

OM Music Sanctuary Policy for Safeguarding Children, Young Adults and Vulnerable Adults

1. Introduction

OM Music Sanctuary (the Organisation) is a non-profit organisation run for the following purpose:

- To provide a full-time music project for individuals in Edinburgh struggling with social isolation due to mental health or other challenges, enabling free access to instruments and tuition, recording facilities, jam sessions and social events.
- To provide a safe and welcoming space for people to learn, make music and socialise in a non-judgemental and supportive community; and ultimately to tackle social isolation by bringing people together and fostering a sense of community through learning and performing music.

The Organisation is based at:

Palmerston Place Church
12 Palmerston Place
Edinburgh
EH12 5AA

OM Music Sanctuary has adopted this safeguarding policy and expects every adult working or helping at the Organisation to support it and comply with it. Consequently this policy shall apply to all staff, directors, volunteers, students or anyone working on behalf of the Organisation. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

2. Purpose of the Policy

This policy is intended to protect children, young people and vulnerable adults who receive any service from us, including those who are the children of adults who may receive services from us.

The Organisation believes that no child, young person or vulnerable adult should experience abuse or harm and are committed to the protection of such individuals. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to protection and safeguarding of vulnerable individuals. OM Music Sanctuary abides by the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

The Organisation believes that all children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

The Organisation recognises that some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

3. Definitions:

The Children's Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

Adult at Risk (Vulnerable Adult):

- An adult who has needs for care and support (whether or not an authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children, young people and vulnerable adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories; they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children, young people and vulnerable adults: Safeguarding children, young people and vulnerable adults is defined in 'Working Together to Safeguard Children, young people and vulnerable adults' (2018) as:

- protecting children, young people and vulnerable adults from maltreatment.
- Preventing impairment of the health or development of children, young people and vulnerable adults
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children, young people and vulnerable adults to have the best outcomes

4. Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in Scotland. Further details may be found at:

<https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021/documents/>.

5. Training and Awareness:

OM Music Sanctuary will ensure an appropriate level of safeguarding training is available to its volunteers and any relevant persons linked to the organisation who require it.

For anyone working with children, young people and/or vulnerable adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children, young people and vulnerable adults.
- Recognise a child, young person or vulnerable adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with children, young people and vulnerable adults.
- Have knowledge of this Safeguarding Policy.

6. Code of Conduct Guidance

No adult connected with OM Music Sanctuary should spend excessive amounts of time alone with children, young people or vulnerable adults away from others. Any contact with an individual should take place as openly as possible. If privacy is needed for any reason, doors should be left open and/or other adults informed where possible.

Adults are advised not to make unnecessary or inappropriate physical contact with children, young people or vulnerable adults. There may be occasions when physical contact is unavoidable, but in all cases must only take place with the consent of the child, young person or vulnerable adult. Tell them exactly what you are going to do. Any resistance must be respected.

Adults are also advised to avoid taking children, young people or vulnerable adults alone in a vehicle and avoid meeting outside of the organisation without the consent of the individual or their related person/s with parental responsibilities.

Any adult involved with OM Music Sanctuary should NEVER:

- Engage in sexually provocative or rough physical games including horseplay.
- Allow children, young people or vulnerable adults to use inappropriate language or behaviour unchallenged.
- Make sexually suggestive comments, even in fun.
- Let any allegations a child makes go without being recorded and reported to the designated person.
- Do things of a personal nature that the child, young person or vulnerable adult can do for themselves.

7. Confidentiality and Information Sharing

OM Music Sanctuary expects all employees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. However, information should be shared with the Local Authority if a child is deemed to be at risk of harm; the police should be contacted if they are in immediate danger, or a crime has been committed.

8. Safe Recruitment & Selection:

OM Music Sanctuary is committed to safe employment and volunteer recruitment practices that reduce the risk of harm to children, young people and vulnerable adults from people unsuitable to work or have contact with them. All adults involved with children, young people or vulnerable adults will hold a PVG

certificate. Anyone who is suspected of causing harm or risk to a child, young person or vulnerable adult will be removed and Disclosure Scotland will be informed of our actions and the reasons for them.

9. Use of Social Media, Mobile Phones and other Digital Technology:

All employees and volunteers should be aware of and understand that it is unlawful to photograph children, young people or vulnerable adults without the explicit consent of the individual or related person with parental responsibilities.

10. Whistleblowing:

It is important that people within OM Music Sanctuary have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer.

11. Reporting Procedures

It is fundamentally important that, if any adults related to OM Music Sanctuary have concerns about a child, young person or vulnerable adult, they seek to report these concerns to the Child Protection Officer and follow the steps laid down in this policy and procedure.

It must be remembered that the adult is not responsible for deciding whether or not abuse has taken place, rather they are responsible for reporting their concerns to the relevant person.

12. Recording and Record Keeping:

A written record must be kept about any concern regarding an individual with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

If possible, make a record of the following:

- Name and age of child, young person or vulnerable adult.
- Any special factors
- Name of parent(s), carer, guardian
- Home address and phone number
- If the person is making the report expressing their own concerns or passing on those of somebody else.
- What has prompted the concerns? Include dates, times if specific incidents. Any physical/behavioural/indirect signs.
- Has the child, young person or vulnerable adult been spoken to? If so, what was said? Has anyone been alleged to be the abuser? If so, record details.
- Has anyone else been consulted? If so, record details.

13. Dealing with a disclosure of abuse or neglect

Do:	Don't:
Stay calm	Panic
Listen and hear what the child, young person or vulnerable adult is saying	Ask leading questions (questions that influence a person to give a particular answer)
Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.	Promise to a child, young person or vulnerable adult that you can keep a secret.
Record in writing what was said as soon as is possible and keep this record safe and secure. These may be required by the police or social services.	Ask for details of the abuse. This is not your job and will be undertaken by the police and social services.
Report the matter to the designated person.	Require the child, young person or vulnerable adult to repeat their story unnecessarily.
	Attempt to investigate whether abuse has taken place. This is not your responsibility but is a matter for the appropriate authorities. You have a supportive and not investigative role.

14. Important Contacts:

Designated Officer for Safeguarding

Name: Ralph Turner

Email address: ralpht@live.co.uk

Telephone number: 07876 536000

Police Emergency – 999

Non-emergency – 101

NSPCC Helpline 0808 800 5000

NSPCC Advice and Support: www.nspcc.org.uk

Childline Number for Young People: 0800 1111

Policy approved by the OM Music Sanctuary Management Committee

Date: 2 December 2022