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SAFEGUARDING POLICY

1. Introduction

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

2. Scope and Application of the Policy

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

3. Policy Statement

Music Prescription believes that everyone has the right to live free from abuse, and safeguards against poor practice, harm and abuse. We will prevent abuse through close engagement, monitoring of the environment and increasing awareness of employees and customers. Where abuse is suspected or identified we will report the concern immediately and work with other agencies to support our customers and employees through the process. We will learn from each report and change our practices where we identify improvements.

4. Legal/Regulatory Context

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

- Care Act 2014
- The Human Rights Act 1990
- Health Act 1999
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006

- Children Act 2004
- Working together to safeguard children – March 2013 – Government Guidance
- The misuse of drugs Act 1971
- The misuse of drugs Regulations 1985

5. Music Prescription Approach

Music Prescription's approach to safeguarding follows the government's stated principles:

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

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

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

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

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

Accountability. The roles of all agencies are clear to us, together with the lines of accountability. Workers and volunteers understand what is expected of them and others. We recognise our responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

Safeguarding Lead:

The Safeguarding Lead (REDACTED) is responsible for:

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

Recruitment

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

Training

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

Awareness.

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

Joint Working

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

Risk Management

Music Prescription has a duty to the wellbeing of customers and aims to prevent abuse where possible. Due to the nature of the work Music Prescription does it uses venues that are owned and run by other

agencies. Music Prescription will carry out specific Risk Assessments for each project they are involved in.

Recording & Reporting

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

Procedure

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

Confidentiality

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

See GDPR Policy

Equality and Diversity

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

Author

This policy is owned by Music Prescription

Review Process

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



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SAFEGUARDING CHILDREN IN A DIGITAL WORLD - E-SAFETY POLICY

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Organisation

Name of Organisation: Music Prescription

Policy Statement

We recognise that the welfare of all children is paramount and that all children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

We promote the highest standard of safeguarding practice in all our activities with children, young people, their families and/or carers. We

will adhere rigorously to this policy in all aspects of our work when anyone in our organisation is accessing any form of digital or electronic communication, including the internet, mobile phones, games, photography, videos. This policy should be read in conjunction with our Safeguarding Children and Young People and Photography Policies

Lead and Deputy Person for E-Safety

The responsibility of managing E-Safety can be both demanding and challenging, and therefore must be appointed to personnel who are available when we are operational.

Our lead is:

Name: REDACTED

Contact details: REDACTED

Their role is to oversee and ensure that our E-Safety policy is fully implemented. This includes ensuring they and all staff receive E-Safety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. He/she will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made available to all adults, children, young people and parents/carers by staff Policies and Procedures Handbook.

Why do we need an E-Safety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school. In addition to research for homework, the majority use social networking sites including bebo, MySpace, Facebook; along with playing games such as RuneScape and downloading music and videos from sites such as Lime Wire.

Also in the light of the Coronavirus, Covid-19 pandemic, online meetings and workshops have become an essential means of communication through such platforms as Zoom and Teams.

Recent Child Exploitation & Online Protection Centre (CEOP) research in 2007 with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new "friend" from the internet for real, 25% of whom had met

that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age.

Government guidance is clear, that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

“All agencies providing services to children have a duty to understand E-Safety issues, recognising their role in helping children stay safe online while also supporting adults who care for children”

Safeguarding Children in a Digital World, BECTA 2007; 02.1

Our E-Safety Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

1. Use the internet and other forms of communication in a sensible and polite way.
2. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Seek permission if I want to use personal information or take photographs of other people.
4. Report any concerns to the lead or deputy person for E-Safety immediately.
5. Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person.

What are the risks?

There are many potential risks for children and young people including:

- Accessing age inappropriate or illegal websites.
- Receiving unwanted or upsetting text or e-mail messages or images.
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.

- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video or even homework cheat material.

What else might be of concern?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing on-line.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile or Personal Data Assistant (PDA) for long periods and at all hours.
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.

An adult who:

- befriends a child/children on the internet or by text messaging.
- has links to children on their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I'm concerned?

If you have any concerns, speak to the lead or deputy person for E-Safety immediately. He/she will take the following action(s).

Contacts for referring

If the concern is about:

- A child in imminent danger, **ALWAYS DIAL 999 FOR THE POLICE.**
- A safeguarding concern about a young person or a disclosure by a young person of -abuse happening or likely to happen to them or another young person (under 18) contact Customer First on 0808 800 4005 who will contact and pass on to the appropriate department or person within SCC or Social Services to follow up the concern.
- The welfare of a child, ring Customer First on 0808 800 40045 who will follow up the concern.
- A known person's sexual behaviour or intentions ring the Local Children's Social Care Services.
- A person who has a "duty of care" in the organisation, ring the Local Children's Social Care Services. The Local Authority Designated Officer (LADO) will oversee and advise upon what to do next.
- An unknown person's sexual behaviour or intentions, report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre).
- Harmful content, including child sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk.
- Follow Musica's Safeguarding Children and Young People Policy and Procedures see Ref: 1 & 3.
- Follow Musica Procedures for managing allegations and concerns about a member of staff or volunteer.

Remember

1. **Do not delay**
2. **Do not investigate.**
3. **Seek advice from the lead or deputy person for E-Safety.**
4. **Make careful recording of anything you observe or are told.**

Other Useful Contacts

NSPCC, Tel: 0800 800 5000

Young people can get help and advice at:

www.childline.org.uk Tel: 0800 1111
www.there4me.com

Advice about concerns including bullying and hacking, visit: www.thinkuknow.co.uk

Technical Advice:

- Contact your local retailer or go online to the phone or software provider.
- Get advice about viruses from www.getnetwise.co.uk
- For mobile problems, contact your phone service provider.

Minimising the Risks

We will:

- Talk to children and young people about what they are accessing online.
- Keep the computer(s) in a general space where we can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how people can be anyone they want to be online, e.g. by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies.
- Encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or webcam to people they know for real.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online “friends” for real.
- Make sure children and young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

References

- “Every Child Matters” DCSF 2003 and subsequent Children Act 2004.
- Children Act 1989
- What To Do if You’re Worried A Child Is Being Abused 2003
(Download from www.dcsf.gov.uk)
- Sexual Offences Act 2003
- Children Act 2004
- Working Together to Safeguard Children 2010
- Local Safeguarding Children Board Policies and Procedures

See all relevant references on the home page of www.safechild.co.uk



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Common Assessment Framework (CAF)

CAF is a tool that any professional working with children, young people and their families can use to help them identify unmet additional needs. It is intended to be used to support the development of relationships with families and early intervention when it is needed.

CAF is used when we alone are unable to meet all the identified needs and it is necessary to refer a child with whom we are working to another agency for support. In some cases, it may be difficult to establish exactly what the needs are, or how those needs will be met.

Consent from family/young person is required. CAF can only be used when the child or young person and family are happy to work alongside professionals to meet the child’s needs.

For more information go to www.suffolkcc.gov.uk/c