



## **SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY**

### **The purpose and scope of this policy statement**

MusicSpace works with children & young people and families as part of its activities. These include providing music therapy sessions for children & young people both at our centre in Bristol and in a range of other locations in the region.

### **The purpose of this policy statement is:**

- to protect children & young people who receive services from MusicSpace. This includes the siblings of children who receive our services and the children of adults who use our services
- to provide parents, staff & volunteers with the overarching principles that guide our approach to child protection

This policy statement applies to anyone working on behalf of MusicSpace including paid staff, sessional therapists, volunteers, music therapy students and the board of trustees.

### **Legal framework**

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

- Working together to safeguard children (Department for Education 2018)
- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017
- United Convention on the Rights of the Child 1991
- General Data Protection Regulation
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations, which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Children & Families Act 2014
- The Care Act 2014 Care & Support Statutory Guidance (updated 2016)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018

### **MusicSpace recognises that:**

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal 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/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers 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
- Developing and implementing an effective online safety policy and related procedures
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Using our procedures to manage any allegations against staff and volunteers appropriately
- 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
- Recording and storing information professionally and securely

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures including:

- Procedures for responding to concerns about a child or young person's well-being
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff and volunteers
- Safer recruitment policy and procedures
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Online safety policy and procedures for responding to concerns about online abuse
- Photography and image sharing guidance
- Child protection records retention and storage policy
- Whistleblowing policy
- Online working

This information can be found in the following documents:

- MusicSpace Core Policies
- MusicSpace Staff Handbook
- MusicSpace HR Policies

### **MusicSpace Practice, Responsibilities & Procedures**

MusicSpace will:

- Maintain a clear commitment to the importance of safeguarding and protecting children's welfare
- Make available a clear statement of MusicSpace employee's and volunteer's responsibilities towards

children

- Demonstrate a clear line of accountability within MusicSpace for work on safeguarding and protecting the welfare of children
- Show that service development takes account of the need to safeguard and promote welfare and be informed, where appropriate, by the views of children and families
- Maintain regular staff training on safeguarding and promoting the welfare of children
- Demonstrate safe recruitment procedures

### **A commitment to the importance of safeguarding**

To ensure commitment at Senior Management level, three officers will be identified who will champion the importance of safeguarding and promote the welfare of children throughout the organisation. This will normally be the Director of MusicSpace (MS) a member of the Board of Trustees (Kim Smith) and a Senior MusicSpace Music Therapist (JD). They will:

- have a sound working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of children
- be responsible for communicating to all staff and volunteers the importance of safeguarding and promoting the welfare of children
- hold therapists and other staff to account for the contribution of their services to safeguarding and promoting children's welfare through regular monitoring
- ensure staff have effective working relationships with other agencies in order to safeguard and promote children's welfare
- identify and organise training needs of staff and volunteers and communicate these to the management team
- ensure that safeguarding discussions are included within clinical supervision sessions for the therapists

### **A clear statement of MusicSpace employees' responsibilities towards children is available for all staff**

MusicSpace will ensure that all therapists and other staff and volunteers have a clear understanding of their individual responsibilities for safeguarding and promoting the welfare of children, and know what action should be taken if they have concerns about the safety or welfare of a child. These arrangements will be set out as an appendix and include:

- ensuring that all staff are aware of a contact number or person (the service designated officer) who should be contacted for advice or to make a referral to when there are concerns about a child's welfare or safety
- incorporating staff responsibilities for safeguarding and promoting the welfare of children into the service plans
- fostering a culture of openness and shared communication where staff are actively encouraged to express any early concerns about the welfare of a child.

### **A clear line of accountability within MusicSpace for work on safeguarding and protecting the welfare of children**

MusicSpace has appointed two named officers at Senior Management level and a deputy officer who are able to offer advice to staff if they have concerns about a child's welfare.

### **Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families**

MusicSpace will consider:

- the impact of music therapy on children's safety and welfare

- how children are to be kept safe whilst using services, for example, considering health and safety regulations and ways in which existing services can be improved
- how the views of children and their families might be sought with regard to planning services in the light of all safeguarding procedures and their development

### **Staff training on safeguarding and promoting the welfare of children**

In exercising its responsibility towards safeguarding and promoting the welfare of children, MusicSpace will ensure that:

- all staff (including volunteers) working or in contact with children and families participate regularly in relevant training tailored towards their individual roles
- therapists are kept up to date with changes in statutory requirements
- Staff will be made aware that local safeguarding procedures can be accessed on the internet at <https://www.proceduresonline.com/swcpp/> (Bristol Children Safeguarding Board) & through an online app NHS Guide Safeguarding
- training helps staff understand both their own roles and responsibilities and those of other professionals and organisations for safeguarding and promoting the welfare of children
- training enhances staff awareness of race, culture and disability and the impact they have on family life

All MusicSpace employees working directly with children will be required to attend level three safeguarding awareness training courses. Training needs to be updated every three years. MusicSpace will ensure that the training meets the requirements of statutory guidance. Appropriate documentation will record what training has been received.

### **Safer recruitment**

MusicSpace has policies and procedures in place to help prevent unsuitable people from working with children. Safe recruitment means thoroughly scrutinising information provided by applicants and referees; taking up and satisfactorily resolving any discrepancies or anomalies; verifying identity through DBS checks and any academic or vocational qualifications; obtaining independent professional and character references; checking previous employment history and experience and that a person has the health and physical capacity for the job; and carrying out a face to face interview that explores the candidate's suitability to work with children as well as their suitability for the post.

All MusicSpace therapists must be registered with the Health and Care Professions Council and have their own Professional Indemnity Insurance.

All staff who are recruited to work with children or likely to have access to children within their work environment or in the course of carrying out their role, will be vetted during the recruitment and selection process to ensure that there are no known causes for concern. All offers of employment where the post holder will be working with (or have contact in the course of their work with) children and young people will be subject to the appropriate level of checks through the Disclosure and Barring Service. These checks will be reviewed and updated as necessary.

**Contact details:****Nominated child protection lead:**

Name: Michele Scott

Contact: T: 0117 9531731

E: [director@musicSPACE.org](mailto:director@musicSPACE.org)

**Deputy child protection lead:**

Name: Julia Dunn

Contact: T: 0117 9531731

E: [julia.dunn@musicSPACE.org](mailto:julia.dunn@musicSPACE.org)

**Senior lead for safeguarding and child protection:**

Name: Kim Smith

Contact: T: 0117 9531731

E: [trustees@musicSPACE.org](mailto:trustees@musicSPACE.org)

Bristol Social Services Emergency Duty Team (out of hours) 01454 615 165

Child Exploitation & Online Protection Centre (CEOP): [www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline: 0800 800 5000

**Monitoring and review**

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

The policy was last reviewed on: 28/9/21

Signed:

**D England**

Chair of MusicSpace

Date of next review: 9/22



## SAFEGUARDING VULNERABLE ADULTS POLICY

**This policy will enable MusicSpace to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. MusicSpace acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.**

1.1 The purpose of this policy is to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported
- stop that abuse occurring

1.2 The Policy and Procedures relate to the safeguarding of vulnerable adults, those aged 18 or 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 their care and support needs is unable to protect themselves from either the risk or experience of abuse or neglect

1.3 This policy applies to all staff including paid staff, sessional therapists, volunteers, music therapy students, the board of trustees & anyone working on behalf of MusicSpace.

1.4 The Care Act 2014 replaced the Department of Health's 'No Secrets' Guidance, and set out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse and neglect. This policy and associated procedures are based on the **six principles of safeguarding** (set out in the Act) that underpin all adult safeguarding work.

**Empowerment** "I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens"

**Prevention** "I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help"

**Proportionate** "I am confident that the professionals will work in my interest and only get involved as much as needed"

**Protection** "I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able"

**Partnership** "I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation"

**Accountable** "I am clear about the roles and responsibilities of all those involved in the solution to the problem"

**Making Safeguarding Personal** (2014) is guidance which aims to ensure that safeguarding is person-led and outcome-focused.

2. In order to implement the policy MusicSpace will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well-being of people who do not have the capacity<sup>1</sup> to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

#### **MusicSpace:**

- will ensure that all trustees, staff, volunteers, are familiar with this policy and procedures
- will work with other agencies within the framework of the Bristol Safeguarding Adults Board Policy and Procedures (or other Local Authority, as appropriate),
- will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency,
- will inform service users that where a person is in danger or at risk, or a crime has been committed then a decision may be taken to pass information to an agency with Safeguarding responsibilities (i.e. the Local Authority Adult Social Care or Police) without the service user's consent,
- will pass information to Adult Social Care when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children
- will make a referral to Adult Social Care as appropriate
- will keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies as set out in the local Safeguarding Policy.

The Designated Named Person for Safeguarding Adults in MusicSpace is Michele Scott, Director of MusicSpace T: 0117 9531731 E: [director@musicSPACE.org](mailto:director@musicSPACE.org)

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with: **Safeguarding Adults Multi – Agency Policy June 2019**, which applies across BANES, Bristol City, North Somerset, South Gloucestershire, and Somerset, and **BSAB Guidance for Working with Adults at Risk** which are available at: <https://bristolsafeguarding.org/adults>

### **3. Procedures**

#### **1. Introduction**

MusicSpace provides a music therapy service to people of all ages in Bristol and the surrounding area. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by MusicSpace. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. MusicSpace is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

For services provided outside BANES, Bristol City, North Somerset, South Gloucestershire, and Somerset, MusicSpace will work within the policy and procedure framework of the Local Authority where the service is being delivered.

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1 The presumption in the Mental Capacity Act 2005 (MCA) is that adults have the mental capacity to make informed choices about their own safety and how they live their lives.

## 2. Preventing abuse

MusicSpace is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within MusicSpace will be treated with respect.

Therefore this policy needs to be read in conjunction with the following policies:

- Equality and Diversity
- Volunteers
- Complaints
- Whistle Blowing
- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Recruitment and Selection
- Training and Development

MusicSpace is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This will include DBS enhanced disclosures for staff and volunteers, ensuring references are taken up and the provision of adequate training on Safeguarding Adults.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

The Complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

## 3. Recognising the signs and symptoms of abuse

MusicSpace is committed to ensuring that all staff, the trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. MusicSpace will ensure that the Designated Named Person (Michele Scott) and other members of staff, trustees and volunteers have access to training around Safeguarding Adults.

The Care Act's statutory guidance lists 10 types of abuse. These are:

- **Physical abuse** e.g. hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- **Domestic abuse** e.g. any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse
- **Sexual abuse** e.g. rape, indecent assault, inappropriate touching, exposure to pornographic material, sexual teasing, denial of a sexual life to consenting adults
- **Psychological / emotional abuse** e.g. belittling, name calling, threats of harm, intimidation, isolation, denial of dignity, deprivation of social contact or deliberate isolation
- **Financial or material abuse** e.g. including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits, internet scamming
- **Modern slavery** e.g. human trafficking, forced labour and domestic servitude
- **Discriminatory abuse** e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as the protected characteristics under the Equality Act 2010). Denying access to communication aids, interpreter, signer, or lip reader
- **Organisational or institutional abuse** e.g. regimented routines and cultures, unsafe practices, lack of person-centred care or treatment, misuse of medication
- **Neglect and acts of omission** e.g. including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs. Failure to provide or allow access to stimulation and activity, preventing people from making their own decisions



- **Self-neglect** e.g. neglecting to care for one's personal hygiene, health or surroundings, which includes behaviour such as hoarding. The inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and sometimes to their community

In addition the following should be considered:

- Hate crime- any criminal offence motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation or transgender identity.
- Mate crime- person is harmed or taken advantage of by someone they thought was their friend
- Forced marriage- a marriage in which one or both of the parties is married without their consent or against their will
- Female genital mutilation- where the female genital organs are injured or changed with no medical reason
- PREVENT – Preventing radicalisation to extremism

Detail of these abuses and examples of possible indicators can be found in Appendix 1 of the **Safeguarding Adults Multi – Agency Policy June 2019**

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

All staff working with the person at risk must take a **Think Family** approach and establish whether there are children in the family/household, irrespective of whether they are dependent on care either from the adult at risk or the person alleged to have caused harm.

#### **4. Designated Named Person for safeguarding adults**

MusicSpace has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person for Safeguarding Adults within name of organisation is:

Name of designated person: Michele Scott

Work Telephone number: 0117 9531731

Name of deputy person: Simon Leach

Work telephone number: 0117 9531731

Should either of these named people be unavailable then trustees, staff or volunteers should contact the relevant Local Authority Adult Social Care directly (see 6 below) and inform the Designated Named Person/deputy as soon as possible.

The roles and responsibilities of the named person(s) are:

- to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary.
- to follow up any referrals and ensure the issues have been addressed.
- to consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.

- if appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

## 5. Responding to people who have experienced or are experiencing abuse

MusicSpace recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- **Don't start to investigate or ask detailed or probing questions**
- **Don't promise to keep it a secret**

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened in name of place/file/log where safeguarding adults concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a trustee, staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Adult Social Care. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Adult Social Care and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.

## 6. Reporting a concern

This will normally be carried out by the Designated Named Person/deputy for Safeguarding Adults.

However, if a member of staff or volunteer has immediate concerns about their own or someone else's safety, they must call the Police on **999**. If it isn't an emergency but help is needed fast, call the Police on **101**. Safeguarding referral numbers for each area covered by this policy are:

Bath and North East Somerset	Tel: 0300 247 0201
Bristol City Council	Tel: 01179 222 700
North Somerset Council	Tel: 01275 888 801
South Gloucestershire Council	Tel: 01454 868 007
Somerset County Council	Tel: 03001 232 224

For other areas, MusicSpace will ensure that staff or volunteers know how to access the correct number for reporting.

If it is suspected that an adult in Bristol with care and support needs is being abused or neglected but their health or welfare is not in immediate danger, email Care Direct at [www.bristol.gov.uk/social-care-](http://www.bristol.gov.uk/social-care-)

## **health/report-suspected-abuse.**

A Safeguarding Adults Manager (a Team Manager from Adult Services) will then decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

If the Safeguarding Adults Manager decides the safeguarding process needs to be instigated, this will then lead to the implementation of the next stages of the Bristol Safeguarding Adults Board Multi-Agency Policy and Procedures.

The Designated Named Person will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

## **7. Managing an allegation made against member of staff or volunteer**

MusicSpace will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with Adult Care Direct to discuss the best course of action and to ensure that the name of organisation's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

MusicSpace has a whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.

## **8. Recording and managing confidential information**

MusicSpace is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see MusicSpace's confidentiality policy.

All allegations/concerns should be recorded in name of place/file/log where safeguarding adults concerns will be recorded. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet/ or drawer in the organisation. Access to this information will be restricted to the Designated Named Person and the Finance Administrator.

## **9. Disseminating/Reviewing policy and procedures**

This Safeguarding Vulnerable Adults Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, parents and carers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Vulnerable Adults Policy and Procedures will be reviewed annually by the MusicSpace Board of Trustees. The Designated Named Person for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly

communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

This policy (and accompanying procedures) has been adopted by MusicSpace to promote the safeguarding and welfare of vulnerable adults with whom we come into professional contact. It is intended to clarify roles and responsibilities, raise awareness and reassure staff that there are clear processes in place should they have any concerns, or in the rare event that an allegation is made.

### **Monitoring and review**

MusicSpace is committed to reviewing our policy and good practice annually.

The policy was created in June 2003

### **Signed:**

D England

**Date: 24 May 2022**

**Date of next review:** May 2023