

Young Music Makers London Ltd (YMM) - Child Protection & Safeguarding Policy

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IF YOU HAVE AN IMMEDIATE CONCERN AND NEED TO KNOW WHAT TO DO NOW, GO TO SECTION FOUR AND CHECK APPENDIX 2

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Young Music Makers (YMM) Child protection & safeguarding policy statement

Young Music Makers London Limited (YMM) is a company limited by guarantee and registered as a charity. YMM provides opportunities to enjoy music-making in individual lessons, in groups and bands. The majority of our students are children and young people. YMM is committed to safeguarding the welfare of all children and young people in our care. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

We acknowledge our duty to respond appropriately to any allegations, reports or suspicions of abuse.

Terms:

“Staff” - for the purposes of this policy, we mean YMM tutors, volunteers, trustees, admin team and any external contractors (i.e workshop leaders, deputy tutors)

“Senior Staff” - YMM School Director and Musical Director

In implementing this child protection policy, YMM will:

- ensure all 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 detailed in our *Child Protection & Safeguarding Guidelines and Procedures* and that senior staff work at all times towards maintaining high standards of practice, including formal training at induction, and annual updates for all staff
- ensure safe recruiting procedures for new staff both paid or voluntary, and that all staff are DBS-checked and all references are checked
- ensure that all staff 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 Susie Agathou, the Interim School Director, who is our Lead Designated Protection Officer
- ensure that the Designated Protection Officer(s) understands their responsibility to refer any child protection concerns to the statutory child protection agencies (police and/or social workers)
- ensure that any procedures relating to the conduct of staff are implemented consistently and fairly

- 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 and carers have access to all guidelines and procedures on request
- 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. We recognise child protection can be a very difficult subject for workers to deal with, but it is crucial that we all feel able to raise any issues straight away.

YMM believes that protecting children, young people and vulnerable adults is everybody's responsibility. These guidelines are designed to enable all staff to react appropriately to any concerns. All steps are child-centred. Where there is a conflict of interest, decisions should be made in the child's or young person's best interests.

Go to page 4 for the steps to take if you have a concern.

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 are issued with a hard copy of the YMM safeguarding leaflet in their registers, detailing how to deal with allegations of abuse, as well as a link to the YMM safeguarding policy.

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 or incidents of alleged abuse which occurred some time ago
- a report is made regarding the serious misconduct of YMM staff towards a child or young person.

Go to page 4 for the steps to take if you have a concern.

Section 3 - Designated Protection Officers (DPO)

Who to contact when you have a concern

The lead Designated Protection Officer responsible for dealing with child protection concerns is the Interim School Director, Susie Agathou 07958445246, , schooldirector@youngmusicmakers.co.uk, Out of hours: 07939046706

In her absence, you should contact any of our deputy Designated Protection Officers:

1. Musical Director Daisy Coole 07967785469 music@youngmusicmakers.co.uk
2. Chair of Trustees Alison Chandler 07973822337 alison.chandler@youngmusicmakers.co.uk

The lead Designated Protection Officer will 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.

- all teachers have undertaken formal training in the form of an online course or through another local authority teaching service and receive annual updates/refresher training
- all staff are issued with the YMM safeguarding leaflet and a link to the safeguarding policy
- any concerns about a child/young person are acted on, clearly recorded, referred onwards where necessary and followed up to make sure the issues are addressed.

The Designated Protection Officer will record any reported incident 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, accessible only by the DPO and deputy DPOs. The DPO will keep the deputy DPOs updated.

Section 4 - Stages to follow if you are worried about a child

While taking action in cases of child abuse is never easy, the safety of the child should override any doubts or hesitations. If you notice worrying changes in a child's or young person's behaviour, physical condition, or appearance, you should:

Stage 1 - What to do first

Talk to the child/young person about what you have noticed.

- It's 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 lead Designated Protection Officer, Susie Agathou. It is important that there is no delay. The DPO will inform a deputy DPO trustee for support.

- 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 one of the designated protection officers but must write the notes themselves.

Stage 2 - What happens next

The Designated Protection Officer (DPO) will take immediate action if there is a suspicion that a child has been abused or is likely to be abused, contacting the police and/or the local authority children's department. (For Camden and Haringey 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 NSPCC 24 hour National Child Protection Helpline on 0808 800 5000 provides advice and clarity about how to respond to a situation that seems concerning.

The DPO or deputy DPO must inform the entire safeguarding team when a new concern is logged.

Section 5 – Managing allegations made against a member of staff

YMM will ensure that any allegations made against members of staff are dealt with swiftly. :

- The DPO should be informed immediately.
- The DPO must ensure that the child is safe, and away from the staff member.
- The DPO will inform the parents or carers of the child/young person.
- As far as is practicable, the DPO will keep the parents or carers informed and act with their consent.
- In the case of an allegation involving the lead DPO, one of the deputy DPOs - Daisy Coole, Alison Chandler - should be contacted.

The DPO or deputy DPO must inform a second deputy DPO trustee and keep them up to date with what is happening.

- The DPO(s) should contact the local authority designated officer (LADO) - based at the Child Protection Unit for advice on how to proceed. Outside working hours the emergency duty team can give advice. In an emergency, the police should be contacted.
- The person who first received or 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 or receiving the report. It is important that the report is an accurate description. A DPO can support the person but must not complete the report for them. This report must be made available to the police and/or social services if requested.
- Whether or not a police and/or social services investigation follows, YMM will conduct an internal investigation and consider disciplinary procedures including immediate suspension and/or ultimate dismissal depending on the nature of the incident.

Section 6 - Recording information relating to allegations

Information should be recorded by the DPO and kept securely in line with the guidance given by NSPCC. Only the DPO, deputy DPOs and the Chair of trustees will have access to this data.

Section 7 – Reviewing and sharing policies and procedures

This policy and the YMM safeguarding leaflet will be reviewed annually by the YMM trustees. Any changes or amendments must 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)

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.

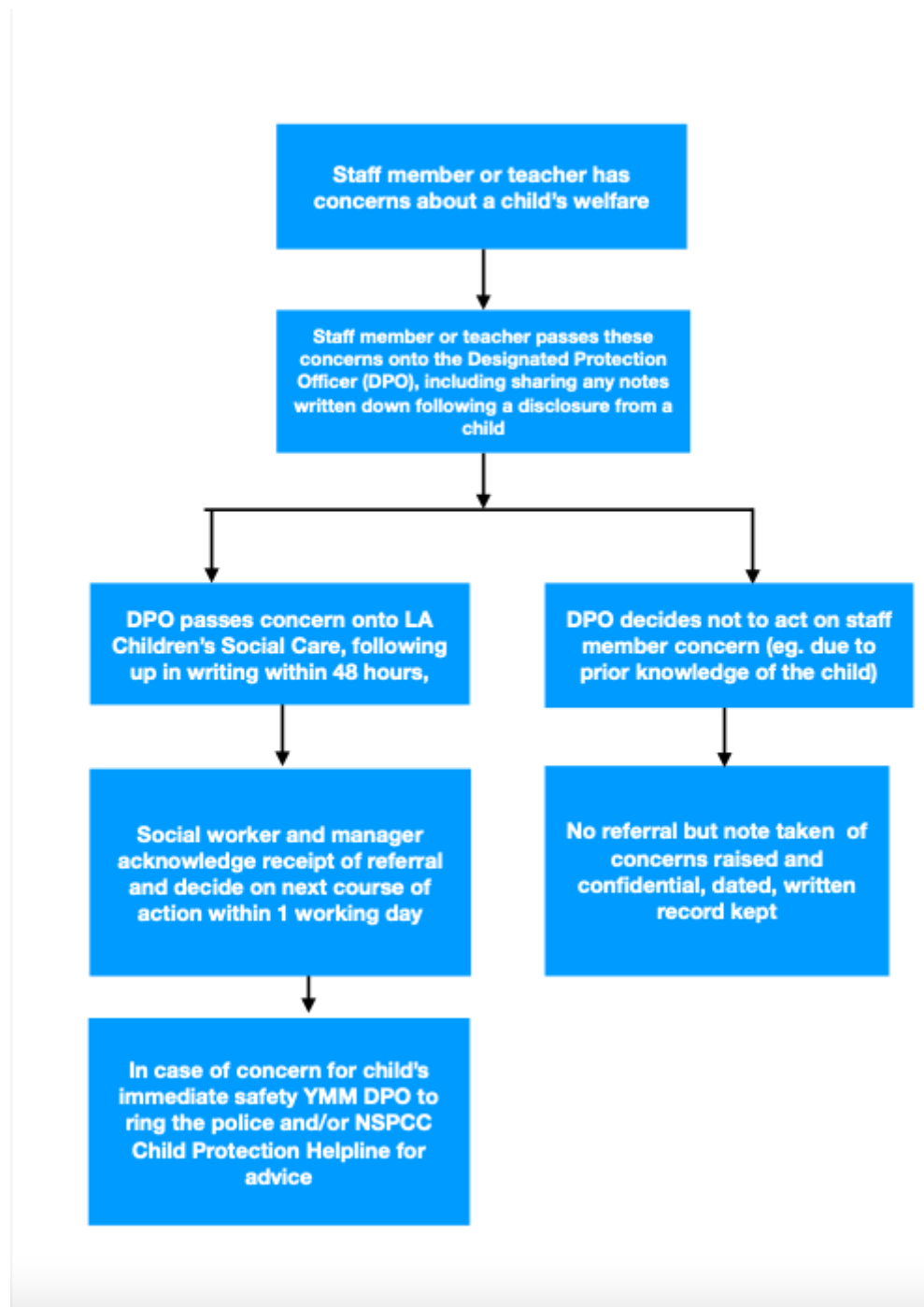
Some forms of abuse do not fall into the formal categories above but are still key parts of our safeguarding policy.

Female genital mutilation (FGM)

Please read Appendix 4 for advice on how to spot the signs and get help.

Bullying & harassment e.g. racial, homophobic. YMM acknowledges the damage bullying and harassment can cause and recognises that abuse may come from any party including from other children or young people. We take any such instances very seriously and will take appropriate steps to address the situation and stop any recurrence.

YMM recognises the dangers of **extremism & radicalisation** particularly in young people. Please read Appendix 5 for advice on how to spot the signs and get help.

Appendix 2 – CHILD PROTECTION REFERRAL Flow Chart

Appendix 3 Useful contacts and support organisations

If you are concerned 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.

Camden Children and Families Contact Service

020 7974 3317

Out of hours 020 7974 4444

LBCMASHadmin@camden.gov.uk

Haringey Council Children's Services

Monday to Thursday 8.45am to 5pm and Friday 8.45am to 4.45pm

020 8489 4470

Emergency Duty Team out of office hours, including weekends

020 8489 0000

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 providing counselling, information and advice to anyone concerned about a child at risk of abuse.

0808 800 5000

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.

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.

This risk is likely to be heightened in the following circumstances:

- The girl has female relatives who have had FGM.
- It is known or believed likely 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 spends long unexplained periods of time away from the classroom during the day. This may be the result of 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 (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>