



SAFEGUARDING POLICY

CONTENTS

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

Author

Elizabeth Macdonald
General Manager, Music at Paxton

Version 2: approved 27 January 2023

1. PURPOSE OF POLICY

The purpose of this policy is to protect children¹ and protected adults² 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 personnel³ of their responsibilities in relation to safeguarding, and provides guidelines and procedures for identifying risk and reporting concerns.

The policy is relevant only to the activities of Music at Paxton and its associated personnel. It does not cover safeguarding concerns in the wider community.

Legislation & Guidance

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

[Protection of Vulnerable Groups \(Scotland\) Act 2007](#)

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

[Getting it Right for Every Child \(GIRFEC\)](#)

[United Nations Convention on the Rights of the Child \(UNCRC\)](#)

[Office of the Scottish Charity Regulator \(OSCR\) – Safeguarding Guidance](#)

The policy will be reviewed **October 2024**

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*⁴

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)*⁵

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)*⁶

¹ In the context of child protection guidance, a child is anyone under the age of 18

² 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

³ See 'Scope' for definition of associated personnel

⁴ www.gov.uk/government/publications/working-together-to-safeguard-children-2

⁵ www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance

⁶ 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 has its own Safeguarding 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 engaging 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 organization and likelihood of contact with children and vulnerable adults
- 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:

- Be left alone, or request to be left alone with a child
- 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:

- Be left alone, or request to be left alone with a vulnerable adult
- Sexually abuse or exploit protected adults
- Subject a protected adult to physical, emotional or psychological abuse, or neglect

7. DISCLOSURE SCOTLAND

The Protecting Vulnerable Groups (PVG) scheme⁷ is a membership scheme for people who undertake regulated work⁸ with children and vulnerable adults. It is managed by Disclosure Scotland and membership lasts for life.

Music at Paxton's trustees, self-employed staff and volunteers do not undertake any regulated work and are therefore not required to join the PVG scheme.

Working with Partners – Live Music Now Scotland

Musicians from Live Music Now Scotland (LMNS) deliver outreach work on behalf of Music at Paxton in community settings across the Scottish Borders. As detailed in LMNS's own Safeguarding policies,⁹ musicians who join Live Music Now (LMN) are eligible to work for any of the branches across the UK. All musicians joining the LMN scheme are required to undergo one of the following checks to ensure that they are suitable and appropriate people to be working with children:

- Scotland – Disclosure Scotland PVG scheme
- England & Wales – an Enhanced DBS check
- Northern Ireland – an AccessNI check

Musicians working in Scotland must apply to join the PVG scheme. If they are already a member, then a record update must be submitted for LMNS. Musicians are not able to carry out work for LMNS until they have their PVG membership in place and up to date.

8. 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 Child Protection Officer/Designated Adult Safeguarding Officer. A report must be made where:

⁷ Details of the PVG scheme can be accessed online at <https://www.mygov.scot/pvg-scheme>

⁸ Types of regulated work can be accessed online at <https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg>

⁹ Live Music Now Scotland's Safeguarding policies can be accessed online at [livemusicnow.scot/about-us/reports-policies/](https://www.livemusicnow.scot/about-us/reports-policies/)

- 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 parties¹⁰ 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 Child Protection Officer/Designated Adult Safeguarding Officer:
 Elizabeth Macdonald, General Manager
 +44 (0) 7719 702 265
 info@musicatpaxton.co.uk

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

9. 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)

VERSION HISTORY

Version	Date	Change	Initials
1	09/2020	---	EM
2	01/2023	- Terminology: 'Designated Safeguarding Officer' renamed as 'Designated Child Protection Officer/Designated Adult Safeguarding Officer' - Links to legislation and guidance - New section: 'Disclosure Scotland'	EM

¹⁰ Other parties include but not limited to Paxton House or other programme venues; schools or other education settings; social care, police or other emergency services.