



CoMA Safeguarding Policy and Procedure

The Designated Safeguarding Officer (DSO) overseeing The Company is Tamara Kohler, Executive Director and Youth Lead (tamara@coma.org).

Any concerns should be reported to Tamara Kohler or Tony Harris, Safeguarding Board Representative (tony.harris@icmp.ac.uk).

Version: 2.0

Owner: Tony Harris/Tamara Kohler

Approved by Board of Contemporary Music for All: 03/04/2024

Approved by Board of CoMA Concert Productions Limited: [date]

This policy applies to both Contemporary Music for All (company no. 03429608) and its wholly owned subsidiary CoMA Concert Productions Limited (company no. 15464259). In this document “The Company” and “CoMA” refers to both companies. Where any part of the document only applies to one of the companies this will be explicitly stated.

Introduction:

CoMA Safeguarding Policy

Keeping Young People and Adults at Risk Safe

The Company is committed to the principle that all young people and adults at risk, who access CoMA’s projects, workshops, events, staff and resources, should be safe and

protected from harm. This policy is designed for everyone who works at CoMA, to explain in simple terms, what is involved in ensuring this commitment is upheld across every part of CoMA's work.

Safeguarding Statement:

The Company considers that:

- The welfare of young people and adults at risk is paramount.
- All young people and adults at risk have the right to protection from harm irrespective of their age, culture, disability, gender, language, racial origin, religious beliefs or sexual identity.
- Our staff should ensure that CoMA's physical and virtual spaces are safe and secure and promote enjoyable and positive experiences.
- All suspicions and allegations of harm should be taken seriously and responded to promptly and appropriately.
- All CoMA's representatives (whether permanent, temporary, freelancers, volunteers, or contractors) working with CoMA, should be aware of their responsibility to ensure the safeguarding of young people and adults at risk.

For the purposes of this policy the following DEFINITIONS apply:

- **Young people** are defined as such if they are under the age of 18.
- **Adults at Risk** are defined as people of 18 years or over, who have needs for care or support, and are experiencing, or at risk of, abuse or neglect as a result of those care and support needs or are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- **Safeguarding** is protecting individuals from maltreatment and preventing impairment of health and development.
- **DBS** – The Disclosure and Barring Service (DBS) is the statutory body currently responsible for storing data about those unsafe to work with children and adults at risk.

Code of Conduct for CoMA Representatives:

Do:

- Recognise the position of trust in which you have been placed.
- Act professionally in all matters. Always keep other members of staff/volunteers informed of where you are and what you are doing.
- Approach anyone apparently in distress and ask if you can help.
- Seek assistance from colleagues or supervisors where appropriate.
- Be aware of the possibility of danger from others, and question situations that you find suspicious.
- Keep the door open if ever working one-to-one with a young person or adult at risk.

- Keep a look out for young people and adults at risk apparently unaccompanied.
- Report an allegation or concern (even if this is just a suspicion) of abuse or inappropriate conduct to the CoMA Designated Safeguarding Officer as soon as possible and always within the same working day that the incident has occurred.
- Ensure you have a valid DBS Check at all times and provide of copy of the check to the DSO.

Practices to be avoided:

- Avoid spending time alone with young people and adults at risk, take simple precautions e.g. keep a door open if alone with someone.
- Avoid physical contact other than in emergencies.
- Do not attempt to investigate concerns or allegations that abuse has, or may have, occurred.
- Share personal contact details with young people or adults at risk, e.g. mobile number, Facebook, social media and personal email unless approved by the DSO.
- Meet with or contact young people or adults at risk outside of the work context for any purpose, without notifying the CoMA Executive Director.
- Take photos or film any young people or adults at risk for personal use. Photos needed for professional use should be cleared in writing with the CoMA Executive Director.
- Allow or engage in inappropriate touching of any kind.
- Engage in rough, physical or sexually provocative games.
- Physically restrain a child or adults at risk, except in exceptional circumstances (e.g. to prevent injury to the person, or to another person resulting from their behaviour).
- Do things of a personal nature for children or adults at risk that they can do themselves, or that a parent/leader/personal support worker can do for them.
- Accompany young people or adults at risk to the toilet. This should be the role of teachers, parents or support workers if required.
- Never make suggestive remarks or threats or use any other inappropriate language, even in jest.
- Never allow people to use inappropriate language about a person unchallenged.
- Never allow allegations made about a person we offer a service to go unchallenged, unrecorded or not acted upon.
- Engage in sexual activity with a participant.
- Engaging in any of these activities could lead to disciplinary action or suspension of your position within the organisation.

Reporting a Safeguarding Concern:

If you believe a young person or adult at risk is under threat or at risk of a safeguarding failure, it is your duty to immediately report this concern to the DSO lead. This concern should be raised immediately, on the day of the issue, in person or by phone, followed up by a written report.