

The Music Works

Safeguarding Handbook

Safeguarding Contacts

TMW Designated Safeguarding Lead

Malaki Patterson - Mobile: 07868741399 Email: mpatterson@themusicworks.org.uk

Mikel Medley - Mobile: 07869 324237 or 07515530709 Email:

mmedley@themusicworks.org.uk

Khady Gueye – Mobile: 07368 964 189 Email: kgueye@themusicworks.org.uk

Issachar Foster – Mobile: 07482 203927 Email: ifoster@themusicworks.org.uk

TMW Designated Deputy Safeguarding Leads

Misha Law – Mobile: 07960 847 711 Email: mlaw@themusicworks.org.uk

TMW Nominated Trustee for Safeguarding

Stuart Cairns – Phone: 07512 890 485 Email: scairns@themusicworks.org.uk

Local Authority Children's Services

Children & Families helpdesk 01452 426 565 childrenshelpdesk@gloucestershire.gov.uk

Gloucestershire Children and Families Front Door is open from 9am to 5pm

Outside of office hours, you should contact the Emergency Duty Team (EDT) Telephone: 01452 61 4194

Gloucestershire Safeguarding Children's Executive

<https://www.gscb.org.uk/>

Local Authority Adult Services

Adult social care helpdesk 01452 426 868 socialcare.eng@gloucestershire.gov.uk

Police

101 – if a child/young person or adult at risk is at immediate risk of harm

999 for any emergencies

Local Authority Designated Officer

Nigel Hatton

Please contact Tracy Brooks or Jenny Kadodia on the following number 01452 426 320

NSPCC Helpline & Childline

0808 800 5000 help@nspcc.org.uk

0800 1111 or e-mail them by visiting www.childline.org.uk

CONTENTS

Page	
1. Introduction	4
2. Policy	4
3. Responsibilities	6
3.1 Trustees	6
3.2 The CEO	6
3.3 Designated Safeguarding Leads	7
3.4 Managers	7
3.5 Staff, Freelancers & Volunteers [The Workforce]	8
4. Procedures	8
4.1 Safer Recruitment	8
4.2 Training	9
4.3 Working with children, young people and adults at risk [Participants]	9
4.3.1 Guidance for safer working practice (including lone working & lyrics)	9
4.3.2 Internet/digital & social media policy, including photographs	10
4.3.3 Signs and types of abuse	13
4.3.4 Radicalisation and Extremism	14
4.3.5 What to do if you have a concern - Reporting procedure flow charts	15
4.3.6 Staff, Freelancers and volunteers code of conduct	15
4.3.7 Health & Safety	16
4.3.8 Allegations & Whistleblowing	16
4.3.9 Allegations Management Procedures	18
4.4 Behaviour and anti - bullying policy	20
4.5 Peer on peer/child on child abuse	20
5. Appendices	21
21	
Appendix 1 Other types of abuse	22
Index	25

1. INTRODUCTION

Safeguarding is **everyone's** responsibility. This handbook enables all Trustees, Board members, managers, staff, freelancers, volunteers, work experience and anyone else who acts on behalf of The Music Works (the **workforce**) to carry out that responsibility to ensure that the welfare of the child, young person or adult at risk is paramount.

By regular use of this handbook The Music Works will ensure that all people involved with our work are clear on how to recognise and respond effectively to abuse and welfare issues. It is therefore **mandatory** that the whole workforce read it before undertaking any work.

The policies in this handbook and those available on The Music Works website apply equally to all.

Safeguarding is defined as:

- Protecting children, young people and adults at risk from maltreatment;
- Preventing impairment of children, young people or adult at risk's health or development;
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care;
- Ensuring that adults at risk are living in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children, young people and adults at risk have the best outcomes.

(Definition adapted from Working Together to Safeguard Children, 2018)

Child Protection means the activity that is undertaken to protect specific children or young people who are suffering from or likely to suffer from significant harm.

Throughout this handbook The Music Works will be referred to as **TMW** for ease of reading.

Throughout this handbook board members, managers, staff, freelancers, volunteers, work experience and anyone else who acts on behalf of The Music Works will be referred to as the **workforce** for ease of reading.

2. POLICY

TMW is committed to ensuring that children, young people, and adults at risk are protected and kept safe from abuse whilst involved in any activity carried out by our organisation.

This policy is part of a whole approach to safeguarding and welfare, which also includes health and safety, participant participation in decision-making, and our commitment to good practice in all our work.

It is fundamental to our vision and values that all people have rights as individuals and should be treated with dignity and respect, whatever their age, culture, disability, gender, sexuality or beliefs. We have an equality, diversity and inclusion policy, which can be found on our website.

It is the policy of TMW to safeguard the welfare of children, young people and adults at risk involved in the work that we do by protecting children from neglect, physical, sexual or emotional abuse and vulnerable adults from physical abuse, emotional/psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

To do this TMW provides the Workforce with a framework to operate which keeps everyone who is engaged in the Charity's activities safe. It is therefore our policy to:

- Ensure that the workforce are recruited using safer recruitment practices; have two recent references (these cannot be from family members or TMW workforce); are checked by the Disclosure and Barring Service (DBS) and understand and accept their responsibilities for the safety of children, young people and adults at risk in their care;
- Ensure that safeguarding and welfare are considered when planning and carrying out any activities on behalf of TMW;
- Respond swiftly to all suspicions or allegations of abuse, ensuring confidential information is sent to the Designated Safeguarding lead(s) irrespective of whether they have been reported to other agencies or senior staff;
- Complete Child Protection/Safeguarding training to better understand issues that may arise and how to respond to them;
- Where necessary manage risks associated with the business of TMW using risk assessments.

For the purposes of this policy, children are described as those under 18 years of age. A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. We also use the term “young people” but there is no legal definition for the age of a “young person” 16 and 17 year olds are children, in legal terms.

A vulnerable adult/adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

3. RESPONSIBILITIES

3.1 TRUSTEES

The Chief Executive Officer (CEO) is ultimately responsible for the implementation of TMW's Safeguarding Policy and Procedures. The strategic responsibility of holding the charity to account is delegated to a trustee with responsibility for safeguarding. Currently this is Stuart Cairns. If any concerns or issues need to be raised to the trustees he can be contacted via email: scairns@themusicworks.org.uk

The designated trustee ensures that:

- The resource available to support the workforce with safeguarding/child protection issues is maintained;
- Safeguarding implications are constantly reviewed across the scope of the work delivered by TMW workforce and are fully considered in the development of new work;
- Safeguarding is continually developed, and the safeguarding trustee authorises any immediate changes to operational policy and procedure required due to a safeguarding incident or near miss;
- Safeguarding is considered in all appointments to the workforce; and
- Safeguarding training is implemented.

All other trustees are required to support the implementation of safeguarding practice across TMW operations. To do this, they have all completed basic safeguarding training.

3.2 THE CEO

The Chief Executive Officer is ultimately responsible for the implementation of TMWs' Safeguarding policy and procedures. Alongside the strategic lead for safeguarding, they report on safeguarding to the Board to assist them in their safeguarding responsibilities, including the identification of any critical incidents that might need reporting to the Charities Commission. Their reports will contain:

- Training undertaken

- Key safeguarding issues raised by DSLs

3.3 DESIGNATED SAFEGUARDING LEADS

The implementation of safeguarding policy and procedures in the day-to-day work of TMW is the responsibility of the Designated Safeguarding Leads (**DSLs**). The DSLs have received enhanced training at Level 3 to carry out the role. Currently the DSLs are Malaki Patterson, Mikel Medley, Khady Gueye and Issachar Foster

Malaki Patterson - Mobile: 07868741399 Email: mpatterson@themusicworks.org.uk

Mikel Medley - Mobile: 07869 324237 or 07515530709 Email:

mmedley@themusicworks.org.uk

Khady Gueye – Mobile: 07368 964 189 Email: kgueye@themusicworks.org.uk

Issachar Foster – Mobile: 07482 203927 Email: ifoster@themusicworks.org.uk

We also have a Deputy Designated Safeguarding Lead: Misha Law

Misha Law - Mobile: 07960 847 711 Email: mlaw@themusicworks.org.uk

The DSLs ensure that:

- The workforce is able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise, including opportunities for formal supervision;
- The safeguarding policy is fully implemented and that procedures to support the policy are communicated and complied with;
- All safeguarding issues are referred to the agency best equipped to continue the support to the child, young person or adult at risk;
- The workforce has undertaken training at the level relevant to their role;
- Members of the workforce have been recruited safely and have undergone DBS checks if their role requires; and
- TMW safeguarding induction with one of the safeguarding team has been carried out before the workforce member starts work with children, young people and adults at risk.

Malaki Patterson also takes strategic responsibility for the leadership of safeguarding in the organisation. He supports the operational leadership of safeguarding, the CEO's leadership, and the trustees with safeguarding decisions at a strategic level.

3.4 MANAGERS

Managers support the DSLs with safeguarding and child protection across TMW operations. There is also one Deputy Designated Safeguarding Lead (DDSL) and a safeguarding admin assistant who have received enhanced training to carry out these roles.

Deputy Designated Safeguarding Leads and safeguarding admin assistant:

- Support the Designated Safeguarding Leads, carrying out their role if they are unavailable – including making referrals to agencies if a child, young person or adult at risk is at immediate risk of harm;
- Support the workforce to be able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise;
- Ensure the safeguarding policy is fully implemented and that procedures to support the policy are communicated and complied with; and
- Ensure that all members of the workforce understand their responsibilities with regard to safeguarding.

3.5 THE WORKFORCE

The workforce is expected to adhere to the requirements of the policies, procedures and operate within the code of conduct of TMW. All members of the workforce are responsible for the implementation of the Safeguarding Policy, making referrals to the Designated Safeguarding Leads, the Deputy Designated Safeguarding Lead or the safeguarding trustee. The Designated Safeguarding Leads in the setting in which TMW is working (when not a TMW studio) must also be informed before leaving the premises.

4. PROCEDURES

4.1 SAFER RECRUITMENT

Safeguarding begins with ensuring that the workforce is recruited safely. A safer recruitment policy exists to detail how this is managed, the principles of which are to:

- Ensure that all appointments to eligible posts that include working with children, young people and adults at risk will be subject to checks under the Disclosure & Barring Service regime (DBS checks);
- Ensure that all appointments to eligible posts will be subject to two reference checks from previous employment, volunteering or studying. References can not be provided by family members, friends or TMW workforce;
- Maintain a rolling programme of Enhanced DBS checks on identified posts;

- Ensure that when a positive disclosure is received that decisions are made appropriately and consistently and at the correct level;
- We support volunteer posts as a way of engaging the community with our participants. Those with long term, regular volunteering roles are subject to a DBS check. Other shorter term or ad hoc volunteers are always supervised by a member of staff or a regular freelancer and so, are not DBS checked. All volunteers receive a safeguarding induction. All staff and freelancers are aware of volunteers who need to be supervised and ensure that they are not left alone with participants;
- Implement an appropriate training programme to ensure that those undertaking recruitment and selection processes are themselves aware of safe and robust recruitment and selection procedures and the link to the safeguarding of vulnerable groups.

Further information can be found in the most recent TMW Safer Recruitment Policy.

4.2 TRAINING

TMW believes that the workforce are better able to implement secure safeguarding practice if training has been undertaken at the right level for the post.

Workforce

- All workforce must complete a compulsory introductory online safeguarding course, and this should be repeated every 2 years. Without this training workforce members cannot begin work. We use LearnPro for the mandatory online training – specifically the course: ‘*Introduction to Safeguarding Adults and Children*’.
- All workforce must complete a 1-hour, face-to-face safeguarding training session during their onboarding, with a TMW DSL, typically this is with Mikel Medley.
- Any workforce member who leads, supports, interacts with, or communicates with any young person and/or vulnerable adult in any TMW capacity, must have an up-to-date TMW DBS certificate, and must be enrolled on the DBS Update Service.
- All workforce must read the TMW Safeguarding Handbook **prior** to commencing any work with The Music Works.
 - This includes signing the TMW declaration stating they have read the TMW Safeguarding Handbook and sending this signed declaration to the Operations Team.

DSL/DDSL

- The Safeguarding team (DSL/DDSL) attend a safeguarding briefing every 2 years that enhances their knowledge.
- The DSL & DDSL must be level 3 trained.
- There is a requirement for this to be refreshed every 2 years.

Trustees

- Trustees must undertake safeguarding training every 3 years to understand their responsibilities. For example: *Safeguarding Training for Charity Trustees*, from NSPCC

4.3 WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

4.3.1 GUIDANCE FOR SAFER WORKING PRACTICE

Communication: TMW plays a significant part in the prevention of harm to the children, young people and adults at risk it works with by providing them with good lines of communication with trusted workforce, supportive friends and an ethos of protection. We will, therefore, establish and maintain an environment where children and adults at risk feel secure, are encouraged to talk, and are always listened to. TMW workforce should nevertheless ensure that they establish safe and responsible online behaviours, working to local and national guidelines and TMW's Internet Digital and Online Safety policy which details how new and emerging technologies may be used.

Communication with children, young people and adults at risk both in the 'real' world and through web-based and telecommunication interactions should take place within explicit professional boundaries and should not include sharing addresses either physical or online.

Lyrics: It is recognised that some children and young people will express themselves in lyrics, particularly in certain genres. Some of these lyrics might appear alarming. Music leaders are trained in how to build relationships, develop lines of communication and challenge lyrics that might reveal safeguarding issues.

Working Alone: It may be necessary from time to time for employees or freelancers to work alone (on a one-to-one basis with a child, young person or adult at risk). This should be the exception unless specifically employed to carry out mentoring at home. Those working as a lone worker with a child, young person or adult at risk must have a current Enhanced DBS check and must have completed both their mandatory safeguarding and prevent training.

Workforce members must ensure, from the outset of the work, that the child, young person or adult at risk understands the boundaries of what the workforce member and TMW can offer, and what they cannot offer, which are to remain strictly within the TMW operating model.

The workforce member should inform their line manager or project lead that the activity is taking place, where, to what extent and for how long. The workforce member must also complete a risk assessment, which is agreed to by The Music Works, workforce member and the responsible adult of the person being supported at home.

The workforce member must make a formal record of what service was given to the participants.

Further details are available in the Working Alone Policy, which will be made available if working alone is what the workforce member is commissioned to do.

[Working Alone Policy.pdf](#)

4.3.2 INTERNET/DIGITAL AND SOCIAL MEDIA POLICY INCLUDING THE USE OF PHOTOGRAPHS

We ensure that TMW workforce are using computers, digital and social media in safe, appropriate, inclusive and creative ways.

The workforce agree to the following acceptable use policy to protect participants, the workforce and TMW:

- To use TMW computers and other devices with care and consideration at all times;
- To report any faults or viruses immediately;
- To not open any hyperlinks in, or attachments to, emails, unless the source is known and trusted;
- To not use the internet to view or engage in activities that would cause offence and would compromise TMW as a safe space e.g. sites that contain violence, sexual or extremist content; and
- To be willing to show the webpage which they are viewing at any time to a member of staff or volunteer.

The workforce will use social networks responsibly, to reflect our responsible, role model status at TMW, just as we would in the offline world.

We will keep a professional distance online. This is not to say we will be distant and formal – it's important that our values are reflected in all we do, and that we're authentic. However, technology increases the potential for messages to be taken out of context, misinterpreted or forwarded to others.

Also, once we place something in the public domain, it is there permanently for people to access, change and share with others. Even if you delete a comment straight away, someone might have already seen it. We will reflect our values through our public behaviour and never do anything that would detrimentally affect TMW's reputation. We will be clear about professional boundaries and avoid setting up false expectations in participants and others.

- We will not put ourselves in the position of having to deal with information or situations that we are not confident in or comfortable to deal with.
- We will never create situations in which we could cause harm to those we work with, stakeholders or others.
- When our provision is online via media sharing platforms e.g. Zoom we will ensure that participants are protected as much as possible. This will be done by ensuring access to the platform is only shared by direct means i.e. email, direct message, individual text and the access is password protected. Should anything untoward occur during the session the TMW workforce member responsible for the session will terminate the session and contact participants individually to make sure they are safe.

- We will not use email or social media:
 - For unofficial or inappropriate purposes;
 - For any messages that could constitute bullying, harassment or have any other detrimental impact; or
 - For posting confidential information about participants.
- Any moderators or administrators with permitted unsupervised access to participants through social network sites such as Facebook and Twitter will be DBS checked.
- Young people in leadership roles involved in communications will have independent access to social networks and permission to communicate on TMW's behalf. They will read and agree to these guidelines. Their access will be monitored and reviewed on a regular basis. If it is misused, it will be revoked.
- If you are concerned about participants' safety online then a referral should be made to the DSL using our safeguarding incident report on our TMW website
- If you're a member of the workforce concerned about the way a participant is attempting to contact you, you must report it immediately to your line manager, project lead or a DSL.
- We will not use our personal social networking accounts to communicate directly with participants as this will blur boundaries between our professional and personal lives. This does not prevent us from moderating or contributing to a Facebook group using our personal profile (as this is the only way to do this but does not enable members to view our profiles/accounts) and sharing/re-tweeting etc. posts by TMW, and vice versa.
- We will not accept 'Friend' requests from participants we work with.
- We will only set up pages for events, activities or groups for which we are responsible and have 'officer' or 'admin' responsibilities for. If we create a group, host discussions or encourage media sharing on behalf of TMW, then we'll adopt the following rules to create a group agreement. The DSL or DDSL will be added as a member of every group to moderate the group.
- We will delete any:
 - Violent, obscene, profane, hateful or racist posts, links or images;
 - Comments that threaten or defame any person or organisation;
 - Solicitations, advertisements, or endorsements of any financial, commercial, political party or not-for-profit organisation;
 - Multiple successive off-topic posts by a single user; and

- Repetitive posts copied and pasted or duplicated by single or multiple users.
- We will never post or comment on the status, wall or photos of any participants.
- We will encourage participants not to record or photograph others at TMW without first gaining consent. This also applies to the unloading of any such recordings to social media.

Publishing/sharing young people's images and creative work and information

- When a participant first joins a TMW activity a media permissions consent form is completed. The workforce member who receives this form should file it for reception. The receptionist should then scan the original and save it into Upshot and mark the relevant profile sections in Upshot. The original form and the scan should then be destroyed to prevent insecure storage of personal information.
- When photography/videography is taking place, the photographer/videographer must:
 - a) check with music leader or project manager to ensure they identify and don't take photos/video of those without permissions;
 - b) ensure they or the music leader explains to the young people or people with vulnerabilities that if they would not like to be used in TMW publicity they should state that on the consent form.
- When delivering online sessions TMW where necessary could keep digital record and, when appropriate publish recorded media that participants feature in. Permission to do this is gained through the media permissions form. TMW workforce members remind participants that sessions will be recorded at the beginning of the session.
- We will always ask a participant's or parent/carer's permission before publishing their creative work (music, videos, photography, etc.). We ensure that participants or parents/carers understand that their GDPR rights are always respected.
- We will ask permission to use any photos of participants and quotes, and only use first names on any caption unless express permission is given by parent/carer and participants;
- We will never tag participants in photographs on social networks.
- We will not infringe copyright. If we use photos taken by someone who is not part of TMW, then permission will always be sought for their use and credit the images. The same practice applies for any other content that has not been created originally by TMW.
- We will never give personal details about participants on the website or social networks.

4.3.3 SIGNS AND TYPES OF ABUSE

Types of Abuse (statutory categories for children):

- **Physical** - where the child or adult at risk's body is hurt or injured, including risk of harm from community-based violence such as gang, group and knife crime.
- **Emotional** - where children or adults at risk do not receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their age or ability.
- **Sexual** - where adults (and sometimes other children) use children or adults at risk to satisfy sexual desires, including both contact and non-contact activities.
- **Neglect** - where adults fail to care for children or adults at risk and protect them from danger, seriously impairing health and development.

For further types of abuse please see Appendix 1.

The following are the categories of abuse for vulnerable adults:

- Physical abuse
- Emotional/ psychological abuse
- Financial abuse
- Sexual abuse
- Organisational abuse
- Neglect
- Discriminatory abuse
- Domestic violence
- Modern slavery
- Self-neglect.

SIGNS OF ABUSE

Some signs that could alert the workforce to the fact that a child, young person or adult at risk is at risk and might be being abused include:

- Unexplained bruising and injuries;
- Sexually explicit language and actions;
- Sudden changes in behaviour;
- Something an individual has said that is odd or unusual;
- Change observed over time e.g. losing weight or becoming increasingly dirty.

If someone displays these signs they may not necessarily be subject to abuse. Similarly, there may not be any signs; you may just think that something is wrong. If you are worried it is not your responsibility to decide if it is abuse. It is your responsibility to act on your concerns and report it to the Designated Safeguarding Lead.

4.3.4 RADICALISATION AND EXTREMISM

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults. This can include involving them in extremist activity in the UK or abroad or putting them in extreme danger. Individuals who hold extreme views and advocate violence are targeting children, young people and adults at risk.

The workforce must be aware of radicalisation and extremism, including the Government's cross-Government strategy PREVENT policy and its aim to prevent people resorting to terrorist behaviours, and report any concerns to aDSL immediately, as radicalisation is considered by the NSPCC to be a child protection issue and a form of abuse, and is particularly apparent amongst vulnerable people.

Radicalisation is a process by which an individual or group comes to adopt extreme political, social or religious ideas and aspirations, rejecting the current contemporary ideas and expressions of a nation.

Extremism is when people hold extreme views and beliefs about politics or religion that are hateful, dangerous or against the law.

There is no obvious profile of a person likely to become involved in extremism, or a single indicator of when a person might move to adopt violence in support of extremist ideas, however children, young people or adults at risk might become radicalised or adopt extremist views if they feel:

- Isolated, lonely or wanting to belong;
- Unhappy about themselves and what others might think about them;
- Embarrassed or judged about their culture, gender, religion or race;
- Stressed or depressed;
- Fed up with being bullied or treated badly by other people or by society;
- Angry at other people or the government;
- Confused about what they are doing; or
- Pressured to stand up for other people who are being oppressed.

All workforce who interact with young people or vulnerable adults virtually or in-person should complete the PREVENT awareness e-learning provided by the government:

<https://www.elearning.prevent.homeoffice.gov.uk/>

DSL/DDSL's need to complete both the PREVENT awareness course, and the PREVENT referral course.

A refresher e-learning course needs to be completed every 3 years for all relevant workforce.

4.3.5 WHAT TO DO IF YOU HAVE A CONCERN

The chart below details what you should do if you have concerns for the safety of a child, young person or adult at risk. If you have concerns about the behaviour of an adult who is part of the workforce please follow the procedures in section 4.3.7 (Allegations and Whistleblowing) in addition to those in the chart below.

Workforce members should treat any disclosure with sensitivity and discretion; however, all young people and vulnerable adults **must** be told that anything that is said in these circumstances will be passed on to ensure their safety and welfare. These must all be passed on to a DSL/DDSL as per the process outlined below:

You are approached by a child, young person, or adult at risk with a disclosure that they have been or are being harmed, abused, or neglected.

OR you are informed of such a disclosure by a workforce member or member of the public.

OR you are concerned that a child, young person, or adult at risk is at risk or may be subject to abuse or harm.

Inform a Designated Safeguarding Lead (DSL/DDSL) by phone or in person immediately

Submit a Safeguarding Incident report in Patronus

The DSL/DDSL(s) will follow up all Patronus safeguarding report forms once received and determine the course of action.

Only if appropriate, this will be shared with the member of the workforce who has referred it. Everyone can submit a safeguarding incident report here:

[https://app.patronus-](https://app.patronus-safeguarding.com/forms/public?form_type_token=2e0cce90d8d739ca4696b0c597006eb7)

[safeguarding.com/forms/public?form_type_token=2e0cce90d8d739ca4696b0c597006eb7](https://app.patronus-safeguarding.com/forms/public?form_type_token=2e0cce90d8d739ca4696b0c597006eb7)

4.3.6 WORKFORCE CODE OF CONDUCT

Abuse of Trust: The workforce has a relationship of trust with the children, young people and adults at risk with whom they work and acknowledge that it is a criminal offence to abuse that trust.

Relationships with any participants in receipt of a TMW intervention are deemed inappropriate and would be considered gross misconduct.

The workforce is not permitted to befriend children, young people or adults at risk or close relatives and friends of these people on social networking websites (see Internet and social media policy).

Workforce members may have an existing relationship with a participant prior to support being offered by TMW. This will be dealt with on a case-by-case basis and as circumstances dictate to ensure both the participants and the workforce member are supported.

Any form of inappropriate relationship calls into question a workforce member's suitability to work with children, young people or adults at risk. If you need guidance on relationships with artists who are over 18 years old and have no vulnerabilities, please refer to the team member handbook.

Behaviour:

TMW acknowledges that any behaviour, such as discrimination and harassment, which contravenes the Equality Act 2010, or our Behaviour and Anti-Bullying Policy may also lead to safeguarding issues. TMW's Equality, Diversity and Inclusion Policy also applies to the behaviour of our workforce.

4.3.7 HEALTH AND SAFETY

It is the responsibility of all members of the workforce to ensure that basic safety arrangements are in place wherever they are working. This includes:

- Making sure that you know where the fire exits are and any specific procedures for evacuation or lock down;
- Making sure equipment is safe e.g. wires are taped down to prevent trip hazards;
- Knowing how to open windows, and which doors need to remain closed;
- Knowing where the first aid kit is, should you or a participant need it.

All workforce must also read our [Health & Safety Handbook](#) and familiarise themselves with the [Fire Evacuation Plan](#)

4.3.8 ALLEGATIONS AND WHISTLEBLOWING

The criteria for Allegations -

The Local Authority Designated Officer (LADO) should be alerted to all cases in which it is alleged that a person (employees, freelancers, contractors, work

experience students and volunteers who have contact with children as part of their role), who has:

- Behaved in a way that has harmed, or may have harmed, a child; or
- Possibly committed a criminal offence against children, or related to a child; or
- Behaved towards a child or children in a way that they may pose a risk to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

An allegation can either be reported internally or externally directly to the Trustee for Safeguarding, or a Director of TMW:

You are concerned that the behaviour of a member of the workforce is harming or threatening to harm a child, young person or adult at risk.

Report your concerns immediately to Stuart Cairns
(Trustee for safeguarding)
scairns@themusicworks.org.uk
07512 890 485

In all situations you will need to submit an Allegation Report via Patronus. Or email a written report to the TMW Trustee for Safeguarding or a TMW Director.

If the matter is referred to external agencies, you may be asked to provide a formal statement of your concerns for subsequent investigations.

4.3.9 ALLEGATIONS MANAGEMENT PROCEDURE

Trustee for Safeguarding - What Happens Next?:



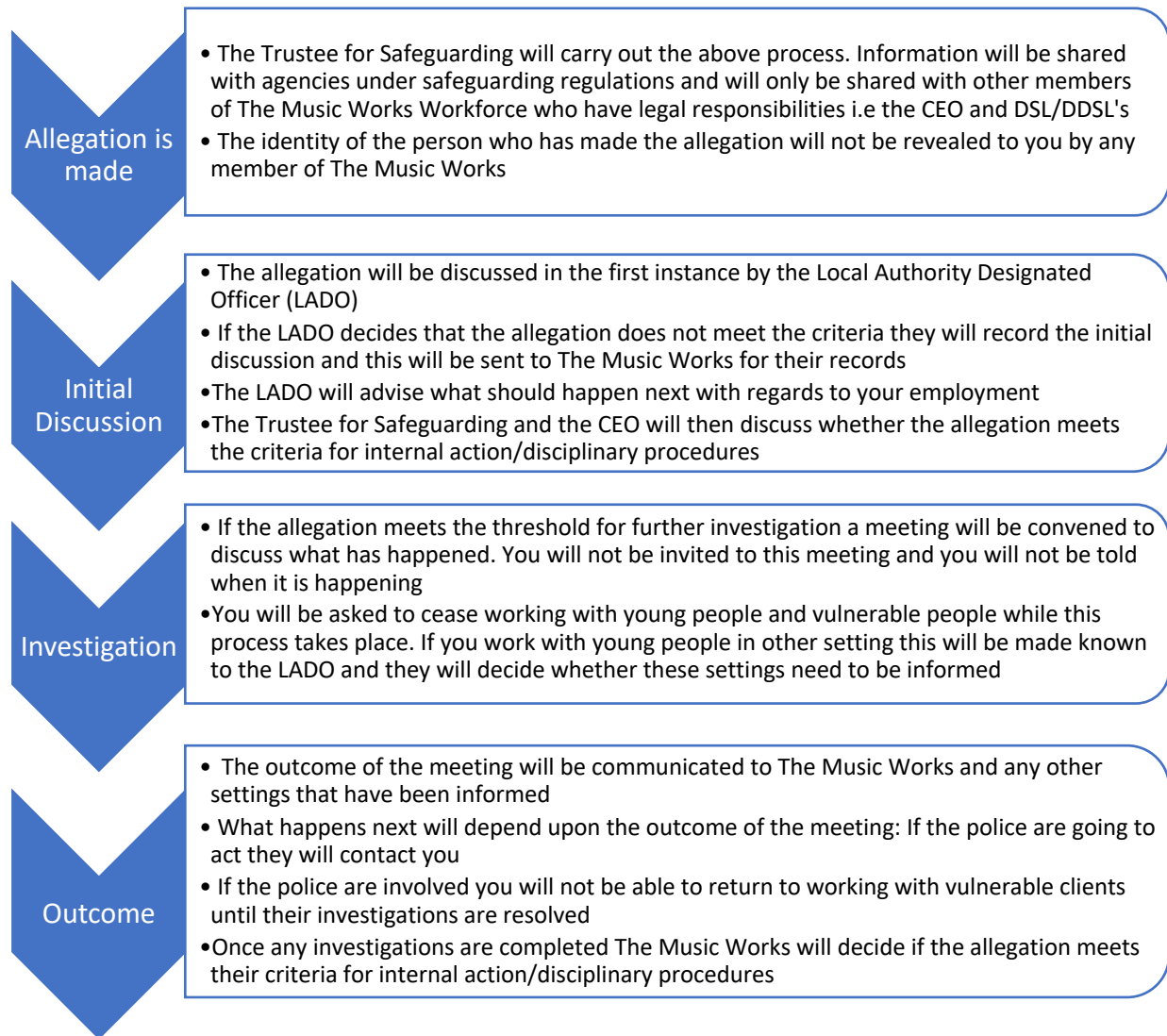
Further information on the Allegations Management process can be found here:

<http://www.workingtogetheronline.co.uk/>

And for information specific to Gloucestershire, here:

<https://www.proceduresonline.com/swcpp/gloucestershire/index.html>

WORKFORCE MEMBER WHO THE ALLEGATION HAS BEEN MADE ABOUT – WHAT HAPPENS NEXT?:



[Click here for further useful information](#) if you have had an allegation made against you.

If the LADO states that the allegation does not meet their Allegations Criteria, the allegation will go through TMW's internal investigation process found in point 2.6 of the Complaints and Grievances Policy and Procedures which are based upon the [principles laid out by the Advisory, Conciliation and Arbitration Service \(ACAS\)](#).

4.4 BEHAVIOUR AND ANTI-BULLYING POLICY

TMW aims to ensure that the workforce and participants understand their responsibilities with regard to behaviour. The aim of the policy is to determine what is acceptable and unacceptable and how the latter should be managed.

Anyone working with participants on behalf of TMW should:

- Model the behaviour expected by participants, and understand and implement inclusivity and reflective practice;
- Set clear expectations and boundaries based on our principles of equality and empowering participants to realise their potential by using music as a tool for developing personal, social and music skills – skills for learning and for life;
- Understand the causes of behaviour which exceeds the set boundaries and work with the participants, school, parent or other agency involved to support access to the activity provided;
- Adhere to the policy of any school in which they work; and
- Ensure that bullying is understood and all forms of it are prevented; ensure that anyone who is bullied is supported, and anyone who is bullying is supported to understand that their behaviour is not acceptable.

4.5 PEER ON PEER/CHILD ON CHILD ABUSE

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age, where everyone directly involved in peer-on-peer abuse is under the age of 18. Child to child abuse is the term used when both parties are aged under 18.

TMW takes any such abuse seriously and if it occurs or is reported follow the principles provided in part 5 of the DfE document [Keeping Safe in Education](#) as this provides a robust procedure for care of the abused and support for the abuser.

Further information about managing behaviour can be found in the most recent TMW Behaviour and Anti-Bullying Policy.

5.0 APPENDICES

Appendix 1 – Other types of abuse

- Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
- Discriminatory abuse - including abuse motivated by discriminatory and oppressive attitudes towards race, gender, cultural background, religion, physical and/or sensory impairment, sexual orientation and age. Discriminatory abuse manifests itself as physical abuse/assault, sexual abuse/assault, financial abuse/theft and the like, neglect and psychological abuse/harassment, including verbal abuse and abuse through social media.
- Organisational abuse, neglect and poor professional practice – including abuse that takes the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.
- Honour-based violence - ‘honour’-based violence (HBV) occurs when perpetrators believe a relative or other individual has shamed or damaged a family’s or community’s ‘honour’ or reputation (known in some communities as izzat), and that the only way to redeem the damaged ‘honour’ is to punish and/or kill the individual. Honour-based violence is a term that is widely used to describe this sort of abuse however it is often referred to as so called ‘honour’-based violence because the concept of ‘honour’ is used by perpetrators to make excuses for their abuse. There is a very strong link between honour-based violence, forced marriage and domestic abuse. The term ‘Honour-Based Violence’ is the internationally recognised term describing cultural justifications for violence and abuse. Honour-based violence includes:
 - Forced marriage - Forced marriage is entirely different from arranged marriage and is a marriage conducted without the valid consent of one or both parties, where some element of duress is a factor. The United Nations views forced marriage as a form of human rights abuse, since it violates the principle of freedom and autonomy of individuals.
 - FGM - female genital mutilation comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.
- Faith abuse - belief in witchcraft, spirit possession and other forms of the supernatural can lead to children being blamed for bad luck, and subsequently abused. Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation.
- Fabricated and Induced Illness - fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's

biological mother, exaggerates or deliberately causes symptoms of illness in the child. FII is also known as "Munchausen's syndrome by proxy" (not to be confused with [Munchausen's syndrome](#), where a person pretends to be ill or causes illness or injury to themselves).

- Domestic Abuse - any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional. This definition has also been updated to include teenage relationship abuse.
- CSE - 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.
- Hate crime - a crime, typically one involving violence, which is motivated by prejudice based on race, religion, sexual orientation, or other grounds.
- Trafficking - the United Nations defines **human trafficking** as the recruitment, transportation, transfer, harbouring, or receipt of persons by improper means (such as force, abduction, fraud, or coercion) for an improper purpose including forced labour or sexual exploitation.
- Gender-based violence - the term used to denote harm inflicted upon individuals and groups that is connected to normative understandings of their gender.
- Substance Abuse – a pattern of harmful use of any substance for mood-altering purposes. "Substances" can include alcohol and other drugs (illegal or not) as well as some substances that are not drugs at all.
- Gang and Youth violence - refers to violence occurring between youths (ages 10-29) and includes acts that range from bullying and physical fighting, through to more severe sexual and physical assault including homicide.
- Peer on peer abuse - peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age, where everyone directly involved in peer-on-peer abuse is under the age of 18.
-
- Sexting - when someone sends or receives a sexually explicit text, image or video.

This handbook is produced with thanks to UK Youth, whose Safeguarding Policy and Procedures booklet was useful in bringing together our thoughts.



INDEX

Abuse	12, 19
Abuse of trust	14
Allegations	15, 16, 17, 18
Anti- Bullying	19
Behaviour	19
Chief Executive Officer	5
Child Protection	4,
Code of Conduct	14
Communication	8
Computers	9
Concerns	13, 14
Consent forms	11, 22
Copyright	11
Deputy Designated Safeguarding Lead	2, 7
Designated Safeguarding Lead	2, 6, 7, 12
Designated Trustee	5
Disclosures	7, 14
DSB checks	6, 7
Egress	14, 23
Eligible posts	7
Email	10
Extremism	13
Guidance for Safer Working Practice	8
Health and Safety	15
Incident report form	23
Internet/digital and social media	9, 10
Key posts	7
Line Managers	7
Lone Working	8
Managers	7
Media Permissions	11
Online	9
Peer to Peer abuse	19
Personal details	12
Personal Social Networking	10
Photographs	9
Photography	11
Policy	4
Prevent	13
Procedures	7
Professional Boundaries	8, 9
Radicalisation	13
Referrals	10
Relationships with participants	14
Safeguarding	4, 17, 20
Safer Recruitment	7, 8
Social Networks	9
Training	8
Trustees	5
Videography	11
Whistleblowing	15
Workforce	7
Working Alone	8

SAFEGUARDING

What you need to do to safeguard young people, and adults at risk

I am in a school

I am in a TMW studio

I am in a participant's home or online with them

Make sure person to be safeguarded is safe (if not call 999)

Report to the school's DSL (designated safeguard lead)

Report to TMW DSL/DDSL in person or on phone

Report to TMW DSL/DDSL by phone

Report to TMW DSL by phone

If you can't get hold of TMW DSL - report to a TMW director

If you can't get hold of TMW DSL - report to a TMW director

Submit safeguarding incident report in Patronus

- **Have I taken the participants full name & date of birth?**
- **Are the details of the person up to date on Upshot?**
- **Is the participant safe?**
- **Have I referred to social services / police if there is an immediate risk of harm?**