



www.musica-workshops.com
registered charity no.1150769

SAFEGUARDING POLICY

1. Introduction

This document sets out Musica's approach to Safeguarding children and vulnerable adults and how it seeks to apply the government objective to prevent and reduce the risk of significant harm to children and vulnerable adults from abuse and neglect whilst supporting individuals in maintaining control over their lives and making informed choices without coercion.

2. Scope and Application of the Policy

This policy applies to all employees and volunteers as well as any contracted workers working for Musica and within all services provided by Musica. Employees must adhere to this policy and relevant procedures. Employees not complying with this policy and relevant procedures will face disciplinary action under Musica's Disciplinary Policy as well as a referral to the police, the Disclosure and Barring Service (DBS) and other agencies.

3. Policy Statement

Musica believes that everyone has the right to live free from abuse, and safeguards against poor practice, harm and abuse. We will prevent abuse through close engagement, monitoring of the environment and increasing awareness of employees and customers.

Where abuse is suspected or identified we will report the concern immediately and work with

other agencies to support our customers and employees through the process. We will learn from each report and change our practices where we identify improvements.

4. Legal/Regulatory Context

This policy has been written to ensure that Musica complies with all the relevant Legal and Regulatory frameworks including:

- Care Act 2014
- The Human Rights Act 1990
- Health Act 1999
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004
- Working together to safeguard children – March 2013 – Government Guidance
- The misuse of drugs Act 1971
- The misuse of drugs Regulations 1985

5. Musica Approach

Musica's approach to safeguarding follows the government's stated principles:

Empowerment. We develop awareness by giving individuals the right information about how to recognise abuse and what they can do to keep themselves safe. We give them clear and simple information about how to report abuse and crime and what support we are able to give them. Any actions are customer centred and we consult before we take any action. Where someone has been assessed as lacking capacity to make a decision, we will follow the multi-agency process.

Protection. We have effective ways of assessing and managing risk. Our local complaints and reporting arrangements for abuse and suspected criminal offences work well. The local communities in which we operate understand how we work and how to contact us. We are able to signpost them to the right people or agency.

Prevention. We train our workers and volunteers to recognise signs and take action to prevent abuse occurring. In our work we raise awareness and work to minimise the likelihood of abuse.

Proportionality. We discuss with the individual and where appropriate, with partner agencies, what to do where there is significant risk of harm before we take a decision. Risk is an element of many situations and is part of any wider assessment. We use the least intrusive approach but are not dismissive of disclosure.

Partnership. We are good at sharing information locally. We use a multi-agency approach and all workers and volunteers understand how to use it. We use a person-centred view and the welfare of the individual supersedes any other issue.

Accountability. The roles of all agencies are clear to us, together with the lines of accountability. Workers and volunteers understand what is expected of them and others. We recognise our

responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

Safeguarding Lead:

Musica has a trustee who is the designated person for safeguarding and will act as the Safeguarding Officer and point of contact regarding all safeguarding matters. The current person is Andrew Scoulding. This will be reviewed as required (annually as minimum). *Details at bottom of page.*

The Safeguarding Lead is responsible for:

- Being a single contact point for workers, volunteers and external agencies on behalf of Musica.
- Remaining up to date and informed of all regulatory and legislative requirements surrounding Safeguarding.
- Ensuring all documentation relating to safeguarding is accurate.
- Facilitating the sharing of best practice and continuous improvement in service delivery.

Recruitment

Musica will ensure that all workers and volunteers, who work with children or vulnerable adults, have an up to date Disclosure and Barring Service check (DBS). These will be updated every three years unless they are on the update service when they will be checked by the safeguarding lead.

Training

Musica workshop leaders have been safeguarding trained and will continue to update that training where appropriate. All workers and volunteers will have basic safeguarding knowledge and will be aware of Musica's Safeguarding policy and procedure and will be updated where appropriate.

Awareness.

Musica understands that safeguarding is everyone's business and building awareness of safeguarding to our customers is essential. We explain safeguarding to new customers, so they can also identify instances of potential abuse, understand that they have a responsibility and know how to report concerns.

Joint Working

Musica works with other agencies including Local Authorities and Police and follows Local Authority inter-agency guidelines. Musica, if required would be represented at Safeguarding Panels or Serious Case Reviews. Local Authority Safeguarding Policies take precedence where there is any doubt about a course of action. All workers and volunteers to be familiar with our own internal policy and procedure as well as the Local Authority policies and procedures. A list of the Local Authorities we work with, their contact details and links to their policies can be obtained through Musica's admin.

Risk Management

Musica has a duty to the wellbeing of customers and aims to prevent abuse where possible. Due to the nature of the work Musica does it uses venues that are owned and run by other agencies. Musica will carry out specific Risk Assessments for each project they are involved in.

Recording & Reporting

In all safeguarding issues Musica has a process of raising concerns and incidents. Musica takes Safeguarding seriously and will immediately report any and all reports of abuse. Workers and volunteers initially will report to the Safeguarding Lead but also to the Local Authority responsible for the individual. The Safeguarding Lead will follow up all reports with the responsible Local Authority as well.

Procedure

In the event of suspected abuse, either through disclosure or witness, the worker or volunteer will report to the workshop leader who will be the senior member of staff. The workshop leader will then report direct to the venue safeguarding officer. The workshop leader will also be responsible for reporting to the Local Authority Safeguarding Team as well as the safeguarding lead for Musica. The workshop leader and safeguarding lead for Musica will keep a record of the incident and keep in contact with the Local Authority Safeguarding Team.

Confidentiality

Musica's priority is the safety of customers. We will comply with Musica's data protection and Confidentiality policy when dealing with safeguarding issues, ensuring information is shared in a secure way. We will share information without delay and Data Protection will not be used as a barrier where the safety of a customer is at risk.

Equality and Diversity

In the implementation of this policy Musica will not discriminate against any worker, volunteer or customer on grounds of his/her race, ethnic origin, gender, sexuality, marital status, disability, age, religion or class.

Author

This policy is owned by Musica

Review Process

This policy will be reviewed annually, any amendments will be appropriately consulted on and signed off before being clearly communicated to workers and volunteers.

Safeguarding lead details;

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