

Safeguarding Children and Adults at Risk of Harm Policy

Incorporating Safeguarding Children in a Digital World E-Safety Policy

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk of harm or neglect.

This policy defines how Music Prescription operates to safeguard children, young people and adults at risk of harm or neglect.

We have a duty of care and are committed to the protection and safety of everyone who comes into contact with it including; children, young people and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

We promote the highest standard of safeguarding practice in all our activities with children, young people, their families and adults at risk of harm. We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation is accessing any form of digital or electronic communication, including the internet, mobile phones, games, photography, videos. This policy should be read in conjunction with our Photography Policy.

Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Adult at risk of abuse or neglect

For the purposes of this policy, **adult at risk** refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

2. Persons affected

- All staff, paid and unpaid, this includes Directors and all volunteers
- All service users
- All visitors and contractors

3. Safeguarding policy

Music Prescription has a zero-tolerance approach to abuse. Music Prescription recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004 and the Domestic Abuse Act 2021.

It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Music Prescription is committed to following the six key adult principles of safeguarding adults, Making Safeguarding personal and Capacity, Consent and Decision Making. (Appendix 1 for details)

Music Prescription is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.
- Arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Suffolk Safeguarding Partnership.
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses. See Appendix 1 for code of conduct. Where appropriate, failure by staff to maintain standards may be dealt with using Music Prescription Disciplinary Procedures
- clear whistleblowing procedures are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting welfare to be addressed;
- all staff are aware of the policy and procedures for the protection of children, young people and adults at risk through appropriate safeguarding training, supervision and support for staff and for creating an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding role;
- staff are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns
- all staff should have regular reviews of their own practice to ensure they improve over time in their work with children, adults at risk and families
- a clear line of accountability for the provision of safe services exists

- a senior board level lead to take leadership responsibility for Music Prescription’s safeguarding arrangements;
- a designated lead for safeguarding at Music Prescription
- safe recruitment practices are in place including policies on when to obtain a DBS check;
- clear policies in line with those from the Suffolk Safeguarding Partnership for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who 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; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Music Prescription will ensure that staff understand;

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe.
- That all staff who come into contact with children and adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children’s and adults’ social care
- The issues of capacity, consent and decision making in relation to safeguarding adults. (see appendix 1)

4. Revision history

This policy and related guidance will be monitored by the Directors on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed
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Appendix 1

Key six key principles that underpin safeguarding adults work*

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon and
- Ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation.

Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example, determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**;
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and
- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

For full guidance refer to the Suffolk Safeguarding Partnership guidance on their website

Appendix 2

Why do we need an E-Safety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school. In addition to research for homework, the majority use social networking sites including bebo, MySpace, Facebook; along with playing games such as RuneScape and downloading music and videos from sites such as Lime Wire.

Also, in the light of the Coronavirus, Covid-19 pandemic, online meetings and workshops have become an essential means of communication through such platforms as Zoom and Teams.

Recent Child Exploitation & Online Protection Centre (CEOP) research in 2007 with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new "friend" from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age.

Government guidance is clear, that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

"All agencies providing services to children have a duty to understand E-Safety issues, recognising their role in helping children stay safe online while also supporting adults who care for children"

Safeguarding Children in a Digital World, BECTA 2007; 02.1

Appendix 3

Our E-Safety Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

1. Use the internet and other forms of communication in a sensible and polite way.
2. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Seek permission if I want to use personal information or take photographs of other people.
4. Report any concerns to the lead or deputy person for E-Safety immediately.
5. Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person.

What are the risks?

There are many potential risks for children and young people including:

- Accessing age inappropriate or illegal websites.
- Receiving unwanted or upsetting text or e-mail messages or images.
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video or even homework cheat material.

What else might be of concern?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing on-line.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile or Personal Data Assistant (PDA) for long periods and at all hours.
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.

An adult who:

- befriends a child/children on the internet or by text messaging.
- has links to children on their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- is secretive about what they are doing and who they are meeting.

Minimising the Risks

We will:

- Talk to children and young people about what they are accessing online.

- Keep the computer(s) in a general space where we can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how people can be anyone they want to be online, e.g. by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies.
- Encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or webcam to people they know for real.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online “friends” for real.
- Make sure children and young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

References

- “Every Child Matters” DCSF 2003 and subsequent Children Act 2004.
- Children Act 1989
- What To Do if You’re Worried A Child Is Being Abused 2003 (Download from www.dcsf.gov.uk)
- Sexual Offences Act 2003
- Children Act 2004
- Working Together to Safeguard Children 2010
- Local Safeguarding Children Board Policies and Procedures

See all relevant references on the home page of www.safechild.co.uk

What do I do if I’m concerned?

If you have any concerns, speak to the lead or deputy person immediately. He/she will take the following action(s):

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE (2022)

See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority

Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- For concerns about an Adult at Risk of Harm: Use the Safeguarding Adults Framework to guide your discussions on thresholds for safeguarding referrals
- For concerns about a child (under 18 years of age): Use the Suffolk Thresholds of Needs Matrix to guide your discussions on thresholds for safeguarding referrals
- If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
- If there is immediate danger to the child or Adult at Risk call 999 for the Police.

Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral, use the relevant online [Suffolk Portal \(child or adult\)](#).

Contact information

Safeguarding referral: [Via portal](#).

When considering a safeguarding referral for a child, consult the [Suffolk Childrens Thresholds Matrix](#)

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

Police: 999 if it is an emergency

Safeguarding Lead:	[REDACTED]	tel:	[REDACTED]	email:	admin@musicprescription.co.uk
Safeguarding Deputy:	[REDACTED]	tel:	[REDACTED]	email:	[REDACTED]
Safeguarding Deputy:	[REDACTED]	tel:	[REDACTED]	email:	[REDACTED]

Notes: reporting for CYP

- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- **Local Authority Designated Officer (LADO) Referrals**
If you have concerns about an adult working with a child under the age of 18 that you would like to report, [access the LADO page for more information](#)

Notes: reporting for Adults at Risk

It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

Common Assessment Framework (CAF)

CAF is a tool that any professional working with children, young people and their families can use to help them identify unmet additional needs. It is intended to be used to support the development of relationships with families and early intervention when it is needed.

CAF is used when we alone are unable to meet all the identified needs and it is necessary to refer a child with whom we are working to another agency for support. In some cases, it may be difficult to establish exactly what the needs are, or how those needs will be met.

Consent from family/young person is required. CAF can only be used when the child or young person and family are happy to work alongside professionals to meet the child's needs.

For more information go to www.suffolkcc.gov.uk/caf