BENSLOW MUSIC

SAFEGUARDING POLICY

1. Introduction

1.1. Benslow Music is the trading name of Benslow Music Trust (registered charity no, 313663 and company limited by guarantee no. 408404), Benslow Music Instrument Loan Scheme (registered charity no. 313755) and Benslow Music Enterprises Ltd (a limited company no. 10967344). As such it is regulated by the Charity Commission, principally under the provisions of the Charities Acts.

1.2. Benslow Music's activities include an Instrument Loan Scheme and programme of residential courses. Instruments are loaned to young musicians aged 7-25 who are, when under 18, accompanied by a parent, guardian or responsible adult to appointments. Residential courses are primarily aimed towards adult learners, and Benslow Music will only permit children to join these activities exceptionally and if they are in the care of a parent, guardian or responsible adult acting *in loco parentis*.

1.3. Benslow Music recognises that it has a general duty of care to everyone who uses its services and is committed to safeguard and protect their welfare.

1.4. This includes a specific responsibility to children and adults at risk to ensure that they come to no harm while taking part in Benslow Music's activities.

1.5. Benslow Music also recognises that it both has a duty of care to its staff, their safety, and that its staff may be vulnerable to malicious and erroneous allegations.

2. Policy aims

2.1. This policy, including the procedures outlined, are designed to help embed a safeguarding ethos across the organisation and protect all who learn, teach, administer and manage at Benslow Music. It aims to provide a framework within which children and adults at risk can participate safely and confidently in Benslow Music's activities, and in which staff have appropriate guidance and support when carrying out their duties.

2.2. Safeguarding is the action that is taken to promote the welfare of children and adults at risk and to protect them from harm.

2.2.1. For adults this means:

a. protecting an adult's right to live in safety free from abuse or neglect
b. working in partnership to prevent and stop both the risks and experience of abuse and neglect; and

c. ensuring the adult's well-being is promoted whilst having due regard for their wishes, views, feelings and beliefs in deciding any action.

2.2.2. For children this means:

a. Protecting children from maltreatment;
b. Preventing impairment of children's health or development;
c. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
d. Upholding children's rights as set out in the United Nations Convention for the Rights of the Child; and
e. Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

2.3. Safeguarding is everyone's responsibility. All staff, volunteers, and representatives have a duty to create and maintain safe environments, remain vigilant to risks, and act promptly on concerns.

3. Legislation and guidance

3.1. This policy and the accompanying code of practice have been based on law and guidance that seeks to protect children and adult at risks, including:

3.1.1. Relevant legislation:

a. Health and Safety at Work Act 1974
b. Children Acts 1989 and 2004
c. Human Rights Act 1998
d. Sexual Offences Act 2003
e. Equality Act 2010
f. Protection of Freedoms Act 2012
g. Care Act 2014
h. Data Protection Act 2018
i. Domestic Abuse Act 2021

3.1.2. Relevant government guidance on safeguarding children and adult at risks, including:

a. Keeping children safe in education, Department for Education, 2023
b. Working together to safeguard children, HM Government, 2023
c. Care and Support Statutory Guidance, 2018
d. The Prevent Duty, Department for Education, 2015
e. Prevent Strategy, HM Government, 2011

3.1.3. Relevant policies and publications of other organisations including Hertfordshire Safeguarding Children Partnership, Hertfordshire Safeguarding Adults Board, the NSPCC, the Incorporated Society of Musicians, and the National Youth Orchestra.

4. Definitions

4.1. A '**child**' is a person under the age of 18 (as defined by the UN Convention on the Rights of the Child).

4.2. An '**adult at risk**' is:

4.2.1. a person over the age of 18 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation'.

4.2.2. Additionally, recognises that all adults have the right to be protected from harm whether in receipt of care services or not.

4.3. '**Clients**' are children and adults engaged in Benslow Music activities.

4.4. '**Staff**' includes all Benslow Music employees, contractors, engaged artists, teachers, trustees and volunteers who encounter clients.

5. Defining abuse

5.1. Abuse can take many forms, follow different patterns and can occur in different circumstances. Individuals may also experience overlapping forms of abuse.

5.2. There are four statutory definitions of abuse and neglect towards children:

5.2.1. **Physical abuse** - Intentionally hurting a child and causing physical harm. Includes: assault; physical chastisement; deliberate malicious injuries; inappropriate restraint; lack of supervision resulting in accidents causing harm.

5.2.2. **Emotional abuse -** The ongoing emotional maltreatment of a child, which can have a significant negative effect on the child's emotional health and development. Includes: persistent ridicule; rejection; humiliation; creating an atmosphere of fear and intimidation; inappropriate expectations; bullying and scapegoating; low warmth and high criticism.

5.2.3. **Sexual abuse** - Forcing or persuading a child to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Includes: providing access to pornographic materials; involvement in adult sexual activity; touching or talking in sexually explicit ways; speaking to the child about sex in ways that are inappropriate and which seek to gratify the needs of someone else.

5.2.4. **Neglect** - Failure to meet a young person's physical and psychological needs that will

likely result in the significant impairment of a child's health or development. This includes physical, educational, emotional and medical neglect.

5.3. In addition further recognised specific types of abuse that can effect children, which can include overlapping of the defined categories of abuse, include:

a. Domestic abuse
b. Online abuse
c. Child sexual exploitation
d. County lines
e. Child criminal exploitation
f. Bullying and cyberbullying
g. Harmful sexual behaviour (HSB)
h. Child trafficking and modern slavery
i. Female genital mutilation (FGM)

5.4. For adults at risk, there are ten forms of abuse defined:

5.4.1. Physical abuse - Causing physical harm, including hitting, slapping, pushing, misuse of medication, inappropriate restraint, or rough handling.

5.4.2. Domestic abuse - Any controlling, coercive, threatening, violent or abusive behaviour between intimate partners or family members, regardless of gender or sexuality. This includes psychological, physical, sexual, financial, or emotional abuse, as well as forced marriage, so-called "honour-based" violence, and female genital mutilation.

5.4.3. Sexual abuse - Involving an adult in sexual activity without consent, including rape, sexual assault, harassment, inappropriate touching, or being made to witness sexual acts or images.

5.4.4. Psychological or Emotional abuse - Acts that cause emotional distress, such as threats, intimidation, humiliation, controlling behaviour, harassment, cyberbullying, or social isolation.

5.4.5. Financial or Material abuse - Theft, fraud, misuse of money or property, pressure over wills or inheritance, and exploitation through scams or coercion.

5.4.6. Modern Slavery - Encompasses slavery, human trafficking, forced labour, and domestic servitude. Victims are coerced, controlled, or deceived and unable to leave.

5.4.7. Discriminatory abuse - Harassment, insults, or unequal treatment based on a person's race, gender, disability, age, sexual orientation, religion or belief.

5.4.8. Organisational or Institutional abuse - Poor or unsafe care practices within an institution

or care setting. This may include neglect, lack of choice or dignity, or rigid routines prioritising the organisation over individual needs.

5.4.9. Neglect and Acts of Omission - Failure to provide essential care, assistance or attention, including ignoring medical or emotional needs, not providing adequate nutrition or medication, or withholding support.

5.4.10. Self-Neglect - A person's failure to care for themselves, leading to serious risk to their health, safety or wellbeing. This may include poor personal hygiene, refusal of necessary care or hoarding.

6. Policy statement

6.1. Benslow Music recognises that:

a. it has a responsibility for the safety of its clients, protecting them from abuse or neglect;
b. good safeguarding policies and procedures are of benefit to everyone involved with its activities, including its staff;
c. the welfare of the client is paramount;
d. all clients, 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;
e. some clients are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
f. considering a person as an adult at risk may be situation dependent;
g. working in partnership with clients, their parents (where appropriate), carers and other agencies is essential in promoting clients' welfare.

6.2. Benslow Music will seek to keep its clients safe by:

a. valuing, listening to and respecting them
b. adopting good safeguarding practices through a code of conduct for staff and volunteers
c. providing effective management for staff and volunteers through supervision, support and training
d. recruiting staff safely, ensuring that all necessary checks are made (see Recruitment policy)
e. sharing information about safeguarding with clients, parents (where appropriate), and staff
f. sharing concerns with agencies who need to know, such as the police, local authorities and/or children's services as appropriate
g. assessing risk in relation to all activities, focusing on preventing and minimising risk
h. reviewing its policy and procedures annually.

6.3. A culture of mutual respect between clients and staff is strongly encouraged, with staff being expected to model good practice. It is part of Benslow Music's responsibility in the duty of care towards its clients that anybody who encounters safeguarding concerns will be supported when they report their concerns in good faith.

6.4. All staff who have unsupervised access to, or contact with, clients are required to be familiar with this policy and the associated code of conduct, and to:

a. recognise and accept their responsibilities
b. develop awareness of the issues that cause children harm
c. report concerns to the Designated Safeguarding Officer and/or the Senior Decision-Maker as soon as possible (see Procedure below for details).

6.5. This policy applies to all staff, trustees and freelance contractors who come into contact with clients (for example course tutors).

7. Procedures – Safeguarding in practice

A. Designated Benslow Music contacts

- Designated Safeguarding Officer (DSO): Sophie Redfern, Head of Music & Learning, sophie@benslowmusic.org
- Senior Decision-Maker (SDM): Michael Duffy, Chief Executive, michael@benslowmusic.org
- Nominated Trustee: Heidi Malaure, Chair, chair@benslowmusic.org

B. External contacts

- Local authority – contacting the local authority in which the client is based, some authorities have a Local Authority Designated Officer (LADO). For Hertfordshire:
  - Hertfordshire Safeguarding Children Partnership
  - Hertfordshire Safeguarding Adults Board
- Childline 24-hour help line: free phone 0800 11 11
- ISM Designated Safeguarding Person: 020 7079 1204 (office hours)
- National Rape Crisis helpline: 0808 802 9999 (between 12 noon – 2.30pm and 7 – 9.30pm any day of the year and also between 3 – 5.30pm on weekdays)
- NSPCC free 24-hour Child Protection Helpline: 0808 800 5000
- The Samaritans free 24-hour telephone helpline: 116 123
- Women's Aid (Domestic Violence) – https://www.womensaid.org.uk/
- PREVENT: Department for Education helpline (020 7340 7264) counter.extremism@education.gsi.gov.uk

C. When to be concerned

1. You should be concerned if:
   - A specific disclosure is made by a client or member of staff

- A complaint is made by a third-party
- Observation or verbal hints suggest that inappropriate behaviour is taking place, or has taken place
- A client or a member of staff seeks your advice regarding inappropriate behaviour
- The behaviour, development, or appearance of a client or colleague is worrying
- There is evidence of an unusual injury; regularly unexplained injuries; confused or conflicting explanations of how injuries were sustained
- You observe sexualised behaviour or language inappropriate to a client's age
- A client misinterprets something that you have done
- You have needed to restrain a client
- You accidentally hurt a client

2. *NB* If you are the subject of a disclosure or a complaint, see Section I. below for specific guidance

D. What to do immediately if you are concerned

1. Listen to any disclosure carefully and without prejudice or comment; make a detailed record of what is said
2. If you were involved in any way, make a detailed recorded of what happened
3. Share your concern with the DSO and/or SDM as soon as possible
4. If there is an immediate risk of significant harm or clear evidence of abuse:
   - eliminate any remaining risk(s)
   - contact the DSO and/or SDM who will notify the appropriate external agency/agencies immediately
   - if a designated officer cannot be contacted, contact the relevant agency (e.g. Police) yourself
5. If the concern does not involve an immediate risk of significant harm or there is not clear evidence of abuse:
   - Refer the disclosure to the DSO/SDM who will consider the evidence and contact the relevant external agency for advice.

E. Good practice guidelines: Disclosure

1. If a disclosure or a complaint is made to you, you should:
   a. Refer the matter to the DSO/SDM straight away as the first course of action. If this isn't possible in the situation, arrange to speak privately with the person who may have been abused.
   b. Reassure the person that they are doing the right thing by telling someone
   c. Listen calmly, keeping questions to a minimum and avoiding leading questions altogether as these may cause problems for the subsequent investigation(s) and any court proceedings
   d. Take the person seriously, but remain impartial; do not judge, comment, attempt to rescue, give advice, or act on her/his behalf (other than recording and reporting the

concern as detailed below)

2. If it becomes apparent that there is an allegation or suspicion of abuse:
   a. explain that it will not be possible for you to keep the conversation confidential as you will need to involve more qualified individuals in the process (individual staff should never deal with abuse disclosures in isolation and should always refer to one of the Safeguarding leads)
   b. make clear that, although you will need to inform the designated staff, you will not discuss details of the alleged incident(s) with others
   c. convey that the designated staff will need to assess the situation and will want to work with the person to determine what could/should happen next
   d. explain that the next stage of the process is for you to write a record together of what has been said to capture the relevant points for referral; the record should include date(s), time(s), any names mentioned, to whom the information was given, and be signed and dated by both you and the complainant
   e. report the matter to the DSO and/or SDM (or the Chair if both the DSO and the SDM are involved) as soon as possible, with the written record.

3. If abuse is suspected, but the person chooses not to disclose formally, tell them about the support available, and offer access to a private telephone where the person can ring a confidential help line for support (see Section B for contact details)

4. The person may prefer to approach other sources of support with you, rather than alone; if this is the case, please help by being present at these meetings/discussions

5. Be aware that the person may not accept an offer of help immediately, but may do so later, and this may be the best course of action at that time

6. Be aware that hearing about abuse can be stressful, and that you might need help yourself afterwards; you can arrange this by speaking with the SDM.

7. Ensure you make a detail written record of any conversation you have with a client making a disclosure within 24 hours of the conversation occuring. This should include details of next steps that you have explained to them. All copies of this record should be provided to the DSO to ensure records are correctly and confidentially stored.

F. Referral

1. Once a referral is made to a designated member of staff, they will:
   a. Check with the referring staff member that the client is not in any immediate danger, and assist in arranging medical attention if they are suffering from a serious injury
   b. Check that the client is aware of what action is going to be taken next and why, speaking to them directly if appropriate

c. Where possible, discuss concerns with other designated staff for Safeguarding to make an appropriate decision based on their additional expertise and experience
d. Report the situation to the appropriate external agency
e. Be responsible for taking whatever decision is necessary to ensure the client's safety and that of any other children or adult at risks who may be at risk
f. Agree with the recipient of the referral what the client and parents will be told, by whom and when.

G. Good practice guidelines for staff

1. Foster an environment that is encouraging and supportive, and in which clients from all backgrounds feel comfortable, confident, and able to challenge inappropriate behaviour.

2. Treat all clients equally and positively.

3. Always maintain professional standards of behaviour and dress when dealing with, or in the presence of, clients.

4. Physical contact may be appropriate in certain circumstances, but this should be kept to a minimum and in no way secretive. The Department for Education provides the following guidance for working with children, which may be extrapolated to adults as well:

   It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Examples of where touching a pupil might be proper or necessary:
   - when comforting a distressed pupil;
   - when a pupil is being congratulated or praised;
   - to demonstrate how to use a musical instrument;
   - to demonstrate exercises or techniques during lessons or coaching; and
   - to give first aid.

5. Before touching a client, for example when teaching breath control or posture, you should consider using other strategies such as demonstrating for the person to copy, or using a mirror. If you intend to use physical contact regularly in your teaching, you should state this in writing before the tuition begins and ask the client, or the parent or guardian to sign that she/he has read the document. Explain the type of touch involved, where on the body and why, and make sure that the student is aware of the reason for physical contact.

6. You should not touch any intimate area of the body unless there is a justifiable reason such as administering first aid; and you should not kiss or hold hands with a client.

7. In summary, touching should be:
   - With prior consent

- In a normal and proper context
- Necessary
- Explained.

8. If you are in doubt as to what constitutes appropriate touch, consult one of the designated safeguarding officers (see Section A).

9. Communication with clients should be regarding Benslow Music business only; not for personal purposes and not individually via social media.

10. Meetings with individual clients should be kept to the minimum required for the professional activity concerned, and should preferably take place in a public area – not at a member of staff's private address unless in the presence of a chaperone; and if in a semi-public area, doors should be left open, and/or a chaperone should be present.

11. Personal money should not be given to clients.

12. Do not engage in gossip about, or criticism of, staff or clients, or otherwise seek to undermine them.

H. Code of Conduct when interacting with children

In addition to the guidance in section G, the following code of conduct should be followed when interacting with children.

1. No more time should be spent alone with children than is necessary.

2. Physical contact with children should be avoided. (See points in section G for further guidance.)

3. It is not good practice to take children alone in a car on journeys, however short.

4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.

5. Do not deter children from making a disclosure of abuse through fear of not being believed, and do listen to what they have to say. If this gives rise to a safeguarding concern, report this to the DSO/SDM as soon as possible, and not to attempt to investigate the concern yourself.

6. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

I. What to do if an allegation is made against you

1. Given the nature of their work, staff may on rare occasions become the subjects of allegations that they have breached the above guidelines in some way. While Benslow Music's primary duty of care is to its clients, it also has a duty of care to its staff and recognises that such allegations may be misguided, or even malicious. To fulfil its responsibilities to both parties, the following action will be taken:
    a. You will be suspended from further involvement in any Benslow Music activities that may bring you into contact with clients, pending a formal resolution of the matter; NB This action is taken to protect you as much as the client(s): no presumption of guilt is thereby implied or intended
    b. The matter will be reported to the designated officers and Chair, who will determine a course for investigation, including referral to the relevant external agency or agencies.

2. For your part, you should:
    a. Cease your involvement in any related Benslow Music activity immediately, first making sure that any client(s) are safe if the complaint arises during an activity
    b. Have no further contact whatsoever with the client making the allegation, or with any third party involved in the alleged incident(s), until the matter is resolved formally
    c. Report the matter to the DSO or SDM immediately
    d. Refer any direct approaches from parents, guardians or other interested parties to the DSO and/or the SDM – do not engage in discussion about the circumstances that led to the allegation being made
    e. Take advice from your union or professional association, and/or from a solicitor.

J. One-to-One Lessons

1. The nature of one-to-one lessons can lead to them feeling more personal than other types of lesson, for both the staff member and for the client. In addition, there is an increased potential for the innocent actions of a staff to be misconstrued by a client as inappropriate, and vice versa.

2. As there may be no other staff or clients present, an allegation of inappropriate behaviour against a staff member is more difficult to prove or disprove, and a client may more easily make a vexatious claim against a staff member.

3. A client could also be at greater risk from staff who intend to act inappropriately towards them.

4. Careful consideration should be given to what is said to clients in one to one lessons, for example when giving feedback, which will feel more personal and targeted to the recipient.

5. Great care should also be taken by staff to ensure appropriate boundaries in relation to client counselling are not crossed. Given the personal nature of the teaching relationships, staff may be seen as confidantes by their clients, and it is essential that staff do not attempt to counsel clients who may share personal or psychological issues with them. Any member of staff with whom a client shares information of this kind must follow the Safeguarding Procedures appropriately.

K. Relationships Between Staff and Vulnerable Students

1. It is acknowledged that personal relationships may develop between staff and clients. Whilst Benslow Music does not seek to regulate the personal lives of its members, staff and clients are required to respect and maintain the boundaries of personal and professional life. These guidelines apply to all staff and all clients.

2. Benslow Music has a legitimate interest in any personal relationships between staff and clients, and will seek to ensure that they do not affect proper teaching, its good running or reputation.

3. All staff and clients should ensure that any personal relationship between them does not affect any aspect of the professional relationship through their work and study with Benslow Music. This is particularly important when one of the parties involved in the relationship has a position of power or authority over the other party through their role with Benslow Music or has a position that could affect the other party's qualifications or future employment.

4. There are three kinds of personal relationship between staff and clients:

    a. Business or family relationships. (These could include various types of musical work or collaboration unconnected to Benslow Music, such as performing at concerts or contributing to recordings.) In the event that a relationship of this kind develops with a client, you should immediately declare it to the DSO. If the relationship involves the DSO, the declaration should be made to the SDM. The recipient of the information will consider who should be informed and what steps should be taken. This will vary from case to case, but the most important and overriding aim is to ensure any impact on the client is minimised. It is expected that, in the majority of cases of this kind, little or no formal action that would be required.

    b. Intimate relationships (meaning any sexual or romantic relationship) Under the Sexual Offences Act 2003, sexual activity, whether consensual or otherwise, between a person aged 18 or over and a person under that age, is an offence where the older person is in

a position of trust:

i. Benslow Music strictly prohibits intimate relationships between staff and clients under the age of 18.
ii. Any intimate relationship between a member of staff and a client, even where both parties are over the age of 18, has the potential to cause serious issues for the member of staff with regard to their engagement, and the client in relation to her or his studies; therefore Benslow Music discourages intimate relationships between member of staff and clients, and expects all staff to be responsible and professional in their dealings with clients at all times.
iii. Any member of staff who develops an intimate relationship with a client must declare this to the DSO immediately. If the relationship involves the DSO the matter should be declared to the SDM. Failure to declare a relationship of this kind may lead to disciplinary action being taken, up to and including dismissal.
iv. The recipient of the declaration will consider who should be informed and what steps should be taken to remove any impact. This will vary from case to case, but the over-riding aim is to ensure that any potential impact on the client and his or her studies is minimised.

c. External relationships formed prior to clients engaging with the Benslow Music If a member of the Benslow Music staff has a pre-existing relationship with a client, that member of staff should declare this to the DSO immediately on becoming aware that the client will be engaging with Benslow Music. A pre-existing relationship will not necessarily prevent the member of staff working with the client, but it is important that the situation is reported openly and transparently, in order to protect the member of staff should any future concerns be raised.

L. Bullying

See also the Bullying and Harassment policy.

1. Benslow Music does not tolerate any form of bullying or intimidation.

2. Any incident reported in good faith will be dealt with in line with Benslow Music procedures outlined in the Bullying and Harassment policy; it is important to support the client and to prevent bullying from starting or escalating wherever possible.

3. Any client or member of staff making a complaint will receive appropriate support and assistance throughout the process and will be protected from any negative repercussions wherever possible.

4. Staff should:
    a. Take all signs of bullying very seriously
    b. Encourage people to share any concerns they may have by creating a safe and

open environment

c. Report any allegations of bullying and ensure any client experiencing bullying is safe
d. Speak with the bully or bullies separately and explain to them the consequences of their behaviour
e. Encourage and support the bully or bullies to change their behaviour.

M. Radicalisation

1. Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, then to participate in terrorist groups.

2. Radicalisation is different for every individual and is not a one-off event; it can take place over an extended period, or within a very short time frame. It is important that staff are able to recognise possible signs and indicators of radicalisation.

3. Clients and colleagues may be vulnerable to exposure or involvement with groups or individuals who advocate violence as a means to a political or ideological end.

4. People can be drawn into violence or they can be exposed to the messages of extremist groups by many means; these can include family members or friends, direct contact with member groups and organisations or, increasingly, through the internet, including through social media sites. This can put clients at risk of being drawn into criminal activity and has the potential to cause significant harm. Potential indicators identified include:
    a. Use of inappropriate language
    b. Possession of extremist literature
    c. Changes in behaviour, language, clothing or appearance
    d. The expression of extremist views
    e. Advocating violent actions and means
    f. Association with known extremists
    g. Seeking to recruit others to an extremist ideology.

5. PREVENT is part of the UK's counter terrorism strategy, it focusses on supporting and protecting vulnerable individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people.

6. If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they should seek advice from the DSO who will contact the Local Authority PREVENT Lead for further advice.

N. Recruitment

1. To foster safer recruitment, Benslow Music will take reasonable steps to ensure that staff

meet thresholds to be safe to work with clients.

2. For staff on payroll (i.e. management, administration, casual staff) this will include:
    - Assessing roles to determine level of contact with clients.
    - In line with the Rehabilitation of Offenders Act 1974, require applicants to disclose details of non-protected convictions if a role is considered an exception to the Act.
    - Interviewing candidates as part of the selection process.
    - Requesting a minimum of two written references before confirming employment.
    - Vetting prospective staff via a Disclosures & Barring Service check where relevant.

3. For staff who are contractors (i.e. tutors) this will include:
    - Requiring a DBS check at the start of their engagement with Benslow Music, or evidence of a check conducted within the past 24 months.
    - Requiring periodic reassessment of DBS checks, encouraging staff to sign up to the DBS Update Service.
    - Ensuring that a copy of this policy is given to staff and making reading its contents a condition of their contract.

4. Further information can be found in the Recruitment policy.

O. Training

1. All staff, trustees and volunteers will be appropriately trained according to their role to enable them to spot signs of abuse and how to report it using the procedures outlined.

2. Training will be via Benslow Music's third party staff training provider plus additional internal training to cover specific procedures.

3. Safeguarding training and a briefing on safeguarding procedures will be provided to new staff as part of their induction.

4. All staff are expected to refresh their safeguarding training every 3 years.

P. Public Disclosure (Whistleblowing)

Benslow Music's Public Disclosure (Whistleblowing) policy can be used to support safeguarding when:

- A staff member has not responded appropriately to a safeguarding concern, e.g. did not make a referral to the DSO.
- A staff member is suspected of being the perpetrator of abuse.

Q. Further documentation

This policy should be read in conjunction with:

- Staff handbook
- Bullying and Harassment policy

- Public Disclosure (Whistleblowing) policy
- Complaints policy
- Customer complaints policy
- Recruitment policy
- Recruitment of Trustees policy
- Equality, Diversity and Inclusion policy

R. Review and Publication

Approved by	Board of Trustees
Current version adopted	25 October 2025
Periodic review every	1 year
Next review by	31 October 2026
Publish on website	Yes
Notes	