

Protected Adults Safeguarding Policy

Company: Wee Music Company Ltd. (SC899004) trading as Wee Music School

Last Updated: September 2026

1. Introduction

Wee Music School, a trading name of the Wee Music Company Ltd. (SC899004), teaches students of all ages, from young children to adults in their 80s. We are fully committed to ensuring the safety and well-being of all individuals who engage with our services. This Safeguarding Policy outlines our approach to protecting adults at risk (often referred to as 'protected adults'), preventing harm, and responding appropriately to any concerns. It applies to all core staff, self-employed tutors, substitute teachers (deps), and anyone involved with Wee Music School.

2. Agency Status and Liability

Wee Music School acts strictly as an employment business and booking agent, facilitating introductions between clients and self-employed tutors. Our safeguarding responsibility is focused on robust initial vetting, maintaining platform standards, and providing a clear incident reporting framework.

While we require all tutors to adhere to this Policy as a condition of using our platform, tutors retain full professional autonomy. Self-employed tutors are independently responsible for the day-to-day safety and delivery of their lessons, and maintain their own professional indemnity and public liability insurance.

3. Policy Statement

Wee Music School believes that:

- The welfare and safety of all students, regardless of age, is paramount.
- All adults have the right to live free from abuse, neglect, and exploitation.
- We have a responsibility to promote the welfare of protected adults, to protect them from harm, and to take action where concerns about their welfare arise.

4. Definitions

Protected Adult / Adult at Risk: In Scotland, under the Adult Support and Protection (Scotland) Act 2007, an "adult at risk" is defined as a person aged 16 or over who is unable to safeguard their own well-being, property, rights, or other interests, and is at risk of harm. They may be more vulnerable to harm because they are affected by disability, mental disorder, illness, or physical or mental infirmity.

Note: While engaging in music lessons does not inherently make an adult a "protected adult", our tutors may work with individuals who meet this criteria due to personal or health circumstances.

5. Legal Framework

This policy has been drawn up on the basis of legislation and guidance that seeks to protect adults in Scotland, including:

- Adult Support and Protection (Scotland) Act 2007
- Protection of Vulnerable Groups (Scotland) Act 2007
- The Equality Act 2010
- Health and Social Care Standards

6. Roles and Responsibilities

All Self-Employed Tutors and Deps: As independent professionals, tutors are required to adhere to this policy. They are individually responsible for ensuring a safe environment during their lessons, adapting their teaching approach to the needs of the individual, and reporting any safeguarding concerns to the Safeguarding Officer.

Safeguarding Officer: Aden Mazur (aden@weemusicschool.co.uk) is the named individual responsible for safeguarding within Wee Music School. They ensure the policy is implemented effectively and act as the primary point of contact for any concerns.

7. Vetting and Safeguarding (Agency Model)

Wee Music School is committed to strict vetting practices. Every tutor and substitute teacher (dep) operating via the platform must hold active Protection of Vulnerable Groups (PVG) scheme membership before beginning their role. The School arranges and pays for PVG scheme membership through Disclosure Scotland for its tutors, ensuring they are cleared to work with vulnerable groups.

8. Recognising and Responding to Concerns

Abuse can take many forms, including financial, physical, psychological/emotional, sexual, or neglect. Tutors must be alert to signs that an adult may be experiencing harm or exploitation.

If an adult discloses harm, or a tutor observes signs of abuse:

- Listen carefully and reassure the individual without promising absolute confidentiality.
- Respect their right to self-determination, but explain that the information must be shared if they are in immediate danger or if a crime has been committed.
- Record the concern in writing as soon as possible, detailing exactly what was said or observed.

9. Incident Response and Reporting Procedures

If a tutor, staff member, or family member raises a safeguarding concern regarding an adult student, Wee Music School will follow this procedure:

- **Reporting:** The concern must be reported to the Safeguarding Officer (Aden Mazur) immediately. Tutors are strongly encouraged to utilize the built-in Safeguarding/Wellbeing Concern reporting feature within the TutorCruncher platform to flag issues securely.
- **Assessment & Communication:** The Safeguarding Officer will conduct a prompt, confidential review to gather relevant information, keeping the adult's wishes central to the process wherever possible.
- **Escalation:** The Safeguarding Officer will assess whether the threshold is met to involve external agencies, such as the local authority's Adult Social Care department or Police Scotland.

Emergency & Contact Information

If there is an immediate risk of harm, contact emergency services directly.

Police Scotland: 101 (or 999 in emergencies)

Safeguarding Officer: Aden Mazur (07886231915 | aden@weemusicschool.co.uk)

Disclosure Scotland: 03000 2000 40