



HMDT Music

**CHILD SAFEGUARDING
POLICY AND CHILD PROTECTION PROCEDURES**

VERSION July 2015

SAFEGUARDING POLICY STATEMENT

Definitions:

Code of conduct – outlines how we ask our tutors, contracted staff to behave to ensure that the children we work with are safeguarded

Safeguarding – putting measures in place to ensure that the work we do with children is done in such a way as to keep those children safe

Child protection procedures – an outline of tutor and HMDT Music staff responsibilities if concerns are raised about a child

HMDT Music recognises that it has a responsibility for the safety of children in its care. It also recognises that good safeguarding policies and procedures are of benefit to everyone involved with its activities, including staff and contracted artists, as they help protect them from erroneous or malicious allegations. For the purpose of this policy, “**staff**” includes all HMDT Music Staff, contracted artists or engaged tutors who come into contact with children, whether it be instrumental/vocal/musicianship tutors, pastoral staff, administrative staff or senior managers. All staff that have unsupervised access to or contact with children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which cause children harm;
- report concerns to senior HMDT Music staff.

HMDT Music will endeavour to safeguard children by:

- a) adopting child protection procedures and a code of conduct for all staff;
- b) reporting concerns to the authorities when necessary;
- c) ensuring all staff have been police checked through the Disclosure and Barring Service;
- d) ensuring that all staff have read and are willing to implement the staff guidelines in this policy.

It is part of HMDT Music’s responsibility in the duty of care towards children that anybody who encounters child protection concerns will be supported when they report their concerns in good faith. HMDT Music recognises that the teaching of pupils (especially on a one-to-one basis) places huge trust on tutors and requires equal trust from parents and carers. This policy is designed to help protect and support all who teach, learn, administer and manage at HMDT Music.

The **Designated Officers for Child Protection** at HMDT Music are:

Helen Kelly, Projects Coordinator - Designated Safeguarding Lead

Adam Eisenberg, General Director

Rebecca Redfern, Music Manager

The **Trustee with responsibility for Child Protection** is:

Jacquelyn Kirsh

PROCEDURES FOR REPORTING CONCERNS

Please see:

Appendix A ‘Artist/Contractor Code of Conduct, Child Protection Procedures and Guidelines for working with children for HMDT Music’

Appendix B ‘Child Protection Report Pro-Forma’

The Role of HMDT Music

All adults working with children have a responsibility to protect them. Within HMDT Music, the designated officers for child protection have the following responsibilities:

- Ensuring all employed and contracted staff are aware of how to keep children safe and what to do if a child makes a disclosure or they have any concerns, and to that end, inducting new contracted staff with the ‘Artist/Contractor code of conduct, Child Protection Procedures and Guidelines for working with children for HMDT Music’;
- Liaising with the Trustee with responsibility for child protection;
- Dealing with reports of abuse against children;
- Dealing with complaints against staff;
- Making referrals to appropriate agencies if necessary.

If a concern is reported about a member of HMDT staff:

The designated child protection officers will consider the report without delay, and either refer this to the authorities or, after taking appropriate advice, decide instead not to refer the matter on, but to keep a full written record of the concerns. In either case, the member of staff concerned will be invited to a meeting with the designated officers at the first available opportunity, so that they are made aware of the concerns that have been raised, and are further aware of the action to be taken. The member of staff will also be suspended from their duties while the investigation is ongoing. This suspension is a neutral act, designed to protect both the tutor and any children they come into contact with.

If a concern is reported about a child:

The designated child protection officers will consider the report without delay, and either refer this to the authorities or, after taking appropriate advice, decide instead not to refer the matter on, but to keep a full written record of the concerns.

Recording Abuse

Any record made must comply with government requirements (DHSS Circular LA 83/14) and the policy of their local authority:

- Files must be open to parents;
- Third party information is not to be disclosed without consent;
- Parents may have to make formal requests to see their child’s file;
- The Local Authority and HMDT Music may deny access to files for certain proscribed reasons such as in the case of actual, alleged or suspected child abuse.

Recording is needed

- When there is concern over:
 - marks on body
 - unusual/different behaviour

- mood changes
 - puzzling statements or stories from the child
 - information from others
- If requested by another agency.

Records can be made by any staff in regular contact with a child. Staff should request a child protection pro-forma to make a record. This form should be returned to HMDT Music, who will summarise the information on file and take further action on the matter, if necessary.

Taking Precautions:

1. In planning a project for work involving children, young people and vulnerable adults, HMDT Music artists and staff are responsible for:
 - undertaking a risk assessment and monitoring risk throughout the project;
 - identifying at the outset, the persons with designated protection responsibility;
 - engaging in effective recruitment, including proper DBS procedures and vetting of artists and staff;
 - knowing how to get in touch with local authority Social Services, in case a concern needs to be reported.

2. In a physical environment in which there is contact with children, young people or vulnerable adults, HMDT artists and staff are responsible for:
 - ensuring that someone from the school/educational establishment, youth organisation or care setting is present and therefore meeting their responsibility for ensuring the safety of those in the setting;
 - monitoring risks throughout the project.

3. As part of its commitment to the proper management of information, HMDT Music is responsible for:
 - having a policy and procedures for taking, using and storing photographs or images of children, young people or vulnerable adults-at the start of performances where parents may be taking photographs, they are asked not to upload this to social media, and where HMDT Music for pedagogical or publicity/marketing reasons wishes to record lesson/rehearsals or other events on film/video/dvd, written permission will be required from the parents/carers of each child involved;
 - careful monitoring of web-based materials and activities;
 - agreed procedures for reporting any suspicions or allegations of abuse;
 - ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in projects) as part of the recruitment process. (Data Protection Act 1998).

4. As part of its commitment to good practice HMDT Music is responsible for:
 - keeping up-to-date with health and safety procedures in artistic practice;
 - being informed about legislation and policies for protection of children, young people and vulnerable adults;
 - undertaking relevant development and training where appropriate with artists and staff.

This policy will be reviewed on a yearly basis

APPENDIX A

ARTIST/CONTRACTOR CODE OF CONDUCT, CHILD PROTECTION PROCEDURES AND GUIDELINES FOR WORKING WITH CHILDREN FOR HMDT MUSIC

CODE OF CONDUCT:

Please:

- DO follow the HMDT Music policies and procedures for behaviour, first aid and fire incidents. You will be inducted in these at your first pre-term staff meeting. Please make sure you know what to do in any of these situations.
- DO ensure that you are well prepared and on time for sessions, and that anyone who might need to cover for you is equally well prepared.
- DO use physical contact with children in a careful and respectful way when required for the activity in which you are involved. Make sure that you let the student know what you are about to do and that they are happy for you to do it before offering physical guidance e.g. positioning the hand on a bow. When in a room on your own with a child, and with no other DBS-checked adult present, please only use physical guidance if absolutely necessary. This is for both the student's and your protection, so that no actions can be misconstrued.
- DO report anything that gives you cause for concern to a member of HMDT Music staff.
- DO NOT give students a lift in your car without permission from the office, even for reasons such as to avoid the rain or to drop a child off on your way home.
- DO NOT rearrange lessons missed during HMDT Music activities without the knowledge of HMDT Music.
- DO NOT keep video/photographs of students on your phone. If you decide that it would be useful to video/photograph a student to give feedback on a learning point, please make sure that you then delete the video at the end of the session, in the presence of the student, or once it has been sent to the office in an official capacity.
- DO NOT use food (e.g. sweets) in classes as rewards – some children may have carefully controlled diets and allergies that might be affected by this.

This code of conduct cannot cover every eventuality, and does not replace the general requirements of the law and common sense. Its purpose is to alert you to some important considerations and to answer some common queries.

If you are unsure about what to do in any given situation, please ASK a member of HMDT Music Staff.

WHAT SHOULD I DO IF I AM CONCERNED ABOUT A CHILD? – Child Protection Procedures

The **Designated Officers for Child Protection** at HMDT Music are:

Helen Kelly, Projects Coordinator - Designated Safeguarding Lead

Adam Eisenberg, General Director

Rebecca Redfern, Music Manager

What to do if you notice something that makes you concerned about a child or if you have any suspicions:

1. Report your concerns to Helen Kelly or Rebecca Redfern or Adam Eisenberg. Give as much detail as you can and do it **AS SOON AS POSSIBLE**.
2. Ask for a Child Protection Report Pro-forma, write up what you have reported, sign it, and give a copy to Helen, Rebecca or Adam.

What to do if a child makes an allegation of abuse:

1. Stay calm.
2. Listen to what is said.
3. Find an appropriate opportunity, as soon as possible, to explain that it is likely that the information will need to be shared with others, but do not interrupt a child who is in the middle of speaking.
4. **Do not promise to keep secrets.**
5. Tell the child that the matter will only be disclosed to those who need to know about it.
6. Allow the child to continue at his/her own pace. Ensure the child is safe and comfortable.
7. Ask questions for clarification only, and at all times avoid asking leading questions (that suggest a particular answer). **Make no judgements.**
8. Reassure the child that they have done the right thing in telling you.
9. Tell the child what you will do next, and with whom the information will be shared.
10. Record in writing what was said, using the child's own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated. In this situation, don't wait for a Child Protection Report Pro-Forma.
11. Then report this and give the written record to Helen Kelly, Rebecca Redfern or Adam Eisenberg **AS SOON AS POSSIBLE**.

What to do if you are concerned about the behaviour of a member of staff, including tutorial staff:

1. Report your concerns to Helen Kelly or Rebecca Redfern or Adam Eisenberg. Give as much detail as you can and do it **AS SOON AS POSSIBLE**.
2. Ask for a Child Protection Report Pro-forma, write up what you have reported, sign it, and give a copy to Helen, Rebecca or Adam.
3. **DO NOT** approach the member of staff and speak to them about what you have seen.
4. **DO NOT** try to conduct your own investigation.

Don't ever feel that you are interrupting or wasting our time. Child welfare comes above anything else.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for professional child protection agencies, following a referral from the designated officers of HMDT Music.

IF YOU ARE NOT SURE WHAT TO DO – CONTACT A DESIGNATED OFFICER FOR CHILD PROTECTION AND ASK ADVICE.

Tel: 020 8882 8825 Tuesday-Friday, 07917 758 731 Saturday
helen.kelly@hmdt.org.uk/adam.eisenberg@hmdt.org.uk
rebecca.redfern@hmdt.org.uk

If you are in any doubt as to the immediate safety of any child, call 999

GUIDELINES FOR WORKING WITH CHILDREN:

These guidelines are designed to help you work in accordance with the ethos of HMDT Music, and to offer you some form of protection whilst working for us. They are not intended to tell you how to do your job!

We ask that you:

- Treat all children, young people and vulnerable adults equally, and with respect and dignity, as outlined in HMDT Music's equal-opportunities policy.
- Role-model positive behaviour for children – for example, they are asked not to eat in classrooms, so please do not do so yourself.
- Strive to achieve high standards whilst being aware of student welfare.
- Give constructive feedback rather than negative criticism.
- Set clear behavioural expectations, and then praise positive behaviour, rather than focusing on those who are behaving badly.
- Do not single out students who are getting things wrong for ridicule – this can be profoundly damaging. It is usually better to have a quiet word with them while the attention of others is elsewhere.
- Do not raise your voice in anger, even when dealing with difficult situations. If you shout, you have nowhere louder to go and students often switch off.
- Are respectful of all other adults working with the children – please do not undermine another adult's authority by showing frustration or impatience with their behaviour, as this can damage relationships they have with the children.

Declaration:

I have read, understood, and agree to act in accordance with HMDT Music's Code of Conduct, Child Protection procedures and Guidelines for Working with Children.

NAME..... **DATE.....**

ROLE.....

APPENDIX B

Child Protection Report Pro-Forma

Details of person making this report

Full Name:

Role in relation to HMDT Music:

Main body of report

Record the following factually: Who? What (if recording a verbal disclosure by a child, use their words/if recording evidence of injury, please draw a diagram to show where the injury is and describe)? Where? When (date and time of incident)? Any witnesses? *If necessary, please continue on a separate sheet of paper.*

Further information

Any other relevant information? Or anything else you would like to add? (Please distinguish between fact and opinion)

Please sign and date this record, before giving it to the Designated Safeguarding Lead – Helen Kelly.
0208 882 8825 / helen.kelly@hmdt.org.uk

Print Name:

Signed :

Date:

Information on Types of Abuse

The following are the various types of abuse that children suffer:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. The situation is commonly described as factitious illness by proxy or Munchausen's Syndrome by proxy.

Possible Signs of Physical Abuse

- Unexplained injuries or burns, particularly if they're recurrent
- Refusal to discuss injuries
- Improbable explanations for injuries
- Untreated or lingering illness not attended to
- Admission of punishment which appears excessive
- Shrinking from physical punishment
- Fear of returning home or parents being contacted
- Fear of undressing
- Fear of medical help
- Aggression/bullying
- Over compliant behaviour or a 'watchful attitude'
- Running away
- Significant changes in behaviour without explanation
- Deterioration in work
- Unexplained pattern of absences which may serve to hide bruises or other physical injuries

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse side effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved or inadequate, or valued only as far as they meet the needs of another person. It may feature age or developmentally inappropriately being imposed on children. It may cause children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Possible signs of emotional abuse

- Continual self-deprecation
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Self-harm or mutilation
- Compulsive stealing/scrounging
- Drug/solvent abuse
- Neurotic behaviour – obsessive rocking, thumb-sucking, and so on
- Air of detachment – 'don't care' attitude
- Social isolation – doesn't join in and has few friends
- Desperate attention seeking behaviour
- Eating problems, including overeating and lack of appetite
- Depression, withdrawal

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact, including

penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Possible signs of sexual abuse

- Bruises, scratches, burns or bite marks on body
- Scratches, abrasions or persistent infection in the anal or genital regions
- Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father
- Sexual awareness inappropriate to the child's age – shown, for example, in drawings, vocabulary, games, and so on
- Frequent public masturbation
- Attempts to teach other children about sexual activity
- Refusing to stay with certain people or go to certain places
- Aggressiveness, anger, anxiety, tearfulness
- Withdrawal from friends

Possible signs in older children

- Promiscuity, prostitution, provocative sexual behaviour
- Self-injury, self-destructive behaviour, suicide attempts
- Eating disorders
- Tiredness, lethargy, listlessness
- Over-compliant behaviour
- Sleep disturbances
- Unexplained gifts of money
- Depression
- Changes in behaviour

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Possible signs of Neglect

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Low self-esteem
- Poor social relationships
- Compulsive stealing or scrounging
- Constant tiredness