



Child Protection Policy

1) INTRODUCTION

The purpose of this policy is to set out the process and procedures that Life Music will adhere to protect children who have lessons with and/or perform for them.

This policy was reviewed on 25th June 2020. It will be due for review again 25th June 2021.

2) POLICY

LIFE MUSIC acknowledges it has a responsibility for the safety of children undertaking its lessons or otherwise under its temporary care. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with LIFE MUSIC's work, including staff, as they can help protect them from erroneous or malicious allegations.

LIFE MUSIC is committed to practices which protect children from harm. For the purpose of this policy, LIFE MUSIC's staff includes not only its employees but also any temporary staff that may be employed on an ad-hoc basis e.g. Stewards at concerts etc.

All staff who has unsupervised access to or contact with children are required to:

- recognise and accept their responsibilities
- develop awareness of the issues which can cause children harm
- report concerns following the procedure below

LIFE MUSIC will endeavour to safeguard children by:

- adopting safeguarding and child protection procedures and a code of practice for all who work on behalf of the organisation
- reporting concerns to the authorities
- following carefully procedures for recruitment and selection of staff and volunteers
- providing effective management for staff and volunteers through support and training.

It is LIFE MUSIC's policy that:

- All staff working on behalf of LIFE MUSIC accept responsibility for the welfare of children who come into contact with LIFE MUSIC in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
- There is a Designated Safeguarding Person (DSP) within LIFE MUSIC who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
- The DSP knows how to make appropriate referrals to statutory child protection agencies.
- All those who are involved with children on behalf of LIFE MUSIC should adhere to the Code of Practice in relation to children.
- Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.

The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that



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confidentiality is maintained for all concerned when an allegation has been made and is being investigated, see appendix 1.

LIFE MUSIC's policy on duty of care to children will be referred to or included in recruitment, training, moderation and policy materials where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation.

A culture of mutual respect between children and those who represent LIFE MUSIC in all its activities will be encouraged, with adults modelling good practice in this context.

All staff, examiners and volunteers in paid or unpaid work on behalf of LIFE MUSIC with unsupervised access to children will be vetted appropriately.

It is part of LIFE MUSIC's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of LIFE MUSIC will be supported when they report their concerns in good faith.

3) CODE OF PRACTICE

LIFE MUSIC expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf will be aware of this Code of Practice and adhere to its principles in their approach to all children.

- It is important that no more time should be spent alone with children than is necessary to conduct appropriate tuition
- It is important not to have physical contact with children and this should be avoided.
- It is not good practice to take children alone in a car on journeys, however short.
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on handling a disclosure is set out in Appendix 1. If this gives rise to a child protection concern it is important to follow LIFE MUSIC's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
- Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

4) DESIGNATED SAFEGUARDING PERSON

LIFE MUSIC has appointed a Designated Safeguarding Person (DSP) who is responsible for dealing with any concerns about the protection of children. This person is the Business Administrator, Sarah Whitworth, telephone number 07717 677282.

The role of the DSP is to:

- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of LIFE MUSIC.

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- Provide information and advice on child protection within LIFE MUSIC.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
- Liaise with local children's social care services and other agencies, as appropriate.
- Keep relevant people within LIFE MUSIC informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence
- Advise LIFE MUSIC of safeguarding and child protection training needs.
- Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Safeguarding & Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

5) PROCEDURE FOR REPORTING CONCERNS

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are one or any of the following:

- the conduct of a member of LIFE MUSIC's staff
- a child "disclosing" abuse
- bruising or evidence of physical hurt
- unusual behaviour by a child

If a member of staff has such concerns they should be reported to the DSP using the form as set out in Appendix D as a part of the process flowchart.

Concerns about a specific child should be reported immediately by telephone to the DSP and confirmed in writing within 24 hours. Delay could prejudice the welfare of a child.

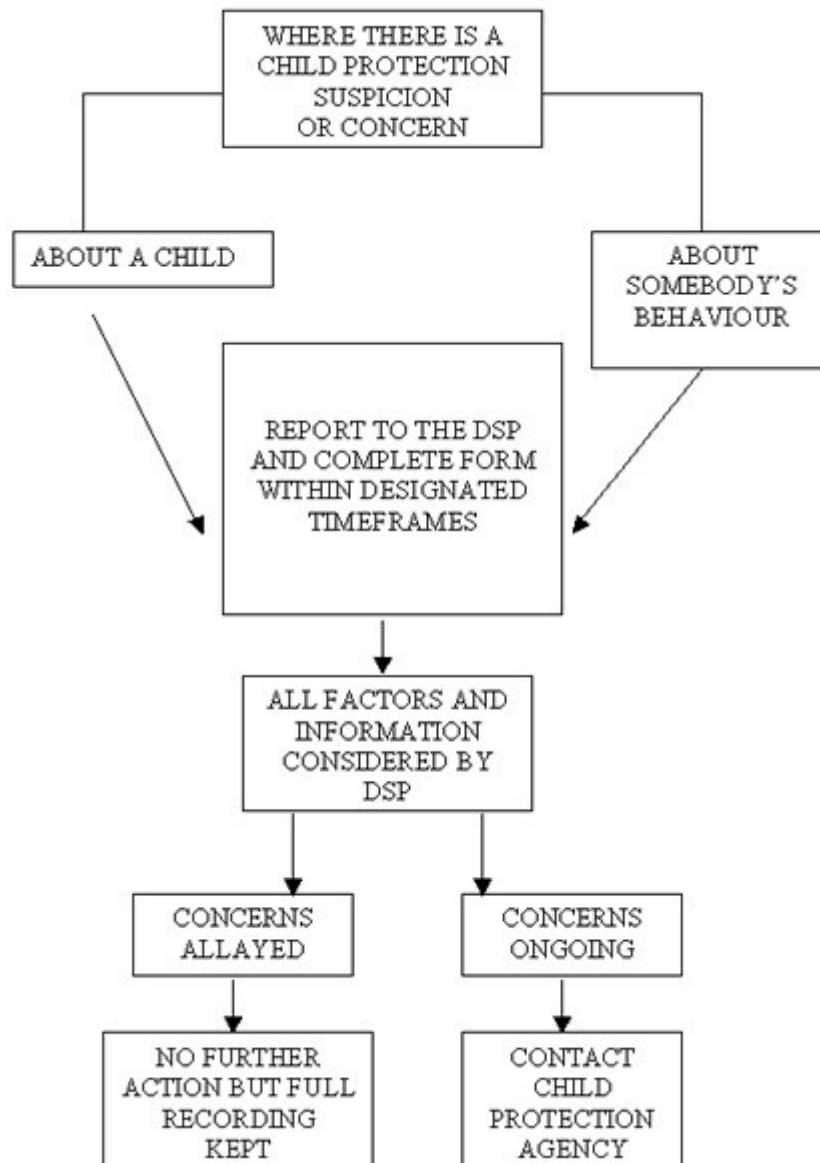
If the concerns relate to the conduct of a member of staff these should be reported by phone to the DSP immediately. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

The DSP will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.

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6) PROCESS FLOWCHART FOR REPORTING CONCERNS

This flowchart demonstrates the process by which child protection concerns will be addressed by LIFE MUSIC.





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7) DEFINITIONS OF ABUSE

a) Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

b) Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

c) 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, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

d) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.



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Appendix 1

RESPONDING APPROPRIATELY TO A CHILD MAKING AN ALLEGATION OF ABUSE

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Tell the child that the matter will only be disclosed to those who need to know about it.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- 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 that the record is signed and dated.
- 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 the professional child protection agencies, following a referral from the Designated Safeguarding Person in the organisation.