

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

February 2026

Safeguarding procedure

If you have any safeguarding concerns about a child or find yourself in a situation where a child is disclosing a safeguarding matter to you, there are a number of steps you must take.

- **If the person requires medical attention, obtain this immediately as a matter of urgency.**

Whether they need medical attention or not, remember to:

- **Stay calm** – Avoid expressing your own views on the matter. Reactions of shock, outrage or fear might make them feel more anxious or ashamed. A calm response reassures the person that you are listening and will take positive action to support them.
- **Listen carefully** – Listen more than you talk and avoid giving advice or problem solving. Do not put words in their mouth or assume that you know what they are going to say. Do not rush them and listen carefully to everything they have to say.
- **Reassure them** – Reassure the individual that they have done nothing wrong and that you believe them. Reassurance can make a big impact to a person that may have been keeping the abuse a secret.
- **Be supportive** – You should let them know that they have done the right thing by disclosing, you are taking the information seriously, and that it was not their fault. Let them know that you will be there to support them and let them know what will happen next.
- **Act without delay** – It is important that all safeguarding concerns are acted on with the highest priority.

Also refer to section 12 of Drake Music's safeguarding policy regarding responding to a concern.

Important

Never make a promise to keep what they have told you confidential. You have a legal responsibility to report any safeguarding concern.

Recording and reporting your concerns

Once you have listened to the individual and understand what they have told you, you will need to report your concerns by following this procedure:

Step 1 – Record your concerns in writing

Write down your concerns in as much detail as possible (you can use the Safeguarding Reporting Form at Appendix 2 to do this), making note of the date and time the disclosure was made to you.

You will need to write down your concerns and the circumstances surrounding them, as well as anything that has been said by anyone in relation to the matter. Where possible, use direct quotes and don't be tempted to put your own thoughts down – just stick to the facts of what you were told.

You will need to include as many details about the person as you can, including their name, contact details, and what you have been told or observed about the person. If applicable, you will also need to write down anything you know about the alleged abuser – but do not try to contact them or investigate anything – your role is solely to listen and report.

Step 2 – Contact your Designated Safeguarding Lead

Once you have an accurate record of what has been said, you will need to contact a Designated Safeguarding Lead (DSL) and explain to them in detail your concerns. You will need to send them a copy of your Safeguarding Report Form via confidential e-mail as soon as possible.

The DSL will advise you on any next steps that need to be taken. The DSL will take responsibility for reporting the concerns to an outside agency such as the local social services safeguarding team if necessary.

If no DSL is available for whatever reason, **and you are concerned about someone's safety**, you should report your concerns to the local children's services safeguarding team anyway, making sure to contact a DSL as soon as possible and update them with the actions taken.

If you think a crime has been committed, and it's an emergency, you should call 999. For non-emergencies call 101.

Step 3 – Act on the advice given

The local safeguarding team will respond to any reports and will take responsibility for what actions, if any, will be taken next. In most cases, your responsibilities will end once you have reported your concerns. If there is anything further that you need to do your DSL will tell you.

Step 4 – Continue to support the individual, and keep an accurate record of any further developments

After a safeguarding report has been submitted, it is essential that you continue to offer support as normal for the individuals concerned. If any further incidents or disclosures are made, report them as if they were new. Reassure the individual that they have done the right thing by reporting the safeguarding matter.

If you are unsure what to do, or have any questions, speak to a Designated Safeguarding Lead as soon as possible and follow their instructions or advice.

The procedure to be followed by Designated Safeguarding Leads on receipt of a safeguarding concern is included at Appendix 1 of Drake Music's safeguarding policy and procedures.

Keeping yourself safe

We recognise that listening to and responding to safeguarding concerns can be difficult and at times distressing. If this is the case, please seek support. Your manager or a Designated Safeguarding Lead should be able to help you.

You might find useful information online, for example at mind.org.uk or at <https://www.mentalhealth.org.uk/your-mental-health/getting-help>.

When working in schools and other organisations

It is important that you follow the child safeguarding procedures that are in place in any school or other organisation that you visit. You must still report internally to a Drake Music Designated Safeguarding Lead, but make sure to include in your report any other reports you have made.

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1. Policy statement

This is an interim policy based on the safeguarding adults policy. When capacity allows this policy will be reviewed and updated on the advice of a children's safeguarding specialist.

The main differences between adults and children's safeguarding relate to the legal frameworks and an adult's right to self-determination.

Drake Music acknowledges its duty to act appropriately and in a timely manner to any allegations, reports or suspicions of abuse.

All adults and children have the right to be protected from abuse and poor practice. Anyone can be at risk of abuse. People are at risk at different times and in different situations.

Safeguarding adults and children is everyone's responsibility. This policy and procedures apply to anyone working for or on behalf of Drake Music including senior managers and trustees, paid staff, volunteers, associates and consultants.

This policy and procedures enable all working for or on behalf of Drake Music to work to prevent abuse and to know what to do should a concern arise.

We have a similar policy and procedures in place for safeguarding adults.

Breach of this policy may result in disciplinary or contractual action, including dismissal or termination. Breaches or concerns may be reported to outside agencies such as the police, social care or other regulatory authorities.

2. Responsibilities

Safeguarding is everyone's responsibility.

2.1 Responsibilities of Drake Music

Drake Music will:

- Work to prevent harm and reduce the risk of abuse or neglect to children.
- Raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- Ensure that all working for or on behalf of Drake Music fully understand and fulfil their roles and responsibilities relating to safeguarding. This may include ensuring others, such as volunteers, participants, or visitors also understand and fulfil their responsibilities.
- Give equal priority to keeping people safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Respond appropriately when abuse or neglect has occurred or is suspected to have occurred.

- Promote good practice and work in a way which prevents harm and abuse occurring.
- Make referrals to and work with relevant agencies to safeguard children.
- Ensure that staff have access to and undertake safeguarding training appropriate to their roles.
- Maintain and ensure Drake Music's Designated Safeguarding Leads understand their responsibility to refer concerns of abuse to relevant statutory agencies and regulatory bodies (children's services / police / Charity Commission).
- Ensure that any information recorded is kept secure and in accordance with Drake Music's confidentiality and data protection policies.
- Hold regular (usually quarterly) safeguarding forums involving executive and trustee safeguarding leads to review concerns, any learning or recommendations from these, and any action required to mitigate future risks. Forums will also co-ordinate regular self-auditing of safeguarding policy and practice (see Ann Craft Trust for an example checklist¹) and review this policy and procedure every 12 months, as well as keep up to date with national developments relating to safeguarding.
- Include safeguarding as a standing item in all board meetings and ensure any concerns and learning relating to safeguarding is reported appropriately to trustees.
- Follow the principles of safer recruitment including obtaining appropriate explanation/evidence of any gaps in employment history and undertaking appropriate background checks including Disclosure and Barring checks at levels appropriate to each role.

2.2 Responsibilities of Drake Music trustees

In line with guidance from the Charity Commission², all trustees are responsible for ensuring that Drake Music:

- has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries
- checks that people are suitable to act in their roles
- knows how to spot and handle concerns in a full and open manner
- has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified

¹ Ann Craft Trust (2023) Our safeguarding checklist: <https://www.anncrafttrust.org/checklist-overview/>

² Charity Commission (Jun 2022) Safeguarding and protecting people for charities and trustees: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

- sets out risks and how they will be managed in a risk register which is regularly reviewed
- follows statutory guidance, good practice guidance and relevant legislation
- is quick to respond to concerns and carry out appropriate investigations
- does not ignore harm or downplays failures
- has a balanced trustee board and does not let one trustee dominate its work – trustees should work together
- makes sure protecting people from harm is central to its culture
- has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people
 - including at least one designated safeguarding lead who is a member of the senior management team and at least one named safeguarding trustee to liaise on behalf of the board with designated safeguarding lead(s), including regular attendance at safeguarding forums (see 2.1 above)
- receives regular reports on safeguarding from the designated safeguarding lead(s)
- conducts periodic reviews of safeguarding policies, procedures and practice

Trustees are also responsible for ensuring they undertake regular training appropriate to their roles

2.3 Responsibilities of those working for Drake Music

Everyone working for Drake Music (including staff, regular volunteers, trustees and associates) must:

- Always follow Drake Music's safeguarding policies and procedures.
- Read Drake Music's safeguarding policies and procedures annually and sign to confirm this has been done.
- Maintain an up-to-date working knowledge of safeguarding and to undertake regular training appropriate to their role.
- Report any safeguarding concerns to a designated safeguarding lead as soon as possible.
- Where abuse or harm is suspected or confirmed, work collaboratively with other agencies to safeguard adults at risk.

2.4 Designated Safeguarding Leads and Named Trustees for Safeguarding

The Designated Safeguarding Lead is:

Sally Currie, Chief Executive Officer

sallycurrie@drakemusic.org

The Deputy Designated Safeguarding Leads are:

Deborah Borg Brincat, Programme Delivery Manager

deborahborgbrincat@drakemusic.org

Michael Dollan, Programme Delivery Manager

michaeldollan@drakemusic.org

If you have any questions about safeguarding at Drake Music or this policy and procedures, you should contact one of the designated safeguarding leads listed above.

The named safeguarding trustees are: Liz Salmon, Ellie Kading and Jill Meridith.

You can ask a named safeguarding trustee to contact you by emailing info@drakemusic.org. Please do not send sensitive information to this email address.

The responsibilities of all Designated Safeguarding Leads are to:

- Ensure that all staff are aware of what they should do and who they should go to if they have concerns that an adult or child at risk may be experiencing or has experienced abuse or neglect.
- Ensure that Drake Music staff, associates or volunteers who identify concerns about children who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision and support, including signposting or referral to external support.
- Ensure that concerns are acted on, clearly recorded and, where necessary referred to relevant agencies or regulatory bodies.
- Ensure up to date contact details and copies of local authority safeguarding arrangements for the area where Drake Music is working are available and known to Drake Music staff leading projects.
- Maintain appropriate records and action logs and follow up all safeguarding referrals.
- Ensure issues, concerns and recommendations relating to safeguarding at Drake Music are addressed appropriately.
- Collate safeguarding data and information for quarterly safeguarding forums and board meetings.

- Propose changes to Drake Music’s operational documentation, policies and procedures, project design, staff roles or training identified because of safeguarding concerns.
- Reinforce the need for confidentiality and ensure that staff, volunteers and trustees are adhering to good practice regarding confidentiality and data protection.

The responsibilities of the Chief Executive (in addition to those of other Designated Safeguarding Leads) are to:

- Receive any allegations made against Drake Music personnel and take appropriate action which could include suspension and disciplinary investigations – seeking external HR advice as necessary.
- Oversee other complex cases and seek external advice as necessary.
- Ensure Drake Music’s safeguarding policy and procedures is fully embedded.
- Ensure safeguarding remains a standing item at board meetings, team meetings and in staff supervisions.
- Ensure anyone raising whistleblowing concerns is supported and treated fairly and in line with Drake Music’s whistleblowing policy and procedures.

3. Statutory and best practice guidance

This policy has been drafted taking account statutory and best practice guidance, in particular:

- The Children Act (1989)³ and Working Together to Safeguard Children statutory guidance (2018)⁴
- Charity Commission guidance⁵
- National Council Voluntary Organisations – Safeguarding⁶
- Ann Craft Trust – Guide to safeguarding adults⁷
- NSPCC Learning^{8,9}
- GOV.UK – Guidance on reporting safeguarding concerns in a charity¹⁰

³ Children Act 1989: <https://www.legislation.gov.uk/ukpga/1989/41/contents>

⁴ Working together to safeguard children 2018 (2022) [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children)

⁵ Charity Commission (Jun 2022) Safeguarding and protecting people for charities and trustees: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

⁶ NCVO Safeguarding (2023) <https://www.ncvo.org.uk/search/?q=safeguarding#/>

⁷ Ann Craft Trust A Guide to Safeguarding Adults (2023) <https://www.anncrafttrust.org/resources/a-guide-to-safeguarding-adults/>

⁸ NSPCC Learning Research and Resources (2023) <https://learning.nspcc.org.uk/research-resources>

⁹ NSPCC Learning Safeguarding children, Voluntary and community groups (2023) <https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

¹⁰ GOV.UK Guidance on reporting safeguarding concerns in a charity (Mar 2022) <https://www.gov.uk/government/publications/guidance-on-reporting-safeguarding-concerns-in-a-charity/guidance-on-reporting-safeguarding-concerns-in-a-charity>

4. Principles

Child safeguarding at Drake Music is underpinned by the key principles set out in The Children Act (1989)¹¹:

- **Participation:** the views of children should be sought according to their age and understanding
- **Preservation:** (every effort made to preserve child's home and family links); although not explicit in the Act, prevention and early help is essential to safeguarding children)
- Paramountcy of the **welfare of the child** – the 'no order' and 'no delay' principles
- **Protection:** From serious harm.
- **Partnership:** Services should work in partnership with parents and those with parental responsibility

5. Child (definition)

A child is defined in the Children Act as a person under 18 years of age.

6. Mental capacity

The Mental Capacity Act 2005 applies to young people over the age of 16 and adults. The general principle of the Mental Capacity Act is that everybody (over the age of 16) has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention.

Mental capacity is assessed in relation to each separate decision – a person may have capacity to make some decisions for themselves but need support to make other decisions. If you have concerns about a person's mental capacity, you must report this to a Designated Safeguarding Lead as soon as possible.

7. Adults at risk

We all have a responsibility for safeguarding adults at risk of harm. If you have a concern about an adult (a person aged 18 or over) who is at risk of harm, you must follow our related but separate Safeguarding Adults policy and procedures. This is because unlike children, adults have a right to self-determination.

¹¹ Children Act 1989: <https://www.legislation.gov.uk/ukpga/1989/41/contents>

8. Digital safeguarding

Safeguarding matters in every aspect of our work, including what we do digitally, from the impact of what we write online to how we store data. We will consider safeguarding in how we design and deliver digital services, our website, and our social media content.

Similarly, we will take appropriate steps to keep people safe from exposure to harm and to ensure our technology is not used to harm others.

9. Training

During induction, all personnel will be provided with the latest version of this policy and procedures and safeguarding adults training appropriate to their roles, including training on the requirements of the Mental Capacity Act 2005. Training will be updated at appropriate intervals.

Everyone working on behalf of Drake Music is responsible for ensuring they fully understand their role and responsibilities relating to safeguarding.

10. Records and confidentiality

Information and records relating to safeguarding concerns will be kept securely and in accordance with our confidentiality and data protection policies and relevant legislation.

Personnel responding to safeguarding disclosures or concerns must not give personal assurances of confidentiality. Information will need to be shared within Drake Music and may need to be shared outside of Drake Music. Information will only be shared on a 'need-to-know' basis.

Unlike adults, children do not have a general right to independence, choice and self-determination, including the right to make decisions that others may feel are unwise. As such, consent is not required from a child to share personal or sensitive information about them in order to keep them safe.

As set out in the related adults safeguarding policy, there are certain circumstances where an adult's rights can be overridden, and information can be shared without their explicit consent. Examples include:

- In an emergency or life-threatening situations where sharing information is necessary to help keep someone safe.
- Where the public interest served by sharing the information outweighs the public interest served by protecting confidentiality, such as where a serious crime has occurred, or may be prevented, or where there are safeguarding concerns involving other adults at risk and/or children.

- Where there are concerns regarding the mental capacity of someone to consent to share information, and sharing the information is judged to be in the person's best interests in accordance with the Mental Capacity Act 2005¹².
- Where obtaining consent to share information may increase safeguarding risks.
- Where the alleged abuser has care and support needs of their own and may also be at risk.
- Where Drake Music personnel are implicated.
- When we are compelled to by law.

11. Recognising signs of harm and abuse

There are many different categories and types of abuse and harm. Signs and symptoms are not always obvious or clear. You do not need to be certain before you speak up. If you are ever worried about someone, you should speak to one of the Designated Safeguarding Leads as soon as possible.

Working together to Safeguard Children guidance (2018)¹³ lists the following types of abuse that may be experienced by children:

- Physical abuse
- Domestic abuse, including controlling or coercive behaviour
- Sexual abuse
- Emotional abuse
- Sexual exploitation
- Exploitation by criminal gangs and organised crime groups
- Trafficking
- Radicalisation
- Neglect
- Online abuse

The NSPCC¹⁴ also lists bullying and cyberbullying, female genital mutilation, grooming and non-recent abuse as types of abuse.

More information on categories and signs abuse is available online at the NSPCC¹⁵.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks

¹² Mental Capacity Act 2005: <https://www.legislation.gov.uk/ukpga/2005/9/section/4>

¹³ Working together to safeguard children 2018 (2022) [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/Working_together_to_safeguard_children_2018.pdf)

¹⁴ NSPCC Types of abuse: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

¹⁵ NSPCC Types of abuse: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

of life. They may be people in positions of trust; they may also be relatives, friends, neighbours, or people who use or attend the same services or activities as the person experiencing abuse.

12. Responding to safeguarding concerns

It is not Drake Music's responsibility to decide whether abuse has taken place. Drake Music has a responsibility to inform the relevant statutory or regulatory bodies if we believe there is a cause for concern so that they can investigate and take any necessary action to protect the person concerned.

We understand it can sometimes be difficult to speak up but if you are worried about someone it is always the right thing to do.

Any safeguarding concerns, suspicion, allegations, disclosures or incidences of abuse must be reported to the Designated Safeguarding Lead as soon as possible.

You should follow these general principles in your response to a safeguarding concern:

- Ensure immediate safety. If necessary, contact the police or emergency services if the person is in immediate danger.
- Obtain medical care if needed.
- Always make sure the person speaking up feels they're being listened to and supported.
- Refer to and follow this policy and procedures to make sure information is only shared with people who need and have the right to know.
- Remain calm and do not show shock or disbelief
- Keep yourself and others safe
- Listen carefully and accept what is being said without passing judgement. Let the person guide pace of the conversation.
- Reassure the person that they are doing the right thing in telling you.
- Explain the process you must follow.
- Ask for their consent to share the information – if they refuse and you are still worried that they or someone else is at risk of harm, you cannot wait for this consent. You must share this information to one of the Designated Safeguarding Leads.
- Tell a Designated Safeguarding Lead about any concerns so they can decide what the next steps are.
- Make brief notes at the time if possible and write a clear, factual statement of what you have been told, seen, or heard including names of any witnesses as soon as possible.
- Ensure any evidence is preserved and noted in your report

- Record the date, time, place, words used by the person and how they appeared to you on the safeguarding reporting form.
- Send the safeguarding reporting form to the Designated Safeguarding Lead.
- When you have been told something is wrong, never go to the person that has been reported. Instead, tell a Designated Safeguarding Lead.

Do Not:

- Promise to keep information a secret or confidential between you and the person.
- Question, start your own enquiry or pressure the person for more information.
- Act in a way that may discourage the person from talking about the abuse again.
- Delay in contacting the Designated Safeguarding Lead or taking other action.
- Be afraid to voice your concern; the child may need urgent safeguarding.

13. Reporting safeguarding concerns

There are several types of report that may need to be produced. This will depend on what has happened.

Types of report could include:

- an internal safeguarding report
- a referral report to children's services
- a referral report to the police
- a report to the Charity Commission or other regulatory bodies or organisations

14. Links to other policies and procedures

Safeguarding children is linked to many other organisational policies and procedures, including:

- Safeguarding adults
- Relevant local authority (children's services) safeguarding procedures
- Safer recruitment
- Training and induction
- Codes of conduct for staff and volunteers
- Whistleblowing
- Equality and diversity
- Social media
- Data protection
- Confidentiality
- Complaints
- Disciplinary
- Health and safety, including risk assessments and workshop protocols
- Roles and responsibilities
- Volunteers
- Lone working
- Service provision

Approved by trustees: 9th February 2026

Review date: February 2027

Appendix 1: Safeguarding children procedure for Designated Safeguarding Leads

Procedure for Designated Safeguarding Leads on receipt of a safeguarding concern

1. If a safeguarding reporting form has not yet been provided, ask the colleague who has raised the concern to complete this and pass it to you as soon as possible.
2. Make an appropriate record of the concern raised and consider the following questions in determining next steps:
 - a. If the child is aged 16 or older, is there any concern about their mental capacity?
 - b. Does the child already have an agreed safeguarding action plan?
 - c. Is an external report/referral appropriate? If so, to whom? (This would usually be the relevant local authority.)
 - d. What other actions are required?
3. Take appropriate actions as soon as possible, such as referral to external agencies (children's services, police etc.).
4. If in any doubt over action to be taken, obtain advice from external agencies and/or other Designated Safeguarding Leads.
5. Record all decisions, actions taken and outcomes and save all documentation in DM Admin/Safeguarding/YY-MM-DD Safeguarding Report, where date is the date of the incident.

Appendix 2: Safeguarding reporting form

Separate sheets can be used to provide more details if more space is needed (e.g. if more than one person is affected or there is more than one perpetrator).

Fill in this form as far as you are able. If you have any questions, refer to a Designated Safeguarding Lead and they will help you.

Person reporting:	Telephone:		
Job/role title:	Email:		
Affected person:	DOB:		
Address:	Telephone:		
	Email:		
Relationship to Drake Music:	Local authority area:		
Risk identified (mark as appropriate)	To Self	To Others	From Others
Alleged perpetrator (if known/applicable):	Address:		
	DOB:		
Details of incident/concern			
Location:	Date:		
	Time:		
Details:			

Witnesses and affected others, including any professionals present:

Details of action taken/reporting/follow up

(This section will usually be completed by the Designated Safeguarding Lead)

Reported internally to:

Date:

Time:

Name:

Role:

Reported externally to:

Date:

Time:

Name:

Role:

Follow up actions required/made:

Notes/other relevant information:

**Once completed, attach and send by email to a designated safeguarding lead.
You remain responsible for reporting the concern until a DSL has acknowledged receipt of this form.**