



Deal Music & Arts Limited  
Registered Charity No: 1100003  
Registered Office: 49 Barton Mill Road, Canterbury CT1 1BP

## Policy Document

1. **Data Protection Policy**
  2. **Equality and Diversity Policy**
  3. **Safeguarding Policy**
  4. **Taking and Storing Images of Participants Policy**
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### 1. DATA PROTECTION POLICY

#### 1. Introduction

This policy outlines Deal Music & Arts commitment to the General Data Protection Regulations (GDPR) 2018.

#### 2. What personal information does Deal Music & Arts hold?

Deal Music & Arts activities require us to hold basic contact details of members of our Friends and Supporters organisation, participants in our education programmes and members of the public who have requested to be sent information.

#### 3. Children and Young People

Information about children and young people who participate in Deal Music & Arts programmes will be obtained and maintained strictly in accordance with current GDPR regulations.

#### 4. How is personal data held

Deal Music & Arts holds this information on a secure electronic database which can be accessed only by authorised trustees and staff. Under no circumstances will the information be disclosed to a third party without the specific authorisation of the individual(s) concerned. Any individual may have their personal information removed from the database by contacting the General Manager in writing (letter or email), and they will be contacted once their data has been removed.

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### 2. EQUALITY AND DIVERSITY POLICY

#### 1. Introduction

Deal Music & Arts is committed to ensuring that all staff and participants are treated fairly and with respect and dignity at all times. We will not tolerate:

- Any acts of direct or indirect discrimination, or
- Any form of harassment or victimisation.

This applies to the protected characteristics of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race

- Religion or belief
- Sex
- Sexual orientation.

Every possible step will be taken to ensure that individuals are treated equally and fairly in every respect.

### **Aims**

- To ensure that equal opportunities are an integral part of Deal Music & Arts activities
- To ensure that all individuals are treated with dignity and respect at all times
- To combat any acts of discrimination, harassment or victimisation
- To remove barriers which restrict equality of opportunity or access to any Deal Music & Arts activities.

### **Scope of the Policy**

The policy will influence all aspects of Deal Music & Arts activities, including events and management.

### **Responsibilities**

All trustees, directors, volunteers and staff of Deal Music & Arts are required to comply with this policy.

Trustees, directors and staff must:

- Familiarise themselves with the policy and ensure that their language, behaviour and practice are consistent with its requirements
- Ensure that everyone who is involved with or is a partner of Deal Music & Arts has access to this policy
- Ensure that Directors, Trustees, Staff and Volunteers understand what constitutes discrimination, harassment, and victimisation
- Ensure that all recruitment practices recognise diversity and are free from any form of discrimination
- Provide a work environment in which all staff feel able to report any acts of possible discrimination and/or harassment
- Ensure that all cases of discrimination, harassment and/or victimisation are dealt with appropriately.

### **Complaints**

Deal Music & Arts will always deal sensitively and promptly with any complaints of discrimination, harassment or victimisation.

## **3. SAFEGUARDING POLICY**

1. Deal Music & Arts is committed to safeguarding the well-being of young people and vulnerable adults who participate in our programmes.
2. This policy recognises vulnerable people as:
  - a. Children up to the age of 16, and young people aged 16 -18
  - b. Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this will include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
3. The policy aims to:
  - a. Protect children, young people and vulnerable adults who are participate with, receive services from, or volunteer with Deal Music & Arts
  - b. Ensure members, staff and volunteers working with children young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.

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4. Named Safeguarding Person: Jane Billing has responsibility for safeguarding issues. All queries and concerns relating to safeguarding must be referred to Jane Billing in the first instance.
5. Recruitment Practices
  - a. If an existing or potential participant, staff member or volunteer will be working with vulnerable people (as defined above) in a Deal Music & Arts project or event the appropriate DBS checking required will be decided by the Education Director in line with DBS rules regarding regulated activities. The results of such checks to inform a decision will be kept confidential to those involved.
  - b. The DBS Certificate must be up to date at the commencement of the activity with Deal Music & Arts and it is the responsibility of the post holder to ensure that it is renewed annually.
6. Procedures
  - a. When Deal Music & Arts organises or manages an activity or event where they will be responsible for children, young people or vulnerable adults they will ensure that
    - i. Planning is undertaken in line with this Policy and procedures
    - ii. The event is staffed by the appropriate number of DBW checked adults in accordance with current OFSTED guidance
    - iii. There will be a duty safeguarding contact available on the day who must be DBS checked.
    - iv. The duty safeguarding contact must have access to emergency contact information and other relevant details (e.g. details of picking up arrangements for vulnerable participants)
  - b. Where an activity or event takes place in a school and as part of the school's curriculum Deal Music & Arts staff and volunteers who are participating will be subject to the school's own safeguarding policy and procedures.
  - c. Parents / Guardians. When a vulnerable person wishes to take part in a Deal Music & Arts activity written permission (email is accepted) must be obtained from parents/ guardians in advance, where appropriate.
  - d. Procedures for raising safeguarding concerns and incidents of abuse
    - i. If any participant, staff member or volunteer witnesses, suspects or is informed about a witnessed or suspected case of abuse they should immediately inform the duty safeguarding officer on duty.
    - ii. Any incident or allegation whatsoever involving a young person aged under -18 must be reported to the police immediately.
    - iii. If the Duty Safeguarding Officer is not available or is in some way involved in the incident they should report their concern to the Main Safeguarding Officer, Jane Billing at the very earliest opportunity.
    - iv. If an individual wishes to report an incident of abuse against themselves they should report it to the Main Safeguarding Officer or to another individual who they trust.
  - e. Procedures for dealing with concerns and incidents of abuse. The duty safeguarding officer will first make a decision based on the immediacy of the concern and the following factors:
    - i. If the vulnerable person is in immediate danger or needs emergency medical attention the emergency services must be notified immediately.
    - ii. If the person at the centre of the allegation is working with vulnerable people at that time they must be removed from the situation immediately.
    - iii. If none of the above situations applies the Duty Safeguarding Officer will:
      1. Make a note of the concerns reported to them
      2. Advise the General Manager and Education Director immediately.
    - iv. Where an internal investigation takes place the General Manager will:
      1. Inform all parties involved of the reported abuse as soon as possible.
      2. Inform the family/ guardians of the person reported as having been the victim of abuse.
      3. Arrange separate meetings with both parties within 10 days

of the reported incident. A joint meeting may be arranged, but only if appropriate.

- a. Both parties will be permitted to bring a friend or representative to the meeting.
  - b. Meetings will be attended by the Main Safeguarding Officer and at least one other member of the Deal Music & Arts Board.
  - c. All parties will be invited to submit a written statement in advance of the meeting.
4. Once the meeting has taken place The General Manager and Safeguarding Officer and the Board member who attended will decide on the next steps and write to all parties within 5 days. They will be either:
- a. Escalate the incident to an appropriate authority
  - b. Further investigation-with procedures and timelines designed to effect a resolution
  - c. A decision or resolution. If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse.
5. Should either the victim (or their parents/ guardians) or Deal Music & Arts believe the case has not been resolved satisfactorily either party may request impartial binding arbitration. The General Manager and Safeguarding Officer will expedite this process as speedily as possible and will seek to appoint an appropriately qualified arbitrator acceptable to both parties.

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#### **4. TAKING, STORING AND USING IMAGES OF PARTICIPANTS POLICY**

1. This policy concerns images of participants and attendees at Deal Music & Arts events and activities where those images (principally photo and video) have been taken by Deal Music & Arts staff or their agents on behalf of the organisation.
2. The policy does not cover images taken by parents, relatives, friends or other members of the public for their own purposes.

##### **Use of participant images**

- Unless the participant/ attendee or their parent or guardian has specifically requested otherwise Deal Music & Arts reserves the right to use and store all images taken on its behalf for information, marketing and promotional purposes.

##### **Security of participant images**

- The archive of images taken by and on behalf of Deal Music & Arts is held on a secure computer and can only be accessed by Deal Music & Arts official photographer, authorised staff and Trustees.

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**Jane Billing**

Chair

Deal Music and Arts

February 2020