

## Safeguarding Policy

### Contents

<b>1. About Wiltshire Music Connect</b>	<b>2</b>
<b>2. Introduction</b>	<b>2</b>
<b>3. Definitions</b>	<b>3</b>
<b>4. Understanding of safeguarding</b>	<b>3</b>
<b>5. Policy statement</b>	<b>4</b>
<b>6. Safeguarding in our organisation</b>	<b>5</b>
<b>7. Safeguarding with those in receipt of funds for which we are responsible</b>	<b>10</b>
<b>8. Disciplinary action</b>	<b>11</b>
<b>9. Related policies and procedures</b>	<b>11</b>
<b>10. Related legislation and key documents</b>	<b>12</b>
<b>Annex A: Responsibilities</b>	<b>14</b>
<b>Annex B: Safeguarding expectations for Associates and Associate Organisations</b>	<b>14</b>

## 1. About Wiltshire Music Connect

Constitutionally part of Wiltshire Council, Wiltshire Music Connect has a strategic remit to oversee Children & Young People's Music Education in the unitary authority of Wiltshire in Southwest England. It also leads the music education hub for Wiltshire, funded by government and its [National Plan for Music Education](#). The roles and requirements of that status shape much of what we do.

'We connect children and young people in our county with a broad range of music making opportunities and experiences to complement and support what schools offer. Because music is excellent for developing young minds.'

As well as **working with schools and music teachers** we work with a growing group of people involved in a much wider range of music activity, including **bands, clubs and groups, promoters, festivals and venues** – with both **professional and volunteer musicians and music supporters**.

## 2. Introduction

This policy explains how Wiltshire Music Connect aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with children and adults at risk of harm.

The purpose of this policy statement is:

- to promote the wellbeing and to protect from harm, abuse and mistreatment of any kind people who benefit from our work (directly or indirectly through our collective stakeholder community), team members and others we come into contact with.
- to provide team members, Associates and partners, young people, parents and carers with the principles that guide our approach to safeguarding and our commitments about safeguarding.

All team and Board members must read and comply with the measures outlined in this policy.

Associates, Contractors and recipients of grants / commissions / funding hold primary responsibility for meeting their safeguarding duties and must have adequate safeguarding policies and procedures. Therefore, this policy does not directly apply to them, but does set out our minimum expectations for their safeguarding and our commitments to support them to meet their duties which will be reflected in our Associate Terms & Conditions / Code of Conduct and funding agreements.

This policy has been created by drawing upon guidance from the NSPCC, Youth Music and Wiltshire Council.

## 3. Definitions

- **Adult at risk:** anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.
- **Child:** anyone under the age of 18 years.

- **SLT:** Senior Leadership Team ]
- **Staff Team member:** anyone engaged or acting on behalf of Wiltshire Music Connect supported or directed activities including employees, volunteers (including trustees) and consultants (including freelancers). Some requirements may be flexed for consultants dependent on the role following the assessment of risks and the proportionality of duties to their activities.
- **Commissioning member of staff:** the team member who contracts consultants or partners delivering services to Wiltshire Music Connect or on our behalf.
- **Contractors** – individuals working on a self-employed / freelance basis as part of an extended team in specific areas
- **Associates and / or Partners:** agencies or organisations engaged in delivering Musical and Music Education related activity services under the banner of Wiltshire Music Connect but NOT always funded by
- **Grant-holders:** organisations and individuals
- **Procedures for Associates** in receipt of funding from Wiltshire Music Connect; or agencies or organisations we are in a joint initiative with.
- **Governance** – members of Wiltshire Music Connect’s Board and Expert Groups

#### 4. Understanding of safeguarding

In this policy, safeguarding refers to the range of measures to protect the people who come into contact with Wiltshire Music Connect and its Associates (those delivering work under its collective banner) from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an individual’s welfare and their health and safety.

There is a particular duty of care for organisations providing activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

- **Children:** We will seek to protect children from maltreatment; prevent impairment of their health or development; ensure they are growing up in circumstances consistent with the provision of safe and effective care; and take action to enable them to have the best outcomes.
- **Adults at risk:** We will protect the rights of adults to live in safety, free from abuse and neglect.

#### 5. Policy statement

##### **Our commitment**

Everyone has the right to be safe. Protecting people and meeting our safeguarding responsibilities is a governance priority for Wiltshire Music Connect. It is a fundamental part of operating as an organisation, of how we create a world where every young person can make, learn and progress in music, whatever their background or goal.

##### **Respect**

Wiltshire Music Connect is committed to ensuring that everyone in contact with the organisation is treated with dignity and respect and feels that they are in a safe and supportive environment. Where there is a

safeguarding concern, we will be responsive to the individual's views, wishes and feelings, ensuring they are taken into account when determining what action to take.

### **Taking responsibility**

Wiltshire Music Connect recognises that protecting people from harm is both a corporate and individual responsibility. Team members are responsible for safeguarding others' health and wellbeing and protecting them from all forms of harm, including abuse, exploitation, and violence. They should show a commitment to and an understanding of others' rights, safety, and welfare. We will ensure that team members and partners act and respond appropriately to any concerns or allegations of abuse, harm or neglect. We will be dynamic in managing risk effectively and proportionately.

### **Equity, diversity and inclusion**

Wiltshire Music Connect believes that everyone has an equal right to be protected from all types of harm or abuse. Inequalities in society mean that not all groups are treated equally, fairly and with dignity, or have the same protection from abuse, harm or neglect. We have a particular responsibility to safeguard groups most at risk of harm - such as children and adults at risk - and to remove the barriers that exclude marginalised and minority groups from equal protection.

The Equality Act 2010 provides the legislative framework that informs our work to promote equality of opportunity and reduce barriers to engagement, in particular for protected groups including: age\*, disability\*, ethnicity (including race, colour and nationality)\*, gender\*, gender reassignment\*, religion or belief\*, sexual orientation\*, marriage and civil partnership\*, pregnancy and maternity\*, refugees and asylum seekers, people who are neuro-divergent, ex-offenders (\*Under the Equality Act (2010) these are known as "protected characteristics").

### **Best interests**

We will be bold in placing the best interests of those we work with at the heart of everything we do. In responding to a safeguarding concern, the primary consideration will always be the best interests of those at risk of or experiencing harm.

### **Confidentiality and information sharing**

Wiltshire Music Connect seeks to protect individuals' rights to privacy and confidentiality. All our team members must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information proportionately to protect people from harm. We will maintain and securely store confidential, detailed and accurate records of all safeguarding concerns.

### **Collaborating**

Wiltshire Music Connect recognises that working in partnership with other agencies is essential in effective safeguarding. We will support Associates, contractors, grant-holders, partners and the wider music sector to meet their safeguarding duties and collaborate to ensure that we build a safer world for all. We will support statutory agencies to meet their duties in leading investigation and assessment of safeguarding concerns and always proactively support police or prosecutors to fulfil their duties.

### **Accountability**

Wiltshire Music Connect seeks to build a culture where we are accountable for our safeguarding duties. We aim to be open as to how we demonstrate integrity in our professional and personal conduct at all times. We will seek to continually learn from our experience of safeguarding and always notify relevant organisations, authorities, regulatory and governing bodies as required when managing a concern.

## **6. Safeguarding in our organisation**

This section outlines the measures in place to build a culture of safeguarding for all in our organisation. Further details of specific responsibilities are included in Annex A.

### **6.1. Accountability for implementation**

- The Board has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively. Safeguarding is a standing agenda item at every meeting and included in the organisation's risk register.
- The designated board member will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Designated Safeguarding Lead (DSL) to fulfil their duties.
- The hub lead will ensure that a DSL and deputy are named, appropriately trained and have the time and focus to fulfil their duties effectively.
- The SLT, led by the hub lead, is responsible for actively promoting safeguarding within day-to-day operations and role-modelling best practice.

### **6.2. Appointment of Designated Safeguarding Lead (DSL) and deputy**

- We will appoint a Designated Safeguarding Lead and deputy to champion and lead the implementation of safeguarding in our activities.
- The DSL must inform the Board of Trustees of all serious incident reports. They will ensure that safeguarding is a standing agenda item at all trustee meetings (whilst maintaining the confidentiality of individuals involved). Annually, they will undertake a review of all safeguarding cases and include a summary of proactive measures to implement and strengthen safeguarding across the organisation. The review will be presented to the Finance and Audit sub-committee members for their consideration prior to being tabled for discussion at the next scheduled meeting of the trustees.

### **6.3. Taking responsibility in joint working and working with others**

- In any joint activities or initiatives with others, Wiltshire Music Connect and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e. the "safeguarding lead organisation") and which policies and procedures will be followed for the joint initiative.
- When making decisions on who will, if required, be the safeguarding lead organisation, Wiltshire Music Connect will be mindful of whether the other organisation meets minimum expectations for safeguarding (see Annex B).

### **6.4. Ensuring safer recruitment practices**

- We will recruit team members safely, ensuring all necessary checks are made and managing risks to ensure they are suitable for their role.
- Employees will be recruited through Wiltshire Council's procedures (to which we must adhere).
- Associates will be recruited using our Associate recruitment procedures which include Safeguarding throughout and are reviewed annually.
- Contractors will be recruited by Team members using appropriate adaptations of Council and Associate procedures

- We will advise all team, Board members and contractors working with children and adults at risk of harm to disclose any reason that may affect their suitability to undertake this work in line with legal requirements and best practice.  
Our Recruitment Guidelines will set expectations for how we assess all roles, taking into account the working environment.

#### **6.5. Supporting team members to fulfil their responsibilities**

- We will share information about the right to be safe and safeguarding best practice to all team, Board members and contractors. This will include providing structured induction and training.
- Any new team member will be provided with this policy and associated procedures and have an induction with the DSL (or deputy) within one month of starting work. The line manager or commissioning member of staff should discuss any role-specific safeguarding requirements with the team member, including the application of the relevant Code of Conduct.
- Contractors will be provided with induction appropriate to their areas of work and will have access to this policy
- When a team member is working with children and adults at risk of harm, their line manager or commissioning member of staff (in consultation with the DSL) will review the nature of the work and decide if specialist training will be provided.
- The DSL will ensure that all team members receive appropriate and proportionate refresher training on an annual basis.
- SLT will ensure opportunities to discuss safeguarding within team meetings, 1-to-1s, appraisals and other forums across the organisation.

#### **6.6. Providing safe and secure programmes, environments and activities**

- We recognise that people can be harmed as a result of poorly designed programmes and projects, and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- Assessment of grant / commission or activity proposals would include consideration of safeguarding risks and implications and assessment panels should have scripted prompts to this effect. Where appropriate additional information may be sought and / or clauses / conditions will be added to contracts / grant offers
- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.
- We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and good practice.
- We will actively share information about safeguarding and how people can raise a concern to those affected by our work, including on our website.

## **6.7. Providing a safe digital environment**

- We will take technical solutions to reduce access to inappropriate content on devices owned or used by Wiltshire Music Connect. We will review and update our information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.
- Where we are using digital channels to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will identify appropriate approaches to educate and raise awareness of online safety to these groups relevant to our activities. These risks will include:
  - content: being exposed to illegal, inappropriate or harmful material
  - contact: being subjected to harmful online interaction with other users
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm.
  - contract: being exposed to inappropriate or unsuitable commercial risks
- We will examine and risk assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with children and adults at risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.
- We will always act to prevent hateful or inappropriate content targeting our team members.

- **Use of Associates' own IT / devices and access to apps & sites whilst in schools**

Keeping Children Safe in Education (KCSiE) requires schools to adhere to Digital & Technology standards designed to protect children from harmful content and potentially harmful activity. ([KCSiE 2023 para 135-148.](#)) KCSiE clearly understands the positive potential of Technology to education and learning, this is about considering the risks.

This has a *potential* implication for Associates (tutors / music leaders / providers) who may wish to utilise their own devices / resources as part of their delivery / teaching / assessment.

We advise Associates planning to use devices, sites or apps etc. to make schools aware of this in advance and check their procedures.

#### **6.8. Adopting safer working practices**

- We have relevant codes of conduct for all our team members.
- Where team members are in contact with children or adults at risk, they must follow those specific established standards of conduct.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.

#### **6.9. Supporting, supervising and managing our team**

- We will provide effective management for team members, board members and contractors through supervision, support and quality assurance measures.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager or commissioning member of staff as appropriate without fear of penalty or victimisation. They can always contact the DSL or Lead Trustee.
- Line managers or commissioning member of staff should ensure that team members are aware of their right to whistleblow in the public interest in the Whistleblowing Policy & Procedures.
- We recognise that effective safeguarding rests on a broader culture of supporting wellbeing.

#### **6.10. Receiving and responding to safeguarding disclosures, concerns and allegations**

- Our team members will always respond to a safeguarding disclosure, concern or allegation promptly and appropriately following the relevant procedures. We operate a low-level concern approach which means that even minor concerns or suspicions of harm must be reported in line with our procedures. Failure to report safeguarding concerns will be considered a serious breach of our safeguarding procedures and may result in disciplinary action or contract termination.
- We recognise that those in positions of responsibility may abuse their power and exploit or harm others. We will be proactive in dealing with any abuse and to challenge any abuse of power, especially by anyone in a position of trust or responsibility.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing harm, any bystanders and our organisation as a whole into account.
- The DSL will ensure that serious incidents are escalated through the appropriate routes and are also reported to the Board.
- For further details, see our Procedures for Managing Safeguarding Disclosures, Concerns or Allegations.

#### **6.11. Managing and processing data appropriately**



- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing; recording and storing information professionally and securely and in line with established procedures. (IN CONFIDENTIAL FOLDER SPACE)
- We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning children, adults at risk, parents, families and carers.

#### **6.12. Ensuring safer use of audio-visual materials**

- To celebrate our work's successes and achievements, we will collect a range of audio-visual materials of those engaged in our work; including of children and adults at risk. We have a responsibility to ensure this is done safely.
- We will ensure that we have appropriate consent for the taking and storage of images; including from parents and carers of children or adults at risk. We will inform them how the material will be used, stored, and the potential risks associated with the use and distribution of these materials.
- We will always share expectations when permitting individuals attending our events to take audio-visual materials for their personal use.
- Where team members collect audio-visual materials of children or adults at risk they should seek further advice from the Designated Safeguarding Lead.
- Where we publish audio-visual materials of children and adults at risk, we will proactively reduce the risk of this being misused by carefully selecting materials and limiting identifiable information and use checklists to help with this.

#### **6.13. Training**

- All Wiltshire Music Connect staff, contractors and Associates are required to undertake safeguarding training every three years, with at least an annual refresher each year.
- All staff, contractors, Board Members and Associates are required to read all relevant sections of Keeping Children Safe in Education (KCSIE) as and when required.
- Associates working directly in schools or colleges should read / understand and follow the child protection / safeguarding policies of the establishment in which they are working and familiarise themselves with who the designated lead is.

#### **6.14 Whistleblowing**

Whistleblowing is a way for employees of an organisation, members of the public, contractors and stakeholders to raise reasonably and honestly, held concerns they may have about serious matters that could put Wiltshire Music Connect and those it supports, the council and/or the wider public at risk. Whistleblowing usually involves bringing forward concerns that are in the public interest to investigate and resolve.

As a part of Wiltshire Council, Wiltshire Music Connect and it's Board has agreed to adopt Wiltshire Council's Whistleblowing Policy but with a designated member of the board being the initial point of contact.

### **7. Safeguarding for / with stakeholders inc. with those in receipt of funds for which we are responsible.**

This section outlines the measures in place to ensure that good safeguarding practices are embedded in Wiltshire Music Connect's commissioning and grant-making procedures.

### **7.1. Expectations on grant-holders' (including schools) safeguarding**

- We will set and communicate minimum expectations of safeguarding in the specifications for all our funds and commissions.
- Where applicants may already be Associates there are ways to streamline this.  
We recognise that organisations will be at different stages of their safeguarding maturity and that as a sector lead organisation we have a responsibility to assist them in meeting requirements. All grant-holders will be expected to work towards these expectations before commencing delivery of a piece of work.

### **7.2. Assessing grant-holders' commitment to safeguarding**

- We will ask questions about safeguarding in the application form for funding.
- Applications should always ask whether the particular activity poses any new safeguarding challenges for the provider(s) and how they will be mitigated.
- We will ensure that relevant team members receive support to enable them to recognise good safeguarding practice and identify potential risks and that any assessment panel includes at least one person confident in their ability to do that.

### **7.3. Monitoring grant-holders' safeguarding in grant delivery**

- We expect all grant-holders to fully implement and monitor the safeguarding measures set out in their policies and procedures and our funding agreements requirements.
- We will remind grant-holders about our expectations for safeguarding in funding agreements.
- We will include specific questions on safeguarding in monitoring reports and explore safeguarding practices during monitoring visits.

### **7.4. Being informed of safeguarding concerns and incidents in grant-holders' supported activity**

- We will expect all grant-holders to report anonymised headlines and severity of safeguarding incidents arising as a result of or in connection with their funded programme within a stipulated number days of them happening, and to provide any additional details as required by Wiltshire Music Connect.
- Our Procedure to Raise a Concern outlines what information is required, in what instances it must be reported to Wiltshire Music Connect, and how the concern will be managed.

### **7.5. Supporting grant-holders to fulfil their responsibilities**

- We recognise and are clear that our grant-holders hold the primary responsibility for safeguarding and protecting from harm those in contact with their organisation.
- We want to support organisations to continually improve their safeguarding practices. We will strive to be open and supportive-
- Wiltshire Music Connect may suspend or withdraw funding in exceptional circumstances if the grant-holder is unable or unwilling to meet their safeguarding responsibilities. The decision to terminate funding is never taken lightly, and we will always try and support our partners to address concerns rather than terminate funding.
- Any decision to suspend or terminate funding must be agreed with the SLT and approved by the Safeguarding Lead and the Designated Trustee for Safeguarding.

## 8. Disciplinary action

<https://wiltshiremusicconnect.org.uk/associate-membership-terms-and-conditions/>

Where disciplinary action needs to be taken in regard to a Wiltshire Music Connect employee, it will be undertaken in accordance with the procedures set out by Wiltshire Council.

Should a safeguarding issue requiring disciplinary action relate to a freelance contractor we reserve the right to terminate the contract.

For Associates see T&Cs <https://wiltshiremusicconnect.org.uk/associate-membership-terms-and-conditions/>

## 9. Related policies and procedures

This policy statement should be read alongside Wiltshire Music Connects other organisational policies and procedures (which will be made available to team members when beginning their activity with us), as follows:

1. Procedures to Raise a Safeguarding Concern
2. Recruitment and Selection Policy
3. Grievance and Complaints Policy
4. Engaging Freelancers Policy
5. Health & Safety Policy
6. Whistleblowing Policy and Procedures
7. Complaints Procedure
8. Data Protection Policy and Procedures <https://wiltshiremusicconnect.org.uk/about/privacy-policy-statement/>
9. Funding / Commission Agreement

## 10. Related legislation and key documents

**Children Act 1989** (and 2004 update): The Children Act 1989 gives every child the right to protection from abuse and exploitation and the right to have enquires made to safeguard his or her welfare. The Act place duties on several agencies, including schools, to assist Social Services departments acting on behalf of children and young people in need (s17) or enquiring into allegations of child abuse (s47).

**Education Act 2002** - This requires schools to make arrangements to safeguard and promote the welfare of children and to have regard to guidance issued by the Secretary of State for Education.

**Sexual Offences Act 2003** - This act sets out an offence of 'abuse of trust' - a sexual or otherwise inappropriate relationship between an adult who is responsible for young people and a young person in his/her care.

**Information Sharing – Department for Education (DfE) Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018** This advice is for all frontline practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case by case basis.

**Counter-Terrorism and Security Act 2015 (the CTSA 2015)**, section 26 requires all schools, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

**Mental health and behaviour in schools (2018)** advice to help schools to support pupils whose mental health problems manifest themselves in behaviour. It is also intended to be helpful to staff in alternative provision settings, although some of the legislation mentioned will only apply to those alternative provision settings that are legally classified as schools.

**The Safeguarding Vulnerable Groups Act (2006)** Section 53(3) and (4) of this applies to schools if they broker student accommodation with host families for which the host family receives a payment from a third party, such as a language school. At a future date, the regulated activity provider will have a duty to carry out a barred list check on any new carer – section 34ZA Safeguarding Vulnerable Groups Act 2006.

**The Teachers’ Standards (2013)** set a clear baseline of expectations for the professional practice and conduct of teachers and define the minimum level of practice expected of teachers in England.

**Children Missing Education (2016)** Statutory guidance for local authorities and advice for other groups on helping children who are missing education get back into it.

**Sexual violence and sexual harassment between children in schools and colleges (2021)** Advice for schools and colleges on how to prevent and respond to reports of sexual violence and harassment between children.

**Preventing and Tackling Bullying (2017)** Advice for schools on effectively preventing and tackling bullying.

**Behaviour and Discipline in Schools (2016)** Advice for headteachers and school staff on developing school behaviour policy, including an overview of their powers and duties.

## **Annex A: Responsibilities**

The Board Lead for Safeguarding role is to:

- Champion the importance of safeguarding within the Board of Trustees, SLT and across the organisation;
- Attend meetings to maintain an overview of safeguarding cases and measures to implement and strengthen safeguarding across the organisation;
- Support the SLT in the management of high-risk cases and ensure that risks are managed appropriately; and
- Approve any decisions to suspend or terminate funding due to safeguarding concerns.

The Designated Safeguarding Lead will provide specialist advice and advice to ensure the highest standards are maintained across all our operations. The Safeguarding Lead will:

- Act as the central contact point for all team members to discuss any safeguarding concerns;
- Provide advice and support to staff, funded partners and others connected with our work;
- Develop guidance and training across the organisation;
- Manage all safeguarding concerns reported and ensure a robust and timely response; coordinating safeguarding action for individual children and adults at risk of harm, and liaising with other agencies and professionals in line with relevant statutory guidance;
- Maintain a confidential recording system for safeguarding incidents, concerns and allegations (known as a “Safeguarding Log”);
- Engage with other agencies and experts within the sector to ensure our approach is both informed by and contributes to best practice;
- Ensure that policies are reviewed at least annually and when required.

## **Annex B: Our Safeguarding Expectations**

Wiltshire Music Connect carries out a range of checks for all Associate applicants which includes:

- personal ID and address
- DBS checks for individuals
- written references
- right to work in the UK
- letters of assurance regarding safeguarding policy and procedures for organisations

All Wiltshire Music Connect Associates are expected to ensure their knowledge and understanding of safeguarding – across all the contexts they work in – is up to date. Wiltshire Music Connect works in partnership with Wiltshire Council’s Safeguarding team to ensure that Associates who work specifically in Wiltshire schools have access to the information they need

As well as the checks we carry out at application stage we also require all Associates to sign up to our [Associate Terms & Conditions](#) and to declare that they have read and understood Part 1 of the updated version of [Keeping Children Safe in Education](#) (KCSIE).

This is an annual requirement and for academic year 2023-24 we require Associates to do this by 30 October 2023.

#### Individual Associates:

In addition, we require all individual Associates to prove they have successfully completed a Level 1 or higher Safeguarding Children and Young People training course at least every three years. Individual Associates are required to make a declaration about this in their application and will be asked to provide certification / evidence of completion.

Associates can choose to access an Online Safeguarding Training course, free of charge, through Wiltshire Music Connect but there is no obligation to do this. You may have access to Safeguarding Training through your membership or professional association with other organisations, or you may be offered Safeguarding Training through a school you are working with. Please contact us to check whether alternative training courses meet our requirements – the easiest way is to send us your certificate.

However, please note that even if you choose to complete your Safeguarding Training with another provider / organisation, you are still required to sign up to our Associate Terms and Conditions and make the KCSiE declaration mentioned above.

#### Associate Organisations:

Associate Organisations will be asked to provide assurance that all relevant employees / contractors / members / volunteers (i.e. those involved directly in working with children and young people) have successfully completed appropriate Safeguarding Training.