



Re-play Music – Safeguarding Policy

RE-PLAY MUSIC is a registered C.I.C no. 15352459, incorporated in England and Wales
The Long Barn, Rodden, Frome, Somerset, BA11 5LD
www.re-playmusic.org

Safeguarding Policy

About Replay Music CIC:

Replay Music CIC is an educational, not-for-profit Community Interest Company providing music opportunities and projects for children, young people, adults, older adults, and individuals with learning difficulties or special needs. We are committed to creating safe, inclusive, and supportive environments for everyone.

Key Legislation

- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018
- Education Act 2002
- UN Convention on the Rights of the Child 1992
- Equality Act 2010
- Children and Families Act 2014
- Human Rights Act 1998

Principles

All staff and volunteers at **Replay Music CIC** must recognise that every participant, regardless of age or ability, deserves respect, protection, and opportunities to thrive. Safeguarding is everyone's responsibility, and the welfare of all participants is paramount.

What is Abuse?

Abuse can take many forms, including:

- Physical injury
- Sexual abuse

- Neglect
- Emotional harm
- Financial or institutional abuse (for adults and older adults)

Abuse can affect anyone—children, young people, adults, older adults, or those with learning difficulties or special needs—regardless of culture, gender, race, sexual orientation, or religion. Perpetrators may be professionals, family members, acquaintances, or strangers. Abuse can occur in person or online.

Safeguarding Responsibilities

Staff and Volunteers:

- Must hold DBS checks as required.
- Complete annual safeguarding training, and any additional mandatory training as directed.
- Respect privacy, dignity, and safety at all educational activities and events, particularly for vulnerable groups.
- Maintain professional boundaries and report concerns immediately.
- **Only use devices provided by Replay Music CIC to take photos, videos, or record personal information, and only after obtaining appropriate consent from the participant or their parent/carer.**

At Schools, Partner Venues, or Community Settings:

- Treat all participants with respect and follow the guidance of responsible staff or carers.
- Notify your project leader immediately of any safeguarding concerns.
- Record incidents carefully and pass them to the Designated Safeguarding Lead (DSL).

At Public or Replay Music CIC Events:

- Ensure a DBS-checked staff member is present as the safeguarding contact.
- Report concerns immediately to the designated staff member or the DSL.

Safeguarding Procedures

Do:

- Listen carefully and take all concerns seriously.
- Reassure participants that they did the right thing.
- Report concerns promptly to the DSL.

- Record incidents accurately and immediately.

Don't:

- Jump to conclusions or ask leading questions.
- Make promises you cannot keep.
- Delay reporting concerns.

Emergency Guidance:

- In schools or care settings, notify the responsible staff or carer first. If concerns involve staff or are not addressed, contact local authorities or the DSL.
- At public events, report concerns to the DBS-checked designated staff member or the DSL.

Online Safety and Use of Digital Media

- Obtain consent before taking or publishing photographs or videos.
- Participants' names must not be used without consent.
- Only **Replay Music CIC** devices may be used for images; personal devices are not permitted.
- Ensure all images/videos are securely stored and accessible for scrutiny.
- **Event Signage:** At all Replay Music CIC events and sessions, signs will be displayed notifying participants, staff, and visitors that photography and filming may take place. Images and videos may be used to:
 - Collect results and document projects.
 - Share on Replay Music CIC websites, social media, and public reports.
 - Demonstrate the impact of our work to funders, supporters, and the general public.
- Maintaining an online presence is important to showcase our work, highlight participant achievements, and demonstrate the value and outcomes of our projects.

Confidentiality and Information Sharing

- Safeguarding concerns are highly confidential.
- Only share information with those responsible for safeguarding.
- GDPR and the Data Protection Act 2018 do not prevent sharing information for safeguarding purposes.

Specific Safeguarding Risks

Staff and volunteers must report the following immediately to the DSL:

- **FGM (Female Genital Mutilation)** – mandatory reporting if suspected.
- **Radicalisation** – concerns about individuals at risk of extremist influences.
- **Child Sexual Exploitation (CSE)** – any suspicion must be reported immediately.
- **Trafficking and Forced Marriage** – report any signs of coercion, exploitation, or trafficking.
- **Abuse of adults or vulnerable people** – including neglect, financial exploitation, or discriminatory treatment.

Record Keeping and Review

- All safeguarding incidents must be recorded in writing, dated, and actioned.
- Records will be securely stored and monitored.
- **Replay Music CIC** will update policies in line with legislation and best practice.
- This policy is **reviewed annually**.

Designated Safeguarding Lead (DSL)

All safeguarding concerns should be reported to the DSL, who is responsible for coordinating actions, liaising with authorities, and providing guidance to staff and volunteers.

Acknowledgement and Sign-Off

All staff and volunteers must read this Safeguarding Policy and confirm that they understand and agree to follow it.

Policy Approved By:

- **Designated Safeguarding Lead (DSL):** _____ Date: _____

- **Senior Manager / Director:** _____ Date: _____

Staff / Volunteer Acknowledgement:

I confirm that I have read and understood the Replay Music CIC Safeguarding Policy and agree to follow its procedures.

- Name: _____

- Role: _____
- Signature: _____
- Date: _____

(Repeat this section for each staff member/volunteer as needed.)

Next Policy Review: [Insert date – 1 year from approval]