

SAFEGUARDING POLICY & PROCEDURE

Our Values

The F-List's safeguarding work is grounded in our five core values. Safeguarding is not a separate obligation-it is an expression of who we are and what we stand for. All directors, contractors, and volunteers are expected to uphold these values in all their interactions.

COMMUNITY	We build and nurture a network where female and gender-diverse musicians feel a genuine sense of belonging, mutual support, and solidarity.
DIVERSITY	We celebrate and reflect the full spectrum of backgrounds, identities, genres, and experiences that make up our community.
KNOWLEDGE	We share expertise, research, and resources that empower our members to develop their careers and advocate for systemic change.
IMPACT	We take purposeful action-everything we do is designed to make a measurable, meaningful difference for the people we serve and the industry we seek to change.
INCLUSIVITY	We actively remove barriers and create spaces where everyone is welcome, respected, and able to participate fully-regardless of race, gender identity, disability, sexuality, age, or background.

1. Introduction

The F-List for Music is committed to providing a safe and supportive environment for all children, young people, and adults at risk who take part in our events, training programmes, and activities. Safeguarding is everyone's responsibility, and the welfare of children and adults at risk is paramount. This policy provides a framework for directors, contractors, volunteers, parents, and carers, ensuring that we:

- Protect all children, young people, and adults at risk that we work with from abuse, neglect, harm, bullying, or exploitation.
- Respond promptly and appropriately to safeguarding concerns.
- Work in partnership with families, statutory agencies, and other organisations.

A child is defined as anyone under 18 (Children Act 1989). Young people in our programmes may be up to 25 (or 30 if disabled or neurodiverse). An 'adult at risk' is anyone over 18 who may be unable to protect themselves due to age, disability, illness, or other vulnerabilities.

We have taken best practice guidance from the following organisations:

- Youth Music Safeguarding Hub: youthmusic.org.uk/resources/safeguarding-hub
- NSPCC Learning: learning.nspcc.org.uk/research-resources/resources
- NCVO Safeguarding Guidance: ncvo.org.uk/help-and-guidance/safeguarding
- Music Guardians: musicguardians.com

2. Scope

This policy should be read alongside our Code of Conduct and applies to:

- All directors, contractors, and volunteers working on behalf of The F-List for Music.
- All activities, whether in person or online.
- All children, young people, and adults at risk participating in our work.

3. Safeguarding Principles

We will safeguard by:

- Valuing, listening to, and respecting participants.
- Ensuring safe recruitment, induction, and training of staff and volunteers, ensuring they have DBS certificates where appropriate.
- Maintaining clear codes of conduct and procedures.
- Promoting inclusivity and equality.
- Sharing concerns with statutory agencies where appropriate.
- Providing effective supervision, guidance, and support for staff and volunteers.
- Risk assessing all activities and minimising risk.

4. Definitions of Abuse

Abuse can include (but is not limited to):

Physical abuse	Hitting, kicking, shaking, burning, or any other form of physical harm.
Emotional abuse	Persistent emotional maltreatment, bullying, or humiliation causing lasting impact.
Sexual abuse	Forcing or enticing a child or adult into sexual activity, whether or not they are aware of what is happening.
Neglect	Persistent failure to meet basic physical and/or psychological needs.
Financial abuse	Exploitation, theft, or fraud against an adult at risk.
Domestic abuse	Including coercive control and psychological, physical, or sexual abuse within relationships.
Discriminatory abuse	Abuse based on race, gender, disability, sexuality, identity, or any other protected characteristic.
Online abuse / cyberbullying	Abuse carried out via technology, social media, messaging platforms, or any online space.

5. Safeguarding Leads

Any safeguarding concerns must be reported immediately to the DSL (or SSL if the concern relates to the DSL). The DSL/SSL will take appropriate action, including referral to statutory agencies if required.

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Vick Bain	https://thef-listmusic.uk/contact-us/
Secondary Safeguarding Lead (SSL)	Helen Sanderson	https://thef-listmusic.uk/contact-us/

6. Responsibilities

All directors, contractors, and volunteers must:

- Prioritise the safety and wellbeing of children, young people, and adults at risk.
- Follow this policy the Code of Conduct and any other associated agreements.
- Report all concerns to the DSL/SSL without delay.
- Uphold high standards of conduct, inclusivity, and respect.

7. Best Practice

We commit to:

- Ensuring all adults who work with young people in person have DBS checks and understand all elements of this policy.
- Setting clear ratios for adult-to-young person supervision.
- Safe transport arrangements and avoiding lone car travel with participants.
- Clear guidelines for touring, residential trips, and online activities.
- Using technology safely and ensuring online safeguarding.
- Securely storing all safeguarding records in line with GDPR.

8. Receiving a Disclosure

If a participant discloses abuse (also see the Safeguarding Reporting Flowchart on the final page).

1. Stay calm and listen carefully.
2. Reassure them they have done the right thing.
3. Do not promise confidentiality-explain that you must share information with safeguarding leads.
4. Avoid leading questions.
5. Record what was said in the participant's own words; sign and date your record.
6. Report immediately to the DSL/SSL.
7. If someone is in immediate danger, call 999 first.

9. Whistleblowing

The F-List encourages all staff, volunteers, and participants to raise safeguarding concerns. Concerns can be raised with the DSL, SSL, NSPCC Helpline, or the Children's Commissioner. All concerns will be treated seriously, fairly, and confidentially. Concerns must be:

- Disclosed in good faith.
- Believed to be substantially true.
- Not made maliciously or to make false allegations.
- Not sought for personal gain.

10. Allegations Involving F-List Directors, Contractors or Volunteers

- Allegations must be reported immediately to the DSL/SSL.
- The DSL/SSL will inform the Local Authority Designated Officer (LADO).
- Staff or volunteers may be suspended during investigation.
- Malicious or false allegations will be addressed sensitively, with appropriate support offered to all involved.

11. Behaviour Management

- Challenging behaviour will be managed positively and fairly.
- Physical punishment is prohibited. Reasonable restraint may only be used to prevent harm.
- All incidents must be recorded and reported to the DSL.
- Parents and carers will be informed and involved where appropriate.

12. Use of Images, Media and Public Communications

If in doubt, consult with the DSL before sharing any images.

- Consent must be obtained before capturing or using any images or videos of children, young people or adults at risk.
- Images must be appropriate, respectful, and used only for agreed purposes.
- No image should identify a child alongside personal details.

13. Training & Induction

All F-List directors, contractors, and volunteers will be given this Safeguarding Policy and, where possible, offered appropriate safeguarding training. Completion of training will be recorded by the DSL.

14. Policy Review

This policy will be reviewed every two years, or sooner if legislation, guidance, or safeguarding needs change.

Updated and approved by The F-List for Music Board: April 2026

SAFEGUARDING REPORTING FLOWCHART

What you need to do to safeguard young people and adults at risk

