

# **SAFEGUARDING ADULT POLICY**

## **for**

### **RAAGA SUDHA MUSIC ACADEMY CIC**

#### **Introduction**

RAAGA SUDHA MUSIC ACADEMY CIC (the Company) is a company run for the following purpose:

Teaching Indian Classical Music to children, young adults and elderly students and creating opportunities for students to perform. Inculcating human values in students by incorporating it in the lessons. Learning music benefits elderly people as music is proven to improve mental health. The age range of students is between 5 years and 75 years.

Some artists with whom we are planning to collaborate this year are registered “disabled” adults and the Adult Safeguarding Policy is taken very seriously at Raaga Sudha Music Academy. We take additional efforts to understand adults with issues like isolation especially (but not “only”) amongst our elderly students.

The Company is based at:

14 Backworth Court, Backworth

Newcastle upon Tyne NE27 0RP

Company Number: 12795734

The Company has adopted this safeguarding adult policy and expects everyone working or helping at Company to support it and comply with it. Consequently, this policy shall apply to all staff, managers, directors, volunteers, students or anyone working on behalf of Company.

#### **Purpose of the Policy**

This policy is intended to protect adults who receive any service from us. Under this policy, the term adult shall mean any person who is over eighteen years of age. The Company believes that no adult should experience abuse or harm and is committed to the protection of adults. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to adult protection and safeguarding.

#### **The Risks to Adults**

Adults can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of adults can cover a wide range of circumstances and behaviours. For example, adults can be at risk of:

- physical or emotional abuse
- neglect and isolation
- sexual abuse
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- self-harm

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, adults can be placed at risk by family members or by members of the community.

### **Safeguarding Principles**

Safeguarding adults from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any adult who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that adults are properly safeguarded. Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks
- reporting concerns expeditiously and appropriately
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

### **Safeguarding Officers**

The management and oversight of all child safeguarding matters is allocated to:

Srikailash Venkitadri and

Vidya Praveena Srikantan

(the Allocated Safeguarding Officers)

## **Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at:

Information Pack given to all students at the time of registration AND

Our website- [www.raagasudhamusic.co.uk](http://www.raagasudhamusic.co.uk)

## **Responding to a Safeguarding Concern**

Where any adult is at immediate risk of serious harm, we should call 999. Thereafter, an available Allocated Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available Allocated Safeguarding Officer as soon as practicable and by no later than the end of that same day. Where there is a disclosure relating to harm or abuse of an adult, it is important for that Officer to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating the adult and asking probing, intrusive and/or leading questions
- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of the adult making disclosures should be avoided
- refer all relevant information to an available Allocated Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day upon receipt of any safeguarding concern, an Allocated Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

## **Reporting Concerns About Other Adults**

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to the adult such as:

- harming (either physically or emotionally)
- engaging in criminal activity concerning an adult this must be raised in the first instance with an available Allocated Safeguarding Officer (or where this is not appropriate, a different senior

member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognize that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will include either:

- escalation to the applicable Local Authority Social Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company
- a referral to the Disclosure and Barring Service or any other relevant regulatory bodies

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by an Allocated Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority). Any person from within the Company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any adult concerned at the heart of the process. Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Disclosure and Barring Service (DBS) Checks**

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the DBS in relation to are:

1. Teachers
2. Director who attends the sessions periodically

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS.

### **Safeguarding Adults at Events and Activities**

Responsibilities and Planning:

Typically, we may arrange the following types of events and/or activities which could involve children:

1. Music lessons

2. Rehearsals for Performances during Events
3. Music performances at our Performance Events (Pradarshana)

The Allocated Safeguarding Officers shall be responsible for the event's safety and appropriateness. They may appoint a delegate for some responsibilities for a specific event.

Although the Allocated Safeguarding Officers and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in always ensuring the safety of adults.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

## **Venues**

Any events or activities held by us will typically take place at:

1. St Aidan's Community Centre, Gosforth (weekly classes & rehearsals)
2. Framwellgate Moor Community Centre, Durham (weekly classes & rehearsals)
3. The Royal Court Theatre, London (Annual Performance Event)
4. The Bhavan, West Kensington, London (Annual Performance Event)
5. The Glasshouse International Centre for Music, Gateshead (Annual Performance Event)

The health and safety risk assessment of the above locations in reference to its safety and suitability for children has been carried out by the venues itself. We have seen and agreed on the Health and Safety assessment completed in the venues.

The fire safety procedure at the above locations can be found at the venues itself.

## **First Aid**

We have the following first aid procedure within the Company:

At the venue itself

Two First Aiders from our Academy are also available for events

Any accident or injury concerning an adult should be brought to the nearest first aider's attention and thereafter formally reported to an available Allocated Safeguarding Officer.

## **Photography**

### **Our Photographs**

On some occasions, we may take photographs featuring adults. We recognise that photography carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on their public image.

In view of these risks, we will:

- always ask for written permission from each and every adult before taking and sharing any image of them
- always ensure that everyone is properly informed how an image will be used and shared
- always store photos in accordance with our data protection policy.

## **Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Data Protection Policy
- Equality, Diversity and Inclusion Policy

## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Company in the jurisdictions it operates within. This Policy is approved and robustly endorsed by RAAGA SUDHA MUSIC ACADEMY CIC and is due for review every YEAR.

Signed: *Srikailash Venkitadri*  
(Srikailash Venkitadri, Director)

Date: 01/09/2023

