

Safeguarding Children, Young People and Adults at Risk Policy

Reviewed and updated in July 2025 by Daisy Swift (Designated Safeguarding Lead); reviewed by Helen Hendry (Designated Safeguarding Officer), Dorothy Hoskins and Esther Trewinnard (Safeguarding Trustees); and approved by Board of Trustees in September 2025. Subsequently updated DSL on 27.05.26 following Jenn Raven's return from maternity leave).

This policy will be reviewed no less than every year, and should be made publicly available on the [Fairbeats Music website](#).

Next review by September 2026 or when there is a substantive change in key legislation or guidance prior to this date.

Fairbeats Music safeguarding contacts:

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1. Purpose

As a charitable organisation, Fairbeats Music is committed to delivering and supporting a programme which ultimately benefits children, young people, and adults at risk. Although we work primarily with children and young people, we also consider safeguarding in relation to the contact we have with families and to potential future activity, which could include adults at risk.

The purpose of this policy is to provide a framework that informs procedures related to Fairbeats Music's legal obligation to protect children, young people and adults at risk who are experiencing abuse as defined in the Children Act 1989 and the Care Act 2014.

The purpose of this policy is also to ensure that any work carried out with children, young people and adults at risk is undertaken in a manner which protects the safety and interests of those people and organisations as well as staff working with them.

2. Scope

This policy applies to all staff (including freelance workers), volunteers, trustees and others who work in direct contact with children, young people and adults at risk within the organisation. Abuse may take place both outside and inside of the organisation's setting. Everyone who is part of the Fairbeats Music team is responsible for safeguarding, promoting and protecting the welfare of children, young people and adults at risk.

This Safeguarding Policy refers to all children, young people and adults at risk that partake in programmes, projects or work with Fairbeats Music. All participants, staff and volunteers should be considered with care with regards to safeguarding.

3. Legal Framework

This policy is written in line with the Government's guide to interagency practice for keeping children and young people safe, *Working Together to Safeguard Children 2023*, which sets out the responsibilities for all agencies, including voluntary and private sector organisations, to make arrangements for safeguarding and promoting the welfare of the children and young people with whom they work.

The Children Act 2004 requires agencies to work cooperatively to protect the welfare of children. Charitable organisations also have a duty, under the Children Act 1989, to promote and safeguard the welfare of children and young people under the age of 18. They also have a duty, under the Care Act 2014, to promote and safeguard the welfare of adults at risk.

Fairbeats Music adheres to the [London Safeguarding Children Board](#) guidelines, and is committed to working within Keeping Children Safe in Education 2024 as well as the Children and Families Act 2014, the Online Safety Act 2023, the Protection of Children Act 1999, the Sexual Offences Act 2003, the Mental Capacity Act 2005, and the Protection of Freedoms Act 2012.

4. Principles

Fairbeats Music's Safeguarding Policy is based on the following principles:

- An ethos that promotes a positive, supportive and secure environment where children, young people, adults at risk, staff, volunteers and trustees feel safe and valued;
- Liaising with other partner organisations/agencies/local authorities that support children, young people and adults at risk, such as social/children's services;
- All allegations and suspicions of abuse are taken seriously, and responded to swiftly and appropriately.

There are five main elements to the policy:

- Ensuring the organisation practises safer recruitment in checking the suitability of staff, freelancers and volunteers to work with children, young people and adults at risk;
- Raising awareness of safeguarding and child protection issues amongst staff through inductions and training;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting the child, young person or adult at risk who has experienced harm or abuse;
- Establishing a safe environment in which children, young people and adults at risk and can learn and develop, where they are able to talk freely and be listened to;
- Reminding children, young people and adults at risk that the law is to protect them rather than criminalise them.

5. Definitions

The following definitions apply throughout this policy and associated procedures:

Child or Children

The Children Act 1989 defines a child as a person under 18 for most purposes, including in the context of safeguarding guidance.

Adults at Risk

An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs), AND;
- is experiencing, or at risk of, abuse or neglect, AND;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

(Care Act 2014)

Given Fairbeats Music's programmes engage refugees, asylum seekers and displaced people, all participating adults can be considered adults at risk.

Defining Abuse

Abuse is any action committed by a person which causes harm to another person. Types of abuse include:

- Physical abuse
- Sexual abuse, including child sexual exploitation
- Psychological/emotional abuse
- Domestic abuse
- Neglect and acts of omission
- Self-neglect
- Exploitation
- Financial or material abuse
- Modern slavery
- Online abuse
- Discriminatory abuse
- Organisational/institutional abuse
- Peer-on-peer abuse

Further information and guidance can be found on the following websites:

- Children, NSPCC: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>
- Adults, Ann Craft Trust: <https://www.anncrafttrust.org/resources/types-of-harm/>

Significant harm can be caused by one traumatic event or a compilation of events that interrupt, change or damage the child's physical or psychological development.

It is important to recognise that another difference between safeguarding adults and safeguarding children is an adult's right to self-determination. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is persistent emotional maltreatment such as to cause severe and persistent adverse effects on emotional development. It may involve conveying they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or exploitation or corruption. Some level of emotional abuse is involved in all types

of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing someone to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women and people of other genders can also commit acts of sexual abuse, as can other children.

Female Genital Mutilation (FGM)

FGM is a form of violence which entails the partial or total removal of the female external genitalia or other injury to female genital organs for non-medical reasons.

Neglect

Neglect is the persistent failure to meet a child or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once someone is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect someone from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult at risk's basic emotional needs.

Bullying and peer-on-peer abuse

All staff and volunteers should be aware that children can abuse other children. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

Serious and violent crime

All staff and volunteers need to know the indicators that may signal that children or adults at risk are at risk from, or are involved with, serious violent crime. Including:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs;
- Increased absence from school;
- Change in friendship/relationships with others/groups;
- Significant decline in performance;
- Signs of self-harm/significant change in wellbeing;
- Signs of assault/unexplained injuries.

Staff should also be aware of the associated risks and understand the measures in place to manage them.

Financial abuse

Financial abuse is another name for stealing or defrauding someone of goods and/or property. It is always a crime but is not always prosecuted. Sometimes the issue is straightforward, for example a careworker stealing from an older person's purse, but at other times it is more difficult to address.

Organisational or institutional abuse

Organisational abuse (or institutional abuse) is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Discriminatory abuse

Discriminatory abuse is when someone picks on you or treats you unfairly because something about you is different. This can include unfair or less favourable treatment due to a person's race, gender, age, disability, religion, sexuality, appearance or cultural background.

Domestic abuse

Domestic abuse is not just physical violence, but can also be emotional, controlling or coercive, and economic abuse. It can impact children or adults at risk through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

6. Responsibilities

NB: All members of Fairbeats Music, including staff, volunteers, trustees, freelancers, partner organisations and contract staff, are responsible for safeguarding and promoting the welfare of children, young people and adults at risk.

All staff and volunteers who come into contact with children, young people and adults at risk in their everyday work have a duty to safeguard and promote the welfare of children, young people and adults at risk. Staff and volunteers should be trained to understand their responsibilities and offered support for further understanding. Failure to comply with these responsibilities will be seen as a serious matter, which may lead to disciplinary action.

Staff are expected to:

- Attend safeguarding training as required every year;
- Read and understand the Safeguarding policy and associated procedures, and take responsibility for asking the Designated Safeguarding Team for clarity or further information about anything they don't understand;
- Safeguard and promote the welfare of children, young people and adults at risk and alert the Designated Safeguarding Lead or Officer if they have concerns about a child, young person or adult at risk.

Fairbeats Music will consider these implications in respect of work it agrees and contracts to other Member and Partner organisations and which may be delivered under the Fairbeats Music 'banner'. Partners/associates include external Music Leaders and Voluntary Organisations.

These staff are responsible for ensuring that the children, young people and adults at risk they work with are aware of the services they can approach for support.

Designated Safeguarding Team

Staff

The CEO and Programmes and Operations Director of Fairbeats Music are designated as the people responsible for safeguarding children and adults at risk and dealing with safeguarding issues. They are known as the Designated Safeguarding Lead and Designated Safeguarding Officer respectively.

Designated Safeguarding Lead - Jenn Raven, CEO

Designated Safeguarding Officer - Helen Hendry, Programmes and Operations Director

The Designated Safeguarding Lead and Officer act as the organisation's source of support, advice and expertise on safeguarding issues, and are responsible for dealing with allegations or suspicions of abuse. They attend appropriate training (specifically for Designated Safeguarding Leads), and make referrals to external agencies. Other aspects of their role include:

- Obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or adults at risk, and to record this information;
- Assessing information efficiently and carefully and asking for further information where appropriate;
- Consulting with a statutory child protection agency e.g. the local social services department, to clarify doubts or worries;
- Making referrals to statutory child protection agencies or the police without delay;
- Liaising with partners around sharing of safeguarding information including policy sharing, changes in process and communicating this with relevant staff members.

The Designated Safeguarding Lead and Officer have contact telephone numbers for the local Area Safeguarding Children's Board and other statutory agencies.

The Designated Safeguarding Lead and Officer are responsible for ensuring that:

- The organisation’s Safeguarding Policy is fully implemented and followed by staff;
- They have sufficient time and resources to carry out their roles;
- All staff feel able to raise concerns about the safety of children, young people and adults at risk;
- Such concerns are dealt with sensitively, effectively and in a timely manner;
- Relevant resources are provided for staff at all levels;
- They ensure trustee engagement with and understanding of safeguarding contexts and issues;
- Urgent safeguarding duties are prioritised above other tasks.

The Governing Body

Trustees are responsible for ensuring that the organisation has a safeguarding policy and procedures in place, which includes safer recruitment and dealing with allegations of abuse against members of staff the organisation has appointed a Designated Safeguarding Team. They will also offer advice and expertise around policy development and implementation, and ensure reports are made to the Charity Commission as necessary and appropriate.

Measures in place to ensure trustees are acting to avoid children, young people and adults at risk coming to harm are:

- Safeguarding is included as a standard agenda item for every quarterly trustee meeting, and the Designated Safeguarding Lead provides a summary report of the nature of safeguarding concerns. This is also the mechanism by which trustees are able to decide if further action is needed by them, for example reporting concerns to the Charity Commission;
- One trustee is designated as having specific responsibility for safeguarding, and as such liaises with the Designated Safeguarding Lead and Officer between meetings;
- All trustees are required to have a DBS check and attend annual safeguarding training, which includes specific information about their safeguarding duties as trustees.

7. Safer Recruitment

Fairbeats Music undertakes to ensure that its staff are fit to work with children, young people and adults at risk. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its participants.

The organisation has systems in place to prevent unsuitable people from working with children, young people or adults at risk and to promote safe practice. These systems apply to all new staff and the following checks are required on appointment of new employees:

- A minimum of two references, satisfactory to the organisation, one of which should be from a previous employer;
- A supporting statement will need to be completed for each job role advertised and not just a CV;
- Documentary evidence checks of identify, nationality, residency and “right to work” status;
- Appropriate level DBS check which will be processed via Disclosure Services - DBS Disclosures are renewed every 3 years;
- Satisfactory completion of the probationary period;

- As part of the shortlisting process, Fairbeats will consider carrying out an online search (including social media) as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which staff and trustees might want to explore with the applicant at interview.

In accordance with regulations, records of all DBS checks carried out by Fairbeats Music are kept for 5 years.

8. Online safety

Online safety applies to all staff, and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Fairbeats Music.

Fairbeats Music's online safety is based on the following principles:

- To protect children, young people and adults at risk who engage in Fairbeats Music's services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us;
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology;
- The welfare of the children, young people and adults at risk who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety;
- The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children, young people and adults at risk and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them;
- To take a supportive and thoughtful safeguarding approach in all online activity completed by the team.

Fairbeats Music leads activity in line with the Online Safety Act 2023.

The British Association of Social Workers' social media policy (2018) recognised the opportunities and challenges new technology brings to those working with young and vulnerable people. It highlighted the importance of professionals considering implications for their practice, their services and the interests of participants. They advocate applying the same principles, expectations and standards for interacting and communicating with people online as in other areas of practice; maintaining personal and professional boundaries in their relationships with participants and colleagues.

Fairbeats Music's workers should review their personal content and ongoing usage of social networking sites. Password and privacy settings should be applied (and regularly changed) in order for their profile and

information to remain private. Friend requests on social media outlets from participants should be politely declined.

Workers should:

- Remember to appropriately set their privacy settings for personal and professional social networking sites;
- Ensure that their mobile phone or any equipment is password/PIN protected;
- Make sure that all publicly available information about them is accurate and appropriate;
- Remember that online conversations may be referred to as 'chat' but that they are written documents and should always be treated as such. Due regard should be given to anonymity;
- Make sure that they know the consequences of misuse of digital equipment;
- Be mindful that if they are unsure who can view online material, it should be assumed that it is publicly available. Remember that once information is online you have relinquished control of it;
- Make sure that when they receive any new equipment (personal or private), they know what features it has as standard and take appropriate action to disable/protect them;
- Make sure that if a service user requests to add them as a friend on a social networking site, they should respond politely with the following wording:

"Thank you for your request on [insert as appropriate]. I won't be able to accept because this is my personal account. Please do though follow Fairbeats Music on their social media sites so you can keep up to date with all the organisation's news".

If they are seeking support, you could also redirect them to Childline.

Fairbeats Music workers should **never**:

- Give personal information to participants – children/young people/their parents/carers. This includes mobile phone numbers, social networking accounts, personal website/blog URLs, online image storage sites and passwords;
- Use their personal mobile phone to communicate with participants. This includes phone calls, texts, emails and social networking sites;
- Use the internet or web-based communication to send personal messages to children/young people unless this is part of official Fairbeats business using professional accounts and devices;
- Share personal details with participants on a personal social network site;
- Add/allow a service user to join their contacts/friends list on personal social networking profiles;
- Use their own digital camera/video for work – this includes integral cameras on mobile phones;
- Play online games with participants.

9. Staff Development and Training

All staff, volunteers, and workers who come into direct contact with children, young people and adults at risk must undertake training on the subject of safeguarding and the organisation's procedures, which will be organised on an annual basis. Fairbeats Music's Safeguarding policy, procedure and accompanying guidance will be issued to all new staff as part of their induction.

10. Concerns and Disclosures

All staff, volunteers and others working in direct contact with children, young people and adults at risk must be alert to the signs of abuse. Anyone who has a concern that abuse is taking place inside or outside of the organisation setting, or to whom a child, young person or adult at risk discloses issues relating to safeguarding, should contact the Designated Safeguarding Lead or Officer immediately. Please use the cover sheet of this policy to find details.

Staff or trustees who are not Designated Safeguarding Lead or Officer, but who are approached with concerns about a child or adult at risk, must bring the concerns raised to the attention of one of the Designated Safeguarding Officers immediately.

All staff to whom a participant discloses issues that may be related to safeguarding must keep written records of concerns. Such records must be kept securely, in locked locations both online and physical. This will be maintained by the Data Controller of the organisation.

The Designated Safeguarding Lead and Officer will develop effective links with relevant agencies and co-operate as required with any enquiries regarding safeguarding child or adult at risk matters, including attendance at case conferences.

Any person making a referral of a disclosure of abuse or neglect may need to assist the statutory authorities including social services or the police with any enquiries.

The local safeguarding board is The Lewisham Safeguarding Children Partnership
(www.safeguardinglewisham.org.uk/lscp).

The Multi Agency Safeguarding Hub contact details (the local authority contact for reporting concerns about the welfare of safety of a child or young person) are:

mashagency@lewisham.gov.uk

020 8314 6660

Disclosure

Where a child, young person or adult at risk discloses alleged abuse, to a staff member, freelancer or trustee the person receiving that information should listen carefully and supportively. Great care must be taken not to abuse the child, young person or adult at risk's trust.

This should not be a formal interview:

- Listen to the child, young person or adult at risk;
- Do not ask leading questions or make suggestions;
- Offer reassurance but do not make promises;
- Do not stop a child, young person or adult at risk recalling significant events;
- Do not overreact;
- Confidentiality should not be assured – explain that further help may have to be sought.

Mental capacity must be considered when we believe abuse or neglect might be taking place concerning an adult. It is important to make sure an adult at risk has choices in the actions taken to safeguard them, including

whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

The law describes when and how we can make decisions for people who are unable to make decisions for themselves:

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed;
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves;
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes;
- If the action we are taking to keep people safe will restrict them then we must think of a way to do that which restricts their freedom and rights as little as possible.

If you or someone else is in immediate danger or need immediate medical assistance contact the emergency services on 999.

Providing information to police or social services¹

- Information about concerns about or disclosures of abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should include the following:
 - The child, young person or adult at risk's name, age and date of birth;
 - The child, young person or adult at risk's home address and telephone number;
 - Whether or not the person making the report is expressing their own concerns or those of someone else;
 - The nature of the allegation. Include dates, times, any special factors and other relevant information;
 - Make a clear distinction between what is fact, opinion or hearsay;
 - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes;
 - Details of witnesses to the incidents;
 - The child, young person or adult at risk's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
 - For children and young people, have the parents been contacted?
 - If so, what has been said?
 - Has anyone else been consulted? If so, record details;
 - If the child, young person or adult at risk was not the person who reported the incident, has the child, young person or adult at risk been spoken to? If so, what was said?
 - Has anyone been alleged to be the abuser? Record details;
 - Where possible, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

¹ NSPCC Online Child Protection Policy guidelines

When reporting concerns or a disclosure concerning an adult at risk, you can only share concerns or disclosures outside of Fairbeats Music with the adult's consent, unless you have concerns that they are in immediate danger, other people are at risk of harm, a crime has been committed or at risk of being committed, or the person does not have the capacity to give consent. If in doubt speak to the Designated Safeguarding Lead or Officer for advice.

You can call the NSPCC on 0808 800 5000, text 88858 or visit www.nspcc.org.uk for immediate advice if you have any concerns about a child or young person.

The government has also published some guidance for safeguarding practitioners when sharing information.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

The Myth Busting section is particularly helpful with regards to GDPR (the GDPR and Data Protection Act 2018 are not barriers to sharing information where the safety of a child could be affected).

11. Allegations of abuse against members of staff, volunteers or trustees

Allegations of abuse, or concerns raised against members of Fairbeats Music staff, volunteers or trustees will always be treated seriously. The allegation must always be referred to the Designated Safeguarding Lead or Officer who will follow these procedures in the same way as for other safeguarding allegations. The Designated Safeguarding Lead or Officer will take the appropriate steps to ensure the safety of the child, young person or adult at risk, and any others who may be at risk. The Designated Safeguarding Lead or Officer will ensure that Fairbeats Music's procedures are followed, and a Disciplinary Investigation is carried out.

If the allegation or concern is against the Designated Safeguarding Lead or Officer, it should be reported to the Chair of the Fairbeats Music Board of Trustees (contact details provided on the cover sheet).

Where there is a complaint against a member of staff there may also be criminal (police) investigations and/or a child/adults at risk protection investigation, carried out by Social Services.

Data Protection

Under the Data Protection Act 2018, individuals have a right of access to personal data that relates to them. This right of access may include a right to request access to records (in whole or in part) relating to suspicions or allegations of abuse involving the person making the request.

Resignations

If, during the course of an investigation relating to safeguarding, an employee tenders their resignation, or ceases to provide their services, Fairbeats Music is not prevented from following up an allegation in accordance with

these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children, young people or adults at risk, including those where the person concerned refuses to cooperate with the process.

12. Whistleblowing

Fairbeats Music has an established Whistleblowing procedure for enabling staff to share, in confidence with a Designated Assessor, concerns they may have about instances of suspected malpractice in the organisation. Malpractice can include fraud and financial irregularities, criminal offences being committed, that have been committed or that are likely to be committed, endangering the health or safety of individuals, and can also include concerns around the protection of children, young people or adults at risk.

The procedure is intended to provide safeguards to enable members of Fairbeats Music staff to raise concerns without fear of adverse repercussions. Fairbeats Music recognises that it may be difficult to express concerns about colleagues, and is fully supportive of whistleblowing for the sake of a child, young person or adult at risk, and will provide support and protect those who “blow the whistle”. This procedure is, accordingly, intended to provide safeguards to enable members of staff to raise concerns about malpractice in connection with the organisation.

The aim is to provide a rapid mechanism under which genuine concerns can be raised internally, and, if necessary, externally without fear of adverse repercussions to the individual. It is also intended to promote throughout the organisation a culture of openness and a shared sense of integrity by inviting all employees to act responsibly in order to uphold the reputation of Fairbeats Music and maintain public confidence.

13. Support for Staff

Fairbeats Music is aware that safeguarding cases can be distressing and that staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Lead or Officer, or with a trained counsellor. Staff wishing to be referred for counselling should contact the Designated Safeguarding Lead or Officer.