

Safeguarding Policy

October 2017

Our safeguarding policy

This policy applies to all staff, volunteers and others working on behalf of **face the music**. Content is based on guidance documents from NSPCC and Scottish Government.

The purpose of this policy:

- To protect children, young people and vulnerable adults who receive our services.
- To provide staff and volunteers with the principles that guide our approach to safeguarding and child protection.

face the music believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote everyone's welfare and to keep each person safe. We are committed to practise in a way that protects each person.

Definition of a Child

In terms of Part 1 of the Children (Scotland) Act 1995, a child is generally defined as someone under the age of 18.

Definition of a Vulnerable Adult at risk

Adults, aged 18 and over, who:

- are unable to safeguard their own well-being, property, rights or other interests;
- are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Legal framework

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

- Children (Scotland) Act 1995
- Protection of Children (Scotland) Act 2003
- Children and Young People (Scotland) Act 2014
- Additional Support for Learning (Scotland) Act 2004
- Protection of Vulnerable Groups (Scotland) Act 2007
- Adult Support and Protection (Scotland) Act 2007
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences (Scotland) Act 2009
- Protection of Freedoms Act 2012

This policy should be read alongside our other policies and procedures.

We recognise that:

- The welfare of each child, young person and vulnerable adult is paramount.
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children and adults 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, vulnerable adults, family members, carers and other agencies is essential in promoting each person's welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to, and respecting them.
- Appointing a designated safeguarding officer.
- Adopting child protection and safeguarding 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, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, vulnerable adults, their families, staff and volunteers via leaflets, posters, one-to-one discussions.
- Using our safeguarding procedures to raise concerns and relevant information with agencies who need to know, and involving children, young people, parents, vulnerable adults, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.

- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details

Designated safeguarding officer: Ed Muirhead - 07948 504 355 / ed@facemusic.co.uk

CEOP - ceop.police.uk

NSPCC Helpline - 0808 800 5000

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

Last reviewed: 3 Oct 2017 Signed: 