

HELIX MUSIC

Registered charity number: 1213628

Safeguarding Policy

Purpose

The purpose of this Safeguarding Policy is to ensure that HELIX MUSIC provides a safe and supportive environment for all staff, performers, and volunteers, particularly children and vulnerable adults, who are involved in any of our activities. This policy outlines the procedures for safeguarding and the steps we take to prevent harm, abuse, or exploitation.

Scope

This policy applies to all staff, performers, volunteers, and anyone else working with HELIX MUSIC in any capacity. It covers all activities, including rehearsals, performances, workshops, community outreach programs, and other events where individuals may come into contact with vulnerable people, including children or adults at risk.

Policy Statement

HELIX MUSIC is committed to safeguarding and promoting the welfare of all individuals involved in our programs and activities. We will take all necessary steps to protect individuals from harm, including physical, emotional, or sexual abuse, neglect, or exploitation. We also strive to create an environment where people feel respected, valued, and able to participate safely in our activities.

Definitions

- **Safeguarding:** The action taken to promote the welfare of individuals and protect them from harm, abuse, and neglect.
- **Vulnerable Adults:** Individuals aged 18 or over who are at risk of harm due to age, disability, illness, or any other factors that may impair their ability to protect themselves.
- **Children:** Individuals under the age of 18.

Responsibilities

- **Safeguarding Officer:** A designated Safeguarding Officer will be responsible for overseeing all safeguarding procedures, including managing concerns, training, and reporting.
- **Staff and Volunteers:** All staff and volunteers have a responsibility to follow the company's safeguarding procedures, attend safeguarding training, and report any concerns about the welfare of individuals involved with the company.
- **Management and Board:** The company's leadership team and board members will ensure that appropriate safeguarding measures are implemented and reviewed regularly.

Procedures for Safeguarding

1. Recruitment and Training

- All staff, contractors, and volunteers who work with children or vulnerable adults will undergo background checks (e.g., Disclosure and Barring Service checks in the UK, or equivalent in other regions) before starting their role.
- All individuals working with vulnerable groups will receive safeguarding training during their induction and refresher training on a regular basis to ensure they understand their responsibilities.

2. Code of Conduct

- All staff, performers, and volunteers are expected to behave in a manner that ensures a safe and supportive environment. This includes:
 - Treating all individuals with respect and dignity.
 - Avoiding any behaviour that could be construed as abusive or inappropriate.
 - Never engaging in physical or emotional abuse.
 - Not being alone with children or vulnerable adults in isolated settings unless a parent, guardian, or appropriate adult is present.

3. Recognising and Reporting Concerns

- Safeguarding concerns may include noticing signs of physical or emotional abuse, neglect, or any other indicators that suggest an individual may be at risk.
- If a staff member or volunteer has a concern about a child or vulnerable adult's safety or wellbeing, they must immediately report it to the Safeguarding Officer. If the Safeguarding Officer is not available, the concern should be reported to senior management or another appropriate person.
- All concerns will be taken seriously and dealt with promptly in a confidential manner.

4. Responding to Allegations of Abuse

- If an allegation of abuse is made, the company will follow a clear and transparent procedure, which includes:
 - Ensuring the safety and wellbeing of the individual involved.
 - Reporting the concern to the relevant authorities (e.g., social services, police) in accordance with local laws and regulations.
 - Supporting the individual making the allegation throughout the investigation process.
 - Taking steps to ensure that the accused individual is removed from any position of responsibility if necessary while an investigation takes place.

5. Safeguarding Reviews and Monitoring

- The Safeguarding Officer will regularly review safeguarding procedures to ensure that they remain effective and in line with best practices. Any changes to the policy or procedures will be communicated to all staff, volunteers, and relevant individuals.
- The company will also ensure that all safeguarding concerns are recorded and monitored for patterns or repeated issues.

- Information regarding safeguarding concerns will be kept confidential and only shared with those who need to know in order to protect the individual's safety and wellbeing. This may include the Safeguarding Officer, senior management, external authorities, and the individual involved.

Support for Individuals

- HELIX MUSIC is committed to providing support to individuals who have been affected by safeguarding issues, including access to counselling services, support networks, or external agencies as needed.

Review and Evaluation

- This policy will be reviewed annually or whenever there are significant changes in the company's operations or the relevant legal framework. Any updates to the policy will be communicated to all staff, performers, and volunteers to ensure that everyone is aware of their safeguarding responsibilities.

By implementing this Safeguarding Policy, HELIX MUSIC seeks to protect those who participate in our programs, ensuring they can do so in a safe, supportive, and respectful environment. The company is committed to upholding the highest standards of care and safeguarding for all individuals involved.

November 2025