



LONDON BOROUGH OF SUTTON
Children Young People and Learning Services

SUTTON MUSIC SERVICE
CHILD PROTECTION POLICY

Nigel Hiscock – Head of Music Service

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CHILD PROTECTION - INTRODUCTION & POLICY

"THE WELFARE OF THE CHILD IS PARAMOUNT"

At Sutton Music Service the safety and welfare of our pupils is of the utmost importance. Because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse. All adults working within Sutton Music Service must protect children from harm and abuse and be aware that any pupil may be at risk. We have a duty to safeguard and promote the welfare of our pupils through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Our policy applies to all staff and volunteers working in Sutton Music Service and pupils and parents are informed about this and our other policies on our website. There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- Raising awareness of child protection issues amongst all staff and volunteers and of what to do if they have concerns;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters;
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- Ensuring children know there are adults who they can approach if they are worried about anything;
- Supporting pupils who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- Ensuring staff follow accepted "safe practice" principles when working with pupils.

If there are Child Protection concerns the **London Child Protection Procedures** (*London Safeguarding Children Board, 2007*) must be followed (available from the designated teacher). The Sutton Local Safeguarding Children Board (LSCB) has adopted these procedures. This policy and procedure also accords with:

- DfES guidance - "Safeguarding Children and Safer Recruitment in Education" (*DfES 2006*); and
- "Working Together to Safeguard Children" (*HM Government, 2006*).

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If lower level concerns or needs (i.e. not child protection) are identified about a particular pupil the Sutton Common Assessment Framework should be followed.

DEFINITION

Safeguarding and promoting the welfare of pupils relates to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk of** physical injury, neglect, emotional abuse or sexual abuse.

RECOGNITION

The first indication of concern about a pupil's welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil's body;
- remarks made by the pupil, another pupil, a parent or another adult;
- observations of the pupil's behaviour;
- unexplained changes in the pupil's behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- absence from ensembles or Music Schools; and / or
- information about the parent(s) / carer(s) of the child or their home background.

DESIGNATED STAFF FOR CHILD PROTECTION

Our Designated Manager for safeguarding children is Nigel Hiscock. He is responsible for child protection issues. Any member of staff concerned about a pupil should tell the Designated Manager immediately. If they are unavailable you should talk to whoever is deputising. The Designated Manager has a responsibility to:

- liaise with the local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- act as the contact person within the Music Service, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- be responsible for co-ordinating action within the Music Service on child protection issues;
- discuss individual cases with staff on a "need to know basis" to protect children's right to confidentiality;
- oversee the planning of any curricular or other provision in relation to child protection matters;
- with any other relevant staff, represent the Music Service at child protection meetings and be a member of a "Core Group" if required;

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- ensure staff are familiar with this Policy and Procedure, the London Child Protection Procedures, and DCSF (*previously DfES*) guidance;
- raise awareness about child protection on an ongoing basis;
- together with the local authority child protection training officer, arrange child protection training for **all** (including ancillary) staff at least once every three years (and for new staff commencing work between training sessions or absent for such sessions arrange attendance at induction sessions arranged by the local authority);
- ensure that they (the Designated Manager) receives update training at least every 2 years.

THE ROLE OF INDIVIDUAL STAFF

Everyone in Sutton Music Service must be alert to the possibility that any pupil, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures. Concern about a pupil must be discussed with the Designated Manager immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Members of staff should not investigate child protection concerns. This is done by Children's Social Services (in Sutton, the Children and Family Service) or the Police. However, if a pupil says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

CONFIDENTIALITY OF RECORDS

Our pupils and their parents have the right to expect all staff to deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate pupils should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child or young person. Child protection issues relating to individual cases must not be subject to open discussion in the Music Service.

Members of staff should also remember not to promise to pupils to keep "secrets" (*see procedure below*).

WORKING WITH CHILDREN

We recognise that children who are abused, neglected, or who witness abuse or neglect may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and a sense of blame. The Music Service may be the only stable, secure and predictable element in the lives of children at risk. When at the Music Service their behaviour may be challenging and defiant or they may be withdrawn. The Music Service will endeavour to support the pupil through:

- the Music Service activities offered;
- the Music Service ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- liaison with other agencies that support pupils such as social services, the child and adolescent mental health service and the educational psychology service

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RECRUITMENT, SELECTION, TRAINING AND SUPERVISION OF STAFF AND VOLUNTEERS

In our recruitment and selection of staff and volunteers we will at all times adhere to the appropriate guidance which followed the Bichard Enquiry Report (*"Safeguarding Children and Safer Recruitment in Education"*, DfES 2006)

In particular we will ensure that our interview panellists are appropriately trained, that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Criminal Record Bureau (CRB) disclosure and (*in future*) Independent Safeguards Authority (ISA) Registration checks are conducted.

We keep a central record of all staff with the date and outcome of their CRB *and (in future ISA registration)* checks so at all times staff and pupils and parents can be assured this has been done.

CONTRACTORS AND OUTSIDE SERVICES

We expect all contractors providing services within the Music Service whose staff have access to Sutton Music Service premises to comply with this policy and the attached procedure. The contractor or individual must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the Music Service or using our premises, to provide evidence that they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular CRB disclosure (*and in future ISA registration*) checks.

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CHILD PROTECTION PROCEDURE

If concern arises about the welfare of a pupil the following procedure must be followed.

DO NOT DELAY

- tell the Designated Manager as soon as you can - it may be necessary to interrupt a rehearsal or lesson to do this;
- early referral gives more time to offer help to the pupil and family before the situation becomes severe or serious;
- when the matter is already severe or serious, early referral gives more time for others to protect the pupil;
- the Designated Manager may consult the Children's Social Services (in Sutton, the Children and Family Service).

MAKE WRITTEN NOTES

- at the earliest opportunity make a written record of your concerns - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated;
- these notes must be given to the Designated Manager as soon as possible.

CONCERN FROM SOMETHING THE CHILD SAYS

Listen - do not ask questions or interrogate.

Remain calm - if you are shocked, upset or angry the pupil will sense this and this could stop them from saying more.

Reassure - the pupil has done nothing wrong - tell them it is alright to talk.

Do not promise to keep it secret - tell the pupil you cannot keep the matter secret and will need to take advice from someone who can help.

REFERRAL PROCESS

If a member of staff wishes to make a referral to Social Services or to the Police they should consult the Designated Manager about how to do this. However, referral must not be delayed - if the Designated Manager is not available a senior member of staff should be advised and the referral made (*see London Child Protection Procedures for details*). The Children and Families Service Referral and Assessment Service will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made.

REMEMBER

- if in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the pupil; and
- if you need help or support to manage your own feelings, this can usually be provided.

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CONTACT WITH THE FAMILY

Contact with the family should be discussed with the Designated Manager, who may consult the Children and Family Social Work Service.

In cases where a minor physical injury causes concern, it is usual practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), the pupil, parent or carer should be informed that the matter must be referred to the Children and Family Social Work Service.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the Designated Manager will need to refer to the Children and Family Service and will normally advise the family of this.

In cases where there are suspicions of sexual abuse, the Designated Manager will seek immediate advice from the Children and Family Social Work Service before discussing this with the family.

RECORDING

- all records relating to child welfare concerns will be kept on the pupil's file and the file will be kept secure - a chronology of concern should be kept;
- we will keep written records of any concerns about pupils, even where there is no need to refer the matter immediately;
- information from records will only be accessed by staff on a "need to know" basis;
- staff will need to know when a pupil is subject to a Child Protection Plan (previously the Child Protection Register), so they can monitor the pupil's welfare;
- records relating to the pupil's welfare will remain on the pupil's file as long as the pupil is a member of Sutton Music Service;

CONCERN ABOUT A STAFF MEMBER, CARER OR VOLUNTEER

- allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the Head of Music Service;
- the Head of Music Service may consult the Local Authority Designated Officer (LADO) (contactable through the Children and Family Service);
- following consultation, the Head of Music Service will decide on appropriate action:
 - ❖ immediate referral to the Children and Family Social Work Service
 - ❖ consideration of disciplinary proceedings
- it is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- the procedures in "Safeguarding Children and Safer Recruitment in Education" (*DfES, 2006*) and the Sutton LSCB Procedure will be followed in such cases;
- when appropriate (*see guidance above*), consideration will be given to referral of a member of staff to the Independent Safeguards Authority (ISA) for consideration of the case.

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HARM, FROM OR TO, OTHER CHILDREN

- abuse or concerns about a risk of abuse or harm by other children is subject to the same safeguarding procedures as in respect of children being abused by an adult;
- professionals responding should be alert to the risk a child may pose to children other than any “current” victim; and
- children who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service.

REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

- Sutton Music Service staff have a legal duty to assist local authority Children and Family Social Care Services or the Police when they are making enquiries about the welfare of pupils;
- information about a pupil must therefore be shared on a "need to know" basis with other agencies;
- when telephone requests for information are received, ***always*** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number ***before*** giving information or confirming the pupil is on the Music Service's database or registers;
- always advise the Head of Music Service about such requests for information;
- requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the Head of Music Service, who will arrange preparation of a report and attendance at the meeting;
- reports should contain information about the child's:
 - ❖ instrumental music progress
 - ❖ attendance
 - ❖ behaviour
 - ❖ relationships with children and adults
 - ❖ family
 - ❖ any other relevant matter;
- reports should be objective, distinguishing between fact, observation, allegation and opinion;
- unless you specify otherwise, reports will normally be made available to the pupil's family.

PUPILS/STUDENTS SUBJECT TO A CHILD PROTECTION PLAN

- Sutton Music Service will be told by the relevant local authority Children and Family Social Work Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register) whether the London Borough of Sutton or another local authority;
- the name of the key social worker must be clearly recorded on the pupil's record;

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- Sutton Music Service will participate fully in the work of Core Groups for these pupils, to assist with the objectives of the Child Protection Plan for the pupil;
- when a pupil is subject to a Child Protection Plan, the Music Service will report all unexplained absences even if only of a day;
- when a pupil is subject to a Child Protection Plan, the Music Service will report all behavioural changes or other concerns to the key social worker.

GENERAL ISSUES

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance.

SUTTON CONTACT DETAILS

Nigel Hiscock, Head of Service

Sutton Music Service, Wandle Valley School, Welbeck Road, Carshalton SM5 1LW

Office Tel: 020 8640 8781, Mobile Tel: 07973 142639

LBS Children & Families, Referral & Assessment Service (RAS) - 020 8770 4343

LBS (out of office hours) Children & Families Emergency Duty Social Work Team (EDT) - 020 8770 5000

LBS Child Protection Advisor (Quality & Performance Unit) - 020 8770 4532 (if unavailable ask for the deputy or contact the Referral and Assessment Service)

LBS Education, Safeguarding Children Training and Development Officer - 020 8770 6262 (if unavailable contact the Referral and Assessment Service)