WANDSWORTH MUSIC

SAFEGUARDING & CHILD PROTECTION POLICY

Last reviewed 1 September 2024

KEY CONTACTS WITHIN THE SERVICE

DESIGNATED SAFEGUARDING LEAD:	Dan White dwhite@Wandsworthmusic.co.uk 0208 333 3895
DEPUTY DESIGNATED SAFEGUARDING LEAD:	Debbie Huie dhuie@wandsworthmusic.co.uk 0208 333 3891
PASTORAL LEADER	Aurelie Sciamma asciamma@wandsworthmusic.co.uk 0208 333 3899

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

Multi Agency Safeguarding Hub (MASH)	MASH@wandsworth.gov.uk 0208 871 6622
Local Authority Designated Officer (LADO)	LADO@wandsworth.gov.uk 07974 586 461 020 8871 7440

If you have a concern, no matter how small please contact us using the contact details above.

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Wandsworth Music (WM) is an independent charity that functions as the Music Service in the London Borough of Wandsworth. Wandsworth Music is not a school and does not have the same statutory responsibilities as a school. We do however seek to mirror best practices wherever possible.

INTRODUCTION

Wandsworth Music (WM) is committed to ensuring its activities take place within a safe and secure environment for children, staff and visitors. We are also committed to promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child

This safeguarding and child protection policy is for all WM staff and anyone working on behalf of WM and should be read in conjunction with:

- Keeping Children Safe in Education (2024)
- WSM Child protection code of practice and procedures

Safeguarding and promoting the welfare of children is defined in Keeping Children Safe in Education as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

There are three main elements to our Safeguarding & Child Protection Policy:

- **Prevention** through the creation of a positive atmosphere and the teaching, and pastoral support offered to pupils.

- **Protection** by following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively to child protection concerns.

- **Support** to pupils who may have/may have been abused

This policy is applicable to all Wandsworth Music activities and applies to all pupils, staff, parents, volunteers, and partner organisations who work for or with WM.

SERVICE ETHOS

WM is committed to keeping children safe and aims to:

- Establish a culture of vigilance and awareness about child protection issues amongst staff, parents and pupils, where the welfare of our pupils is promoted and where timely and appropriate safeguarding action is taken.
- Ensure Wandsworth Music Staff observe statutory requirements in respect of safeguarding and that they safeguard the welfare and wellbeing of all pupils in all settings, including schools, out of school activities, Wandsworth Music Academy, live events, holiday courses and educational trips and tours.
- Support a culture of safeguarding and a collective responsibility for the safety and well-being of others in which it is recognised that safeguarding is 'everyone's responsibility'
- Promote a culture of trust amongst pupils and maintain an environment where pupils feel safe and secure and are encouraged to talk and are listened to.
- Work constructively with partner agencies to ensure timely and appropriate support for vulnerable children and their families.
- Ensure that all staff working with WM have been checked as to their suitability to work with children, in line with current guidance.
- Keep informed of changes in legislation and policies for the protection of children.
- Ensure pupils receive the right help at the right time to address risks and prevent issues escalating.
- Protect children from harm and support the wider work of schools in equipping pupils with the skills they need to stay safe from abuse and to develop healthy and safe relationships and an understanding of the responsibilities of adult life.
- Promote tolerance of, and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations.
- Ensure accurate and up to date records of every child directly involved in WM activities are held in case of emergencies.

A culture of mutual respect between children and WM staff is encouraged, with adults modelling good practice in this context. It is part of WM'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. WM recognises that the teaching of pupils on a one-to-one or small group basis places huge trust on tutors, and requires equal trust from parents and carers. We also recognise that tutors are vulnerable to malicious and erroneous allegations. This policy is designed to help protect all who teach, learn, administer and manage music through Wandsworth Music.

ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential.

All WM members of staff working with children (including volunteers) are required to report instances of actual or suspected child abuse or neglect to the appropriate Designated Person with responsibility for child protection.

There are key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of the WM officers carrying out these responsibilities for the current year are listed on the cover sheet of this document.

The Designated Safeguarding Lead for WM has responsibility for managing child protection referrals, safeguarding training and raising awareness of all safeguarding and child protection policies and procedures.

The Designated Safeguarding Lead will ensure that staff are aware of these procedures and that they are followed at all times. They should be a source of advice and support for other staff in relation to child protection matters.

It is the role of all Designated Safeguarding Leads to make appropriate and timely referrals to the Initial Point of Contact (Multi Agency Safeguarding Hub) in accordance with the current procedures. If, for any reason, the Designated Safeguarding Lead is unavailable, a Deputy Designated Safeguarding Lead has been identified who will act in their absence.

When an individual concern or incident is brought to the notice of the DSL, he/she will decide what needs to happen next. Where there is any doubt as to the seriousness of this concern, or disagreement between the DSL and the member of staff reporting the concern, advice will be sought from the Multi-Agency Safeguarding Hub (MASH).

Whilst we recognises the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information will not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

WM follow Safer recruitment processes. All staff are subject to appropriate DBS, identity, qualification, references and other mandatory checks.

WM will ensure that there is an effective Child Protection Policy in place and that this is updated annually. No staff except for the Designated Safeguarding Lead and his Deputies will be given details relating to individual child protection cases, or situations, to ensure that confidentiality is not breached.

PROCEDURES

All action is taken in accordance with the following guidance:

- Keeping Children Safe in Education (DfE, September 2024)
- Working Together to Safeguard Children (2023)
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and Childcare Act 2006, which set out who is disqualified from working with children
- The Prevent duty (DfE, 2023)
- London Child Protection Procedures
- Multi-Agency Practice Guidelines: Female Genital Mutilation

All staff are kept informed about safeguarding and child protection responsibilities and procedures through induction, briefings, routine monitoring and observations and training. Staff are given a copy of the WM child protection code of practice and working together to Safeguard Children part 1 documents and advised who the Designated Safeguarding Lead (and Deputy) is and informed how to share concerns with them.

The WM Child protection code of practice and Music Tutor Handbook set out Safeguarding procedures, with particular reference to matters that are relevant to music teaching and learning.

In a school setting

WM staff working in schools must make themselves aware of the Designated Safeguarding Lead for each school they work in.

Within a school setting any staff member who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it as soon as possible to the Designated Safeguarding Lead within the school.

They must then also report it as soon as possible to the Designated Safeguarding Lead (or, in their absence, the Deputy Designated Safeguarding Lead) within WM. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff within the office at the time. The Designated Safeguarding Lead or the Deputy will then discuss the case with the Safeguarding Lead within the school.

Out-of-school setting

This includes; Wandsworth Music Academy, Wandsworth Music Therapy Clinic, Wandsworth Music Service Events & Concerts, Tours and Educational trips, Holidays Courses.

Any staff member who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it as soon as possible to the most senior staff member present and to the Designated Safeguarding Lead at WM. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff within the office at the time.

If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, the staff member concerned should press for re-consideration of the case with the Designated Safeguarding Lead at WM.

ALLEGATIONS INVOLVING A MEMBER OF STAFF

WM takes seriously all complaints made against members of staff or volunteers. Procedures are in place for pupils, parents and staff to share any concerns that they may have about the actions of any member staff or volunteer.

All such complaints and concerns should be reported to the Chief Executive, in order that they may activate the appropriate procedures.

Where the concern involves the Chief Executive of WM, it should be reported directly to the Wandsworth LADO (Local Authority Designated Officer).

The LADO has overall responsibility for oversight of the procedures for dealing with allegations against staff members. Wherever possible, contact with the LADO should be made immediately, as she will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The service will manage these procedures alongside the Local Authority's disciplinary process in liaison with the council's HR Advisor.

In accordance with 'Keeping children safe in education' details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, the record should be retained at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer. However, cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

TRAINING AND SUPPORT

Regular safeguarding training and updates are organised for WM staff and management.

The Designated Safeguarding Lead (and Deputy) will undergo updated Child Protection training specifically for Designated Safeguarding Leads at least every two years, in accordance with Keeping Children Safe in Education.

All music tutors and other staff members who have contact with children and young people are required to receive appropriate safeguarding and child protection training. All Child Protection training is recorded.

In addition, safeguarding updates will be sent as required, and all staff members will be required to read all

materials. Staff may also be required to complete online refresher courses.

All newly recruited staff will be briefed on this policy and will be required to attend relevant Safeguarding training.

Tutors who are unable to attend safeguarding training sessions will be required to provide evidence that they have attended alternative, appropriate and legitimate training elsewhere.

All staff are made aware of the boundaries of appropriate behaviour and conduct. These matters are outlined in the Child Protection Procedures.

PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

A member of staff must never guarantee confidentiality to a pupil, nor should they agree with a pupil to keep a secret as, where there is a child protection concern, this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held and treated confidentially.

RECORDS AND MONITORING

Well-kept records are essential to good child protection practice. The service is clear about the need to record any concern about a child or children within a school, the status of such records and when these records should be passed over to other agencies.

Any member of staff receiving a disclosure of abuse, or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen (if appropriate using a body map to record), putting the event in context, and giving the date, time and location of the incident.

The source of the information should be recorded, as well as a note of other people involved, for example, as witnesses, and there should be a clear distinction between **fact** and professional **opinion**. All records will be dated and signed, detailing the name and position of the person making the record, and include the action taken. This information will be presented to the Designated Safeguarding Lead at the school and to the Designated Safeguarding Lead at the WM who will then decide on appropriate action.

SAFETY ON PREMISES USED FOR WM ACTIVITIES

Authorised visitors will be logged into and out of the premises by WM or premises members of staff. Unidentified visitors will be challenged by staff or reported to the relevant lead member of staff.

The presence of intruders and suspicious strangers seen loitering near hired premises or approaching pupils will be reported to premises management staff and/or the Police.

WM staff are required to wear identity badges at all times whilst they are working in schools and out of school settings.

WM undertake regular safeguarding walks at the Wandsworth Music Academy and encourage schools to adopt a similar practice to help protect all who learn and teach music in their schools.

SUPPORTING PUPILS AT RISK

WM is committed to ensuring that our pupils receive the right help at the right time.

Schools and other education settings may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered, harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may be withdrawn, or display abusive behaviours towards other children.

WM will endeavour to support all pupils through:

- Encouraging pupils to stay safe and to develop healthy relationships, self-esteem and self-motivation.
- The service ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of the individual school's behaviour management strategies
- A consistent approach from all staff which will endeavour to ensure that our pupils know that some behaviour is unacceptable, but that they are valued.
- Regular liaison with other professionals and agencies that support the pupils and their families.
- A commitment to develop open, honest and supportive relationships with parents, always with the child's best interest as paramount.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that children with behavioural difficulties and disabilities are most vulnerable to abuse. Therefore, staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- Recognition that, in a home environment where there is domestic violence, drug or alcohol abuse, children are vulnerable and may be in need of support or protection.

SPECIFIC SAFEGUARDING ISSUES

'Keeping children safe in education' defines abuse as the maltreatment of a child. 'Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.'

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

The four main types of abuse referred to in Keeping Children Safe in Education are:

- Physical
- Emotional
- Sexual
- Neglect

All WM staff and partner organisations should be aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection.

WM recognises that there are a number of specific safeguarding issues about which staff need to be aware, including: children missing from education, children missing from home or care, child sexual exploitation (CSE), domestic violence, drugs, E safety (including), fabricated/induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs and youth violence, violence against women and girls (VAWG), mental health, children with special educational needs and disabilities, private fostering, prevention of radicalisation, teenage relationship abuse, trafficking, peer on peer abuse, which may include bullying (including cyberbullying),on-line

abuse, gender-based abuse, sexting or sexually harmful behaviour.

Further information regarding some of these issues are addressed in Annex A of Keeping children safe in education .

Whilst WM will ensure that staff avail themselves of opportunities to raise their awareness and gain knowledge regarding these areas, we recognise that expert and professional organisations are best placed to provide up-to-date guidance and practical support in relation to these issues. Government guidance is available on the GOV.UK website and links are provided from 'Keeping children safe in education'.

WHISTLEBLOWING

All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in line with the Whistleblowing policy. WM want everyone to feel able to report any child protection/ safeguarding concerns. However, for members of staff who feel unable to raise these concerns internally, they can call the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.