



**apollo  
music  
projects**

inspiring children  
through music

## **Apollo Music Projects Safeguarding Policy**

### The purpose and scope of this policy statement

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Apollo Music Projects works in primary and special schools, delivering music education workshops, and in workshops and concerts in outside venues. Our aim is to support children's wellbeing and enhance creativity through our live music programmes.

The purpose of this policy statement is:

- to protect children and young people who receive Apollo Music Projects' services from harm
- to provide staff, musicians and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

### Policy

This policy applies to all trustees, staff and volunteers of Apollo Music Projects, and also to all musicians and others engaged by Apollo Music Projects to carry out projects on its behalf.

Apollo Music Projects will ensure that any staff, volunteers or musicians working with the children and young people involved with its projects are aware of this Safeguarding Policy.

Apollo Music Projects' Safeguarding Policy ensures that its trustees, paid staff, volunteers and musicians engaged in its workshops and concerts:

- are aware of the problem of child abuse
- safeguard children from abuse through good practice
- report all concerns about possible abuse
- respond appropriately when abuse is discovered or suspected

Apollo Music Projects believes that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

Registered address:  
43 Clifden Rd, London E5 0LL

Apollo Music Projects  
is a charitable company  
registered in England & Wales

Charity no. 1124784  
Company no. 6585879



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We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people and a lead Trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies and procedures for staff, musicians and volunteers
- providing effective management for staff, musicians and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures confidently and competently
- recruiting and selecting staff, musicians and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our policies and procedures to manage any allegations against staff, musicians and volunteers appropriately
- making sure that children, young people and their families know where to go for help if they have a concern
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff, musicians, volunteers, children, young people and their families treat each other with respect and are comfortable about sharing concerns.



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All staff and musicians will be responsible for establishing and maintaining appropriate behaviours and good practice. Apollo Music Projects will encourage its personnel to demonstrate good standards both to provide a safe and positive working environment and to avoid and protect them from false allegations.

When working directly with young people, staff and musicians should always work in an open environment with at least one other adult being present and avoid unobserved situations.

When working in a school environment, staff and lead musicians should be aware of the school's own Safeguarding Policy and procedures, and follow these at all times.

It will be the responsibility of anyone working for Apollo Music Projects to act on any concerns of suspected abuse.

Concerns should be reported as soon as possible to the Designated Safeguarding Officer of Apollo Music Projects, who is required by the Board of Trustees to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. If the allegations or suspicions involve the Designated Safeguarding Officer, then the report should be made to the Chair of the Board and in turn, if the allegations involve the Chair, then a report should be made to child protection agencies.

The DSO will undertake annual safeguarding training at the recommended level.

Designated Safeguarding Officer (DSO)

The DSO for Apollo Music Projects is:

David Chernaik  
[david@apollomusicprojects.org](mailto:david@apollomusicprojects.org)

The lead Trustee for Safeguarding is:

Peter Melling  
[peter@apollomusicprojects.org](mailto:peter@apollomusicprojects.org)

This policy has been approved and endorsed by the Board of Trustees of Apollo Music Projects on 26 October 2023

Signed

Simon Curtis, Chair of Trustees

Date of next review:  
October 2024