

# **Safeguarding Policy**

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# 1. About Youth Music

Youth Music's vision is a world where every young person can change their life through music. We are creating a world where every young person can make, learn and earn in music, whatever their background or goal.

We believe that music making, learning and earning shouldn't be a privilege, but research shows that for many, it is. We mobilise a nationwide network of grassroots specialists in reaching young people facing economic, social or personal barriers through music.

Every year, our investment, expertise and campaigning enables more than eighty thousand 0-25 year olds to experience the transformative benefits of music.

Youth Music is funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery, and support from partners, fundraisers and donors.

Our organisational values are to:

- **Be bold** – leading change means taking informed risks, however uncomfortable
- **Be inclusive** – we take a proactive and leading approach to equality, diversity and inclusion
- **Be responsive** – like the young people we support, we're constantly growing and open-minded
- **Be enterprising** – we think creatively and act dynamically
- **Be trusting** – the biggest impact will come from collaborating and liberating others.

## 2. Introduction

This policy explains how Youth Music aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with children and adults at risk of harm.

The purpose of this policy statement is:

- to promote the wellbeing and to protect from harm, abuse and mistreatment of any kind people who benefit from our work, team members and others we come into contact with.
- to provide team members, partners, young people, parents and carers with the principles that guide our approach to safeguarding and our commitments about safeguarding.

All team members and partners must read and comply with the measures outlined in this policy.

Funded partner organisations hold primary responsibility for meeting their safeguarding duties and must have adequate safeguarding policies and procedures. Therefore this policy does not directly apply to them, but does set out minimum safeguarding standards and our commitments to support them to meet their duties.

### 3. Definitions

- **Adult at risk:** anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.
- **Child:** anyone under the age of 18 years.
- **Commissioning member of staff:** the team member who contracts with consultants or partners delivering services to Youth Music or on our behalf.
- **Partners:** agencies or organisations engaged in delivering services on behalf of Youth Music; or agencies or organisations we are in a joint initiative with.
- **Funded Partner organisations<sup>1</sup>:** Organisations are in receipt of grant funding from Youth Music.
- **NextGen Community:** the community of young people (aged 18-30) with whom we engage as part of our NextGen programme. For example, those in receipt of a grant, people we commission as freelancers or those who attend our events.
- **NextGen Grantees:** those who have received a grant through the NextGen Fund.
- **SLT:** Senior Leadership Team
- **Team member:** anyone engaged or acting on behalf of Youth Music supported or directed activities including employees, volunteers (including trustees) and consultants (including young creatives and freelancers). Some requirements may be flexed for consultants dependent on the role following the assessment of risks and the proportionality of duties to their activities.

### 4. Understanding of safeguarding

In this policy, safeguarding refers to the range of measures to protect the people who come into contact with Youth Music from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an

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<sup>1</sup> For the avoidance of doubt, a funded partner organisation would also be deemed a partner in terms of the Charity Commission's serious incident reporting requirements.

individual's welfare and their health and safety.

There is a particular duty of care for organisations providing activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

- Children: We will seek to provide help and support to meet their needs; protect them from maltreatment; prevent impairment of their health or development; ensure they are growing up in circumstances consistent with the provision of safe and effective care; support their upbringing with their family where in their best interests; and take action to enable them to have the best outcomes.
- Adults at risk: We will protect the rights of adults to live in safety, free from abuse and neglect.

## 5. Legal framework

We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission, [for safeguarding and protecting people](#) and [protecting charities from abuse for extremist purposes](#).

In developing this policy and any associated procedures and guidance, Youth Music has referred to key domestic legislation including [The Charities Acts 2006 & 2011](#), the [Children Act 1989 & 2004](#), the [Protection of Children Act 1999](#) and the [Safeguarding Vulnerable Groups Act 2006](#), the [Care Act 2014](#), the [Data Protection Act 2018](#), [Public Interest Disclosure Act 1998](#), the [Equality Act 2010](#) and the [Online Safety Act 2023](#) and in light of the principles of the [Mental Capacity Act 2005](#), the [Counter-Terrorism and Security Act 2015](#) and the [Domestic Abuse Act 2021](#).<sup>2</sup>

As a charity and limited company, Youth Music recognise its particular duties to safeguard and promote the welfare of children and adults at risk of harm affected by its work. Where we engage in such work, we will consider relevant statutory guidance including [Keeping Children Safe in Education \(2023\)](#), [Working Together to Safeguard Children \(2023\)](#), [Care and support statutory guidance \(2023\)](#), [Prevent Duty Guidance for England & Wales \(2023\)](#) and the [Domestic Abuse Statutory Guidance \(2022\)](#). We shall consider this guidance proportionally in light of the organisation's unique nature and structure and respecting the duties of statutory agencies to protect children and adults experiencing or at risk of harm.

Youth Music primarily operates in England. The principles underpinning this policy are developed in regard to UK legislation. They apply across the organisation, irrespective of location. Where we operate outside of England, the specific legal obligations and context for our safeguarding activity will vary according to the nation in which we are operating.

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<sup>2</sup> At the time of updating this policy, the Online Safety Act 2023 is not yet in force. Team members who work with digital products and services should be alert to updates from the Designated Safeguarding Lead as to any new duties applicable to the organisation.

## 6. Policy statement

### Our commitment

Everyone has the right to be safe. Protecting people and meeting our safeguarding responsibilities is a governance priority for Youth Music. It is a fundamental part of operating as a charity for the public benefit and a foundation of how we create a world where every young person can make, learn and earn in music, whatever their background or goal.

### Respect

Youth Music is committed to ensuring that everyone in contact with the charity is treated with dignity and respect and feels that they are in a safe and supportive environment. Where there is a safeguarding concern, we will be responsive to the individual's views, wishes and feelings, ensuring they are taken into account when determining what action to take.

### Taking responsibility

Youth Music recognises that protecting people from harm is both a corporate and individual responsibility. Team members are responsible for safeguarding others' health and wellbeing and protecting them from all forms of harm, including abuse, exploitation, and violence. They should show a commitment to and an understanding of others' rights, safety, and welfare. We will ensure that team members and partners act and respond appropriately to any concerns or allegations of abuse, harm or neglect. We will be dynamic in managing risk effectively and proportionately.

### Equity, diversity and inclusion

Youth Music believes that everyone has an equal right to be protected from all types of harm or abuse. Inequalities in society mean that not all groups are treated equally, fairly and with dignity, or have the same protection from abuse, harm or neglect. We have a particular responsibility to safeguard groups most at risk of harm - such as children and adults at risk - and to remove the barriers that exclude marginalised and minority groups from equal protection.<sup>3</sup>

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<sup>3</sup> The Equality Act 2010 provides the legislative framework that informs our work to promote equality of opportunity and reduce barriers to engagement, in particular for protected groups including: age\*, disability\*, ethnicity (including race, colour and nationality)\*, gender\*, gender reassignment\*, religion or belief\*, sexual orientation\*, marriage and civil partnership\*, pregnancy and maternity\*, refugees and asylum seekers, people who are neuro-divergent, ex-offenders (\*Under the Equality Act (2010) these are known as "protected characteristics").

## **Best interests**

We will be bold in placing the best interests of those we work with at the heart of everything we do. In responding to a safeguarding concern, the primary consideration will always be the best interests of those at risk of or experiencing harm.

## **Confidentiality and information sharing**

Youth Music seeks to protect individuals' rights to privacy and confidentiality. All our team members must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information proportionately to protect people from harm. We will maintain and securely store confidential, detailed and accurate records of all safeguarding concerns.

## **Collaborating**

Youth Music recognises that working in partnership with other agencies is essential in effective safeguarding. We will support funded partner organisations, partners and the wider music sector to meet their safeguarding duties and collaborate to ensure that we build a safer world for all. We will support statutory agencies to meet their duties in leading investigation and assessment of safeguarding concerns and always proactively support police or prosecutors to fulfil their duties.

## **Accountability**

Youth Music seeks to build a culture where we are accountable for our safeguarding duties. We aim to be open as to how we always demonstrate integrity in our professional and personal conduct. We will seek to continually learn from our experience of safeguarding and always notify relevant organisations, authorities, regulatory and governing bodies as required when managing a concern.

# **7. Safeguarding in our organisation**

This section outlines the measures in place to build a culture of safeguarding for all in our organisation. Further details of specific responsibilities are included in Annex A.

## **7.1. Accountability for implementation**

- The Board of Trustees has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively.

Safeguarding is a standing agenda item at every Board and Finance and Audit Committee meeting and included in the organisation's risk register.

- The Lead Trustee for Safeguarding will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Designated Safeguarding Lead (DSL) to fulfil their duties.
- The CEO will ensure that a DSL and deputy are named, appropriately trained and have the time and focus to fulfil their duties effectively.
- The SLT, led by the CEO, is responsible for actively promoting safeguarding within day-to-day operations and role-modelling best practice.

## **7.2. Appointment of Designated Safeguarding Lead (DSL) and deputy**

- We will appoint a Designated Safeguarding Lead and deputy to champion and lead the implementation of safeguarding in our activities.
- The DSL must inform the Board of Trustees of all serious incident reports.
- Annually, the DSL will undertake a review of all safeguarding cases and include a summary of proactive measures to implement and strengthen safeguarding across the organisation. The recommendations will be presented to the Finance and Audit sub-committee members for their consideration prior to being tabled for discussion at the next scheduled meeting of the trustees.

## **7.3. Appointment of Safeguarding Champions**

- Youth Music is a unique and diverse organisation and each team manages very different types of safeguarding risk. The SLT will ensure Safeguarding Champions are appointed in each team to ensure safeguarding measures respond to the different organisational needs.

## **7.4. Taking responsibility in joint working and working with others**

- In any joint activities or initiatives with others, Youth Music and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e. the "safeguarding lead organisation") and which policies and procedures will be followed for the joint initiative.
- When making decisions on who will be the safeguarding lead organisation, Youth Music will be mindful of whether the other organisation meets minimum expectations for safeguarding (see Annex B).

## **7.5. Ensuring safer recruitment practices**

- We will recruit team members safely, ensuring all necessary checks (including references and enhanced DBS where eligible and required) are



made and managing risks to ensure they are suitable for their role.

- We will advise all team members working with children and adults at risk of harm to disclose any reason that may affect their suitability to undertake this work in line with legal requirements and best practice. Our Recruitment Policy will set expectations for how we assess all roles, taking into account the working environment, determining if they are eligible for a DBS check and if so, at what level.

#### **7.6. Supporting team members to fulfil their responsibilities**

- We will share information about the right to be safe and safeguarding best practice to all team members, including providing structured induction and training.
- Any new team member will be provided with this policy and associated procedures and have an induction with the DSL (or deputy) within one month of starting work. The line manager or commissioning member of staff should discuss any role-specific safeguarding requirements with the team member, including the application of the relevant Code of Conduct.
- When a team member is working with children or adults at risk of harm, their line manager or commissioning member of staff (in consultation with the DSL) will review the nature of the work and decide if specialist training will be provided.
- The DSL will ensure that all team members receive appropriate and proportionate refresher training on an annual basis.
- SLT will ensure opportunities to discuss safeguarding within team meetings, 1-to-1s, appraisals and other forums across the organisation.

#### **7.7. Providing safe and secure programmes, environments and activities**

- We recognise that people can be harmed as a result of poorly designed programmes and projects, and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.
- We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and

good practice.

- We will actively share information about safeguarding how people can raise a concern to those affected by our work, including on our website.

### **7.8. Providing a safe digital environment**

- We will take technical solutions to reduce access to inappropriate content on devices owned or used by Youth Music. We will review and update our information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.
- Where we are using digital channels to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will identify appropriate approaches to educate and raise awareness of online safety to these groups relevant to our activities. These risks will include:
  - content: being exposed to illegal, inappropriate or harmful material
  - contact: being subjected to harmful online interaction with other users
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm.
  - contract: being exposed to inappropriate or unsuitable commercial risks
- We will examine and risk assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with children and adults at risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.
- We will always act to prevent hateful or inappropriate content targeting our team members.

### **7.9. Adopting safer working practices**

- We have relevant codes of conduct for all our team members. All team members must read and sign the Code of Conduct upon joining the organisation or signing their contract for services.
- Where team members are in contact with children or adults at risk, they must follow those specific established standards of conduct.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.

### **7.10. Supporting, supervising and managing our team**

- We will provide effective management for team members through supervision, support and quality assurance measures.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager or commissioning member of staff as appropriate without fear of penalty or victimisation. They can always contact the DSL or Lead Trustee.
- Line managers or commissioning member of staff should ensure that team members are aware of their right to whistleblowing in the public interest in the Whistleblowing Policy & Procedures.
- We recognise that effective safeguarding rests on a broader culture of supporting wellbeing. SLT will ensure that line managers receive training on supporting mental health at work; all staff have access to counselling and support via the Youth Music Employee Assistance Programme, and we will maintain access to Mental Health First Aiders.

#### **7.11. Receiving and responding to safeguarding disclosures, concerns and allegations**

- Our team members will always respond to a safeguarding disclosure, concern or allegation promptly and appropriately following the relevant Youth Music procedure. Youth Music operates a low-level concern approach which means that even minor concerns or suspicions of harm must be reported in line with our procedures. Failure to report safeguarding concerns will be considered a serious breach of Youth Music's safeguarding procedures and may result in disciplinary action.
- We recognise that those in positions of responsibility may abuse their power and exploit or harm others. We will be proactive in dealing with any abuse and to challenge any abuse of power, especially by anyone in a position of trust or responsibility.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing harm, any bystanders and our organisation as a whole into account.
- The DSL will ensure that serious incidents which require reporting to the Charity Commission are shared with the Finance & Audit sub-group who ensure appropriate action is taken.
- For further details, see our Procedures for Managing Safeguarding Disclosures, Concerns or Allegations.

#### **7.12. Managing and processing data appropriately**

- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing;

recording and storing information professionally and securely and in line with established procedures.

- We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning children, adults at risk, parents, families and carers.

### **7.13. Ensuring safer use of audio-visual materials**

- To celebrate our work's successes and achievements, we will collect a range of audio-visual materials of those engaged in our work; including of children and adults at risk. We have a responsibility to ensure this is done safely.
- We will ensure that we have appropriate consent for the taking and storage of images; including from parents and carers of children or adults at risk (as necessary)). We will inform them how the material will be used, stored, and the potential risks associated with the use and distribution of these materials.
- We will always share expectations when permitting individuals attending our events to take audio-visual materials for their personal use.
- Where team members collect audio-visual materials of children or adults at risk they should seek further advice from the Designated Safeguarding Lead.
- Where we publish audio-visual materials of children and adults at risk, we will proactively reduce the risk of this being misused by carefully selecting materials and limiting identifiable information.

## **8. Safeguarding with funded partner organisations**

This section outlines the measures in place to ensure that good safeguarding practices are embedded in Youth Music's grant-making.

### **8.1. Expectations on funded partner organisations' safeguarding**

- We will set and communicate minimum standards of safeguarding that all the organisations we fund must meet to prevent harm and respond to safeguarding concerns (Annex B).
- We recognise that organisations will be at different stages of their safeguarding maturity. But all organisations must be able to evidence that they meet these minimum safeguarding standards to be eligible to receive Youth Music funding.

## **8.2. Assessing funded partner organisations' commitment to safeguarding**

- We will ask questions about safeguarding in the application form for funding and require applicants to submit their safeguarding policy. Decision-making will be informed by the responses given.
- We will ensure that relevant team members receive specialist training to enable them to recognise good safeguarding practice and identify potential risks.

## **8.3. Monitoring funded partner organisations' safeguarding in grant delivery**

- We expect all funded partner organisations to fully implement and monitor the safeguarding measures set out in their policies and procedures and our funding agreement's requirements.
- We will remind funded partner organisations about our expectations for safeguarding during the start-up phase of the grant.
- We will include specific questions on safeguarding in monitoring reports and explore safeguarding practices during monitoring visits.

## **8.4. Being informed of safeguarding concerns and incidents in funded partner organisations' supported activity**

- We will expect all funded partner organisations to report safeguarding incidents arising as a result of or in connection with their funded programme to Youth Music, and provide details as required by Youth Music.
- Our funding agreement outlines reporting requirements and how the concern will be managed.

## **8.5. Supporting funded partner organisations to fulfil their responsibilities**

- We recognise that our funded partner organisations hold the primary responsibility for safeguarding and protecting from harm those in contact with their organisation.
- We want to support organisations to continually improve their safeguarding practices. We will strive to be open and supportive as funded partner organisations deliver their work in line with commitments in Annex B.
- We support funded partner organisations to improve their practices through training, 1:1 support and our [safeguarding resource hub](#).
- Youth Music may withdraw or suspend funding in exceptional circumstances if the funded partner organisation is unable or unwilling to meet their safeguarding responsibilities. The decision to terminate funding is never taken lightly, and we will always try and support our

partners to address concerns rather than terminate funding. Our disinvestment policy outlines the process.

- Any decision to suspend or withdraw funding must be agreed with the SLT and approved by the Safeguarding Lead and the Designated Trustee for Safeguarding.

## 9. Safeguarding with the NextGen Community

- Team members who work with the NextGen Community will receive context-specific safeguarding training.
- Where wellbeing concerns about an individual are not deemed to require onward referral but other actions are taken, a concern log will be maintained by the Deputy DSL and reviewed regularly with Safeguarding Champions (whereby names are shared on a need to know basis). Emerging training and support needs for team members who work with the NextGen Community will be reviewed regularly and acted upon.
- Health and safety and safeguarding form part of induction processes for NextGen Grantees, to provide clarity around responsibilities (including where they intend to work with children or adults at risk) and signposting to advice and support.

## 10. Disciplinary action

Where disciplinary action needs to be taken in regard to a Youth Music employee, it will be undertaken in accordance with the procedures set out in the Disciplinary Policy. Suspension of the individual against whom allegations have been made may be deemed to be necessary, if, for example:

- There is cause to suspect someone is at risk of significant harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might represent grounds for dismissal.

Youth Music will not suspend an employee for longer than is reasonably necessary, and the employee will continue to receive full pay and benefits during any period of suspension.

If the individual in question is not an employee, Youth Music will liaise with the relevant organisation (e.g. the individual's employer) to determine what disciplinary action should be taken. Youth Music may terminate the individual's contract, involvement and or association with immediate effect.

## 11. Related policies and procedures

This policy statement should be read alongside Youth Music's other organisational policies and procedures (which will be made available to team members when beginning their activity with us), as follows:

1. Procedures to Raise a Safeguarding Concern
2. Recruitment Policy
3. Code of Conduct
4. Harassment and Bullying Procedures Policy
5. Grievance and Disciplinary Procedures Policy
6. Health & Safety Policy
7. Staff Whistleblowing Policy and Procedures
8. Complaints Procedure
9. Data Protection Policy and Procedures
10. Funding Agreement
11. Procedure to Raise a Concern (about a funded partner [here](#))
12. Disinvestment Policy [here](#)
13. Funded Partner Due Diligence Assessment Framework
14. Toolkit for difficult conversations
15. Social Media Policy
16. Editorial Policy

# Annex A: Responsibilities

The Lead Trustee for Safeguarding role is to:

- Champion the importance of safeguarding within the Board of Trustees, SLT and across the organisation;
- Attend meetings to maintain an overview of safeguarding cases and measures to implement and strengthen safeguarding across the organisation;
- Support the SLT in the management of high-risk cases and ensure that risks are managed appropriately; and
- Approve any decisions to suspend or terminate funding due to safeguarding concerns.

The Designated Safeguarding Lead will provide specialist advice and support to ensure the highest standards are maintained across all our operations. The Designated Safeguarding Lead will:

- Act as the central contact point for all team members to discuss any safeguarding concerns;
- Provide advice and support to staff, funded partner organisations and others connected with our work;
- Develop guidance and training across the organisation;
- Manage all safeguarding concerns reported and ensure a robust and timely response; coordinating safeguarding action for individual children and adults at risk of harm, and liaising with other agencies and professionals in line with relevant statutory guidance;
- Engage with other agencies and experts within the sector to ensure our approach is both informed by and contributes to best practice;
- Ensure that policies are reviewed at least annually and when required.

The Deputy Designated Safeguarding Lead will:

- Liaise with the Safeguarding Associate
- Maintain a confidential recording system for wellbeing concerns amongst members of the NextGen Community ("Wellbeing Concern Log");
- Lead quarterly Safeguarding Champions meetings;
- Deputise for the DSL and/or provide the DSL with support to fulfil their responsibilities when necessary.

Safeguarding Champions are in place from teams across Youth Music to:



- Build awareness and ensure safeguarding is embedded across the organisation;
- Meet with the Designated Safeguarding Lead and Deputy Safeguarding Lead on a quarterly basis to share the specific safeguarding issues and support required by their teams;
- Promote safeguarding within their teams and support the implementation of safeguarding policies and procedures;
- Provide advice to their teams, including signposting to safeguarding resources;
- Ensure that safeguarding concerns are escalated in line with safeguarding procedures; and
- Support the Safeguarding Lead to develop and deliver training and other resources to meet the needs of their teams.

# Annex B: Safeguarding and Youth Music funded partner organisations

## Minimum safeguarding standards for funded partner organisations

To receive Youth Music funding, organisations will need to evidence that they meet our minimum safeguarding standards:

1. A safeguarding policy in the name of your organisation, updated in the last 3 years.
2. A person with overall responsibility for safeguarding (your designated safeguarding lead).
  - Their name and contact details are in your safeguarding policy.
3. Safer recruitment practices including DBS checks for those working with children and young people (at the highest level permitted, re-checked at least every three years).
4. A procedure for reporting concerns, incidents or allegations (including those against staff/volunteers) that says who to inform and how to contact them.
5. Regular safeguarding training for staff and volunteers who work with children and young people (this can include in-house sessions) and induction into safeguarding for new starters.

## Annex C: Safeguarding Team

Role 1: Lead Trustee for Safeguarding

Name: Sarah Brown

Contact: [trustees@youthmusic.org.uk](mailto:trustees@youthmusic.org.uk)

Role 2: Designated Safeguarding Lead (DSL)

Name: Angela Linton, COO (she/her)

Contact: [angela.linton@youthmusic.org.uk](mailto:angela.linton@youthmusic.org.uk)

Phone: 0207 902 1095 / Mobile: 07738 147733

Role 3: Deputy Safeguarding Lead

Name: Rachel Sears, Grants and Learning Officer (she/they)

Contact: [adam.cookson@youthmusic.org.uk](mailto:adam.cookson@youthmusic.org.uk)

Role 4: Safeguarding Champions:

- Carol Reid, Programme Director (she/her) – Grants and Learning Team
- Constance Dingri, Office Manager (she/her) – CORE Team
- Cristina Barone, Events & Corporate Manager (she/her) – Engagement Team
- Talia Andrea, NextGen Community Producer (she/her) – Engagement Team
- Michelle Myrie, Grants & Learning Officer (she/her) – Grants and Learning Team
- Sam Scott, Grants & Learning Officer (he/him) – Grants and Learning Team

Contact: [firstname.surname@youthmusic.org.uk](mailto:firstname.surname@youthmusic.org.uk)

# Annex D: Youth Music Code of Conduct

Youth Music is committed to creating a positive work environment; to developing policies and systems and promoting behaviours which support a culture where people are valued, respected and know they matter, and where diversity is celebrated.

The organisation is committed to having fair, clearly-stated and supportive relationships between the organisation and its staff and volunteers.

We aim to live our values, not only in the way we do our work but also in the way we treat everyone who works with us. Our unique values are what make us 'Youth Music'. With the help of our Values Committee – a voluntary group of employees – we ensure these principles always guide our decisions and nurture our great workplace culture.

Our organisational values are to:

- **Be bold** – leading change means taking informed risks, however uncomfortable
- **Be inclusive** – we take a proactive and leading approach to equality, diversity and inclusion
- **Be responsive** – like the young people we support, we're constantly growing and open-minded
- **Be enterprising** – we think creatively and act dynamically
- **Be trusting** – the biggest impact will come from collaborating and liberating others.

## Behaviour

It is expected that all employees at Youth Music maintain a high standard of conduct and work performance, observing equity and fairness in dealing with other staff.

Employees are expected to:

- Perform personal duties with skill, care, diligence, and professionalism
- Observe and uphold Youth Music policies and procedures
- Treat colleagues with courtesy, and with respect for their rights, duties and aspirations.
- Perform personal duties with skill, care, diligence, and professionalism
- Treat colleagues with courtesy, and with respect for their rights, duties and aspirations
- Be friendly and kind to others
- Be supportive and offer help if required

- Listen to others
- Take responsibility for your own behaviour
- Follow this code of behaviour and other rules and requirements as set out in your contract of employment.

Employees must agree to comply with Youth Music's policies on harassment, consent and safeguarding, and to be respectful and professional at all times when carrying out work on behalf of Youth Music.

Employees will not physically assault or insult, threaten or malign colleagues or behave in such a way that brings Youth Music into disrepute.

## **Harassment**

Youth Music is dedicated to providing harassment-free experiences for everyone, regardless of age, disability, ethnicity, gender, gender identity and expression, religion, sexual orientation, and people who are neuro-divergent. You can see more about our Diversity, Equality and Inclusion statement [here](#).

We will not tolerate harassment in any form. While you are representing Youth Music, you are not to use any offensive or inappropriate language, images, activities or other material.

If you experience any harassment, notice that someone else is being harassed, or would like to discuss any concerns at any time, please let us know as soon as possible. We will investigate the issue quickly and sensitively.

Staff asked to stop any harassing behaviour are expected to comply immediately. Failure to comply will be treated as misconduct, which may include gross misconduct warranting dismissal.

## **What is harassment?**

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity and/or religion; technology choices; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

## Annex E: Safeguarding Incident Reporting Summary

# Reporting Safeguarding Incidents

The nature of the incident will determine what follow up actions you need to take

**If someone is in immediate danger, dial 999 and speak to the police.**

### 1. Safeguarding e.g. abuse, neglect, welfare and wellbeing

- If someone makes a disclosure to you, do not promise confidentiality. See guidance in 'raising a concern protocol' for more information.
- Raise the concern with the DSL in the first instance, or the Deputy DSL if they are not available.
- The DSL will determine what course of action to take. This could include a referral to the relevant authorities/making contact with a funded partner DSL, or logging the concern and action taken.
- If you witness something on a project visit or it is disclosed at a funded partner venue, report it to the partner's DSL and notify Youth Music's DSL.

### 2. Lower level wellbeing concern about a NextGen

#### Community member

- If you have concerns about an individual's general wellbeing, report this to the Deputy DSL. They will log the concern and determine whether to escalate to DSL and communicate with anyone else who needs to know.

### 3. Poor practice e.g. bullying, harassment, inappropriate behaviour

- Inappropriate behaviour or wrongdoing by a member of Youth Music staff – follow the staff whistleblowing policy.
- Bullying or threatening behaviour by a member of Youth Music staff – follow the bullying and harassment policy.
- Poor practice by someone else – report to the DSL (or Deputy DSL if they are not available).

#### Designated Safeguarding Lead:

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