



## SAFEGUARDING POLICY

### CONTENTS

1. PURPOSE OF POLICY
2. WHAT IS SAFEGUARDING
3. SCOPE
4. POLICY STATEMENT
5. STANDARDS OF BEHAVIOUR
6. RESPONSIBILITIES
7. REPORTING
8. CONFIDENTIALITY

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## 1. PURPOSE OF POLICY

The purpose of this policy is to protect children<sup>1</sup> and protected adults<sup>2</sup> from any harm that may be caused due to their contact with Music at Paxton, including:

- The conduct of staff, trustees or other personnel associated with Music at Paxton
- The design and implementation of Music at Paxton's programme and activities

The policy sets out Music at Paxton's commitments to safeguarding children and protected adults, informs staff, trustees and other associated personnel<sup>3</sup> of their responsibilities in relation to safeguarding, and provides guidelines and procedures for identifying risk and reporting concerns.

The policy does not cover safeguarding concerns in the wider community not perpetrated by Music at Paxton or associated personnel.

### Legislation

[Adult Support & Protection \(Scotland\) Act 2007](#)

[Children & Young People \(Scotland\) Act 2014](#)

The policy will be reviewed **October 2022**

## 2. WHAT IS SAFEGUARDING?

### Safeguarding definition (children)

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

*Working Together to Safeguard Children*<sup>4</sup>

### Safeguarding definition (adults)

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

*UK Care Act Statutory Guidance, Chapter 14 (October 2014)*<sup>5</sup>

### Safeguarding definition (children and adults)

"Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place."

*Scottish Charities Regulator (May 2018)*<sup>6</sup>

<sup>1</sup> In the context of child protection guidance, a child is anyone under the age of 18

<sup>2</sup> Sometimes referred to as at risk adult or vulnerable adult. The Adult Support and Protection (Scotland) Act 2007 defines protected adults as those aged 16 years and over who are unable to safeguard their own wellbeing, property, rights or other interests; and are at risk of harm; and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

<sup>3</sup> See 'Scope' for definition of associated personnel

<sup>4</sup> [www.gov.uk/government/publications/working-together-to-safeguard-children--2](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

<sup>5</sup> [www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance](http://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)

<sup>6</sup> [www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/what-is-safeguarding/](http://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/what-is-safeguarding/)

### 3. SCOPE

The scope of this policy is to protect children and protected adults. This policy applies to:

- All Music at Paxton staff and trustees
- Other associated personnel whilst engaged with work or visits related to Music at Paxton, including but not limited to the following: volunteers; consultants; contractors; programme visitors including musicians, journalists and politicians; Paxton House staff, trustees and volunteers

Paxton House may have its own protection of children and protected adults policy. Where possible Music at Paxton and Paxton House will work together to ensure a consistent approach to the protection of children and protected adults.

### 4. POLICY STATEMENT

Music at Paxton believes that everyone we come into contact with has the right to be protected from all forms of harm, abuse, neglect and exploitation.

Music at Paxton is committed to addressing safeguarding throughout its work, and the wellbeing and safety of every child and adult at risk is of paramount importance in our work. Music at Paxton will not tolerate abuse and exploitation by staff, trustees or associated personnel.

The procedures and guidance within this policy will allow Music at Paxton to :

- Establish standards of behaviour for working with children or protected adults
- Assess the risks of working with children and protected adults
- Promote a culture in which signs of possible harm, abuse or neglect are recognised and appropriately acted upon, providing clarity on reporting procedures

### 5. STANDARDS OF BEHAVIOUR

Music at Paxton expects the highest standards of behaviour from anyone undertaking work on our behalf. In particular, we expect staff, trustees and other associated personnel to adhere to the following principles whilst working with children or protected adults:

- To promote the wellbeing of all those with whom we work, keeping them safe at all times
- To treat those with whom we work equally and fairly, regardless of age, appearance, disability, ethnicity, gender, identity, political belief, race, religious belief, sexual orientation or socio-economic background, in line with the Music at Paxton Equal Opportunities Policy

### 6. RESPONSIBILITIES

#### **General responsibilities**

Music at Paxton will:

- Ensure all staff, trustees and other associated personnel have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Music at Paxton
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, trustees and other associated personnel

- Ensure staff, trustees and other associated personnel receive training/guidance on safeguarding at a level commensurate with their role in the organisation
- Follow up promptly on reports of safeguarding concerns according to due process

Staff, trustees and other associated personnel will:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by Music at Paxton staff, trustees or other associated personnel to the appropriate staff member

### **Child safeguarding**

Music at Paxton staff, trustees and other associated personnel must not:

- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

### **Adult safeguarding**

Music at Paxton staff, trustees and other associated personnel must not:

- Sexually abuse or exploit protected adults
- Subject a protected adult to physical, emotional or psychological abuse, or neglect

## **7. REPORTING & RESPONDING**

Music at Paxton takes matters of safeguarding extremely seriously and will record and follow up all safeguarding reports and concerns in a timely manner, according to legal and statutory obligations.

Reports of a breach of this policy should be made to the Designated Safeguarding Officer. A report must be made where:

- A child or protected adult discloses an instance or instances of harm, abuse or neglect
- There are concerns around the welfare of a child or protected adult or there are suspicions that a child or protected person is being harmed
- There are suspicions that an individual may be behaving inappropriately around or towards a child or protected adult

Music at Paxton will apply appropriate disciplinary measures to staff, trustees or other associated personnel found in breach of policy, referring any serious breaches to other parties<sup>7</sup> as appropriate.

Music at Paxton will offer appropriate support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). All actions will be survivor centred.

### **Contacts and further information**

Designated Safeguarding Officer:  
Elizabeth Macdonald, General Manager  
+44 (0) 7719 702 265  
info@musicatpaxton.co.uk

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<sup>7</sup> Other parties include but is not limited to Paxton House or other programme venues; schools or other education settings; social care, police or other emergency services

If you are worried about the welfare of a child, you can contact the [NSPCC](#) for support and advice on 0808 800 5000. Children can contact [Childline](#) any time to get support themselves on 0800 1111

If you are worried about the welfare of a protected adult, you can contact [Act Against Harm](#) for support and advice.

**In an emergency, or if you are worried about the immediate safety of a child or protected adult you should call the police on 999**

## 8. CONFIDENTIALITY

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent management should be shared on a need to know basis only and should be kept secure at all times.

### **Associated documents**

Equal Opportunities Policy  
Filming Release Form  
Privacy Notice  
Risk Assessment (events)

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