



Hybrid 3 Safeguarding Policy

1. About Hybrid 3

Our mission is to make music and sound accessible to everyone, because we believe that every person deserves the chance to be heard. We are passionate about providing the tools, spaces, and opportunities that help people discover and express their own voice.

Our team is made up of a diverse group of artists, including sound engineers, producers, musicians, creative writers, and workshop facilitators. Together, we offer a wide range of services: recording studios, rehearsal spaces, electronic and live music venues, audio production, music lessons, and creative activities for Children and Young People aged 7 - 18 (CYP). We also deliver outreach sessions in schools and community settings.

Our work with CYP includes our StoryBombs workshops, where CYP create their own radio podcasts combining words and music. This model is used across our weekly after-school groups, Healthy Holidays programmes, one-off sessions, and outreach in schools, hospitals, festivals, and community venues. We also run young band coaching sessions and provide one-to-one lessons through our music school.

All our activities for CYP are designed to be inclusive and can be adapted to meet the needs of groups and individuals with access requirements or special educational needs.

Hybrid 3 have adopted the following principles in relation to safeguarding:

- Hybrid 3 is committed to safeguarding everyone. We have a duty of care to ensure we have measures in place that safeguard:
 - Children up to the age of 18
 - Adults at risk - anyone aged 18 or over who may be in need of care or support (this may be due to age, physical or learning disability, other physical or mental health need or involvement in substance misuse) and who may be unable to protect themselves from harm as a result of their needs.
- the welfare and safety of CYP is paramount in all work we do and decisions we take
- all CYP - regardless of age, culture, disability, gender, racial heritage, language, religious belief, sexual orientation or identity, have an equal right equal to protection from all types of harm or abuse.
- extra safeguards may be needed to keep CYP who are additionally vulnerable safe from abuse.
- all allegations of abuse and suspicions of abuse will be taken seriously and responded to swiftly and appropriately and will not be ignored
- working in partnership with CYP, their parents, carers and other agencies is essential in promoting the CYP's welfare

- following the guidance and procedures recommended by the Sheffield Safeguarding Children Partnership

2. Introduction

Hybrid 3 believes that CYP should never experience abuse of any kind. We have a responsibility to promote the welfare of all CYP and to keep them safe. We are committed to practice in a way that protects them.

This policy applies to all members of Hybrid 3 - paid and unpaid staff and volunteers, including senior managers and the board of non-executive directors, associate members, sessional workers, agency staff, students and anyone working on behalf of Hybrid 3.

The purpose of this policy statement is:

- to protect CYP who attend events and/or receive Hybrid 3 services, including the CYP of adults who use our services, from abuse, harm or mistreatment
- to provide staff and volunteers, as well as CYP and their families, with the overarching principles that guide our approach to safeguarding and guidance on procedures they should adopt if they suspect a CYP may be experiencing, or be at risk of, harm

3. Legal framework

This policy and the reporting procedures have been drawn up based on the legislation, policy and guidance that seeks to protect CYP in England.

[See the most up-to-date key safeguarding legislation and guidance on the NSPCC's website.](#)

4. Safeguarding at Hybrid 3

All CYP at Hybrid 3 will be listened to, valued and respected. We will seek to keep CYP safe at Hybrid 3 by ensuring there are two Designated Safeguarding Leads (DSL) to champion and lead the implementation of safeguarding across all activities at Hybrid 3, a robust procedure for reporting and responding to all safeguarding concerns (including to allegations against a staff member or volunteer), following safer recruitment practises and providing up-to-date inductions and training for all staff and volunteers.

4.1 Designated Safeguarding Leads

Hybrid 3 will appoint two members of staff who will be the Designated Safeguarding Leads (DSL). We will also ensure one Non-Executive Director has safeguarding responsibility.

The DSLs will;

- act as the first point of contact for all staff and volunteers to discuss any safeguarding concerns, ensuring all concerns are reported and receive a robust and timely response

- liaise with other agencies and professionals in line with relevant statutory guidance
- inform the Board of Non-Executive Directors of all serious incident reports
- develop guidance and training across the organisation
- provide advice and support to all staff and volunteers to ensure the highest standards are maintained across all Hybrid 3 projects
- undertake a review of all safeguarding cases and include a summary of proactive measures to implement and strengthen safeguarding across the organisation
- ensure that policies are reviewed at least annually, or in line with any updates in legislation and guidance.

Nominated Safeguarding Leads:

Matt Ritchie

Phone/email: 07760272239 matt@hybrid3studios.com

Emily Hearne

Phone/email: 07783413704 emily@hybrid3.org

Non-Executive Director with Safeguarding Responsibilities:

Alisdair McGregor

Phone/email: 07813176850 spinach.pie@virgin.net

4.2 Reporting Procedure

If you or someone else is in immediate risk of significant harm or injury, or a crime has been committed, you should **call the emergency services by dialling 999**.

If this risk of serious harm or injury is to a CYP currently in your care, **do not let them leave the premises** until the appropriate services have been contacted and the risk to the child is no longer critical.

If you are worried about a child, or a child makes a disclosure, speak to the DSL to discuss your concerns at the very earliest opportunity (for contact details see above) and ensure the concerns are recorded on the reporting form.

To view our complete procedure for reporting safeguarding concerns, including responding to allegations against a staff member or volunteer, see [Hybrid 3 Safeguarding Procedure](#). We will use our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involve CYP, parents, families and carers appropriately.

All complaints, allegations, or expressions of concern (whether from staff, service users, parents/carers or members of the public) should be reported to the DSL. All complainants should be reassured that:

- they will be taken seriously and given support
- their comments will be treated confidentially but their concerns may need to be shared if they or others could be at significant risk

- If an allegation is made to a member of staff or there is a suspicion of abuse, then the member of staff must inform the Designated Safeguarding Officer as the soonest appropriate moment

Hybrid 3 will record, store and use information professionally and securely, in line with data protection legislation and guidance.

4.3 Procedure and responding to allegations against a staff member or volunteer

Hybrid 3 is committed to taking seriously any allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a CYP. Any allegations will be dealt with seriously, promptly and with sensitivity, regardless of where the alleged incident took place.

In line with our Safeguarding Reporting Procedure, and Whistleblowing Policy, all concerns should be raised with the DSL where appropriate. If the concerns are about the DSL, contact your line manager or if you feel more comfortable, the police directly.

4.4 Safer Recruitment, Inductions & Training

Hybrid 3 will ensure that all staff, volunteers and directors whose roles include working with CYP are carefully selected, screened, trained and supervised in line with our [Safer Recruitment Policy](#). We commit to;

- providing effective management for all staff, sessional/agency staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting, vetting and selecting non-executive directors, associate members, staff and volunteers safely, ensuring all necessary checks are made including DBS checks to an appropriate level
- ensuring that all staff, volunteers and directors undertake appropriate Safeguarding training as part of their induction in their first year with Hybrid 3. This should be updated annually in line with best practise guidelines
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that, when working with partners, they have appropriate safeguarding policies and procedures in place and that all staff are DBS checked to an appropriate level. All partnership agreements will include consideration of how the two policies interact but if in doubt safeguarding concerns should be reported to both partners.

4.5 Safe spaces & Anti-bullying

Hybrid 3 is committed to building a culture of safeguarding, where staff and volunteers, CYP and their families treat each other with respect and are comfortable about sharing concerns.

We commit to creating and maintaining an anti-bullying environment and ensuring that we have an adequate Safe Spaces policy, and complaints procedure to help us deal effectively with any bullying that does arise.

Everyone is welcome to use Hybrid 3 facilities regardless of their age, race or ethnicity, sexuality, gender, religion or disability. Everyone should be safe from discrimination or bullying of any kind.

Signposting and distribution of information about safeguarding children and good practice via leaflets, posters, and one to one discussion, making sure that both CYP and their families know where to go for help if they have any concerns.

5. Safeguarding in a working studio

Hybrid 3 is a working music studio, used regularly by members of the public to rehearse and record.

In order to protect the safety of CYP on site, Hybrid 3 will ensure:

- Members of the public are not on-site when workshops, groups or lessons for CYP are running, all bookable spaces are reserved for youth activity.
- All CYP participating in recording will need broadcast & audio consent, as well as photo and video consent forms signed by parents or carers
- Fire regulations and escape routes are clearly marked
- Under 14s must be collected by parents or carers with consent required for CYP who want to leave groups or sessions alone
- Members of the public using rehearsal spaces are asked to adhere to a code of conduct regarding drugs and alcohol in rehearsal spaces. Hybrid 3 has zero tolerance for illegal substances on site, and alcohol is not kept on site. All studio and communal spaces are checked and cleaned prior to any youth sessions.
- All musicians or workshop facilitators will be subject to our safer recruitment policy

Staff at Hybrid 3 are committed to ensuring a safe physical environment for all our CYP, staff and volunteers. Health and safety measures are in place in relation to all electronic equipment. All electronics are PAT tested and stored safely and securely. For more information see our [Health & Safety document](#).

6. Lone working & ratios:

- no lone working will take place on site at Hybrid 3. A minimum of two staff members are on site at all times, with a minimum of 1 staff member and 1 volunteer present at any youth session.
- all youth sessions will operate with appropriate adult to child ratios.
 - 4 - 8 years - one adult to six children
 - 9 - 12 years - one adult to eight children
 - 13 - 18 years - one adult to ten children
- for 1-1 music lessons, or any other 1-1 sessions, there will always be at least one other staff member in the building with CCTV running in each studio space
- all music teachers or facilitators will be subject to Hybrid 3's safer recruitment policy

7. Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- [reporting disclosures and concerns about a CYP](#)
- [code of conduct for staff and volunteers](#)

- [media consent and broadcasting forms](#)
- [safer recruitment, including induction, training, supervision and support](#)
- [whistleblowing, including managing allegations against staff and volunteers](#)
- [health & safety](#)
- Safeguarding Adults
- Complaints procedure
- Safe Spaces Policy

Review

We are committed to evaluating and reviewing our safeguarding policy and procedures annually in line with good practice, or when significant changes to legislation require it.

This policy was last reviewed: September 29th 2025

Signed:  Date: 29.09.2025