SAFEGUARDING POLICY

The Manor Sessions CIC, trading as The Manor Studio Sessions. Company number 17405067.

STATUS	Interim policy, version 0.1. A full review with our legal advisers will be completed within three months of adoption, and the policy will then be reviewed every year.
DATE OF DRAFT	2nd November 2026
DESIGNATED SAFEGUARDING LEAD	Steph Hamill, director
DEPUTY LEAD	Kola Bello, director
CONTACT	manorstudiosessions@gmail.com

1. WHY WE HAVE THIS POLICY

The Manor Studio Sessions is being set up to give young people, and deaf, hard-of-hearing and disabled musicians, access to a professional recording studio, mentoring and routes into work. Some of the people we work with will be under 18. Some will be adults who may be at risk of harm. We take responsibility for keeping them safe, and nothing we do will start until the arrangements in this policy are in place.

This is an interim policy. We are publishing it now so that anyone can see how we will work, and so that it is in place before our first session. We will review it with our legal advisers within three months of adoption and improve it as we learn.

2. WHO IT COVERS

This policy applies to every director, employee, volunteer, mentor, contractor, interpreter and visiting artist who works with us, and to every young person under 18 and every adult at risk who takes part in anything we run, in the studio, online or elsewhere.

3. OUR PRINCIPLES

- The welfare of the child or adult at risk comes first, whatever the cost to our plans.
- Every person has the right to protection, whatever their age, disability, sex, race, religion, belief, sexual orientation or background.
- Deaf, hard-of-hearing and disabled people are at greater risk of being missed or not believed. We make sure that anyone can speak up in the way that works for them, with communication support such as British Sign Language interpreters, captioning and written routes, and without relying on a family member or on us to interpret for them.
- Safeguarding is everyone's job. Anyone who has a concern must report it, and nobody will be penalised for raising one in good faith.

4. WHO IS RESPONSIBLE

- The board is accountable for this policy and for making sure it is followed.
- The designated safeguarding lead (DSL) receives every concern, decides what happens next, and keeps the records. The DSL is Steph Hamill. If a concern is about Steph, it goes to the deputy lead, Kola Bello. If it is about Kola, it goes to Steph. If it is about Luke Hamill-Smith, Steph informs Kola and Kola leads, because Steph and

Luke are related. If it is about more than one of the three, or about a person the DSL cannot be independent of, the board will ask an outside organisation to lead.

- The DSL and the deputy will complete recognised safeguarding training within three months of adoption, and refresh it every two years.

5. BEFORE ANYONE WORKS WITH US

- Anyone whose role involves working with under-18s or adults at risk is interviewed, asked for two references and checked against ID.
- Where the law allows, we obtain an enhanced DBS check, including the barred list check, before the person starts. Until the check is back, they do not work with under-18s or adults at risk unsupervised.
- Every person who works with us is given this policy and a code of conduct, and signs that they have read both.
- Visiting artists are never left alone with a young person or adult at risk, and do not take part in any mentoring session unless they hold a current DBS check.

6. HOW WE WORK WITH YOUNG PEOPLE UNDER 18

- A parent or carer gives written consent before an under-18 takes part. We tell them what will happen, who will be there and how to contact us.
- No adult is alone with a young person out of sight. The control room and live room have glazed doors, and mentoring happens in view or with another adult on site and aware of the session. Where a session has to be online, it uses a platform we have approved, with a second adult present or copied in, and it is not recorded without consent.
- We do not exchange personal phone numbers or private social media with young people. Contact goes through the studio's own accounts, or through a parent or carer.
- We do not take photographs, video or audio of a young person without written consent from them and their parent or carer, and we do not share them without a further, specific yes.
- We agree the themes and content of music made in our sessions with the young person and, where appropriate, their parent or carer, so that nobody is put under pressure to write or perform something that harms them.
- No alcohol, drugs or vaping on site during any session with young people.
- We do not transport young people in our own cars.

7. HOW WE WORK WITH ADULTS AT RISK

We treat adults with respect and assume they can make their own decisions. We support them to decide for themselves, and we ask for their consent before sharing information unless someone is in immediate danger, someone else is at risk, or a serious crime may have been committed.

8. IF YOU HAVE A CONCERN

You do not need to be sure. If you are worried, tell the DSL the same day.

1. Listen. Stay calm, do not promise to keep it secret, and do not ask leading questions or investigate.
2. Make sure the person is safe. If anyone is in immediate danger, call 999.
3. Write down what was said or seen, in the person's own words, with the date and time. Do it within 24 hours and sign it.
4. Tell the DSL the same day, by phone or in person, using the contact on the front of this policy, with communication support where needed.

5 The DSL decides what to do next and records the decision and the reason. Where a child may be at risk of significant harm, or an adult at risk may be being harmed, the DSL refers the concern to Lincolnshire County Council the same day. We do not wait for proof.

IMMEDIATE DANGER	999 (or 112)
CHILD, CONCERN ABOUT HARM, LINCOLNSHIRE COUNTY COUNCIL CUSTOMER SERVICE CENTRE	01522 782111 (Monday to Friday, 8am to 6pm)
CHILD, OUT OF HOURS (EMERGENCY DUTY TEAM)	01522 782333
ADULT AT RISK, LINCOLNSHIRE COUNTY COUNCIL	01522 782155 (Monday to Friday, 8am to 6pm); out of hours 01522 782333
POLICE, NON-EMERGENCY	101
NSPCC HELPLINE FOR ANYONE WORRIED ABOUT A CHILD	0808 800 5000
CHILDLINE FOR CHILDREN AND YOUNG PEOPLE	0800 1111

Numbers were checked on lincolnshire.gov.uk on 2nd November 2026 and will be checked at every review.

9. IF THE CONCERN IS ABOUT SOMEONE WHO WORKS WITH US

Tell the DSL at once. If the DSL is the subject of the concern, tell the deputy lead or another director. Do not tell the person concerned. Where the allegation is that an adult who works or volunteers with children may have harmed a child, behaved in a way that harmed or may have harmed a child, committed an offence against a child, or behaved in a way that suggests they may not be suitable to work with children, the DSL contacts the Lincolnshire Local Authority Designated Officer (LADO) within one working day, on LSCP_LADO@lincolnshire.gov.uk, and follows their advice. The person is stood down from contact with participants while this is resolved. The board decides whether a referral to the Disclosure and Barring Service is needed.

10. RECORDS AND CONFIDENTIALITY

Safeguarding records are kept securely, separately from other files, and seen only by the DSL, the deputy and the board where needed. Information is shared on a need-to-know basis and in line with UK data protection law. Safeguarding records are kept in line with national guidance and then securely destroyed.

11. RAISING CONCERNS ABOUT HOW WE HANDLE THINGS

If you think we have not dealt with a concern properly, email the board at the contact above and ask for it to be reviewed by someone who was not involved. You can also contact Lincolnshire County Council or the NSPCC directly at any time.

12. REVIEW

This interim policy will be reviewed with our legal advisers within three months of adoption, after our first sessions with young people and whenever the law or our work changes. After that it will be reviewed every year. Each version will be dated and published on our website.