

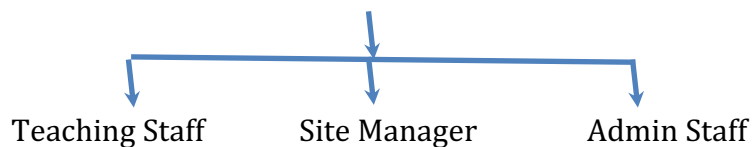


## Safeguarding Policy

*Muswell Young Musicians* strives for the young people who come into contact with the organisation to achieve and thrive, and this is only possible if they are safeguarded from all forms of abuse and neglect. We aim to stop abuse from happening by ensuring that staff take every necessary step to keep children safe in line with relevant national legislation.

### Overall Structure and Responsibilities

Designated Safeguarding Lead / Deputy Safeguarding Lead



All members of staff and volunteers at *Muswell Young Musicians* have a shared and individual responsibility to take every necessary step to protect children from harm, whether it is perpetrated by staff, volunteers, family members of children, members of the public or other children. Staff and volunteers will be vigilant and alert to the common indicators of abuse (see the Recognising Signs of Abuse document in the Staff Handbook) and comply with this policy by reporting any concerns without delay.

Lead statutory responsibility for all matters relating to safeguarding rests with the Designated Safeguarding Lead (DSL), who is the Director of *Muswell Music LLP*, Patxi del Amo. The DSL will make sure that all staff and volunteers have appropriate and up-to-date training in safeguarding and are confident with recognising indicators of abuse and familiar with the relevant reporting procedures. In the event of a safeguarding incident being reported when the DSL is not present, the Deputy Designated Safeguarding Lead (DDSL), *Muswell Music LLP* Director Kate Rattenbury, will step in to deal with the report.

*Muswell Young Musicians* will publish this policy on its website to ensure parents and carers have access to it and understand that the company has a duty to



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report concerns. *Muswell Young Musicians* is committed to working with the procedures of local authorities where children reside, and (in the event of perceived risks in respect to staff or volunteers), to working with the London Borough of Haringey's Children's Services and their designated LADO.

### Procedure

This procedure is a summary of the steps that need to be considered if a child is believed to be at risk of harm or abuse. It is mandatory for staff and volunteers.

- 1) Staff will raise a concern or make a referral regarding an immediate risk by reporting it to the DSL without delay. If the concern relates to the DSL, then it should be raised with the DDSL.
- 2) The person raising a concern will make a factual and accurate written record within two hours of reporting the concern. Where known and relevant, the report needs to include the following information:
  - a. Name and age of the child.
  - b. Date of the incident and date of the concern being raised.
  - c. The source of the information or an account of what was observed.
  - d. An account of the child's disclosure where there is one.
  - e. The name of the DSL it was first reported to.
  - f. Any actions agreed at that point.
- 3) The DSL will sign the written record and report it to the local authority without delay. The DSL may, however, conduct initial fact finding prior to reporting in order to establish the basic facts, but this will never involve asking a child to repeat or discuss their disclosure or allegation.
- 4) In the event of an allegation against a member of staff, the DSL will follow the correct procedure, exercising their judgment to safeguard the child or children involved while upholding the statutory rights of all parties.
- 5) The DSL will ensure secure and appropriate storage of confidential records, away from other files pertaining to the child or family. Access to these records will be strictly limited on a need-to-know basis, and at the discretion of the DSL in consultation with the DDSL, any local authorities involved and (where relevant) the police.
- 6) All subsequent discussions, events and documents will be appended to the original record in chronological order. If *Muswell Young Musicians* or the local authority determine at any point that no further action is required, the reasons for this decision and the names of the people involved in it must also be recorded.

Dated 1/04/2024

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