



Watford Jazz Junction CIC

Safeguarding Policy

Summary

This safeguarding policy applies to all staff, trustees/Advisory Board members, workers, visiting musicians, contractors, students, volunteers and all individuals working on behalf of Watford Jazz Junction CIC.

Watford Jazz Junction exists to provide a vibrant programme of jazz performance and participation in Watford, including live music events, workshops and education programmes such as the Jazz Train initiative for schools.

The organisation recognises its responsibility to safeguard and promote the welfare of children and young people involved in its activities.

Safeguarding Commitment

Watford Jazz Junction CIC is committed to safeguarding and promoting the welfare of children and young people who participate in its activities.

We believe that:

- All children and young people have the right to protection from harm
- Safeguarding is everyone's responsibility
- The welfare of the child is paramount

We will work in partnership with schools, parents, carers and relevant agencies to ensure children can participate safely in music and cultural activities.

All safeguarding concerns or allegations will be taken seriously and responded to appropriately.

We adopt a zero-tolerance approach to harm or abuse of children and young people.

Legal Framework

This policy is informed by legislation and guidance including:

- Children Act 1989
 - United Nations Convention on the Rights of the Child
 - Children Act 2004
 - Sexual Offences Act 2003
 - Protection of Freedoms Act 2012
 - Data Protection legislation
 - UK Government safeguarding guidance
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Definition of Safeguarding

Safeguarding means protecting children from abuse and neglect and promoting their welfare.

Abuse may take several forms including:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- bullying or exploitation

Watford Jazz Junction recognises that safeguarding involves both **preventing harm** and **responding appropriately if concerns arise**.

Principles

Watford Jazz Junction recognises that:

- the welfare of the child is paramount
 - all children, regardless of age, disability, gender, race, religion or sexual orientation, have the right to equal protection
 - some children may be more vulnerable due to personal circumstances or previous experiences
 - safeguarding works best through partnership with schools, parents and relevant agencies
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How We Promote Safeguarding

Watford Jazz Junction will seek to keep children and young people safe by:

- valuing, listening to and respecting them
 - implementing clear safeguarding procedures
 - adopting a code of conduct for staff, volunteers and visiting musicians
 - providing appropriate supervision for activities involving children
 - sharing safeguarding information with staff, volunteers and partners
 - ensuring robust recruitment and vetting procedures, including mandatory Enhanced DBS clearance prior to any individual undertaking work within our programmes
 - responding promptly to safeguarding concerns
 - reviewing safeguarding procedures regularly
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Working with Schools

Watford Jazz Junction frequently delivers education activity in partnership with schools.

When activities take place in schools:

- the host school's safeguarding policy and procedures take precedence
- Watford Jazz Junction personnel will operate fully in accordance with the safeguarding procedures of the host school

- school staff remain responsible for the supervision and safeguarding of pupils
- visiting musicians and facilitators will work under the guidance of school staff

This approach ensures safeguarding responsibilities are clearly understood and coordinated with the school's own safeguarding systems. Activities will be delivered in environments where appropriate supervision is in place at all times.

Designated Safeguarding Lead

Watford Jazz Junction has appointed a Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead: Chris Newstead

Festival Director / Director
Watford Jazz Junction CIC

Email: christophernewstead@hotmail.com
Telephone: 07811 081411

The DSL is responsible for:

- receiving safeguarding concerns
- ensuring appropriate safeguarding procedures are followed
- liaising with schools and relevant authorities where necessary
- maintaining safeguarding records
- ensuring safeguarding policies are reviewed and updated

The Designated Safeguarding Lead will undertake appropriate safeguarding training and maintain up-to-date knowledge of safeguarding responsibilities.

Deputy Safeguarding Lead

A Deputy Safeguarding Lead is appointed from the Advisory Board group to support safeguarding responsibilities and act if the DSL is unavailable.

Roles and Responsibilities

Advisory Board / Trustees

The advisory committee is responsible for:

- ensuring appropriate safeguarding policies are in place
 - monitoring safeguarding risks
 - reviewing safeguarding procedures regularly
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Festival Director/Director

The Festival Director/Director will:

- ensure safeguarding policies and procedures are implemented
 - ensure safeguarding concerns are reported appropriately
 - ensure safeguarding training and awareness where necessary
 - ensure appropriate recruitment and vetting practices
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Staff, Volunteers and Visiting Musicians

All personnel working with Watford Jazz Junction must:

- follow safeguarding procedures
 - maintain appropriate professional boundaries with children
 - report any safeguarding concerns immediately
 - support the safe delivery of activities involving children
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Safer Recruitment and DBS Checks

Watford Jazz Junction is committed to ensuring that all individuals working with children are appropriately vetted and suitable for their roles.

Watford Jazz Junction seeks, wherever possible, to ensure that activities are delivered in supervised settings and that unsupervised contact with children is avoided.

All individuals engaged in activities involving direct or unsupervised contact with children are **required to hold a valid Enhanced DBS (child workforce) clearance.**

Where appropriate, DBS status may be verified through the DBS Update Service or by inspection of an original certificate.

Where activities take place within school settings under the supervision of school staff, Watford Jazz Junction will continue to require Enhanced DBS clearance for its personnel, in line with both the school's safeguarding procedures and our own.

Watford Jazz Junction reserves the right to refuse or withdraw individuals from activity where appropriate safeguarding requirements are not met.

Code of Conduct

Staff, volunteers and visiting musicians must:

- treat all children with respect
- maintain appropriate professional boundaries
- avoid situations where they are alone with a child
- avoid sharing personal contact details with children
- avoid inappropriate physical contact
- report any safeguarding concerns immediately

- avoid any form of one-to-one communication with children outside of organised and supervised activities, including direct online or digital communication
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Recognising Possible Abuse

Indicators of abuse may include:

- unexplained injuries
- changes in behaviour
- signs of neglect
- fearfulness or withdrawal
- difficulties forming friendships

These indicators do not necessarily mean abuse has occurred, but concerns should always be reported.

Staff and volunteers are **not responsible for investigating abuse**, only for reporting concerns.

Reporting Safeguarding Concerns

If a safeguarding concern arises:

1. The concern should be reported immediately to the Designated Safeguarding Lead.
2. The DSL will record the concern and determine appropriate action.
3. If the activity takes place in a school, the school's safeguarding lead will also be informed.
4. If necessary, concerns may be referred to the relevant local authority safeguarding team or statutory authorities.
5. All concerns will be recorded accurately and confidentially.

In situations where a child may be in immediate danger, emergency services should be contacted.

Responding to a Disclosure

If a child or young person makes a disclosure, all staff, volunteers and visiting musicians must respond appropriately.

Individuals should:

- listen carefully and remain calm
 - take what the child says seriously
 - not promise confidentiality; explain that information may need to be shared with appropriate people
 - avoid asking leading questions or attempting to investigate
 - reassure the child that they have done the right thing in speaking up
 - make a clear and accurate record of what was said as soon as possible, using the child's own words where possible
 - report the concern immediately in accordance with this policy
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External Safeguarding Support

National safeguarding helplines include:

NSPCC Helpline: 0808 800 5000

Emergency services: 999

Police (non-emergency): 101

Safeguarding concerns may also be reported to the relevant local authority safeguarding team.

Monitoring and Review

Watford Jazz Junction will monitor safeguarding practices including:

- recruitment and vetting processes
- safeguarding training where appropriate
- safeguarding incidents and responses
- policy effectiveness

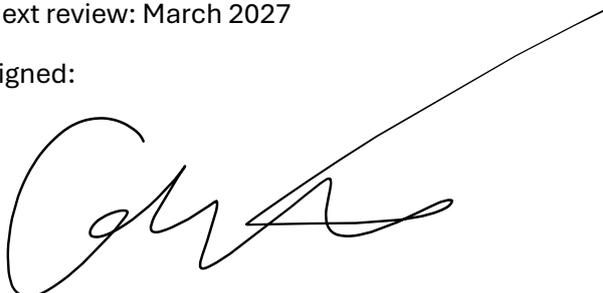
This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

Policy Review

Last reviewed: March 2026

Next review: March 2027

Signed:

A handwritten signature in black ink, appearing to read 'Chris Newstead', with a long, sweeping line extending upwards and to the right from the end of the signature.

Chris Newstead

Festival Director and Designated Safeguarding Lead

Watford Jazz Junction CIC