

Billy & Andy's Music School CIC Safeguarding Policy

Last reviewed in April 2026 by Billy Payne and Andrew Haines

Review due April 2027

Our Designated Safeguarding Leads (DSL) are:

Billy Payne - 07540 699 212

Andy Haines - 07429 826 053

Introduction & Purpose

Safeguarding is our highest priority. This policy ensures the safety and well-being of all children, young people, and adults at risk who engage with our services. It applies to all staff, volunteers, sessional workers, and directors, providing clear guidelines to prevent harm, abuse, and mistreatment.

This document serves as a practical guide for staff, parents, and volunteers, ensuring our safeguarding policies and procedures are clear, robust, and consistently applied.

Key Objectives:

- **Promote** the well-being and safety of all participants.
- **Protect** children, young people, and vulnerable adults from harm and abuse.
- **Ensure** all staff and volunteers understand their safeguarding responsibilities.
- **Follow** legal safeguarding requirements and best practices.
- **Foster** a safeguarding culture where concerns can be raised, and safeguarding is openly discussed.

Our Beliefs

- The welfare of children and adults at risk is paramount.
- Everyone has the right to safety and protection, regardless of background or identity.
- We recognise the added vulnerability of young people and adults with disabilities and are committed to removing barriers to safeguarding.
- We actively promote an anti-bullying culture.
- A safe environment - both physical and digital - is essential for safeguarding and wellbeing

Staff Responsibilities & Safeguarding Culture

Many of the people we work with face additional barriers that may make it harder for them to recognise and communicate concerns about their well-being. That's why safeguarding isn't just about reacting to problems—it's also about creating a culture where participants feel safe, valued, and heard.

We believe good safeguarding practice and good music facilitation go hand in hand. The same things that make for a great session—listening, empathy, open communication, and genuine interest in participants—are also the things that help us safeguard well. This doesn't mean interrogating people or treating sessions like a risk assessment; it means being present, approachable, and engaged.

A big part of this is simply making space for natural conversations—whether that's having a cup of tea and a catch-up before playing, checking in with how people are feeling, or noticing if someone seems different from usual. It also means being mindful of how participants engage with others, gently supporting them to avoid actions that might make them vulnerable—like oversharing personal information or misjudging social situations—and helping them to make better choices.

Just as important is how staff reflect on sessions together. While packing away instruments and microphone leads, we should be naturally discussing how the session went—not just musically, but in terms of how participants were engaging. Was someone quieter than usual? Did someone seem particularly anxious or withdrawn? Checking in with each other in this way helps us provide the best possible support for our participants while keeping safeguarding at the heart of what we do.

Managing disclosures:

- Provide a safe and supportive environment.
- Listen carefully and take disclosures seriously.
- Allow the individual to share their story in their own words.
- Ask open-ended, non-leading questions.
- Never promise confidentiality; explain that concerns must be shared with relevant authorities.
- Reassure the individual that they have done the right thing by speaking up.
- Use appropriate communication methods (e.g., words, pictures, signs) if needed.
- Make a factual record of the disclosure as soon as possible, including dates, times, and direct quotes where relevant.
- Ensure that records are kept confidential and securely stored, accessible only to those responsible for safeguarding.

Steps for reporting concerns:

1. **If a participant is in immediate danger or a crime has been committed, contact the police immediately (999).**
2. **Inform the Designated Safeguarding Lead (DSL) as soon as possible.** If a DSL is present, they will take responsibility for next steps.
3. **If a DSL is not available and there are safeguarding concerns, refer directly to your Local Authority Designated Officer (LADO)** on 0161 234 1214 (Manchester office) or 0161 912 5024 (Trafford) email LADO@manchester.gov.uk and/or <https://trafford-framework.egovhub.net/ALLEGATIONOFPROFESSIONALABUSE/launch>
4. **If the concern involves an educational or residential setting, also notify their designated safeguarding team.**
5. **Recognise that safeguarding is everyone's responsibility, and anyone can make a referral if necessary.** Staff should not delay action if they believe a child or vulnerable adult is at risk.
6. **Maintain accurate and up-to-date records of concerns, actions taken, and outcomes.**
7. **Follow up on referrals to ensure concerns are addressed appropriately.**

Safe Use of the Internet, Mobile Phones, and Digital Media

- Parental consent is gained for taking, storing and sharing of photos and/or videos on social media.
- iPads used in groups have the internet locked so young people are unable to access any potentially inappropriate content or something which might make them vulnerable.
- A range of apps are used on iPads and all of these are thoroughly checked and vetted before introducing them to young people.
- In the case where young people access 1:1 sessions remotely, safeguarding procedures as above are followed. The same level of professionalism is maintained, and there is always an adult present in the young person's home.
- Safeguarding reports must be encrypted before being stored securely.
- All consent forms and any personal data is kept in a locked and secure online storage system using two factor authentication.

Organisational Responsibilities

- Policies and procedures must be clear, regularly reviewed, and accessible to all staff.
- Risk assessments should be conducted and updated to identify and manage potential safeguarding concerns.
- Safer recruitment practices must be followed, including thorough background checks and training.
- All incidents and safeguarding concerns must be documented and reported appropriately.
- All staff and volunteers will receive mandatory safeguarding training at induction and refresher training at least annually. The Designated Safeguarding Leads will receive more advanced training, updated regularly.
- Staff must be aware of their responsibilities under the Prevent Duty (2015), ensuring that radicalisation and extremism are identified and addressed appropriately.

Designated Safeguarding Lead Responsibilities

- Provide safeguarding advice and support to staff and volunteers.
- Distribute policies, procedures, and safeguarding resources throughout the organisation.
- Manage safeguarding concerns, allegations, or incidents.
- Refer cases to key safeguarding agencies (e.g., social services, police) as required.

Safer Recruitment Practices

- Advertisements and job descriptions must include safeguarding responsibilities and a statement on the organisation's commitment to child protection.
- Structured competency-based interviews should assess safeguarding knowledge and experience.
- Candidates' job history, references, and DBS checks should be thoroughly reviewed.
- An Enhanced DBS check is required for all staff working directly with our participants. This must cover the appropriate workforce (i.e. Children and/or Adults)

- Risk assessments and training should be conducted before employment.
- Any gaps in employment history should be explored, and reasons for leaving previous roles should be verified where possible.
- References, including one from a previous employer, must be obtained, requesting information about the applicant's suitability to work with children and any safeguarding concerns.
- Ongoing monitoring of staff and volunteers should be conducted through supervision, support, and periodic review of DBS checks (renewed every three years or sooner if concerns arise).

Onboarding Procedures

Induction & Safeguarding Training

- Mandatory safeguarding training is provided before an individual starts working with children or young people.
- All individuals are requested to read and sign the organisation's Safeguarding Policy.

Trial Periods & Ongoing Monitoring

- All new staff and volunteers are subject to a trial period where they receive close supervision and performance reviews.
- The length of a trial period may vary and is appropriate to the length of the assignment.
- An open culture is encouraged, where staff and volunteers are supported in recognising and reporting their concerns.

Whistleblowing

Whistleblowing is the process of reporting concerns about unsafe, unethical, or illegal practices within an organisation. In a safeguarding context, it allows staff and volunteers to raise concerns about suspected abuse, misconduct, or failures to follow safeguarding policies, even if the issue involves colleagues or senior staff.

- At Billy & Andy's Music School, all staff and volunteers are encouraged to report concerns without fear of retaliation.

- All concerns and allegations (including low level concerns) against staff, volunteers or other adults can be made to the Designated Safeguarding Lead (DSL).
- If the concern involves a Designated Safeguarding Lead, it should be reported directly to the Local Authority Designated Officer (LADO 0161 234 1214) or the NSPCC Whistleblowing Advice Line (0800 028 0285)
- All concerns will be taken seriously, investigated appropriately, and kept confidential where possible. Whistleblowing is essential in protecting children and ensuring a culture of accountability and transparency.
- Staff know to contact the police if the child or young person is in immediate danger, or if a crime has been committed.

Policy Review and Communication

We are committed to regularly monitoring and reviewing our safeguarding policy to ensure it remains effective, up to date, and in line with current legislation and best practices.

The Designated Safeguarding Lead (DSL) is responsible for ensuring that formal reviews take place annually or sooner if there are significant changes in safeguarding guidance, legal requirements, or organisational needs.

Feedback from staff, volunteers, parents, and young people will be considered to improve safeguarding measures and we must take care to recognise and address areas where practice does not match our stated policy.

By continuously reviewing our approach, we ensure a safe and responsive environment for all children and young people in our care.

Legal Framework

This policy aligns with the following guidance:

- [*Working Together to Safeguard Children \(2023\) HM Government*](#)
- [*Keeping children safe in education 2024*](#)
- [*Safeguarding Disabled Children Practice Guidance \(2009\)*](#)
- [*The Equality Act \(2010\)*](#)
- [*Information Sharing \(2018\)*](#)
- [*The Children Act \(1989 and 2004\)*](#)
- [*Care Act \(2014\)*](#)
- [*Mental Capacity Act \(2005\)*](#)
- [*Prevent Duty \(2015\)*](#)

External Agencies Contact Information

Organisation:	Contact Information
NSPCC Advice and Reporting Abuse Line	0800 800 5000 / help@NSPCC.org.uk
NSPCC Whistleblowing Line	0800 028 0285
Childline	08001111
LADO (Manchester)	0161 234 1214 LADO@manchester.gov.uk
LADO (Trafford)	0161 912 5024 https://trafford-framework.egovhub.net/ALLIGATIONOFPROFESSIONALABUSE/launch

