



Buzz Music and Arts CIC

Safeguarding Policy

Version: September 2026

Review Date: September 2027

Approved By: The Directors of Buzz Music and Arts CIC

1. Statement of Commitment

Buzz Music and Arts CIC is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who engage with our activities.

We believe that every child, regardless of age, disability, gender identity, race, ethnicity, religion, sexual orientation, socio-economic background or additional need, has the right to be protected from harm and abuse.

The welfare of the child is paramount, and all concerns will be taken seriously and acted upon promptly.

This policy applies to:

- Employees
- Directors
- Freelance practitioners
- Associate artists
- Volunteers
- Placement students
- Contractors
- Partner organisations
- Anyone working on behalf of Buzz Music and Arts CIC

For the purposes of this policy these individuals are collectively referred to as **The Team**.

2. Purpose of the Policy

This policy aims to:

- Protect children, young people and vulnerable adults participating in Buzz Music and Arts CIC activities.
- Provide clear safeguarding guidance for all members of The Team.
- Establish procedures for responding to concerns.
- Promote a culture of vigilance and safeguarding awareness.
- Meet statutory safeguarding expectations of schools, colleges, local authorities, and other commissioning organisations.

3. Legal Framework

This policy is informed by:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Protection of Freedoms Act 2012
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK GDPR
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- Keeping Children Safe in Education (KCSIE) 2026

4. Designated Safeguarding Lead (DSL)

DSL

Ben Armstrong

Managing Director, Buzz Music, and Arts CIC

Email: ben@buzzmusic.co.uk

Telephone: 07920 264101

Deputy DSL

A suitably trained deputy DSL will be appointed whenever operationally appropriate.

The DSL is responsible for:

- Receiving safeguarding concerns.
- Maintaining safeguarding records.
- Liaising with schools and local authorities.
- Making referrals where required.
- Supporting team members.
- Ensuring training is up to date.
- Reviewing safeguarding procedures annually

5. Safeguarding Responsibilities

Safeguarding is everybody's responsibility.

All members of The Team must:

- Read and follow this policy.
- Complete required safeguarding training.
- Recognise signs of abuse, neglect, and exploitation.
- Maintain professional boundaries.
- Report concerns immediately.
- Record concerns accurately.
- Cooperate with safeguarding investigations.

No member of The Team should assume someone else will report a concern.

6. Recognition of Abuse

Abuse may take many forms.

Physical Abuse

Deliberately causing physical harm such as:

- Hitting
- Burning
- Shaking
- Poisoning
- Suffocating

Emotional Abuse

Persistent emotional maltreatment including:

- Humiliation
- Intimidation
- Rejection
- Excessive criticism
- Exposure to domestic abuse

Sexual Abuse

Including:

- Sexual touching
- Sexual exploitation
- Grooming
- Online abuse
- Coercion into sexual activity

Neglect

Persistent failure to meet a child's basic needs including:

- Food
- Shelter
- Medical care
- Emotional support
- Supervision

7. Additional Safeguarding Risks

The Team should be aware of additional safeguarding concerns including:

- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- County Lines
- Domestic Abuse
- Forced Marriage
- Female Genital Mutilation (FGM)
- Modern Slavery

- Mental Health Concerns
- Bullying
- Cyberbullying
- Online Abuse
- Radicalisation and Extremism
- Missing Education
- Peer-on-Peer Abuse
- Harmful Sexual Behaviour

8. Online Safety and Digital Safeguarding

Buzz Music and Arts CIC recognises that safeguarding extends to online environments.

Where digital technology is used:

- Appropriate supervision must be maintained.
- Platforms must be suitable for children.
- Personal contact information must not be shared.
- Privacy settings should be appropriately managed.
- Online behaviour expectations apply equally to virtual activities.

Online Safety and Digital Communication Procedures

Buzz Music and Arts CIC recognises that safeguarding extends to digital environments.

Where activities involve online communication or digital platforms:

- Only approved communication methods will be used.
- Personal accounts must not be used to communicate with children.
- Online sessions should, wherever possible, include another responsible adult or be conducted through approved organisational systems.
- Inappropriate digital behaviour will be treated as a safeguarding concern.
- Concerns relating to cyberbullying, online exploitation, grooming or harmful online content will be reported immediately.

The Team must remain alert to online safeguarding risks and follow host venue or school online safety procedures.

9. Making, Sending and Sharing Nudes and Semi-Nudes

In accordance with KCSIE 2026, Buzz Music and Arts CIC recognises that incidents involving the creating, possessing, sending, or sharing of nude or semi-nude images may involve safeguarding concerns.

This includes:

- Photographs
- Videos
- Digitally altered images
- AI-generated images
- Deepfake imagery
- Images shared via social media, messaging apps, or online platforms

The Team must:

- Never view, forward, save or share such images unless directed by safeguarding professionals.
- Report concerns immediately to the DSL.
- Follow safeguarding procedures rather than attempting to investigate independently.
- Work with schools, police, or children's services where appropriate.

10. Safer Recruitment

Buzz Music and Arts CIC is committed to safer recruitment practices.

Prior to engagement, appropriate individuals may be required to provide:

- References
- Employment history
- Identity verification
- Right to work documentation
- DBS checks where required for frequent regulated activity. Buzz Music and Arts CIC uses the update service to check facilitator DBS.

Risk assessments will be undertaken where appropriate.

11. Volunteers and Regulated Activity

In line with KCSIE 2026 and current safeguarding legislation:

Any volunteer who regularly or frequently:

- Teaches children
- Trains children
- Instructs children
- Supervises children

may be considered to be undertaking **regulated activity**.

Where a volunteer is undertaking regulated activity, Buzz Music and Arts CIC will ensure:

- An Enhanced DBS Check is obtained. Buzz Music and Arts CIC uses the update service to check facilitator DBS.
- Barred List information is checked.
- The volunteer is suitable to work with children before commencing unsupervised duties.

Volunteers who are not in regulated activity will be supervised appropriately and risk-assessed according to their role.

Occasionally we work with Young Support Assistants aged 16+ to support our sessions and give paid work experience to young people with appropriate skills. Young Support Assistants (Aged 16+) must always remain supervised by an appropriately vetted adult and must never undertake regulated activity alone. (See agreement and risk assessment at annexe C).

12. Working with Schools and Third-Party Providers

In accordance with KCSIE 2026, safeguarding responsibilities are shared between education settings and third-party organisations.

When working within schools, colleges, nurseries, or alternative provisions:

Buzz Music and Arts CIC will:

- Follow the host organisation's safeguarding policies.
- Cooperate with the school's DSL.
- Share concerns promptly.
- Ensure staff understand local reporting arrangements.
- Participate in safeguarding discussions when requested.

Likewise, partner organisations, contractors and suppliers delivering services alongside Buzz Music and Arts CIC are expected to maintain appropriate safeguarding measures and cooperate in safeguarding investigations.

Where Buzz Music and Arts CIC commissions, contracts or collaborates with another organisation, reasonable steps will be taken to ensure safeguarding arrangements are in place.

This may include:

- Requesting safeguarding policies.
- Verifying appropriate DBS arrangements.
- Clarifying reporting procedures.
- Agreeing responsibility for safeguarding oversight during activities.

Safeguarding responsibilities remain active throughout any partnership and are not transferred solely to a host venue, school, contractor, or supplier.

13. Professional Boundaries

Members of The Team must:

Always

- Act professionally.
- Treat everyone with dignity and respect.
- Work in visible and open environments.
- Use appropriate language.
- Follow risk assessments.

Never

- Meet children privately outside authorised activities.
- Give personal contact details.
- Connect with children on personal social media accounts.
- Develop inappropriate relationships.
- Transport children without authorisation.
- Exchange private messages with participants.

Staff, Freelancer, and Volunteer Code of Conduct

All adults representing Buzz Music and Arts CIC must:

Expected Behaviour

- Act as positive role models.
- Treat children and vulnerable adults with dignity and respect.
- Maintain appropriate professional boundaries.
- Follow safeguarding and health and safety procedures.
- Record and report concerns promptly.

- Respect confidentiality.

Unacceptable Behaviour

The Team must not:

- Engage in rough or inappropriate physical contact.
- Develop personal relationships with participants.
- Communicate through personal social media accounts.
- Exchange personal contact details.
- Consume alcohol or illegal substances when responsible for children.
- Use discriminatory, offensive, or inappropriate language.
- Take photographs without permission.

Breaches of this code may result in termination of engagement.

Safer Working Practice for Freelancers and Visiting Artists

Many Buzz Music and Arts CIC activities are delivered by freelance practitioners and visiting artists.

All freelancers must:

- Read and comply with this safeguarding policy.
- Understand reporting procedures.
- Follow venue and school safeguarding requirements.
- Operate within professional boundaries.
- Cooperate fully with safeguarding investigations.
- Complete safeguarding training appropriate to their role.

Freelancers should remember that they represent Buzz Music and Arts CIC whenever engaged in organisational activities.

Schools and partner organisations will be provided with safeguarding information upon request.

14. Photography, Filming and Media

Photos, recordings, and videos may only be taken where:

- Appropriate consent has been obtained.
- The venue permits recording.
- Images are stored securely.
- Data protection requirements are met.

Personal devices should not be used to photograph children unless explicitly authorised by the organisation and project procedures.

Photography, Video Recording and Consent

Buzz Music and Arts CIC uses photography and video only where it is lawful, necessary, and appropriate.

The organisation will:

- Obtain appropriate consent before capturing images.
- Respect venue and school photography policies.
- Store images securely.
- Use images only for agreed purposes.
- Remove images when consent is withdrawn where possible.

Staff and volunteers must not:

- Use personal devices to photograph children unless specifically authorised.
- Share images through personal social media accounts.
- Store images on personal devices beyond authorised use.

Any concern involving the creation, sharing or possession of inappropriate images must be reported immediately to the DSL.

15. Reporting Safeguarding Concerns

If a child or vulnerable adult discloses abuse:

Do

- Stay calm.
- Listen carefully.
- Reassure them they have done the right thing.
- Record exactly what was said.

- Report immediately to the DSL.

Do Not

- Promise confidentiality.
- Ask leading questions.
- Investigate.
- Confront alleged perpetrators.

16. Recording Concerns

All safeguarding concerns should be recorded as soon as possible and include:

- Date
- Time
- Location
- Individuals involved
- Exact words used where possible
- Observations made
- Immediate actions taken

An example reporting form is included at annexe A of this policy. Records will be stored securely and confidentially.

17. Allegations Against Staff, Freelancers or Volunteers

Any allegation concerning a member of The Team must be reported immediately to the DSL.

Where the allegation concerns the DSL, it should be reported directly to another Director or relevant Local Authority Designated Officer (LADO).

No internal investigation should be undertaken without appropriate safeguarding advice.

18. Low-Level Concerns

Buzz Music and Arts CIC recognises that creating a strong safeguarding culture requires openness and transparency regarding concerns about adult behaviour.

A low-level concern is any concern, no matter how small, which may indicate that an adult working with children has behaved in a way that:

- Is inconsistent with the Staff Code of Conduct.
- Does not meet expected professional standards.
- Could be viewed as inappropriate.

- May create a risk of harm if repeated or left unaddressed.

Examples may include:

- Being overly familiar with a child.
- Using personal communication methods.
- Favouritism.
- Inappropriate language.
- Social media boundary issues.

All low-level concerns must be reported to the DSL and recorded.

Buzz Music and Arts CIC will:

- Encourage a culture of reporting.
- Investigate concerns proportionately.
- Identify patterns of behaviour.
- Take appropriate corrective action where necessary.

19. Training

All members of The Team will:

- Receive safeguarding information before beginning work.
- Complete safeguarding training appropriate to their role. This may be by a third party provider or school- if this is the case then evidence of completion will be sought.
- Receive regular safeguarding updates.
- Know how to report concerns.
- Understand expected standards of conduct.

DSL training will be refreshed in accordance with statutory guidance.

20. Confidentiality and Information Sharing

Information will only be shared on a need-to-know basis.

However, fears about sharing information must never prevent action being taken to protect a child.

Where safeguarding concerns exist, information may be shared with:

- Schools
- Children's Social Care

- Police
- Local Authorities
- Relevant safeguarding partners

in accordance with safeguarding legislation and guidance.

21. Whistleblowing

Buzz Music and Arts CIC is committed to maintaining an open and accountable culture.

Any member of The Team who has concerns regarding:

- Poor safeguarding practice.
- Unsafe behaviour.
- Failure to follow safeguarding procedures.
- Attempts to conceal safeguarding concerns.

is expected to raise those concerns.

Concerns can be reported to:

- The Designated Safeguarding Lead.
- A Director of Buzz Music and Arts CIC.
- The Local Authority Designated Officer (LADO).
- NSPCC Whistleblowing Advice Line where appropriate.

No individual will suffer detriment for raising genuine safeguarding concerns in good faith.

22. Policy Review

This safeguarding policy will be reviewed annually or sooner if:

- Legislation changes.
- KCSIE is updated.
- Significant incidents occur.
- Operational requirements change.

Annexe A: INCIDENT REPORT FORM (CONFIDENTIAL)

Please complete this form as fully as possible and attach any previous/subsequent notes – once completed please return to the Designated Safeguarding Person

YOU	
Name	
Contact details	
Role	
Date (of completing this form)	
Time (of completing this form)	
Are you reporting your own concerns or passing on those of someone else?	
If someone else please give their details (name, role, contact details)	

CHILD/VULNERABLE ADULT	
Name	
Age/Date of birth	
Event/location	
Contact details	

PARENT/CARER/GUARDIAN	
Name and relationship	

Contact details	
Name and relationship	
Contact details	

REPORT

Give a brief description of the concerns including date, time, and location of the specific incidents	
Are there any physical and/or behavioural signs? What are they?	
Have you spoken to the child/ vulnerable adult? If so, what was said?	
Have you spoken to the parent/carer/s? If so, what was said?	
Has anyone alleged to be the abuser? If so, give details; include their relationship to the	

child/vulnerable adult.	
Have you consulted/reported your concerns to anyone else? Give details and any action that has been agreed.	
Your signature	

Annexe B: CONTACT DETAILS FOR REPORTING ABUSE

The chosen area depends on primarily, the location of the incident.

You may use the home address of the child/vulnerable person if known. All reports would be passed on to the relevant dept.

Area		Tel No.
LEICESTERSHIRE	Adult contact	0116 305 0004
	Child contact	0116 305 0005
NOTTINGHAM/SHIRE	Adult contact	0300 500 80 80
	Child contact	0300 500 80 90
DERBYSHIRE	Adult contact	01629 533 190
	Child contact	01629 533 190

Annexe C:



Buzz Music and Arts: Safeguarding Code of Conduct & Risk Assessment for Young Support Assistants (Aged 16+)

Purpose

This document outlines the safeguarding responsibilities, expectations, and boundaries for young people aged 16 and over who are undertaking work experience, paid experience, volunteering or assisting with Buzz Music and Arts CIC activities.

Young Support Assistants are present to gain experience and provide support to workshop delivery. They are **not employed to undertake regulated activity**, do not hold responsibility for safeguarding participants, and must remain under the supervision of an appropriately vetted adult at all times. The welfare of children and young people remains paramount in all Buzz Music and Arts CIC activities.

Key Safeguarding Principles

- The welfare of children is paramount.
- Young Support Assistants must never be left alone with children or young people.
- Young Support Assistants must not supervise children independently.
- Young Support Assistants must be supervised at all times by a DBS-checked adult facilitator.
- Responsibility for safeguarding participants remains with the lead facilitator and Buzz Music and Arts CIC.
- Any safeguarding concern must be reported immediately to the lead facilitator or Designated Safeguarding Lead (DSL).

Roles and Responsibilities

As a Young Support Assistant, you may:

- Assist facilitators with setting up and tidying activities.
- Support group activities under direct supervision.
- Encourage participation in a positive, inclusive, and respectful manner.
- Help distribute resources and equipment.
- Follow instructions from the lead facilitator at all times.
- Act as a positive role model for participants.

You Must Not:

- Be left alone with children or young people.
- Lead activities without direct supervision.
- Take responsibility for supervising a group of children.
- Take children to toilets, changing areas or other private spaces.
- Transport children or young people.
- Provide personal care to participants.
- Share personal contact details with participants.
- Connect with participants through personal social media accounts.
- Exchange private messages with participants.
- Photograph, film, or record participants unless specifically authorised by Buzz Music and Arts CIC and the venue's procedures.
- Use a personal device to photograph, film or record participants under any circumstances.

Supervision and Professional Boundaries

- You will remain within sight or hearing of the lead facilitator at all times.
- You must behave professionally and respectfully towards participants, staff, and volunteers.
- Appropriate language and behaviour must be maintained at all times.
- Physical contact with participants should be avoided unless necessary for safety and directed by the lead facilitator.
- If you are unsure whether something is appropriate, seek guidance from the lead facilitator immediately.

Reporting Concerns

If:

- A participant discloses information which concerns you.
- You witness behaviour that makes you uncomfortable.
- You become aware of a safeguarding concern.
- A child is at risk of harm.

you must:

1. Listen calmly and respectfully.
2. Not promise confidentiality.
3. Not ask leading or investigative questions.
4. Report the concern immediately to the lead facilitator.
5. Make a written record if requested.

If the concern involves the lead facilitator, contact the Designated Safeguarding Lead directly.

Designated Safeguarding Lead

Ben Armstrong

Designated Safeguarding Lead

Telephone: 07920 264101

Email: hello@buzzmusic.co.uk

Health and Safety

You must:

- Follow all instructions provided by the lead facilitator.
- Comply with venue health and safety procedures.
- Wear appropriate clothing and footwear.
- Use equipment only when authorised and appropriately supervised.
- Report any accident, injury, near miss or safety concern immediately.

Confidentiality

Information about participants, families, staff, or safeguarding concerns must not be shared outside of the workshop environment. Any concerns or disclosures must only be discussed with the lead facilitator or Designated Safeguarding Lead.

Declaration

I confirm that I have read and understood this Safeguarding Code of Conduct and Risk Assessment. I agree to follow these requirements and understand that failure to do so may result in my immediate removal from the activity.

Name: _____

Signature: _____

Date: _____

Lead Facilitator: _____

Signature: _____

Date: _____