



DJ Club CIC

Safeguarding Policy

Effective from: August 2026

Review date: August 2027

Approved by: Oliver Greaves, Director

This policy applies to all DJ Club CIC staff, freelance instructors, volunteers and directors.

DJ Club CIC | Community Interest Company No. 16691288

Registered office: 248 Pettits Lane North, Romford, RM1 4PJ

1. Purpose

DJ Club CIC works with children, young people and adults across schools, community settings and private events. This policy sets out how we keep everyone safe. It applies to all staff, freelance instructors, volunteers and directors.

Safeguarding is the responsibility of every person connected to DJ Club CIC. If abuse or neglect is reported or suspected, doing nothing is not an option.

2. Scope

This policy covers all DJ Club CIC activity:

- School workshops delivered during curriculum time
- Community DJ and music production sessions for young people
- Holiday programmes and taster events
- One-to-one lessons with children, young people and adults
- Private events and corporate bookings
- HIGHR Essex community radio sessions (when operational)

It applies everywhere we deliver, whether on school premises, in community venues, at private locations, or online.

3. Legal Framework

This policy has regard to the following legislation and guidance:

- Children Act 1989 and Children Act 2004
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)
- Prevent Duty Guidance for England and Wales (2023)
- The Safeguarding Vulnerable Groups Act 2006
- The UK General Data Protection Regulation
- The Equality Act 2010

DJ Club CIC is not a school, charity or statutory body. We apply these frameworks proportionally to the nature and scale of our work, while maintaining the same duty of care as any organisation working directly with children and young people.

4. Designated Safeguarding Lead

Role	Name	Contact
Designated Safeguarding Lead	Oliver Greaves	oliver@djclub.org.uk +44 753 818 0001

The Designated Safeguarding Lead (DSL) is responsible for:

- Receiving and acting on all safeguarding concerns
- Making referrals to local authority children's services or the police where necessary
- Maintaining safeguarding records securely
- Ensuring all staff and instructors are trained and up to date
- Reviewing this policy annually

If the DSL is unavailable, concerns should be reported to another director of DJ Club CIC. If no director is available and a child is at immediate risk, call 999.

5. Safer Recruitment

All instructors, staff and regular volunteers who work with children or young people must hold an enhanced DBS check with children's barred list before delivering any session. DJ Club CIC verifies each certificate and records the date, certificate number and update service status where applicable.

We do not permit anyone to work unsupervised with children until their DBS check has been received and verified.

All instructors complete the following training before their first session:

- Level 1 safeguarding awareness training
- Prevent awareness training

Training is refreshed annually. Records of DBS checks and training dates are maintained by the DSL.

6. Code of Conduct

All DJ Club CIC instructors and staff must:

- Treat all participants with respect and dignity
- Never be alone with a child in a closed room. If one-to-one work is necessary, it takes place in a visible space with another adult within sight or earshot
- Never use physical contact beyond what is necessary for instruction (for example, guiding a hand to a fader)
- Never exchange personal phone numbers, social media details or private messages with any participant under 18
- Never photograph or film a child without confirmed consent from the school or parent/carer
- Report any concern about a child's welfare immediately to the DSL
- Follow the behaviour policy of the host school when delivering on school premises
- Never provide medication to a child or young person

7. Recognising Abuse and Neglect

All staff and instructors are trained to recognise the four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. Training also covers child sexual exploitation, child criminal exploitation, county lines, peer-on-peer abuse, radicalisation and online abuse.

Signs of abuse may include unexplained injuries, changes in behaviour, withdrawal, fear of certain adults, inappropriate sexual behaviour, poor hygiene, hunger, or a child disclosing that something has happened to them.

If a child discloses abuse, the instructor should:

- Listen calmly and take what the child says seriously
- Not promise confidentiality. Explain that the information may need to be shared to keep them safe
- Not ask leading questions or investigate further
- Make a written record of what was said as soon as possible, using the child's own words
- Report to the DSL immediately

8. Reporting Procedure

8.1 Internal reporting

Any concern about a child's welfare, however small, must be reported to the DSL on the same day. This includes concerns arising from something a child has said, something observed during a session, or information received from a third party.

The DSL will record the concern, assess whether it meets the threshold for a referral, and take appropriate action. This may include speaking to the child's school, contacting the child's parents or carers (unless doing so would place the child at further risk), or making a referral to children's services.

8.2 External referrals

Where the DSL believes a child is at risk of significant harm, a referral will be made to the relevant local authority children's services. For sessions delivered in the London Borough of Havering, this is:

- Havering Multi-Agency Safeguarding Hub (MASH): 01708 433222
- Out of hours: 01708 433999

For sessions delivered outside Havering, the DSL will contact the local authority in which the child lives.

In an emergency where a child is at immediate risk of harm, call 999.

8.3 NSPCC

Anyone can also contact the NSPCC helpline for advice on 0808 800 5000 or by emailing help@nspcc.org.uk.

9. Prevent Duty

DJ Club CIC has regard to the Prevent duty under Section 26 of the Counter-Terrorism and Security Act 2015. All instructors complete Prevent awareness training and are alert to signs that a child or young person may be vulnerable to radicalisation.

If an instructor has a concern that a young person may be at risk of radicalisation, they report it to the DSL. The DSL will assess the concern and, where appropriate, make a referral to the local authority Prevent coordinator or the police.

10. Working in Schools

When DJ Club CIC delivers sessions on school premises, the host school's safeguarding and behaviour policies take precedence. Before the first session at any school, we request:

- The name and contact details of the school's Designated Safeguarding Lead
- A copy of the school's behaviour policy
- Confirmation of any specific safeguarding arrangements for the students in our group

A member of school staff is present throughout every session. Our instructor delivers the session content; the school staff member retains responsibility for behaviour management and welfare.

Any safeguarding concern arising during a school session is reported to the school's DSL in the first instance, and recorded by DJ Club CIC's DSL.

11. Community and Holiday Sessions

For sessions delivered outside schools (community workshops, holiday programmes, HIGHR Essex), DJ Club CIC's own safeguarding policy applies in full. Additional measures include:

- Sign-in and sign-out for all participants under 18
- Emergency contact details held for every young person
- A minimum of one DBS-checked adult present at all times

- A second adult present for groups of more than six young people
- Agreed protocol for young people leaving after evening sessions, including group departures and staff supervision to transport where appropriate

12. Adult Sessions and Private Events

Adult lessons, courses, parties and corporate bookings are delivered under our standard health and safety procedures.

Where any event includes participants under the age of 18, the full safeguarding framework described in this policy applies, regardless of how the booking was made. This includes 16th and 18th birthday parties booked through our adult events page.

13. Photography, Video and Social Media

We do not photograph or film any participant without consent.

- In schools: we follow the school's consent process and only photograph students where the school confirms parental consent is in place
- At private events: we ask the event organiser at the point of booking whether we may take photos or video. Any guest may opt out
- In community sessions: written consent is obtained from a parent or carer before any young person is photographed or filmed

Images of children and young people are stored securely and deleted when no longer needed. We never publish images of children on social media without written consent from a parent or carer. Station social media accounts are managed by DJ Club CIC staff, not by individual young people.

14. Music Content

All music used in sessions with children and young people is age-appropriate and reviewed by the instructor before the session. Students may suggest tracks, but nothing is played without being checked first. We do not play music containing explicit language or themes.

Schools hold PRS for Music and PPL licences through the Copyright Licensing Agency education agreement. Our sessions in schools fall within that existing cover.

15. Online Safety

DJ Club CIC does not currently operate an online platform where young people interact with each other or with the public. If and when HIGHR Essex broadcasts live content featuring young people, the following will apply:

- A minimum 10-second broadcast delay on all live output, with the ability to cut the feed
- An adult mentor present during every live session
- No direct contact between listeners and young presenters outside moderated channels
- Written broadcast guidelines signed by every presenter before going on air
- If listener chat or call-ins are enabled, a trained moderator will monitor all incoming messages

16. Record Keeping

All safeguarding concerns, disclosures and actions taken are recorded in writing by the DSL and stored securely. Records are kept confidential and shared only with those who need to know in order to protect a child.

Safeguarding records are retained in line with statutory guidance and are not destroyed without the written approval of the DSL.

17. Whistleblowing

Any staff member, volunteer or instructor who has concerns about the conduct of another adult within DJ Club CIC should report those concerns to the DSL. If the concern relates to the DSL, it should be reported to another director.

DJ Club CIC will not tolerate retaliation against anyone who raises a safeguarding concern in good faith.

18. Complaints

If a parent, carer, school or member of the public wishes to make a complaint about DJ Club CIC's safeguarding practice, they should contact the DSL in the first instance. If the complaint is not resolved, it may be escalated to the relevant local authority children's services.

19. Policy Review

This policy is reviewed annually by the DSL and approved by the board of directors. It is updated sooner if there is a change in legislation, guidance, or DJ Club CIC's operations that requires it.

Version	Date	Approved by	Notes
1.0	August 2026	Oliver Greaves, Director	First version

Signed:

Oliver Greaves

Director and Designated Safeguarding Lead

DJ Club CIC

August 2026

DJ Club CIC | Community Interest Company No. 16691288

248 Pettits Lane North, Romford, RM1 4PJ | All profits reinvested into music education