



MACCLESFIELD
MUSIC CENTRE

Safeguarding Policy and Procedures

Safeguarding children, young people
and adults at risk

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Contact details:

Safeguarding co-ordinators:

Name: Angela Aiken (Musical Director) Safeguarding Lead

Tel: 01625 421551 / 07754 305543

Name: Ruth Bardsley (Chair of Business Committee) Deputy Safeguarding Lead

Tel: 07851 586666

Name: Trustee Representative

Tel: Judy Bell 07950 450980

Useful contacts:

Cheshire East Social Care (Children) (ChECS)

Tel: 0300 123 5012 (option 3) Office hours

Tel: 0300 123 5022 Out of Hours Emergency Duty Team

Cheshire East Consultation Service (ChECS) is the 'front door' for access to services, support and advice for children and their families, from early help and support through to safeguarding and child protection. You can find more details on the website through the link below:

[Care and support for children \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/care-and-support-for-children)

Cheshire East Adult Social Care

Tel: 0300 123 5010 Office hours

Tel: 0300 123 5022 Out of Hours Emergency Duty Team

Local Authority Designated Officer: Tel: 01606 288931

Police: Tel: 999 if child at risk of immediate harm,

Police Prevent officer: Tel: 01606 362121 or email prevent@cheshire.pnn.police.uk

NSPCC

For adults concerned about a child: 0808 800 5000

For children and young people call Childline: 0800 1111

This policy explained:

- This policy applies to tutors, volunteers, trustees and participants; anyone working on behalf of Macclesfield Music Centre or taking part in Macclesfield Music Centre activities.
- The purpose of this policy is to provide participants, tutors and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary. However, children and adults with special educational needs and disabilities can face additional safeguarding difficulties – additional barriers can include assumptions that signs of possible abuse are assumed to relate to their disability without further exploration, they can be more prone to peer-group isolation and disproportionately affected by behaviours such as bullying, and communication barriers in managing and reporting these challenges.
- This policy aims to:
 - Protect children, young people and adults at risk who are; members of, receive services from, or volunteer for, Macclesfield Music Centre.
 - Ensure that tutors and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with
 - Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Macclesfield Music Centre undertakes any activity, event or project.
 - Ensure everyone has access to the procedures to be followed in the event of a safeguarding concern.
 - Ensure everyone has access to the correct procedures in the event of a safeguarding concern being raised.

Legal framework

This policy is based upon legislation, policy and guidance that seeks to protect children and adults at risk in England. Further detailed information can be found in the following documents:

- [Keeping Children Safe in Out-of-school settings](#)
- [Keeping children safe in education](#)
- [Safeguarding and protecting people for Charities and Trustees](#)
- [Northwest Safeguarding Adults Policy](#)
- [Working Together to Safeguard Children](#)
- [Child abuse concerns: guide for practitioners](#)

Date	Version Number	Changes made
October 2021	1.0	

Safeguarding Policy Statement

At Macclesfield Music Centre we recognise that:

- the welfare of all our participants including children, young people and adults at risk, is paramount in all the work we do and in all the decisions we take in respect of all members, 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
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with participants, including children, young people, their parents, carers and other agencies is essential in promoting everyone's welfare.

We will seek to keep participants safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead, a deputy and a lead trustee for safeguarding
- adopting safeguarding best practice through our policies, procedures and code of conduct for tutors, volunteers and participants.
- when working online we will develop and implement an effective online safety policy and related procedures
- providing effective management for tutors and volunteers through supervision, support, and an annual tutor and volunteer meeting. All tutors and volunteers will be made aware of our policies, procedures and code of conduct in order for them to apply them confidently and competently.
- recruiting and selecting tutors and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with members, tutors and volunteers via the website, briefing updates, and one-to-one discussions
- making sure that tutors, members and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against tutors and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints procedures in place
- ensuring that we provide a safe physical environment for our children, young people, adults members, tutors and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where tutors and volunteers, children, young people, their families and adult members treat each other with respect and are comfortable about sharing concerns

Safeguarding Procedure Guidelines

Everyone has a role to play

Safeguarding and promoting the welfare of children, young people and adults at risk is **everyone's** responsibility. **Everyone** who comes into contact with members of the public has a role to play. No single person can have a full picture of a vulnerable person's needs or circumstances. If children, young people, adults at risk and their families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

It is therefore the responsibility of MMC to ensure that **everyone** has the opportunity to report a concern, and the procedure for this is clear and easy to follow. We will ensure this by doing the following:

- The contact details of the safeguarding co-ordinators will be visible at the front desk
- The website will be kept up-to-date with details of who to contact
- We will share the details of public services that can help with matters of safeguarding

The role of tutors

Tutors are particularly important as they are in a position to identify concerns early, provide help for children and adults at risk, and prevent concerns from escalating.

All tutors:

- Have a responsibility to provide a safe environment in which children and adults can learn and participate in making music.
- Should be prepared to identify children, or adults, who may benefit from early help. Early help means providing support as soon as a problem emerges.
- Should be prepared to respond appropriately to any child who discloses abuse (see [guidance for practitioners](#))
- Will follow the procedures for sharing concerns and be prepared to support safeguarding co-ordinators with any referral

The role of the safeguarding co-ordinators

The Safeguarding Coordinators are appointed by the Trustees. The safeguarding lead will have up to date knowledge and complete appropriate training for the role. They will be responsible for the following tasks:

- Ensure this Policy is reviewed, updated and adopted by the Trustees annually.
- Ensure this Policy is widely available and given to all existing and new tutors and volunteers.
- Ensure that all volunteers, tutors and trustees go through the appropriate recruitment process.
- Ensure that each volunteer and tutor is clear about their responsibility to safeguard children, young people and adults at risk.
- Report to the Trustees, including numbers of referrals made/contacts with external agencies and status on DBS checks/training within the organisation.
- Liaise with hosting venue to share good practice and establish communication channels regarding safeguarding.
- In the event of a concern, take the appropriate action and maintain appropriate records.
- On leaving the post, the Coordinator must pass on all records, documents and resources in good order to their successor.

What tutors and volunteers should know

All tutors and volunteers (including trustees) should be aware of the MMC policy and procedures for safeguarding. This should include:

- The safeguarding policy and procedures
- The Code of Conduct
- How to respond to safeguarding concerns, as set out in the safeguarding policy and procedures document
- The identity of the safeguarding lead, their deputy, and the designated safeguarding trustee
- Annual updates about the changes made to policies and procedures
- Awareness of the local early help process and understand their role in it
- Knowledge of indicators of abuse and neglect
- The complaints procedure

All tutors and volunteers should know what to do if a child or adult tells them that he/she is being abused or neglected. **All** tutors and volunteers should know how to manage the requirement to maintain an appropriate level of confidentiality. Tutors and volunteers should never promise a child or adult that they will not tell anyone about a report of abuse, as this may not ultimately be in the best interest of the child, or adult at risk.

What tutors, volunteers and participants should look for

Any child or adult may benefit from **early help**, but tutors, volunteers and participants should be particularly alert to the potential need for early help for anyone who:

- Is disabled, and has specific additional needs
- Has special educational needs
- Is a young carer
- Is showing signs of being drawn into anti-social or criminal behaviour
- Is frequently missing/goes missing from care or home
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in a family circumstance presenting challenges, such as drug and alcohol misuse, mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is a privately fostered child

Abuse and neglect: indicators and definitions

Knowing what to look for is vital to the early identification of abuse and neglect. **All tutors and volunteers** should be aware of indicators of abuse and neglect so that they are able to identify cases of anyone who may need help or protection. If anyone is unsure they should always speak to the designated safeguarding lead (or deputy).

Abuse: Someone may abuse a child, young person or adult by inflicting harm or failing to act to prevent harm. This may happen in a family, institution, or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: this may involve conveying to a child, young person or adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving another opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a child or young person. It may involve seeing or hearing the ill-treatment of others. It may involve serious bullying (including cyber bullying), causing someone to feel frightened or in danger, or the exploitation or corruption of a child, young person, or vulnerable person.

Sexual abuse: this involves forcing or enticing a child, young person, or vulnerable adult to take part in sexual activities, not necessarily involving violence, whether or not the child or person is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children. The sexual abuse of children by other children is a specific safeguarding issue, (often referred to as peer on peer abuse).

Neglect: The persistent failure to meet a child's or young person's physical and/or psychological needs, likely to result in the serious impairment in development. In the case of adults who need assistance with self-care, for example assistance to be clean and have access to adequate food, it is the failure of these needs being met. Neglect may occur during pregnancy, once a child is born, or at any stage in a child or young person's life. It may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding issues: Some behaviours can put children and young people at risk of harm. These include issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery).

Peer on peer abuse: Children and young people can abuse other children and young people. This is likely to include, but may not be limited to:

- Bullying (including cyber bullying)
- Physical abuse such as hitting, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence, such as rape, assault by penetration, and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing
- Sexting
- Initiation/hazing type violence and rituals

Serious violence (including child sexual exploitation and child criminal exploitation): indicators that children and young people may be involved in serious violent crime include increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. (see the Home office's [Criminal exploitation of children and vulnerable adults: county lines](#) guidance)

Female Genital Mutilation: Whilst **all** tutors and volunteers should speak to the designated safeguarding lead (or deputy) with regard to any concerns about FGM, there is an expectation within teaching that any teacher who, within the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police [under the mandatory reporting](#).

Extremism: There is no single profile of a person likely to become involved in extremism and the process of radicalisation is different for every individual. Radicalisers use normal social processes such as loyalty, self-perception, and fear of exclusion to influence others. Signs that an individual may be being groomed into extremism could include: vulnerable individuals becoming withdrawn and stopping participating in their usual activities. Expressing feelings of anger, grievance, or injustice. They may go missing from their home, school or care setting. They may have a new group of friends who have an extremist ideology; using language that supports 'us and them' thinking or possessing or searching for extremist literature online.

Radicalisation: If a person is being radicalised their day-to-day behaviour may become increasingly centred around an extremist ideology, group or cause. For example, they may spend increasing amounts of time talking to people with extreme views (this includes online and offline communication), change their style of dress or personal appearance, lose interest in friends and activities that are not associated with the extremist ideology, group or cause, have material or symbols associated with an extreme cause or try to recruit others to join the cause.

Additional information and support: Departmental advice '[What to do if you are worried a child is being abused – advice for practitioners](#)' provides more information on understanding and identifying abuse and neglect. Examples of potential indicators of abuse and neglect are highlighted throughout the advice and will be particularly helpful for tutors and volunteers. The NSPCC [website](#) also provides useful additional information on abuse and neglect and what to look out for.

Ground rules and ways for working regarding safeguarding of children and young people

During **Saturday Morning** activities all children and young people are accompanied by an adult, and therefore this adult takes responsibility for their safety at all times.

At the point of registration, all named adults must declare that they understand their duty of supervision and the principal that MMC runs as a public space, therefore children must be supervised at all times.

With this in mind tutors will be welcoming of adults sitting in for rehearsals and observing classes; and will actively ensure that a seating area is available for accompanying adults.

From time to time MMC will arrange events that may require them to take responsibility for children and young people. This may include external performances and Holiday Courses.

When **MMC organises an activity or event** where they will be responsible for children and young people (for example Holiday Courses) they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
- If a child, young person and an adult known to be at risk, wishes to take part in MMC activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include:
 - emergency contact details
 - relevant pick-up arrangements
 - medical information, any known allergies

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Supporting Documents:

- Consent Form

Dealing with disclosures

If any participant, tutor or volunteer involved in the activities of MMC witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately

report it to the safeguarding lead; Angela Aiken



If the named person is not available, or is involved in or connected to, the abuse,

report to the group chair, Ruth Bardsley



or the representative from the trustees, Judy Bell

If an individual wants to report an incident of abuse against themselves they should report it to the named safeguarding lead or deputy.

What to expect if a concern is raised

1. The safeguarding lead (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:
 - If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
 - If the person against whom the allegation is made is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.
2. If none of the above applies the named person will:
 - Make a note of the concerns reported to them.
 - Speak with the safeguarding team to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
3. The concern will be followed up by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Seeking advice from and/or requesting an assessment by the local authority social care department about whether a vulnerable person needs protection.
 - Referring to the Local Authority Designated Officer (LADO) in the event of an allegation against a tutor, business committee member, volunteer or trustee
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.

Managing allegations

If abuse is found to have taken place, or if an investigation is ongoing, a decision will be taken in the best interest of the person who has suffered the abuse and to ensure the ongoing safety of children, young people and adults at risk, who will be taking part in the activities of MMC.

Any persons, deemed to be a risk to the safety of others, will be asked leave MMC and not take part in future activities of the charity.

Any serious incident will be reported to the Charities Commission – see guidance <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

MMC also has a duty to refer to the DBS if we take action to stop anyone working or volunteering at MMC due to Safeguarding concerns.

Recording concerns and record keeping

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements tutors and volunteers should discuss with the safeguarding lead (or deputy). These details will be stored securely, by the safeguarding lead.

Recruitment Procedure – Recruiting Tutors

Responsibility:

- Tutor Recruitment: Musical Director with support from the Chair of Business Committee and Chair of Trustees

For details about volunteer recruitment please see: Business Committee Handbook

Responsibility: Business Manager with support from Chair of B. and Chair of Trustees

For details about trustee recruitment please see: Trustee Handbook

Responsibility: Chair of Business Committee with support from Business Manager and Chair of Trustees

This procedure is based on the principles of Safer Recruitment.

1. We will have an appropriate advertisement that contains all the necessary information about the role, timetable for recruitment and our commitment to safeguarding.
2. Applicants will be asked to send an expression of interest, including an up-to-date CV, to the business committee. All expressions of interest will be scrutinised in a systematic way by the business committee in order to agree the shortlist.
3. Where a stand-out candidate is identified they will be offered the post on condition of successful reference checks and upon receipt of an Enhanced DBS Certificate.
4. If a number of candidates appear to be suitable for the position available the business committee will conduct interviews - all short-listed candidates will receive the same invitation to interview, supplying them with all the necessary information.
5. Interviews will be conducted for all short-listed candidates based on an objective assessment of the candidate's ability to fulfil the role advertised.
6. All specific questions designed to gain required information about each candidate's suitability will be asked, including those needed to address any gaps in information supplied in the application form.
7. We will make a confident selection of a preferred candidate based on their demonstration of suitability for the role.
8. The preferred candidate will be informed that the offer of the role (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including Disclosure and Barring checks.

It is important that we make every effort to recruit safe people into post within MMC and discourage those who may not have the best interests of our children and adults from applying; this can only be achieved by rigorous and safe recruitment adhering to the steps outlined above.

The person with responsibility for recruiting will:

- Decide on the candidates' suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
- Check with the Disclosure and Barring Service against the specific post.
- Be prepared to say "No" if the candidate is unsuitable.
- Confirm the successful applicant in post after a probationary period.
- Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They will be stored in a safe and secure place, in line with our Privacy Policy.

Disclosure and Barring Service checks

What is the Disclosure and Barring Service?

The Disclosure and Barring Service (DBS) offers organisations the opportunity to check whether a proposed employee or volunteer has a criminal record which would compromise or preclude that person from working with or, in extreme cases, having contact with children and young people.

A child is defined as someone under the age of 18 years (Children Act 1989).

The DBS will issue an Enhanced Disclosure certificate to all applicants which has details of convictions.

Procedure - DBS checks within MMC

MMC will carry out DBS Checks through Making Music. MMC will keep a record of the DBS disclosure certificate number and date of issue of the DBS along with the individuals address and date of birth.

Portability

Portability is the means by which the details of a recently obtained certificate can be transferred for use by another organisation. MMC will use the update service offered by the DBS, if an individual has registered for this. More information can be found at: <https://www.gov.uk/dbs-update-service>

Roles within MMC which require a DBS check

This list gives guidance only and is not prescriptive nor exhaustive. DBS checks will be redone every 3 years in line with best practice.

1. Trustees
2. All tutors
3. Business Committee members
4. Support roles which involve working with children
5. Volunteers (adults and those over 16) with supervisory or responsibility for young people

Young volunteers

MMC encourages young people to become volunteers within the projects we operate. Where the young person is below 16 the same volunteering vetting procedures must be applied before they become a volunteer. A DBS check will be carried out once the young person turns 16.

Not appointing tutors

MMC's responsibilities towards those it works with means that on occasion we will exclude people from work with children and young people. This will happen on the following occasions:

- Where it is known that the individual has a criminal record for offences relating to young people or sexual behaviour.
- Failure to disclose a criminal record. Even where real change has taken place in the life of the individual, it would be unwise to place an individual in a position of temptation, and refusal would be for the benefit of the individual concerned as well as for the young people.
- Where an unsatisfactory reference is received.
- Where MMC has reservations about the overall suitability of someone to undertake work with children/young people in the specific context of the project.

Recruitment of ex-offenders

It is a requirement of the DBS Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

MMC policy on the recruitment of ex-offenders

1. As an organisation using the DBS service to assess applicants' suitability for positions of trust, MMC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. MMC is committed to the fair treatment of its workers, volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, *including those with criminal records*. We select all candidates for interview based on their skills, qualifications and experience.
4. For those positions where an Enhanced Disclosure is required, all recruitment information will contain a statement that an Enhanced Disclosure Certificate will be applied for if the individual is offered the position.
5. For those positions where an Enhanced Disclosure is required, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent separately and confidentially, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows MMC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in MMC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy will be made available to all applicants at the start of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position may lead to withdrawal of an offer of employment.
10. We make sure that everyone who is asked to undergo an Enhanced Disclosure check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We will discuss any matter revealed in a Disclosure Certificate, with the applicant before withdrawing a conditional offer of acceptance.

Having a criminal record will not necessarily bar you from working for us.

Procedure – dealing with a blemished disclosure

MMC runs DBS Checks through Making Music. If a disclosure certificate contains information, also known as a blemished disclosure, or if there is an allegation/suspicion that raises concern, we will undertake a risk assessment to help explore risk factors and inform any safeguarding measures or decisions on appointment.

1. An initial scoping discussion will be held to help understand the background and context and needs.
2. Any recommendations will be put forward to Trustees
3. Guidance may be sought from Making Music on the specifics of the risk assessment

Procedure – appeal by aggrieved applicants

When a person has applied to work (or continue to work) on behalf of MMC as a volunteer, tutor or trustee working with children, and the person is aggrieved by the decision in light of the Disclosure issued by the Disclosure and Barring Service, the person may seek a review of the recommendation given to MMC. Please follow the complaints procedure to register this concern and seek a review of the decision.

Supporting documents

- Privacy Policy - Photography and sharing images guidance
- Code of Conduct
- Health and Safety
- Online safety policy
- Complaints policy
- Anti-bullying policy
- Risk Assessments
- Consent Form
- Tutor Handbook
- Trustee Handbook
- Business Committee Handbook

Checklist

Contact details are up-to-date

Supporting Policies are reviewed

Tutor and volunteer meeting update

All tutors have read and understood the safeguarding policy

All volunteers have read and understood the safeguarding policy

DBS checks up-to-date

- Trustees
- Tutors
- BC members

References received for new tutors

Website is up-to-date with guidance

Health and safety checks up-to-date

Contact information displayed at Front Desk

Training is up-to-date

- DSL
- Deputies
- BC Members and Tutors

Records up-to-date and secure

Recording forms are available

Recruitment procedure followed for new appointments



Safeguarding

Record of concern

This form is be used to record any concerns regarding the safety and welfare of a child, young person, or adult at risk. Advice should be sought from Cheshire East Social Care (ChECS). If there is reason to believe that a child is at immediate risk of harm, the involvement of the police and/or social workers should be sought without delay.

Name of child, young person or adult at risk:

Date of birth (if known):

Date	Name of person completing this form	Concern raised by/ information received from	Time concern was raised/information received	Adults/witnesses present when concern was raised or information received	Number of pages to record

Details of concern:

Keep all information factual, noting exact language of child/adult used. *Continue on separate sheet if required*