



Music Guardians Safeguarding Children and Young People Policy 2024

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Definitions:

Child:

A *child* is defined as anyone who has not reached the age of 18.

Young person:

For the purposes of this policy and relevant procedures, the term *young person* refers to anyone between 16-25 enrolled with Music Guardians. The term young person also includes anyone between 16-17 but they will also always be referenced specifically as a *child*.

Safeguarding children and young people:

is defined in [Working Together To Safeguard Children](#) as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network⁴ through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework⁵.

Staff:

References to *Staff* refer to any adult who is employed, commissioned or contracted to work with or on behalf of children and young people by Music Guardians

Designated Safeguarding Lead:

The Designated Safeguarding Lead (DSL) for Music Guardians is the Co-founder, Katy Lana Hall: responsible for the strategic lead for safeguarding, ensuring organisational compliance with safeguarding policies and procedures

Deputy Safeguarding Lead:

The Deputy Safeguarding Lead is the Co-founder, Kimberley Goddard – responsible for overseeing safeguarding across the organisation.

Contact:

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Legislation and statutory guidance referenced in this Policy

This policy is based on [Working Together to Safeguard Children \(2023\)](#)

This policy is also based on the following legislation:

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

1. Music Guardians Safeguarding Policy

This Policy outlines Music Guardians commitment to safeguarding young people enrolled in our organisation and those who we work with in any professional capacity. It has been developed in accordance with the principles established by The Children Act 1989 and 2004 and The Care Act 2014. We do not work with under 16's.

This Safeguarding policy requires any adult working for Music Guardians to read and sign to acknowledge their understanding of it and the sections of this document that are relevant to any work undertaken for Music Guardians involving contact with young people either online or in person.

Music Guardians recognises a statutory responsibility to safeguard and promote the welfare of all young people. Safeguarding is everybody's responsibility and all those directly connected whether employees, chaperones, freelancers, contractors, external partners, parents or young people are an important part of the wider safeguarding system for young people with an essential role to play in making the music industry safe and secure for all.

At Music Guardians we are committed to the holistic development of the young people as they enter the music industry. We want all young people to thrive and flourish, discovering their unique strengths and talents, and growing in character and confidence, working towards building a better and safer music industry for all.

Music Guardians believes that the best interests of young people always come first. All young people have a right to be heard and to have their wishes and feelings taken into account and all young people regardless of age, gender identity, ability, culture, race, language, religion or sexual identity, have equal rights to protection. Music Guardians will do the utmost to protect all young people who are working with us in all capacities.

Music Guardians recognises the importance of providing an ethos and environment that will help young people to be safe and feel safe. Whilst working with Music Guardians, young people are respected and encouraged to talk openly. All of our team understand safe professional practice and adhere to our safeguarding policies. We operate a culture of transparency and openness and champion all young people to feel comfortable raising any issues relating to safeguarding.

The procedures contained in this policy apply to all individuals working with Music Guardians.

Whilst Music Guardians recognises that any young person over the age of 18 is considered legally to be an adult, we operate from a moral and ethical standpoint recognising that young people over the age of 18 still require support and can be equally as vulnerable, particularly in the music industry. This is supported by the [UN's definition of Youth](#)

This policy is updated annually and is published on the Music Guardians website.

2. Aims

This policy sets out the principles and procedures that support the safeguarding aims of Music Guardians.

- Appropriate action is taken in a timely manner to safeguard and promote young people's welfare
- All members of Music Guardians are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues and receive regular refresher training

Our core safeguarding principles and values are:

Music Guardians employees, chaperones, freelancers, contractors, external partners, parents or young people must ensure that their practice reflects our safeguarding expectations and promotes the welfare of young people within the following:

- **Prevention:** Positive, supportive, safe culture and pastoral opportunities for young people. Everyone has a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a young person is at risk of harm.
- **Protection:** Following the agreed procedures, ensuring all are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns. Young people should feel secure and cannot flourish effectively unless they do so. All young people regardless of age, gender identity, race, ability, sexuality, religion, culture or language should be protected from harm and risks.

- **Support and Provision:** for all young people and for those who may be at heightened risk of harm.
- **Working in partnership with young people and outside agencies:** To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise. We acknowledge that working in partnership with other agencies protects young people and reduces risk and so will engage in partnership working throughout any vulnerable situation and the child protection process to safeguard young people.

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

- valuing, listening to and respecting them
- appointing a designated and deputy safeguarding lead
- providing effective management for staff through supervision, support, training, and quality assurance measures so that everyone within the Music Guardians ecosystem is familiar with and follow our policies, procedures, confidently and competently
- recruiting and selecting staff safely, ensuring all necessary checks are made
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with young people and their families via Music Guardians Resources and one-to-one discussions and meetings
- making sure that young people and their families know where to go for help if they have a concern
- using our procedures to manage any allegations against staff and appropriately ensuring that we have effective complaints and whistleblowing measures in place
- building a safeguarding culture where Music Guardians staff, young people and their families, treat each other with respect and are comfortable about sharing concerns.

3. Equality statement

We are committed to anti-discriminatory practice and recognise young people's diverse circumstances and that some young people have an increased risk of abuse, and additional barriers can exist for some young people with respect to recognising or disclosing it. We ensure that all young people have the same protection, regardless of any barriers they may face.

We also recognise the unique experience of any young people beginning their journey into the music industry and the increased risk that this can present due to the unregulated nature of the industry and the range of experiences that can be presented to young people at a younger age than may exist in other contexts including but not limited to unsupervised studio settings, long hours posing increased risk when travelling and events where alcohol and other intoxicants may be present. Music Guardians will do their utmost to protect all young people entering the music industry.

We give special consideration to young people who:

- Have special educational needs or disabilities (SEND) or health conditions
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after
- Are missing from education (if aged 16-18)
- Whose parent/carer has expressed an intention to remove them from school to be home educated (if aged 16-18)

Designated Safeguarding Lead (DSL)

Music Guardians has appointed Katy Hall, co-founder as the Designated Safeguarding Lead (DSL). Additionally, the Music Guardians has appointed a Deputy DSL, Kimberley Goddard, co-founder who will have delegated responsibilities and act in the DSL's absence.

The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems in the organisation. Whilst the activities of the DSL may be delegated to the Deputy, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

The DSL will undergo appropriate, specific and continued training to provide her with the knowledge and skills required to carry out the role. Deputy DSLs are trained to the same standard as the DSL. DSL and Deputy DSL training will be updated formally every year. Postholders' knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

It is the role of the DSL to:

- Act as the central contact point for all Music Guardians employees or those working with Music Guardians in any other capacity to discuss any safeguarding concerns
- Maintain a confidential recording system for safeguarding and child protection concerns
- Coordinate safeguarding action for individual young people
 - When supporting a child with a social worker or looked after children, the DSL should have the details of the child's social worker
 - Liaise with other agencies and professionals where required

Members of Music Guardians

Safeguarding is everyone's responsibility and everyone, regardless of their role, should exercise vigilance and be watchful for, and aware of, signs that a young person may be in need of help as well as the signs of abuse and neglect. If anyone has a concern about a young person who is enrolled with Music Guardians they should [complete a concern form](#) and report it to the DSL

Children and Young People

Children and young people enrolled with Music Guardians have a right to:

- Feel safe, be listened to, and have their wishes and feelings taken into account
- Contribute to the development of organisational safeguarding policies
- Receive help from a trusted adult whenever needed
- Learn how to keep themselves safe in all music industry settings, including online

4. Recognising abuse and taking action

If Music Guardians staff have safeguarding concerns, or an allegation is made about another member of staff (including freelancers or contractors) posing a risk of harm to young people, then:

- this should be referred to the DSL or DDSL

All staff at Music Guardians should feel able to raise concerns about poor or unsafe practice and potential failures in the organisation's safeguarding practice and know that such concerns will be taken seriously by the DDL and DDSL.

Raising a concern about a young person enrolled with Music Guardians

All members of staff (including freelancers or contractors) at Music Guardians must know how to identify and respond to safeguarding or child protection concerns whether they are the result of a direct disclosure or not. Music Guardians uses a concern form to record concerns and disclosures. This form will be used by staff (including freelancers, contractors) or young people who want to make a confidential referral to report concerns will also be directed to this form.

Staff Duty to Report Concerns

All staff (including freelancers or contractors) are instructed that if they have any concerns about a young person enrolled with Music Guardians they must report the matter immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead if unavailable.

Anyone working with Music Guardians must follow the procedures set out below in the event of a safeguarding issue.

You are concerned about a young person's well-being or safety because of something you have noticed or heard from another young person or adult:

- 1) Contact the DSL (or DDSL if unavailable) to report your concern as a priority
- 2) Submit a concern form as soon as possible – detailing the concern, your observations and/or the conversation you had with the young person/member of staff.

You are concerned about a young person's well-being or safety because of a disclosure that has been made to you:

- 1) Listen, remain calm and reassure them. Do not ask investigative questions. Prompt the young person with open questions and allow them to guide the conversation. Reassure

the young person that they have done the right thing and that you will pass on the concern immediately so that support can be sought. **Do not promise to keep any information secret.**

2) Contact the DSL (or DDSL if unavailable) to report your concern as a priority

3) [Submit a concern form](#) detailing the disclosure made.

If you suspect that a young person might be at immediate risk of harm, you must contact the emergency services on 999 immediately followed by the DDL or DLS in their absence.

The DDL and DDSL work from 9am - 5pm every day and will not be contactable out of these hours. Please see alternative options below:

Immediate or Urgent Danger

If there is immediate danger (e.g., law-breaking, a young person actively trying to harm themselves or someone else), call emergency services at 999 first, then contact the Designated Safeguarding Lead (DSL) or the Deputy DSL (DDSL) if the DSL is unavailable.

Imminent Risk

If there's no immediate danger, for example a young person has expressed fear about going home after a recording session or for example has nowhere to stay, contact the DSL or DDSL immediately if you cannot get through then contact 101.

Possible Options if DSL and DDSL Are Unavailable:

- For children, the NSPCC Helpline is available from 10 am to 8 pm: [NSPCC Helpline](#). Outside these hours, the NSPCC advises contacting local child protection services, with details available on the local authority's website.
- Adults can reach out to the Safeguarding Adults Board in their local authority.
- Non Emergency police number is 101

Important Reminder

The DSL or DDSL should be informed if any of these services have been contacted. If you are unsure how to proceed at any point, it is important that you seek support from a member of the DSL Team.

Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral.

Under 18

- **Consent:** Aim to obtain consent from the young person, but prioritise their safety and will report if necessary. This may include documenting concerns, seeking guidance, and coordinating with relevant authorities.
- **Action:** If necessary, escalate the referral to the Local Authority, ensuring that the child's safety is the primary focus.

Over 18

- **Consent:** Unless we believe there is immediate harm, we will obtain consent from the individual before making any referrals.
- **Action:** Escalate the referral to the Local Authority. This may include documenting concerns, seeking guidance, and coordinating with relevant authorities.

If you make a referral directly, you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child or young person's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child or young person's situation improves.

If you have a mental health concern

Mental health problems can, in some cases, be an indicator that a child or young person has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a young person may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a young person that is also a safeguarding concern, take immediate action by following the steps outlined above

Concerns about a staff member, freelancer or contractor

If you have concerns about a member of staff or an allegation is made about a member of staff posing a risk of harm to young people, speak to the DDL or DSL as soon as possible.

Concerns raised against a staff member or freelancer will lead to immediate suspension and must be escalated to the Local Authority Designated Officer (LADO) if the individual works with children.

In the event that a concern is raised against a staff member, the following steps will be taken:

1. **Immediate Suspension:** The staff member or contractor will be suspended from their duties pending an investigation to ensure the safety of all parties involved.
2. **Escalation of Concern:** The concern must be reported to the LADO (without delay, as they are responsible for overseeing allegations against individuals working with children).
3. **Escalation of Concern to CIISA:** The concern will be reported to the Creative Industries Standards Authority
4. **Investigation Process:** An internal investigation will be initiated, and all relevant information will be gathered to assess the situation thoroughly.
5. **Confidentiality:** All parties involved will be treated with respect and confidentiality throughout the process, in line with safeguarding policies.
6. **Documentation:** Detailed records of the concern, actions taken, and outcomes will be maintained to ensure transparency and accountability.

Reporting systems for our young people

1. **Concerns must be reported to the DSL, regardless of consent or the wishes of those involved.**
2. **The approach to reporting and escalating issues to other services and authorities will vary based on whether the young person is over or under 18.**

Where there is a safeguarding concern, we will take an under 18's wishes and feelings into account when determining what action to take and what services to provide. We recognise the importance of ensuring young people feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

- Put systems in place for young people to confidently report abuse
- Ensure our reporting systems are well promoted, easily understood and easily accessible for young people enrolled with Music Guardians
- Make it clear to young people that their concerns will be taken seriously, and that they can safely express their views and give feedback

- Young people can make a verbal or written report to a member of the Music Guardians team who will action the concern
- Young people can report concerns by using the [Music Guardians concern form](#) found on the contact us page of the website.

5. Confidentiality and Information Sharing

Music Guardians recognises its duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity.

All staff (including freelancers or contractors) must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.

The safeguarding team will only disclose information about a child on a 'need to know' basis.

All members of staff (including freelancers or contractors) must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children under 18.

We will always take action which we believe is in the best interests of a child.

Whilst the organisation will work openly with parents and carers as far as possible, Music Guardians reserves the right to contact young people's Social Care or the Police, without notifying parents if this is in the child's best interest.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children and young people safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

6. Recording Keeping

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved

- A note of any action taken, decisions reached and the outcome - if the DSL decides to report a concern to the Local Authority without receiving consent, clear details of why this decision was made will be kept

Concerns and referrals will be kept in a separate child protection file for each young person or a separate adult file when given consent.

Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

Managing Safeguarding Records

Safeguarding records are kept for individual young people enrolled with Music Guardians. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.

Safeguarding records relating to individual young people will be retained for a reasonable period of time after they have unenrolled with Music Guardians.

7. Training

All staff

All staff members (including freelancers or contractors) will undertake safeguarding and child protection training during induction, including on whistle-blowing procedures and online safety, to ensure they understand the organisation's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. All staff will receive updated internal training annually.

Staff Safety and Support

In addition to safeguarding concerns, it is crucial to prioritise staff safety and well-being. Staff members who witness incidents, receive disclosures, or have concerns about safeguarding should feel supported and secure in their roles.

Reporting and Support:

All staff should know how to report their concerns to the DSL and seek guidance on handling specific situations.

Safety During Chaperoning

Safety training during chaperoning will be outlined in their induction, all chaperones will receive bespoke safeguarding training related to the music industry. Guidelines on working alone, including strategies to mitigate risks and ensure staff are not isolated in potentially unsafe situations will occur. Best practices for maintaining physical safety in external environments, including tips on assessing risks and responding to emergencies. All settings that involve chaperones will be internally risk assessed, and the staff will be aware of any protocol or contingencies taken in order to promote a culture of safety. By providing clear guidance and support, we empower our staff to act effectively while prioritising their safety in all situations.

Staff will also receive regular safeguarding and child protection updates, including on online safety, as required but at least annually (for example, through emails, e-bulletins and meetings).

The DSL and deputy/deputies

The DSL and deputy/deputies will undertake child protection and safeguarding training at least every year.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

8. Safer Recruitment

Recruitment and selection process

Music Guardians is committed to safe recruitment practice and will follow relevant guidance from The Disclosure and Barring Service (DBS). The DDL and DDSL are responsible for ensuring that the organisation follows safe recruitment processes outlined within relevant guidance.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with young people have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of trainees.

Advertising

When advertising roles, we will make clear:

- Our organisation's commitment to safeguarding and promoting the welfare of young people within the music industry
- That safeguarding checks that will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with young people both in person and online
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to young people (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with young people, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from working with young people
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales

- o Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

Seeking references and checking employment history

We will obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with young people
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with young people
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in Music Guardians Human Resources records (HRR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New members of staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken. DBS checks will be rechecked on the update service annually.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff: [criminal records checks for overseas applicants](#)

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a young person or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Contractors/Freelancers

We will ensure that any contractor, or any employee of the contractor, who is to work with Music Guardians has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

Checking the identity and suitability of external partners or those providing opportunities for Music Guardians enrolled children and/or young people

All external partners and anyone who will have contact with Music Guardians enrolled young people will be required to verify their identity to the satisfaction of staff. We will check their credentials before allowing them to work with children or young people and where appropriate we will request a DBS check. Where this is not possible under no circumstance will a child or young person be left unsupervised with an external partner. All external partnerships will be internally risk assessed prior to any work being undertaken. Where there are any concerns about external partners, staff or young people enrolled with Music Guardians should report the concern using the [Music Guardians concern form](#).

9. Policy Compliance, Monitoring and Review

Music Guardians will review this Safeguarding Policy at least annually

All staff (including temporary staff and freelancers/contractors) will be provided with a copy of this Policy.

