

Redbridge Music Lounge (RML) Safeguarding Policy

Safeguarding

1. The Policy Statement

The Redbridge Music Lounge (RML) believes that all musicians, non playing volunteers and members of the public attending events , should have the right to enjoy the activities of RML in a happy, safe, secure environment.

This policy has been revised and includes measures to protect peoples health given the recent pandemic,

RML has developed this policy to ensure that it is clear to all musicians, volunteers, members of audiences and funders how this safeguarding policy will be implemented. This policy has been approved by the charitable trustees and will form part of training for trustees, management committee and anyone else involved in events organised by the Redbridge Music Lounge (RML)

2 Covid 19 and Other Pandemics

The trustees of RML will always follow legal requirements and national and local advice with regard to protecting the health of our members, volunteers, performers and audiences. Where required or advised appropriate social distancing will be implemented via seating lay outs; mask wearing will be encouraged and everyone will be asked not to attend events if they feel ill. At any indoor events we will ensure there is adequate ventilation.

3. DBS Checks

In the main there will be no need for DBS checks as no officer or volunteer of RML will ever be on their own with a vulnerable adult or child. If there is a situation where someone will be on their own with a vulnerable adult or child DBS checks will be undertaken via an appropriate registration body.

4. Adopting Safe Recruitment Procedures

RML does not have paid employees as it is a volunteer / member led organisation . No volunteer is ever on their own with a vulnerable adult or and all children of 14 or less are required to be accompanied by an adult.

5. Induction and Training for Staff and Volunteers

All volunteers / members are given a copy of the RML Volunteer handbook including this policy. The policy is on display at all RML events

Staff and volunteers should also have the health and safety procedures detailed to them as part of their induction.

6. Definition and Signs of Abuse

Abuse may be defined as the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional or it may be directed at exploiting the vulnerability of the victim in more subtle ways [for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his/her financial resources]. The [unjustified] threat or use of punishment is also a form of abuse. Abuse may happen as a 'one-off' occurrence or it may become a regular feature of a relationship. Other people may unaware that it is happening and for this reason it may be difficult to detect. In many cases it is a criminal offence.”

Particular abuse risks and signs for events run by Redbridge Music Lounge are set out in the good practice guidelines below but all responsible people will be on the watch for instances of bullying, inappropriate and / or unwanted physical contact, and administration of illegal and undesirable substances.

7. Good Practice Guidelines

All new volunteers and members receive the Volunteer Handbook which sets out Good Practice Guidelines

The following are current guidelines for RML Events

Risk: lost children or vulnerable adults

Action:

1. All stewards will be aware of the lost children and vulnerable adults procedure
2. The Information point has been designated as the lost children's and vulnerable adults area
3. The stewards at the information point will be responsible for the child/vulnerable adult until the carer is found

4. Two stewards (including one committee member) will assess that the child/vulnerable adult goes with the correct person
5. At least 2 stewards will be on the field wearing name badges or high visibility or RML shirts/jackets

Level of risk: Low.

Risk: Event may may attract undesirable adults.

Action:

1. Whole event is open - no areas are private or secluded
2. There are not specific areas or activities for children, the event is for the whole family
3. There will be clear notices to show that parents/carers are responsible for their children
4. For any community art activities or games, they are aimed at all ages and parents will be encouraged to stay with their children and to join in
5. There will be stewards with high visibility jackets with a role to keep a look out for any concerns for children or vulnerable adults safety issues.
6. There will be committee members on site at all times who have full DBS check
- 7.

Level of risk: Low

Risk: Children/vulnerable adults may go off with undesirable adults

Action:

1. Stewards will intervene or immediately advise information point if there is a concern about this
2. Stewards in high visibility vests will be aware of children's/vulnerable adult's safety throughout the event
3. There will be committee members on site at all times who have full DBS check
4. Covered in stewards pack

Level of risk: Low

8 Reporting Abuse

RML has appointed a Safeguarding Officer to be the recipient of all reports of abuse. Currently this is the Chair but this will be reviewed from time to time. However an initial report of abuse should be made any one of the dedicated committee members attending events That person will take accurate account including

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

This report will be passed on to Redbridge Music Lounges designated person for Safeguarding whom will determine what action is necessary which may include reporting the matter to Local Authorities Safeguarding Board . All allegations of abuse will be reported to the Charities Trustee board.

9. Whistle Blowing Procedure

The RML Volunteers handbook makes it clear that volunteers can share in confidence with RML Safeguarding Officer concerns they may have about another member or volunteer. The same applies to any member of the public . Normally all concerns should be addressed to the RML Safeguarding Officer

However if any person feels that uncomfortable with approaching the organisation then concerns should be reported by email to

adults.alert@redbridge.gov.uk using a form which can be downloaded from this website

<https://www.redbridgesab.org.uk/for-the-community/how-to-raise-a-concern/>

If you need to speak to someone to get support with your referral, please call:

Tel: 020 8708 7333 (Monday to Friday, 09:00 to 17:00) – choosing Option 2; or 020 8553 5825 (Evenings and weekends)

RML Reporting Form

Your Name:
Your Position:
Name of Person Reporting Abuse
Address:
Parents/Carers Name and Address: (if relevant)
Date of Birth:
Date and Time of any Incident:
Your Observations:
Exactly What was Reported
Action Taken so far:

External Agencies Contacted (Date & Time)	
POLICE Yes/No	If yes - which: Name and Contact Number: Details of Advice Received:
Local Authorities Children's Social Care Yes/No	If yes - which: Name and Contact Number : Details of Advice Received:
SPORT GOVERNING BODY Yes/No	Name and Contact Number: Details of Advice Received:
LOCAL AUTHORITY Yes/No	If yes - which: Name and Contact Number: Details of Advice Received:

Other (e.g. NSPCC)	Which: Name and Contact Number: Details of Advice Received:
Signature: Print Name:	
Date:	

Policy Updated April 2022
