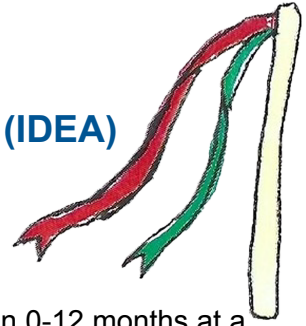


INCLUSION, DIVERSITY, EQUITY AND ACCESS (IDEA) POLICY AND PROCEDURES

Last Updated January 2026



Babigloo is.....

a project which delivers therapeutic music-led sessions to parents and children 0-12 months at a child's most vulnerable age. Each baby is accompanied by an adult/parent or carer; and if necessary, support from someone.

The very nature of the work of Babigloo music for Babies is that every baby and their family should have access to the formative and transformative qualities of music in our lives. IDEA isn't just something we promote and model, it's something we live by in our workplace and demonstrate through our workforce and methods.

Babigloo's Designated lead on handling any allegation is

Colin Phillimore, Co Director

Email: colin@babigloo.co.uk

Tel: 07885 535676

If Colin is unavailable or implicated in a concern you should contact:

Jenny Gordon (Co-Director)

Tel: 077515 25200

Email: jenny@babigloo.co.uk

This document is for everyone:

- Parents attending Babigloo sessions,
- Babigloo Music Leaders,
- Babigloo Guest musicians,
- Babigloo Directors
- Administrator
- Organisation Partners.

We work with our key partners in delivering our sessions especially Early Years Practitioners in local authority Family Hubs and therefore refer to that venue's policies and procedures.

Babigloo aims to promote equality of opportunity for all children accessing our sessions, including support for children with special educational needs or disabilities.

The Aim of our Guidelines and Procedures is to protect everyone involved in Babigloo from harm

Valuing diversity and promoting equality

Policy statement

"Babigloo will strive for our service to be fully inclusive in meeting the needs of all children.

Babigloo recognises that children and their families come from diverse backgrounds. All families have needs and values that arise from their individual, social, economic, ethnic, cultural or religious backgrounds and situations.

Children grow up in diverse family structures that include two parent and one parent families; some children have two parents of the same sex. Some children have close links with extended families of grandparents, aunts, uncles and cousins; while others may be more removed from close kin, or may live with other relatives or foster carers.

Babigloo will strive to incorporate all babies and family structures represented at the sessions including issues relating to access legal requirements. An integral part of this policy is to liaise with the designated venue staff member to risk assess and discuss any necessary needs of babies and their families attending sessions and plan accordingly.

This includes the needs of members of the Babigloo team who home educate their children or who may be ill or need care in other situations, or separated from family members for any reason including acts of war, following negotiation with the Co-Directors”.

Some children have needs that arise from a disability, or may have parents that are affected by disability. Some children come from families who experience social exclusion or severe hardship; some have to face discrimination and prejudice because of their ethnicity, the languages they speak, their religious or belief background, their gender or their impairment.

Babigloo understands that these factors affect the well-being of children and can impact on their learning and attainment. We are committed to anti-discriminatory practice to promote INCLUSION, DIVERSITY, EQUITY AND ACCESS for all children and families.

Babigloo music for Babies aims to:

- provide a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping presentation about gender roles, diverse family structures, diverse socio- economic, ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities of the setting; and foster good relations between all communities.

Procedures

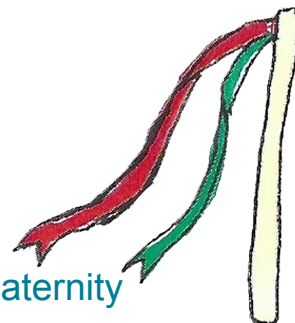
Attendance

Our setting is open and accessible to all members of the community.

- Babigloo will advertise our service to the relevant cohorts as directed by venue outcome requirements and for our own events such as concerts or shows, as widely as possible.
- Babigloo programmes will reflect the diversity of our society in our publicity and promotional materials.
- Babigloo programmes will strive to provide information in clear, concise language, whether in spoken or written form.
- Babigloo will strive to provide information in other languages in line with their venue’s publicity (wherever possible).
- Babigloo bases our Attendance Policy on the system used by the venues, whilst needing to prioritise families considered by Early Years professionals working with those families.
- Babigloo will ensure that all parents are made aware of our Valuing Diversity and Promoting Equality Policy.
- Babigloo will not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act (2010).

These are:

- disability
- race
- gender reassignment
- religion or belief
- sex
- sexual orientation
- age
- pregnancy and maternity
- marriage and civil partnership.



Babigloo will not discriminate against a child with a disability or refuse a child entry to our setting for reasons relating to their disability.

Babigloo will ensure, wherever possible, that Babigloo have a balanced intake of boys and girls in the setting.

Babigloo will make adjustments to ensure that disabled children can participate successfully in the services offered by the setting and in the curriculum offered.

Babigloo take action against any discriminatory behaviour by our staff, volunteers or parents whether by:

- direct discrimination – someone is treated less favourably because of a
- protected characteristic e.g. preventing families of some racial groups from
- using the service;
- indirect discrimination - someone is affected unfavourably by a general policy i.e. children must only speak English in the setting;
- association – discriminating against someone who is associated with a person with a protected characteristic e.g. behaving unfavourably to someone who is married to a person from a different cultural background; or
- perception – discrimination on the basis that it is thought someone has a protected characteristic e.g. making assumptions about someone's sexual orientation because of their mannerisms or how they speak

Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on, or around, our premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behaviour and inviting them to read and to act in accordance with the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

Employment

- Babigloo music for Babies advertise posts and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all, however our integral aim is to employ professionally trained musicians, artists and early years workers to ensure the requirements of our funders are met..
- Babigloo may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and suitability checks. This ensures fairness in the selection process.
- All our job descriptions include a commitment to promoting equality, and recognising and respecting diversity as part of their specifications.
- Babigloo monitors our application process to ensure that it is fair and accessible.

Training

- Babigloo will seek out training opportunities for our staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.
- Babigloo will defer any first aid or medical requirements of participants to the venue staff wherever necessary.
- Babigloo will review our practices to ensure that we are fully implementing our policy for Valuing Diversity and Promoting Equality.

Curriculum

The curriculum offered in Babigloo programmes encourages children to develop positive attitudes about themselves as well as people who are different from themselves. It encourages children to empathise with others and to continue to develop their skills of hearing and appreciating the complexities of music.

Our environment is as accessible as possible for all visitors and service users. If access to the setting is found to treat disabled children or adults less favourably, then Babigloo will make reasonable adjustments to accommodate the needs of disabled children and adults. Babigloo will do this by:

- making children feel valued and good about themselves and others;
- ensuring that children have equality of access to the Babigloo session;
- undertaking an access audit to establish if the setting is accessible to all disabled children and adults;
- making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments;
- making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities, i.e. recognising the different learning styles of babies between 0-12 months and within an inclusive approach;
- positively reflecting the widest possible range of communities in the choice of resources;
- avoiding stereotypes or derogatory images in the selection of books or other visual materials;
- creating an environment of inclusiveness, mutual respect and tolerance;
- differentiating programmes to meet children's special educational needs on a session by session basis;
- ensuring that the Babigloo programmes, concerts and shows offered are inclusive of children with special educational needs and disabled children;
- the Babigloo non-verbal approach ensures that children learning English as an additional language can engage with the content of each session; and
- ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.
- Babigloo sessions actively use greetings and celebratory expressions as an integral part of growing its communal nature i.e. "Bom Dia!" "Encantada!" etc.

Valuing diversity in families

- Babigloo welcomes the diversity of family lifestyles and work with all families.
- Babigloo encourages families to share their cultures and language with each session.
- Babigloo encourages parents and other carers to take part an active part in each session.
- For families who speak languages in addition to English, Babigloo will develop means to encourage their full inclusion by incorporating specialist services in conjunction with venue staff.
- Where Babigloo charge for programmes, concerts or shows we will offer a flexible payment system for families experiencing financial difficulties and information regarding sources of financial support.
- Babigloo take positive action to encourage disadvantaged and underrepresented groups to use the setting.

Meetings

- Meetings are arranged to ensure that all staff, management committee members and volunteers who wish to may be involved including the need for their children to attend.
- Babigloo positively encourage fathers to be involved in the setting, especially those fathers who do not live with the child and will support situations where access is an issue.

Monitoring and Reviewing

- So that our policies and procedures remain effective, Babigloo monitor and review them annually to ensure our strategies meet our overall aims to promote equality, inclusion and to value diversity.
- Babigloo provide a complaints procedure and a complaints summary record for parents to see.

Useful Contact Details for Babigloo

What to do if an allegation of prejudice is raised with the Co-Directors or Management Committee

- If the person is a member of a trades union or a professional organisation, they should be advised to make contact with that body. Arrangements should be made for the person to receive ongoing support in line with the responsibilities the organisation has towards his/her welfare.

Reporting an allegation or concern

- If the allegation is made to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the staff member's supervisor/manager and the named person for safeguarding if you have one;

Babigloo's lead on handling the allegation is:

Colin Phillimore, Co Director Email: Tel: 07885535676

- If a staff member has received an allegation or observed something of concern about a Co-Director, centre manager, the staff member should report the allegation or concern to a person more senior to their manager. If the person who is the subject of the concern is a named person for equal opportunities, the matter should be reported to another Co-Director or member of the Babigloo Management Committee.

Dealing with a criminal offence

If there is reason to suspect that a criminal offence may have been committed (whether or not the threshold of 'significant harm' is reached), Babigloo in liaison with the venue it uses policies will contact the police and involve them in a similar discussion.

A representative from Babigloo should cooperate fully with any discussion involving the police and should ask for similar cooperation from the police in terms of the sharing of information relevant to the person's employment.

Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place, or whether disciplinary action must wait until the criminal process is completed.

Talking to carers about the allegation or concern

If the carers do not already know about the allegation, you will need to discuss with the local authority how they should be informed and by whom.

Talking to the person who is the subject of the allegation

- The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the local authority. However, if a strategy discussion with adult social care or the police is needed, this might have to take place before the person concerned can be spoken to in full. The police and social care department may have views on what information can be disclosed to the person
- Only limited information should be given to the person in question, unless the investigating authorities have indicated that they are happy for all information to be disclosed or unless there is no need for involvement from these statutory agencies
- You will need to keep in close communication with the local authority and the other agencies involved in order to manage the disclosure of information appropriately.

Taking disciplinary action

- If the initial allegation does not involve a possible criminal offence, the named person for equal opportunities and manager of the person at the centre of the allegation should still consider whether formal disciplinary action is needed
- The following timings should be kept to wherever possible, depending on the nature of the investigation:
- If formal disciplinary action is not needed, other appropriate action should be taken within 3 working days
- If disciplinary action is required, and can be progressed without further investigation, this should take place within 15 days

- If Babigloo decides that further investigation is needed in order to make a decision about formal disciplinary action, the named person for vulnerable adults/ venue manager should discuss with the local authority the possibility of this investigation being done by an independent person to ensure that the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the named person within 10 working days
- Having received the report of the disciplinary investigation, the venue manager/named person for safeguarding should decide within two working days whether a disciplinary hearing is needed. If a hearing is needed, it should be held within 15 working days
- The named person should continue to liaise with the local authority during the course of any investigation or disciplinary proceedings, and should continue to use them as a source of advice and support.
- While criminal proceedings are underway, or while an investigation is ongoing, there should be no decisions made about the person's future work arrangements until this is concluded. The police are required to complete their work as soon as reasonably possible and to set review dates, so the named person should either liaise with the police directly or via the local authority to check on the progress of the investigation and criminal process.

Name and Contact Numbers

- The police are also required to inform the employer straight away if the person is either convicted of an offence or acquitted or, alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known, the named person should contact the local authority to discuss the issue of disciplinary proceedings
- If the allegation is substantiated and if, once the case is concluded Babigloo dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the named person should consult with the local authority about referral of the incident to the Independent Safeguarding Authority (ISA). This should take place within a month.

Managing risk and supporting the person at the centre of the allegation

- The first priority of Babigloo must always be the safety and welfare of participants and staff. However, as an employee or volunteer, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgmental manner and to have their privacy respected as far as this ensures the safety of the person making the complainant.
- Information about the allegation must only be shared on a need to know basis with those directly responsible for supervising and managing the staff member or volunteer. Any other information (for example, explanations to other staff members as to why the person is not at work or working to different arrangements) should be agreed and negotiated with the individual concerned
- If the person is a member of a trades union or a professional organisation, he/she should be advised to make contact with that body as soon as possible after being informed that they are the subject of an allegation. Arrangements should also be made for them to receive ongoing support and information about the progress of the investigation
- The possible risk of harm to participants presented by the person who is the subject of an allegation needs to be carefully managed, both during and after any conclusion to the investigation processes following the allegation. This means that Babigloo may need to consider suspending the person if there is cause to suspect that a vulnerable adult may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it could lead to dismissal. However, a decision to suspend should not be taken automatically, as there may be other ways of managing any risk presented by the person
- The situation should be discussed fully between the named person for equal opportunities, a Babigloo Co-Director, the individual's manager/supervisor or a member of the Babigloo Management Committee, who will seek the views of the police on the question of possible suspension. The conclusions of the discussion should also be carefully documented. Grounds for suspension should be clearly set out if this is the conclusion. If suspension is not the conclusion, then a clear plan should be made as to how any possible risk posed by the individual is to be managed. This could involve, for example, changes to the person's duties so that they do not have direct contact with participants and/or increased levels of supervision whilst at work

- If it is decided, once the case has been concluded, that a person who has been suspended or who has taken sick leave due to the stress induced by the allegation, is able to return to work, the named person/the manager/supervisor of the person who has been the subject of the allegations should consider how best to support the individual in this process. A plan to facilitate a return should be drawn up in consultation with the individual themselves and should take into account the need to manage any remaining risks to vulnerable adults and also to support the person concerned after what will have been, and will remain, a very difficult experience
- If an allegation is found to be without substance or fabricated, we will discuss with the police whether there are grounds to pursue any action against the person responsible.

Keeping a record of the investigation

- All those involved in dealing with the allegation should keep clear notes of the allegations made, how they Babigloo followed up, and any actions and decisions taken, together with the reasons for these
- These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside
- The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the local authority to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.
- The notes should be held on file for a 10-year period, whether or not the person remains with Babigloo for this period.

N.B. Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.

Links

Our guidelines provide a brief introduction, a description of the key issues we will adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.

As part of the Dorset Family Hub Network Babigloo adheres to the [Dorset Council Equality, Diversity and Inclusion Policy](#) where full procedures are outlined.

As a major funder we are supported through the **Youth Music National Charity Safeguarding**

[Youth Music equality diversity and inclusion-statement 2025](#)

This procedure is consistent with the government guidelines set out in the [Working Together to Safeguard Children Guidelines 2023](#).

