UK Association for Music Education – Music Mark

Safeguarding Policy

Policy Reviewed	**August 2025, July 2026**
Policy Owner	**DSL**
Version	**1.1**
Change log	**Board DSL updated**

Music Mark Safeguarding Policy

1. Introduction

The UK Association for Music Education – Music Mark ("Music Mark") is the UK membership organisation and charity for music education. We support individuals and organisations across the UK to ensure that all children and young people can access high-quality music education.

As the UK membership organisation for music education, Music Mark recognises its role not only in upholding safeguarding within its own activities, but also in advocating for, promoting and enabling best practice in safeguarding across the music education sector. We believe that **all children, young people, and adults at risk of abuse have the right to protection from harm**, whatever their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We are committed to equality, diversity, and inclusion (EDI) in our safeguarding approach, ensuring that no one is treated less favourably or denied protection because of who they are.

This policy sets out our approach to safeguarding vulnerable individuals and clarifies the respective responsibilities of Music Mark and our members, partners, and event hosts.

Music Mark also recognises that safeguarding is a devolved matter, through which different legislation across the UK may affect how we need to work with our multiple members and partners. As a charity registered in England, all children in education are protected by the statutory safeguarding guidance issued by the UK Government's Department for Education (DfE) : Keeping Children Safe in Education (KCSIE). Music Mark endorses and adopts this guidance. We also recognise our role in protecting any vulnerable adult within our scope of work.

2. Definitions

- **Abuse**: Abuse can take many forms, including physical harm, sexual abuse, emotional or psychological harm, neglect, maltreatment, radicalisation, or exploitation. It may be a one-off incident or a pattern of behaviour, and it can affect one or several people. Abuse can occur face-to-face or online and may be carried out by an individual or an organisation.
- **Adult at risk of abuse**: As defined in the Care Act (2014), this refers to anyone aged 18 or over who is experiencing, or is at risk of, abuse or neglect, and who has care and support needs that make it difficult for them to protect themselves. *(This policy does not focus on adults at risk, but Music Mark acknowledges this statutory definition.)*
- **Children and young people at risk of abuse**: Any person under the age of 18 who may be vulnerable to abuse and adverse childhood experiences.
- **Designated Safeguarding Lead (DSL):** The named member of Music Mark staff with overall responsibility for safeguarding within the organisation.
- **Vulnerable Individuals:** A catch-all term used in this document to mean both *adults at risk of abuse* and *children and young people at risk of abuse.*

3. Policy Statement

- Music Mark is committed to safeguarding children and young people, and adults at risk of abuse.
- All Music Mark staff will receive safeguarding training appropriate to their role.
- We will ensure that safeguarding is robustly considered and implemented in the planning and delivery of all our activities.
- "Although Music Mark does not routinely deliver services directly to children, young people, or adults at risk, safeguarding risks may still arise through our events, partnerships, communications, networks, online activity and wider sector leadership responsibilities."
- Music Mark runs many online events and only occasional in-person events. We have specific guidance in place for managing online events that may be attended by vulnerable people. For in-person events, our partner organisations ordinarily retain primary safeguarding responsibility for participants in their care; however, Music Mark retains responsibility for ensuring that safeguarding risks arising from its own activities are appropriately identified, managed and escalated."
- We expect all members, partners, and stakeholders to have their own safeguarding policies, procedures, and training in place, and to follow them rigorously. This should be shared with Music Mark in advance of any event.
- This policy provides a framework for how Music Mark staff, trustees, contractors, and volunteers should approach safeguarding in the context of our work.
- Music Mark believes that all policies that relate to our external activities should be transparent and publicly available.
- Music Mark will use its influence, networks, communications, events and professional development activity to support the music education sector in strengthening safeguarding practice and culture.
- Music Mark recognises that, in the course of upholding our safeguarding responsibilities, we will likely interact with multiple local authorities across the devolved administrations, all of whom have their own specific policies and ways of working:

  Child protection in England
  Child protection in Northern Ireland
  Child protection in Scotland
  Child protection in Wales

4. Scope

This policy applies to:

- All staff employed by Music Mark.
- Trustees of Music Mark.
- Freelancers, contractors, and volunteers working on behalf of Music Mark.
- Partner organisations and their representatives

It applies in the context of:

- Events, conferences, training, and meetings organised or supported by Music Mark.
- Online activity, including webinars, networks, and communications.
- Partnerships, collaborations, and public-facing activities.

This policy is intended to support and complement the safeguarding policies of our members and partners. It operates as an umbrella policy to ensure Music Mark's practices are safe, consistent, and aligned with best practice in the sector.

5. Roles and Responsibilities

Music Mark will:

- Maintain and review this Safeguarding Policy annually.
- Appoint a **Designated Safeguarding Lead (DSL)** and Deputy DSL. The DSL is currently **Chris Buglass.**
- Provide safeguarding awareness training for staff and trustees appropriate to their roles.
- Ensure the Designated Safeguarding Lead maintains safeguarding training appropriate to the role (minimum equivalent to Level 3 safeguarding training) and refreshes this periodically.
- Ensure safeguarding considerations are factored into risk assessments for all events and activities.
- Adhere to the Music Mark Safer Recruitment procedures.
- Maintain arrangements for safeguarding checks (including DBS where appropriate) for employees, trustees and others acting on behalf of Music Mark.
- Require partner organisations leading events where children are present to confirm that:
    - They have an up-to-date safeguarding policy and procedures, and an up-to-date safer recruitment policy.
    - They have carried out appropriate safeguarding checks and training for staff/volunteers.
    - They have designated safeguarding responsibility during the event.
    - Sign a partnership statement to confirm the above requirements
- Take appropriate action if a safeguarding concern is raised with us.

Members, partners, and event hosts are responsible for:

- Holding and implementing their own safeguarding policy.
- Ensuring appropriate safeguarding arrangements are in place for any children or young people attending events they lead.
- Ensuring appropriate safeguarding arrangements are in place for any children, young people or vulnerable adults for whom they are responsible, whilst attending Music Mark events
- Ensuring their staff and volunteers are appropriately trained and checked (e.g., DBS in England).
- Notifying Music Mark of any safeguarding incidents that occur at or as a result of any Music Mark event or activity.
- Compliance with any safeguarding requests from Music Mark

Board of Trustees

The Board of Trustees will:

- Approve and review this policy annually.
- Receive periodic safeguarding assurance reports.
- Appoint a named Safeguarding Link Trustee.
- Provide oversight of safeguarding governance and organisational learning.
- Receive updates on significant safeguarding matters in accordance with confidentiality requirements.

6. Safeguarding Procedures

6.1 Responding to a Safeguarding Concern

Anyone working for or representing Music Mark may receive a safeguarding concern or disclosure from a child, young person or adult at risk. The following process should be followed whenever a safeguarding concern is raised.

Step	Action	Responsibility
1. Immediate Safety	• Take immediate action if there is an immediate risk of harm to a child or adult. • Contact the emergency services (999) where there is an immediate threat to life or safety.	Person receiving the concern
2. Report	• Notify the Music Mark Designated Safeguarding Lead (DSL) as soon as possible. • Complete the Safeguarding Reporting Form, providing as much factual information as possible.	Person receiving the concern
3. Record	The DSL will create a confidential safeguarding record, including: • Nature of the concern or disclosure, date, time and location, individuals involved, actions taken, referrals made, any supporting evidence or information received.	Designated Safeguarding Lead
4. Assess and Escalate	The DSL will assess the information and determine the appropriate course of action. This may include: .• No further action required, internal management action. .• Referral to the partner organisation's safeguarding lead. • Referral to the relevant local authority children's or adults' safeguarding service. • Referral to the police. • Referral to the Charity Commission where there is a serious incident affecting the charity. • For concerns relating to children, this may include sharing the information with the relevant school, music service or partner organisation in accordance with their safeguarding procedures.	Designated Safeguarding Lead
5. Follow-up and Oversight	•Monitor actions taken and any ongoing safeguarding risks. •Where appropriate, inform the person who raised the concern that it has been acted upon (while maintaining confidentiality). •Record outcomes and identify any lessons learned. •Report safeguarding themes, trends and assurance information to the Board of Trustees, maintaining confidentiality where appropriate.	Designated Safeguarding Lead (with Board oversight where appropriate)

6.2 At Music Mark Events

- When Music Mark organises or supports an event, we will:
    - Identify a safeguarding lead (normally from the hosting partner organisation). This person will be introduced or highlighted to all safeguarded individuals.
    - Clearly state which organisation is responsible for safeguarding.
    - Ensure safeguarding is included in the event risk assessment.
    - Share safeguarding reporting routes with all staff and contractors involved.
    - Provide relevant information to attendees regarding photo permissions
    - Concerns can be raised verbally or in writing to the event safeguarding lead or directly to the Music Mark DSL. If raised verbally, this should be followed up in writing by the person reporting the concern.

6.3 Missing child at in-person events

In the event that a child goes missing during an activity or event, Music Mark will:

- Act quickly in line with safeguarding responsibilities.
- Ensure that all other children remain safely supervised while a coordinated search is carried out.
- Promptly inform Parents/carers/School Staff, and if the child cannot be located, the police will be contacted without delay.
- Maintain a clear record of event, and communication will be kept with all relevant parties, including the Designated Safeguarding Lead. The Missing Child Procedure will be followed to ensure a consistent and effective response.

6.4 Recording and Confidentiality

- Music Mark will maintain a secure log of safeguarding concerns reported to us.
- Information will be shared only with those who need to know, in line with data protection and statutory requirements.
- Safeguarding concerns will be reported to the Board through regular safeguarding reporting, and immediately where escalation thresholds are met."

6.5 – Governance and Oversight of Safeguarding Matters

- Where a safeguarding concern is considered significant due to severity, reputational impact, legal implications, involvement of a trustee or senior employee, or ongoing organisational risk:
- • The Chair and Safeguarding Link Trustee will be notified.
  • Trustees will receive proportionate updates.
  • Trustees will focus on governance, oversight and assurance rather than operational investigation.
  • Trustees may request independent review where appropriate.
  • A summary of lessons learned and actions taken will be reported once concluded.

7. Safer Recruitment and Conduct

Music Mark is committed to safer recruitment practices to help prevent unsuitable individuals from working with or representing the organisation.

- All Music Mark staff and trustees will undergo appropriate recruitment checks, including obtaining two references and a DBS check.
- Job descriptions and person specifications will clearly outline safeguarding responsibilities.
- All recruitment materials and advertisements will reference Music Mark's commitment to safeguarding and safer recruitment.
- Application and interview processes will explore candidates' attitudes and approaches to safeguarding.
- Identity, qualifications, and full employment history will be verified.
- References will specifically ask about any safeguarding concerns.
- Contractors, freelancers, and volunteers engaged by Music Mark will be expected to demonstrate appropriate safeguarding awareness and may be subject to relevant checks.
- New starters will receive an induction that includes safeguarding awareness.
- Ongoing supervision and monitoring will be used to reinforce safe practice.
- Staff, trustees, and contractors are expected to uphold professional standards of conduct when working at events or representing Music Mark.

8. Policy Review

- This policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or organisational activity.
- The Board of Trustees is responsible for approving this policy.

9. Key Contacts

- **Music Mark Designated Safeguarding Lead (DSL):** Chris Buglass; Membership and Operations Director; chris.buglass@musicmark.org.uk
- **Trustee Safeguarding Link**: Charlotte Payne charlotte.payne@centralbedfordshire.gov.uk
- **Local Authority Safeguarding Children Partnership contact details** – Music Mark offices are registered in Hampshire. The number to report a safeguarding concern to Hampshire Children's Services is 0300 555 1384 (for Out of Hours, call *0300 555 1373)*
- **Emergency contact:** If a child is at immediate risk of harm, call 999.
    - [Children] https://www.hampshirescp.org.uk/report-a-concern/
    - [Adults] https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding