

# Peak District Music Centres Safeguarding Policy

## Safeguarding policy statement

**Note:** The terms 'child', 'children' and 'young person' describe any person under the age of 18.

### Our statement

Peak District Music Centres (PDMC) acknowledges its duty of care to safeguard and promote the welfare of children and young people. It is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience at PDMC a safe and child-centred environment
- are protected from abuse whilst participating in PDMC rehearsals, concerts, events and other activities.

We acknowledge that some children, including deaf and disabled children or those from Black, Asian and minoritised ethnic communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

### Our policy

#### What we'll do

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of all incidents or concerns, from lower-level concerns and poor practice to more serious abuse,
- provide support to the individual(s) who raise or report the concern

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- record and store information securely, in line with data protection legislation and guidance [more information about this is available from the [Information Commissioner's Office](#)]
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- develop and implement an effective online safety policy and related procedures
- share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- make sure that children, young people and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in PDMC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

## Monitoring

This policy will be reviewed every three years, or in the following circumstances:  
 changes in legislation and/or government guidance  
 as required by Derbyshire Music Hub  
 as a result of any other significant change or event.

This policy was last reviewed on 7 May 2026

Signed David Brindley  
 PDMC Chair

Supported using public funding by



ARTS COUNCIL  
ENGLAND



www.pdmc.org.uk  
 admin@pdmc.org.uk  
 PeakDistrictMusicCentres  
 PDMC

# PDMC Safeguarding Procedures and Guidance

## Context

This policy enables PDMC to carry out our functions to safeguard and promote the welfare of children and must be read alongside key guidance:

- Department for Education's [statutory guidance](#) publications for schools and local authorities, including: [Working Together to Safeguard Children \(2026\)](#), [Keeping Children Safe in Education \(2025\)](#), )
- [Human Rights Act \(1998\)](#) and [Equality Act \(2010\)](#), including the Public Sector Equality Duty
- [Data Protection Act \(2018\)](#) and [UK GDPR](#)
- [Prevent Duty Guidance \(2023\)](#)
- [Derby and Derbyshire Multi-agency Safeguarding Children procedures](#)

PDMC will liaise with the Derbyshire Safeguarding Children Partnership and/or Derbyshire Music Hub in any situation where additional guidance is required.

## Relevant PDMC Policies and Procedures

All PDMC policies and procedures are included in the PDMC Handbook.

The full contents of the Handbook, including this policy, are reviewed and updated annually for the start of each new academic year. A copy of the Handbook is posted on the web site and all PDMC personnel and parent helpers are directed to it.

Supported using public funding by



ARTS COUNCIL  
ENGLAND



[www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC

In addition to this policy, the key sections in the Handbook which relate to Safeguarding are:

- Services Provided by Ensemble Directors
- Code of Conduct for Ensemble Directors
- Communicating with Parents and Players
- Behaviour Policy, incl. Bullying
- Equality and Diversity
- Use of Social Media and Online Communication
- Registration Procedures
- Health and Safety
- Concert Planning and Management Roles
- Concert Risk Assessments
- Severe Weather Cancellations
- Procedure for Dealing with Complaints and Appeals
- Privacy Policy
- Risk Management Statement and Register
- Whistleblowing Policy

### **The Example of PDMC Personnel**

PDMC personnel comprise all on contract to PDMC (incl. Ensemble Directors and Assistants and the Administrator) and all providing support on a voluntary basis, including trustees and parent helpers.

All PDMC personnel must maintain the highest standards in their own behaviour at all times. They must behave appropriately in their relationship with the players and consistently observe all PDMC policies and procedures.

### **Protecting and Preventing**

All children must be safeguarded at every PDMC activity and event and we must also be alert to the risks that children face in the wider community and online.

### **The key safeguarding responsibilities of all PDMC personnel involve:**

- maintaining vigilance with respect to players' welfare and safety at all times;
- ensuring that all Health and Safety procedures are scrupulously observed;
- proceeding with any activity only after it has been properly risk assessed;
- maintaining accurate registers and ensuring safe dismissals;
- promoting positive relationships and giving encouragement to players, even when criticism or discipline may be an issue;
- maintaining confidentiality whenever it is required or appropriate;
- communicating with parents and never directly or solely with players (other than players over the age of 18 who request direct communication);
- exercising extreme circumspection in the use of social media;
- immediately reporting to the Administrator any concern whatsoever.

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**



 [www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC

## Roles and Responsibilities

### Ensemble Directors and Assistants

Ensemble Directors and Assistants are in the front line, through their direct contact with the players, in ensuring that this policy is followed in every detail. They will take principal responsibility for the safety and welfare of players during any session which they lead, paying particular attention to all PDMC procedures that relate to Safeguarding.

They will have access on the web site to an annually updated copy of the Handbook and will act in accordance with all policies and procedures included in the Handbook. In signing their contract, they agree full compliance.

### Parent Helpers

Parent Helpers and other volunteers provide invaluable direct support to the Ensemble Director in ensuring the welfare and safety of players. They will also be directed at the start of each year to the inclusion of this Policy on the web site.

### Licensed Chaperones

In line with good practice and licencing requirements, many of our volunteers at performances and events will be Local Authority Licensed Chaperones. These Chaperones will be responsible for the welfare of players under their supervision in accordance with this policy as well as the terms of their Chaperone Licence.

### The Chair and the Administrator

The Chair and Administrator take lead responsibility for reviewing and updating all procedures and for ensuring that policy and procedures are followed in all the arrangements and plans which are made in collaboration with other personnel. The Chair and Administrator are also accountable to the trustees for ensuring that all PDMC events are properly risk assessed.

### The Board of Trustees will

- ensure that all necessary policies and procedures which impact directly or indirectly on the Safeguarding of our young players are in place and up to date;
- monitor the effectiveness of all policies and procedures and any issues arising from their application;
- maintain a system, operated by the Administrator, which ensures that all whose contact with young children requires it have: a) undergone a DBS (Disclosure and Barring Service) check as required; b) confirmed annually that their relevant circumstances have not changed; c) made an annual declaration that they are not disqualified by association (under the 2018 Childcare (Disqualification) Guidance); and that an accurate record is maintained by the Administrator of all DBS checks in place;
- ensure that we use only safe venues and operating environments, including on line and remote
- ensure that approved risk assessments are provided, usually by a designated trustee in collaboration with the Ensemble Director(s), for all concerts, trips, tours or other additional activities; and to withhold permission for any event to take place unless they are satisfied with the relevant risk assessment and the arrangements to protect the safety and welfare of the players;
- operate recruitment and selection procedures in line with current guidelines issued by the Derby and Derbyshire Safeguarding Children Partnership.
- designate one trustee to maintain oversight of safeguarding;
- review policy and procedures annually when updating the PDMC Handbook.

Supported using public funding by



ARTS COUNCIL  
ENGLAND



[www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC

## Training

Ensemble Directors and Assistants will normally access annual Safeguarding training and updates by virtue of their work with Music Services and Partnerships, in Derbyshire or elsewhere.

Some Parent Helpers access Safeguarding training by virtue of their work in other sectors e.g. schools. All Licenced Chaperones are required to complete safeguarding training as part of their licence application. All Parent Helpers (including Licenced Chaperones) will have access to the PDMC Handbook, including this policy; and will be provided with any additional key guidance or advice by email.

## Acting on Concerns

PDMC personnel may observe or uncover a situation or practice occurring within routine PDMC activity which causes them concern. This may include an allegation or an expression of concern made by a player or a parent. ***In all such cases, they should not investigate themselves but report the matter immediately to the PDMC Administrator.*** If the concern relates to the Administrator, the matter should be reported directly to the Chair of Trustees.

A disclosure may be made to a member of PDMC personnel, or they may suspect abuse occurring outside the scope of PDMC activity. Again, all such concerns should be reported immediately to the Administrator. See below for guidance on how to respond if information is disclosed to you. In any situation involving the possibility of abuse, the Administrator will immediately contact Call Derbyshire and, if appropriate, the police also. In all cases the Administrator will also inform the designated Safeguarding Trustee at the first opportunity.

In the event of behaviour by a member of PDMC personnel which, whilst not directly threatening the welfare of players, falls short of these guidelines, two trustees, including the Chair and/or the designated Safeguarding trustee, will meet formally with the individual concerned and make a formal record of this meeting. If a warning is given, any subsequent infringement may be grounds for terminating the contract or voluntary role.

In the event of behaviour which, whilst not breaching guidelines, is deemed to be unwise, the Chair or Safeguarding Trustee will give informal advice to the individual concerned and keep a brief note of the meeting.

## If Information is Disclosed to You

It takes a lot of courage for a child, parent, carer, or other significant adult to disclose that they are worried or have concerns. They may feel ashamed, the abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

It is important they are reassured that they are being taken seriously, and that they will be supported and kept safe. They should not be made to feel they are creating a problem or feel ashamed for making a report. Reports, particularly those about sexual violence and harassment should, if possible, be managed with two members of staff present (preferably one being the Safeguarding Trustee or Chair).

If a child or adult talks to you about any risks to a child's safety or wellbeing, you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement.

During your conversation with the child (or their parent/carer)

Supported using public funding by



ARTS COUNCIL  
ENGLAND



[www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC

- Allow them to speak freely, listen to what is being said without interruption and without asking leading questions
- Keep questions to a minimum and of an open nature ('TED questions' - Tell me, Explain, Describe) i.e. 'can you tell me what happened?' rather than 'did x hit you?'
- Remain calm and do not overreact – the child (or their parent/carer) may stop talking if they feel they are upsetting you
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- Avoid admonishing the child or adult for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but they may interpret it that they have done something wrong
- Do not be afraid of silences – remember how hard this must be for the child or adult
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what do other family members think about all this
- At an appropriate time tell the child or adult that to help them you must pass the information on
- Do not automatically offer any physical touch as comfort; it may be anything but comforting to a child who has been abused
- Tell the child or adult what will happen next. If it's possible and there's time, the Safeguarding Trustee or Chair will come to see them in PDMC situ. Otherwise, one or the other of these will be contact them before the end of the day
- Report verbally to the Safeguarding Trustee or, if unavailable, the Chair.
- Write up your conversation as soon as possible and pass it to the Safeguarding Trustee
- Children should not be asked to write statements about abuse or any concerns that may have happened to them or to sign your record
- Seek support if you feel distressed. This may be sometime after the disclosure

## Confidentiality and sharing information

All personnel should be mindful of the seven golden rules to sharing information:

- Remember that the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal

Supported using public funding by



ARTS COUNCIL  
ENGLAND



www.pdmc.org.uk  
 admin@pdmc.org.uk  
 PeakDistrictMusicCentres  
 PDMC

information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
- (Taken from [Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers \(2018\)](#) (HM Government)),

The [Data Protection Act \(2018\)](#) and [UK General Data Protection Regulation \(UK GDPR\)](#) obligations. Personnel are aware that the Data Protection Act 2018 and UK GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe and promoting their welfare.

Personnel should be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of a child, whether this is when problems are first emerging, or where a child is already known to local authority children's social care.

If in any doubt about sharing information, personnel should speak to the designated safeguarding lead or a deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.

## Key contacts

Marion Redman PDMC Administrator – 07798 714825; [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)

Vicky Giliker Designated Safeguarding Trustee [vickysherratt@hotmail.com](mailto:vickysherratt@hotmail.com)

David Brindley Chair of PDMC – 07989 710832; [chair@pdmc.org.uk](mailto:chair@pdmc.org.uk)

Call Derbyshire - 01629 533190 - for urgent referrals

Police - 999 if urgent; or 101

Derbyshire Social Services advice line: 01629 535353

## Other Key Local Safeguarding contacts

### Derbyshire

**Early Help Advisors** (see Derby and Derbyshire Safeguarding Children's Partnership)

<https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/early-help/>

### **Speak to a Social Worker for thresholds advice and consultation**

Children's Service Professional Consultation Line (Derby) | **07812 300329**

Starting Point Consultation and Advice Service for Professionals (Derbyshire) | **01629 535353**

Supported using public funding by



ARTS COUNCIL  
ENGLAND



[www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC

### **Referrals to Local Authority Children's Social Care – Derby**

Initial Response Team | Urgent [01332 641172](tel:01332641172) | Out of hours [01332 956606](tel:01332956606) | Non-urgent via the [Derby Children's Social online referral system](#)

### **Referrals to Local Authority Children's Social Care – Derbyshire**

Starting Point | Urgent [01629 533190](tel:01629533190) | Non-urgent via [Starting Point online](#)

### **Local Authority Designated Officer (LADO)**

Derby and Derbyshire LADO referral | Derby: [CPMduty@derby.gov.uk](mailto:CPMduty@derby.gov.uk) |

Derbyshire: [professional.allegations@derbyshire.gov.uk](mailto:professional.allegations@derbyshire.gov.uk)

### **Other Local Authorities**

As a partner in the Derby and Derbyshire Music Hub, PDMC works closely with Derbyshire County Council. However, when PDMC activities take place in other local authority areas, safeguarding contacts for that local authority may also be needed. These contacts can be found on the relevant local authority website. Where an event takes place outside Derbyshire, an addendum to this policy will be issued, detailing relevant local authority contacts.

### **Key National Contacts**

#### **NSPCC helpline for adults**

Text [88858](tel:88858) | Call [0808 800 5000](tel:08088005000) | Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors.

#### **NSPCC helping report abuse in education**

Call [0800 136 663](tel:0800136663) | Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance:

#### **UK Safer Internet Centre professional advice line**

Call [0844 381 4772](tel:08443814772) | Email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

Helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care:

#### **Report harmful online content**

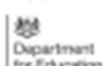
**UK Safer Internet Care** | [Report online harm](#) | A national reporting centre that has been designed to assist anyone in reporting harmful content online

**Child Exploitation and Online Protection (CEOP)** | [Report online](#) | to report online sexual abuse or the way someone has been communicating online

### **Further information**

If you are a member of PDMC personnel, the parent or carer of a player, or a player, and wish to find out more, or make suggestions, about this Safeguarding Policy, please speak in the first instance to the Designated Safeguarding Trustee or the Chair of the PDMC Board.

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**



**i** [www.pdmc.org.uk](http://www.pdmc.org.uk)  
**e** [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
**f** PeakDistrictMusicCentres  
**y** PDMC

## **ADDENDUM : What is Abuse?**

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children

Abuse is a form of maltreatment of a child which may be caused by an adult, adults or by another child or children inflicting harm or by failing to prevent harm. The abuse can be physical, sexual, neglect or emotional, including witnessing the ill treatment of others, such as domestic abuse.

Children can be at risk of abuse inside and outside of their home, in their community, inside and outside the school/college and online.

Safeguarding issues can put children at of risk harm. Behaviours linked to drug taking and or alcohol misuse, deliberately missing education, serious violence (including county lines), radicalisation, consensual/non-consensual sharing of nude and semi-nude images can be signs that children are at risk.

Abuse, neglect, and safeguarding issues are rarely stand-alone events; in most cases multiple issues will overlap with one another. Safeguarding action may be needed to protect children from the following risks, which include abuse perpetrated by other children as well as by adults:

- Any concerns that a child has suffered or is at risk of suffering physical abuse, sexual abuse, emotional abuse, or neglect
- Bullying, including online bullying and prejudice-based bullying, racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Sexual harassment, online sexual abuse, and sexual violence between children. Online abuse can include sending abusive, harassing, and misogynistic or misandrist messages; sharing nude and semi-nude images and videos; and coercing others to make and share sexual imagery.
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and child criminal exploitation, including county lines. This is known locally as child at risk of exploitation or CRE

Supported using public funding by



• [www.pdmc.org.uk](http://www.pdmc.org.uk)  
✉ [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
f PeakDistrictMusicCentres  
▶ PDMC

- Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example youth produced sexual imagery
- Upskirting – taking a picture of someone’s genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate or distress the individual. This is a criminal offence, see Voyeurism (Offences) Act (2019)
- Substance misuse – drugs and alcohol• Domestic abuse• Forced marriage, female genital mutilation and so-called ‘honour-based’ violence
- Children with Perplexing Presentations (PP) in whom illness is fabricated or induced (FII)
- Homelessness
- Other issues not listed here but that pose a risk to children

This Policy update approved and adopted by the Board of Trustees

7 May 2026

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**



 [www.pdmc.org.uk](http://www.pdmc.org.uk)  
 [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)  
 PeakDistrictMusicCentres  
 PDMC