

Dan Monk Music Tutor

Safeguarding Policy

First adopted on: 25/6/21

This policy covers the actions and obligations of Daniel Monk (DM), owner and sole employee of Dan Monk Music Tutor (manchestermusictutor.com) (hereafter referred to as DMMT) - as well as any future staff members or volunteers - in relation to the protection of children and vulnerable people. Its aim is to raise awareness of child and adult protection issues and to provide a clear framework for action when abuse is suspected. It is aimed at protecting both the child or adult at risk and the employee/volunteer.

DMMT works with children and families as part of its activities. These include one-to-one tutoring and group tutorials, both in person and online. The primary responsibility of DM and any other employees/volunteers is to protect the person at risk. The responsibility of DMMT is to ensure that its employees are supported in doing so. The policy complies with the Children Act 2004 and Care Act 2014. A summary of the key legislation and guidance regarding child protection is available at <https://learning.nspcc.org.uk/child-protection-system/england>.

DMMT's Statement of general policy is:

- To protect children, young people and vulnerable adults who receive services from DMMT. This includes the children of adults who use the service.
- To provide a safe environment for children, young people and vulnerable adults.
- To provide parents, staff and volunteers with the overarching principles that guide DMMT's approach to child protection.
- To ensure staff and volunteers are aware and adequately trained.
- To notify the appropriate agencies if abuse or neglect is identified or suspected
- To support and, where possible, protect individuals and ensure that all referrals carry full information in relation to identified risk and vulnerability.

Actions and Considerations

The first priority should always be to ensure the safety and protection of the child or adult at risk. To this end, it is the responsibility of all staff to act on any suspicion or evidence of abuse or neglect and to pass on their concerns to a responsible person or agency.

- In situations of immediate danger, urgent action must be taken by calling the relevant emergency service (Police, ambulance etc.)
- Staff should be vigilant and take care to notice signs of something wrong, and if appropriate, ask the person if they are OK rather than waiting for them to disclose directly.
- The person at risk should be listened to, responded to immediately and offered necessary support and reassurance.
- Issues of confidentiality must be clarified early on. If a person wishes to disclose information, they should be reassured but made aware immediately that this may not be kept confidential if it is of a sensitive nature, but will be told to as few people as possible, and only those who need to know.
- Where a person at risk expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect these wishes must have regard to the level of risk to the individual and others. In some circumstances, the person's wishes may be overridden in favour of considerations of safety.
- Any concerns regarding the safety and wellbeing of children and adults must be promptly referred to a responsible person and/or appropriate agency, i.e. the Manchester Safeguarding Partnership, Greater Manchester Police (if the situation may constitute a crime), and 999 if there is an emergency where delay result in serious harm to the vulnerable person.

Record Keeping

There should be a written record of any concerns. This confidential information will be kept in a locked drawer and/or a secure, non-public folder on a computer by the appropriate person, and will be kept for as long as deemed necessary, in line with Data Protection principles.