



## **Waves Music Therapy**

### **Safeguarding policy and Protection Policy Statement**

#### **Child & Vulnerable Adults**

Waves Music Therapy is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.

All employees will endeavour to work together to encourage the development of an ethos, which embraces difference and diversity and respects the rights of children, young people and adults.

#### **Waves Music Therapy will:**

- Ensure that all staff understand their legal & moral obligations to protect children, young people & vulnerable adults from harm, abuse & exploitation;
- Ensure that all staff understand their responsibility to work to the standards and procedures detailed in the organisation's Code of Conduct, & Child & Vulnerable Adults Protection Policy;
- Ensure that all staff understand their obligations to report care or protection concerns about a child/ young person/vulnerable adults, or a worker's conduct towards a child/young person/vulnerable adult to the designated safeguard lead (DSL)
- Ensure that all procedures relating to the conduct of staff are implemented in a consistent and equitable manner;
- Develop best practice in relation to the recruitment of all staff;
- Ensure that at every site the therapist is familiar with the individual safeguarding policy and familiar with the DSL on site

- Ensure that the designated person understands his/her responsibility to refer any child/young person/vulnerable adult protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work)
- Provide opportunities for all staff to develop their skills & knowledge particularly in relation to the care & protection of children/young person/vulnerable adult;
- Waves Music Therapy will ensure that opportunities to maintain current safeguarding training is offered. Waves recommends in house training led by Penny Rogers, please contact Lucy Jackson [hello@wavesmusictherapy.org](mailto:hello@wavesmusictherapy.org) for details of the next scheduled training.
- Ensure that children /young person/vulnerable adult are enabled to express their ideas & views on a wide range of issues & will have access to the organisation's Complaints Procedure;
- Endeavour to keep up-to-date with national developments relating to the care & protection of children/young persons/vulnerable adults.
- Confidentiality: Information sharing is vital to safeguarding and promoting the welfare of children and young people. We recognise that all matters relating to child protection are confidential; the DSL will disclose personal information about an individual to other members of staff on a need to know basis only.
- All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff are aware that they cannot promise an individual to keep secrets which might compromise the individual's safety or well-being, or that of another.
- Timely information sharing by all staff is essential to effective safeguarding
- When a child has made a disclosure or there is a concern, the member of staff/volunteer should:
  - Make brief notes as soon as possible after the conversation or concern is observed.
  - Not destroy the original notes in case they are needed by a court.
  - Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.

- Draw a diagram to indicate the position of any injuries and attach to your other written records.
- Record statements and observations rather than interpretations or assumptions.

All records need to be given to the Designated Safeguarding Lead promptly. No copies should be retained by the member of staff or volunteer.

**Last updated: January 30th 2024**