



## **XYZ Music Academy Ltd**

# **Child and Vulnerable Adult Sexual Exploitation Policy**

**XYZ Music Academy Ltd**

**Policy Owner:** Designated Safeguarding Lead (DSL)

**Approved By:** Managing Director

**Review Date:** Annually

**Version:** 1.0

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## **1. Policy Statement**

XYZ Music Academy Ltd is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We recognise that child sexual exploitation (CSE) and vulnerable adult sexual exploitation are forms of abuse that can have serious and long-lasting impacts on victims.

We have a duty to identify concerns, respond appropriately, and work in partnership with families, schools, local authorities, police, and safeguarding agencies to protect individuals from harm.

All staff, volunteers, contractors, and associates working on behalf of XYZ Music Academy Ltd share responsibility for safeguarding and protecting children and vulnerable adults from exploitation.

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## 2. Purpose

This policy aims to:

- Protect children and vulnerable adults from sexual exploitation.
  - Ensure staff understand the indicators of exploitation.
  - Provide clear procedures for reporting concerns.
  - Promote a culture of vigilance and safeguarding.
  - Support compliance with relevant safeguarding legislation and guidance.
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## 3. Scope

This policy applies to:

- All employees
- Freelance tutors
- Volunteers
- Directors
- Contractors
- Visitors working on behalf of XYZ Music Academy Ltd

The policy applies during:

- Music lessons
- Workshops
- School-based activities
- Alternative provision settings
- Online learning environments
- Educational trips and events
- Any activity delivered by XYZ Music Academy Ltd

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## 4. Definitions

### Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate, deceive, or force a child into sexual activity.

The child may receive:

- Gifts
- Money
- Accommodation
- Drugs
- Alcohol
- Status
- Affection
- Protection

The victim may not recognise that they are being exploited.

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### Vulnerable Adult Sexual Exploitation

Sexual exploitation of vulnerable adults occurs when a person is manipulated, coerced, pressured, deceived, or forced into sexual activity for another person's benefit.

Vulnerable adults may be at increased risk due to:

- Learning disabilities
  - Autism spectrum conditions
  - Mental health difficulties
  - Physical disabilities
  - Social isolation
  - Dependence on others
  - Previous trauma
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## 5. Legal Framework

This policy is informed by:

- Children Act 1989
  - Children Act 2004
  - Care Act 2014
  - Working Together to Safeguard Children
  - Keeping Children Safe in Education
  - Sexual Offences Act 2003
  - Human Rights Act 1998
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## 6. Recognising Sexual Exploitation

Staff should be alert to indicators that may suggest a child or vulnerable adult is being exploited.

### Behavioural Indicators

- Sudden changes in behaviour
- Increased secrecy
- Missing sessions or appointments
- Going missing from home or school
- Unexplained absences
- Self-harm
- Anxiety or depression
- Aggressive or challenging behaviour
- Drug or alcohol misuse
- Withdrawal from friends or family

### Physical Indicators

- Unexplained injuries
- Sexually transmitted infections
- Pregnancy
- Signs of physical abuse
- Poor physical wellbeing

### Environmental Indicators

- Associating with significantly older individuals

- Receiving unexplained gifts, money, phones, or clothing
- Frequent hotel stays or unexplained travel
- Use of multiple social media accounts
- Evidence of online grooming
- Contact with known offenders

### **Online Indicators**

- Excessive secrecy regarding online activity
  - Sexualised messages
  - Sharing indecent images
  - Contact from unknown adults
  - Online blackmail or coercion
  - Requests for explicit images or videos
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## **7. Staff Responsibilities**

All staff must:

- Complete safeguarding training.
- Understand the signs of exploitation.
- Remain professionally curious.
- Record concerns accurately and promptly.
- Report concerns immediately.
- Never promise confidentiality to a child or vulnerable adult.
- Maintain professional boundaries at all times.

Staff must not:

- Investigate allegations themselves.
  - Confront suspected perpetrators.
  - Delay reporting concerns.
  - Attempt to gather evidence independently.
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## **8. Responding to a Disclosure**

If a child or vulnerable adult discloses exploitation:

### **Staff Should:**

- Remain calm.
- Listen carefully.
- Take the disclosure seriously.
- Reassure them they have done the right thing.
- Explain that information must be shared to keep them safe.
- Record the disclosure using the individual's own words wherever possible.

### **Staff Should Not:**

- Ask leading questions.
  - Promise secrecy.
  - Express shock or disbelief.
  - Make assumptions.
  - Attempt to investigate.
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## **9. Reporting Procedure**

Any concern regarding sexual exploitation must be reported immediately to the Designated Safeguarding Lead (DSL).

### **Internal Reporting Process**

1. Ensure immediate safety.
2. Report concern to DSL immediately.
3. Complete safeguarding concern form.
4. DSL assesses risk.
5. DSL consults safeguarding partners where necessary.
6. Appropriate referrals are made.

Where there is immediate danger:

- Contact emergency services on **999**.
  - Inform the DSL as soon as possible.
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## **10. Information Sharing**

XYZ Music Academy Ltd recognises that timely information sharing can save lives.

Information may be shared with:

- Children's Social Care
- Adult Social Care
- Police
- Schools
- Health professionals
- Multi-agency safeguarding partners

Information will be shared lawfully and proportionately in accordance with safeguarding responsibilities and data protection legislation.

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## 11. Online Safety and Exploitation

XYZ Music Academy Ltd recognises that exploitation increasingly occurs online.

Staff should remain alert to:

- Online grooming
- Sextortion
- Sharing of indecent images
- Live-streaming abuse
- Social media manipulation
- Online coercion

Any online safeguarding concerns should be treated with the same seriousness as concerns arising offline.

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## 12. Safer Recruitment

XYZ Music Academy Ltd will take reasonable steps to prevent unsuitable individuals from working with children and vulnerable adults through:

- Enhanced DBS checks
- Identity verification
- Reference checks
- Employment history checks

- Safeguarding interview questions
- Ongoing safeguarding training

These procedures form part of the organisation's Safe Recruitment Policy.

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## 13. Training

All staff will receive:

- Safeguarding induction
- Regular safeguarding updates
- Child protection training
- Online safety awareness training
- Guidance relating to sexual exploitation and grooming

The DSL will undertake advanced safeguarding training in accordance with local safeguarding requirements.

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## 14. Confidentiality and Record Keeping

All safeguarding concerns relating to exploitation will be:

- Recorded accurately
- Stored securely
- Shared only with those who need to know
- Retained in accordance with safeguarding and data protection requirements

Records should include:

- Date and time
  - Nature of concern
  - Actions taken
  - Individuals involved
  - Outcome and follow-up
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# 15. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes
  - Statutory guidance changes
  - Serious safeguarding incidents occur
  - Organisational changes require revision
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## Key Contacts

**Designated Safeguarding Lead (DSL):**

Duncan Lee

**Deputy DSL:**

Richard Wainwright

Charlotte Nash

**Emergency Services:** 999

**Children's Social Care:** Buckinghamshire County Council Social Care - 01296 383962

**Adult Social Care:** Buckinghamshire County Council Social Care - 01296 383204