

# **Diapason Ltd T/A Young Music Makers (YMM) Child Protection & Safeguarding Policy**

**Chair of Trustees: Martina Wicklein  
Administrative Director: Rebecca McChrystal  
Registered charity No. 264274**

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**Young Music Makers (YMM)  
Child Protection & Safeguarding Policy.**

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**Young Music Makers (YMM)**  
**Child Protection & Safeguarding Policy Statement.**  
**Revised SEPT 2018**

YMM is the business name of Diapason Ltd a company limited by guarantee and registered as a charity. YMM provides opportunities in the main for children and young people but also for adults to enjoy music making both through individual lessons, and through playing with others. YMM is fully committed to safeguarding the welfare of all children and young people in its care. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

YMM acknowledges its duty to respond appropriately to any allegations, reports or suspicions of abuse.

In implementing this child protection policy YMM will:

- Ensure that staff understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that staff understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection & Safeguarding Guidelines and Procedures* and that senior staff work at all times towards maintaining high standards of practice, including formal training upon induction and annual updates for all staff;
- Ensure safe recruiting procedures for new staff are in place (all staff DBS-checked and references checked)
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Workers);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for senior staff to develop their skills and knowledge particularly in relation to the welfare and protection of children, young people and vulnerable adults.
- Ensure that parents/carers, have access to all guidelines and procedures when requested.
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children, young people and vulnerable adults.

## **Child Protection & Safeguarding Guidelines and Procedures**

### **Introduction**

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by YMM. The procedures recognise that child protection can be a very difficult subject for workers to deal with, but stresses the importance of a culture of openness in the workplace, in order to raise issues more quickly and comfortably.

YMM is committed to the belief that protecting children, young people and vulnerable adults is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all staff and deputies to react appropriately to any concerns that arise in respect of a child/young person. All steps set out here are child- centred. Where there is a conflict of interest, decisions should be made in the child's or young person's best interests.

### **Section 2 - Recognising the Signs and Symptoms of Abuse**

YMM will ensure that all staff members, whether paid or unpaid, have a basic awareness of the signs and symptoms of child abuse, as outlined in Appendix 1 of this policy.

All staff, teachers and deputies will be issued with the YMM Safeguarding Leaflet, detailing how to deal with allegations of abuse.

Concerns about a child or young person's safety can come to light in a number of ways. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

### **Section 3 - Designated Protection Officer(s)**

YMM has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for staff to consult with.

The Lead Designated Protection Officer within YMM is Administrative Director, Rebecca McChrystal. Mobile number: 07958445246. [admin@youngmusicmakers.co.uk](mailto:admin@youngmusicmakers.co.uk)

Deputy Designated Protection Officers:

1. Musical Director: Daisy Coole, 07967785469, [music@youngmusicmakers.co.uk](mailto:music@youngmusicmakers.co.uk)
2. Trustee: Alison Chandler, 07973822337, [alison.chandler@youngmusicmakers.co.uk](mailto:alison.chandler@youngmusicmakers.co.uk)
3. Trustee: Cécile Laborde, 07739699303, [cecile.laborde@youngmusicmakers.co.uk](mailto:cecile.laborde@youngmusicmakers.co.uk)

The role and responsibilities of the named person are:

To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect. This includes, but is not limited to, ensuring that all teachers have undertaken formal training, (in the form of an online course, or through another local authority teaching service), receive an annual updates/refresher training and all tutors, teaching deputies, administrative and support staff are issued with the YMM Safeguarding Leaflet.

To ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.

The Designated Protection Officer will record any reported incidents in relation to a child/young person, or any breach of Child Protection policies and procedures. This information will be kept in a secure place and will be confidential.

### **Section 4 - Stages to Follow if you are Worried about a Child**

YMM recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However YMM believes that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child's or young person's behaviour, physical condition, or appearance, staff will:

#### **Stage 1**

Initially talk to a child/young person about what they are observing.

It is appropriate to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?", but never use leading questions.

Listen carefully to what the young person has to say and take it seriously;

Never investigate or take sole responsibility for a situation where a child/young person makes a disclosure;

Always explain to children and young people that any information they have given will have to be shared with others;  
Immediately notify the organisation's lead Designated Protection Officer: Rebecca McChrystal.

Record what was said in writing as soon as possible after any disclosure;  
The person who receives the allegation or has the concern should make written notes and ensure they are signed and dated. They can be supported in this by the named person but they must write the notes themselves.

## **Stage 2**

The DPO(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the DPO(s) will contact the police and/or the local authority children's department. (for contact details see Appendix 3)

If a referral is made direct to Children's Contact Services (including MASH and Early Help), this must be followed up in writing within 48 hours.

The DPO(s) can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

## **Section 5 – Managing Allegations made against a member of Staff**

YMM will ensure that any allegations made against members or a member of staff are dealt with swiftly and in accordance with these procedures:

The DPO should be informed immediately.

The DPO must ensure that that the child is safe and away from the person against whom the allegation is made.

The DPO will inform the parents or carers of the child/young person and as far as practicable keep the parents or carers informed and act with their consent.

(In the case of an allegation involving the Lead DPO, staff are aware to contact Deputy DPOs, Daisy Coole, Alison Chandler or Cecile Laborde).

- The DPO(s) should contact the local authority designated officer (LADO - who is based at the Child Protection Unit) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The DPO(s), (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.

- Regardless of whether a police and/or social services investigation follows, YMM will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.

### **Section 6 - Recording Information**

information about concerns should be recorded by the Responsible Person and be kept securely in line with the guidance given by NSPCC. Only the Responsible Person and the Chair of Trustees will have access to such data.

### **Section 7 – Disseminating/Reviewing Policies and Procedures**

This policy and the YMM Safeguarding Leaflet will be reviewed annually, by the YMM Trustees. Any changes/amendments need to be clarified and shared with senior staff.

## Appendix 1

### Definitions of Abuse as cited in: London Child Protection Procedures 2014, Chapter 4 ([www.londonscb.gov.uk](http://www.londonscb.gov.uk))

**PHYSICAL ABUSE:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, female genital mutilation (FGM) or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing 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 maltreatment of a child, though it may occur alone.

**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

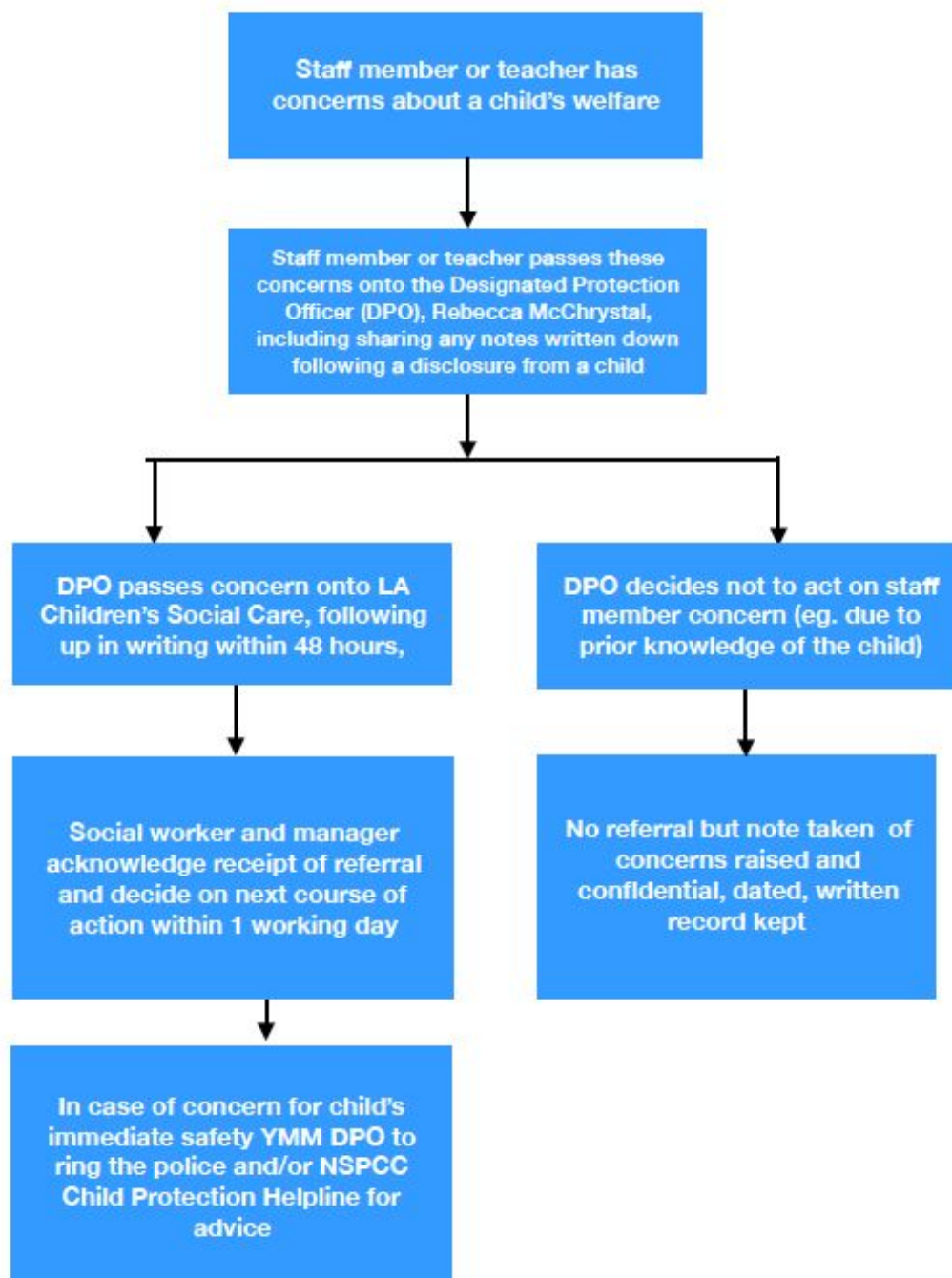


YMM recognises that additional training is needed to spot the signs of **FGM** and has formulated a document to help staff recognise the potential risk to a child, "*Female Genital Mutilation (FGM): Spotting the Signs*", that should be read in conjunction with this policy.

**Bullying & Harassment** e.g. racial, homophobic. Whilst these are not formal categories of abuse, YMM acknowledges that they can be very damaging to children and young people. We take any such instances very seriously and will take appropriate steps to address a given situation and stop any re-occurrence.

YMM recognises that abuse may come from any party including from other children or young people.

YMM recognises the dangers of **Extremism & Radicalisation** particularly in young people and has formulated an additional document to help staff spot the signs, "*Preventing Radicalisation & Extremism*", that should be read in conjunction with this policy.

**Appendix 2 – CHILD PROTECTION REFERRAL Flow Chart**

### **Appendix 3 Useful Contacts/Support Organisations**

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

**Children's Contact Services (including MASH and Early Help):** 0207 974 3317  
LBCMASHadmin@camden.gov.uk

**Out of Hours Social Worker:** 0207 974 3317 ext 4444, or ext 4000 and ask for emergency duty team

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999.

**NSPCC Child Protection Helpline.** The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

Telephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Appendix 4. Female Genital Mutilation (FGM): Spotting the Signs

### Indicators which suggest an increased risk that a girl will experience, or has already experienced, FGM

- The girl's family comes from a community that practises FGM; and
  - Members of a family, or the girl herself, say they support FGM.
  - Members of a family appear ambivalent about FGM or refuse to discuss it.
  - *NB It is important to ask families whether they intend to continue practicing FGM and ask girls (in age appropriate language) what they know about FGM and what their views are in relation to FGM.*
  - She has female relatives who have had FGM.
  - This risk is likely to be heightened in the following circumstances:
    - It is known or believed likely to be the case that the FGM was carried out after migration from the country of origin;
      - The female relative is within the close family network – including living with the girl;
      - The female relative is herself a young woman and/or is close in age to the girl.
    - She was born to a woman who has been subjected to FGM;
    - This risk increases if a woman who has had type 3 FGM requests re-infibulation after giving birth as this suggests that either the woman herself believes in the importance of FGM or that her husband and/or family members require it of her.

#### Other risk indicators:

- The girl's family comes from a community that practises FGM and:
  - She talks about a long holiday to her country of origin or another country where the practice is prevalent;
  - She confides that she is to have a 'special procedure' or to attend a special occasion;
  - She discloses concerns that she is at risk;
  - She requests long or repeated toilet breaks from the classroom or spend long unexplained periods of time away from the classroom during the day – this may be the result of with bladder or menstrual problems if she has undergone Type 3 FGM;
  - She has a prolonged absence from school with noticeable behaviour changes on her return;
  - She is suffering from depression and/or self-harm or other mental health problems;
  - Her parents/carers ask for her to be excused from physical exercise lessons without the support of her GP;
  - Her parents/carers ask for her to be excused from sex education lessons;
  - She is withdrawn from school without explanation or the explanation sounds implausible.

Source: [http://www.londoncp.co.uk/chapters/sg\\_ch\\_risk\\_fgm.html#risk\\_indicators](http://www.londoncp.co.uk/chapters/sg_ch_risk_fgm.html#risk_indicators)  
(Sep 03 2018)

## Appendix 5. Preventing Radicalisation and Extremism (Sep 2018)

### Spotting signs and getting help

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong. If you notice any change in a child's behaviour and you're worried, you can call the NSPCC helpline on 0808 800 5000.

### Source: “Protecting Children from Radicalisation”

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation/> (Sep 03 2018)

### PREVENT online course from HMGov:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>