

Trafford Music Service

Safeguarding & Child Protection Policy



Enriching lives,
inspiring a love of music for all.

Revised: January 2024 (RO)
Review date: January 2025

Statement of Purpose

This Safeguarding & Child Protection Policy should highlight the fact that Trafford Music Service will ensure that all necessary steps are taken to protect children and young people from harm.

This policy establishes the Service's position, role and responsibilities and clarifies what is expected from everybody who is involved with the Music Service.

Every child and young person who participates in the activities of Trafford Music Service should be able to participate in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult involved in this organisation. We recognise however, that child abuse is a very emotive and difficult subject. It is important that all staff are sensitive to this.

Trafford Music Service recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. We are determined to meet the obligation to ensure that we provide opportunities for children and young people to participate in musical activities, with the highest possible standard of care.

This policy is written in line with Trafford Strategic Safeguarding Board (TSSB) Procedures (see references)

Trafford Music Service will ensure that:-

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) who work for Trafford Music Service and those commissioned by the service have a responsibility to report concerns to Ruth O'Keefe (Head of Service) as soon as is practically possible by telephone or email.

Key Principles

- A child is defined as a person under the age of 18 (The Children Act 1989)
- Child abuse can arouse strong emotions. It is important to understand these feelings and not allow them to interfere with our judgement about the appropriate action to take.
- Abuse can occur in many settings.
- All cases (suspected and/or known) of poor practice should be reported to Ruth O'Keefe (Head of Service) and the guidelines in this policy should be followed.

Trafford Music Service will take responsibility for:

- Respecting and promoting the rights, wishes and feelings of children and young people
- Recruiting, training and supervising staff members (paid and unpaid) to adopt best practice to safeguard and protect children and young people from abuse
- Induction of all staff will include Codes of Practice and the Safeguarding & Child Protection Policies and Procedures outlined within this document. They will also complete annual safeguarding children, safeguarding adults and Prevent training.
- Responding to any allegations within procedural guidelines
- Reviewing the policy at least yearly and when the need arises
- Promoting Good Practice by ensuring yearly Safeguarding training for Trafford Music Service Staff members

Good Practice means:

- Always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.
- Treating all young people equally, and with respect and dignity.
- Always putting the welfare of each, child first.
- Maintaining a professional boundaries(e.g. it is **not** appropriate for staff or volunteers to have an intimate relationship with a child)
- Building balanced relationships based on mutual trust and empowering children to share in decision making
- Keeping up to date with training, qualifications and insurance
- Involving children/young people/parents/carers/wherever possible
- Being an excellent role model. Giving enthusiastic and constructive feedback rather than negative criticism
- Recognizing the developmental needs and capacity of young people
Keeping a written record of any injury that occurs, along with the details of any treatment given by our first aid trained staff

Designated Safeguarding Lead

Designated Safeguarding Lead (DSL): Ruth O’Keefe, ruth.okeefe@trafford.gov.uk , 0161 911 8659 Mobile 07841 011 351

In absence of DSL contact Deputy DSLs:

Laura Cosgrove, laura.cosgrove@trafford.gov.uk, 0161 912 3200
Suzanne Waller, suzanne.waller@trafford.gov.uk, 0161 911 8675
Kate Valentine , Kate.valentine@trafford.gov.uk , 0161 912 3200
Adam Robinson, Adam.robinson@trafford.gov.uk 0161 912 3200
Karen Swales Karen.swales@trafford.gov.uk 0161 911 8675
Rebecca Seed Rebecca.seed@trafford.gov.uk 0161 911 8659
Jane Brammall Jane.brammall@trafford.gov.uk 0161 911 8675
Alison Lansdown Alison.lansdown@trafford.gov.uk 0161 911 8675

Claremont Music Centre, Claremont Road, Sale, M33 7DZ, 0161 911 8659

If you are worried about the conduct of the DSL you should contact Philip Valentine, Philip.valentine@trafford.gov.uk 0161 912 5049 Mobile 07760 167 527

If you are concerned about the welfare of a child

If a child reports abuse to you or if someone discloses that they are being abused, whether in the home or in another setting, then upon receiving the information you should:

- React calmly. Reassure the child that they were right to tell and take what the child says seriously
- Don't ask leading or probing questions. If struggling, use TED – Tell, Explain, Describe as way to get the child to open up. These are open questions that could be asked in any context.
- Do not promise confidentiality.
- Inform the child/young person what you will do next
- Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information. Use TMS concern form included in staff handbook or on Music Service network. Ensure that you include the time and date and if on paper ensure you sign the paper.
- If visiting a child in school, pass the information on to the schools DSL as well as TMS DSL -Ruth O'Keefe (Head of Music Service).

The report should include the following:

- The child's name, age and date of birth, home address and telephone number¹
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times and special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay. The staff member will not be adding their personal views, just the facts.
- A description of any visible injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any injuries occurred

To be completed by designated safeguarding lead:

- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so, record details

Where necessary, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

If there are concerns about sharing the above information with a colleague you can contact The Multi-agency Referral and Assessment Team (MARAT) 912 5125 or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000.

The council also has a separate whistleblowing policy which can be accessed online.

¹ Where this isn't known, the designated safeguarding lead will add additional information held to any reports or referrals.

Where a child is in immediate serious danger:

1. Attempt to contact designated safeguarding lead
2. Contact The Multi-agency Referral and Assessment Team (MARAT) 912 5125 for advice.
3. Ring the police. This step should be first if the child is in immediate danger.

What Trafford Music Service will do next:

It is not our duty to decide whether abuse has taken place or not, however we will pass on the information to the appropriate authority

- Record all of the information so that if we are asked at a later time we can produce a written report.
- Children's Social Care, have a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, they have a legal responsibility to investigate if the case meets the threshold and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Clearly then concerns about children must not be taken lightly.
- The protection of children is paramount and if we have any concerns about a child being abused we will contact MARAT for advice

Types of Abuse and Neglect

Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child or young person they can help you think about why you have that concern.

Signs that may suggest physical abuse:

- Any bruising to a non-mobile child
- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any shape or size
- An injury for which there is no adequate explanation

Signs of possible sexual abuse:

- Something a child has told you
- Something a child has told someone else
- A child who shows worrying sexualized behavior
- A child who seems to have inappropriate sexual knowledge for their age
- A child who may be visiting or being looked after by a known or suspected sexual offender

Signs which may suggest emotional harm:

The following signs may be present in children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs:

- Children whose behaviour is excessive e.g. excessive bedwetting, overeating, rocking, head banging
- Children who self-harm e.g. they may cut or scratch themselves or overdose
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who usually seek out or avoid affection

Signs which may suggest neglect:

- Squalid, unhygienic or dangerous home conditions
- Parents who fail to attend to their children's health or development needs
- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision.

Please note that these lists are possible indicators of abuse, and any signs of abuse have to be considered in context.

Domestic Abuse

Children living in an abusive environment are at risk, and domestic abuse should be treated as emotional or physical abuse. The definition of domestic abuse now includes young people 16 year old and above.

Any incident or pattern of incidents of controlling, coercive or threatening behavior, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass different types of abuse –

- Psychological
- Physical
- Sexual
- Financial
- Gender-based Violence
- Female Genital Mutilation
- Forced Marriage

Positive ways of protecting children

What do children need?

- To feel safe and secure
- Health and happiness
- Appropriate affection
- Lots of smiles
- Praise and encouragement
- To be able to talk to someone
- To be listened to
- New experiences
- Respect for their feelings
- Rewards and treats.

In the Claremont Music Centre

In order to ensure that young people are safe once they have signed into the building we operate a policy of not allowing adults, other than Music Service staff who have DBS certification into the building beyond the reception.

All staff members should wear their ID badges when in the building so that they are clearly identifiable.

Drop off and Collection at the Claremont Music Centre

All pupils must sign into the building (with the supervisory assistant) on arrival and sign out when they leave.

Trafford Music Service will ask parents / carers to tell us whether their child is permitted to arrive and leave the Claremont Centre without adult supervision through our registration process using our Music Service administration software. This information is included on our sign in and out sheets. Where parents have said that children may not leave the building without adult supervision we will not allow children beyond the exit door at the end of their lesson or ensemble until their parents arrive. Parents will need to come to the door and alert us to their arrival so that their child can be released. Trafford Music Service will always have a supervisory assistant located in the main entrance to supervise pupils who are waiting and ensure that unauthorized adults are not permitted into the building.

Children who are permitted to leave the building without supervision will sign out of the building to go and meet their parents. Where a child signs out and is unable to find their parent, they are welcome to return to wait in our waiting area however the Music Service can not be held responsible for ensuring that this happens.

References

Working Together to Safeguard Children (DfE 2012)

Working Together to Safeguard Children (DfE 2015)

What To Do If You are Worried a Child is Being Abused (DH 2006)

Safeguarding Children and Safer Recruitment in Education (DfES November 2006) –Came into force 1st January 2007)

TSCB Safeguarding Children Procedures (2009)

GM Safeguarding procedures (2017)

Information Sharing: guidance for Practitioners and Managers (2009)

Guidance for Safe working Practice for the Protection of children and staff in education settings (2009)

Safeguarding Disabled Children: Practice guidance (July 2009)

Websites:

www.education.gov.uk

www.tscb.co.uk

www.cwdcouncil.org.uk

<http://greatermanchesterscb.proceduresonline.com/>