

CHILD PROTECTION AND SAFEGUARDING POLICY

Date of issue: June 2021

Review date: June 2024

Key Contact list for Safeguarding in Earley Music Centre

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Deputy DSL	Don Dobby	07764461764	don@dobby.eu
Safeguarding Trustee	Phil Rogers	07767149439	philrogers40714@live.co.uk

Wherever possible all concerns regarding a young person should be reported to the relevant school DSL

Emergency Number All Berkshire Unitary Authorities 'Out of Hours' Duty Team

01344 786543

Police

08458 505505

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1. PURPOSE

- 1 This policy is intended to provide clear direction to staff and others about expected behaviour when dealing with child protection and safeguarding issues. It also makes explicit Earley Music Centre (EMC) commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

2 INTRODUCTION

- 2.1 EMC takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. “The welfare of the child is paramount”. (Children Act 1989) ‘Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes’,(Keeping Children Safe in Education, Sept 2020). **Keeping Children Safe in Education, Sept 2020**
- 2.2 Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
- 2.3 There are five main elements to this child protection and safeguarding policy:
 - a) Ensuring we practice Safer Recruitment processes in line with national legislation and our Safer Recruitment Policy.
 - b) Establishing a safe environment in which children can learn and develop. This can be achieved by the creation of a positive learning atmosphere and teaching, and the pastoral support offered to pupils.
 - c) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
 - d) Implementing procedures for:

Identifying and reporting cases, or suspected cases, of abuse

Offering support to students who may be at risk of, or vulnerable, to violent and non-violent extremist or terrorist narratives.

- e) Support to pupils who may have been abused.

3 POLICY

3.1 This policy applies to all Teachers, Committee members, Deputies and volunteers

3.2 This organisation recognises it is an agent of referral only and not of investigation and enquiry.

3.3 We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. We will therefore:

- a) Aim to establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.

- b) Aim to ensure that students know that there are adults within the organisation who they can approach if they are worried or are in difficulty.

4. FRAMEWORK

4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Unitary Authority (UA) Safeguarding Partnerships.

5 ROLES AND RESPONSIBILITIES

5.1 All adults working with or on behalf of children have a responsibility to protect them.

5.2 It is the role of the Designated Safeguarding Lead (DSL) to ensure that all of the child protection procedures are followed within EMC and make appropriate contact with school DSL officers and Local Authority Designated Officer (LADO) in accordance with EMC procedures. If for any reason, the DSL is unavailable, the Deputy DSL will act in their absence. Additionally, it is the role of the DSL to ensure all teachers, including Deputies, Committee members and Volunteers are aware of EMC procedures, to advise and to offer support to those requiring this.

5.3 The Directors and EMC Committee members are responsible for ensuring that EMC follows safer recruitment processes. As part of EMC recruitment and vetting process, enhanced Disclosure and Barring Service (DBS) checks and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children. **This will include committee members, Deputies and volunteers that have regular contact with students.**

5.4 EMC will deliver initial and/or refresher Child Protection training for staff as appropriate. Refresher training is required for EMC staff every 3 years in line with DBS renewal procedures and guidelines. Opportunities for training will be provided at regular intervals throughout the year.

5.5 **Single Central Record**

The Single Central Record details of staff and other volunteers is current, complete and compliant with EMC procedures.

6 PROCEDURES

6.1 Staff are kept informed about child protection and Prevent responsibilities and procedures through induction, briefings and ongoing awareness training

6.2 Any teacher, committee member or volunteer to Earley Music Centre who receives a disclosure of abuse, an allegation or suspects that abuse or extremism and radicalisation, or female genital mutilation (FGM) may have occurred **must** report it immediately to the DSL or in their absence, the Deputy DSL. There is a mandatory reporting requirement for teaching professionals to report cases of FGM to the police. The DSL will undertake this action on behalf of EMC Should an urgent report need to be made out of hours, where the DSL or the Deputy are unavailable, individual staff should themselves contact the police.

6.3 The DSL or their Deputy will **immediately** refer cases of suspected or actual abuse or allegations to the appropriate local authority where the child lives and inform the DSL of the child's school. In cases where a student may be vulnerable to, or exhibiting, extremist views the Designated Safeguarding Lead or their Deputy will also refer cases to the Prevent Officer at Thames Valley Police, as well as making a 'contact' to the Contact and advice Assessment service (CAAS)/relevant authority.

6.4 EMC will always undertake to share our intention to refer a child to CAAS with the relevant school first, then parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions EMC will take advice from CAAS and/or the Police.

6.5 A statement on EMC website will inform parents and carers about our duties and responsibilities under child protection procedures. This policy will be made freely available to parents and carers on EMC Website and in hardcopy, on request. A copy of our policy can be found on the EMC website

7 TRAINING AND SUPPORT

- 7.1 The Directors and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. This training will be kept up to date by refresher training.
- 7.2 The DSL and Deputy DSL will ensure that all staff complete Universal Safeguarding Training and that this is refreshed either every three years or in line with guidance from the Local Safeguarding Children Board (LSCB) or statutory guidance. Staff training records will be kept up to date to monitor this.

8 PROFESSIONAL CONFIDENTIALITY

- 8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. It forms part of the Universal Safeguarding Training. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret. Where there is a child protection concern, this must be reported to the DSL and may require further investigation by the appropriate authorities. Children can be reassured that only the people who “need to know” will be informed, that this will be the minimum necessary and that information will not become common knowledge.
- 8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a ‘need to know basis’ only. Where information is shared with appropriate staff, they must maintain the confidentiality

9 RECORDS AND MONITORING

- 9.1 Well-kept records are essential to good child protection practice. EMC is clear about the need to confidentially record any concerns held about a child or children within our organisation, the status of such records and when these records should be passed over to other agencies.
- 9.2 Any member of staff receiving a disclosure of abuse, or noticing signs or indicators of abuse, must make an accurate record as soon as possible, noting what was said or seen, putting the event in context, giving the date, time and location. All records will be dated, signed and will include the action taken. Making the record should not delay referring the disclosure to the Designated Safeguarding Lead or appropriate authority.

10. SUPPORTING PUPILS AT RISK

- 10 EMC recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place. EMC recognises the importance of identifying vulnerable pupils that may be at risk of abuse_or children that may have additional support needs. We recognise that a pupil may be classed as vulnerable for a variety of reasons and this may not be permanent.

11 Disclosure and Barring Service (DBS) checks

- 11.1 All EMC teachers, committee members and deputies will have a DBS check
- 11.2 Information will be recorded to ensure checks are up to date

12 POLICY REVIEW

The Directors and committee are responsible for:

- a) ensuring the annual review of this policy
- b) Ensuring that the list of key contacts is kept up to date

Safeguarding Children & Young People Whistle-blowing Guidelines

Principles

- Adults working with young people are often the first to realise that someone's behaviour is, or is likely to cause harm to a child or young person.
- Research tells us also that adults who target children for abuse will often seek out jobs and positions that bring them into close contact with children.
- EMC is committed to safeguarding and promoting the welfare of every child and expects the highest possible standards of openness.
- We recognise that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible.
- We will not tolerate harassment or victimisation and will take all possible measures to protect anyone who raises concerns in good faith.
- All concerns will be treated in confidence and we will make every effort not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.
- If you voice suspicion in good faith but it is not confirmed by the investigation, no action will be taken against you.

Reporting Procedure

- The earlier a concern is reported the easier it is to take action.
- As a first step, concerns should normally be raised with the Director or the Designated Officer for Child Protection.
- Concerns are better raised in writing. If you feel this is not possible you can telephone or meet the appropriate person.
- Your report, written or verbal, should set out the background and history of the concern, giving names, dates and places where possible, and the reason why you are concerned about the situation.

Photography And Images

- EMC staff are not permitted to make identifiable visual images of pupils/children during the course of their work. This includes students in lessons, ensembles, events, exams etc

- The use of mobile phones or mobile devices (tablets) to take images of children/pupils, even if the image is to record teaching/learning issues relating to instrumental technique, posture etc is prohibited

WHAT TO DO IF ABUSE IS SUSPECTED

- You have a legal duty to report any suspicion of abuse. In the first instance you should inform the Designated Child Protection Officer

WHAT TO DO IF A CHILD OR VULNERABLE ADULT SPEAKS TO YOU ABOUT ABUSE

- Reassure the child / adult that you will take what is said seriously.
- Keep calm.
- Listen. Do not prejudice anything by making judgements.
- Tell the child that you will need to talk to someone else – do not promise confidentiality. Be aware that the child may have been threatened, intimidated or made to promise secrecy. Never push for more information than has been freely given or ask leading questions.
- Hear the allegations clearly. Write down exactly what was said/told to you in the exact language used by the child, not in your own paraphrased words.
- Refer the case to the correct person immediately. (See above)
- Do not discuss the case with anyone else apart from the DSL or Deputy DS

Teaching at EMC

One to One teaching at EMC should be done in a room with either a glass panel in the door or a window allowing a view of the lesson from outside the room. Where this is not possible the lesson should be conducted with the door open or a parent/guardian in the room during the lesson.

Teaching Online for EMC

Online lessons should not be carried out from a bedroom of either the teacher or the child. A Parent/Guardian must be present in the vicinity.