

Safeguarding Children, Young People and Adults at Risk
Policy and Procedures

23 October 2026

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1. Safeguarding terminology

To help read and understand the policy - below are some key safeguarding terms.

Safeguarding Children means protecting children from harm and promoting their welfare — including providing early help, preventing abuse or neglect (whether in the home, elsewhere, or online), and ensuring children grow up in safe, stable circumstances so they can achieve good outcomes. A child is anyone under the age of 18.

Safeguarding Adults means protecting the rights of adults to live in safety, free from abuse and neglect, with people and organisations working together to prevent and stop both risks and experience of abuse or neglect.

Adult at risk is a person aged 18 or over with care and support needs (whether or not the local authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect; and as a result of those care and support needs, is unable to protect themselves against the abuse or neglect, or the risk of it.

A **Disclosure** is the act of a child or adult telling someone (verbally or otherwise) that they are experiencing or have experienced abuse or neglect.

DBS (Disclosure and Barring Service) is a non-departmental public body that carries out criminal record checks on people applying for certain roles and decides whether someone should be placed on (or removed from) a barred list preventing them from working with children, young people and adults at risk.

Regulated activity is work (paid or unpaid) defined in law that a barred person must not do. It determines eligibility for an Enhanced DBS check with a barred list check.

- **With children:** teaching, training, instructing, caring for or supervising children, or giving advice or guidance on their wellbeing, carried out frequently (once a week or more), on more than three days in any 30-day period, or overnight (2am–6am). Since 1 September 2026 this applies even when the person is supervised by someone else.
- **With adults:** defined by the type of activity rather than how often it happens – for example health care by a regulated professional, personal care, social work, help with cash, bills or shopping, or managing an adult's affairs. The 2026 supervision change does not apply to adults.

It is a criminal offence for a barred person to engage in regulated activity, or for an organisation knowingly to allow it. WMC's current position on regulated activity is set out in section 5.

Wiltshire's **Integrated Front Door** service provides a 24-hour response to concerns for children 7 days a week, 365 days a year. The service consists of the Multi Agency Safeguarding Hub (MASH), the Early Support Hub (ESH) and the Out of Hours Service (EDS).

The **Local Authority Designated Officer (LADO)** in Wiltshire manages allegations and concerns about any person aged 16 or older who works or volunteers with children.

2. Leadership and Accountability

Wiltshire Music Centre has a strong leadership and governance structure in place to ensure that its safeguarding policy and practice consistently meet recognised good practice. The WMC Chair and Co-Directors ensure that safeguarding priorities and culture are embedded into daily business operations and provide the Safeguarding team and staff with the practical time, tools, and training resources required to fulfil their safeguarding duties.

WMC Safeguarding Team

Designated Safeguarding Lead
Cassie Tait, Head of Creative Learning cassie.tait@wiltshiremusic.org.uk

- actively promotes a safe environment across all WMC activities.
- updates safeguarding policy annually (with the DST)
- ensures all staff and volunteers receive appropriate safeguarding training and DBS checks for their role, and safeguarding requirements are met by partner organisations and third-party hirers
- responds to safeguarding concerns at the centre, making necessary referrals and liaising with local safeguarding agencies.
- maintain secure, detailed records of all concerns
- has protected time for the role, set out in their job description, and arrangements for cover when on leave.
- completes DSL training every two years, with an annual update, and confirms each September that they have read Keeping Children Safe in Education Part 1.

Designated Safeguarding Trustee
Tessa Armstrong tessa@voicesforlife.org.uk

- maintains oversight of WMC's safeguarding practice and culture
- review the Safeguarding Policy and operational procedures annually alongside the DSL.
- leads WMC's response if an allegation concerns the DSL, informing the Chair (see section 10).
- completes DSL-level safeguarding training every two years.

Deputy Designated Safeguarding Leads
Chris Turner, Head of Finance chris.turner@wiltshiremusic.org.uk
Daniel Clark, Artistic Director daniel.clark@wiltshiremusic.org.uk

- assume the full responsibilities of the DSL in their absence, including handling emergency disclosures, managing immediate risks, and issuing referrals.
- support the DSL to actively promote a safe environment across all WMC activities.

3. Staff and volunteers - your role and responsibilities

Safeguarding is everyone's responsibility. Consider the safety of children, young people and adults at risk in everything that you do and contribute to maintaining a safe environment at WMC for everyone.

We expect our staff and volunteers to:

- Know the name and contact details of the DSL and safeguarding team.
- Understand how to identify potential signs of abuse and know how to report it.
- Speak to the DSL or your line manager with any concerns, disclosures, inappropriate behaviours or perceived safeguarding risks - including those involving staff or volunteers - as soon as possible.
- Receive a DBS check (where your role is eligible) and safeguarding training as appropriate for your WMC role.
- Have good knowledge of safer practice in all aspects of our activities including our procedures for first aid, fire, lone working, online safety, media and data protection (set out in our Health and Safety Handbook, Lone Working Policy, section 14 of this policy and our Data Protection Policy).
- Follow our Code of Conduct.

4. Safeguarding for hirers and freelance practitioners

WMC is a public building and offers space to other organisations, charities and freelance artists to use our premises for activities, events and performance for children, young people and adults at risk. We ensure anyone delivering services at the centre for children, young people and adults at risk, are taking the right steps to keep them safe. We ask them to sign a written agreement confirming:

- their staff have been appropriately trained in safeguarding and have up to date DBS checks at the appropriate level for their activity
- the contact details for their safeguarding lead
- they have put adequate health and safety measures in place, have carried out a risk assessment of their activity and have the right insurance.
- they have read and will comply with the WMC Safeguarding Policy and procedures.
- They accept full legal responsibility for children, young people and adults at risk in their direct care

Before their activity is carried out, we must receive their written agreement, alongside their safeguarding policy and procedures and proof of insurance. If necessary, we arrange an induction to familiarise the activity leader with the venue and share relevant safety information, for example where the fire exits and fire extinguishers are located.

The hires team records this on a hire safeguarding checklist in the booking record: agreement signed, safeguarding policy seen (with date), insurance seen, safeguarding lead named, and whether under-18s or adults at risk are involved. A booking is not confirmed until the checklist

is complete, and the DSL spot-checks a sample of hires each term. Hirers without their own safeguarding policy (for example small groups or individual teachers) must adopt this policy in writing and name a safeguarding lead. WMC may refuse, pause or end a hire on safeguarding grounds.

All groups or organisations that hire the Centre for a performance or event are asked to confirm on the contract whether young people under the age of 18 are involved in the performance or will be backstage. Where under-18s perform or are backstage, the hirer must confirm that any required child performance licence or exemption is in place and that licensed chaperones are provided where required. WMC provides separate dressing rooms for children and adults, and photography is not permitted in dressing rooms. The same applies to WMC's own productions involving children.

5. Partner Organisations

St Laurence School and Wiltshire Young Musicians are resident partner organisations, using the centre across the year under a Service Level Agreement to deliver regular activities at the centre for children and young people.

Our resident partners and hirers deliver their own activity and are responsible for deciding whether it is regulated activity and for carrying out the appropriate checks.

Partner organisations have their own safeguarding policies and procedures and are responsible for the safeguarding of the children and young people in their care at all times

Within the Service Level Agreement, partner organisations confirm that:

- they hold up to date safeguarding policies and accept full legal responsibility for children, young people and adults at risk in their direct care at all times.
- they have read the Keep Children Safe in Education annual update that comes out in September every year and all staff have up to date safeguarding training as appropriate.
- they confirm that they have checked all staff working with children, young people and adults at risk, including visiting peripatetic music teachers, have been safely recruited and hold an up-to-date DBS check at the appropriate level.
- they understand the WMC safeguarding policy and procedures and will communicate these with all relevant staff.
- they will tell WMC's DSL the same day about any safeguarding concern or allegation arising at WMC or involving WMC premises.

The DSL regularly meets with the safeguarding leads of partner organisations yearly to review safeguarding procedure and policy and immediately in the event of a safeguarding issue.

Building standards for one-to-one lessons
All one-to-one lessons at WMC, whether delivered by WMC, partners or hirers, take place in booked rooms with a clear view through the door panel. Door panels must not be covered, rooms must not be locked during lessons, and lessons must not take place in unbooked or

back-of-house spaces. Partners remain responsible for the conduct of their own staff during lessons.

6. Visitors and Unaccompanied Under-18s

Daytime
The WMC is a public building with many people using the Centre across multiple spaces throughout the day. We ask staff, group leaders, teachers and visitors to sign in using the Sign In App at our Box Office, and, where appropriate, to wear lanyards so they can be more easily identified.

All staff and trustees	**Red lanyard**
Volunteers	**Orange lanyard**
All contractors, visitors, group leaders and artists working backstage	**Blue visitor lanyard**
St Laurence School staff and students	**St Laurence lanyard**
Students under 18	**Green lanyard -** see Unaccompanied Under-18s below

Visitors will be asked for evidence of their DBS checks if appropriate.

Challenging unknown visitors
All staff should challenge any adult using the backstage corridor, out of bounds/office spaces or auditorium who does not have a lanyard and has not signed in.

Unaccompanied Under 18s
Students from St Laurence School will visit the centre for their one-to-one music lessons. To ensure safe lines of sight they are required to wait in our public foyer to be collected by their peri teacher and accompanied to their practice room. At the end of their lesson, they will be escorted back to the foyer. The school and the peri teacher are responsible for the student throughout.

We encourage young people to use the centre for practice. WMC is not a supervised setting, so young people may use practice rooms without a parent or teacher only on the pre-agreed terms below, and WMC will know at all times who is in the building.

Practice rooms: the terms
- Only young people aged 14 and above can practice in the studios unaccompanied. Younger children must be accompanied by a parent or responsible adult who stays in the building.
- The practice rooms are only available after school until 6.00pm on weekdays, and only when at least two WMC staff are on site. No unaccompanied under-18s cannot be in the building during lone working hours or while the building is closing.

- A parent or carer registers the young person in advance using our online consent form (emergency contacts, medical needs, travel home arrangements, photograph and agreement to the rules and code of conduct). Registration is renewed every September. The DSL or DDSL approves it before a green lanyard is issued. Registration is never agreed on the day.
- Young people sign in and out on the Sign In App at every visit and wear the green lanyard at all times. Names are not printed on lanyards.
- Allocated practice rooms with a clear door panel, foyer and foyer toilet use only. No access to the auditorium, gantry or offices.
- No other person may be in the room unless they are also registered, or are the young person's parent, carer or teacher and known to the box office.
- Staff walk past the practice corridor regularly.
- Young people tell WMC staff if they are leaving early, feel unwell or are worried about anything.

Who is responsible

- **DSL:** owns the scheme, approves registrations, keeps the register and reviews the scheme each term.
- **Duty manager or box office lead on shift:** checks lanyards and sign-in, allocates rooms, is the first contact if something goes wrong.
- **All staff and volunteers:** challenge any under-18 in practice areas without a lanyard, and any unknown adult in a practice room with a young person.
- **Co-Directors:** make sure rotas meet the two-staff minimum. They may suspend the scheme.

If something goes wrong

- Rules not followed: a reminder, then contact with the parent, then withdrawal of permission. The outcome is recorded.
- Not signed out by closing or not collected: staff phone the parent and emergency contact, and a DBS checked member of staff stays with the young person in a visible area. If there is no contact after 1 hour, staff take advice from the DSL. If the DSL is not reachable, contact Wiltshire Council's Integrated Front Door service on 0300 456 0108 (Monday to Thursday 08:45 - 17:00 or Friday 08:45 - 16:00) / Emergency out of hours 0300 456 0100. Staff never drive a young person home alone.
- Fire evacuation: the Sign In App list is the register, and the duty manager accounts for every green lanyard at the assembly point.
- Any welfare concern: follow section 9.

Events and audiences

Under-14s attending WMC events must be accompanied by an adult aged 18 or over throughout. Young people aged 14+ may attend alone. Box office staff escalate any lone younger child to the duty manager.

How we communicate these terms
Staff and volunteers receive a one-page briefing at induction, which is also kept in the duty manager folder. Young people receive a plain-language rules card with their lanyard. Parents receive an information sheet with the consent form. The scheme is shared with St Laurence School's DSL and referenced in the Service Level Agreement, so the school knows its students may be on site after the school day and under whose care.

At all times, staff are encouraged to challenge any unaccompanied under-18-year-old in the venue without a lanyard or permission to be there.

Hiring our venue to multiple groups
Our venue is used by multiple groups simultaneously. In order to keep children, young people and adults at risk safe during these times, we:

- Ensure all activity leaders follow our safeguarding procedures, taking full responsibility for the children, young people or adults at risk in their care, and have sent us their appropriate safeguarding policy or risk assessment.
- Our hires team consider safeguarding when booking in multiple groups - making adjustments to staffing and spaces where appropriate.
- Where appropriate limiting toilet access to single occupancy toilets.
- Where possible, a member of WMC staff is visible at all times in the foyer, either positioned at our box office or our café. If it is not possible to have staff positioned in the foyer, the WMC staff will take regular walk arounds throughout the building.
- The correct ratio of staff and volunteers are in place to support with health and safety and safeguarding at busy times.

7. Running Safe Events and Activities

Every WMC activity with children, young people or adults at risk, on site or off site, follows these principles. The activity lead completes the planning checklist in Appendix B before the activity is advertised.

- **Plan and sign-off:** every activity has a named lead. The DSL signs off new or higher-risk activity: off site, over four hours, involving transport, or with participants who have high support needs.
- **Ratios:** We ensure appropriate and safe staff to participant ratios are set and assessed by need.
- **Registers:** a register with emergency contacts, medical, SEND and photo consent information is kept for every session. It is available to the lead offline and used for emergency evacuation procedures.
- **Supervision and spaces:** use rooms with a clear door panel and avoid adults being alone and out of sight with a participant. Where one-to-one work is part of the activity, it takes place in a visible booked room and parents are told in advance.
- **Toilets and changing:** adults do not use participant toilets at the same time. Children and adults change separately, including performers backstage.

- **Mixed-age groups (16–21):** members aged 18 and over in WEYO, WYJO and Press Play follow our Code of Conduct. They must not have relationships with under-18 members, there is no alcohol at WMC activities, and messaging happens only in official group channels.
- **Communication:** we contact under-16s through their parents. 16–17-year-olds may be contacted through official WMC channels with parental agreement. There is no private messaging or personal social media contact between staff or tutors and participants.
- **Transport:** WMC does not transport participants in staff cars except in an emergency, with two adults present and the DSL informed. Any transport we arrange uses licensed operators.
- **Off-site activity:** follow the host's safeguarding procedures as well as ours and know the host's safeguarding lead. The WMC lead carries the registers and WMC safeguarding contacts.
- **Collection:** children are released only to named adults or may travel home alone if a parent has agreed this in writing.
- **Adults at risk:** support people to make their own decisions. Involve carers where the person agrees, or where they lack capacity for that decision (Mental Capacity Act 2005).
- **Review:** the team debriefs after each course or project and records near-misses and lessons learned.

8. Identifying Abuse

We expect staff and volunteers to understand the different types of abuse and neglect, how to recognise signs of abuse and what you can do to help prevent and respond to abuse.

Recognising signs of abuse and other welfare concerns
Abuse is any action or failure to act that causes harm, distress, or exploitation to another person. It can happen in person or online and be carried out by adults or other children. The main categories are:

Children: physical abuse (hitting, shaking, poisoning or otherwise causing physical harm); emotional abuse (persistent ill-treatment affecting emotional development); sexual abuse (forcing or enticing a child into sexual activity, including online); and neglect (persistent failure to meet basic needs). Staff should also be alert to child sexual and criminal exploitation (including county lines), domestic abuse, child-on-child abuse, online abuse, radicalisation and female genital mutilation.
Adults at risk (Care Act 2014): physical; domestic; sexual; psychological or emotional; financial or material; modern slavery; discriminatory; organisational (poor care within an organisation); neglect and acts of omission; and self-neglect.

Signs of possible abuse or neglect can be physical, behavioural or emotional, and may be subtle as well as obvious. They include but are not limited to unexplained injuries, sudden changes in behaviour or mood, withdrawal, fear of a particular person, and age-inappropriate sexual knowledge or behaviour. Staff working with disabled children or adults at risk with

limited or non-verbal communication should be especially alert, as these individuals are statistically more likely to experience abuse.

Further information about different types of abuse for children and adults can be found below:

- Children: NSPCC website**:** https://learning.nspcc.org.uk/child-abuse-and-neglect/
- Adults: see Chapter 14 of the Care and support statutory guidance from Care Act 2014: www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance

9. Responding to a Concern or Disclosure

All staff and volunteers have a role in noticing signs of harm, raising concerns and responding well when a child, or adult at risk tells them something. Not every concern turns out to relate to abuse, but every concern should be taken seriously — keep an open mind and always report rather than deciding for yourself that nothing further is needed. This applies whether the concern is a disclosure from a participant, something observed, or a concern about the behaviour of a colleague. You should always report your concern to the DSL/Deputy DSL as soon as possible, even if you are not sure it meets a threshold for action.

When receiving a disclosure:
A disclosure can happen at any time, often unexpectedly and outside a formal setting. All staff and volunteers should know how to respond:

- Stay calm, listen, and let them talk in their own words — do not interrupt or ask leading questions.
- Reassure them they were right to tell you and that it is not their fault — without promising confidentiality or an outcome you cannot control.
- Do not investigate or question the person further than necessary to understand immediate risk.
- As soon as possible afterwards, write down what was said, using the person's own words where possible, with times, dates, and who was present. A safeguarding concern template (available on the shared drive, and hard copy in the Box Office) is available if needed.
- Report directly to the DSL as soon as possible — the same day, and without delay if there is immediate risk.
- If anyone is in immediate danger, call 999 without delay, then inform the DSL as soon as it is safe to do so.

After a disclosure or concern is reported
The DSL will decide, sometimes in consultation with the DDSL or DST, whether the concern meets the threshold to be referred to the appropriate safeguarding agency or police, or simply monitored and recorded. A referral will always be made the same day where WMC believes a child or adult at risk needs protection from abuse, and the staff member who raised the concern will be kept informed that action has been taken.

Reporting to funders and regulators
Where a serious or potentially serious safeguarding incident occurs, the DSL informs the Co-Directors. They notify Arts Council England in line with our funding terms and decide whether a serious incident report to the Charity Commission is required. The decision and the reasons for it are recorded, and the Board is informed.

10. Managing allegations against anyone working at WMC

All allegations of abuse against anyone working or volunteering at WMC, including trustees, freelancers, contractors and the staff of partners and hirers, will be taken seriously and responded to swiftly, whether the allegation relates to a current or a former member of WMC.

If you have a concern:
- Report it to the DSL on the same day.
- If the concern is about the DSL, report it to the Designated Safeguarding Trustee.
- Do not investigate the matter yourself, do not interview the person who raised the concern or any witnesses, or inform the person the allegation is about.
- Do not make assumptions, offer alternative explanations, or downplay the seriousness of what you've seen or heard.
- Do not agree to keep the concern confidential — it must be shared with a member of the WMC Safeguarding team.
- If the concern relates to someone employed by our partner organisations, St Laurence School and Wiltshire Young Musicians, we will immediately contact their safeguarding lead, and as per this policy, they will lead on the response with our support. If WMC is not assured within one working day that the employer has referred the matter to the LADO where required, WMC's DSL will make the referral. The same applies to staff of hirers.

How WMC will respond
The DSL (or DST, where the DSL is the subject of the allegation) will consider whether the concern meets the threshold to be reported or referred to the police, or appropriate safeguarding agency. A referral will be made within one working day of an allegation being raised.

The DSL will inform the Co-Directors without delay of any allegation made against a member of staff, freelancer or volunteer, any serious incident, or any concern likely to result in regulatory, funder, insurer or media interest, and will share only the information necessary for the Co-Directors to carry out their responsibilities. Where a concern involves a Co-Director, the DSL will report directly to the DST. Where a concern involves the DSL, it should be reported to the DST, who will take over management of the matter. Anyone may make a referral to an external agency directly if they believe a child is at immediate risk.

While a concern or allegation is being considered, WMC will take every reasonable step to maintain confidentiality and protect all parties from publicity. Information will only be shared with those who need to know it in order to protect individuals, support an investigation, or manage a related disciplinary or suitability process. Depending on the outcome, this may

include suspending the individual from duties involving contact with children or adults at risk while the matter is resolved — this is a neutral act and is not in itself a finding of wrongdoing.

Where WMC removes someone from work with children or adults at risk because they have caused harm or posed a risk of harm, or would have done so had they not left, WMC will make a referral to the DBS as required by law. WMC will also consider whether reports to Arts Council England and the Charity Commission are required (see section 9).

11. Whistleblowing

Any member of staff, tutor or volunteer who has concerns about how a safeguarding matter is being handled — including by the DSL — can raise this directly with a Co-director or the Designated Safeguarding Trustee or, if preferred, externally with the NSPCC Whistleblowing Advice Line (0800 028 0285) or the LADO. Concerns raised in good faith will not result in any detriment to the person raising them. Our Whistleblowing Policy sets out the full procedure.

12. Safeguarding records, retention and storage

All safeguarding concerns, however small, must be recorded on the day they are noted, using the person's own words where possible. A record should cover what was seen or heard, and by whom; what was said, and to whom; what action was taken; whether there have been any previous concerns about the same person; and the outcome, including the reason if no further action was taken.

Safeguarding records are kept in a protected area of the shared drive, accessible only to the DSL and DDSLs. They are kept separately from general personnel or participant files and are never shared beyond those who need to know in order to protect the individual, support an investigation, or meet a legal obligation.

Records are retained for at least 10 years after the person's last contact with WMC, or until the individual's 25th birthday if they were a child at the time of the concern, whichever is longer, in line with common safeguarding partnership practice — reflecting that some concerns only become significant in light of information that emerges later. Records are stored and disposed of in line with WMC's data protection policy and UK GDPR.

Records of allegations against staff, volunteers or freelancers are kept until the person's normal retirement age or for 10 years from the date of the allegation, whichever is longer. Allegations found to be malicious are removed from personnel files. Access to safeguarding records is reviewed annually.

13. Safe recruitment, training and DBS checks

WMC is committed to safe recruitment practices to protect children and adults at risk. All staff and volunteers must understand basic safeguarding principles due to the public nature of our work and inclusion of children, young people, and adults at risk.

- All staff complete safeguarding training (Level 2) at induction, refreshed every year.
- Staff, tutors and freelancers who lead activity with children, young people or adults at risk complete Level 3 or equivalent training.
- The WMC Safeguarding team meet annually in September to review WMC safeguarding policy and procedures with a safeguarding consultant and confirm they have read KCSIE Part 1.
- The DSL ensures the Safeguarding team and wider staff team are kept up to date with relevant changes to safeguarding legislation and WMC procedures by subscribing to NSPCC and other safeguarding partnership bulletins.
- All trustees complete trustee safeguarding training at induction and every three years.
- Volunteers complete a safeguarding awareness induction before their first shift and an update every year.

Appendix C sets out DBS and training requirements by role.

Recruitment

In recruiting staff and volunteers, we give:

- Clear safeguarding responsibilities in job descriptions and person specifications.
- Thorough checks including references, identity verification, and questioning gaps in employment history.
- Appropriate DBS checks for roles involving regular contact with children or adults at risk.
- Mandatory safeguarding training for staff working directly with children, refreshed at least every two years.
- Probationary periods and ongoing supervision to monitor conduct.
- A Central Record of DBS checks and safeguarding training is held by the DSL in a protected area of the shared drive. This includes identity checks, qualifications (if applicable), employment references and the right to work in the UK. It is accessible by: DSL, DDSLs and Executive Assistant.
- People registered with the DBS Update Service are status-checked annually; for others, a new check is requested every three years.

DBS Checks

DBS checks help confirm suitability for roles involving children or adults at risk. Checks come in different levels — basic, standard, and enhanced (with or without a barred list check). WMC are responsible for ensuring that our staff and the people we work with have up to date and appropriate DBS checks to carry out their work with us.

Not every role at Wiltshire Music Centre will meet the legal threshold for a DBS check, and the level of check required depends on the nature of the role, not simply on job title or employment status (employed, freelance, or volunteer). WMC only requests a check at the level a role is legally eligible for. Appendix C sets out the check and training for each role.

Key points:

- Enhanced or Standard DBS checks are required for relevant roles; employment offers are conditional on passing these checks.

- Certificates belong to staff, but details are recorded securely with consent.
- Minor offences do not automatically disqualify candidates; the DSL and a Co-Director risk-assess any disclosed information in line with the DBS Code of Practice and record the decision.
- DBS checks are renewed as set out above.
- Barred Lists prohibit employment of individuals unsuitable to work with children or adults.
- Employers must refer cases of harm or risk to the DBS

Freelance and visiting tutors
Where a freelance tutor works with children or adults at risk as part of a WMC activity, they require the same check as an employed member of staff in an equivalent role (see Appendix C). If the role meets the definition of regulated activity (Section 1), this is an Enhanced check with the relevant barred list check. Where WMC does not itself hold the tutor's DBS certificate (for example, where the tutor holds a portable certificate registered with the DBS Update Service), the centre should still confirm the certificate is current and appropriate for the role before the tutor starts.

14. Photography, Filming, Recording and Online Safety

We celebrate participants' work through images, recordings and streams, but only with consent and in ways that cannot put anyone at risk.

- **Consent:** written consent is collected at registration from parents or carers of under-18s, and from young people themselves from age 12. Adults at risk give their own consent; where a person lacks capacity for that decision, a best-interests decision is recorded.
- **Identification:** we do not publish the full names of under-18s alongside their images, or any information that shows where they live or go to school.
- **Where and how:** no photography or filming in changing areas or dressing rooms. Images are taken on WMC devices, or on personal devices only with the lead's agreement, uploaded to WMC storage and deleted from the device within 7 days.
- **Recordings and streams:** participants are told in advance when a session, concert or release will be recorded or streamed. Anyone without consent is given an off-camera position. We record who holds and stores the material.
- **Audiences:** audiences are asked not to photograph or film performances involving children unless we announce otherwise.
- **Online activity:** online sessions and groups use organisational accounts with at least two staff administrators. There is no private messaging between staff and participants. Online concerns are reported in the same way as any other concern.
- **Information sharing:** we share safeguarding information only where necessary and proportionate. Data protection law does not prevent sharing information to keep someone safe.

15. Contact Details

WMC Safeguarding Team

Designated Safeguarding Lead
Cassie Tait, Head of Creative Learning
01225 860 110
cassie.tait@wiltshiremusic.org.uk

Deputy Designated Safeguarding Lead
Chris Turner, Head of Finance
01225 860 100
chris.turner@wiltshiremusic.org.uk

Designated Safeguarding Trustee
Tessa Armstrong
tessa@voicesforlife.org.uk

Deputy Designated Safeguarding Lead
Daniel Clark, Artistic Director
01225 860 100
daniel.clark@wiltshiremusic.org.uk

Safeguarding agencies in Wiltshire

For concerns about a child
Wiltshire's **Integrated Front Door (IFD)** service acts as the single central point of contact for reporting safeguarding or welfare concerns regarding children and young people.

Tel: **0300 456 0108**
Monday to Thursday 08:45 - 17:00 or Friday 08:45 - 16:00
Email: integratedfrontdoor@wiltshire.gov.uk
If you need urgent help or advice outside of these hours call: **0300 456 0100**

The **Local Authority Designated Officer (LADO)** in Wiltshire manages allegations and concerns about any person aged 16 or older who works or volunteers with children.
Email: lado@wiltshire.gov.uk

For concerns about an adult
Wiltshire Adult Multi-Agency Safeguarding Hub (MASH)
Tel: **0300 456 0111**
Monday to Thursday 08:30 - 17:00 or Friday 08:30 - 16:00
If you need urgent help or advice outside of these hours call: **0300 456 0100**

Other contacts
- Police: 999 in an emergency; 101 for non-emergencies, including Prevent referrals
- NSPCC Helpline (anyone worried about a child): 0808 800 5000
- NSPCC Whistleblowing Advice Line: 0800 028 0285

16. Review

This policy will be reviewed annually by the Designated Safeguarding Lead and Trustee, and after any serious incident or change in law.

Reviewed on 23 October by:



Tessa Armstrong
Designated Safeguarding Trustee

Cassie Tait
Designated Safeguarding Lead

Next review: 30 July, 2027

Appendix A. Legal and policy framework

- Children Act 1989 and Children Act 2004
- Care Act 2014 and
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006, as amended (including by the Protection of Freedoms Act 2012 and the removal of the supervision exemption for regulated activity with children on 1 September 2026)
- Charity Commission: Safeguarding and protecting people for charities and trustees
- Counter-Terrorism and Security Act 2015
- Children and Young Persons Act 1963 and the Children (Performances and Activities) (England) Regulations 2014
- UK GDPR and Data Protection Act 2018; Equality Act 2010; Rehabilitation of Offenders Act 1974
- Working Together to Safeguard Children 2023 (Department for Education)
- Care and Support Statutory Guidance, Chapter 14: Safeguarding
- Keeping Children Safe in Education (current September edition) – relevant to our work with schools
- Keeping children safe in out-of-school settings: code of practice (Department for Education)
- Prevent duty guidance
- Arts Council England: Safeguarding Policy for Grant Holders
- Charity Commission: Safeguarding and protecting people for charities and trustees
- Wiltshire Safeguarding Vulnerable People Partnership referral procedures (www.wiltshiresvpp.org.uk)

A summary of the key legislation and guidance for safeguarding children is available from nspcc.org.uk/child protection.

Appendix B. Activity safeguarding planning checklist

Completed by the activity lead before an activity is advertised and kept with the activity file.

- Activity lead named; participant ages and needs known
- Risk assessment completed (health and safety and safeguarding together)
- Ratio agreed; staff, tutors and volunteers checked against Appendix B
- Registers, emergency contacts, medical, SEND and photo consents collected
- Rooms booked with clear door panels; toilets and changing planned
- Arrival, collection and travel-home arrangements confirmed with parents
- Communication channels agreed (no private messaging)
- Photography, filming or streaming plan and consents in place
- Off-site: host safeguarding lead known. On site: venue briefing for visiting artists.
- Child performance licence or exemption checked, where children perform
- Staff briefed on who the DSL is on the day and how to reach them
- DSL sign-off if the activity is new or higher-risk

Appendix C. DBS and training by role

Checks depend on what a person does and how often, not their job title. The DSL confirms each role with the DBS eligibility tool and records the result. A role is only checked at the level it is eligible for.

- **DSL, DDSLs:** Enhanced DBS where eligible; advanced DSL training every two years, with an annual update.
- **Designated Safeguarding Trustee:** Enhanced DBS check; advanced DSL training every two years.
- **Other trustees:** Trustee safeguarding training at induction and every three years.
- **Tutors, conductors and practitioners on WMC programmes (WEYO, WYJO, Jazz Academy, Zone Club, Creative Learning):** Enhanced DBS; the relevant barred list check if the role is assessed as regulated activity. Relevant and up to date safeguarding training.
- **Duty managers and box office staff overseeing the under-18 practice scheme:** assessed against the regulated activity definition; Level 2 training plus a scheme briefing.
- **Front-of-house and bar volunteers:** no DBS required (basic optional); safeguarding awareness induction, refreshed every year.
- **Visiting artists and guest soloists (occasional, with WMC staff present):** no DBS required; venue safeguarding briefing on arrival.
- **Young artists delivering schools' outreach:** assessed per project.
- **WEYO members aged 16–17 co-delivering in schools:** always supervised by WMC staff; briefing on appropriate behaviour and reporting.
- **Office staff with incidental contact:** Basic DBS required; Level 2 training every year.
- **Hirers and partners:** their responsibility; written confirmation for each hire, and an annual assurance from partners.