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**Children**

**and**

**Vulnerable Adult Protection Policy**

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Music 4 U [M4U].

**Policy Statement:**

M4U has a duty of care and is committed to safeguarding all Children and Vulnerable Adults

involved in our activities through adherence to the Child and Young People (Scotland) Act

2014 and the Adult Support and Protection (Scotland) Act 2007.

**Policy Purpose:**

To protect children and vulnerable adults participating in our activities.

To provide our workers with the principles that guide our approach to child and vulnerable adult protection.

**Policy Aim:**

M4U aims to ensure that all Children and Vulnerable Adults are kept safe from harm while participating in our activities.  All workers are carefully selected, screened, trained and supervised to achieve this.

We will create the safest environment for children and vulnerable adults, where they can feel safe and comfortable, are treated equitably and with respect, and have the freedom to have fun and develop their independence and creativity.

**Workers:** All staff, self-employed / freelancers, volunteers and trustees.

**Students / Young Person:** All children and young adults attending M4U activities.

**Parent:** Anyone with guardianship or caring and parental responsibility for the student.

**Definition:**

**Children & Young People:** Under the age of 18

**Vulnerable Adults:**  People aged 16 and over who are unable to

protect themselves from harm because of a disability, mental disorder, illness, or physical or

mental infirmity.

**Harm may be** Physical, Neglect, Financial, Sexual, Psychological, or Discriminatory.

**Legal Framework:**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and vulnerable adults in Scotland.

**We believe that:**

* no young person or vulnerable adult should ever experience abuse.
* we have a responsibility to promote the welfare of all young people & vulnerable adults, to keep them safe and to practice in a way that protects them.

**We recognise that:**

* The welfare is paramount in all the work we do and in all the decisions we take regardless of age, disability, gender, reassignment, race, religion or belief, sex or sexual orientation and have an equal right to protection from all types of harm or abuse.
* some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
* working with them, their parents and other agencies is essential in promoting their welfare.

**We will seek to keep young people and vulnerable adults safe by:**

* valuing, listening to and respecting them
* appointing a nominated Child Protection & Vulnerable Adult lead for young people and vulnerable adults and a lead Trustee for Safeguarding
* adopting safeguarding best practices through our policies, procedures and code of conduct for workers
* developing and implementing an effective online safety policy and related procedures
* Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
* recruiting and selecting staff and volunteers 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 the young person, vulnerable adult and their families via leaflets, posters, group work and one-to-one discussion
* making sure that children, young people and their families know where to go for help if they have a concern
* Use our safeguarding procedures to share concerns and relevant information with agencies who need to know and involve young people, vulnerable adults, parents and families appropriately
* using our procedures to manage any allegations against workers 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
* ensuring that we have effective complaints and whistleblowing measures in place
* ensuring that we provide a safe physical environment for our young people and vulnerable adults and workers by applying health and safety measures by the law and regulatory guidance
* building a safeguarding culture where workers, young people, vulnerable adults, and their families treat each other respectfully and are comfortable sharing concerns

* 1. **RECRUITMENT & SELECTION**
* All applicants will complete an application form
* Short-listed applicants will be asked to attend an interview
* Short-listed applicants will be asked to provide references, which will always be taken up before confirming an appointment.
* The successful applicant will be asked to complete a self-declaration form before the Disclosure Record is accessed
* The successful applicant will be asked to submit photograph identification

1. **DISCLOSURE SCOTLAND**

All direct workers must complete a Disclosure Record.  Where possible, this will take place before taking up the post.

Those awaiting certification or participating in one-off or short-term projects may join without a Disclosure. However, a Disclosed worker must always be present **and** with pre-authorisation given by the Child & Vulnerable Adult Protection Officer.

1. **TRAINING**

All workers will receive Induction training, which will give an overview of M4U to ensure they know our purpose, values, services and structure.

Relevant training and support will be provided on an ongoing basis and will cover information about the role and opportunities for practising skills needed for work.

Training on specific areas such as health and safety procedures and child protection will be given priority to new workers and regularly reviewed.

**Youth Scotland – Child Protection Awareness:**

All direct delivery workers and trustees must complete this training (or alternative provider if agreed by the Operations & Creative Manger) within the first 3 months of joining M4U and every year thereafter.

**Youth Scotland - Child Protection Officer:**

The Operations & Creative Manager must undertake this training (or alternative provider if the Trustees agree) within the first 3 months of joining M4U and every year thereafter.

**NCC – Adults at Risk Scotland Training:**

All direct delivery workers and trustees must complete this training (or alternative provider if agreed by the Operations & Creative Manger) within the first 3 months of joining M4U and every year thereafter.

1. **SUPERVISION**

All workers will have a designated supervisor to provide regular feedback and support.  All will attend an annual review, discussing their performance, skills, motivation and expectations.  Annual reviews will be minuted, and copies will be made available.

1. **SAFE PRACTICE**

M4U is committed to ensuring safe practice through workers’ awareness at all times:

* Adhere to the Code of Behavior
* Be aware of and sensitive to the four types of abuse:
* Neglect
* Emotional/Mental Abuse
* Physical Abuse
* Sexual Abuse

Be aware of and sensitive to who may cause abuse

* Relatives and family
* Professional staff
* Paid care workers
* Volunteers
* Other service users
* Neighbours
* Friends

Report concerns by email or phone to the Child & Vulnerable Adult Protection Officer immediately

1. **RESPONDING TO ALLEGATIONS OR SUSPICION**

* It is not the responsibility of any worker to decide whether child abuse has occurred. However, there is a responsibility to act on any concerns by contacting the appropriate authorities.
* Any indication of abuse/risk of abuse must be reported to the Child & Vulnerable Adult Protection Officer immediately. Confidentiality restrictions apply. \*\*

\*\* Confidentiality is upheld until or unless a statement is made which causes the M4U worker to fear for the safety of the child, young person, or someone else.  At this time, all personal information is protected. Only relevant or appropriate parties will be notified in confidence.

As a worker with M4U, you must always notify the Child & Vulnerable Adult Protection Officer if you suspect abuse, see evidence of abuse, or perceive a risk of abuse.  Every effort should be made to maintain confidentiality for all concerned.  Information should be handled and disseminated on a need-to-know basis only.

1. **REPORTING ABUSE**

M4Uunderstands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues concerning workers, children and young people must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.  Any issues of a criminal nature will be reported to the police.

1. **LEGAL ISSUES**

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from a regulated profession if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

**CONTACT DETAILS:**

**Nominated Child & Vulnerable Adult Protection Officer:**

Name: Debra Baxter

Title: Operations & Creative Manager

Telephone: 07859 814458

Email: [debra.Baxter@m4u.org.uk](mailto:debra.Baxter@m4u.org.uk)

**Nominated Child & Vulnerable Adult and Safeguarding Lead:**

Name: TBA

Title:

Telephone:

Email:

**Aberdeen Social Care Office:**

01224 306877 (Joint Child Protection Team)

0800 731 5520 (Emergency Out of Hours)

**Police:**

Non Emergency: 101

Emergency: 999

**NSPCC Helpline:**

0808 800 5000

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| **This Policy was written in line with NSPCC and Children in Scotland Guidelines.** | |
| **Implemented on** | 28 February 2024 |
| **Reviewed no later than** | 27 January 2025 |

**This policy forms part of Music 4 U’s Core Values and should be read collectively with the following:**

* Anti Bullying Policy
* Child & Vulnerable Adult Protection & Safeguarding Policy
* Child & Vulnerable Adult Protection Reporting Procedure
* Code of Behavior Adults
* Code of Behavior Students
* Comments, Compliments & Complaints Procedure
* Equality & Diversity Policy
* GDPR Policy
* Health & Safety Policy
* Online Safety & Social Media Policy
* Photography & Film Policy
* Whistleblowing Policy

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