

Scarlet Community Music Club

Safeguarding Policy

Introduction

Scarlet Community Music Club is a community-based organisation providing inclusive music and creative arts opportunities for people of all ages and backgrounds. We are committed to creating a safe, respectful and welcoming environment where children, young people, vulnerable adults, staff and volunteers can thrive.

Purpose and Scope

This policy sets out how we will keep people safe during our activities. It applies to all staff, volunteers, trustees, placements and anyone working on behalf of Scarlet Community Music Club. Everyone has a responsibility to safeguard children, young people and adults at risk.

Context

This policy is informed by English law and statutory guidance, including:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR

It should be read alongside related policies: health & safety, equality and diversity, data protection.

Language and Definitions

Child/Young Person: anyone under 18 years old.

Adult at Risk: a person aged 18 or over who is unable to protect themselves due to age, illness, disability or circumstances.

Safeguarding: protecting people's wellbeing and human rights, keeping them safe from harm, abuse or neglect.

Abuse: is any form of harm that causes damage to a person's physical, emotional, or psychological wellbeing. It can include physical abuse, emotional abuse, sexual abuse, neglect, financial exploitation, discrimination, or online abuse. Abuse may be carried out by adults, peers, or others in positions of trust, and can occur in person or online.

For more detailed information about the types and signs of child abuse, see the NSPCC guidance:

<https://www.nspcc.org.uk/what-is-child-abuse/>

For more detailed information regarding adult safeguarding please visit:

<https://www.anncrafttrust.org/>

Commitment

We believe the welfare of children and vulnerable adults is paramount. Everyone, regardless of age, gender, ability, ethnicity, sexual orientation or religion, has the right to be protected from harm and treated with dignity and respect. We will act quickly and appropriately on any safeguarding concerns.

Dissemination and Training

This policy is available to all staff, volunteers and stakeholders. It will be shared during induction and reviewed annually. Staff and volunteers will receive safeguarding training appropriate to their role.

Where the policy is available:

- On the Scarlet Community Music Club website.
- In staff and volunteer induction packs.
- On request by parents, carers, or participants.

Scarlet Community Music Club will ensure an appropriate level of safeguarding training is available to its Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors, facilitators).

Training will be delivered at induction sessions at the start of each project and the policy and training will be reviewed and refreshed **annually**, with updates on emerging issues, policy changes, and statutory developments.

Designated Safeguarding Lead (DSO)

SCMC Designated Safeguarding Officer (DSO): Elizabeth Lenten (BEM)

SCMC Deputy DSO: Dr Julie Leather

Contacts:

Elizabeth Lenten (BEM) /07500600062 / liz@scarletrecording.co.uk

Dr Julie Leather /07825771081 / julieleather@hotmail.co.uk

The DSO is the main point of contact for safeguarding concerns, responsible for recording, reporting and liaising with statutory agencies.

The DSO will review the concerns, decide on action and contact statutory services if necessary. All concerns will be recorded and stored securely.

Further info: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Safer Practices / Code of Conduct

All staff and volunteers must:

- Treat everyone with respect and dignity.
- Avoid being alone 1:1 with a child or vulnerable adult where possible.
- Maintain professional boundaries and language.
- Never use abusive, discriminatory or inappropriate behaviour.
- Keep interactions online transparent and professional.

Partnership Working

When working with partner organisations, safeguarding policies will be shared and responsibilities agreed. If there is a conflict, the stricter safeguarding standard will apply.

Confidentiality, GDPR and Record Keeping

Confidentiality:

Safeguarding records will be kept securely, either in a locked cabinet (for paper) or on a password-

protected system (for digital).

Access is restricted to the Designated Safeguarding Lead (DSL) and deputies.

Information will only be shared with those who need to know to keep someone safe (e.g. social services, police).

We record only what is necessary, factually and accurately.

Record Keeping:

All safeguarding concerns, disclosures, referrals, and actions taken will be recorded promptly, factually, and stored securely.

Records relating to children and young people will be kept until their 25th birthday, or 7 years after the record was made (whichever is longer).

Records relating to staff or volunteers will be kept for at least 6 years after employment ends.

If a child or vulnerable adult dies or suffers serious harm, records will be kept indefinitely.

Records will be held in line with GDPR requirements. Access will be restricted to the Designated Safeguarding Officer (DSO) and deputies.

Once retention periods are over, records will be securely destroyed (shredded or securely deleted).

Privacy Notice:

Scarlet Community Music Club collects and uses personal data for safeguarding purposes under the lawful bases of legal obligation and legitimate interests. We only collect information necessary to keep people safe, and it is stored securely with access restricted to safeguarding leads. Information may be shared with statutory agencies (e.g. police, social services) if required to protect someone from harm. Data is retained only as long as necessary in line with our retention policy, after which it is securely destroyed. Individuals have the right to request access to their personal data, to ask for corrections, and to raise concerns with the Information Commissioner's Office (ICO).

Dealing with Concerns

If you are worried about a child, young person or vulnerable adult:

- Stay calm, listen and reassure.
- Do not promise confidentiality.
- Report immediately to the DSO.
- Record what was said factually.

If the concern is about a staff member, report directly to the DSO.

If someone discloses abuse to you:

- Listen without interruption and avoid asking leading questions.
- Do not investigate yourself or confront the alleged perpetrator.
- Reassure the person that they did the right thing by telling you.
- Explain what will happen next, including who you will share the information with.

Reporting

All safeguarding concerns should, in the first instance, be reported to the DSO. If unavailable, or inappropriate, concerns can be raised with the deputy DSO

The DSO will review the concern, decide on action, and contact statutory services if necessary. All concerns will be recorded and stored securely.

The guidance principles for this can be found here:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

In an emergency, or if someone is in imminent danger, call the Police on 999.

If DSO/DSO Deputy not available or appropriate:

If it is not possible or appropriate to raise a concern with the DSO or Deputy DSO, or you do not feel able to raise it within the organisation, you can seek advice or make a referral directly to the Local Authority Safeguarding Team, the Police (999 in an emergency), or the NSPCC Helpline (0808 800 5000).

Whistleblowing

Concerns can be reported in confidence to the DSO. If you feel unable to raise the matter within Scarlet Community Music Club, for safeguarding concerns about staff/volunteers, you can contact the Local Authority Designated Officer (LADO) Tel: 01522 554 674 /Email:

LSCP_LADO@lincolnshire.gov.uk or the NSPCC Whistleblowing Helpline on 0800 028 0285. Scarlet Community Music Club is committed to protecting whistleblowers from retaliation.

Online Communication / Working

Written parental consent is required for under-18s in online sessions.

No private messaging between staff and children.

Use only approved, transparent communication channels.

Photos and Filming

Written consent must be obtained from parents/guardians (for under-18s) or individuals before taking or sharing photos/film. Images will be used responsibly and never in ways that could put someone at risk.

Recruitment and Safer Recruitment Practices

We follow safer recruitment practices:

- Safeguarding commitment included in adverts.
- Application forms request full job history, with gaps explained.
- Self-declaration, ID checks and references required.
- Safeguarding question asked at interview.
- DBS checks at the highest level permitted.

Date of Policy and Review

Policy Approved on: 1st October 2025

Review Date: 1st October 2026

DSO Contact Information:

DSO – Elizabeth Lenten (BEM) /07500600062 / liz@scarletrecording.co.uk

Deputy DSO – Dr Julie Leather /07825771081 / julieleather@hotmail.co.uk