

Wall2Wall Music

Protection and Safeguarding of Children and Vulnerable Adults Policy

Wall2Wall Music is a Community Interest Company providing creative music workshops for young people mainly and on occasion vulnerable adults. There may also be contact with both children and vulnerable adults at public events organised by Wall2Wall Music. This policy relates to both planned and incidental contact, and is updated regularly to ensure it encompasses any changes in remit or activity. When Wall2Wall Music is working at the invitation of an organisation e.g. school, community group, voluntary group then Wall2Wall Music will work within the policy of the host organisation and work closely with them to ensure that robust procedures are in place.

1. Definition of children and vulnerable adults

For the purposes of the work of Wall2Wall Music:

- 'Children' includes anyone under 18 years old
- The legal definition of vulnerable adults may vary from nation to nation: Wall2Wall Music will always use the latest legal definition or guidance relevant to where we are working.

2. Authorisation of staff and volunteers

All Wall2Wall Music staff and volunteers are either:

- **authorised** by Wall2Wall Music, with appropriate checks, to work with children and vulnerable adults; or
- **not authorised** by Wall2Wall Music to work with children and vulnerable adults.

Staff or volunteers must be **authorised** if their job or volunteer role involves:

- regular or sustained unsupervised contact with children and/or vulnerable adults (*NB there is no need for staff or volunteers to be authorised if their contact with children or vulnerable adults is just a couple of minutes in a room full of people*)
- one-to-one contact with children and/or vulnerable adults
- the final decision on recruiting and selecting staff or volunteers who have regular, sustained, unsupervised or one-to-one contact with children and/or vulnerable adults (*this final decision should normally be the responsibility of the directors of Wall2Wall Music*)
- access to contact details of children and/or vulnerable adults that could be used to contact the child or vulnerable adult directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contact hours (*NB Wall2Wall Music will restrict access to contact details for children and vulnerable adults only to those staff and volunteers who work directly with children and vulnerable adults, thereby minimising the number of staff/volunteers needing to be authorised.*)

3. Duties of staff and volunteers

Staff of volunteers who are **not authorised** to work with children and vulnerable adults will:

- have a job description or role description that specifically states that they are not expected to have regular, sustained, unsupervised or one-to-one contact with children or vulnerable adults
- have a job description or role description that specifically states that they are not expected to have access to contact details of children or vulnerable adults that could be used to contact the child or vulnerable adult directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contact hours
- be aware of this policy and their responsibilities in relation to our work with children and vulnerable adults (as outlined in the code of conduct, below)
- identify if their jobs change in a way which would require them to be authorised to work with children or vulnerable adults and notify the relevant Wall2Wall Music manager or director immediately
- note that if someone mentions a vulnerability on a booking form their contact details can only be held by a member of staff or a volunteer who is authorised

Staff or volunteers who need to be **authorised** to work with children and vulnerable adults will:

- undergo a CRB-check – every 12 months
- undergo an ISA check

All staff and volunteers will:

- follow the code of conduct for all staff and volunteers, below
- follow the procedure for incidents, below

4. Code of behaviour for all staff and volunteers

- Conduct specific risk assessments for activities involving children and vulnerable adults – to be checked by the directors (or an authorised Wall2Wall Music manager) before the activity takes place
- Identify the key responsible officer in the relevant local authority when planning activities that may involve children and vulnerable adults
- Use standard consent forms to seek consent from a parent/guardian for any children or vulnerable adults who wish to take part in activities organised by Wall2Wall Music – the consent form should ask for medical info and parent/guardian contact details and parent/guardian permission to hold records (contact details etc)
- Identify a project contact person for children and vulnerable adults and parents/guardians to approach (the contact person should be named on consent form and the risk assessment and must be an authorised member of staff or volunteer)
- Ask children and vulnerable adults taking part in Wall2Wall Music activities to submit a photograph consent form (signed by a parent or guardian in the case of children) if photographs or videos are to be taken
- For open events (where it is not possible to issue consent forms in advance) insist that children and vulnerable adults are supervised by parents or guardians

- Do not give out your personal contact details to children and vulnerable adults
- Report any breach of the Wall2Wall Music Protection and Safeguarding of Children and Vulnerable Adults Policy, or anything else that they believe might impact of the safety of children and vulnerable adults, to the relevant Wall2Wall Music manager or director.

5. Procedure in case of an incident

- If anyone is in immediate danger call the police
- Make contact with local key responsible officer (as named on risk assessment) or call the local police station
- Inform the project contact person for children and vulnerable adults (as named on risk assessment)
- The project contact person should inform the directors (as the key responsible officers in the organisation)

6. Monitoring staff and volunteers working with children and vulnerable adults

- Wall2Wall Music will undertake spot checks of its staff and volunteers working with children and vulnerable adults without warning
- Wall2Wall Music directors will be responsible for ensuring that all relevant staff and volunteers have been authorised to work with children and vulnerable adults and that CRB checks etc are repeated every 12 months

7. Recruiting new staff and volunteers to authorised positions

- Advertisements for all jobs and volunteer roles which require staff or volunteers to be authorised to work with children and vulnerable adults will state clearly that the position is subject to disclosure.
- All applications for positions which require staff or volunteers to be authorised to work with children and vulnerable adults will be sent a copy of this policy.
- CRB and ISA checks will be undertaken for successful candidates and will only be seen by the relevant Wall2Wall Music manager and/or the directors.

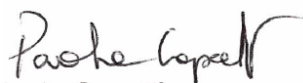
Important phone numbers:

- In an emergency, phone 999
- NSPCC hotline: 0808 800 5000
- Childline hotline: 0800 1111
- Crimestoppers hotline: 0800 555 111

Approved by the Wall2Wall Music Directors, April 2011



Sarah Murphy



Paola Capatti