



RAD MUSIC
INTERNATIONAL

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Safeguarding Policy

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Introduction to RAD Music International

RAD Music International was founded in 2018 on Lesbos by Rouddy Kimpioka, a cultural mediator, humanitarian worker and asylum seeker himself. Rouddy arrived in Greece in 2017 and unable to bear the situation prevailing in the Moria Refugee Reception and Identification Centre, started RAD - Refugees African Dance - in 2018 as a group of refugees who were involved in the Dance of their countries of origin with the aim of giving hope to himself and to those around him. It was created with the goal of intercultural interaction.

RAD Music International emerged completely grassroots in Moria Camp, creating with the difficulty and the trauma people were facing and crafting environments for social support, creative expression and connection among people at the time that it was needed the most. Music, Dance and Educational activities became the means to reclaim dignity and joy, to cultivate confidence beyond the stigma many people were facing and build new communities.

RAD Music International became an official Greek Cultural Club in 2021, consists of refugees, Greeks and internationals, and aims to support refugees on the island of Lesbos and all around Greece. In various ways we are fighting for human rights and common ground values that should apply to every asylum seeker in Europe. We stand in unity with refugees to defend and demand respect for their rights as human beings. The integration of refugees in our cultural, educational and social activities had a huge personal impact on them but in the meantime also strengthened us in our mission. Today is an example of how refugees can contribute in meaningful ways to society.

The provided activities are Music (instruments lessons, choir and band), Dance (from many countries), Languages (Greek, English, German, French and other occasionally), CV preparation and integration sessions. In addition, several workshops and projects are organised such as painting, drawing, crafts, hair dressing, first aid, mime and theatre.

The five goals of RAD are:

1. Promote human rights and human dignity
2. Connect people from different cultures and countries through collective activities with the aim of creative intercultural interaction
3. Support refugees with psycho-social and educational activities
4. Bring back joy, celebrate diversity and our shared humanity with music and dance
5. Support integration processes of refugees into the European society whilst honouring people's cultures and heritage



Introduction - Safeguarding Standard

Rad Music International's Safeguarding Standard is made of 3 policies which work with each other to ensure that visitors and staff and volunteers alike are as safe as possible during their time at Rad.

- 1: Safer Recruitment Policy
- 2: Code of Conduct
- 3: Safeguarding Policy

Within each policy are relevant documents / trackers / report forms to complete the functions of the policy.

Below is a breakdown of the safeguarding standard, the document titles, their purposes and who uses them. The documents that are relevant to volunteers / staff and visitors are available here:

<https://drive.google.com/drive/folders/1ft183dIRS-Gh1bzu5S0uMd7TiDK6JZA4?usp=sharing>

1	Safer Recruitment Policy	For all external visitors to Rad (volunteer, staff and anyone else). Signed and uploaded to the drive of individuals.
1.1	Applicant and HR Tracker	Used to track applicants, outcomes and documents obtained. Used by the person in charge of recruitment only.
1.2	Standard Interview Questions and Tracker	Used by the person in charge of recruitment only.
1.3	Standard emails for: Rejection (at application or after interview), Invite to interview, Offer of Position	Used by the person in charge of recruitment only.
1.4	Reference Request email	Used by the person in charge of recruitment.
1.5	Reference Request template	Used by the person in charge of recruitment only. Responses saved in the drive of the individual.
1.6	Personal Details Form	For all staff and volunteers - saved in their drive.
1.7	Off boarding meeting template	For all staff and volunteers - used by the person in charge of recruitment.
2	Code of Conduct	For all external visitors to Rad (volunteer, staff and anyone else). Signed and uploaded to the drive of individuals.
2.1	Onboarding training for new arrivals	Kayleigh to deliver to new arrivals
2.2	Volunteer Agreement	For all staff and volunteers. Used by volunteer coordinator. Signed and uploaded to the drive of the individuals.



3	Safeguarding Policy	For all external visitors to Rad (volunteer, staff and anyone else). Signed and uploaded to the drive of individuals.
3.1	Safeguarding Incident Report Form	To be used by Safeguarding Lead (SL) or Manager and stored securely with password.
3.2	Receiving a Safeguarding Referral	General guidance
3.3	Expectations Poster	Created on Canva and downloaded.
3.4	Safeguarding Training for new arrivals	Kayleigh to deliver only
3.5	QR code for anon safeguarding report form	For the 'expectations' poster
3.6	Anon Safeguarding Report Form	For SL only
3.7	External Referral Forms (E16 and E17)	For SL only.

1. Purpose of the Safeguarding Policy

The purpose of this policy is to protect visitors to, and recipients of services from, Rad Music International (hereafter referred to as Rad), particularly children and adults with 'characteristics of vulnerability', as well as all stakeholders including staff, volunteers and external visitors, from any harm that may be caused due to their coming into contact with Rad.

This includes harm arising from:

The conduct of staff, volunteers or professional visitors associated with Rad.

The design and implementation of Rad's programmes and activities

The policy lays out the commitments made by Rad, and informs staff, volunteers and professional visitors of their responsibilities in relation to safeguarding.

This policy does not cover:

Safeguarding concerns of visitors of people in the wide community not perpetrated by Rad staff, volunteers or professional visitors (use E16 / E17 forms of this')

2. Understanding the Policy

2.1 What is Safeguarding?

Safeguarding is the act of taking measures to protect the health, well-being and rights of individuals - especially those with characteristics of vulnerability such as children and people with differences which means they may be subject to discrimination or harm, and people who may be unable to protect themselves against harm or exploitation.

2.2 What is abuse?

Abuse can take many forms and may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. Anybody can abuse, and anybody may be abused.

Physical abuse	Includes hitting, slapping, pushing, kicking, burning, misuse of medication, inappropriate physical chastisement for minors.
Domestic Abuse	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality". Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female genital mutilation.
Gender Based Violence	Umbrella term for harmful acts perpetrated against someone due to their gender.
Sexual Abuse	Includes the actual or threatened, rape and sexual assault or sexual acts to which the person has not consented, or could not consent or was pressured into consenting. The individual may not be aware that they are being sexually abused.
Sexual Exploitation	Includes any actual or attempted abuse of position of power or trust, for sexual purposes. Including but not limited to: profiting with money, status or politically from the sexual exploitation of the victim.
Harassment	Persistent attacks and unwanted attention and criticism that causes stress and worry - can be of a sexual or non sexual nature.
Discrimination	Unfair or prejudicial distinctions made due to a characteristic of a person, can be due to race, religion, sexuality, gender etc.
Psychological Abuse	Includes ongoing emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or

	unreasonable and unjustified withdrawal from services or supportive networks.
Financial Abuse	Includes theft, fraud, exploitation, withholding money and the misuse or misappropriation of property, possessions or benefits.
(Contemporary forms of) Modern Slavery	Includes forced labour, domestic servitude, child soldiers, forced conscription and child / early marriage. Traffickers and slave masters use the means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.
Human Trafficking	Recruitment, movement or harbouring of people for the purpose of exploitation. Requires the use of improper means such as the threat or use of force, fraudulent schemes, deception or abuse of power.
Neglect and acts of omission	Includes ignoring medical or physical care needs, failure to provide access to appropriate services or the withholding of the necessities of life, such as medication or adequate nutrition.
Discriminatory abuse	Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.
Organisational abuse	Includes neglect and poor practice within an institution. This may range from one-off incidents to on-going ill-treatment. It can be a result of poor professional practice or as a result of the structure, policies, processes and practices within an organisation.
Forced Marriage	Where one or both parties do not consent to being married and pressure, threats, coercion or violence is used to force them into marrying.
Female Genital Mutilation	Partial or total removal of the female external genitalia for non-medical reasons.

2.3 Definitions

Characteristics of vulnerability - A characteristic which may mean that someone is at additional risk of harm, abuse or exploitation. This may be race, nationality, age, gender, sexual orientation, identity or characteristics, ability (physical or cognitive), legal status (asylum seeker or refugee). This is not an exhaustive list.



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Professional Visitor - A visitor to Rad who may not be an ongoing volunteer and therefore has signed a volunteer agreement. Could include (but not limited to): donors, journalists, contractors etc.

PSEA - Protection from Sexual Exploitation and Abuse

Visitor - Any person who attends the Rad Office to receive a service of any kind.

3. Policy Information

3.1 Policy Statement

Rad believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Rad will not tolerate abuse and exploitation by staff, volunteers, professional visitors of any kind. Rad is also acutely aware of the power imbalance that exists between service users and service providers.

Due to offering support and assistance to people who may have faced already, or be at risk of abuse, harm or discrimination, Rad is committed to managing its services in a way which minimises the risk of further abuse, harm or discrimination occurring.

In order to achieve this Rad commits:

- To ensure all staff, volunteers and professional visitors of any kind are aware of its safeguarding policies and procedures.
- To provide adequate training to all staff, volunteers and professional visitors of any kind to help them understand their role in safeguarding.
- Ensure concerns or allegations of abuse are always taken seriously
- Ensure visitors who access services from Rad have access to information on how to report concerns or allegations in a format which is understandable.

Rad commits to addressing safeguarding throughout its work, through the three pillars of **prevention**, **reporting** and **response**.

3.2 Scope

This policy is relevant for:

- All staff or volunteers contracted (through employment contracts or volunteer agreements) by Rad.

- Professional Visitors whilst engaged with work or visits related to Rad, including but not limited to the following: consultants; contractors; journalists, celebrities, donors and politicians.
- Musicians performing under the name of Rad

4. Prevention

4.1 Rad's Commitments:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Rad. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff, volunteers and professional visitors - this is achieved through the Safer Recruitment Policy.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the Organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process in line with national and international laws and humanitarian best practice.

4.2 Staff, volunteers and Professional Visitor's Commitments:

- To not engage in sexual activity with anyone under the age of 18
- To not sexually abuse or exploit children or adult visitors to Rad
- To not subject children or adults to physical, emotional or psychological abuse, or neglect
- To not engage in any commercially exploitative activities with children including child labour or trafficking
- To not exchange money, employment, goods or services for sexual activity
- To not engage in any sexual relationships with visitors, since they are based on inherently unequal power dynamics
- To contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- To report any concerns or suspicions regarding safeguarding violations by a Rad staff member, volunteer or professional visitor to the appropriate staff member

5. Reporting

Rad will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers, professional visitors of any kind and most importantly visitors.

Rad will also accept complaints from external sources such as members of the public, partners and

official bodies.

Reports are treated with confidentiality with all measures taken to ensure the safety of those reporting and of those affected with the exception of if there is a public concern.

5.1 How to Report a Safeguarding Concern

Staff members or visitors to Rad who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [Kayleigh Jackson at Radsafeguarding@gmail.com]. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other **appropriate** staff member. For example, this could be a **senior manager** or a member of the board. The board can be emailed at Radboardsafeguarding@gmail.com (this email is accessed by the 5 board members only) and there is an anonymous reporting form accessed through the following QR code (which is accessed only by Kayleigh Jackson, safeguarding lead).



Whoever receives the complaint is to complete A 'Safeguarding Incident Report Form' to the best of the information available and they are to take any referrals from survivors / victims using a survivor-centred approach. There is guidance available here:

https://drive.google.com/drive/folders/12LwpbDKV5d8wSPjHhgs3wZo0t6u3gPhZ?usp=drive_link

Depending on the wishes of the survivor / victim ongoing referrals may be made as appropriate (see options on the report form).

If the police are to be involved then it would be advisable for the survivor / victim to be escorted to the police station (especially if from the refugee community and interpretation is required to lodge a complaint). Be aware that if the alleged perpetrator / person of concern is not known to the survivor / victim, there may be a fee to open an investigation.



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If the concern is regarding a visitor to Rad but doesn't involve a member of staff, volunteer or professional visitor then please complete the E16 / E17 forms as appropriate and forward on as per instructions. These are official forms from the Ministry of Migration to which we report safety concerns for people who live in camp, or for incidents that have happened in camp.

6. Response

Rad agrees to follow up safeguarding reports within 48 hours of the report being made. This includes fulfilling any legal obligations there may be.

The concerns will be investigated by the Safeguarding Lead and where this isn't appropriate, by the board. The aim is to do this sensitively, in a non-judgemental manner and with confidentiality as a priority.

Any meetings that are held in relation to investigating a safeguarding concern will be recorded and saved securely.

Rad will apply disciplinary measures to staff, volunteers or professional visitors found to have breached any policies or laws relevant to Rad and this may result in the terminations of contracts / volunteer agreements.

Rad will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

7. Whistleblowing

Whistleblowing is when a person, usually a staff member or volunteer, reveals information about activities or behaviours within an organisation that is illegal, immoral, illicit, unsafe or fraudulent.

Rad will ensure that if a whistle-blower raises a concern, they will receive no backlash or detrimental treatment for doing so

Rad encourages staff, volunteers and professional visitors to voice whistleblowing concerns openly with management. This can be done in person or in writing. If however this is not suitable, concerns can be put in writing to the board and sent to: Radboardsafeguarding@gmail.com

Depending on the concern raised, the whistleblower may be called for a meeting with the management / board. If this happens they can bring a colleague / witness.



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Rad agrees that whilst investigating concerns made by a whistleblower it will:

- Ensure any matter raised under this procedure is thoroughly and promptly investigated, and the outcome of the investigation reported back to the person who raised the issue
- Treat any retaliation against or threats to whistle-blowers as a serious matter that may lead to disciplinary action that may include dismissal
- Not attempt to conceal evidence of poor or unacceptable practice.

If the whistleblower is found to be making false allegations maliciously, then there may be disciplinary actions taken.

Rad is a small organisation which limits the mechanisms possible for reporting. This policy and process has been put in place to the best of the current availability but ways to improve are always being considered and the policy and processes will be updated accordingly and people informed.

Signed: _____ Date: _____

Name: _____