

Wiltshire Music Connect safeguarding policy checklist

Is your safeguarding policy available to your stakeholders – eg families, schools, organisations you work with?

Does your safeguarding policy:

- Say whether you work as an individual or are an organisation
- Set out the settings / contexts are you working in? For example, schools, your home, one to one, groups, online, etc

Does your safeguarding policy explain what actions you / your organisation / anyone should take, in each setting you work in, if you / they are:

- concerned about a child?
- concerned about an adult's conduct?

Does your policy explain how you provide the following for each setting you work in:

- safe teaching environment/s
- safe teaching techniques
- how you communicate/share information (with families /schools / young people)
- what records/information you store and how

If you use, share, or publish photos, audio/video recordings of young people – for example for promotional purposes, concerts, exams etc does your policy clearly set out the consent process you use?

Does your policy outline any risk assessments you need to carry out?

Does your policy outline how you can demonstrate that you / your employees are suitable to work with children and young people, and that all relevant checks are in place?

- For example that you/your employees have DBS certificates and subscribe to the annual update service, that you can provide written references if required, that you / your employees undertake safeguarding training at least every three years

Is your policy dated, and is it checked and updated every year?