



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

The purpose and scope of this policy statement

MusicSpace works with children & young people and families as part of its activities. These include providing music therapy sessions for children & young people both at our centre in Bristol and in a range of other locations in the region.

The purpose of this policy statement is:

- to protect children & young people who receive services from MusicSpace. This includes the siblings of children who receive our services and the children of adults who use our services
- to provide parents, staff & volunteers with the overarching principles that guide our approach to child protection

This policy statement applies to anyone working on behalf of MusicSpace including paid staff, sessional therapists, volunteers, music therapy students and the board of trustees.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, namely:

- Working together to safeguard children (Department for Education 2018)
- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017
- United Convention on the Rights of the Child 1991
- General Data Protection Regulation
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations, which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Children & Families Act 2014
- The Care Act 2014 Care & Support Statutory Guidance (updated 2016)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018

MusicSpace recognises that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers 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
- Developing and implementing an effective online safety policy and related procedures
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures including:

- Procedures for responding to concerns about a child or young person's well-being
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing concerns or allegations against staff and volunteers
- Safer recruitment policy and procedures
- Code of conduct for staff and volunteers
- Photography and image sharing guidance
- Child protection records retention and storage policy and procedures
- Public Interest Disclosure Policy (Whistleblowing)

This information can be found in the following documents:

- MusicSpace Core Policies
- MusicSpace Staff Handbook
- MusicSpace HR Policies

Contact details:

Nominated child protection lead:

Name: Michele Scott

Contact: T: 0117 9431731

E: director@musicpace.org

Deputy child protection lead:

Name: Julia Dunn

Contact: T: 0117 9531731

E: julia.dunn@musicSPACE.org

Senior lead for safeguarding and child protection:

Name: Kim Smith

Contact: T: 0117 9531731

E: trustees@musicSPACE.org

Bristol Social Services:

First Response team 0117 903 6444 if your concern relates to a disclosure of abuse requiring a same day response.

Bristol Social Services Emergency Duty Team (out of hours) 01454 615 165

North Somerset Safeguarding Board 01275 888 808

South Gloucestershire Safeguarding 01454 866000

Bath and North East Somerset Council 01225 396312

Safeguarding Children in Gloucestershire 01452 42 6565

Child Exploitation & Online Protection Centre (CEOP): www.ceop.police.uk

NSPCC Helpline: 0800 800 5000

Monitoring and review

We are committed to reviewing our policy and good practice **annually**.

The policy was last reviewed on: 24/9/19

Signed:



Chair of MusicSpace

Date of next review: 9/20

MusicSpace Practice, Responsibilities & Procedures

MusicSpace will:

- Maintain a clear commitment to the importance of safeguarding and protecting children's welfare
- Make available a clear statement of MusicSpace employee's and volunteer's responsibilities towards children
- Demonstrate a clear line of accountability within MusicSpace for work on safeguarding and protecting the welfare of children
- Show that service development takes account of the need to safeguard and promote welfare and be informed, where appropriate, by the views of children and families
- Maintain regular staff training on safeguarding and promoting the welfare of children
- Demonstrate safe recruitment procedures

A commitment to the importance of safeguarding

To ensure commitment at Senior Management level, three officers will be identified who will champion the importance of safeguarding and promote the welfare of children throughout the organisation. This will normally be the Director of MusicSpace (MS) a member of the Board of Trustees (Kim Smith) and a Senior MusicSpace Music Therapist (JD). They will:

- have a sound working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of children
- be responsible for communicating to all staff and volunteers the importance of safeguarding and promoting the welfare of children
- hold therapists and other staff to account for the contribution of their services to safeguarding and promoting children's welfare through regular monitoring
- ensure staff have effective working relationships with other agencies in order to safeguard and promote children's welfare
- identify and organise training needs of staff and volunteers and communicate these to the management team

A clear statement of MusicSpace employees' responsibilities towards children is available for all staff

MusicSpace will ensure that all therapists and other staff and volunteers have a clear understanding of their individual responsibilities for safeguarding and promoting the welfare of children, and know what action should be taken if they have concerns about the safety or welfare of a child. These arrangements will be set out as an appendix and include:

- ensuring that all staff are aware of a contact number or person (the service designated officer) who should be contacted for advice or to make a referral to when there are concerns about a child's welfare or safety
- incorporating staff responsibilities for safeguarding and promoting the welfare of children into the service plans
- fostering a culture of openness and shared communication where staff are actively encouraged to express any early concerns about the welfare of a child.

A clear line of accountability within MusicSpace for work on safeguarding and protecting the welfare of children

MusicSpace has appointed two named officers at Senior Management level and a deputy officer who are able to offer advice to staff if they have concerns about a child's welfare.

Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families

MusicSpace will consider:

- the impact of music therapy on children's safety and welfare
- how children are to be kept safe whilst using services, for example, considering health and safety regulations and ways in which existing services can be improved
- how the views of children and their families might be sought with regard to planning services in the light of all safeguarding procedures and their development

Staff training on safeguarding and promoting the welfare of children

In exercising its responsibility towards safeguarding and promoting the welfare of children, MusicSpace will ensure that:

- all staff (including volunteers) working or in contact with children and families participate regularly in relevant training tailored towards their individual roles
- therapists are kept up to date with changes in statutory requirements
- Staff will be made aware that local safeguarding procedures can be accessed on the internet at <https://www.proceduresonline.com/swcpp/> (Bristol Children Safeguarding Board) & through an online app NHS Guide Safeguarding
- training helps staff understand both their own roles and responsibilities and those of other professionals and organisations for safeguarding and promoting the welfare of children
- training enhances staff awareness of race, culture and disability and the impact they have on family life

All MusicSpace employees working directly with children will be required to attend level three safeguarding awareness training courses. Training needs to be updated every three years. MusicSpace will ensure that the training meets the requirements of statutory guidance. Appropriate documentation will record what training has been received.

Safer recruitment

MusicSpace has policies and procedures in place to help prevent unsuitable people from working with children. Safe recruitment means thoroughly scrutinising information provided by applicants and referees; taking up and satisfactorily resolving any discrepancies or anomalies; verifying identity through DBS checks and any academic or vocational qualifications; obtaining independent professional and character references; checking previous employment history and experience and that a person has the health and physical capacity for the job; and carrying out a face to face interview that explores the candidate's suitability to work with children as well as their suitability for the post.

All MusicSpace therapists must be registered with the Health and Care Professions Council and have their own Professional Indemnity Insurance.

All staff who are recruited to work with children or likely to have access to children within their work environment or in the course of carrying out their role, will be vetted during the recruitment and selection process to ensure that there are no known causes for concern. All offers of employment where the post holder will be working with (or have contact in the course of their work with) children and young people will be subject to the appropriate level of checks through the Disclosure and Barring Service. These checks will be reviewed and updated as necessary.

Appendices:

Appendix 1: Responsibilities of designated officers

Appendix 2: Employee's responsibilities in noting and reporting concerns

Appendix 3: Information sharing

Appendix 4: Managing concerns about or allegations made against staff or volunteers

Appendix 5: Child protection records retention and storage policy and procedures

Appendix 6: Safer recruitment policy and procedures

Appendix 1: Responsibilities of designated officers

The designated safeguarding officers will:

- Keep up to date with training and information
- Follow MusicSpace procedures for reporting concerns. Records will be made immediately noting the date, time, places and people who were present. The officers will advise the child's family that a referral to Social Services is being made, unless this puts a child at further risk, for example in the case of sexual abuse
- Alert appropriate agencies and share relevant information where appropriate

If a concern involves a member of MusicSpace staff or volunteer, the designated officers must be informed immediately on: 0117 9531731.

If a concern involves the Director the designated member of the Board of Trustees (Kim Smith) and the chairperson of the group must be informed immediately - Email: trustees@musicpace.org

Bristol Social Services Emergency Duty Team (out of hours) 01454 615 165

Appendix 2: Employee's responsibilities in noting and reporting concerns

Identifying concerns

All MusicSpace staff should be aware that children can experience more than one type of abuse which can have serious and long-lasting impacts on their lives; physical abuse, emotional abuse, sexual abuse, neglect. Each has its own specific warning indicators, which you should be alert to. Working Together to Safeguard Children (2015) statutory guidance sets out full descriptions.

If a child is in immediate danger or is at risk of harm, you should call the police on 999

Definitions of Abuse (from the Department of Education's Keeping Children Safe in Education, 2018).

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional 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.

All staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child 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 children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) 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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect 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 supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If you are suspicious of abuse, you should inform a designated officer.

Signs of Abuse

A list of exemplar indicators of child abuse is provided below. This is a list of some possible indicators of abuse. The list is not exhaustive.

N.B. Bear in mind that these indicators, particularly those relating to children's behaviour, may not be indicative of abuse. They should alert staff and volunteers to the possibility of abuse and not be taken as definitive evidence:

You should be concerned if a child:

- Has a bruise or injury which is unusual for example on a part of the body which is not normally prone to such injuries, for example, on the cheeks
- Has Injuries which require but have not received medical attention
- Has cigarette burns or bite marks
- Has frequent minor injuries explained as accidents or with no explanation
- Is becoming unusually dirty or unkempt
- Displays unexplained changes in behaviour either over time or suddenly, for example, becoming aggressive, quiet, anxious or withdrawn
- Runs away/goes missing
- Presents non-attendance at school, projects or activities
- Appears not to trust certain adults for example parent, carer, staff member with whom you would usually expect them to have or once had a close relationship
- Displays age inappropriate sexual knowledge
- Displays sexually inappropriate behavior, for example public masturbation or seeking physical comfort from staff when not overtly distressed
- Is in a relationship with an older partner when the young person is aged under 16.
- Is being discouraged from socialising with others or is unable to make friends
- Shows changes to eating patterns
- Develops a disturbed sleeping pattern for example nightmares, bed wetting
- Self-harms or attempts to self-harm

Disclosure

You should be aware that children may disclose abuse in a variety of ways:

- directly– making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Helping children disclose abuse:

Some children and young people are reluctant to seek help because they feel they don't have anyone to turn to for support. And some children may only make partial disclosures of abuse. Children and young people who have been abused may want to tell someone, but not have the exact words to do so.

MusicSpace recognises the importance of creating an environment where children and young people are comfortable about speaking out if anything is worrying them. You should listen, understand and respond appropriately so the child gets the help, support and protection they need.

Responding to disclosures

- If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.
- It's vital that any child who is trying to disclose abuse feels that they are being listened to and taken seriously.
- It's important to maintain an unbiased approach when responding to disclosures
- It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with the child protection lead.

Making notes

It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with your nominated child protection lead.

Include:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.

Reporting concerns

- The moment a child has disclosed information to a MusicSpace employee, which raises concerns; this information must be shared as soon as possible with one of the designated officers who will record it immediately. The designated officers are:
 - Michele Scott, Director of MusicSpace, Designated Safeguarding Officer (0117 9531731)
 - Kim Smith, Trustee, trustees@musicpace.org
 - Julia Dunn, Senior Music Therapist, MusicSpace Deputy Designated Safeguarding Officer
- If you are working in an outreach setting e.g. School or Opportunity Group, you must inform your line manager there and adhere to that organisation's Safeguarding Policies and Procedures in addition to informing one of the three named MusicSpace officers at the earliest opportunity possible. A MusicSpace officer must be kept updated on any child protection case.
- Do not promise confidentiality.
- The designated officer will complete a MusicSpace safeguarding reporting form with as much detail and accuracy as possible and will try to establish the basic facts.
- A child protection referral will be made to the Safeguarding Children's Service of the relevant local Social Services:
 - Bristol Social Services First Response Team: 0117 903 6444;
 - North Somerset Safeguarding Board: 01275 888 808
 - South Gloucestershire Safeguarding: 01454 866000
 - Bath and north East Somerset Council: 01225 396312
 - Safeguarding Children in Gloucestershire: 01452 42 6565
- **If a child is in immediate danger or is at risk of harm, you should call the police on 999**, you can also seek advice at any time from the NSPCC helpline – help@nspcc.org.uk or 0808 800 5000.

Appendix 3: Information sharing

MusicSpace will ensure that staff understand how to share information in a way that is both legal and ethical. The cross-Government publication Working Together to Safeguard Children (2018) provides guidance for practitioners on information sharing covering health, education, social care and youth offending.

Confidentiality is a key issue in safeguarding children. Whilst confidential information generally should not be shared, sometimes sharing certain information with appropriate agencies may be necessary to ensure that a child is protected.

Occasionally there will be a need or requirement to collect and use certain types of information on children. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 2018.

If MusicSpace or an individual therapist holds information about individuals that is considered to be relevant and essential for other statutory agencies to carry out their statutory safeguarding children responsibilities, this information will be shared with those authorities upon request, in accordance with the duty to assist under Section 27 and 47 of the Children Act 2004.

Appendix 4: Managing concerns about or allegations made against staff or volunteers

Reporting concerns

Responsible person:

Michele Scott (Director) is responsible for dealing with allegations or suspicions of abuse about members of staff or volunteers. If there is a concern about the Director, it should be reported to the safeguarding lead on the board of trustees Kim Smith or the Local Authority Designated Officer Nicola Laird

- Michele Scott: director@musicSPACE.org/ 0117 9531731
- Kim Smith: trustees@musicSPACE.org
- Local Authority Designated Officer (LADO), Nicola Laird 0117 903 7795.

Whistleblowing:

If staff or volunteers have concerns about the behaviour of others within MusicSpace but feel unable to report an incident within the organisation they can make a report to:

- Local Authority Designated Officer, Nicola Laird 0117 903 7795.
- the police
- local child protection services Bristol City Council First Response Team on 0117 903 6444, or Emergency Duty team, out of hours 01454 615 165
- contacting the NSPCC Whistleblowing Advice Line: 0800 028 0285

Responding to concerns and allegations

We take any concerns raised about staff or volunteers seriously, regardless of who the person is or how long they've been involved with the organisation.

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

These behaviours should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). These include concerns relating to inappropriate relationships between members of staff and children or young people.

An allegation against a member of staff may arise from a number of sources (e.g. a report from a child, a concern raised by another adult in the organisation, or a complaint by a parent). It may also arise in the context of the member of staff and their life outside work or at home.

Initial action by person receiving or identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

They should:

- Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said;
- Sign and date the written record;
- Immediately report the matter to the designated senior manager, or the deputy in their absence or; where the designated senior manager is the subject of the allegation report to the deputy or other appropriate senior manager.

Initial action by the designated senior manager

When informed of a concern or allegation, the designated senior manager should not investigate the matter or interview the member of staff, child concerned or potential witnesses.

They should:

- Obtain written details of the concern / allegation, signed and dated by the person receiving (not the child / adult making the allegation);
- Approve and date the written details;
- Record any information about times, dates and location of incident/s and names of any potential witnesses.
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

The allegation should then be reported immediately (within one working day of the allegation being made) to the Local Authority Designated Officer (LADO). The LADO will then take appropriate action (see Bristol City Council's Safeguarding Partnership Procedures Manual)

Confidentiality and support

You should make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. Make sure everyone involved in the investigation understands this.

Consider how best to support the children involved, their parents or carers, and individuals who have had an allegation made against them. This includes:

- telling parents or carers and the employee or volunteer concerned about the allegation as soon as possible (as long as this does not place any children at further risk of harm)
- telling them how you are going to manage the allegation
- keeping everyone informed about the progress and outcomes of the case.

Appendix 5: Child protection records retention and storage policy and procedures

Concerns about children's safety and wellbeing

If anyone in MusicSpace has concerns about a child or young person's welfare or safety, it's vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or children's social care.

Keep an accurate record of:

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses
- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)

MusicSpace staff and/or safeguarding lead will ensure that the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.

Storage of child protection records

Child protection records (both electronic and paper-based) will be kept confidential and stored securely. Electronic files will be password protected and stored on computers with protection against hackers and viruses.

MusicSpace will follow the procedures as outlined below:

- Information about child protection concerns and referrals will be kept in a separate child protection file for each child. The child protection file will be started as soon as we become aware of any concerns.
- Child protection files will be kept separate from a child's general records. We will mark the general record to indicate that there is a separate child protection file.
- If we need to share records we will make sure they are kept confidential and we will use passwords and encryption when sharing electronic files.
- Members of staff who use their personal computers to make and store records will need to follow MusicSpace procedures for ensuring that the records are being stored securely.

Retention periods: child protection records

The file should be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2016).

Appendix 6: Safer recruitment policy and procedures

Introduction

MusicSpace is committed to ensuring that the processes of recruiting new members of staff reflects its commitment to safeguarding and promoting the welfare of all staff and service users, including children and vulnerable adults. MusicSpace expects all staff and volunteers to share this commitment.

Policy

Where appointments are made to posts (for employees) or roles (for volunteers) working with children or vulnerable adults, MusicSpace will apply recruitment and selection procedures that identify people who are unsuited to such work. The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children or vulnerable adults and those who regularly come into contact with children or vulnerable adults in a supporting capacity.

Aims

This policy aims to ensure the following:

- To recruit the best-suited person to the job (right skills, qualifications, experience and attitude)
- To help deter, reject or identify people who are unsuited to working with children and vulnerable adults
- To seek to create an on-going safe and secure environment for all clients by ensuring all staff are suitably trained

Recruitment Procedures

In order to ensure safer recruitment MusicSpace will

- Ensure all vacancies have a Job Description and a Person Specification which will be adhered to in the selection process.
- For voluntary roles ensure that all vacancies have a Role Description and Person Specification.
- All applicants will be judged only on how well they meet the requirements of the Person Specification and the relevant skills, knowledge and experience they will bring to the post.
- All Job and Role Descriptions will reflect the Equal Opportunities policy.
- Ensure that the organisation's commitment to safeguarding service users is clear in its advertisements.
- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children, young people or vulnerable adults.
- Ensure that the person specification includes specific reference to suitability to work with or near to children or vulnerable adults.
- Identify and reject applicants who are unsuitable to work with children and young people.
- Respond to concerns about the suitability of applicants during the recruitment process.

In addition MusicSpace will

- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.

- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with or near children or vulnerable adults and follow up any concerns.
- Conduct a face to face panel interview to explore the candidate's suitability to work with or near children or vulnerable adults as well as his/her suitability for the post.
- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check his/her previous employment history and experience. Any gaps in employment history will be questioned.
- Candidates must disclose any convictions or cautions (non-disclosure subsequently discovered may lead to dismissal)
- Verify that s/he has the health (including mental health) and physical capacity for the job. Check if the candidate is on any medication that could affect the role that they are applying for.
- Conduct any statutorily required checks in force e.g. Enhanced DBS checks and checking barred lists.
- Ensure all new staff and volunteers participate in an induction which includes child protection.