



SAFEGUARDING POLICY STATEMENT

Purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people who receive The Music Workshop's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The Music Workshop, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people and a deputy for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and

safety measures in accordance with the law and regulatory guidance

- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead

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Deputy child protection lead

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NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 10/11/23

Signed: J Matcham

Date: 10/11/23

RESPONDING TO CONCERNS ABOUT A CHILD'S WELFARE

Identifying Concerns

Staff are trained to recognise signs of abuse or distress in children, including changes in behaviour, physical signs, or verbal hints. Concerns may also arise from observations or disclosures made by the child, their peers, or parents.

Reporting Concerns

Any concerns must be reported immediately to the nominated child protection lead or their deputy. In cases where the concern involves these individuals, the report should be made to the local authority.

Immediate Actions

The child protection lead assesses the nature of the concern. If the child is in immediate danger, the police and/or local child protection services will be contacted without delay.

Recording Information

All concerns, observations, and disclosures are recorded in detail, including the date, time, and nature of the concern. Records are kept securely in compliance with data protection laws.

Initial Assessment and Action

The child protection lead conducts an initial assessment to decide the appropriate response.

This may involve internal actions, such as monitoring, or external actions, like referral to child protection services.

Confidentiality and Support

Confidentiality is maintained throughout the process. Support is provided to the child and their family, ensuring their needs are met and they are involved in decisions where appropriate.

Referral to External Agencies

If the concern indicates that the child may be at risk of harm, a referral is made to local child protection services or other relevant agencies. The child protection lead coordinates with these agencies as necessary.

Monitoring and Review

Following a referral, the child's situation is monitored and reviewed regularly. Updates are documented, and further actions are taken as needed.

Training and Awareness

Ongoing training is provided to all staff on recognising and responding to child welfare concerns.

MANAGING CONCERNS ABOUT OR ALLEGATIONS MADE AGAINST STAFF OR VOLUNTEERS

Reporting Concerns or Allegations

Any concerns or allegations against staff or volunteers must be reported immediately to the nominated child protection lead. If the concern or allegation is about the child protection lead, it should be reported to the deputy child protection lead.

Immediate Actions

On receiving a report, the nominated child protection lead will assess the nature of the allegation to determine if it involves potential harm to a child. If the allegation indicates that a child is in immediate danger or at risk of harm, the police and/or local child protection services will be contacted without delay.

Initial Assessment

The nominated child protection lead will gather basic facts about the allegation, keeping in mind not to interfere with any potential police investigations. Decisions about the staff member or volunteer's contact with children will be made based on this assessment.

Referral to External Agencies

In cases where there is a potential criminal offence, the matter will be referred to the police.

The local authority's designated officer will be informed in cases of serious allegations to ensure an appropriate response, including a possible investigation by child protection services.

Internal Procedures

Depending on the nature of the allegation, internal disciplinary procedures may be initiated.

This process is separate from any criminal investigation and will follow The Music Workshop's disciplinary policy.

Support and Confidentiality

Support will be provided to all parties involved, including the staff member or volunteer accused, the child, and their family. Confidentiality will be maintained throughout the process, with information shared only with those who need to know.

Record Keeping

Detailed records of the allegation, steps taken during the investigation, and the outcome will be maintained securely.

Whistleblowing

Staff and volunteers are encouraged to report any concerns or inappropriate behaviour by colleagues through our whistleblowing policy. Reports can be made anonymously and will be taken seriously, with the aim of upholding child safety.

Legal Duty to Refer

In accordance with legal requirements, any staff member or volunteer found to be harmful to children will be referred to the appropriate disclosure and barring agency.

Review and Update of Procedures

These procedures will be reviewed regularly to ensure they remain effective and align with current legislation and best practices.

RECORDING CONCERNS, INFORMATION SHARING, RETENTION AND STORAGE

Recording Child Protection Concerns

All concerns about a child's welfare must be recorded immediately, including the date, time, nature of the concern, and parties involved. A standard form for recording concerns will be used to ensure consistency.

Storage of Child Protection Records

Records will be kept confidential and stored securely. Electronic files will be password protected, and paper files will be stored in locked cabinets. Child protection records are separate from general records, with a note in the general record indicating the existence of a child protection file.

Access to Records

Access to child protection files is on a 'need to know' basis, with a log maintained of who accesses the files and when. Personnel who leave The Music Workshop will hand over their responsibilities for managing these records to a designated individual.

Retention Periods

Child protection files are retained until the child reaches the age of 25. For adults, records of concerns or allegations are kept until normal pension age or for 10 years, whichever is longer.

Exceptions to Standard Retention Periods

In certain situations, records may need to be retained longer, such as for legal proceedings, research, or official inquiries.

Recording Concerns about Adult Behaviour

Clear and comprehensive records of any allegations against adults working with children are maintained. These records are kept in the individual's confidential personnel file and shared with them.

Destruction of Records

Upon expiration of the retention period, records are destroyed confidentially, either by incineration, shredding, or through a professional confidential material destruction service.

Electronic records will be purged simultaneously.

Information Sharing

The Music Workshop will share child protection records internally and externally when necessary, ensuring confidentiality and using secure methods. Participants will be informed about the types of records kept, reasons for holding them, and potential sharing as part of multi-agency child protection efforts.

Vetting and Barring Checks

Records from vetting and barring checks are not stored, except in the case of disputes. A confidential record of the check's completion and decision will be maintained.

Review of Child Protection Records Policy

The policy on child protection records retention and storage will be reviewed regularly to ensure compliance with current legislation and guidance. Changes to the policy will be recorded, with the original version marked as superseded.

CODES OF CONDUCT FOR STAFF AND VOLUNTEERS

Introduction

The code of conduct serves as a guideline for appropriate, inappropriate, and unacceptable behaviour by staff and volunteers. It applies to all individuals acting on behalf of The Music Workshop, including paid and unpaid roles like interns and agency staff.

Appropriate Relationships

Physical and online interactions with children should always be professional and respectful.

Inappropriate Behaviour

Any form of behaviour that could be harmful to children, including physical, emotional, and online conduct, is strictly prohibited. Personal social media interactions with children are not allowed. Staff and volunteers should not give their personal contact details to children.

Reporting Concerns

Concerns about a child's welfare or inappropriate behaviour by an adult must be reported following The Music Workshop's safeguarding and child protection procedures. Allegations against staff or volunteers are taken seriously and managed sensitively and promptly.

Training and Support

All staff and volunteers must complete child protection training relevant to their roles. Ongoing support will be provided to staff and volunteers, including updates on safeguarding practices.

Consequences of Inappropriate Behaviour

Violations of the code of conduct will result in disciplinary action, which could include termination of the staff or volunteer role and reporting to authorities if necessary.

Review of the Code

This code of conduct will be reviewed regularly to ensure it reflects current best practices and legal standards.

Acknowledgement and Agreement

All staff and volunteers are required to read, understand, and agree to abide by this code of conduct as a condition of their engagement with The Music Workshop.

BEHAVIOUR CODES FOR CHILDREN AND YOUNG
PEOPLE

Introduction

The behaviour code is a set of rules and guidelines that define acceptable and unacceptable behaviour for children and young people at The Music Workshop. It aims to ensure a safe, respectful, and enjoyable environment for everyone.

Acceptable Behaviours

Respect for staff, volunteers, and fellow participants. Participation in activities in a cooperative and positive manner. Adherence to the rules and instructions of activities and workshops.

Unacceptable Behaviours

Disruptive, harmful, or disrespectful behaviours towards others. Non-compliance with the rules and instructions of activities. Any form of bullying, harassment, or discrimination.

Managing Inappropriate Behaviour

Minor or first time: The child or young person will be reminded of the behaviour code and asked to comply.

Formal warning: If inappropriate behaviour continues, a formal warning will be issued. The incident will be recorded, and parents or carers will be informed. Discussions about necessary support for behaviour improvement will be held.

Final warning: Continued issues will result in a final warning, with the possibility of discussing expulsion with the child and their parents or carers.

Consequences of Non-Compliance

Sanctions for non-compliance may include temporary restrictions on certain activities or facilities. Persistent non-compliance may result in the

child or young person being unable to continue participating in the activities at The Music Workshop.

Support for Children and Young People

Understanding the reasons behind a child's behaviour and providing support for positive change. Considering additional needs or underlying issues affecting behaviour.

Reporting and Acting on Child Protection Concerns

If a child's behaviour raises concerns about their safety or the safety of others, The Music Workshop's safeguarding and child protection procedures must be followed.

Accessibility of the Code

The behaviour code will be made accessible and understandable to all children and young people.

Review and Update

Regular reviews of the behaviour code will be conducted to ensure its effectiveness and relevance.

PHOTOGRAPHY AND SHARING IMAGES

Risks of Sharing Images Online

Awareness of potential risks such as grooming, misuse of images, and long-term effects on a child's public image. Consideration of how broadly images may be shared and their permanence online.

Consent for Photographs and Videos

Consent is required from children and, for those under 16, from their parents or legal guardians. The process involves making them aware of the purpose of the images, how they will be used, and the duration of consent. A record of written consent will be maintained.

Managing Non-consent

Respect the wishes of those who do not want to be photographed or filmed. Children will not be excluded from activities due to non-consent for photography.

Guidance for Parents and Carers

Parents are advised to seek permission before sharing images of other people's children on social media. Encouragement to use privacy settings and consider the content and settings of images before sharing.

Storing Images Securely

Compliance with the Data Protection Act 2018 in storing images. Measures include secure storage, encryption of electronic images, and using only organisation-owned devices for taking and storing photos.

Use of CCTV

Consideration of the justification, effectiveness, privacy impact, and legal compliance before using CCTV. Adherence to the code of practice issued

by the Biometrics and Surveillance Camera Commissioner and guidance from the ICO.

Review and Update

Regular review of the photography and sharing images policy to ensure effectiveness and compliance with current legislation and guidelines.

SAFER RECRUITMENT

Policy Statement

The Music Workshop is committed to safeguarding children through robust recruitment practices, ensuring the suitability of applicants, and responding effectively to concerns about potential and current employees or volunteers.

Safer Recruitment Practices

Implementing a consistent, planned recruitment process for every new hire. Ensuring the role description and person specification highlight safeguarding responsibilities. Including a safeguarding statement in all job advertisements, especially for roles involving work with children.

Applicant Information Pack and Application Form

Providing a comprehensive pack with details about the organisation, the role, and the recruitment process. Using a standard application form to gather necessary information consistently.

Self-disclosure Form

Requesting shortlisted candidates to confidentially disclose any relevant criminal convictions or child protection investigations. Managing these forms sensitively and securely, in line with data protection policies.

Reference Checks

Obtaining at least two references for each candidate, focusing on their suitability to work with children. Using a standard form to ensure comprehensive and relevant information is collected.

Interview and Selection Process

Conducting thorough, face-to-face interviews with a panel, ensuring fairness and consistency. Involving children and young people in the

recruitment process, where appropriate. Implementing value-based interviewing techniques to assess candidates' attitudes and motivations.

Identity and Background Checks

Verifying each candidate's identity and completing necessary criminal record checks. Assessing online presence for shortlisted candidates and informing them about this process.

Vetting, Disclosure and Barring Checks

Conducting a range of checks to ensure the right people are employed or volunteer in roles with child contact. Regularly updating and reviewing checks, following national guidelines for each UK nation.

Induction and Training

Providing comprehensive induction, including understanding of safeguarding policies and child protection. Requiring all new staff and volunteers to complete child protection training.

Ongoing Supervision and Training

Ensuring regular, ongoing supervision and updating staff on any changes in safeguarding policies. Encouraging a culture of continuous improvement and learning in child protection practices.

Legislation and Guidance Compliance

Adhering to specific legislation and guidance in England related to safer recruitment.

Review and Update

Regularly reviewing and updating the safer recruitment policy to align with current best practices and legal requirements.

ONLINE SAFETY

Introduction

Recognise the benefits and risks associated with social media usage in engagement with children and young people. Commit to creating a safe online environment and protect children from potential online dangers.

Assess Online Risks

Identify risks such as exposure to inappropriate content, grooming, cyberbullying, and misuse of personal information. Understand how perpetrators might exploit online platforms to target children.

Implement Safeguarding Policies

Develop and enforce comprehensive online safety policies and procedures. Set guidelines on appropriate language and behaviour for online interactions.

Manage Privacy and Consent

Seek written consent for children's participation in online activities and for sharing images or videos. Respect children's privacy and exercise caution in sharing personal information.

Regulate Staff and Volunteer Online Conduct

Require staff and volunteers to use organisational accounts for communication, maintain privacy settings, and use age-appropriate language. Prohibit staff and volunteers from accepting personal social media requests from children and their families.

Conduct Safer Recruitment

Subject all staff and volunteers to safer recruitment practices, including assessments of online presence.

Oversee Online Communities

Establish guidelines for setting up and moderating online communities, forums, or social media pages. Implement measures for member age verification, content moderation, and privacy settings.

Manage Livestreaming and Recording Online Sessions

Take precautions for safe livestreaming and recording, including obtaining participant consent and ensuring appropriate content. Store and dispose of recorded sessions securely in compliance with data protection laws.

Respond to Online Safety Concerns

Set clear procedures for addressing online abuse, cyberbullying, or concerns about a child's wellbeing. Train staff and volunteers to recognise and address signs of online abuse.

Provide Training and Awareness

Offer regular training for staff, volunteers, children, and parents on online safety, privacy settings, and responsible social media use. Keep all parties updated on changes to online safety policies and digital trends.

Review and Update Regularly

Routinely review and update the online safety policy to stay in line with evolving online risks and best practices.

ANTI-BULLYING

Purpose

To establish procedures to prevent, identify, and address bullying among children and young people at The Music Workshop.

Definition of Bullying

Harmful, intimidating, or coercive behaviour towards those perceived as vulnerable. Includes verbal, physical, emotional, and cyberbullying.

Identification of Bullying Behaviour

Train staff to recognise various forms of bullying, including name-calling, physical assault, threats, exclusion, and online harassment. Understand bullying can be discriminatory, especially if based on disability, race, religion, gender identity, or sexuality.

Impact Awareness

Educate staff on the emotional effects of bullying, like sadness, anxiety, low self-esteem, and potential risk of self-harm or suicidal thoughts. Understand bullying's impact on academic performance and attendance.

Understanding the Participants

Acknowledge the different reasons why children bully, such as peer pressure, personal struggles, or lack of social skills. Recognise that any child can be a victim of bullying, with increased risks for those perceived as 'different'.

Reporting Procedure

Implement a clear reporting mechanism for bullying incidents, whether observed, disclosed, or suspected. Provide training on the appropriate steps to take upon receiving a bullying report.

Responding to Bullying

Listen and record details of the incident. Involve the nominated child protection lead.

Inform parents or carers, unless doing so risks further harm. Provide support to all involved parties, including the victim, witnesses, and the alleged bully. Consider appropriate responses, including sanctions and continued monitoring.

Addressing Online Bullying

Advise children not to retaliate online and to take steps to prevent future online bullying.

In cases of online bullying content, take action to remove it and, if necessary, contact relevant authorities.

Preventing Bullying

Foster a culture where bullying is not tolerated, and children feel safe to report.

Review areas and situations where bullying might be more likely and take preventive measures. Involve children in shaping anti-bullying policies and practices.

Policy and Procedure Review

Regularly review and update anti-bullying policies and procedures based on incidents, new information, and best practices. Ensure procedures address bullying outside the organization, including online, school, and public spaces.

Training and Education

Provide ongoing training for staff and volunteers on recognizing, preventing, and addressing bullying. Educate children about bullying, its impact, and how to respond as a bystander or victim.

HEALTH AND SAFETY

Purpose

To establish comprehensive health and safety procedures for safeguarding children and young people during all events and activities at The Music Workshop.

Staff and Volunteer Responsibilities

Nominate a key member to oversee health and safety for each event or activity. Ensure all staff and volunteers complete child protection training.

Safer Recruitment and Vetting

Implement safer recruitment practices for all staff, volunteers, and subcontractors. Confirm that all individuals involved have undergone necessary vetting and barring checks.

Code of Conduct

Establish a code of conduct for all adults working at the event or activity. Ensure understanding and compliance with the code.

Safeguarding and Child Protection Plan

Develop a specific plan for each event, including responsibilities and emergency contacts. Align plans with venue policies if using external facilities.

Lost or Missing Children

Set procedures for preventing and responding to lost or missing children incidents. Designate a meeting point and establish a method for verifying adults collecting children.

Photography and Filming

Implement guidelines for safe image sharing and photography during events.

Post-Event Review

Conduct reviews after events to identify and implement improvements.

Sharing Event Information

Communicate details of events with parents, staff, and volunteers. Ensure clarity on activities, risks, and safety measures.

Consent Procedures

Obtain written consent from parents for each child's participation. Secure additional consent for any online activities, following data protection laws.

Emergency Information and Additional Needs

Prepare a list of emergency contacts and special requirements for each child. Ensure group leaders are aware of procedures for emergencies.

Record Keeping

Maintain secure records, including consent forms and medical information.

Health and Safety Measures

Implement necessary health and safety measures, such as first aid availability and fire safety procedures. Conduct risk assessments and verify third-party compliance with safety standards.

Supervision Ratios

Adhere to appropriate adult-to-child supervision ratios. Ensure no individual under 18 is in sole charge of children.

Identifying Staff and Volunteers

Clearly distinguish working adults from spectators at events.

Free Time Management

Set guidelines for unsupervised time, particularly for older children.

Facility Usage by Third Parties

Ensure external groups using your facilities comply with safeguarding standards.

Legislative Compliance

Stay aligned with UK-wide statutory guidance on safeguarding in various settings, including educational visits and voluntary sector events.