EVOLVE MUSIC

Safeguarding Policy

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www.evolvemusic.org.uk

Contents

Safeguarding Policy Statement	3
What is abuse?	7
Recruiting, assessing and appointing music leaders, trustees, support staff and volunteers	9
What to do if someone reports abuse to you or you spot signs of harm	13
What to do if you think someone is in immediate danger	15
What do Safeguarding Officers do?	18
Making sure children and vulnerable adults are safe in sessions	20
Photography and filming	23

Evolve Music Safeguarding Policy Statement

Evolve Music Safeguarding Policy Statement

Evolve Music is a community music charity working across the South West.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Evolve Music.

The purpose of this policy is to protect children, young people and vulnerable adults who receive Evolve Music' services. This includes the children of adults who use our services.

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely Children Act 1989; United Convention of the Rights of the Child 1991; Data Protection Act 1998; Sexual Offences Act 2003; Children Act 2004; Protection of Freedoms Act 2012.

This policy has also been drawn up on the basis of law and guidance that seeks to protect adults at risk, namely The Office of the Public Guardian's Safeguarding Policy 2013; The Department of Health's Statement of Government Policy on Adult Safeguarding 2013; and the Department of Health's No Secrets 2000.

The purpose of this policy is to protect children, young people and vulnerable adults

We recognise that the welfare of the child is paramount, as enshrined in the Children Act 1989 and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

We recognise that the welfare of the adults at risk is also paramount, and all participants, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

Our commitment to safeguarding

Evolve Music is committed to an approach that prioritises the wellbeing, autonomy, and safety of all children and vulnerable adults, particularly those from marginalised communities.

Our safeguarding approach recognises that traditional safeguarding frameworks can sometimes be overly focused on control rather than empowerment.

As part of our radical safeguarding approach, we commit to:

- → Ensuring that safeguarding policies centre the voices and lived experiences of those children and vulnerable adults we work with.
- → Recognising that harm is often linked to inequalities, and working to create environments where everyone feels safe, valued, and empowered.
- → Safeguarding should not mean excessive monitoring, particularly those from marginalised backgrounds.
- → Building strong, trusting relationships with participants to create safe spaces where everyone feels able to express concerns and seek support without fear.
- → Creating safeguarding processes that prioritise community support.

Further information

This statement is supported by the following documents:

1. What is abuse?
2. Recruiting, assessing and appointing music leaders, trustees, support staff and volunteers
3. What to do if someone reports abuse to you or you spot signs of harm
4. What to do if you think someone is in immediate danger
5. What do Safeguarding Officers do?
6. Making sure children and vulnerable adults are safe in sessions
7. Photography and filming

The Designated Safeguarding Officers:

- Annette Burghes **07811 175 095**
- Claire King 0**7889 728 178**

The Deputy Safeguarding Officers:

- For Dads Rock is Emma Page **07795 574 473**
- For Sound Lab is Mark Scott **07943 973 473**
- For any of Evolve Music's work happening in Devon is Beth Vleminckx 0**7860 104 470**

What is abuse?

What is abuse?

There are different types of abuse:

- Physical abuse
- Emotional abuse/coercion
- Sexual abuse
- Financial abuse
- Neglect

Child abuse also includes:

- Domestic violence (when people in the family hurt each other)
- Drug and alcohol abuse by parents or others in the home
- Abuse by parents or others in the home with mental health problems

Who are children and vulnerable adults?

- A child is defined as anyone under 18 years old
- A vulnerable adult is someone over 18 years, who is considered vulnerable because they are not able to protect themselves from abuse, harm or exploitation. This may be because of illness, age, mental illness, disability or other types of physical or mental impairment

Recruiting, assessing and appointing music leaders, trustees, support staff and volunteers

Recruiting, assessing and appointing music leaders, trustees, support staff and volunteers

1. Preparation

- ➔ Identify the tasks and responsibilities involved (by producing a job description) and the type of person most suitable for the job (by producing a person specification).
- ➔ Adopt a skills-based framework for all aspects of the recruitment process.
- ➔ Ensure the selection process includes an element of personal values.
- ➔ Using the person specification and job description prepare an interview question score sheet ensuring all aspects of both are covered.
- ➔ Ensure a commitment to the safeguarding and protection of children and vulnerable adults, health and safety and equality of opportunity are included with the job description.

We ensure a commitment to the safeguarding and protection of children and vulnerable adults

2. The Assessment & Appointment Process

- All applicants should apply in writing and their application will cover their personal details, previous and current work / volunteering experience.
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children.
- The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them “substantial, unsupervised access on a sustained or regular basis” to children under the age of 18 must declare all previous convictions.
- Successful applicants are required to provide level 1 photographic evidence of their identity.
- Documentation of qualifications is also required for anyone working in a professional context.
- Successful applicants will be required to nominate two referees.

3. DBS Checks and Update Service

All music leaders, trustees, support staff and volunteers will be required to undergo a DBS check. The level of check will depend on the role.

	Basic DBS	Standard DBS	Enhanced DBS	Enhanced with Barred List Check
Music Leaders			X	X
Exec. Director and Programme Managers			X	X
Access & Inclusion Workers		X		
Trustees		X		
Administrative volunteers	X			
Volunteers in Sessions		X		
Music Leaders undertaking an observations		X		

Some people sign up to the DBS update service at the time of applying for a new DBS check. There is an annual fee to maintain membership in the service.

Evolve Music will use the service to confirm that no new information has been added since the initial check. This should be done every two years. Evolve Music will obtain consent from the individual before performing a status check.

What to do if someone reports abuse to you or you spot signs of harm

What to do if someone reports abuse to you or you spot signs of harm

- Stay calm
- Take it seriously
- Listen carefully to what is being said
- Explain you will need to tell other people
- Ask open questions so you understand what you are being told
- Be kind and reassure the person that they have done the right thing in telling you
- Tell them exactly what you will do next
- Report your concerns to Evolve Music's Safeguarding Leads
- Record what you are being told or what you have seen in the person's own words and as clearly as possible. The information you should include in your record should be:

- Your name
- Name of person reporting
- Name and contact details of the person you are concerned about and their parent's or carer name and contact details.
- Time, date and location
- Whether you are reporting your concerns or someone else's
- A description of the what has prompted the concerns
- Whether there are any physical, emotional or indirect signs of harm
- Who you have spoken to, when and what was said

The Deputy Safeguarding Officers are:

- For Dads Rock is Emma Page **07795 574 473**
- For Sound Lab is Mark Scott **07943 973 473**
- For any of Evolve Music's work happening in Devon is Beth Vleminckx **07860 104 470**

The Designated Safeguarding Officers are:

- Annette Burghes 0**7811 175 095**
- Claire King **07889 728 178**

What to do if you think someone is in immediate danger

What to do if you think someone is in immediate danger

If you think a child or vulnerable adult is in immediate danger call **999**.

Local authorities also have teams of people that can help if you have spotted or been told about harm or abuse to a child or vulnerable adult.

BATH & NORTH EAST SOMERSET

If you are worried about a child you can call:

- During office hours: Children's Social Work Services **01225 396 111** or **01225 477 929**
- Disabled children have their own team who you can call **01225 396 967** or email **ChildCare_Duty@bathnes.gov.uk**
- Out of office hours: Emergency Duty Team **01454 615 165**

If you are worried about an adult you can call:

- During office hours: Social Work Team **01225 394 200**
- Out of office hours: Emergency Social Work Team **01454 615 165**

DEVON

If you are worried about a child you can call:

- During office hours: Children's Social Work Services **03451 551 071**
- Out of office hours: Emergency Duty Team **01454 615 165**

If you are worried about an adult you can call:

- During office hours: Children's Social Work Services **03451 551 071**
- Out of office hours: Emergency Duty Team **01454 615 165**

SOMERSET

If you are worried about a child you can call:

- During office hours: Children's Social Services **03001 232 224**
- Out of office hours: Emergency Duty Team **03001 232 327**

If you are worried about an adult you can call:

- During office hours: **03001 232 224**
- Out of office hours: **03001 232 327**

NORTH SOMERSET

If you are worried about a child you can call:

- During office hours: Children's Social Services **01275 888 808**
- Out of office hours: Emergency Duty Team **01275 888 808**

If you are worried about an adult you can call:

- During office hours: **01275 888 801**
- Out of office hours: **01275 888 801**

BRISTOL

If you are worried about a child you can call:

- During office hours: First Response Team **0117 903 6444**
- Out of office hours: Emergency Duty Team **01454 615 165**

If you are worried about an adult you can call:

- During office hours: **01179 222 700**
- Out of office hours: **01179 222 700**

What do Safeguarding Officers do?

What do Safeguarding Officers do?

Evolve Music's Designated Safeguarding Officers

- Remain up to date with changes in safeguarding practices.
- Respond to suspicions and allegations of abuse, including those made against staff and volunteers, including liaising with outside agencies.
- Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.
- Talk to local Children's Social Care or the NSPCC to clarify any doubts or worries.
- Retain records of safeguarding concerns reported and responded to and actions taken.
- Monitor safeguarding concerns reported and recorded.
- Make a referral to a statutory child protection agency or the police where needed.
- Update policy and procedures annually.

Evolve Music's Deputy Safeguarding Officers

- Ensure all music leaders and support staff working directly with children and vulnerable adults are appropriately trained.
- Act as the first point of contact for music leaders who have any safeguarding concerns.
- Ensure all music leaders and support staff are properly vetted and personnel information is kept up to date.
- Provide updates on local issues are concerns affecting children or vulnerable adults that might affect their safety or wellbeing (context safeguarding).

Making sure children and vulnerable adults are safe in sessions

Making sure children and vulnerable adults are safe in sessions

1. Where possible at least two music leaders or support workers should be present in sessions.

2. In the event one music leader is present a member of the support team from either the partner organisation or Evolve Music will be engaged.

3. On occasion, for short periods of time, music leaders may work one to one with children and vulnerable adults (for example during a focussed music development or emotional development session). On these occasions parent/carer consent will be obtained and they will be encouraged to be present, doors will be kept open and only rooms that are visible to others in the building will be used. When working in education settings, a staff member will ideally be present. If that isn't possible, then they will be made aware of the 1:1 session taking place and told when the session has begun and ended.

4. Music leaders should have a clear plan for activities.

5. Extra support for participants should be considered before the session starts.

6. Both leaders and parents and carers, where present, are responsible for the welfare of children and vulnerable adults during sessions.

7. Music-making will be fun and enjoyable.

8. Bullying of any type will not be tolerated.

9. The welfare of children and vulnerable adults will be put first.

10. Music leaders and participants should maintain a safe and appropriate distance.

11. Physical contact will be avoided. We understand that there may be times where participants choose to make contact spontaneously. Although this is unavoidable, it shouldn't be encouraged or initiated.

12. Music leaders will give enthusiastic and constructive feedback rather than negative comments.

13. First aid will be given by parents, carers or teachers if possible. If this is not possible first aid to be given by a first aid trained member of the Evolve Music team.

14. We will record any injury that happens, along with details of any treatment and tell parents, teachers or carers as soon as possible.

Photography and filming

Photography and filming

Parents and carers can take photographs of their own children and vulnerable adults that they care for at Evolve Music sessions but they must ask permission from Evolve Music first. This must not be posted on social media, without permission from other participants.

Evolve Music will put up clear, accessible signs that tell people they may be filmed or photographed during a session and that these photographs and films may be used by Evolve Music for documentation and marketing purposes. If anyone doesn't want to be photographed or filmed they can tell Evolve Music and we will make sure they do not appear in the film or photograph.

Use of Names in Media

- We will only use children's first names (not last names) in photograph captions, titles, and stories.
- Adults' full names may be used, but only with their explicit permission.

Consent for Photography and Filming

- Before a young person or vulnerable adult takes part in Evolve Music sessions, they or their parent/carer will be asked to complete a consent form indicating their permission (or refusal) for them/their child to be photographed, recorded, or filmed.
- This consent will be recorded and respected at all times.
- A person's choice regarding media consent will not impact their experience of Evolve Music sessions
- A person can withdraw consent at any time (email to withdraw...)

Appropriate Imagery

- Evolve Music will only use photographs or film where children and young people are fully dressed and presented appropriately.

Limiting Personal Information in Media

- We will not use photographs or films alongside personal details (e.g., “This is X, who loves to play the guitar and attends Y school”).
- Care will be taken to ensure that content published online or in print does not put any participant at risk.

Guidance for Professional Photographers and the Press

- When inviting professional photographers or media representatives to an event, Evolve Music will provide clear guidelines on our safeguarding expectations.
- Photographers must be supervised at all times when working with children or vulnerable adults.
- We will not approve photography sessions outside of the event or in a participant’s home unless prior consent is given by the individual, their parent/carer, and a member of Evolve Music staff is present.

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