

FRONT COVER

Safeguarding Contacts

TMW Designated Safeguarding Lead

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TMW Designated Deputy Safeguarding Leads

Ben O'Sullivan – Mobile: 07803139801 Email: bosullivan@themusicworks.org.uk
Issachar Foster – Mobile: 07482 203927 Email: ifoster@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 426565 childrenshelpdesk@gloucestershire.gov.uk
OUT OF HOURS NUMBER 01452 614194 for use in an emergency

Gloucestershire Safeguarding Children's Executive

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

Local Authority Adult Services

Adult social care helpdesk 01452 426868 socialcare.enq@gloucestershire.gov.uk

Police

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

Local Authority Designated Officer

Nigel Hatton

Please contact Tracy Brooks or Jenny Kadodia on the following number 01452 426320.

NSPCC Helpline

0808 800 5000 help@nspcc.org.uk

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1. Introduction

Safeguarding is **everyone's** responsibility. This handbook enables all Trustees, Board members, managers, staff, freelancers, volunteers 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 how to recognise and respond effectively to abuse and welfare issues. It is therefore essential 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.

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 of our work.

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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 them from neglect, physical, sexual or emotional abuse. In order 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; are checked by the Disclosure and Barring Service 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 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 through the use of risk assessments; and
- Ensure that participants understand our responsibility to safeguard them and how we do this through an information card issued on their introduction to TMW. (See Appendix 1)

3. Responsibilities

3.1 Trustees

The Chief Executive Officer 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:

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- 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 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. In order to do this they have all completed basic safeguarding training.

3.2 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 Lead (**DSL**). The DSL has received enhanced training at Level 3 in order to carry out the role. Currently the DSL is Malaki Patterson. He can be contacted via phone: 07532212462 or email: mpatterson@themusicworks.org.uk

The DSL ensures 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 induction has been carried out before the Workforce member starts work with children, young people and adults at risk.

3.3 Managers

Managers support the DSL with safeguarding and child protection across TMW operations. There are also two Deputy Designated Safeguarding Leads (DDSL) who have received enhanced training in order to carry out the role.

Deputy Designated Safeguarding Leads:

- Support the Designated Safeguarding Lead, carrying out his role if he is 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.

3.4 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 Lead or one of the managers operating as a Deputy Designated Safeguarding Lead. The Designated Safeguarding Lead 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);
- Maintain a list of key posts in each service that will need Enhanced DBS checks (a risk profile);

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- 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;
- For freelancer posts requiring a DBS check, pre-check commencement of employment may be considered under certain circumstances but full strict and close supervision is required by the line management until the DBS check certificate has been returned; and
- 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. The whole Workforce should complete a compulsory introductory online safeguarding course, and this should be repeated every 3 years. Without this training Workforce members cannot begin work. Managers attend a safeguarding briefing every 3 years that enhances their knowledge. The DSL should complete level 3 training. There is a requirement for this to be refreshed every 2 years.

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 staff, 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. Staff 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.

Working Alone: It may be necessary from time to time for employees 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,

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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 that the activity is taking place, where, to what extent and for how long. The Workforce member must make a formal record of what service was given to the participants. See also the TMW Health & Safety Policy.

Further details are available in the briefing document 'Working alone' which will be made available if working alone is what the Workforce member is commissioned to do.

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 web-page 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 or comfortable to deal with.

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- 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 involving 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 - see 4.3.5 or appendix 5 for how to do this.
- 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.
- 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

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following rules to create a group agreement. The DSL or DDSL will be added as a member of every group in order 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.
- Participants will be issued with guidance as part of their introduction to TMW. (See Appendix 1)

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 (see Appendix 3). The Workforce member who receives this form should photograph it and upload it to the TMW central storage drive. The original form and the photograph 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 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):

- **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. Also self-neglect for adults.

For further types of abuse please see Appendix 3.

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 the DSL 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.

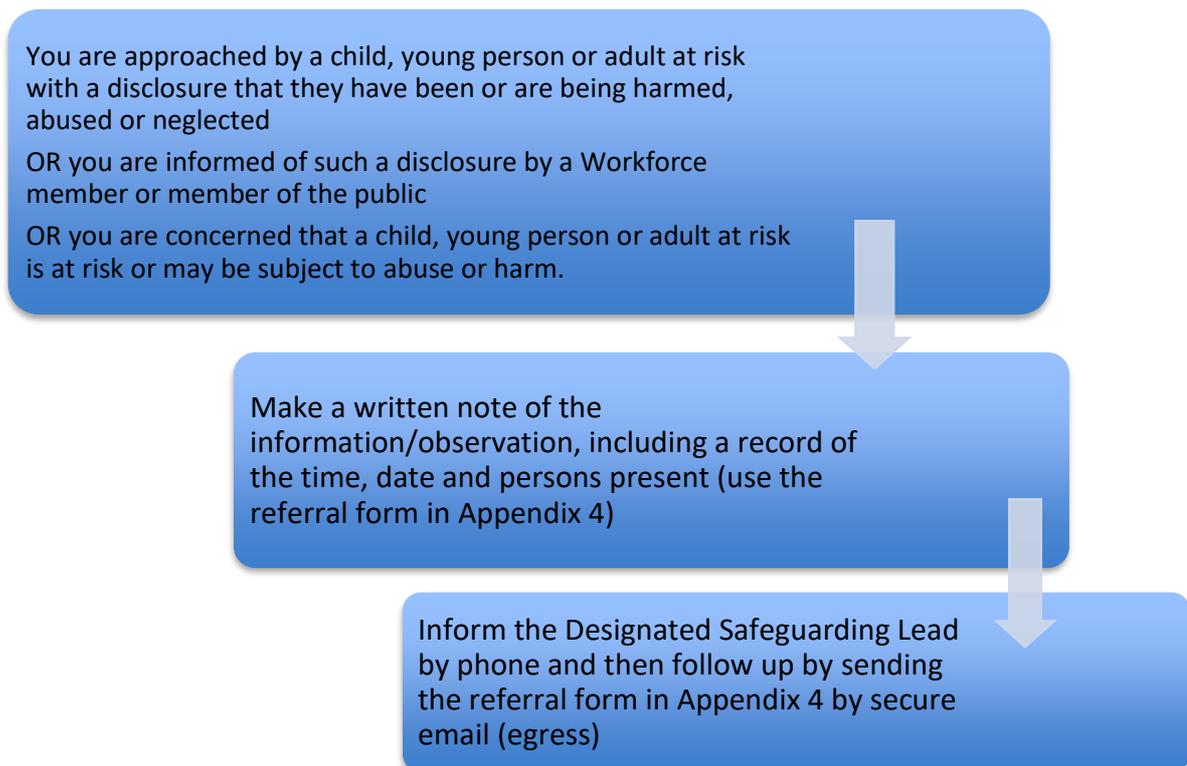
All of the Workforce should complete the PREVENT e-learning provided by the government:
<https://www.elearning.prevent.homeoffice.gov.uk/>

4.3.5 What to do if you have a concern

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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 **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 the DSL as per the process outlined below.



The DSL will follow up referrals once received and determine the course of action. If appropriate this will be shared with the member of the Workforce who has referred it.

4.3.6 Workforce Code of Conduct

Abuse of Trust: The Workforce have 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 (*whether they are in receipt of a specific intervention or as a commercial participant*) 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/ Digital and online safety 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 questions a Workforce member's suitability to work with children, young people or adults at risk.

Behaviour: TMW acknowledges that any behaviour, such as discrimination and harassment, that 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.

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 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, through the TMW website contact page or directly to the Trustee for Safeguarding:

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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.



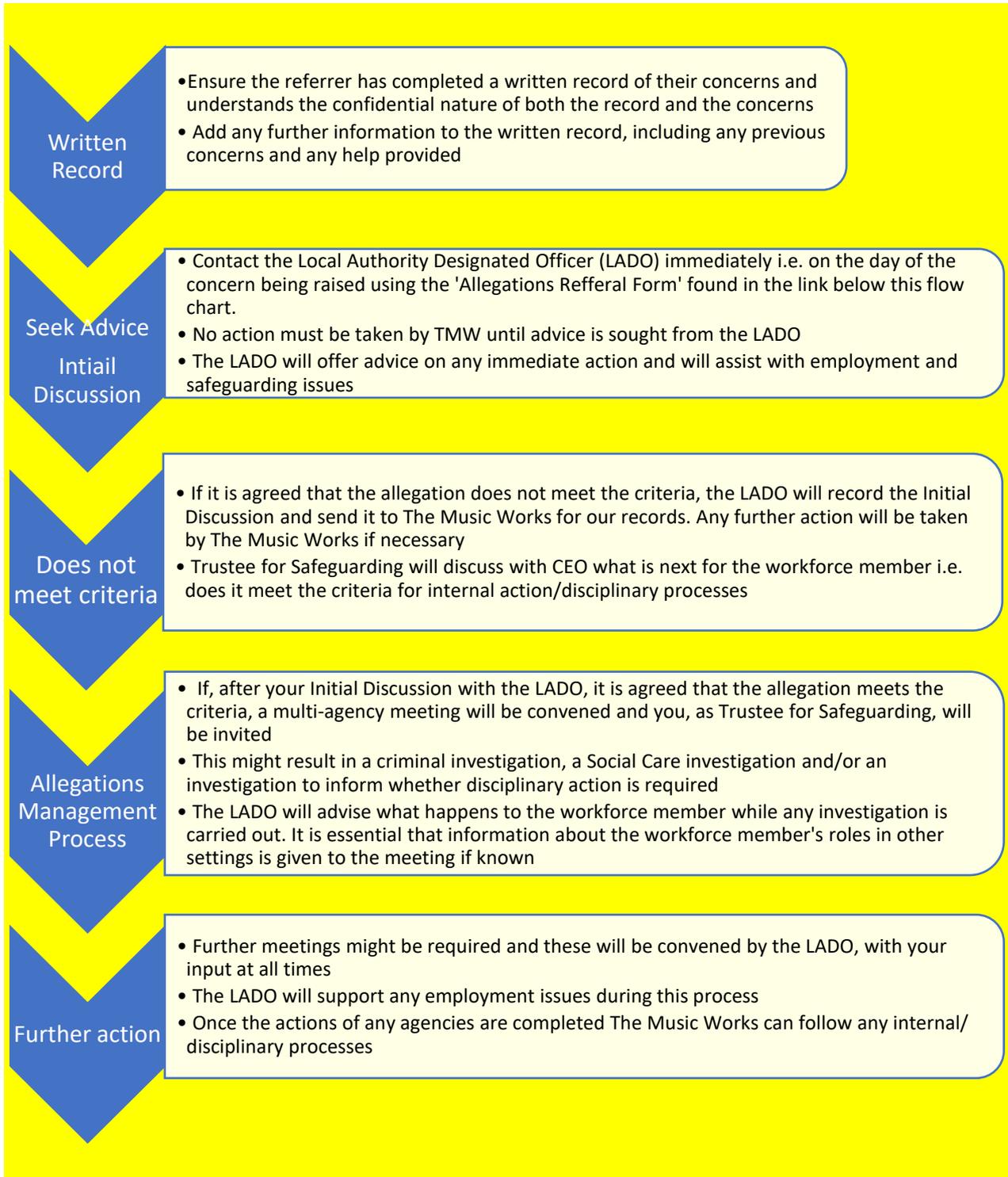
Report your concerns immediately to Stuart Cairns (Trustee for safeguarding) scairns@themusicworks.org.uk



In all situations you will need to provide an outline of your concerns in writing. 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?:

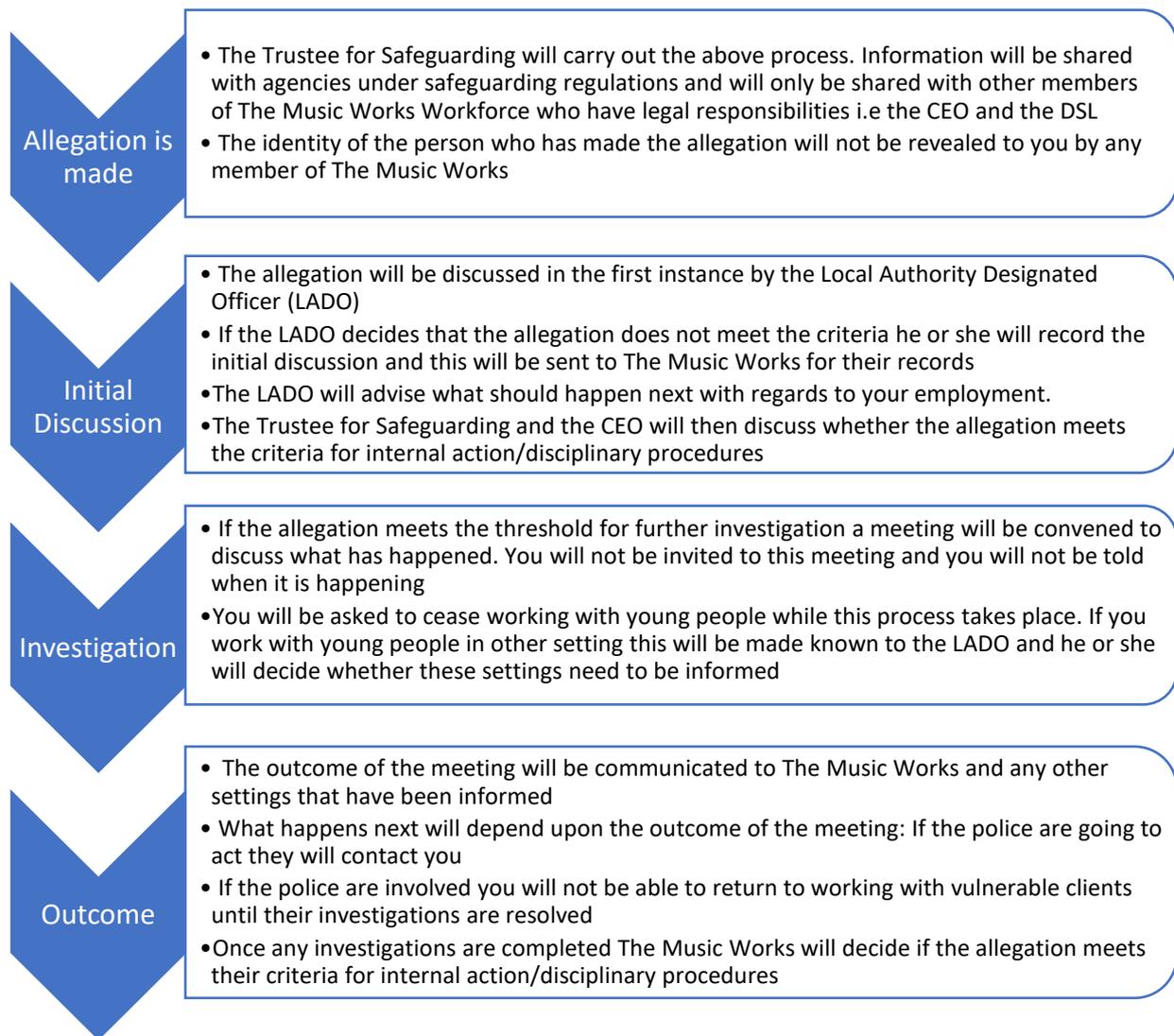


The 'allegations referral form' can be [found here](#).

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Further information on the Allegations Management process can be found in this Government Document: [Working Together to Safeguard Children 2015 and the South West Procedures.](#)

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.

Peer on peer/child to 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 – Participant Safeguarding Introductory Information Card

The Music Works – What we can do for you

We aim to support you on your creative musical journey. However you participate in our services, we also aim to keep you safe (safeguarding).

To keep you safe we have dedicated workers who will work with you. You can talk to anyone from The Music Works if you are worried or scared. If you want to talk to someone and you don't know who to talk to you can talk to our Designated Safeguarding lead Malaki Patterson on phone:07532 212462 email:mpatterson@themusicworks.org.uk

Online safety is important to us too, so anyone who works for us will make sure that any online groups you join are safe. They will not be able to be your friend on Facebook, or follow you on twitter or Instagram.

Appendix 2 – 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

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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.

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- Hate crime - a crime, typically one involving violence, that is motivated by prejudice on the basis of 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.

Appendix 3 Consent forms, including self-referral & media consent form

The self-referral form for participants can be found here:

<http://www.themusicworks.org.uk/booking-form/>

Media consent form: This can be found on our website home page:

<http://www.themusicworks.org.uk/>

Scroll to the very bottom of the page and click on consent form

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Appendix 4 Safeguarding Incident Report Form

If a child, young person or adult at risk is at immediate risk, or you are not sure of what response is required, please phone the DSL or DDSL on 07532212462 or 07868741399

Your name:	Date:
Your contact details:	Your role @ TMW:
Child, young person, or adult at risk's name:	
Child, young person, or adult at risk's contact details:	
Record of concern:	
DSL/DDSL Receiving concern:	Date:
Record of Action:	
Record of Outcome:	

Please complete this form and then copy and paste into email for the Designated Safeguarding Lead mpatterson@themusicworks.org

As these emails contain personal data it is essential that the email is sent via egress. Egress can be found via this link where you can sign in to your account or set up a free account if you do not already have one.

<https://switch.egress.com/ui/signin.aspx?returnUrl=https%3a%2f%2fswitch.egress.com%2fu%2fadmin%2fdefault.aspx>

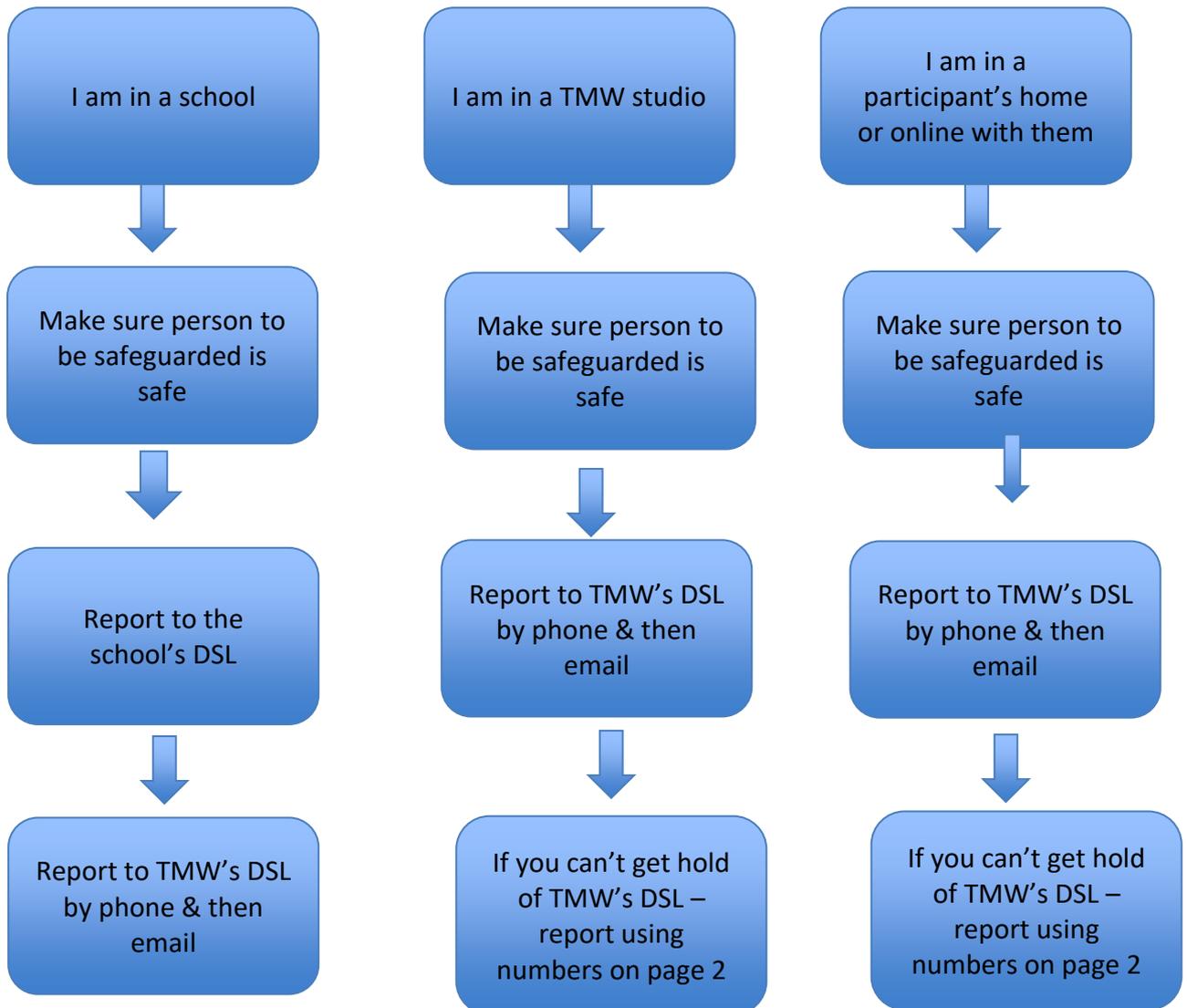
This handbook is produced with thanks to UK Youth, whose Safeguarding Policy and Procedures booklet was useful in bringing together our thoughts.

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



Check

Have I taken the participants full name & date of birth?

Is the participant safe?

Have I reported to the DSL at school if that is where I am working?

Have I reported to The Music Works DSL?

Have I referred to social services/police if there is immediate risk of harm?