



Waves Music Therapy

Safeguarding Policy for Children, Young People & Vulnerable Adults

Charity Number: 1194782

Reviewed: May 2025

Next Review: May 2026

Website: www.wavesmusictherapy.com

Email: hello@wavesmusictherapy.com

Designated Safeguarding Lead (DSL): **Hazel Child**, DSL/ Clinical Lead

Email: hello@wavesmusictherapy.com

Deputy DSL: **Operations Manager. Colette Wawman**

Safeguarding Trustee Lead: **Dr Julian O'Kelly**

1. Policy Statement

Waves Music Therapy is committed to the safety and wellbeing of every child, young person and vulnerable adult we work with. Safeguarding sits at the heart of our practice. We take our duty of care seriously and ensure that all reasonable steps are taken to prevent harm, respond appropriately to concerns and create safe, respectful and inclusive environments across every setting we work in.

2. Scope

This policy applies to everyone working for or representing Waves Music Therapy – staff, freelance therapists, volunteers and trustees. It covers all delivery environments, whether in schools, care settings, homes, community venues or online.

3. Legal Framework

Our safeguarding procedures are guided by the following key legislation and standards:

Keeping Children Safe in Education 2024 (KCSiE)

Children Act 1989 & 2004

Working Together to Safeguard Children 2018

Care Act 2014



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Charity Commission safeguarding guidance
Youth Music safeguarding requirements
Children in Need Safeguarding requirements

These documents inform our duty of care and shape the way we deliver safe, professional music therapy services and our community music work.

4. Definitions

Child: Anyone under 18.

Adult at Risk: An adult who has care and support needs and may be unable to protect themselves.

Safeguarding: Protecting people from maltreatment, preventing impairment of development or wellbeing, and taking action so they can grow up and thrive in safe circumstances.

Abuse: Physical, emotional, sexual, financial, organisational, discriminatory, neglect, radicalisation, and online abuse.

Significant Harm: The threshold at which local authority intervention is required.

5. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL oversees safeguarding across Waves Music Therapy, acts as the main point of contact for staff, and makes referrals to external agencies such as social care or the police.

Deputy DSL

Supports and covers for the DSL when required.

Current DSL: **Hazel Child, Clinical Lead**

Deputy DSL: **Operations Manager.**

Trustees

Trustees hold overall responsibility for safeguarding at governance level. They ensure policies are current, robust, and reviewed annually.

Safeguarding Lead Trustee: **Dr Julian O'Kelly**



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All Staff, Freelancers and Volunteers

Everyone working with or for Waves has a responsibility to report concerns, follow this policy, and uphold our Code of Conduct. No one should ever promise confidentiality; safeguarding concerns must be shared with the DSL.

6. Safer Recruitment

We follow safer recruitment practices in line with KCSiE 2024 to ensure we only engage individuals suitable to work with children, young people and vulnerable adults. This includes:

- Enhanced DBS checks for all staff and therapists working directly with clients
- DBS renewal every 3 years
- A minimum of two verified references
- Safeguarding-focused interview questions
- Verification of identity and right to work in the UK
- Declaration of relevant criminal or disciplinary history

7. Safeguarding Training

Safeguarding training is mandatory for all staff:

- All staff complete Level 3 safeguarding training, refreshed every two years and where possible Waves fund and provide subsidised safeguarding
- DSL holds Level 4 safeguarding.
- Our trustees engage in safeguarding for trustees training from NSPCC
- Safeguarding is a core part of our induction for new therapists and volunteers
- Internal training sessions are delivered by safeguarding specialist Penny Rogers
- Penny Rogers is now retained by Waves Music Therapy for all future safeguarding consultation for anything above and beyond what our DSL

8. Responding to Concerns or Disclosures

If a concern arises or a disclosure is made:

- Listen calmly and without judgement
- Reassure the person but do not promise confidentiality
- Record what you are told as soon as possible using the person's own words (Include date, time, place, and observations of any injuries)
- Report the concern immediately to the DSL



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- If the DSL is implicated, contact the Deputy DSL or the Trustee Safeguarding Lead
- The DSL will assess the information and decide whether a referral to the local authority, police, or other agency is required. All original notes must be stored securely.

LADO Requirement

If an allegation is made against a member of staff, the DSL must inform the Local Authority Designated Officer within 1 working day. If the allegation concerns the DSL or Deputy DSL, reports must go directly to the LADO.

Prevent

Concerns about radicalisation must be reported to the DSL who will consider referral to Prevent/Channel.

Whistleblowing

If any practitioner believes safeguarding concerns are not being handled appropriately, they may escalate externally. NSPCC Whistleblowing Helpline: 0800 028 0285.

9. Recording, Storage & Information Sharing

- All concerns must be recorded within 24 hours.
- Records are kept securely, encrypted and with restricted access.
- Safeguarding records are retained until the child is 25 years old.
- Information is shared on a need-to-know basis in line with statutory guidance.

10. Lone Working, Home Visits & Risk Assessments

Waves practitioners often work across multiple settings. To ensure safety:

- Risk assessments must be completed for all studios, schools, community venues and home visits.
- Home visits require prior approval from the DSL.
- Lone working procedures must be followed, including check-in and check-out protocols.





11. Digital Safety, Recording & Media

- No filming, photography or audio recording of children is permitted without explicit written consent.
- Media must be stored securely and deleted after use.
- Practitioners must follow school/venue digital safety protocols.
- Online sessions follow additional safety procedures (available on request).

12. Partnership Working

We work closely with schools, youth settings, social care, NHS services and community organisations. Practitioners must follow the safeguarding procedures of the host setting in addition to Waves' policy.

13. Complaints & Escalation

Complaints about safeguarding practice will be handled immediately by the DSL, escalated to the Trustee Lead if necessary.

14. Policy Approval & Review

Approved by the Board of Trustees: **May 2025**

Review due: **May 2026**

This policy was approved by the Board of Trustees and will be reviewed earlier if legislation or organisational needs change.



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