

**YOUTH
MUSIC**

**SAFEGUARDING
POLICY**

2021

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1. About Youth Music

Youth Music's vision is a world where every young person can change their life through music. We are creating a world where every young person can make, learn and earn in music, whatever their background or goal

We believe that music making, learning and earning shouldn't be a privilege, but research shows that for many, it is. We mobilise a nationwide network of grassroots specialists in reaching young people facing economic, social or personal barriers through music.

Every year, our investment, expertise and campaigning enables more than eighty thousand 0-25 year olds to experience the transformative benefits of music.

Youth Music is funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery, and support from partners, fundraisers and donors.

Our organisational values are to:

- **Be bold** – leading change means taking informed risks, however uncomfortable
- **Be inclusive** – we take a proactive and leading approach to equality, diversity and inclusion
- **Be responsive** – like the young people we support, we're constantly growing and open-minded
- **Be enterprising** – we think creatively and act dynamically
- **Be trusting** – the biggest impact will come from collaborating and liberating others.

2. Introduction

This policy explains how Youth Music aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with children and adults at risk of harm.

The purpose of this policy statement is:

- to promote the wellbeing and to protect from harm, abuse and mistreatment of any kind people who benefit from our work, team members and others we come into contact with.

- to provide team members, partners, young people, parents and carers with the principles that guide our approach to safeguarding and our commitments about safeguarding.

All team members and partners must read and comply with the measures outlined in this policy.

Grantholders hold primary responsibility for meeting their safeguarding duties and must have adequate safeguarding policies and procedures. Therefore this policy does not directly apply to them, but does set out our minimum expectations for their safeguarding and our commitments to support them to meet their duties.

3. Definitions

- **Adult at risk:** anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.
- **Child:** anyone under the age of 18 years.
- **Commissioning member of staff:** the team member who contracts with consultants or partners delivering services to Youth Music or on our behalf.
- **Grantholders¹:** organisations in receipt of funding from Youth Music.
- **Partners:** agencies or organisations engaged in delivering services on behalf of Youth Music; or agencies or organisations we are in a joint initiative with.
- **SLT:** Senior Leadership Team
- **Team member:** anyone engaged or acting on behalf of Youth Music supported or directed activities including employees, volunteers (including trustees) and consultants (including young creatives and freelancers). Some requirements may be flexed for consultants dependent on the role following the assessment of risks and the proportionality of duties to their activities.

4. Understanding of safeguarding

In this policy, safeguarding refers to the range of measures to protect the people who come into contact with Youth Music from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an individual's welfare and their health and safety.

¹ For the avoidance of doubt, a grantholder would also be deemed a partner in terms of the Charity Commission's serious incident reporting requirements.

There is a particular duty of care for organisations providing activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

- Children: We will seek to protect children from maltreatment; prevent impairment of their health or development; ensure they are growing up in circumstances consistent with the provision of safe and effective care; and take action to enable them to have the best outcomes.
- Adults at risk: We will protect the rights of adults to live in safety, free from abuse and neglect.

5. Legal framework

We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission, [for safeguarding and protecting people](#) and [protecting charities from abuse for extremist purposes](#).

In developing this policy and any associated procedures and guidance, Youth Music has referred to key domestic legislation including [The Charities Acts 2006 & 2011](#), the [Children Act 1989 & 2004](#), the [Protection of Children Act 1999](#) and the [Safeguarding Vulnerable Groups Act 2006](#), the [Care Act 2014](#), the [Data Protection Act 2018](#), [Public Interest Disclosure Act 1998](#), and the [Equality Act 2010](#) and in light of the principles of the [Mental Capacity Act 2005](#) and the [Counter-Terrorism and Security Act 2015](#).

As a charity and limited company, Youth Music recognise its particular duties to safeguard and promote the welfare of children and adults at risk of harm affected by its work. Where we engage in such work, we will consider relevant statutory guidance including [Keeping Children Safe in Education \(2020\)](#), [Working Together to Safeguard Children \(2020\)](#), [Care and support statutory guidance \(2020\)](#) and [Prevent Duty Guidance for England & Wales \(2019\)](#). We shall consider this guidance proportionally in light of the organisation's unique nature and structure, and respecting the duties of statutory agencies to protect children and adults experiencing or at risk of harm.

Youth Music primarily operates in England. The principles underpinning this policy are developed in regard to UK legislation. They apply across the organisation, irrespective of location. Where we operate outside of England, the specific legal obligations and context for our safeguarding activity will vary according to the nation in which we are operating.

6. Policy statement

Our commitment

Everyone has the right to be safe. Protecting people and meeting our safeguarding responsibilities is a governance priority for Youth Music. It is a fundamental part of operating as a charity for the public benefit and a foundation of how we create a world where every young person can make, learn and earn in music, whatever their background or goal.

Respect

Youth Music is committed to ensuring that everyone in contact with the charity is treated with dignity and respect, and feels that they are in a safe and supportive environment. Where there is a safeguarding concern, we will be responsive to the individual's views, wishes and feelings, ensuring they are taken into account when determining what action to take.

Taking responsibility

Youth Music recognises that protecting people from harm is both a corporate and individual responsibility. Team members are responsible for safeguarding others' health and wellbeing and protecting them from all forms of harm, including abuse, exploitation, and violence. They should show a commitment to and an understanding of others' rights, safety, and welfare. We will ensure that team members and partners act and respond appropriately to any concerns or allegations of abuse, harm or neglect. We will be dynamic in managing risk effectively and proportionately.

Equity, diversity and inclusion

Youth Music believes that everyone has an equal right to be protected from all types of harm or abuse. Inequalities in society mean that not all groups are treated equally, fairly and with dignity, or have the same protection from abuse, harm or neglect. We have a particular responsibility to safeguard groups most at risk of harm - such as children and adults at risk - and to remove the barriers that exclude marginalised and minority groups from equal protection. ²

Best interests

We will be bold in placing the best interests of those we work with at the heart of everything we do. In responding to a safeguarding concern, the primary

² The Equality Act 2010 provides the legislative framework that informs our work to promote equality of opportunity and reduce barriers to engagement, in particular for protected groups including: age*, disability*, ethnicity (including race, colour and nationality)*, gender*, gender reassignment*, religion or belief*, sexual orientation*, marriage and civil partnership*, pregnancy and maternity*, refugees and asylum seekers, people who are neuro-divergent, ex-offenders (*Under the Equality Act (2010) these are known as "protected characteristics").

consideration will always be the best interests of those at risk of or experiencing harm.

Confidentiality and information sharing

Youth Music seeks to protect individuals' rights to privacy and confidentiality. All our team members must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information proportionately to protect people from harm. We will maintain and securely store confidential, detailed and accurate records of all safeguarding concerns.

Collaborating

Youth Music recognises that working in partnership with other agencies is essential in effective safeguarding. We will support grantholders, partners and the wider music sector to meet their safeguarding duties and collaborate to ensure that we build a safer world for all. We will support statutory agencies to meet their duties in leading investigation and assessment of safeguarding concerns and always proactively support police or prosecutors to fulfil their duties.

Accountability

Youth Music seeks to build a culture where we are accountable for our safeguarding duties. We aim to be open as to how we demonstrate integrity in our professional and personal conduct at all times. We will seek to continually learn from our experience of safeguarding and always notify relevant organisations, authorities, regulatory and governing bodies as required when managing a concern.

7. Safeguarding in our organisation

This section outlines the measures in place to build a culture of safeguarding for all in our organisation. Further details of specific responsibilities are included in Annex A.

7.1. Accountability for implementation

- The Board of Trustees has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively. Safeguarding is a standing agenda item at every meeting and included in the organisation's risk register.
- The Lead Trustee will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Designated Safeguarding Lead (DSL) to fulfil their duties.

- The CEO will ensure that a DSL and deputy are named, appropriately trained and have the time and focus to fulfil their duties effectively.
- The SLT, led by the CEO, is responsible for actively promoting safeguarding within day-to-day operations and role-modelling best practice.

7.2. Appointment of Designated Safeguarding Lead (DSL) and deputy

- We will appoint a Designated Safeguarding Lead and deputy to champion and lead the implementation of safeguarding in our activities.
- The DSL must inform the Board of Trustees of all serious incident reports. They will ensure that safeguarding is a standing agenda item at all trustee meetings (whilst maintaining the confidentiality of individuals involved). Annually, they will undertake a review of all safeguarding cases and include a summary of proactive measures to implement and strengthen safeguarding across the organisation. The review will be presented to the Finance and Audit sub-committee members for their consideration prior to being tabled for discussion at the next scheduled meeting of the trustees.

7.3. Appointment of Safeguarding Champions

- Youth Music is a unique and diverse organisation and each team manages very different types of safeguarding risk. To ensure safeguarding measures respond to the different organisational needs, the SLT will ensure Safeguarding Champions are appointed in each team.

7.4. Taking responsibility in joint working and working with others

- In any joint activities or initiatives with others, Youth Music and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e. the “safeguarding lead organisation”) and which policies and procedures will be followed for the joint initiative.
- When making decisions on who will be the safeguarding lead organisation, Youth Music will be mindful of whether the other organisation meets minimum expectations for safeguarding (see Annex B).

7.5. Ensuring safer recruitment practices

- We will recruit team members safely, ensuring all necessary checks (including enhanced DBS where eligible and required) are made and managing risks to ensure they are suitable for their role.
- We will advise all team members working with children and adults at risk of harm to disclose any reason that may affect their suitability to undertake this work in line with legal requirements and best practice.
- Our Recruitment Guidelines will set expectations for how we assess all roles, taking into account the working environment, determining if they are eligible for a DBS check and if so, at what level.

7.6. Supporting team members to fulfil their responsibilities

- We will share information about the right to be safe and safeguarding best practice to all team members, including providing structured induction and training.
- Any new team member will be provided with this policy and associated procedures and have an induction with the DSL (or deputy) within one month of starting work. The line manager or commissioning member of staff should discuss any role-specific safeguarding requirements with the team member, including the application of the relevant Code of Conduct.
- When a team member is working with children and adults at risk of harm, their line manager or commissioning member of staff (in consultation with the DSL) will review the nature of the work and decide if specialist training will be provided.
- The DSL will ensure that all team members receive appropriate and proportionate refresher training on an annual basis.
- SLT will ensure opportunities to discuss safeguarding within team meetings, 1-to-1s, appraisals and other forums across the organisation.

7.7. Providing safe and secure programmes, environments and activities

- We recognise that people can be harmed as a result of poorly designed programmes and projects, and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.
- We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and good practice.
- We will actively share information about safeguarding how people can raise a concern to those affected by our work, including on our website.

7.8. Providing a safe digital environment

- We will take technical solutions to reduce access to inappropriate content on devices owned or used by Youth Music. We will review and update our

information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.

- Where we are using digital channels to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will identify appropriate approaches to educate and raise awareness of online safety to these groups relevant to our activities. These risks will include:
 - content: being exposed to illegal, inappropriate or harmful material
 - contact: being subjected to harmful online interaction with other users
 - conduct: personal online behaviour that increases the likelihood of, or causes, harm.
 - contract: being exposed to inappropriate or unsuitable commercial risks
- We will examine and risk assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with children and adults at risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.
- We will always act to prevent hateful or inappropriate content targeting our team members.

7.9. Adopting safer working practices

- We have relevant codes of conduct for all our team members. All team members must read and sign the Code of Conduct on joining the organisation.
- Where team members are in contact with children or adults at risk, they must follow those specific established standards of conduct.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.

7.10. Supporting, supervising and managing our team

- We will provide effective management for team members through supervision, support and quality assurance measures.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager or commissioning member of staff as appropriate without fear of penalty or victimisation. They can always contact the DSL or Lead Trustee.
- Line managers or commissioning member of staff should ensure that team members are aware of their right to whistleblow in the public interest in the Whistleblowing Policy & Procedures.

- We recognise that effective safeguarding rests on a broader culture of supporting wellbeing. SLT will ensure that line managers receive training on supporting mental health at work; all staff have access to counselling and support via the Youth Music Employee Assistance Programme, and we will maintain access to Mental Health First Aiders.

7.11. Receiving and responding to safeguarding disclosures, concerns and allegations

- Our team members will always respond to a safeguarding disclosure, concern or allegation promptly and appropriately following the relevant Youth Music procedure. Youth Music operates a low-level concern approach which means that even minor concerns or suspicions of harm must be reported in line with our procedures. Failure to report safeguarding concerns will be considered a serious breach of Youth Music's safeguarding procedures and may result in disciplinary action.
- We recognise that those in positions of responsibility may abuse their power and exploit or harm others. We will be proactive in dealing with any abuse and to challenge any abuse of power, especially by anyone in a position of trust or responsibility.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing harm, any bystanders and our organisation as a whole into account.
- The DSL will ensure that serious incidents which require reporting to the Charity Commission are shared with the Finance & Audit sub-group who ensure appropriate action is taken.
- For further details, see our Procedures for Managing Safeguarding Disclosures, Concerns or Allegations.

7.12. Managing and processing data appropriately

- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing; recording and storing information professionally and securely and in line with established procedures.
- We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning children, adults at risk, parents, families and carers.

7.13. Ensuring safer use of audio-visual materials

- To celebrate our work's successes and achievements, we will collect a range of audio-visual materials of those engaged in our work; including of children and adults at risk. We have a responsibility to ensure this is done safely.

- We will ensure that we have appropriate consent for the taking and storage of images; including from parents and carers of children or adults at risk. We will inform them how the material will be used, stored, and the potential risks associated with the use and distribution of these materials.
- We will always share expectations when permitting individuals attending our events to take audio-visual materials for their personal use.
- Where team members collect audio-visual materials of children or adults at risk they should seek further advice from the Designated Safeguarding Lead.
- Where we publish audio-visual materials of children and adults at risk, we will proactively reduce the risk of this being misused by carefully selecting materials and limiting identifiable information.

8. Safeguarding with grantholders

This section outlines the measures in place to ensure that good safeguarding practices are embedded in Youth Music's grant-making.

8.1. Expectations on grantholders' safeguarding

- We will set and communicate minimum expectations of safeguarding all the organisations we fund to have in place to prevent harm and respond to safeguarding concerns (Annex B).
- We recognise that organisations will be at different stages of their safeguarding maturity. All grantholders will be expected to work towards these expectations if they do not currently meet them.

8.2. Assessing grantholders' commitment to safeguarding

- We will ask questions about safeguarding in the application form for funding.
- We will ensure that relevant team members receive specialist training to enable them to recognise good safeguarding practice and identify potential risks.

8.3. Monitoring grantholders' safeguarding in grant delivery

- We expect all grantholders to fully implement and monitor the safeguarding measures set out in their policies and procedures and our funding agreement's requirements.
- We will remind grantholders about our expectations for safeguarding during the start-up phase of the grant.
- We will include specific questions on safeguarding in monitoring reports and explore safeguarding practices during monitoring visits.

8.4. Being informed of safeguarding concerns and incidents in grantholders' supported activity

- We will expect all grantholders to report safeguarding incidents arising as a result of or in connection with their funded programme to Youth Music, and provide details as required by Youth Music.
- Our Procedure to Raise a Concern outlines what information is required, in what instances it must be reported to Youth Music, and how the concern will be managed.

8.5. Supporting grantholders to fulfil their responsibilities

- We recognise that our grantholders hold the primary responsibility for safeguarding and protecting from harm those in contact with their organisation.
- We want to support organisations to continually improve their safeguarding practices. We will strive to be open and supportive as grantholders deliver their work in line with commitments in Annex B.
- Youth Music may suspend or withdraw funding in exceptional circumstances if the grantholder is unable or unwilling to meet their safeguarding responsibilities. The decision to terminate funding is never taken lightly, and we will always try and support our partners to address concerns rather than terminate funding. Our disinvestment policy outlines the process.
- Any decision to suspend or terminate funding must be agreed with the SLT and approved by the Safeguarding Lead and the Designated Trustee for Safeguarding.

9. Disciplinary action

Where disciplinary action needs to be taken in regard to a Youth Music employee, it will be undertaken in accordance with the procedures set out in the Disciplinary Policy. Suspension of the individual against whom allegations have been made may be deemed to be necessary, if, for example:

- There is cause to suspect a child is at risk of significant harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might represent grounds for dismissal.

Youth Music will not suspend an employee for longer than is reasonably necessary, and the employee will continue to receive full pay and benefits during any period of suspension.

If the individual in question is not an employee, Youth Music will liaise with the relevant organisation (e.g. the individual's employer) to determine what disciplinary action should be taken. Youth Music may terminate the individual's contract, involvement and or association with immediate effect.

10. Related policies and procedures

This policy statement should be read alongside Youth Music's other organisational policies and procedures (which will be made available to team members when beginning their activity with us), as follows:

1. Procedures to Raise a Safeguarding Concern
2. Recruitment and Selection Policy
3. Safeguarding Code of Conduct
4. Bullying and Harassment Policy
5. Grievance and Complaints Policy
6. Disciplinary and Dismissal Policy
7. Engaging Freelancers Policy
8. Health & Safety Policy
9. Whistleblowing Policy and Procedures
10. Complaints Procedure
11. Diversity Policy and Procedures
12. Data Protection Policy and Procedures
13. Funding Agreement
14. Procedure to Raise a Concern [about a grantholder] [here](#)
15. Disinvestment Policy [here](#)

Annex A: Responsibilities

The Lead Trustee for Safeguarding role is to:

- Champion the importance of safeguarding within the Board of Trustees, SLT and across the organisation;
- Attend meetings to maintain an overview of safeguarding cases and measures to implement and strengthen safeguarding across the organisation;
- Support the SLT in the management of high-risk cases and ensure that risks are managed appropriately; and
- Approve any decisions to suspend or terminate funding due to safeguarding concerns.

The Designated Safeguarding Lead will provide specialist advice and advice to ensure the highest standards are maintained across all our operations. The Safeguarding Lead will:

- Act as the central contact point for all team members to discuss any safeguarding concerns;
- Provide advice and support to staff, funded partners and others connected with our work;
- Develop guidance and training across the organisation;
- Manage all safeguarding concerns reported and ensure a robust and timely response; coordinating safeguarding action for individual children and adults at risk of harm, and liaising with other agencies and professionals in line with relevant statutory guidance;
- Maintain a confidential recording system for safeguarding incidents, concerns and allegations (known as a "Safeguarding Log");
- Engage with other agencies and experts within the sector to ensure our approach is both informed by and contributes to best practice;
- Ensure that policies are reviewed at least annually and when required.

Safeguarding Champions are in place from teams across Youth Music to:

- Build awareness and ensure safeguarding is embedded across the organisation;
- Meet with the Safeguarding Lead on a quarterly basis to share the specific safeguarding issues and support required by their teams;
- Promote safeguarding within their teams and support the implementation of safeguarding policies and procedures;
- Provide advice to their teams, including signposting to safeguarding resources;
- Ensure that safeguarding concerns are escalated in line with safeguarding procedures; and

- Support the Safeguarding Lead to develop and deliver training and other resources to meet the needs of their teams.

Annex B: Safeguarding and Youth Music grantholders

Minimum expectations on grantholders

The variety of organisations that Youth Music funds means that the regulatory requirements will vary. As a minimum, we expect that organisations meet the regulatory requirements.

These measures should include:³

- A named designated safeguarding lead to support other practitioners in their organisation and lead referrals to statutory authorities
- A board level lead with responsibility for safeguarding
- Safe recruitment practices, including clear policies on when DBS checks are required, how to assess the level of check needed and how to handle the information
- Mandatory induction, which includes familiarisation with safeguarding responsibilities and relevant procedures
- Clear procedures for responding to and escalating safeguarding concerns
- Clear policies on safeguarding, bullying & harassment, whistleblowing, and photography and filming
- Regular safeguarding training for all staff and volunteers
- Appropriate supervision and support for staff with space to review their own practice
- A policy for online safety as appropriate.

Support for grantholders

Where gaps are identified, these may be addressed by:

- Placing additional conditions on the funding, including conditions that must be met before the work can commence
- Allowing budget to be allocated towards strengthening safeguarding
- Having discussions on good practice and signposting to key resources.

We will support grantholders to meet minimum expectations by:

- Allowing all organisations to include a budget line for safeguarding in their application for funding
- Being flexible in our requirements and allowing budget to be re-allocated for safeguarding if gaps are identified
- Maintaining an [online resource hub for grantholders](#), and providing occasional training

³ This list has been derived from measures outlined in two statutory documents. "[Working together to safeguard children](#)" which places a responsibility on all those working with children (see chapter 2); and the Charity Commission guidance on safeguarding duties for [registered charities working with children or adults at risk](#).

- Signposting to capacity-building support via external specialists and, where appropriate, providing additional funds to cover this additional support
- Where resources permit, providing guidance, including on policies and procedures.

Safeguarding Team

Role 1: Lead Trustee

Name: Rachel Lindley, (she/her)

Contact: trustees@youthmusic.org.uk

Role 2: Designated Safeguarding Lead (DSL)

Name: Angela Linton, (she/her)

Contact: angela.linton@youthmusic.org.uk Mobile: 07738 147733

Role 3: Deputy Safeguarding Lead

Name: Leigh Halifax, (they/them)

Contact: leigh.halifax@youthmusic.org.uk Phone: 020 3597 7600

Role 4: Team Champions:

Engagement – Elijah Cushnie (he/him)

Grants & Learning – Adam Cookson (he/him)

Contact: firstname.surname@youthmusic.org.uk

Annex C: Youth Music Code of Conduct

Youth Music is committed to creating a positive work environment; to developing policies and systems and promoting behaviours which support a culture where people are valued, respected and know they matter, and where diversity is celebrated.

The organisation is committed to having fair, clearly-stated and supportive relationships between the organisation and its staff and volunteers.

We aim to live our values, not only in the way we do our work but also in the way we treat everyone who works with us. Our unique values are what make us 'Youth Music'. With the help of our Values Committee – a voluntary group of employees – we ensure these principles always guide our decisions and nurture our great workplace culture.

Our organisational values are to:

- **Be bold** – leading change means taking informed risks, however uncomfortable
- **Be inclusive** – we take a proactive and leading approach to equality, diversity and inclusion
- **Be responsive** – like the young people we support, we're constantly growing and open-minded
- **Be enterprising** – we think creatively and act dynamically
- **Be trusting** – the biggest impact will come from collaborating and liberating others.

Behaviour

It is expected that all employees at Youth Music maintain a high standard of conduct and work performance, observing equity and fairness in dealing with other staff.

Employees are expected to:

- Perform personal duties with skill, care, diligence, and professionalism
- Observe and uphold Youth Music policies and procedures

- Treat colleagues with courtesy, and with respect for their rights, duties and aspirations.

Employees must agree to comply with Youth Music's policies on harassment, consent and safeguarding, and to be respectful and professional at all times when carrying out work on behalf of Youth Music.

Employees will not physically assault or insult, threaten or malign colleagues or behave in such a way that brings Youth Music into disrepute.

Harassment

Youth Music is dedicated to providing harassment-free experiences for everyone, regardless of age, disability, ethnicity, gender, gender identity and expression, religion, sexual orientation, and people who are neuro-divergent. You can see more about our Diversity, Equality and Inclusion statement [here](#).

We will not tolerate harassment in any form. While you are representing Youth Music, you are not to use any offensive or inappropriate language, images, activities or other material.

If you experience any harassment, notice that someone else is being harassed, or would like to discuss any concerns at any time, please let us know as soon as possible. We will investigate the issue quickly and sensitively.

Staff asked to stop any harassing behaviour are expected to comply immediately. Failure to comply will be treated as misconduct, which may include gross misconduct warranting dismissal.

What is harassment?

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity and/or religion; technology choices; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

YOUTH MUSIC

The National Foundation for Youth Music
9 Tanner Street, London,
SE1 3LE

Registered charity number: 1075032

Limited company number: 3750674