

School of Popular Music

Safeguarding Children, Young People and Adults at Risk Policy

Guernsey & Jersey

Version: v4.0

Approved by: Tyler Edmonds

Owner: Designated Safeguarding Lead (DSL)

Effective from: 5th March 2026

Next review due: 5th March 2028 (or sooner if legislation/guidance changes)

1) Policy statement

School of Popular Music (“SOPM”, “we”, “us”) is committed to safeguarding children and young people and protecting adults at risk from harm, abuse, neglect and exploitation. Safeguarding is everyone’s responsibility. We will take all reasonable steps to create and maintain a safe, supportive environment where students can learn, socialise and perform with dignity and respect.

We recognise that:

- safeguarding concerns can arise in any setting, including one-to-one lessons, group sessions, performances, trips and online tuition;
- abuse can be perpetrated by adults or other children/young people;
- early action and clear reporting routes are essential.

This policy explains:

- the standards of behaviour expected from all staff and tutors;
- how we recruit safely and maintain safer working practices;
- how to recognise, respond to, record and report concerns;
- how SOPM works with island safeguarding agencies in Guernsey and Jersey.

2) Scope

This policy applies to all SOPM activities and everyone acting for or on behalf of SOPM, including:

- employees (full-time and part-time), contractors, volunteers and work experience placements;
- visiting tutors/clinicians/performers engaged by SOPM;
- events, rehearsals, performances, trips, workshops and online lessons;
- any venue used by SOPM (SOPM premises, hired studios, schools/partner venues, community venues, outdoor locations).

Where SOPM delivers lessons in a partner organisation (e.g., a school), SOPM staff must follow:

- this policy; and

- the partner organisation’s safeguarding procedures, including their reporting routes where required.

3) Key internal safeguarding contacts

Designated Safeguarding Lead (DSL)

Tyler Edmonds (Director) – DSL

Deputy DSL

Casey-Joe Rumens (Director) – Deputy DSL

Jersey safeguarding point of contact

Harrison Collins or Phoebe Collins (Jersey Managers) – local point of contact for safeguarding concerns in Jersey. Harrison Collins or Phoebe Collins are not a DSL but will receive initial concerns in Jersey and escalate to the DSL immediately.

Safeguarding contact details

Safeguarding email: hello@sopm.gg

Safeguarding phone: 07911 730994

If a concern involves the DSL or Deputy DSL, or a reporter believes internal escalation is not safe or appropriate, they must report directly to the relevant external agency listed in Appendix A or B.

4) Legal and guidance framework

SOPM operates across Guernsey and Jersey. Safeguarding requirements, agencies and procedures differ between islands.

In Guernsey, child protection is underpinned by the Children (Guernsey and Alderney) Law, 2008 and local child protection guidelines and referral arrangements via MASH.

In Jersey, safeguarding procedures are based on the Children (Jersey) Law 2002 and are supported by the statutory safeguarding framework introduced under the Children and Young People (Jersey) Law 2022 and related guidance.

This policy is a safeguarding and operational document. It is not legal advice. SOPM should have this policy reviewed periodically by an appropriate local professional (e.g., safeguarding adviser and/or legal counsel) for each island.

5) Definitions

Child / young person: anyone under 18.

Adult at risk: SOPM uses the term “adult at risk” to mean an adult (18+) who may be unable to protect themselves from harm, abuse, neglect or exploitation due to care and support needs, disability, illness, frailty or mental disorder, including self-neglect considerations. This definition is used for operational purposes and may not correspond exactly to statutory definitions in each jurisdiction.

Safeguarding: protecting children/young people and adults at risk from maltreatment; preventing impairment of health/development; ensuring safe and effective care; taking action to enable best outcomes.

Abuse and neglect can take many forms, including (non-exhaustive):

- physical abuse
- emotional/psychological abuse
- sexual abuse
- neglect
- domestic abuse
- exploitation and grooming (including online)
- bullying and peer-on-peer abuse
- financial abuse (particularly relevant for adults at risk)
- discriminatory abuse
- organisational abuse
- self-neglect (adults at risk)

6) Safeguarding culture and expectations

SOPM will:

- treat all students with dignity and respect;
- promote an environment where students feel able to speak up;
- maintain clear professional boundaries;
- use safer recruitment and robust vetting processes;
- provide safeguarding training and supervision appropriate to role;
- respond quickly to concerns and work with statutory agencies.

SOPM will not:

- minimise, ignore or “manage internally” serious concerns that require external referral;
- delay reporting where a child/adult may be at risk;
- promise absolute confidentiality to anyone making a disclosure.

PART A — Roles and responsibilities

7) Responsibilities of all staff and tutors

Everyone working with SOPM must:

- read, understand and follow this policy and the SOPM Staff Code of Conduct;
- complete safeguarding induction before unsupervised work begins;

- maintain professional boundaries and safer working practices;
- act immediately on any safeguarding concern (including concerns about colleagues);
- record and report concerns to the DSL (or directly to external agencies if needed);
- cooperate with any safeguarding investigation and maintain confidentiality appropriately.

8) DSL responsibilities

The DSL is responsible for:

- receiving and triaging safeguarding concerns;
- ensuring concerns are recorded, stored securely and actioned;
- making referrals to external agencies where appropriate;
- managing allegations against staff in line with this policy;
- ensuring staff are trained, supervised and supported;
- ensuring safeguarding is reviewed annually and after any significant incident.

The Deputy DSL will act in the DSL's absence and will be trained to the same standard. The Jersey safeguarding point of contact will receive and escalate concerns locally but is not authorised to make referral decisions without DSL involvement except where immediate safety requires it.

PART B — Safer recruitment and vetting

9) Safer recruitment principles

SOPM is committed to safer recruitment. The aim is to deter unsuitable people, identify and reject candidates who pose a risk, and ensure ongoing suitability.

For all roles involving contact with children, young people or adults at risk, SOPM will use:

- clear role profiles and safeguarding responsibilities in job adverts;
- application forms and interview questions that test safeguarding attitudes and boundaries;
- identity checks (photo ID and proof of address);
- qualification/professional membership checks where relevant;
- a minimum of two references, including one that speaks to suitability to work with children/young people;
- a self-declaration of relevant convictions/disciplinary findings (where lawful);
- appropriate criminal record checks/disclosures (see section 10);
- probationary periods and supervised starts for new staff.

10) Criminal record checks, disclosures and renewal

SOPM will obtain the appropriate level of criminal record check for all roles involving work with children/young people or adults at risk.

Renewal

DBS checks will be renewed every 3 years for all staff in roles involving regular contact with children, young people or adults at risk. SOPM will maintain a central record of check dates and renewal due dates.

Guernsey

Guernsey DBS checks are now typically processed via third-party online DBS umbrella bodies following the dissolution of the Guernsey Vetting Bureau (effective 1 February 2026). Guernsey Police Disclosure and Vetting Unit contact details are available via their disclosures information page.

Jersey

Jersey uses DBS/CRB-style checking routes appropriate to the role. Personal “subject access” checks are different from DBS checks and are not a substitute for employer vetting.

Handling certificate data

Any DBS information must be handled in line with the DBS Code of Practice/employer guidance, including secure storage and disposal. Certificate information should not normally be retained for longer than 6 months.

Overseas checks

Where staff have lived or worked abroad, SOPM may require additional overseas criminal record documentation as part of safer recruitment.

A criminal record check is one part of safeguarding. It does not replace supervision, training, safe working practice, and an open reporting culture.

11) Ongoing suitability

SOPM will:

- require staff to notify the DSL immediately if they are arrested, charged, cautioned, convicted, or become subject to any safeguarding investigation (where lawful and relevant);
- address conduct concerns promptly, including low-level concerns (see section 20);
- remove a person from duties pending safeguarding advice where a risk is indicated.

PART C — Safer working practice in a music-school context

12) Code of conduct and professional boundaries

All SOPM staff must:

- behave professionally, respectfully and consistently;
- avoid favouritism and maintain appropriate boundaries;

- never use humiliation, threats, degrading treatment, or inappropriate language/jokes;
- never engage in sexualised behaviour, flirting or suggestive communication;
- never form an inappropriate relationship with a student.

1:1 lessons and visibility

Because music tuition often involves one-to-one teaching, visibility is essential.

At SOPM premises: all teaching rooms have glass panels in the doors. Lessons must take place in these rooms with the glass unobstructed at all times.

At peripatetic venues (schools and third-party sites): room design and visibility arrangements are the venue's responsibility. Where a room does not have an internal window or glass panel, the tutor must keep the door open unless the student or parent/carer has been informed and a clear check-in procedure is in place. Tutors should raise any ongoing visibility concerns with SOPM management so they can be discussed with the venue.

In all settings, students should never be isolated in a way that removes all oversight.

13) Physical contact in tuition

Some limited physical guidance may be needed in certain disciplines (for example, adjusting hand position for instrumental technique, correcting posture for drumming, or demonstrating breathing for vocal tuition). SOPM requires:

- explain first (“I’m going to show you where to place your hand — is that okay?”);
- use the minimum contact necessary for the shortest time;
- avoid any contact that could be interpreted as intimate;
- consider alternative demonstration methods first (mirror, demonstration on the tutor’s own body/instrument, verbal description);
- never touch a student in anger or to restrain unless there is an immediate safety risk and no safer option.

Tutors should consider whether physical contact is genuinely necessary for their specific instrument or discipline. In some disciplines (e.g., vocal tuition), physical contact will rarely if ever be appropriate.

14) Communication, online safety and social media

Staff must:

- communicate with students and parents via approved SOPM channels (SOPM email, SOPM booking system, SOPM phone);
- not send private/direct messages to children or young people from personal accounts;
- not “friend/follow” students under 18 on personal social media accounts;
- not share personal contact details with under-18 students unless explicitly authorised by SOPM and risk assessed.

WhatsApp and messaging apps

WhatsApp may be used for communication with parents/guardians about scheduling and logistics. WhatsApp must not be used for direct messaging with under-18 students. All substantive communications (lesson changes, concerns, complaints) should be via SOPM email so there is a clear record.

Online lessons

For remote tuition SOPM will:

- use approved platforms with appropriate security settings (waiting room, passwords);
- set expectations for appropriate dress, environment and behaviour;
- encourage under-18 students to have a parent/carer aware of lesson timings and, where appropriate, present in the home;
- prohibit secret recording; any recording must be with explicit consent and clear purpose.

15) Photography, video and marketing

SOPM will:

- obtain written consent from a parent/carer for under-18s before capturing/using images for marketing;
- minimise identifying information (e.g., avoid full names with images);
- store media securely and respect withdrawals of consent;
- never take images in changing areas or where privacy is expected.

16) Transport and supervision

SOPM staff must not give lifts to under-18 students in their personal vehicle unless SOPM has explicitly authorised it with a written risk assessment and parental consent (exception: urgent safety emergency).

Walking students between locations (e.g., between buildings on a school site, or to a parent's car) involves a period where an adult may be alone with a child outside a lesson room. Where this is necessary, staff should take the most direct route, ensure another adult is aware, and keep the interaction brief. This does not constitute "transport" but the same principles of professionalism and visibility apply.

If SOPM arranges any transport or off-site activity, SOPM will complete a risk assessment, confirm supervision ratios, emergency contacts, and safeguarding arrangements.

17) Events, performances and trips

For concerts, workshops and trips SOPM will ensure:

- clear sign-in/out arrangements for children;
- identified responsible adults and supervision arrangements;
- safe changing/toilet arrangements (children should not be alone with a single adult in a changing environment);

- a first aid plan and incident logging;
- a named safeguarding lead on-site.

PART D — Recognising and responding to concerns

18) Mental health, wellbeing and contextual safeguarding

Music education can involve specific pressures, including performance anxiety, perfectionism, comparison with peers, and the intensity of one-to-one tuition. Tutors should be alert to signs of emotional distress, withdrawal, disproportionate self-criticism, or changes in behaviour that may indicate a student is struggling, whether or not they meet the threshold for a formal safeguarding concern.

Where a tutor is concerned about a student's emotional wellbeing, they should raise it with the DSL so that appropriate support can be considered. This may include a conversation with the parent/carer, an adjustment to lesson approach, or signposting to external support.

Contextual safeguarding

SOPM recognises that risk does not only come from within the lesson or the organisation. Students may face risks in their wider environment, including online, in their peer group, on the route to lessons, or at home. Where staff become aware of contextual risks that may affect a student's safety or wellbeing, they should report them to the DSL in the same way as any other concern.

19) If a child or adult discloses abuse or you suspect abuse

Do

- stay calm, listen, and take it seriously;
- reassure the person they have done the right thing;
- explain you cannot promise secrecy and must share with someone who can help;
- ask only open questions if needed to clarify (who/what/where/when) — do not investigate;
- record facts promptly using the person's own words where possible;
- report to the DSL immediately.

Do not

- promise confidentiality;
- ask leading questions or pressure for details;
- confront the alleged perpetrator yourself;
- delay reporting if there may be risk.

20) Low-level concerns, poor practice and whistleblowing

SOPM will respond to:

- low-level concerns (e.g., boundary crossing, unprofessional messaging, favouritism, inappropriate jokes) early and consistently;
- patterns of behaviour, not just single incidents;
- concerns about leaders as seriously as concerns about tutors.

If a staff member believes SOPM leadership is not responding appropriately, they must escalate to external agencies (Appendix A/B).

Whistleblowing protection

Any member of staff who raises a safeguarding concern in good faith will be supported and protected. SOPM will not tolerate retaliation, disciplinary action, or detrimental treatment directed at anyone for reporting a genuine safeguarding concern, whether the concern is ultimately substantiated or not. If a member of staff feels they have been treated detrimentally as a result of raising a concern, they should report this to the DSL, the Deputy DSL, or directly to an external agency.

PART E — Reporting and managing safeguarding concerns

21) Internal SOPM reporting procedure

Immediate danger or medical emergency: call emergency services first (999/112), then inform the DSL as soon as safe.

For all other concerns:

- Report to the DSL immediately (same day). In Jersey, initial concerns may be received by Harrison [SURNAME] (Jersey Manager) who will escalate to the DSL immediately.
- Record on the SOPM Safeguarding Concern Form (see Appendix C).

The DSL will assess:

- Does this require immediate external referral?
- Is the child/adult safe right now?
- What actions are needed to reduce risk?

The DSL will make a referral to the appropriate island agency (Appendix A or B) where the threshold is met, and will record what was done and why.

The DSL will ensure appropriate internal actions (support to student, risk controls, staff supervision, etc.).

22) External reporting routes

SOPM must use the correct route for the island:

- Guernsey: see Appendix A (MASH / Emergency Duty Team / Police / Adult Safeguarding).
- Jersey: see Appendix B (Children & Families Hub / SPOR / Police).

23) Allegations against staff

If an allegation is made that a member of staff has:

- harmed a child or adult at risk;
- may have committed a criminal offence;
- behaved in a way that indicates they may pose a risk;
- behaved in a way that has harmed trust and professional boundaries;

SOPM will:

- protect the student first (including immediate safety planning);
- inform the DSL immediately;
- consult the appropriate external agency before taking internal action that could compromise an investigation;
- consider temporary removal from duties (neutral act) pending advice;
- keep clear records and ensure fair process.

If the concern is about the DSL or Deputy DSL, report directly to external agencies (Appendix A/B).

DBS referral obligation

Where SOPM dismisses or removes a person from regulated activity (or would have done so had they not resigned) because they have harmed or posed a risk of harm to a child or adult at risk, SOPM will make a referral to the Disclosure and Barring Service (or equivalent body) where required by law. The DSL is responsible for ensuring this referral is made.

24) Allegations or concerns involving people who are not SOPM staff

Safeguarding concerns may arise involving individuals who are not employed by SOPM, including (without limitation) parents/carers, visitors, visiting performers, staff at partner venues, or members of the public.

Where a concern arises about a person who is not SOPM staff:

- the concern must still be reported to the DSL immediately;
- the DSL will assess whether the concern meets the threshold for referral to external agencies and will make a referral where appropriate;
- where the individual is connected to a partner organisation (e.g., a school), the DSL will also notify the partner organisation's safeguarding lead, unless doing so would compromise the safety of the child/adult at risk or an investigation;
- SOPM will cooperate with any external investigation and take proportionate steps to manage risk in the meantime (e.g., adjusting supervision arrangements, restricting access to SOPM activities).

25) Peer-on-peer concerns (including bullying and harmful behaviour)

SOPM recognises children can harm other children. SOPM will:

- take reports seriously and respond proportionately;
- avoid blaming language while maintaining accountability;
- separate students if needed and implement safety plans;
- consider whether behaviour indicates safeguarding concerns (e.g., coercion, exploitation, sexual harm, domestic abuse exposure);
- involve parents/carers as appropriate, unless doing so increases risk;
- refer to external agencies if thresholds are met or risk is significant.

PART F — Students turning 18

26) Transition from child to adult safeguarding

When a student turns 18, the child safeguarding framework no longer applies in full. However, SOPM's duty of care does not end at 18, and the following principles apply:

- Where a student turns 18 during a term or programme, any open safeguarding concern that began while they were under 18 will continue to be managed under this policy until it is resolved or formally closed.
- From the date a student turns 18, new concerns will be considered under the adult at risk framework (section 5) where applicable. Where the student is not an adult at risk, SOPM's general duty of care and professional standards still apply.
- Tutors should be aware that the transition to adulthood does not mean a student's vulnerabilities disappear. Students who were vulnerable at 17 are likely to remain so at 18. Where a tutor has concerns about a recently turned 18-year-old, they should still raise them with the DSL.
- Communication and consent arrangements will shift to the student directly (rather than the parent/carer) once the student turns 18, unless the student consents to continued parental involvement or lacks capacity.

PART G — Information sharing, confidentiality and records

27) Information sharing

SOPM will share information:

- on a "need to know" basis;
- with statutory agencies where needed to protect someone from harm;
- in accordance with local data protection requirements.

Safeguarding concerns will be recorded and stored separately from standard student records, with access restricted to the DSL, Deputy DSL and authorised persons.

28) Record keeping and retention

SOPM will:

- record concerns promptly, clearly, and factually;
- keep a chronology of actions taken;
- store records securely (encrypted digital storage or locked physical storage);
- retain records only as long as necessary for safeguarding and legal purposes (and dispose of securely).

PART H — Governance, review and implementation

29) Policy review and quality assurance

This policy will be reviewed:

- annually;
- after any serious incident;
- whenever island guidance, contact routes, or relevant legislation changes.

SOPM will also:

- maintain a safeguarding training log;
- document risk assessments for venues/events;
- regularly remind staff of reporting routes and escalation options.

Appendix A — Guernsey local safeguarding contacts and reporting routes

A1. If a child is at risk / you are worried about a child (Guernsey)

Multi-Agency Support Hub (MASH): 01481 223182

Out of hours: call the Hospital switchboard 01481 220000 and ask for the Emergency Duty Team (child protection emergency).

Police:

- Emergency: 999 (or 112)
- Non-emergency / at any time: 01481 222222

A2. If you are concerned about an adult at risk (Guernsey)

Adult Safeguarding Team:

- Tel: 01481 225960
- Email: AdultSafeguardingTeam@gov.gg

In an emergency or immediate danger: 999 / 112.

A3. Staff vetting / disclosures (Guernsey)

Guernsey DBS checks are now typically processed via third-party online DBS umbrella bodies following the dissolution of the Guernsey Vetting Bureau (effective 1 February 2026). Guernsey Police Disclosure and Vetting Unit contact details are available via their disclosures information page.

Appendix B — Jersey local safeguarding contacts and reporting routes

B1. If a child is at risk / you are worried about a child (Jersey)

Children and Families Hub:

- Tel: 01534 519000
- Email: childrenandfamilieshub@gov.je

If a child is at immediate risk: Police 999.

B2. If you are concerned about an adult at risk (Jersey)

Single Point of Referral (SPOR) for Adult Social Services:

- Tel: 01534 444440
- Email: spor@health.gov.je

B3. Police (Jersey)

- Emergency: 999
- Non-emergency incidents/allegations: 01534 612612 or 01534 612300 (ask for Public Protection Unit if safeguarding related)

Appendix C — SOPM Safeguarding Concern Record Form

(Template — copy and complete for each concern)

Date/time of concern:

Your name/role:

Student name / adult name:

DOB (if known):

Island/location (Guernsey/Jersey):

Nature of concern:

(disclosure / observed injury / change in behaviour / allegation / online incident / other)

What was seen/heard (facts only):

(Use the person's words where possible. Do not interpret.)

Was the child/adult asked for their views?

(Record what they said, or note if it was not appropriate/safe to ask.)

Does the child/adult know a referral is being made?

(Yes / No / Not applicable. If no, record the reason.)

Immediate actions taken:

(e.g., ensured student safe, informed DSL, called emergency services)

Names of others present / witnesses:

DSL informed (name/time):

Decision and outcome:

Referred externally?

(Yes / No)

If yes:

- Who was contacted? (MASH / Children & Families Hub / Police / Adult Safeguarding / SPOR)

- Time/date and name of person spoken to
- Advice given

Follow-up actions:

Signature:

Date: