



The Melody Nest Safeguarding Child & Vulnerable Adult Protection Policy

Organisation Name: The Melody Nest / The Melody Nest Foundation

Registered Address: 7 Shoemakers Close, Earls Barton, Northampton, NN6 0RF

Contact Email: info@melodynest.co.uk | **Website:** www.melodynest.co.uk

Effective Date: September 2026 | **Next Review Date:** September 2027

1. Statement of Intent & Scope

The Melody Nest is committed to ensuring a safe, positive, and encouraging environment for all students, staff, and visitors. We believe that no child or vulnerable adult should ever experience abuse, harm, neglect, or exploitation in any form. This policy applies to all staff, teachers, trustees, volunteers, and contracted self-employed instructors working at or on behalf of The Melody Nest.

2. Key Safeguarding Lead Contacts

Role	Designated Person	Contact Details
Designated Safeguarding Lead (DSL)	Lyndsey Crosby	info@melodynest.co.uk / 07123 456789
Deputy Safeguarding Lead	Gene Crosby	info@melodynest.co.uk
Local Authority Children's Social Care	North Northamptonshire / West Northamptonshire MASH	0300 126 7000 (Emergency Duty Team)

3. Legislative & Statutory Framework

This policy is compliant with current UK statutory guidance and legislation, including:

- **Keeping Children Safe in Education (KCSIE)** (as updated annually)
- **Working Together to Safeguard Children**
- **The Children Act 1989 and 2004**
- **The Protection of Freedoms Act 2012 & DBS Regulations**
- **UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018**
- **The Equality Act 2010**

4. Types of Harm & Safeguarding Concerns

Staff must be vigilant to indicators of all forms of abuse, neglect, and harm, including:

- **Physical Abuse:** Non-accidental bodily harm or physical punishment.
- **Emotional Abuse:** Persistent emotional ill-treatment, severe criticism, or intimidation.
- **Sexual Abuse & Exploitation:** Forcing or enticing participation in sexual activities, online or offline.
- **Neglect:** Persistent failure to meet basic physical, medical, or emotional needs.
- **Online Safety & Cyberbullying:** Misuse of digital communication, harassment, or inappropriate image sharing.
- **Peer-on-Peer / Child-on-Child Abuse:** Bullying, coercion, or sexual harassment between children.

5. Code of Conduct & Professional Boundaries

All teachers, trustees, and staff must maintain clear professional boundaries at all times:

- **1-to-1 Music Lessons:** Private lessons must take place in rooms with clear visibility (e.g., glass panels or open/ajar doors where appropriate). Parents are always welcome to remain on site or observe where agreed.
- **Physical Contact:** Instrumental posture correction must always be minimal, appropriate, explainable, and performed only with the student's explicit consent.
- **Digital & Mobile Communication:** Staff must never communicate with minor students via private personal social media or personal messaging channels. All communications must go through official Melody Nest channels or directly to parents/carers.
- **Online & Virtual Teaching:** Remote/online lessons must be conducted in suitable spaces, using approved accounts, with parent/carer knowledge and presence in the household.

6. Safer Recruitment & Vetting Procedures

To ensure all personnel working with children are safe and suitable, The Melody Nest strictly enforces safer recruitment protocols:

- **Enhanced DBS Checks:** All staff, self-employed teachers, and trustees in regulated activity must undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the Children's Barred List, updated periodically.
- **References & Identity Verification:** Photo ID, right-to-work checks, and minimum of two professional references are verified prior to confirmation of engagement.
- **Safeguarding Training:** All staff complete mandatory child protection training upon induction, refreshed annually.

7. Reporting & Escalation Procedures

If a student discloses abuse, or if a member of staff notices signs of harm, the following procedure must be followed immediately:

1. **Listen & Reassure:** Listen calmly to the student. Do not promise absolute confidentiality, but

assure them that information will only be shared with those who need to know to keep them safe.

2. **Record:** Make an accurate written record using the student's own words, noting the date, time, and factual details (avoiding leading questions or opinions).
3. **Report to DSL:** Immediately submit the written report to the Designated Safeguarding Lead (Lyndsey Crosby).
4. **External Referral:** If there is immediate danger or risk of harm, the DSL (or staff member if DSL is unavailable) will contact the Local Authority Multi-Agency Safeguarding Hub (MASH) or Emergency Services (999).

8. Information Sharing & Data Protection

Data protection legislation (UK GDPR) is not a barrier to sharing information where there are genuine child protection or safeguarding concerns. Information will be shared securely with statutory authorities when necessary to protect a child's vital interests or safety.

9. Allegations Against Staff or Trustees

Any allegation made against a member of staff or trustee regarding misconduct or potential risk to a child must be reported immediately to the Designated Safeguarding Lead (or to the Lead Trustee if the allegation involves the DSL). The matter will be referred to the Local Authority Designated Officer (LADO) before internal investigation.

10. Policy Monitoring & Annual Review

This policy is a live document reviewed annually by the Designated Safeguarding Lead and Board of Trustees. Any changes in national safeguarding legislation or local authority guidelines will prompt immediate updates.

Approved on behalf of The Melody Nest / The Melody Nest Foundation:

Signature: *L.Crosby* Date: September 2026