively a repeat DBS check will be obtained every three years for all staff and volunteers.
- During interview all candidates will be questioned regarding their understanding of safeguarding. Responses will be considered as part of candidate's suitability for the role

### **Good Practice Working**

- Musinc recommends a minimum of 2 members of staff per session, with an advised ratio of 1:8 (depending on level of support required for participants)
- Practitioners must wear their Musinc ID badge when delivering any Musinc activity.
- Practitioners must never disclose their personal contact details or social media with young/vulnerable people.
- Practitioners should wear clothing which is appropriate to their role, promotes a positive and professional image and is not likely to be viewed as offensive, revealing, or sexually provocative.
- Practitioners must refrain from giving gifts to participants unless these are part of an agreed reward system with Musinc or the partner organisation
- Practitioners must not engage in or permit abusive behaviour between young people (e.g. ridiculing, bullying)
- Practitioners must not engage in sexually provocative or rough physical games
- Practitioners must not make suggestive remarks or gestures, or tell sexually inappropriate or discriminatory jokes
- Practitioners must not show favouritism to any individual
- Practitioners will undertake regular safeguarding training
- Practitioners must comply with Musinc's procedures to ensure photographs and images of children are taken, stored and shared appropriately.
- Safeguarding is a standing agenda item for team meetings

### **1:1 Settings**

Any 1:1 work with a young and/or vulnerable person must be agreed in advance in writing (email) with Musinc and the safeguarding lead in the Host Organisation. Practitioners must never work 1:1 with a young and/or vulnerable person without ensuring permissions are in place.

Practitioners should always be visible to other staff ideally working in a space with such as glass panelled doors/windows. Another member of staff at the host organisation should do a visual check at 20 minute intervals.

### **Physical contact**



Practitioners must not have unnecessary of physical contact with young and/or vulnerable people. There may be occasions when physical contact is unavoidable or necessary for safety reasons, for example

- Providing reassurance for a distressed or at risk of harm person
- Prevention of accidents/physical harm
- When teaching instrumental technique, and a visual demonstration is not clear for the participant.
- When working with a person with a disability who requests assistance
- Administering first aid (by trained first aider only)

Before making physical contact there should be an attempt to ask the person to agree. Staff should explain their actions, and it should be conducted openly, and ideally with another member of staff present.

Staff and volunteers should avoid personal physical contact that the person can do themselves. However, when working with people with disabilities, personal care and help is sometimes required.

Staff should be aware that any physical contact may be misconstrued by the person or an observer and should report all physical contact with young/vulnerable people to their Designated Safeguarding Officer.

If a young and/or vulnerable person attempts to or makes physical contact with a staff member or volunteer they must reinforce professional boundaries by speaking to them and asking them not to touch you / make physical contact.

### **Communication Outside the Workplace**

If you unintentionally see a young and/or vulnerable person out in public, avoid making conversation unless the young and/or vulnerable person addresses you first and you feel it an appropriate situation to do so. If you see a young and/or vulnerable person in a bar or social space involving alcohol, we advise that you leave the venue in order to maintain professional boundaries.

### **Communication Online:**

Practitioners must not give their personal contact details to young and/or vulnerable people under any circumstances (including personal telephone number or personal email address). Practitioners should not connect with young and/or vulnerable people on their personal social media profiles. If practitioners have public and professional music social media pages, young and/or vulnerable people/ parents/guardians may connect, however if messages or comments are received, the practitioner must inform the host organisation and Musinc manager as soon as possible.

### **Private Tuition:**

Practitioners may be asked by parent or guardian of a young and/or vulnerable person to tutor them on a private basis, following your initial engagement with them through Musinc projects.



It must be made clear that this work is not part of the scope of Musinc and that the individual is working independently with their own safeguarding procedures and private agreement with the young and/or vulnerable person's parent / guardian / support worker.

If the parent/guardian/support worker of the young and/or vulnerable person requests references or DBS information from Musinc we are permitted to share this information to enable safeguarding of the young and/or vulnerable person.

Additional performance opportunities, led by external organisations and outside of project time, should always be shared with Musinc in advance.

## **Confidential Information and Retaining Records**

All children, young people, vulnerable adults and their families are entitled to their privacy.

However, where there are concerns about the safety or welfare of an individual, those concerns and the necessary personal information will need to be shared with those who can make decisions about action to safeguard the person.

Practitioners should make written notes at the earliest opportunity, and these should be passed to the Designated Safeguarding Officer, who will keep a log of concerns and actions taken

Where concerns have been raised about a member of staff or a volunteer who has behaved in a way that indicates they are unsuitable to work with children, young people or vulnerable adults:

- The Designated Safeguarding Officer must be informed
- A clear and comprehensive summary of the allegations, how they were followed up and resolved, and any actions taken, will be recorded
- The record will be kept on file until the person reaches normal retirement age, and a copy should be given to the individual

The purpose of this record is to enable accurate information in response to future requests for references, and will provide clarification in cases where a DBS disclosure reveals information from the police that an allegation was made that did not result in prosecution or conviction.

Musinc have a duty to refer to DBS any employees or volunteers who have been dismissed, retired/redundant or resigned where this person has either:

- Engaged in relevant conduct
- Satisfied the harm test (child or vulnerable adult is; harmed, caused to be harmed, put at risk of harm, attempted to harm, incited another to harm)
- Received a caution for, or been convicted of, a relevant offence

**This policy is discussed and reviewed annually to ensure best practice. If you have any questions or concerns about this policy, please contact [musinc@middlesbrough.gov.uk](mailto:musinc@middlesbrough.gov.uk)**



If you have a safeguarding concern please contact our Designated Safeguarding Officer, Samantha Knight ([Samantha\\_knight@middlesbrough.gov.uk](mailto:Samantha_knight@middlesbrough.gov.uk))

## Appendix A – Local Authority Safeguarding

In an emergency always call [999](#)

### Before you contact us

If you're a professional, you should contact your safeguarding representative for advice and guidance before contacting us. They will advise you on the best course of action to take based on the information you provide.

If you know there's already a social worker involved with the family, please contact the Safeguarding Teams on [01642 513600](tel:01642513600).

### Urgent situations

In an emergency, call [999](#).

If you're worried that a child is currently suffering, or is likely to suffer from, significant harm you need to take action immediately.

Call Middlesbrough Multi-Agency Children's Hub on [01642 726004](tel:01642726004), and [complete the SAFER Referral Tool form](#). Send the form within 24 hours to Middlesbrough Multi-Agency

Children's Hub using the secure email address [MiddlesbroughMACH@middlesbrough.gov.uk](mailto:MiddlesbroughMACH@middlesbrough.gov.uk).

### Non-urgent situations

For less urgent situations please [complete the SAFER Referral Tool form](#) before contacting Middlesbrough Multi-Agency Children's Hub.

### Contact details

Children's Social Care	Office Hours Contact	Out of Hours Contact	Email
Middlesbrough	01642 726004	01642 524552	MiddlesbroughMACH@middlesbrough.gov.uk
Hartlepool	01429 284284	01642 524552	childrenshub@hartlepool.gov.uk
Redcar & Cleveland	01642 130700	01642 524552	RedcarMACH@redcar-cleveland.gov.uk
Stockton on Tees	01429 284284	01642 524552	childrenshub@hartlepool.gov.uk





## Appendix B – Internal Safeguarding Report Form

### Safeguarding Report Form

<b>Name of Child</b>	
<b>Name of Worker</b>	
<b>Position of Worker</b>	
<b>Workers Contact Details</b>	
<b>Location</b>	
<b>Date and Time of Report</b>	

### Nature of Concern

Please complete the following section with as much factual detail about the specific safeguarding concern as possible. Use additional sheets if necessary

--

### Who have you spoken to?

Child                      Member of on-site staff                      Designated Safeguarding Officer  
Police                      Social Services

**Please provide the details of who you shared the safeguarding concern with**

--



**For Musinc use only**

**Follow Up Undertaken**

Please detail what action has been undertaken since the safeguarding concern was raised

**DSO Signature .....**

**Date .....**