

Open Sound Community CIC

Community Interest Company registered in England and Wales, company number 17031590

Safeguarding Policy: Children, Young People and Adults at Risk

Version	1.1
Replaces	Version 1.0, approved 2 March 2026
Approved by the directors	22 October 2026
Next review	22 October 2027
Designated Safeguarding Lead	Kazim Adebola Ajao (Ade Ajao)
Deputy Safeguarding Lead	Richard Tandoh
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Purpose

Open Sound Community CIC runs DJ and music programmes for young people aged 16 to 25. Some participants are children (aged 16 or 17) and some are adults (aged 18 to 25), and some may be adults at risk. This policy sets out how we keep everyone who takes part safe, and what we do when we are worried about someone.

Safeguarding is everyone's responsibility. Everyone who works or volunteers with us must read this policy and follow it.

Who this policy applies to

- Directors
- Facilitators, assistant facilitators and freelancers
- Volunteers, including peer mentors
- Guest artists and speakers
- Anyone else who works with participants on our behalf

Definitions

- **Child:** anyone under the age of 18.
- **Adult at risk:** anyone aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and because of those needs cannot protect themselves (as set out in the Care Act 2014).
- **Participant:** any young person taking part in our activities, whatever their age.

Legislation and guidance

This policy follows the principles of:

- Working Together to Safeguard Children (statutory guidance for England)
- The Children Act 1989 and 2004
- The Care Act 2014 and its statutory guidance on adult safeguarding
- The Safeguarding Vulnerable Groups Act 2006
- UK GDPR and the Data Protection Act 2018

Our commitments

We will:

- Put the safety and wellbeing of participants first in every decision.
- Listen to young people and take what they tell us seriously.
- Recruit staff and volunteers safely, including DBS checks.
- Train everyone who works with participants in safeguarding.
- Respond quickly and appropriately to every concern.
- Work with local authorities, the police and other agencies where needed.
- Keep records securely and share information only when it is necessary and lawful.
- Review this policy every year, and after any serious incident.

Types of abuse and harm

Abuse can include physical, emotional, sexual and financial abuse, neglect (including self-neglect for adults), exploitation (including criminal and sexual exploitation and county lines), domestic abuse, discriminatory abuse, modern slavery, online abuse, and radicalisation. A concern can come from something a participant tells us, something we see, or something a parent, carer or partner tells us.

Roles and responsibilities

The Designated Safeguarding Lead (DSL) is responsible for:

- Receiving, recording and acting on concerns
- Deciding whether to make a referral to children's social care, adult social care or the police
- Making sure everyone working with participants has been safely recruited and trained
- Keeping safeguarding records secure and separate from other records
- Reviewing this policy and reporting to the directors on safeguarding at every directors' meeting

When the DSL is unavailable, the Deputy Safeguarding Lead takes on these responsibilities. If a concern involves the DSL, it must be reported to the Deputy, and the other way round.

Safer recruitment and DBS checks

- Everyone who works or volunteers regularly with participants will have an enhanced DBS check before they start. For roles that are regulated activity with children, this will include a check of the children's barred list.
- DBS checks will be renewed every three years, or kept current through the DBS Update Service.

- We will take up at least two references for anyone who works with participants.
- Guest artists or speakers without a current DBS check will never be left alone with participants and will always be supervised by a DBS-checked member of the team.
- Both directors will obtain enhanced DBS checks, including a check of the children's barred list, before any delivery with participants begins.

Training

- The DSL and Deputy will complete designated safeguarding lead training before any delivery with participants begins, and refresh it at least every two years.
- All facilitators and volunteers will complete basic safeguarding training before they work with participants, and receive a safeguarding briefing at the start of every programme.

Safer working practice

Everyone working with participants must:

- Keep professional boundaries at all times. Romantic or sexual relationships with participants are not allowed, whatever the participant's age.
- Avoid being alone with a participant in a private space. One-to-one support happens in an open or visible area, and another team member knows it is happening.
- Keep at least two adults present at every session.
- Never give participants lifts in a personal vehicle unless agreed in advance by the DSL and, for under-18s, by a parent or carer.
- Never give out personal phone numbers or personal social media accounts.
- Recognise that cohorts may mix 16 and 17 year olds with adults, and manage group activities, social media and events with that in mind.

Online contact and communication

- We contact participants only through Open Sound Community accounts (email, phone or group chat), never personal accounts.
- Group chats are run by the organisation, include at least two team members, and are used only for programme information.
- For participants under 18, a parent or carer is copied into individual communication where possible.
- Any concerning messages are saved and reported to the DSL.

Photographs, video and recordings

- We only photograph, film or publish a participant's image or recorded mix with written consent. For under-18s, a parent or carer also gives consent.
- Consent can be withdrawn at any time, and we will remove the material where we can.
- We never publish a participant's surname, school, address or anything that shows where they live.
- Recordings are stored on organisation devices or accounts, not personal ones.

Responding to a concern or disclosure

If someone tells you something worrying, or you see something that concerns you:

1. Stay calm and listen. Let them speak in their own words.
2. Do not promise to keep it secret. Explain that you may need to share it to keep them or others safe.
3. Ask only open questions to clarify, such as "Can you tell me more?" Do not investigate.
4. Reassure them that they were right to tell you.
5. If anyone is in immediate danger, call 999.
6. Tell the DSL as soon as possible, and on the same day.
7. Write down what was said and seen as soon as you can, using their words, on the Safeguarding Concern Reporting Form. Sign and date it.

What the DSL will do

The DSL will decide, and record why, whether to:

- Monitor the situation and support the participant internally
- Talk to a parent or carer (for under-18s, unless doing so could put the young person at greater risk)
- Refer to children's social care in the local authority where the young person lives, for under-18s
- Refer to adult social care in the local authority where the adult lives, for adults at risk
- Contact the police

Consent for adults: for participants aged 18 and over, we will normally ask for their consent before making a referral. We may share information without consent where there is a risk to life, a risk to others, a crime, or where the person does not have the mental capacity to decide.

Allegations against staff, volunteers or directors

- Any allegation that someone working with us has harmed a participant, or may pose a risk, must be reported to the DSL immediately. If the allegation is about the DSL, report it to the Deputy.
- Where the allegation involves a child, the DSL will contact the Local Authority Designated Officer (LADO) for the area where the activity took place within one working day, and follow their advice.
- Where the allegation involves an adult at risk, the DSL will contact adult social care for that area.
- The person may be asked to step back from all work with participants while the matter is looked into. This is a neutral act, not a judgement.
- Where someone is removed from work because they harmed, or posed a risk of harm to, a participant, we will make a referral to the Disclosure and Barring Service as the law requires.

Whistleblowing

Anyone who is worried about how safeguarding is being handled in our organisation should raise it with the DSL or Deputy. If you feel you cannot, or you are not satisfied with the response, you can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285, or the relevant local authority directly. You will not be treated unfairly for raising a concern in good faith.

Records and confidentiality

- Safeguarding records are factual, signed and dated, and stored securely and separately from other participant records.
- Only the DSL and Deputy can access them.
- Records about a child are kept at least until the young person's 25th birthday, and longer where an allegation has been made about an adult working with us.
- Information is shared only on a need-to-know basis, in line with our Data Protection and GDPR Policy.

Useful contacts

Emergency (immediate danger)	999
Police (non-emergency)	101
NSPCC Helpline (adults worried about a child)	0808 800 5000
Childline (for young people under 19)	0800 1111
NSPCC Whistleblowing Advice Line	0800 028 0285
Local children's social care, adult social care and LADO	Recorded in the risk assessment for each programme, for the area where it takes place

Review

We review this policy every year, and sooner if our activities change, the law or guidance changes, or a serious safeguarding incident happens.

Approval

Approved by the directors of Open Sound Community CIC on 22 October 2026: Kazim Adebola Ajao and Richard Tandoh.