



Safeguarding Policy

Effective Date: 22 September 2025

Next Review: 22 September 2026

1. Purpose and Commitment

Musicrange is committed to safeguarding the welfare of all children, young people, and vulnerable adults who engage with our services. We recognise our responsibility to protect them from harm, abuse, neglect, and exploitation, and to create a safe and supportive environment where creativity and learning can flourish.

This policy applies to all trustees, staff (from this point forward, the word 'staff' is taken to include self-employed individuals), volunteers, contractors, and anyone working on behalf of Musicrange.

2. Definitions

- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** A person aged 18 or over who, due to disability, illness, mental health, or circumstances, is unable to protect themselves from harm or exploitation.
- **Safeguarding:** Taking proactive steps to promote the welfare of children and vulnerable adults and protect them from harm.
- **Abuse:** Can be physical, emotional, sexual, neglect, or financial exploitation.

3. Responsibilities

- Trustees have overall accountability for safeguarding within Musicrange.
- Designated Safeguarding Lead (DSL) is responsible for implementing this policy, responding to concerns, and liaising with statutory agencies.
- Staff and Volunteers must complete safeguarding induction training, remain alert to risks, and report any concerns immediately.

4. Code of Conduct

All Musicrange staff, volunteers, and representatives must:

- Treat all participants with respect and dignity.
- Put the welfare of children and vulnerable adults first.
- Maintain appropriate professional boundaries.
- Avoid being alone with a participant where this could place them at risk.
- Never engage in or condone abusive behaviour, including bullying, harassment, or discrimination.

- Use social media and digital communication responsibly, keeping interactions professional.

5. Safer Recruitment

All staff and volunteers working directly with children or vulnerable adults will undergo appropriate background checks, including PVG (Protecting Vulnerable Groups) Scheme membership.

Recruitment procedures will include reference checks, interviews, and assessment of safeguarding awareness.

6. Responding to Concerns

Any safeguarding concern or disclosure will be taken seriously and reported immediately to the Designated Safeguarding Lead.

The DSL will assess the concern and, where necessary, make a referral to the relevant statutory agency (Social Work, Police Scotland, or other appropriate authority).

Concerns must be recorded in writing using Musicrange's safeguarding incident report form.

Confidentiality will be maintained, but safeguarding concerns will always override a promise of secrecy.

7. Training and Awareness

All staff and volunteers will receive safeguarding training appropriate to their role.

Refresher training will be provided every 2 years.

Feedback from participants, staff, and volunteers will be considered in strengthening safeguarding practice.

8. Contacts

Musicrange

Alan Benzie- Safeguarding Lead

Sylvia Hendry - Deputy Safeguarding Lead

Email: safeguarding@musicrange.org.uk

Alternatively, you can contact Musicrange using the details provided in the footer of this document.

External

Police Scotland (non-emergency): 101

Emergency: 999

Aberdeen City Council – Social Work 0800 7315 520

9. Legal Framework

This policy aligns with the following legislation and guidance:

- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007
- National Guidance for Child Protection in Scotland (2021)
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- Adult Support and Protection (Scotland) Act 2007

10. Changes to this Policy

We are committed to reviewing this Policy annually or sooner, if necessitated by a change in legislation, best practice or organisational needs.

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