



# Safeguarding Children Policy

**Organisation:** Charis Music

**Policy Type:** Safeguarding Children & Young People

**Review Cycle:** Annual (or earlier if legislation/guidance changes)

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## 1. Introduction

Charis Music (“the Organisation”) is a non-profit organisation established for the following purposes:

- To form music teams (e.g. orchestras, ensembles and choirs) and organise music activities to share various kinds of music with the general public.
- To provide music training and music education to the community.
- To reach people and share the beliefs of Christianity.

Charis Music is committed to safeguarding and promoting the welfare of children and young people. We recognise that safeguarding is everyone’s responsibility and expect all staff, trustees, freelancers, volunteers, students and anyone working on behalf of the Organisation to share this commitment.

This policy applies to **all children and young people under the age of 18** who engage with Charis Music, whether through lessons, rehearsals, performances, workshops, online activities or events.

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## 2. Purpose of the Policy

The purpose of this policy is to:

- Protect children and young people who receive services from Charis Music.
  - Provide clear guidance to adults working with or on behalf of the Organisation.
  - Ensure that safeguarding concerns are recognised, responded to and reported appropriately.
  - Promote a culture of vigilance, openness and safe professional practice.
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### 3. Legal and Policy Framework

This policy is informed by and complies with relevant UK legislation and guidance, including but not limited to:

- Children Act 1989 and 2004
  - Working Together to Safeguard Children
  - Keeping Children Safe in Education (principles)
  - The Children and Social Work Act 2017
  - NSPCC and Music-sector safeguarding guidance
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### 4. Safeguarding Principles

Charis Music believes that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to protection from abuse and harm.
- Children should be listened to and taken seriously.
- Safeguarding concerns must be acted upon promptly.

All adults working with children must:

- Remain alert to possible safeguarding concerns.
  - Act in the best interests of the child at all times.
  - Maintain appropriate professional boundaries.
  - Report concerns promptly in line with this policy.
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### 5. Types of Abuse and Safeguarding Risks

Children may be vulnerable to a range of safeguarding risks, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying or cyberbullying
- Grooming and exploitation
- Domestic abuse

- Child criminal or sexual exploitation
- Female Genital Mutilation (FGM)
- Radicalisation
- Self-harm
- Risks arising from inadequate supervision during activities

Abuse may be perpetrated by adults or by other children.

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## 6. Safeguarding Leadership

### Designated Safeguarding Lead (DSL)

**Name:** Dee Chiu

**Role:** Director, Charis Music

The DSL has overall responsibility for safeguarding and child protection within the Organisation.

### Deputy Safeguarding Lead (Deputy DSL)

**Name:** Michelle Wong

**Role:** Staff Member, Charis Music

The Deputy DSL will act in the absence of the DSL and support safeguarding responsibilities.

Both the DSL and Deputy DSL are responsible for:

- Receiving and responding to safeguarding concerns.
  - Making referrals to external agencies where necessary.
  - Keeping secure safeguarding records.
  - Ensuring staff are aware of safeguarding procedures.
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## 7. Responding to Safeguarding Concerns

### Immediate Risk

If a child is in immediate danger or at risk of serious harm, **call 999 immediately.**

The DSL or Deputy DSL must be informed as soon as practicable.

### Non-Immediate Concerns

Where there is a safeguarding concern but no immediate danger:

- The concern must be reported to the DSL or Deputy DSL **on the same day**.
- A written record must be completed as soon as possible.

### If a Child Makes a Disclosure

Adults must:

- Listen calmly and attentively.
  - Reassure the child, but not promise confidentiality.
  - Avoid leading or probing questions.
  - Record the disclosure accurately using the child's own words where possible.
  - Pass the information to the DSL or Deputy DSL immediately.
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## 8. Reporting Concerns About Adults (Including Allegations)

Concerns about the conduct of any adult working with Charis Music must be reported to the DSL. If the concern relates to the DSL, it should be reported to the Deputy DSL.

Concerns may include:

- Harm or potential harm to a child.
- Inappropriate behaviour or boundary violations.
- Criminal behaviour involving a child.

Where appropriate, referrals may be made to:

- Local Authority Children's Services (MASH)
- The Local Authority Designated Officer (LADO)
- The Police
- The Disclosure and Barring Service (DBS)

All allegations will be handled fairly, confidentially and with the welfare of the child as the priority.

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## 9. Whistleblowing

Charis Music encourages a culture where concerns can be raised safely. Any adult who is concerned about safeguarding practice or behaviour may raise concerns without fear of reprisal.

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## 10. Safer Recruitment and DBS Checks

Charis Music is committed to safer recruitment practices.

- All staff, freelancers and volunteers working with children must undergo appropriate DBS checks (Enhanced, with Barred List where applicable).
  - Two references may be requested where appropriate.
  - Individuals must not work unsupervised with children until satisfactory checks are completed.
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## 11. One-to-One Working and Lone Working

- One-to-one lessons must take place in observable environments.
  - Doors should remain open or have clear visibility.
  - Parents/carers must be informed of lesson arrangements.
  - No adult should be alone with a child in a car or private setting.
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## 12. Online Safety and Communication

- Online lessons must be conducted via approved platforms.
  - Communication with children should be via parents/carers where possible.
  - Personal social media accounts must not be used to contact children.
  - Online sessions should be recorded only with parental consent.
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## 13. Managing Behaviour and Physical Intervention

- All children must be treated with respect and fairness.
  - Physical intervention must only be used to prevent immediate harm and must be proportionate.
  - Any incident involving physical intervention must be recorded and reported to the DSL.
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## 14. Bullying and Peer-on-Peer Abuse

Charis Music does not tolerate bullying. Any concerns will be addressed promptly and in consultation with the DSL.

Persistent bullying may result in suspension or exclusion from activities.

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## 15. Transport and Trips

- Written parental consent is required for trips and performances.
  - Children should not be transported in private vehicles by staff unless exceptional circumstances apply and are recorded.
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## 16. Photography and Recording

- Written parental consent is required before photographing or recording children.
  - Images will be stored securely and used only for agreed purposes.
  - Parents and members of the public are asked not to share images of other children without permission.
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## 17. Record Keeping and Confidentiality

- Safeguarding records will be stored securely.
  - Information will be shared only on a need-to-know basis.
  - Records will be retained in line with data protection requirements.
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## 18. Review of Policy

This policy will be reviewed annually or sooner if required by changes in legislation or organisational practice.

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**Approved by:** Charis Music

**Signed:** Dee Chiu (Director)

**Date:** 23/12/2025