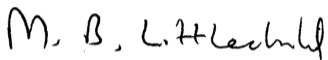


## **Safeguarding and child protection policies and procedures**

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Reviewed on 13 June 2023

Signed 

Role Trustee Safeguarding Lead

This policy will be reviewed annually. **The next review date will be June 2024.**

## 1 Introduction

This policy covers all aspects of safeguarding, which is clearly a priority in all the work of Awards for Young Musicians. As a charity supporting young musicians it primarily focuses on child safeguarding. Section 2 covers our policy statement on child safeguarding and key responsibilities and Section 3 our child safeguarding procedures. However it may occur that we encounter adults, generally parents, guardians or carers, who may be at risk and Section 3 extends the previous version of the policy to cover adult safeguarding. Section 4 contains a number of important appendices.

### 1.1 Child safeguarding policy statement

Awards for Young Musicians, referred to henceforth as 'AYM' has a role to play in the safeguarding and protection of children from abuse. AYM 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.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and freelance workers, alumni of AYM programmes and anyone working on behalf of Awards for Young Musicians. A child is defined as a person up to the age of 18 years that has not yet reached their 18th birthday.

### 1.2 The purpose of this policy

- To protect children and young people who engage in activities with AYM.
- To ensure all staff are clear about how to identify and respond to safeguarding concerns about children, especially those that are of a child protection nature
- To ensure all staff have a clear understanding of the principles and practice involved in the safeguarding and protection of children
- To ensure all staff understand the importance of prevention in responding proactively and efficiently to all concerns
- To provide information for parents/carers and young people participating in AYM's work on the responsibilities of, and approach taken by AYM in the protection of children
- To ensure young people, staff and volunteers understand that if abuse is disclosed this information cannot remain confidential and that AYM will report it to the appropriate authority

### 1.3 Aims of the policy

This policy recognises that safeguarding covers a range of issues that require careful consideration, especially when working in partnership with multiple organisations, including:

- Staff recruitment and training
- Project planning, risk assessment and health and safety
- Disclosure of abuse and reporting procedure

- Data protection and use of images

## 1.4 Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998 and the General Data Protection Regulation
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

It will be updated as needed in light of future legislative changes.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, sex, gender identity, racial heritage, nationality, 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
- providing effective management for staff and volunteers through supervision, support and 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.

Instances of abuse may result from action by a member of AYM staff or another young musician but may also be caused by individuals (whether adults or children) unconnected with AYM, including family members. Suspicions of abuse will be acted upon by AYM regardless of the possible source and referred as appropriate to relevant bodies.

We are committed to reviewing our policy and good practice annually.

## 1.5 Designated Safeguarding Person

The Chief Executive is the lead Designated Safeguarding Person (DSP) with regards to child protection, as well as adult safeguarding. He/she will act as a contact between any staff member, volunteer or partner of AYM who has a concern and the appropriate service/agency who will deal with the issue. The DSP is not expected to be a child protection expert but will be a channel for information. He/she will not be expected to deal with any child protection issues on their own.

The DSP will ensure that all AYM staff receive copies of policies and procedures in relation to the safety and protection of children and young people. Please see Responding to Suspicions of Abuse (2.11.3) if an allegation relates to the DSP.

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### **1.6 Trustee Safeguarding Lead**

Michael Littlechild, a member of the Board of Trustees, is the Trustee Safeguarding Lead and will support the DSP and report to the board on safeguarding matters. His email is [Michael.littlechild@goodcorporation.com](mailto:Michael.littlechild@goodcorporation.com)

## 2 Child safeguarding procedures

### 2.1 Recruitment of staff and volunteers

A rigorous and probing approach to recruitment of all trustees, staff and musicians will be applied to elicit full relevant history of applicants. Proof of identity may be sought.

The Safeguarding Vulnerable Groups Act 2006 provides the legislative framework for ensuring that staff who work within the children and adult workforces are suitable to do so. When considering recruiting an individual with a criminal record a fair risk assessment will be carried out taking into account all the factors relating to the role, the criminal record and the level of risk associated with recruiting the individual concerned. It is an offence knowingly to employ a person who has been barred by the DBS from working in posts which involve caring for or treating children.

AYM will as a matter of standard practice take up references including using the form in Appendix 6.

### 2.2 DBS Disclosures

DBS disclosures (or equivalent) at the appropriate level will be required for all trustees, staff, freelance music leaders and other freelancers as appropriate, photographers, filmmakers and volunteers who have contact with children and young people as part of their work for AYM. Where applicable we will accept portability from another similar role involving young people provided the disclosure certificate date is within three years. DBS disclosures carried out by AYM will be updated every three years and we will encourage our team to register for the DBS Update Service.

Where applicants have subscribed to the DBS Update Service and hold a Disclosure relevant to their proposed position of employment or engagement with AYM, AYM will, with the applicant's consent, complete an online check to update their Disclosure.

We will request sight of DBS disclosures (or equivalent) for music leaders providing private tuition for AYM Award winners receiving funds to pay for this tuition.

Any member of AYM Alumni who is recruited to participate in mentoring programmes will be required to obtain an Enhanced DBS disclosure before commencing 1:1 mentoring sessions with a mentee under the age of 18.

While DBS disclosures are pending, trustees, staff, freelancers, including freelance music leaders, photographers, filmmakers and volunteers will be allowed to work/volunteer with children and young people if they are fully supervised by a colleague with an up to date DBS disclosure. A risk assessment will be undertaken by AYM in this situation.

In line with guidance from the DBS, trustees, staff, freelancers, including freelance music leaders, photographers, filmmakers and volunteers who have no regular or unsupervised contact with children and young people do not legally need a DBS disclosure to conduct their role. However for best practice and to meet funders' requirements it is AYM's policy to request they opt to undertake a DBS disclosure.

AYM uses [Mayflower Disclosure Services Ltd.](#) to process checks and Digital ID checks. Where AYM processes information connected with Disclosures staff will ensure any document or confidential information is kept secure.

### 2.3 AYM led project activity

Where activity managed and delivered centrally by AYM does not include a primary host/partner delivery organisation an appropriate event leader will be responsible for properly supervising the activity, ensuring the relevant health and safety and risk assessment measures are taken and gathering documentation such as parent/carer permission, emergency contacts, medical details and photography permission. Clear objectives and roles should be discussed and agreed with the AYM team prior to the start of any activity.

In the case of events which are part of the Furthering Talent programme, the event leader, unless otherwise specified, is the Local Coordinator/Project Producer for the relevant Hub and responsibility for Safeguarding is shared between both organisations. A relevant health and safety and risk assessment will be completed by the event leader and signed off by both parties. For events which are part of the annual Awards programme, including the Awards Days, the event leader, unless otherwise specified, is the Awards Programme and Operations Manager.

Online events: we will undertake appropriate monitoring of online events e.g. ensuring AYM chaperones are present at all times to supervise activity in all sessions.

In all cases the DSP will ensure that AYM staff involved will have enhanced level DBS disclosures and that appropriate staffing and insurance is in place.

### 2.4 Projects activity delivered in partnership

AYM led project activity managed and delivered centrally by AYM may involve a partner organisation. Examples include Music Education Hub lead organisations, Music Services or schools providing instrumental tuition and group activities as part of AYM's Furthering Talent programme, and other arts or media organisations co-delivering activities for AYM's Awards programme.

An appropriate partnership agreement will be drawn up and agreed prior to project activity commencing, which will reference Safeguarding responsibility. This will include the requirement for the host partner to have in place a comprehensive Safeguarding Policy as well as appropriate health and safety procedures, risk assessments and insurances.

In some circumstances members of AYM staff, trustees or artists may visit a partner organisation (such as a school), as guests, either to attend/lead an event or activity, deliver training or as part of another programme. It is not the responsibility of any trustee/member of AYM staff/artist to deal with matters of behaviour or discipline in these circumstances. The responsibility for the supervision of children in this circumstance lies with the partner organisation.

### 2.5 Project activity delivered by partner organisations

Where activity is delivered or led by a partner organisation, it will be delivered in line with the partner's safeguarding procedures which will be agreed with AYM in advance of the activity. As per 3.4 a concise partnership agreement for the activity will be drawn up and agreed.

### 2.6 Dissemination of information

The DSP will ensure that anyone employed or contracted by AYM (including volunteers) will be informed of the Safeguarding Policy adopted by AYM and agree to undertake procedures within it.

### 2.7 Code of Conduct

All trustees, staff, freelancers, including freelance music leaders, photographers, filmmakers and volunteers will be asked to sign up to a Code of Conduct (see Appendix 4.2) prior to

involvement in a project. This will be reviewed on an annual basis and staff asked to re-sign the document in event of any changes.

## 2.8 Health and Safety

AYM believes that all activities should take place in a safe environment and that it is our responsibility to ensure that the rooms and equipment being used at AYM organised events are appropriate. This includes safety, health and hygiene issues, fire evacuation and transport. AYM realises that music provision may present a particular risk around excess noise and hearing damage; lifting of equipment and use of electrical equipment. All such issues will be covered in individual activity/event risk assessments and relevant preventative measures taken. AYM will ensure (where appropriate in negotiation with partner delivery organisations) that a correctly stocked first aid box will be available at all times and that a member of staff from the partner organisation will be trained to use it. An accident book will be kept by AYM or, where more appropriate, the partner organisation. Where appropriate and relevant AYM will also support staff in gaining first aid qualifications.

## 2.9 Risk Assessment

A full risk assessment will be carried out for each activity (where relevant in collaboration with a partner delivery organisation). This will cover health and safety and safeguarding issues and clearly identify responsibility. All staff and volunteers involved in the project will be given copies of the risk assessment and made aware of any issues and their own responsibility. See Appendix 5.

## 2.10 Data protection and use of images

In line with General Data Protection Regulation (GDPR), AYM will seek permission from a young musician's parent/guardian before taking photos, using images, videos, recordings and quotes, or if appropriate this permission will be sought from the child's school. Schools and organisations usually have their own policies on photography/filming. If images taken in line with those policies are subsequently required for a different purpose, new and specific permission will need to be obtained.

Where photographic images/filming are an integral part of a programme or project, this will be discussed in full and relevant consent obtained before starting the project. This applies to all AYM's publicity materials including social media, website and Annual Review.

If a professional photographer is commissioned or the press are invited to an event, they will be briefed on AYM's and the school/organisation's expectations of them in relation to child protection. They will be provided with a clear brief of what is considered appropriate in terms of their behaviour and the content of the photography.

A template Media Consent Form can be found in Appendix 4.

## 2.11 What to do if you are concerned about a child's welfare

Although delivering activity in partnership with a 'host' partner ensures that members of AYM staff do not have sole responsibility for wellbeing of participants, it is however recognised that the responsibility to be alert to concerns for the welfare of children and signs of abuse rests with all staff that are present.

The following procedures must be followed in all cases of suspected abuse or inflicting of harm.

### 1 How to recognise the signs of abuse

Suspensions of abuse may be raised from a number of sources, including the young musician, and in a number of other ways. Sources include:

- a young musician disclosing information about him/herself;
- when a young musician is asked if everything is alright, the young musician discloses abuse;
- behaviour or physical marks on a young musician (e.g. bruises, welts, lacerations);
- a young musician discloses that he or she knows that another young person is being abused;
- information conveyed by a parent/carer which gives cause for concern.

There are a number of categories that abuse may fall into. Please refer to Appendix 3 for a full description of each category. Indicators that a child may be being abused include:

- being frequently dirty, hungry or inadequately dressed
- being left in unsafe situations or without medical attention
- being constantly "put down" insulted, sworn at or humiliated
- seeming afraid of parents or carers
- being severely bruised or injured
- displaying sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse.

## 2 Responding to a disclosure of abuse by a young musician

It is most important that staff respond appropriately when suspicions are raised and that AYM's child protection procedure is always followed. If a young musician starts to disclose abuse, members of staff should take the following action:

1. **Reassure:** respond calmly and reassure the young musician that they are right to tell and are not to blame.
2. **Listen, don't question:** do not actively question the young musician. Don't stop a young musician who is recalling significant events. Never ask leading questions as this may invalidate a student's testimony in court. Instead listen carefully and repeat the student's words.
3. **Do not make an examination:** do not attempt a detailed examination to remove a student's clothes to look further at any injury. A student should only be examined by a doctor.
4. **Confidentiality:** do not promise to keep secrets. It is important to explain that you may need to ask other adults to help you in keeping them safe. Reassure them that only those who need to know will be told
5. **Explain:** tell the young musician what you will do next.
6. **Report:** write an account of the conversation immediately including the date and time of the conversation and details of all who were present. Include as many details about the complainant as possible and of their account of the abuse. The account should be, as much as possible, in the words of the complainant. Please see Appendix 7 for Referral forms. Complete and sign the relevant form, and hand this to your DSP, who should contact the Children's Services Department.

Immediately and without delay the member of staff to whom the disclosure has been made must inform the DSP what has happened. The person responsible for the initial report will meet with the DSP and nominated member of the board of trustees to form a case team. The case team will consider whether the allegation concerns issues of abuse or whether a referral should be made to children's social care. Where needed additional external expertise will be enlisted on a confidential basis. In doing this they will consider:

- Whether there is sufficient information about the child if a referral is to be made
- Whether there is reason to have concerns about the child's immediate safety



- Whether the incident/allegation/suspicion is so clear that it is obvious that an immediate referral to other agencies should be made
- Whether there are issues of consent and/or confidentiality in respect of sharing information (common law duty of confidence, Human Rights Act 1998, Data Protection Act 1998 and the General Data Protection Regulation). However, in all cases the interests of the young person will take precedence over any concerns regarding confidentiality and data protection.
- Who else the information should be shared with and when and how should this be done
- Whether the report written by the staff member accurately reflects anything a child has said and distinguishes clearly between fact and opinion
- The child's right to know what action, if any, will be taken, subject to any concerns that this may place the child at further risk.
- Provision that needs to be made for the child's immediate support needs and the needs of the person reporting the concern.

If the issue is clearly one which has no substance but it is not immediately apparent whether a referral should be made, consideration will be given to seeking the advice of the police and/or Children's Services Department and/or the child's school on a no names basis if necessary.

If the matter is inconclusive and the police and social services do not consider that an action is required at that point, consideration should be given to whether others such as the child's school or parents should be notified of the concern.

### **3 Responding to suspicions of abuse**

If a trustee, staff, freelancer, including freelance music leader, photographer, filmmaker or volunteer has seen/heard something that concerns them, but a child has not disclosed to them they should:

- Write an account of their concerns immediately. Put the date and timings on it and mention anyone else who was present. Then sign it, and hand their record in to the DSP, who will decide what action to take next
- If a child has not disclosed to them, they must not approach the child and ask questions of them or anyone else involved in the situation.

Concerns about a specific child or concerns relating to the conduct of a member of the public should be reported by trustees, staff, freelancers, including freelance music leaders, photographers, filmmakers or volunteers immediately to the AYM DSP. If the concern is regarding the AYM DSP then these should be raised with an AYM trustee. If a concern is raised at an event where no member of full time AYM staff is present then the reporting process of the school, music service or host organisation where the event is held should be followed and reported to the AYM DSP by telephone at the appropriate point.

### **4 Procedures for managing allegations against members of AYM staff**

If concerns relate to the conduct of a member of staff, they should be reported in person or by phone to the DSP immediately. Concerns about a member of staff may fall into any of the following three categories where someone has;

- Behaved in a way that has harmed the child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm, and therefore that as a member of staff s/he is unsuitable to work with children.

The allegation should be reported by the DSP to the Trustee Safeguarding Lead, unless that person is the subject of the allegation, in which case it should be reported to the Chair of AYM's Board of Trustees. If the DSP is the subject of the allegation, then it should be the Awards

Programme and Operations Manager who for this purpose reports to the nominated member of the Board of Trustees.

If the allegation meets any of the criteria in the paragraph above the employer should report it to the local authority designated officer ('LADO') for the area where the AYM event is taking place, within one working day. The LADO will help co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. There are three possible courses of action that might follow the initial consideration and none, one or a combination of these may be necessary:

- Disciplinary action
- Police investigation
- Referral to a list of persons considered unsuitable to work with children.

Steps will be taken to fully support anyone who in good faith reports his or her concerns and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

## **5 How information will be recorded**

Information held by AYM may need to be passed to the Children's Services Department or the Police to assist any further enquiries and investigation. It is the responsibility of the AYM DSP to ensure that information is passed on to the relevant authorities as requested, and that it is completed correctly.

The purpose of recording information is that it:

- Allows for a chronology of what happened and when it happened
- Shows history of events and allows analysis of any patterns
- Allows for continuity in absence of a staff member
- Shows actions taken by staff
- Provides accountability
- Provides a basis for evidence in court
- Provides information for enquiry, statistics, research
- Highlights staff training and development needs

To be as helpful as possible the information should include:

- The nature of the allegation or concern
- A description of any visible bruising or other injuries
- The child's account (using his/her own words)
- Any times, dates or other relevant information
- Whether the parent, carer, child or adult is aware of the referral having been made
- A clear distinction between what is fact, opinion and hearsay
- No jargon
- Clear recording of decisions reached with others
- Clearly signed, with a time and date.

Do not:

- Delay reporting the matter by trying to obtain more information
- Destroy any handwritten notes made at the time of the incident in case they are needed by the Courts.

Practical issues:

- Be specific – what is the exact nature of the concern and which category of abuse does it suggest
- Show the evidence – what was seen and heard? Who said what, when, where, how?

- Be precise with time words – what does always, frequent, never mean?
- State their professional judgment
- Ensure their professional judgment is supported by the evidence.

## 6 Confidentiality

Care must be taken to ensure that both adults' and children's confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by AYM will only be disclosed to others either with their consent or when there is a legal duty to do so. It is best to gain verbal or written consent from a child or parent/carer before any personal information relating to them is shared with another organisation (such as a Children's Social Services Department). However, consent may not need to be required if it may be unsafe to seek (e.g. seeking consent might increase the risk to the child) or causes an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime.

### 2.12 Whistleblowing policy

Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

AYM is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees and volunteers who have serious concerns about any aspect of the organisation's work to come forward and voice those concerns.

AYM recognises that the decision to report a concern can be a difficult one to make. If what is being said is true, they should have nothing to fear because they will be doing their duty to their employer and those for whom they provide a service. The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect them when they raise a concern in good faith.

All concerns will be treated in confidence and every effort will be made not to reveal that person's identity if they so wish, whether they are a trustee, staff, freelancer, including freelance music leader, photographer, filmmaker or volunteer. At the appropriate time, however, they may need to come forward as a witness.

#### 2.12.1 How to raise a concern

If any trustee, staff, freelancer, including freelance music leader, photographer, filmmaker or volunteer has any concerns about the charity's activities and the way it operates (e.g. misuse of funds) that they feel unable to raise with the Chief Executive or a trustee the whistle-blowing charity Protect has a confidential advice line <https://protect-advice.org.uk/advice-line>

### 2.13 Training of key people

New staff and key volunteers will be required to undertake training, as appropriate, funded by AYM, which they should be required to re-do periodically, unless other similar training has already been undertaken.

## 3 Adult safeguarding

### 3.1 General

As noted in Section 1 there may be occasions where AYM comes into contact with adults at risk and therefore this section of the policy covers adult safeguarding. The general principles and procedures set out in section sections 2 and 3 apply equally to situations where AYM team

members encounter adults who may be at risk. Team members should follow the advice set out there in terms of dealing with the immediate risks and reporting and seeking advice internally. This section is limited to highlighting the signs of adults being at risk (3.2) and the different legislation and institutional responsibilities (3.4).

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship irrespective of age and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Safeguarding legislation in each UK nation lists categories of abuse differently, though they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

There are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Coercive Control, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within the UK nations' legislations.

### **3.2 Indicators of adults at risk**

An adult may directly confide to a member of the AYM team or our partners that they are experiencing abuse inside or outside the setting in which we are encountering the adult. Similarly, others may suspect that this is the case.

There are many other signs and indicators that may suggest someone is being abused or neglected, some of which are similar to young people at risk. There could be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention of an injury;
- Person has belongings or money going missing;
- A young musician has been missing sessions and the adult responsible is not responding to reminders from team members or coaches;
- Someone losing or gaining weight/an unkempt appearance or there is a deterioration in hygiene;
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn in the company of a family member in contrast to others whom they greet with a smile;
- Signs of self-harm;
- An apparent fear of a particular group of people or individual.

### **3.3 Legislation and institutions responsible**

The legislation for adult care in England and Wales is the Care Act 2014; in Scotland the Adult Support and Protection (Scotland) Act 2007 and the Protecting Vulnerable Scheme and the Disclosure (Scotland) Act 2020; and in Northern Ireland the Adult Safeguarding Prevention and Protection in Partnership 2015.

Local authorities are the responsible authority and the relevant department is generally Adult Care.

## 4 Appendices

### 4.1 Appendix 1: Responsibilities of AYM Staff and Volunteers

#### 4.1.1 Designated Safeguarding Person (restated from 2.4 above)

The Chief Executive is the lead Designated Safeguarding Person (DSP) with regards to safeguarding. He/she will act as a contact between any staff member, volunteer or partner of AYM who has a concern and the appropriate service/agency who will deal with the issue. The DSP is not expected to be a safeguarding expert but will be a channel for information. They will not be expected to deal with any safeguarding issues on their own. The DSP will ensure that all AYM staff receive copies of policies and procedures in relation to the safety and protection of children and young people.

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#### 4.1.2 Trustee Safeguarding Lead

Michael Littlechild, a member of the Board of Trustees, is the Trustee Safeguarding Lead and will support the DSP and report to the Board on safeguarding matters. His email is [Michael.littlechild@goodcorporation.com](mailto:Michael.littlechild@goodcorporation.com)

It is the role of the Chairman and Board of Trustees:

- To support staff/volunteers after they have shared their concerns about a child or adult at risk
- To evaluate the effectiveness of safeguarding within the organisation
- To review, update and develop AYM's policy and procedures on safeguarding
- To promote the importance of safeguarding across the organisation
- To ensure that the organisation meets the requirements of its insurers regarding its safeguarding responsibilities.

#### 4.1.3 Staff and volunteers

All AYM staff and volunteers have a responsibility for the protection of children engaged in AYM activities. It is the role of all AYM staff and volunteers:

- To be familiar with AYM's safeguarding policy and procedures
- To follow AYM's Staff Code of Conduct (see Appendix 2)
- To respond appropriately to and report concerns about a child or adult to the AYM DSP
- To keep accurate records of concerns about children and adults and actions taken.

## 4.2 Appendix 2: Staff\* code of conduct

\*Staff is defined as all trustees, staff on the payroll, freelancers, including freelance music leaders, photographers, filmmakers and volunteers.

### General code of conduct

1. Prioritise the safety and wellbeing of the child at all times.
2. Avoid any conduct which would lead a reasonable person to question your motivation.
3. Always act within professional boundaries; ensure all contact with children is essential to the programme/event/activity /project you are working on.
4. Wherever possible ensure that there is more than one adult present during activities with children and young people and avoid spending time with young people unobserved.
5. Only take on practical caring responsibilities in an emergency.
6. Children under 12 should be accompanied to the entrance of toilet facilities only, preferably in groups with two adult chaperones. Older children may go to the toilet unaccompanied.
7. Do not give lifts to young people
8. Do not 'friend' or 'follow' children you are working with on social networking sites and never follow private accounts. AYM's only exception is where the parent/carer has created a public account to promote their child's musical progress, in which case AYM will ensure they inform the child's parent/carer that they are following this public account.
9. Wear AYM identification badges/lanyards as supplied when representing AYM.
10. Listen to and respect children at all times; don't patronise them.
11. Apply the same professional standards regardless of sex, gender identity, ethnicity, disability, age or sexuality.
12. Work, and be seen to work, in an open and transparent way.
13. Avoid favouritism and treat children and young people fairly and without prejudice or discrimination.
14. Discuss and/or take advice promptly from the DSP or another senior member of staff over any incident which may give rise to concern.
15. Be familiar with AYM's child protection arrangements and understand your responsibilities to safeguard and protect children.
16. Record details of any such incident and details of decisions made/further actions agreed.
17. Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against you.

### Acceptable Internet and IT Use

If using computers or tablets issued by AYM, or if corresponding on behalf of AYM staff will:

- Only use their computer for activities necessary for carrying out the duties of their post and for responsible personal use as allowed by AYM.
- Not attempt to download illegal material or attempt to access inappropriate sites
- Respect the copyright of Internet and other resources.
- Ensure that the content of emails sent is professional and appropriate.
- Not forward emails with inappropriate content.
- Be aware that the content of emails may be used in any disciplinary proceedings.
- Keep secure any passwords or confidential information entrusted to them as part of their duties.
- Respect copyright of downloaded materials.

- Be aware of Data Protection legislation and adhere to the guidelines issued by AYM
- Not divulge any confidential information which they encounter as part of the duties of their post, except when inappropriate material or use has to be reported.
- Be aware that the breach of this policy may lead to disciplinary procedures.

I confirm that I have received, read, understood and agree to abide by the AYM Code of Conduct.

Signed: .....

Print name: .....

Date: .....

### 4.3 Appendix 3: Categories of Child Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. The definitions below are from Working Together to Safeguard Children (Department of Health, 2018).

Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet or social media). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



<p>Child sexual exploitation</p>	<p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
<p>Neglect</p>	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>• ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
<p>County Lines</p>	<p>As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line.’ They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.</p>
<p>Child criminal exploitation</p>	<p>As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
<p>Domestic abuse</p>	<p>Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse,</p>

	<p>regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside the home. Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.</p> <p>More information can be found in the Draft Domestic Abuse Statutory Guidance Framework, including the new statutory definition of domestic abuse contained in the Domestic Abuse Act 2021.</p>
<p>Controlling or coercive behaviour</p>	<p>Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government’s non-statutory definition of domestic violence and abuse. It is described as follows:</p> <ul style="list-style-type: none"> <li>• Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and</li> <li>• Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim</li> <li>• Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused.</li> <li>• Controlling or coercive behaviour also form part of the definition of domestic abuse in the Domestic Abuse Act 2021. More information can be found in the draft Domestic Abuse Statutory Guidance Framework.</li> </ul>

## 4.4 Appendix 4: Media Consent Form

Name of young person: \_\_\_\_\_

Activity/project attending: \_\_\_\_\_

We may take photos and video or audio recordings during AYM activities and events. Sometimes we may ask your child for their feedback or thoughts on their involvement in our programme(s).

Photos, recordings and quotes from young musicians really help us to tell the story of our programme(s) and show the impact our support has for the young people taking part. This helps us to raise the funds to deliver our work.

We will only publish your child's image/feedback with your consent and we will only use your child's name alongside an image or a quotation with your consent. We will not use their surname unless explicitly agreed.

If consent is granted, your child's image/feedback may be used in one or any of the following ways:

1. Be sent to the media with a press release, e.g. for publication in a newspaper article
2. Be used in AYM publications, e.g. our leaflets and posters, exhibition banners etc.
3. Be published on AYM's social media sites (which include but are not limited to YouTube, Twitter, Instagram, Facebook and LinkedIn)
4. Be published on our website: [www.a-y-m.org.uk](http://www.a-y-m.org.uk)
5. Be published by approved partner organisations in connection with our programme(s).

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

### Please tick as appropriate:

I do agree that photos, videos, recordings and quotes can be taken and used as detailed above

I do not agree that photos, videos, recordings and quotes can be taken and used as detailed above

Signed.....

Full name (in capitals) .....

Parent/Guardian  
(please delete as appropriate)

Date: .....



## 4.5 Appendix 5: Template Risk Assessment

### GENERAL RISK ASSESSMENT

Event: \_\_\_\_\_

Premises: \_\_\_\_\_

<b>Organisers and staff</b>	<b>Other helpers</b>	<b>Partner organisation staff</b>

### Schedule

Time	Activity

<b>Risk Assessment undertaken by:</b>	
<b>Distribution:</b>	
<b>Scope of Assessment:</b>	
<b>Participant/audience profile</b>	

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
		Prob	5	4	3	2		1
5 >Almost inevitable	5-Multi death or very serious injury 4-Single death or very serious injury 3-Serious injury 2-RIDDOR 3 day 1-Minor/First Aid	5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
4 Very likely		4	4.L	8.H	12.H	16.H	20.H	
3 Likely		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
2 Unlikely		2	2.L	4.L	6.M	8.H	10.H	
1 <Very unlikely		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	HIGH –immediate action/ further controls needed
		Severity						

### ASSESSMENT OF SPECIFIC SIGNIFICANT HAZARDS

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING	TICK IF ALL IN PLACE

Assessment carried out: \_\_\_\_\_ . Signed/verified by: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.6 Appendix 6: Template reference request form for employees

Reference in Respect of: \_\_\_\_\_

Role or post applied for: \_\_\_\_\_

Date he/she commenced employment/volunteering with you			
Length of time you have known him/her			
Capacity in which employed/known			
Main duties			
Salary or wage rate			
Date of leaving:			
Attendance record	Number of days of absence in the last two years (excluding annual leave)		
Please provide reason for absence			
Sickness record	Number of days of sickness absence in the last two years		
Has the candidate been previously referred to the Disclosure and Barring Service (under the Safeguarding Vulnerable Groups Act 2006)?	YES		NO
If yes please give details			
Are you aware of any reason why this person might not be suitable to work with children?			
Are you aware of any previous disciplinary action taken against this person where there were concerns relating to children's safety or protection? If so, please give details:			
Are you aware of any current investigations or of any disciplinary sanctions, which remain against this person? This may or may not be related to children's safety and protection. If so, please give details:			

Please comment on the applicant's qualities in relation to the following:			
Reliability:			
Honesty:			
Punctuality			
Ability to work as part of a team:			
Ability to prioritise workload			
(Where relevant to the role) Understanding and knowledge of child protection and children's safety issues:			
(Where relevant to the role) Please comment on the applicant's suitability and overall ability to work with children:			
Would you re-employ	YES	NO	
Please add any further information or comments that you feel are relevant to the applicant's proposed new role:			

Date: \_\_\_\_\_ . Organisation/company: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

If there are any concerns about the information contained within the reference for posts working with children or young people, we will follow up with the referee by telephone to probe further into the suitability of the applicant to work in such a post.

## 4.7 Appendix 7: Template referral forms

### Referral form 1

Safeguarding Children and Vulnerable Adult Incident Report Form

To be filled out by the person reporting the concern. Please fill out all the information that is known

Name of the child/adult who is vulnerable
Age/Date of Birth:
Address/Contact details of child/parent/adult/carer if known
Disability/medical condition, if appropriate
Exact location where the incident happened/disclosure occurred
Description of what has prompted concerns (please include details of any specific incident, dates, times etc.) and describe any physical or behavioural indicators which have been observed.
Have you or anyone else spoken with the child/adult and if so what was discussed?



Have you or anyone else spoken with the parents/carers/or other adult and if so what was said?	
To whom reported?	
Date and time reported	
Your name and position	
Signature	Date
This section is to be completed by the Designated Safeguarding Lead	
Any further action taken?	
Outcome of referral, if known	

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Referral form 2**

Safeguarding Children and Adult Incident Report Form: Allegation against Staff Member or person acting on behalf of AYM (e.g. freelancer, volunteer, trustee).

To be filled out by the person reporting the concern. Please fill out all the information that is known.

Name of member of staff against whom allegation is being made	
Location	
<p>Details of Incident Where did incident take place?</p> <p>Date and time of incident</p> <p>Was anyone else involved?</p>	

Any other details	
-------------------	--

Description of what has prompted concerns (please include details of any specific incident, dates, times etc.) and describe any physical or behavioural indicators which have been observed
Action taken

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section to be completed by the Designated Safeguarding Lead**

Any further action taken?

Copy of form sent to:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

