

Safeguarding and Child Protection Policy

Adopted January 2013

To be reviewed by January 2014

This model policy is recommended to all Royal Borough of Kensington and Chelsea for their adoption and has been drafted by Hilary Shaw Principal Education Welfare Officer (Designated senior officer for Safeguarding /Child Protection for schools and Education) September 2012

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Introduction

All service working with schools are required to have a Child Protection Policy that guides the procedures and practices of staff when safeguarding children and promoting their welfare. The Tri-borough Music Hub takes very seriously its duty towards all its pupils who have been entrusted to its care and seeks to provide a school environment where all children are safe, secure, valued, respected, and listened to.

The Tri-borough Music Hub understands that our work in safeguarding and protecting children must always have regard for the national guidance issued by the Secretary of State and should be in line with local guidance and procedures.

We understand the term Safeguarding to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We also understand that where we have any concerns about a child's welfare we will take all appropriate action to address those concerns by working in full partnership with other agencies.

All staff believe that a range of other service policies are central to many aspects of the Child Protection Policy, and this document should therefore be read in conjunction with our Policies for:

- Attendance
- E-safety
- Health & Safety
- Safer Recruitment
- Safe Working Practices for Staff and Volunteers

Our Child Protection policy is written with due regard to the national guidance "Safeguarding Children and Safer Recruitment in Education" published by the Department for Children Schools and Families in January 2007 and will be reviewed each time any subsequent guidance is issued by the Secretary of State.

Our school procedures for safeguarding children will always be compliant with the London Child Protection Procedures produced by the London Safeguarding Children Board. Those procedures which have been adopted by the Tri Borough Local Safeguarding Children Board and are available from <http://www.londonscb.gov.uk/procedures/>

Our procedures will be followed by all adults, including volunteers, working with or on behalf of the school.

Our Policy was adopted on January 2013 and is reviewed annually by the strategic managers of the Tri-Borough Music Hub and Local Authority services. It will be reviewed on January 2014

1. **Tri-borough Music Hub CHILD PROTECTION AND SAFEGUARDING POLICY STATEMENT**

The Tri-borough Music Hub is committed to Safeguarding and promoting the welfare of all our pupils expect all staff and volunteers to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the Tri-borough Music Hub has an active part to play in protecting children from harm and promoting their welfare.

- 1.1. All staff must be clear about their own role and that of others in providing a caring and safe environment for all pupils and must know how they should respond to any concerns about an individual child that may arise.
- 1.2 To this end the Tri-borough Hub will ensure that all staff, whether permanent or temporary, and volunteers know who is the member of the senior leadership team who has designated overall responsibility for child protection and safeguarding.
- 1.3 Currently that person is Jean Carter who has received training in order to undertake the role.
- 1.4 In the absence of the designated person Sarah Crompton. If neither of these members of staff are available then any concern should be reported to the Tri-borough Hub Team.
- 1.5 All staff will receive training during their induction period, and regularly thereafter at a minimum of every 3 years in order that they are equipped with the skills needed to keep children safe. Training is provided for all staff at the start of the academic year and updated for new staff during the year.
- 1.7 The Tri-borough Music Hub will always follow safe recruitment procedures so that we can be confident that all adults working in the service are safe to do so.

2. SAFEGUARDING CHILDREN: PRINCIPLES OF GOOD PRACTICE

All children deserve the opportunity to achieve their full potential and the purpose of all intervention is to safeguard and promote the welfare of the child. For those staff who engage with students who experience discrimination in their daily lives or who are from cultures different to those of the professionals, assumption and stereotyping must not be part of our practice and every effort must be made to ensure that cultural issues are understood and that each individual case is dealt with on its own merits.

All persons who have any contact with students at the school have a full CRB check prior to working at the school.

The Tri-borough Music Hub will ensure that it follows the guidance on Safer Recruitment of Staff.

3. KEEPING CHILDREN SAFE

3.1 Child Protection - Responding to concerns about individual children

3.1.1 All children engaging in Tri-borough Music Hub activities must be able to place their trust and confidence in any adult working in the service. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns.

3.1.2 All staff must:

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that h/she has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on.
- Report what has been disclosed to the Designated Person in the school as soon as possible.
- Record, as soon as is practicable, what was said using the child's actual words.
- Sign and date the record.

3.1.3 The Designated Person for Child Protection will assess the circumstances in consultation with the Tri-borough with the Tri-borough Safeguarding in Schools and Education Officer:

- 3.15 The Designated Person must keep a written record of all contact with other agencies.

3.4. Safeguarding – Providing a Safe Environment

3.4.1 All parents and carers of pupils accessing Tri-borough Music Services must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe. We will do this by:

- Promoting a caring, safe and positive environment within the school
- Ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken
- Working in partnership with all other services and agencies involved in the safeguarding of children
- Always following Safer Recruitment procedures when appointing staff or volunteers to work in our school
- Welcoming visitors in a safe and secure manner
- Undertaking risk assessments when planning Hub activities or events

3.5.2 Pupil Behaviour

We will always aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.

We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

(1) No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action

(2) We will always record any occasion when physical intervention has been necessary

(3) We will always notify parents or carers of any such incident

3.5.3 Bullying

We understand that bullying is harmful to children. We will always take seriously any reports of bullying and respond appropriately.

We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

3.5.4. E-Safety

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use.

We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our IT equipment.

3.5.5 Health & Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when attending Hub venues and when undertaking activities out of school under the supervision of our staff.

3.6.2 Confidentiality

Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only on a "need to know" basis in order to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

3.6.3. Referrals to partner agencies

If we have a reason to be concerned about the welfare of a child we will always consult with the Tri-borough Safeguarding in Schools and Education Officer.

4. ADULTS WORKING WITH CHILDREN

4.1 Safer Recruitment

- 4.1.1 All staff and volunteers working with children in our service will be recruited safely:

Preparation

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.

We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.

The advertisement will state that the post is subject to an enhanced Criminal Records Bureau check.

Applications

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions.

We will scrutinise all completed application forms.

We will not accept CVs.

References

We will not accept open references or testimonials.

We will ask for the names of at least two referees.

We will take up references prior to interview and ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

We will verify previous employment history.

Appropriate checks are applied to staff and volunteers who come to work as part of the Tri-borough Music Hub.

For statutory disclosure checks we will ensure sensitive and confidential use of the applicant's disclosure.

Appropriate Risk Assessments are carried as per the CIPD guidance.

Interviews

We will always conduct a face to face interview even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the Independent Safeguarding Authority any person whose checks reveal that they have sought work when barred from working with children.

Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

Continuing Professional Development

We will ensure that all staff receive regular training in Child Protection.

Supervision

We will always supervise staff and act on any concerns that relate to the safeguarding of children.

Allegations

We will always follow our locally agreed procedures for the management of allegations against staff.

Dismissal

We will always refer to the Independent Safeguarding Authority any member of staff who is dismissed because of misconduct relating to a child.

4.2 Safe Practice

4.2.1 We understand that all adults working in or on behalf of our service have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working in our school behave in a manner that fosters this relationship.

4.2.2. We will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

5. MONITORING AND REVIEWING OUR POLICY AND PRACTICE

- 5.1. Our Designated Person for Child Protection will continually monitor our child protection and safeguarding practices and bring to the notice of Senior leadership team any weaknesses or deficiencies to ensure these are addressed and remedied.

- 5.4 The Tri-borough Music Hub and strategic partners will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.

- 5.5 Our Policy will be reviewed annually

- 5.6 This Policy was last reviewed on **January 2013**

6. USEFUL CONTACTS

Royal Borough Kensington and Chelsea
Social Work Line for referrals

0207 361 3013

NSPCC

0808 800 5000 (staff)

Childline

0800 1111 (pupils)

Appendix 1

CHILD PROTECTION – INFORMATION FOR STAFF

Below is a set of guidelines that staff should take on board when dealing with individual/small groups of students. It is important to be mindful at all times of your behaviour in relationship to individual/small groups of students and of the potential risk of an allegation. Staff should take necessary precautions in order to minimise the opportunity for an allegation to be made against them.

- Whenever possible try not to be alone in a room with a pupil, regardless of gender. If you are on your own with a pupil, leave the door open and inform a colleague if possible. Always keep an appropriate distance between you and the pupil.
- Do not engage in conversations about your personal life with pupils.
- Keep boundaries very clear between you and pupils, particularly if the conversation involves relationships, emotions, and sexual content.
- Do not exchange mobile phone numbers with students. If possible do not have your mobile phone out when dealing with an individual pupil.
- Do not accept students as 'friends' on face book or my space.
- If a pupil wishes to disclose personal information to you, ensure that they understand that you cannot guarantee confidentiality. Do not probe a pupil about their personal life unless they approach you. Avoid giving advice to pupils about their relationships.
- Do not teach small groups of pupils/ individuals outside of normal lessons unless there is another member of staff in the Dept at that time.
- Be aware of pupils forming attachments to you as a teacher and keep your distance if they appear particularly needy of your attention. It is imperative that you do not appear to be encouraging the relationship, as this can often lead to misunderstandings.
- Be aware of conversations that you have with pupils and the need to avoid sexual innuendo at all times. Older pupils are particularly conscious of staff making sexual inferences and this can place you in a very vulnerable position.