



## Made with Music Safeguarding Policy

Made with Music believes that everyone should have access to live music. We run musical activities for people of all ages. We aim to meet everyone's needs so that they can take part in all of our activities.

This policy is written in a way that we hope that everyone can understand. If you don't understand something or think we could write it differently, please get in touch with us at [hello@madewithmusic.co.uk](mailto:hello@madewithmusic.co.uk)

**Safeguarding** means to help people to stay safe. At Made with Music, we want everyone to be safe. This includes people who work with us and people who make music with us.

You need to understand this policy before working with us. It is based on the law in England. We will talk to you about the policy before you work with us and give you the opportunity to ask any questions. If you don't understand something, you can ask any questions, or contact the Safeguarding Leads (Hannah or Kathryn) at any time. You can find this policy on our website at [www.madewithmusic.co.uk/policies](http://www.madewithmusic.co.uk/policies) and you should also read our other policies at the same time; *Equality and Diversity Policy, Initial Cause for Concern Form, Privacy Policy, Health and Safety Policy, Compliments and Complaints Procedure (names may change)*.

After reading the policy, we will ask you to attend a training session with Made with Music so we can make sure you understand the policy and that we have been clear about what you need to do if you think someone isn't safe.

There are many signs that people may be unsafe. If you are unsure, it is best to tell someone what you have seen or heard. Maybe someone is wearing a thick jumper in very hot weather, or you notice bruises that they can't explain. They might be behaving differently to usual, or tell you that something unsafe has happened to them.

**I am worried someone is not safe, what do I do?**

If you are worried that someone is not safe, or they tell you something that worries you:

First, speak to Hannah or Kathryn (we call them Safeguarding Leads) in person and in private or using the details below:

**Hannah Dilworth**

Telephone number: 07791 809121, hannah@madewithmusic.co.uk

**Kathryn Sturman**

Telephone number: 07868755344, kathryn@madewithmusic.co.uk

Hannah, Kathryn will decide who to contact and how to pass the information on to other people if they need to.

Once you have told Hannah or Kathryn, write down exactly what you were worried about or what the person involved said using their words. You could also record yourself speaking their words in a voice note, somewhere that you can't be overheard. You should only tell Hannah or Kathryn. They will then decide who needs to know. Don't give your opinion about what happened or show shock.

If you are worried about something Kathryn or Hannah have done, you should speak to our trustee (someone who helps to run Made with Music and is responsible for safeguarding) their details are below:

**Miles Jefford**

Email: safeguarding@madewithmusic.co.uk (only Miles has access to this email)

If it is an emergency, call the emergency services on 999.

**What happens to the information after I write it down and tell Hannah, Kathryn or Miles?**

Hannah, Kathryn or Miles will keep the information in a safe place. They will decide who to tell about the information.

If we are working with another organisation (a school, hospital, charity or organisation), they will pass the information on to the person who is in charge of safeguarding there.

If needed, they will contact Leeds Duty and Advice Team on 0113 3760336 (9am-5pm) or the Emergency Duty Team on 0113 535 0600

If anyone is in danger or anyone has committed a crime, they will call the police on 999. You can do that too if anyone is in danger.

### **What do Hannah, Kathryn and Miles do to keep people safe?**

Hannah, Kathryn and Miles have gone through checks and training to help us to keep you safe. We do lots of checks and training with all of our team, to make sure that everyone working with us is not going to try to harm any person that makes music with us.

We check that people are who they say they are and that they have the experience they say they have and we make sure that everyone has a DBS certificate (a police records check) at the highest level possible. We check the DBS update service every year to make sure that nothing has changed.

The safeguarding leads go through training (with Leeds Safeguarding Children Partnership) which is then refreshed every year by attending an online course. The safeguard leads then tell everyone who works for Made with Music (that includes the person reading this policy) anything that needs to change in our policy or anything we need to do differently to keep people safe.

This helps to keep our policy up to date.

We keep any information you tell us about people being unsafe in a locked drawer or locked folder online.

We tell other organisations about someone being unsafe when we need to, so that they can keep that person safe too.

### **What do Made with Music do to keep people safe? This includes people working for us and anyone taking part in workshops, classes, events etc (Code of Conduct)**

We try to meet people's needs so that they feel included, listened to and respected.

We will talk through this policy to ensure that you understand what is written in it (training).

At every event or activity, we make sure you know who to contact if you think someone is unsafe, so that you can talk to someone straight away.

We put posters up at every activity so that people attending also know who to contact if they think someone is unsafe. The poster is at the end of this policy so you can read it.

We work in pairs so that no one is left alone when working with us.

We work in pairs so that everyone's needs are met.

We tell someone if we are upset by something we have seen or felt, and if we are worried about someone.

If we take photographs or videos, we ask permission beforehand and don't take photos if people don't want them taken. We upload any photos to the Made with Music drive and delete from our personal phones.

We only ask people for the personal information that we need to meet their needs or keep them safe.

### **If there is a complaint about a staff member or volunteer, what do we do?**

If anyone complains about a staff member or volunteer, you need to:

1. Make sure that the person is safe
2. Make sure that the person is away from the staff member or volunteer that they have complained about
3. Contact one of the Safeguarding Leads (Hannah, Kathryn or Miles), either in person at an event, or using the details above

The Safeguarding Leads will find out all the details about the complaint. They will decide if they need to tell anyone else about it. If they do need to tell someone, they will contact the Leeds Duty and Advice Team, 999 or Miles, the board member responsible for safeguarding.

Even if they decide not to tell anyone else, the information will be kept by Made with Music. It is kept in case any other complaints are made in the future.

## **How do we keep people safe when people apply for jobs at Made with Music? (Safer recruitment)**

Even if we know the person applying for the job, we will:

1. Write that safeguarding is important to us in the job advert
2. Carefully think about the questions we put on the job application form. The answers need to show us that the person has the skills and experience needed for the job.
3. Interview the person applying for the job. At the interview, we will ask questions about safeguarding. We will ask if there is any reason that they can't work with people. (All of the questions are sent out before the interview for equality reasons)
4. Make sure the person is who they say they are by checking photo identification (ID). This could be a passport, a driving license or an identity card.
5. Ask someone they have worked with before for a reference. The reference will make sure they can safely work with people. If it is their first job, we can ask someone who knows them well for a reference.
6. Apply for a police check at the highest level possible (DBS) or check the update service
7. Show them this policy and tell them about our safeguarding training run by the Safeguarding Leads

## **How do we make sure that people are able to be filmed or photographed?**

We need to make sure that anyone being filmed or photographed knows that they are having their photograph taken or being filmed. We will ask for their consent to be photographed or filmed on the booking form for the activity and on the day of the activity.

If we use a professional photographer, we will make sure they have read our policy and are allowed to work with children and families. We will make sure they follow the same rules about where to store the photos

### **Made with Music will:**

- Ask people of all ages for their consent before taking a photograph or video.

- Explain what the pictures or videos will be used for, this might include using them on our website or on our social media platforms. They might also be used on a poster to tell people about Made with Music.
- Explain how the pictures or videos will be stored
- Keep pictures and videos in a locked folder in our secure online drive. Once saved, pictures and videos need to be removed from personal devices
- Explain that we may not be able to delete all pictures or videos if someone removes their consent after the pictures or videos have been published.
- Not identify anyone by name
- Remind people that they should not share pictures or videos of other people's families unless they have consent

**Made with Music look at this policy every year and add information to it if we need to.**

We last read this policy in August 2024.

Signed: Kat Porter (Administrator)



## **I am worried someone is not safe, what do I do?**

If it is an emergency, call the emergency services on 999.

If it is not an emergency, speak to Hannah or Kathryn and then fill in this form or answer the questions on a voice note somewhere that you can't be overheard:

What is the date today?

What's your name?

What is the name of the person you are worried about?

What did the person say to you? Write down exactly what they said in their words.

If they didn't say anything, why are you worried?

### **Hannah Dilworth**

Telephone number: 07791 809121, [hannah@madewithmusic.co.uk](mailto:hannah@madewithmusic.co.uk)

### **Kathryn Sturman**

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### **Miles Jefford**

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Hannah, Kathryn or Miles will decide who to contact and how to pass the information on to other people if they need to.