



Safeguarding Children, Young People and Vulnerable Adults Policy

Updated February 2025

Contents

- [Introduction](#)
- [Policy statement](#)
- [Principles](#)
- [Guidelines for Jamming Station employees](#)
 - o [Immediate Action to Ensure Safety](#)
 - o [Recognition of Abuse or Neglect](#)
 - o [What to do if children talk to you about abuse or neglect](#)
 - o [Consulting about your concern](#)
 - o [Making a referral](#)
 - o [Confidentiality](#)
- [Whistleblowing Policy](#)

Introduction

This document is the Safeguarding policy (incorporating the Child Protection Policy) for Jamming Station which will be followed by all members of the organisation and followed and promoted by those in the position of leadership within the organisation.

We know that being a young person or vulnerable adult makes them vulnerable to abuse by other adults. The purpose of this policy is to make sure that the actions of any representative (in the context of the work carried out by the organisation) are transparent and safeguard and promote the welfare of all young people. If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Beth Coombes, (designated child protection contact), out of hours number 07972 855542, or with the Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk.

Policy Statement

Jamming Station is fully committed to ensuring that children and vulnerable adults attending any of our sessions are protected and kept safe from harm. To this end, Jamming Station provides this safeguarding policy and makes it available to all its practitioners and staff. All practitioners and staff who have contact with children carry an enhanced DBS check.

Principles

- The welfare of a child, young person or vulnerable adult will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people, vulnerable adults and their families will be respected and listened to.

- Those people in positions of responsibility within the organisation will work in accordance with the interests of children, young people and vulnerable adults following the policy outlined below.
- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

Safer recruitment and Disclosure and Barring Service (DBS) checks

We carry out DBS checks on staff.

It is important to note that safer recruitment is not confined to conducting DBS checks but includes a responsible and considered approach to recruitment generally including conducting interviews, checks on qualifications and taking up appropriate references. Jamming Station's HR policies cover these issues in detail.

Staff that have direct contact with young people will be required to successfully undertake Safeguarding Level 3 Training.

Guidelines for Jamming Station Employees and Contracted Staff

Good practice creates a positive child protection and vulnerable adult climate and assists in protecting staff from false allegations of abuse. Good practice means:

- Always working in an open environment, encouraging no secrets and unobserved or private situations.
- Treating all people equally with respect and dignity.
- Always putting the welfare of children, young people and vulnerable adults first.
- Maintaining safe and appropriate distance (e.g. It is not appropriate to share a room/cubicle with them where there is no glass door).
- Building a balanced, healthy and professional relationship based on mutual trust, that empowers children, young people and vulnerable adults.
- Making activities fun and enjoyable.
- Keeping up to date with technical skills, qualifications and insurance.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Record any injuries sustained accurately according to the venue's accident policy.
- To record a register of attendance for every session ensuring that any absences have been reported. In the case of an unreported absence the Music Leader or Mentor responsible for taking the register should attempt to make contact with the parent directly after the session. If the parent cannot be reached, an email should be sent to confirm the absence. If no response is received within 48 hours, the absence should be escalated to the Management team (Beth Coombes, Jacqui Perks, Cara Walker) who will decide on the appropriate next steps (i.e. communication with parent from Director/ Project Manager/ Administrator) to ensure the young person's welfare.

E-Safety, Phones/tablet use

- Consent must be obtained from the Jamming Station Management Team (Cara, Jacqui or Beth) for any member of staff in order to take Media (including photos, sound recordings or videos) of participants.
- Media is only stored in the secure Jamming Stations online Drive system. Any media that

is on individual phones/tablets is deleted immediately, once uploaded into the secure online system.

- Staff will not allow participants access to their personal devices and ensure that their personal devices are not left unattended.
- Any devices that are made accessible to participants are made Child Safe
- Being up to date with e-safety as a team, and able to recognise signs of (links to NSPCC site):
 - [bullying/cyberbullying](#)
 - [emotional abuse](#)
 - [sexting](#)
 - [sexual abuse](#)
 - [sexual exploitation](#)
 - [grooming](#)

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families.

In all cases, it is vital to take whatever action is needed to safeguard the child(ren) ie:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police will be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.
- Report immediately to our Safeguarding Lead, Beth Coombes
- Report to the Management Team

Recognition of Abuse or Neglect

Abuse or neglect of a CYP/ vulnerable adult is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or more rarely by a stranger. There are several types of abuse, here are some:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Individuals within the organisation need to be alert to the potential abuse of children both within their families and other sources including abuse by members of that organisation. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures. Jamming Station staff practice being as open and honest as possible with parents/carers about any concerns.

However, staff must not discuss concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations, you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that you are glad they have told you; they have not done anything wrong;
- Explain what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary. You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child. If you are concerned about a child you must share your concerns.

Initially you should talk to Beth Coombes as the designated Safeguarding Lead responsible for Safeguarding within Jamming Station, on 07972 855542

As an organisation we will explore all areas of early help possible, whether it is within the organisation or/and with external support.

Have all other avenues for help and support been tried within the organisation and with support?

If unsure whether to submit a request for support, or want to discuss your request with a social worker phone the MASH Consultation Line on 01392 388428.

If a case needs to be taken to the next stage our Safeguarding Lead will call the Front Door/Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or report/make a Front Door request for support: [Make a request for support or report a child safety concern - Devon Safeguarding Children Partnership](#).

This can be done by anyone if there is reason.

Consider whether informing the parent will put the child at further risk. If not, inform the parent that you are reporting to Front Door.

You should consult externally with your local Social Services Department in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child protection
- when the concerns relate to any member of the organising committee.

Making a referral

A referral involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action. If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the police and consult with the parents. If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local Social Services Office.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place. Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

If in doubt, consult with Directors Beth Coombes, Jacqui Perks or Cara Walker

info@jammingstation.co.uk
beth@jammingstation.co.uk
jacqui@jammingstation.co.uk
cara@jammingstation.co.uk

Whistle Blowing Policy

Statement:

Jamming Station recognises that employees and volunteers may have concerns regarding other colleagues. Employees are often the first to realise that there may be something seriously wrong within the organisation. Jamming Station wants to identify and remove such practice in the delivery of its services; and actively encourages people to raise their concerns in an appropriate way.

Reporting a Suspected Malpractice (Whistle Blowing)

It is the duty of every member of staff and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract,

breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. It applies whether or not the information is confidential.

Jamming Station is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated. A disclosure to Jamming Station will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Staff and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

Who is this policy for?

This policy is for people employed by or volunteering with the Jamming Station for the purposes of this policy only, this is someone who is:

- Employed on a permanent or fixed term contract of employment;
- On a temporary contract or employed through an agency to work for Jamming Station
- An independent consultant for Jamming Station
- A volunteer with Jamming Station
- Contractors and suppliers of services to Jamming Station

Procedure

Any individual who has reasonable suspicions of malpractice should initially take their concerns to the Directors. It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied by someone of their choosing at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only staff who need to know, being informed.

Commitment of the Jamming Station team

All staff and our Advisory Board will receive a copy of this Safeguarding Policy on taking up their role with us as part of their induction. Training to ensure a full understanding of safeguarding matters and their importance will be provided to staff and Advisory Board; and specific, regular and in-depth training will be provided to the Safeguarding Officer.

The Safeguarding Lead is: Beth Coombes, Director
07972 855542 or email: beth@jammingstation.co.uk

Legislation and guidance

The key legislative framework for safeguarding matters relevant to those who work with Jamming Station is contained in: the Children Act 2004, the Safeguarding of Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Care Act 2014, the Children and Social Work Act 2017 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended.

Jamming Station is also committed to ensuring effective safeguarding arrangements as set out in the government guidance [Working Together to Safeguard Children 2023 - GOV.UK](#)

External support

LADO - Local Authority Designated Officer

01392 384964 or email ladosecure-mailbox@devon.gov.uk.

The directors will establish and record the basis of the concerns that have been raised and establish what further actions are required. They will then make contact with the Local Authority Designated Officer (LADO) who will advise them on how they should proceed.

Frontdoor (Formerly MASH - Multi Agency Safeguarding Hub/Front Door)

MASH Consultation Line: 01392 388428.

[Make a request for support or report a child safety concern - Devon Safeguarding Children Partnership](#)

Should any uncertainty about how to proceed if there was a whistleblowing situation and you need immediate advice contact the LADO or if not available the Devon Multi-Agency

The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, the member of staff will be informed in writing.

Employees who want confidential advice can contact the independent charity:

Public Concern at Work

020 7404 6609 helpline@pcaw.co.uk

Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.

Advice, Conciliation and Arbitration Service (ACAS)

08457 47 47 47

Where free information and advice can also be obtained

This policy was reviewed by Jamming Station Directors on:

14th February 2025

Signed: Beth Coombes (Director)



Date for Review: January 2026

Team Checklist

- Safety comes first
- Something doesn't feel right, look right or smell right?
- Remember that vulnerabilities are not always obvious
- Is there a threat to someone's safety?
- Contact Safeguarding Lead and Director:
Beth Coombes on 07972 855542 or
Director Jacqui Perks on 07968 184941 with any concerns.
Or see Policy doc for external contacts
- Ensure that you are up to date with the Safeguarding Policy
- Note our process:



Respond

