

Melksham Music and Drama group believe that the health, welfare and safety of children and vulnerable adults is paramount and that all people, without exception, have a human right to be protected from harm and abuse of any kind regardless of age, gender, ethnicity, disability, sexuality, gender identity, lifestyle or family make-up, or beliefs. All concerns of potential risk to self/others and allegations of abuse will be taken seriously by members and responded to appropriately and sensitively.

The Safeguarding Children and Vulnerable Adults Policy provides information about the way the group implements this work.

**The purpose and scope of Melksham Music and Drama safeguarding policy**

Melksham Music and Drama group works with children and vulnerable adults as part of its activities. These include: social gatherings, meetings, rehearsals, stage building and performances.

The purpose of this policy statement is:

• to protect children, young people and vulnerable adults who participate in any form of Melksham Music and Drama activities. This includes the children of adults who are members of the group.

• to provide members with the overarching principles that guide our approach to child and vulnerable adult’s protection.

This policy statement applies to any member or associate of Melksham Music and Drama, including committee members, members and volunteers.

**Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

**We believe that:**

• children, young people and vulnerable adults should never experience abuse of any kind

• we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

**We recognise that:**

• the welfare of the child is paramount

• all children or vulnerable adult, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse

• some children or vulnerable adult may have additional needs because of the impact of previous experiences, their level of dependency, communication needs or other issues

• working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

**We will seek to keep children, young people and vulnerable adults safe by:**

• valuing, listening to and respecting them

• appointing a nominated child protection and safeguarding lead for safeguarding

• developing child protection and safeguarding policies and procedures which reflect best practice

• using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

• creating and maintaining an anti-bullying environment.

• sharing information about child protection and safeguarding best practice with children, their families, members through sharing of policy and one-to-one discussions.

• using our procedures to manage any allegations against staff and volunteers appropriately

• ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and all members, by applying health and safety measures in accordance with the law and regulatory guidance

• recording and storing information professionally and securely.

**Safeguarding reporting procedure**

**What to do if you are concerned that a child or adult is being abused**

If a child or adult with care needs is at immediate risk or needs medical attention, contact the police or call an ambulance on 999;

*Always address immediate risks first before referring to Wiltshire Council*

**To report your concerns to Wiltshire Council**

During office hours 8:30- 17:00:

**CHILDREN:**

If you are concerned about a **child** or a disclosure is made to you-

1. Inform the MMAD safeguarding officer or lead of the disclosure
2. Complete safeguarding alert form
3. Consult with/refer to children’s social care based in the Multi-Agency Safeguarding Hub (MASH) during office hours – **0300 456 0108**

**ADULTS:**

If abuse of an **adult** is discovered/suspected or a disclosure is made to you

1. Inform the MMAD safeguarding officer or lead of the disclosure
2. Complete safeguarding alert form
3. Call the Wiltshire Council adult social care customer advisors

Tel: **0300 456 0111** Text phone: 01225 712501

**OUT OF OFFICE HOURS** - **children** and **adults**

(Including weekends and bank holidays)

Call the Emergency Duty Team **0845 607 0888**

**Contact details**

**Nominated Safeguarding lead:**

Name:

Phone/email:

**Safeguarding officer:**

Name(s):

Phone/email:

**NSPCC Helpline**

0808 800 5000

We are committed to reviewing our policy and good practice **annually.**

This policy was last reviewed on: …………………………………………………………………………(date)

Signed: …………………………………………………………………………

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

SAFEGUARDING ALERT FORM

|  |
| --- |
| Details of person at risk |
| Name |  |
| D.O.B |  |
| Address |  |
| Reason for alert |
|  |
| Date of incident |  |
| Have police been alerted? Yes/ No |
| Date |  |
| Crime No. |  |
| Police officer |  |
| Was medical intervention required? Yes/No |
| Details |  |
|  |
| Date  |  |
| Witness details |
| Name |  |
| Address |  |
| DOB |  |
| Contact details |  |
| Details of person completing form |
| Signature |  |
| Name |  |
| Role within MMAD |  |
| Date |  |
| Contact details |  |

Please retain a copy of this word document securely for your records.

Please note:

In certain circumstances it may be necessary in the interests of the prevention or detection of crime or to further the function of protecting children and vulnerable adults to make the contents of this document available to the civil and criminal courts, solicitors, psychiatrists, other local authority social workers or other professionals involved in the care and support of the vulnerable adult.