



## Music in Hospitals & Care Safeguarding Policy

People are at the heart of what we do and safeguarding is of paramount importance wherever and whenever we work. This is our Safeguarding Policy document which is supported by our full Safeguarding Framework document.

<b>The Charity's Named Trustee for Safeguarding is:</b> Helen Dutta Tel: 01932 260810 Email: helend@mihc.org.uk	<b>The Charity's National Lead for Safeguarding is:</b> Barbara Osborne Chief Executive Tel: 07728 944182 Email: barbara@mihc.org.uk	<b>The Charity's National Deputy for Safeguarding is:</b> Claire Owen Head of Music Delivery Tel: 07428 046300 Email: claire@mihc.org.uk
<b>The Operational Deputy for Safeguarding in my location is the Music Delivery Manager:</b>		
<b>Name:</b>	<b>Tel:</b>	<b>Email:</b>

### 1. Our Conduct

Everyone involved with Music n Hospitals & Care, including employees, volunteers and musicians, will adhere to the standards set out in the relevant Code of Conduct issued to them. We expect everyone to promote the aims of safeguarding of children and adults in our work. In particular, in relation to children and adults in any health or care setting, everyone will:

- keep their private and professional lives separate;
- respect personal space boundaries;
- follow our policies on photographing and social media

### 2. What is Safeguarding?

We will actively promote the welfare of all children, young people and adults at risk by working to the best possible safeguarding standards across all our services and activities. We are committed to ensuring that everyone, individuals and organisations, who are involved with us, are clear about their roles and responsibilities.

The aims of safeguarding and promoting the welfare of **children** are to

- i. protect children from maltreatment;
- ii. prevent impairment of children's health or development;
- iii. ensure that children grow up in circumstances consistent with the provision of safe and effective care; and
- iv. take action to enable all children to have the best outcomes.

The aims of **adult** safeguarding are to:

- i. prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- ii. stop abuse or neglect where possible;
- iii. safeguard adults in a way that supports them in making choices and having control about how they want to live.

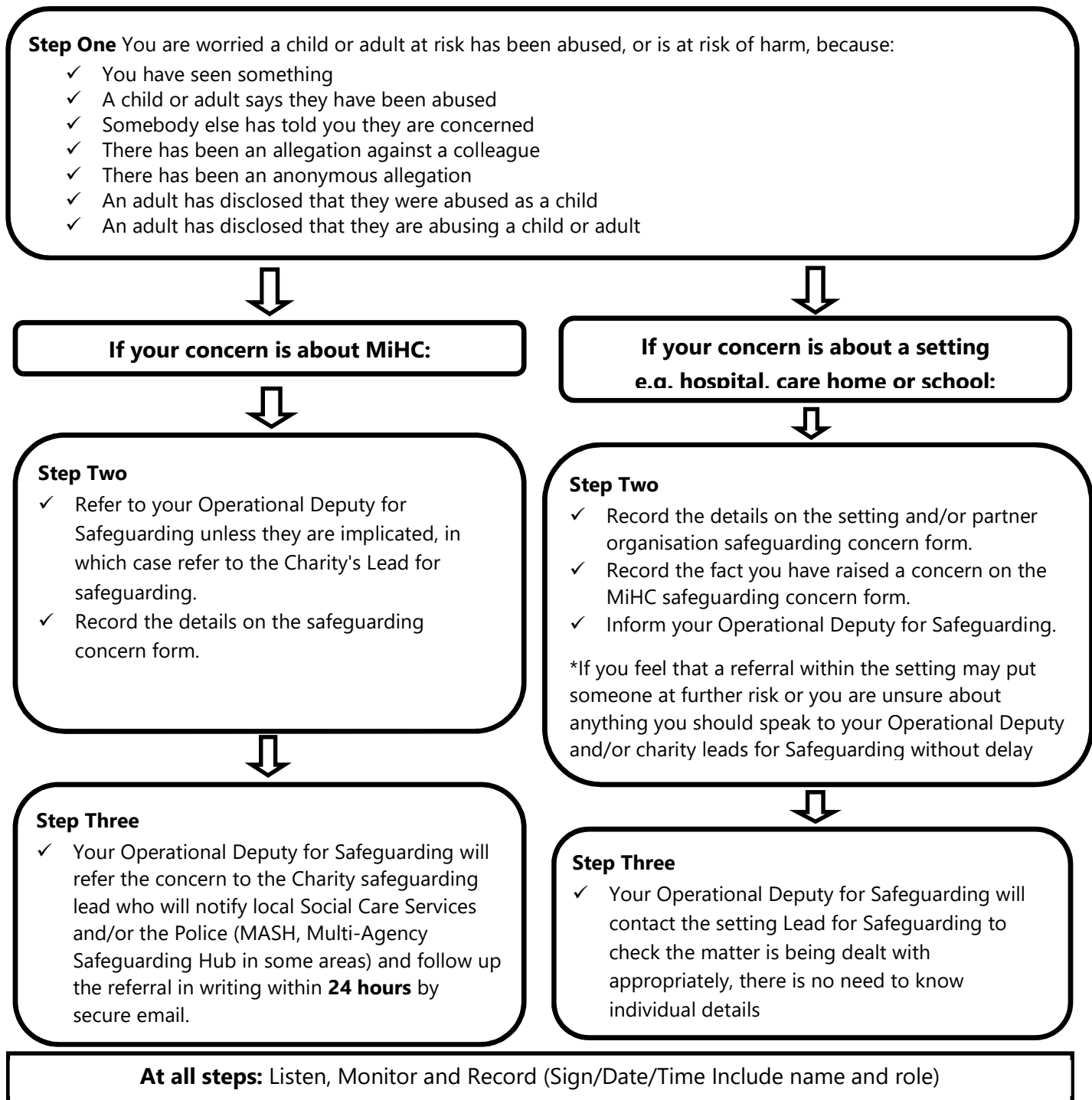
For the purpose of this policy:

- a. A child is any person under the age of 18 years, 16 in Scotland
- b. An adult at risk is defined as i. having needs for care and support and; ii. experiencing, or being at risk of, abuse and neglect and; iii as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### 3 . Reporting concerns

Everyone involved with MiHC should report any safeguarding concerns relating to children or adults at risk without delay, the following flow chart and using the safeguarding concern form on the following pages.

This includes any concerns relating to inappropriate content on electronic communications.



Anyone can also refer directly to the police, Social Care Services or the Charity Commission(England & Wales) [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk), or Office of the Scottish Charity Regulator (OSCR) [Candl@oscr.org.uk](mailto:Candl@oscr.org.uk) or other regulators, if in good faith, they are concerned safeguarding concerns are not being managed appropriately.

**Is a crime in progress or is anyone in immediate danger? Dial 999**

## Safeguarding Concern Form

**This form should only be filled in with information already known by the individual raising the concern.**

**No investigation should be carried out.**

**For concerns already raised directly with the setting, only general details should be noted.**

**It should be filled out ASAP, on the same day and stored securely on the Z: Drive by the Operational Deputy.**

Details of Concerned Person	
Name	
Job Title/Role:	
Contact email	
Contact number(s)	
Details	
Setting name and address	
Name of the child or adult at risk (if known)	
Date of birth (if known)	
Address (if known)	
Name of parent or carer and contact details (if known), or in the case of a child any other significant adults in the family	
Any special needs known	Including medical/disability/language/etc.
Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	If relevant to the concern
Has the adult's consent been sought? (If not, why not?)	
Details of the Concern	
Date and time of concern	

Details and nature of concern	Including any witnesses
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**Details of Actions Taken/to be Taken (to be completed by the Operational Deputy)**

Actions taken so far	Detail any agency contacted, who was spoken to and any timescales/actions given. If no action has been taken, detail the reason(s) why. Include times and dates.
Actions to be taken	Detail any actions that are to be taken, along with date/time, timescales and the full names and job roles of those who will be taking the action(s).
Name of agency contact(s), addresses and phone numbers/e-mails:	If you have dealt with any agency (i.e. Police/Social services/etc.), record the name, agency, job role and contact details of the person(s) you have dealt with.

**Signed**

To be completed by the concerned person

Signature:

Print Name:

Job Title/Role:

Date:

Time:

To be completed by the Operational Deputy:

Action taken

Decision made

Signature:

Print Name:

Job Title/Role:

Date:

Time:

This Safeguarding Framework and Policy Document was agreed at the Board Meeting on 29 June 2021 by the Chair of Trustees and will be reviewed annually or when there are substantial or organizational or statutory changes (if sooner).