

Safeguarding Policy Pack

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1. Introduction

This policy aims to deal with all Safeguarding issues relevant to Moor To Sea's current work and Staffing. We will regularly update all policies when changes in engagement or circumstance require so, in addition to 6 monthly general updates.

Moor To Sea is committed to practice which protects children and adults from harm. Volunteers and staff in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

1. We believe that all children, young people (CYP) and vulnerable adults, irrespective of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background have the right to be protected from abuse and that their welfare is of paramount importance.
2. We acknowledge our duty of care and undertake to engage in safeguarding and child protection procedures and protocols that are compliant with current legislation (Children Act 1989 & 2004) and best practice as set out in national guidance Working Together to Safeguard Children 2013.
3. We seek to build a protective culture that puts the interests of CYP first; helps them feel confident that if they have a concern, someone will listen to them and take them seriously.

2. Safeguarding Policy Statement

Moor to Sea has a vision to create communities where power is shared, difference is valued and creativity, music and the arts are how we understand ourselves. Our mission is to make it possible for people to find and make music that speaks to them. To grow musical landscapes together. We support people to connect, co-create and find a voice through Music. We provide musical opportunities and experiences which encourage and nurture connection and which build trust and understanding across differences. As a collective of socially engaged artists, we are all an active part of the change we seek to make. We believe in the power of the Collective; that collaboration, diversity, co-design and working together inclusively are how we co-create sustainably for the benefit of all!

The purpose of this policy statement is:

- to protect children and young people who receive Moor To Sea Music's services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Moor To Sea Music, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework: This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation is available from nspcc.org.uk/learning.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes
- confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, 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 our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

3. Understanding Safeguarding Responsibilities

All staff (practitioners or freelancers working alongside people) have to complete Level 2 safeguarding training to draw attention to signs of abuse and minimising risk and to have an understanding of when and how to report concerns.

All will be required to provide a recent enhanced DBS Certificate or obtain an enhanced DBS Certificate.

Safeguarding is covered at induction along with the importance of understanding and following a Moor to Sea ethos as is laid out in Moor to Sea Best Practice /Code of conduct. Following a social model approach and being active reflective practitioners enables active, supported discussion between all facilitators and support workers, highlighting safeguarding within every session.

Training & Supervision

Checks are only part of the process to protect children and young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Effective management will be provided for staff through regular supervision, support and training. Moor to Sea will seek out training opportunities for all staff members to ensure that they are able to recognise the signs and symptoms of possible abuse and neglect and are aware of the guidelines for making referrals.

All staff will be given regular opportunities to give and receive feedback, in order to identify training needs and set new goals. A Moor to Sea 'What I need to be my best' is completed and read by all individuals.

Further information on how recruitment integrates with our safeguarding policy is covered in our *Safer recruitment policy*.

Working with Partners

Moor to Sea Partnership contracts clearly outline where responsibilities fall (e.g. when working alongside School our Safeguarding officer would liaise directly with the School who would Lead) and also how both partners achieve best practice.

Often our work is delivered in partnership with statutory or large-scale voluntary sector agencies (for example Youth Services), in their premises and under the supervision of their staff. As we are required to abide by the policies and procedures of commissioning or host agencies, Moor to Sea will employ our processes in parallel.

For additional information on minimising risk - please refer to health and safety policy, code of conduct, and risk assessment forms.

4. Role of Designated safeguarding Lead& Deputy

Moor To Sea has agreed to have designated persons responsible for dealing with allegations or suspicions of abuse.

The role of that person is to:

- receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it
- assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- make a formal referral to a statutory child protection agency or the police without delay

The designated persons will be aware of the local statutory Safeguarding network, the role of the Local Safeguarding Board and the existence of local child protection procedures.

The designated persons will be aware of the relevant contact numbers and addresses of the statutory agencies in Torbay. If concerns arise, for example when away on a camping trip, contact should be made with local agencies whose details will be in the phone directory. Social services departments have an out-of-hours duty team who can be contacted at any time.

Moor To Sea will ensure that designated persons receive Group 5 Child Protection Training. Moor To Sea's designated Safeguarding Officer is **Rachel Thame** - 07816 848239 Deputy designated Safeguarding Officer is **Claudia Blandon** - 07742 069992.

In the organisation's website, the titles of Designated Safeguarding officer will be added to Rachel Thame's profile along with her email address (info@moortoseamusic.org.uk). In the organisation's website, the title Deputy Safeguarding Officer will be added to Claudia Blandon's profile along with her email address (claudia.blandon.z@gmail.com).

5. Procedures for dealing with Disclosure or Concern

Safeguarding procedures for all employees:

If an employee is informed about or concerned about the abuse of a child, young person, or adult at risk, they must take the following steps:

- Always place the child or adult's welfare and interests as the paramount consideration.
- Make safeguarding personal using a person-led and outcomes-focused approach. Employees must talk with the child, young person, or adult at risk about how best to respond to their safeguarding situation in a way that enhances their involvement, control, and choice throughout the safeguarding process.
- Listen carefully and actively to the person - at this stage, there is no necessity to ask questions. Let the person guide the pace and remember their ability to recount an allegation will depend on age, culture, language and communication skills, and disability.
- Do not show shock at what is being said. This may discourage the child or adult from talking, as they may feel you are unable to cope with what they're saying, or perhaps that you're thinking badly of them.
- Do not investigate. If anything needs to be clarified in order to understand the safeguarding risk, ask clear, open questions:
 - Do use the TED rule: tell, explain and describe
 - Do ask 'what, when, who, how, where' questions
 - Do ask 'do you want to tell me anything else?'
 - Do not ask any 'why' questions as these can suggest guilt or responsibility.
- Remain calm and reassure the person that they have done the right thing in talking to a responsible adult.
- Never promise to keep a secret or confidentiality. Moor To Sea Music works within wider statutory systems and must collaborate in order to effectively support and care for children, young people, and adults at risk. It is important that this fact, and its implications of transparency and reporting, are emphasised in early and ongoing conversations.
- Ensure the child or adult at risk understands what will happen next with their information.
- Record/write down the disclosure as it was told to you. Use the person's own words and note names, dates, places. Use a body map if appropriate.

If the person disclosing is a child, employees have a duty to ensure that the information is passed on in order to keep the child safe.

If a child requests confidentiality, employees must explain Moor To Sea Music's requirements, for example, 'I'm really concerned about what you have told me and I have a responsibility to ensure that you are safe'.

If the person disclosing is an adult, employees have a duty to pass on information if someone is at immediate risk of harm, and to encourage and support the adult to share information and seek support.

Employees must ask for the adult's consent to take up their concerns. If the adult does not agree, or if employees do not believe that the adult has capacity to make a decision about consent, they must consult with DSL and refer to mental capacity act for guidance.

In both cases, information recorded needs to be:

- **Date and time of disclosure**
- **As accurately as possible details of the disclosure**
- **Any information required on body map**
- **Actions taken**

Information needs to be shared with Moor To Sea's Safeguarding Lead as a matter of urgency within 48 hrs. If urgent action required, call 999.

Reporting concerns:

Report concerns directly to DSL, verbally or in writing.

If DSL not available, report to deputy SL

As Directors, DSL and deputy SL will report to holding organisation if specified in partnership agreement. If Moor To Sea hold safeguarding responsibility, reporting will go directly to LADO or MASH Or in emergency 999

Record keeping

Records on safeguarding issues kept by Moor to Sea will be in Password protected folder on our secured GoogleDrive, accessed only by DSL and Deputy SL

This includes, concerns, any reporting or actions taken and outcomes.

Referrals

Where necessary, the Designated Safeguarding Officer will make a referral to the relevant agencies.

- Children's Services - 01803 206281 (Torbay) 01803 763500 (Devon)
- Out of hours service - 01803 524519 (Torbay)
- Police - 08452 777444 or 101
- NSPCC Helpline - 0808 800 5000
- Childline - 0800 1111

The arrangements for how different agencies work together to safeguard children has changed. As part of these changes, Local Safeguarding Children Boards (LSCBs) will be replaced.

Under the new legislation, it is the three safeguarding partners who must make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs. The three safeguarding partners are:

- The local authority
- A clinical commissioning group for an area within the local authority
- The chief officer of police for a police area in the local authority area

Local Authority Designated Officer LADO

<https://www.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children> is link for contacting LADO service in Devon

The LADO for Torbay Council is Ivan Sullivan

To talk to a Local Authority Designated Officer, please call 01803 208541

<http://torbaysafeguarding.org.uk/workers/managing-allegations/>

6. Moor to Sea Codes of Conduct

Safeguarding Children:

1. We will endeavour to safeguard children by:
 - adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
 - sharing information about child protection and good practice with children, parents and carers, staff and volunteers
 - sharing information about concerns with agencies who need to know, and involving parents and children appropriately
 - following carefully the procedures for recruitment and selection of staff and volunteers and including the following statement in our website: 'we believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. At M2S Safeguarding protocols strongly guide recruitment practices.'
 - providing effective management for staff and volunteers through supervision, support and training

2. Members must:
 - treat all children and young people with respect
 - provide an example of good conduct you wish others to follow
 - ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
 - respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
 - remember that someone else might misinterpret your actions, no matter how well intentioned
 - be aware that even physical contact with a child or young person may be misinterpreted
 - recognise that special caution is required when you are discussing sensitive issues with children or young people
 - challenge unacceptable behaviour and report all allegations /suspicions of abuse

Safeguarding Adults: Code of Conduct

- Moor To Sea work in and with the community on a range of projects. As described in our equal opportunities policy we aim to 'challenge discrimination in all areas of our organisation' As such our work may involve those "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"

- In order to support the vulnerable adults who work, volunteer and engage with Moor To Sea's work we want to support their wellbeing as part of our safeguarding policies & procedures.

- Reflective practice, supervision, group and individual support are key elements of Moor To Sea's work practice and we will use these and our Safeguarding children referral process to support vulnerable people appropriately.
- **No Secrets Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse** will be used to reference and support our practice.

7. Managing Allegations Against Staff and Volunteers

In the case of Moor To Sea receiving an allegation that a volunteer or member of staff who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

You should contact the Duty Local Authority Designated Officer (LADO) as detailed above

Guidance on what to do when reporting an allegation that has been made against your staff or volunteers can be found

[Allegations against people who work with children](#)

[Guidance on what to do when reporting an allegation that has been made against your staff or volunteers.](#)

For further details on the process for reporting allegations please view the [South West Child Protection Procedures](#)

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

This policy was last reviewed: June 2024 by Claudia Blandon

This policy is due for review: June 2025

Safeguarding Concern/Incident Form

Name of the person completing this form:	Your/their role within the organisation:	Name of the person reporting this concern/ incident, if different from the box on the	
Full name(s) and age of young person /vulnerable adult concern/ incident relates to.	Who have you verbally reported this concern/incident to?	Were there any witnesses to this incident/concern?	If yes, please record their names here:
Please provide details of the incident or concerns you have, including times, dates and other relevant information (such as description of injuries / whether you are recording fact, opinion or hearsay):			

[Empty text area for account]

The child, young person or vulnerable adult's account, if it can be given, of what happened and how:

[Empty text area for account]

Have you spoken to the Parents / Carer / Yes No	If yes, please provide details of what was said:	Have you spoken to e.g. enabler/support worker Yes No	If yes, please provide details of what was said:
Have you spoken to the child, young person or vulnerable adult? Yes No	If yes, please provide details of what was said:	If there is an allegation, have you spoken to the person the allegations are being made against: Yes No If no, please do not	If yes, please provide details of what was said:
Please provide details of further action taken to date, tick which and complete details required			
Concern recorded	Shared with involved adults/organisations	Reported to MASH	Police called
Shared with?	Details	Date and time call, named contact	Date and time call, named contact

Any further information related to this incident or concern not covered by this form:

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Signed

Date

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