



Child Protection and Vulnerable Adults Safeguarding Policy

Review Cycle: Annually (minimum)

Next Review Due: 17/09/2026

1. Introduction

In-Spire Sounds is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We recognise our responsibility to protect them from harm, abuse, neglect, and exploitation, and to create a safe and nurturing environment that enables all individuals to thrive.

This policy applies to all trustees, staff, freelancers, volunteers, and anyone working on behalf of In-Spire Sounds.

2. Terminology

Safeguarding

Safeguarding means protecting children and vulnerable adults from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling the best possible life chances and successful transition into adulthood.

Child Protection

Child protection refers to the specific processes undertaken to protect individual children identified as being at risk of significant harm, in line with statutory obligations under the *Children Act 1989* and *Children Act 2004*. Guidance is provided by *Working Together to Safeguard Children* (updated 2023).

Safeguarding Adults

Safeguarding adults is defined in the *Care Act 2014*. It applies to adults who:

- Have care and support needs,
- Are experiencing, or at risk of, abuse or neglect, and
- Are unable to protect themselves.

Safeguarding adults depends on effective partnership working between agencies, including health, education, social care, voluntary organisations, and justice services.

3. Designated Safeguarding Lead (DSL)

In-Spire Sounds has an appointed DSL, named at the end of this policy.

The DSL is responsible for:

- Implementing this policy and ensuring staff compliance.
- Acting as the first point of contact for safeguarding concerns.
- Keeping clear, accurate, and secure records of concerns and actions.
- Liaising with the Local Authority Designated Officer (LADO) and safeguarding partners.
- Ensuring staff receive regular supervision and safeguarding training.
- Promoting safeguarding awareness across the organisation.

Deputy DSLs may also be appointed to provide cover in the DSL's absence.

4. Safer Recruitment & DBS Checks

- All staff and volunteers in regulated activity must have an **enhanced DBS check** with barred list check where appropriate.
 - The required level of check will be communicated before appointment.
 - Any disclosures will be risk assessed before a decision on appointment.
 - DBS checks will be renewed at least every **3 years** or via the **DBS Update Service** where applicable.
 - All staff not in regulated activity must be familiar with this policy and the staff code of conduct.
-

5. Training & Professional Responsibility

All staff, trustees, and volunteers must:

- Complete safeguarding training appropriate to their role, updated regularly (minimum every **2 years**).
- Be familiar with this safeguarding policy, staff code of conduct, whistleblowing policy, and complaints procedure.
- Know the role of the DSL and how to raise concerns.
- Understand confidentiality, information-sharing, and the limits of secrecy.
- Never investigate allegations themselves, but report immediately to the DSL.

Staff will follow **local safeguarding procedures**:

- [Oxfordshire Safeguarding Children Board \(OSCB\)](#)
 - Local Adult Safeguarding Board guidance
-

6. Responding to Concerns

- If a child or vulnerable adult is in **immediate danger**, call **999** and inform the DSL as soon as possible.
- Concerns not posing immediate risk must be discussed with the DSL promptly.

- Any staff member may make a referral to social care, but the DSL must be informed.
 - Referrals to Children's Social Care (MASH) or Adult Social Care must follow OSCB and Local Authority procedures.
 - Early help should be considered for children who may benefit from additional support before risks escalate.
-

7. Allegations Against Staff, Volunteers and Low-Level Concerns

In line with *KCSIE 2023*:

- **Harm threshold allegations** (where an adult has harmed a child, committed a possible offence, or poses a risk) must be reported immediately to the **DSL** (or Chair of Trustees if the concern is about the DSL).
 - The DSL will notify the **Local Authority Designated Officer (LADO)** within **one working day**.
 - **Low-level concerns** (e.g., boundary issues, inappropriate language, poor practice) must also be reported to the DSL.
 - Records of all low-level concerns will be kept confidentially and reviewed to identify patterns of behaviour.
-

8. Whistleblowing

All staff have a duty to raise concerns about unsafe practice.

- Concerns should normally be raised with the **DSL** or **Chair of Trustees**.
- If concerns cannot be raised internally, staff may contact:
 - **NSPCC Whistleblowing Advice Line:** 0800 028 0285 or help@nspcc.org.uk
 - **Ofsted** for concerns about provision inspected by Ofsted.

In-Spire Sounds encourages a culture of openness where safeguarding concerns can be raised without fear of reprisal.

9. Online Safety

- In-Spire Sounds recognises online safety as integral to safeguarding.
- Children and adults are at risk from grooming, exploitation, radicalisation, harmful content, and cyberbullying.
- Staff must model safe, responsible, and professional online behaviour.
- Personal devices must not be used to contact children or vulnerable adults.
- Participants will be supported to develop safe digital practices and resilience.
- Concerns relating to online safety must be reported to the DSL.

10. Prevent Duty

- In-Spire Sounds has a duty under the *Counter-Terrorism and Security Act 2015* to prevent individuals being drawn into terrorism.
 - Staff must be alert to signs of radicalisation (isolation, changes in behaviour, extremist content online).
 - Concerns must be reported to the DSL, who may contact the Local Authority Prevent Team and refer where appropriate.
-

11. Supporting Children & Vulnerable Adults

In-Spire Sounds will:

- Provide a safe, positive environment that promotes resilience and self-esteem.
 - Work in partnership with parents, carers, and other agencies.
 - Recognise that behaviour may be a form of communication, particularly for those with SEND.
 - Take prompt action where safeguarding concerns arise.
 - Pay particular attention to children missing from education, as this may indicate risk.
-

12. Children and Adults with SEND

We recognise that those with SEND may face additional barriers, including:

- Behaviour or injuries wrongly attributed to disability.
- Disproportionate risk of bullying.
- Communication difficulties.

Staff will take extra care to recognise and respond appropriately to concerns involving SEND.

13. Types of Abuse and Neglect

Staff must be alert to:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**

Staff must also recognise risks of:

- Domestic abuse
- Child sexual exploitation (CSE)

- Child criminal exploitation (CCE, including county lines)
 - Online abuse
 - Radicalisation and extremism
 - Modern slavery and trafficking
 - Financial abuse (adults)
 - Organisational abuse (adults)
-

14. Safe Practice

- Children under 16 must not be left unattended.
 - Venues must be risk assessed for suitability.
 - First aid and fire safety arrangements must be clear.
 - Transporting children requires prior parental/carers consent.
-

15. Record Keeping

- The DSL ensures safeguarding records are kept in chronological order, signed, dated, and stored securely.
 - Records must be shared appropriately with statutory agencies.
 - All safeguarding records will be retained in line with statutory requirements and GDPR.
-

16. Risk Assessments

Risk assessments will be carried out regularly for:

- Activities involving children and vulnerable adults.
 - Trips, events, and venues.
 - Online activity and digital safety.
-

17. Financial Transparency

In-Spire Sounds will ensure transparent financial management in line with Companies House and FCA requirements.

The Treasurer will monitor and oversee all financial activity, including grant spending.

18. Governance & Review

- This policy must be reviewed annually by the Board of Trustees.

- The DSL and trustees are jointly responsible for ensuring compliance.
-

19. Key Contacts

In-Spire Sounds DSL

Kingsley Pratt Boyden

 info@inspiresounds.co.uk |  07724 064478

Chair of Trustees (Complaints)

Agya Poudyal

 agyapoudyal@gmail.com

Independent Complaints about Chair

Contact DSL directly.

Local Safeguarding Contacts

- [OSCB](#) |  oscb@oxfordshire.gov.uk |  01865 815843
 - LCSS Central:  LCSS.Central@oxfordshire.gov.uk | Address: Knights Court, Between Towns Rd, Cowley, OX4 3LX
 - LADO:  lado.safeguardingchildren@oxfordshire.gov.uk |  01865 810603
-

Policy last updated: 18/09/2025

Next review due: 17/09/2026