



SAFEGUARDING CHILDREN POLICY

Aug 2023

The welfare of the children at **SoCo Music Project** is of primary importance. We will endeavour to protect the children attending **SoCo Music Project** activities by following the procedures 'Safeguarding our Children' as agreed through the Southampton Safeguarding Children Partnership.

Our safeguarding children practice and policy reflects the "What to do if you're worried a child is being abused" summary 2006, Department of education and skills.

The Designated Safeguarding Lead is the Head of Youth – **Craig Lockwood**. The DSL is responsible for implementing the Safeguarding Policy. Email – craig@socomusicproject.org.uk

SoCo Music Project believes that a child or young person should never experience abuse of any kind. The purpose of this policy is to protect the children and young people who receive **SoCo Music Project** services, and to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Everyone who participates in **SoCo Music Project** workshops, is entitled to do so in an enjoyable and safe environment. **SoCo Music Project** has a moral and legal obligation to ensure that, when given responsibility for young people, leaders provide them with the highest possible standard of care.

This policy applies to all staff, including the Board of Trustees, Directors, Paid Staff, Freelance Music Leaders, Volunteers, Students or anyone working on behalf of **SoCo Music Project**.

The aim of the policy is to promote good practice, providing children and young people with appropriate protection whilst under the care of **SoCo Music Project** and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

Our child protection policy is based on 3 core elements.

Prevention: through pastoral care and a protective and nurturing ethos. All members act in a way that is appropriate and with the child's wellbeing at the core.

Protection: by following procedures and policies, through training and awareness of signs and warnings.

Support: for those who have been previously subject to harm or abuse.

SoCo Music Project will ensure that all staff and volunteers where possible, have completed Safeguarding Children Training. **SoCo Music Project** Leadership Team will ensure that all staff and volunteers understand and follow **SoCo Music Project** Safeguarding Children Policy.

Safer Recruitment

In order to protect the children attending **SoCo Music Project** all trustees, staff and volunteers are subject to an interview, receipt of two satisfactory reference checks, a health check, receipt of a satisfactory Enhanced DBS (Disclosure & Barring Service) and a probationary period.

All applicants applying for a position in **SoCo Music Project** are requested to disclose any convictions on their application form.

Any positions advertised in **SoCo Music Project** are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders' Act 1974, even if under the act, they would normally be regarded as "spent".

Any disclosure of convictions will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant, the CEO and Leadership Team. A decision would be made after the meeting following a personal risk assessment to assess that individual's suitability to be employed at **SoCo Music Project**. If the outcome of the meeting is unclear, then the Leadership Team will seek further advice from the Registering body, Ofsted. In keeping with our Equal Opportunities policy; disclosure of information will not automatically prevent the application from proceeding.

Failure to disclose a criminal conviction could lead to termination of employment. In the event of an individual being employed and it is later identified that they have a criminal conviction, an urgent meeting will take place with the individual, the CEO and a member of the Leadership Team. Depending on the nature of the conviction, a decision will be made, further to a personal risk assessment to assess whether the individual is suitable to remain employed. If the outcome of the meeting is unclear then the CEO and a member of the Leadership Team will seek further advice from the registering body, Ofsted.

A clear recording and outcome of these meetings will be kept on file and kept confidentially by the **SoCo Music Project** CEO.

Categories of abuse

What is meant by abuse or neglect?

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 a stranger.

There are four categories of abuse and neglect, as follows:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using the term Fabricated and Induced illness (previously known as Munchausen's syndrome by proxy).

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 what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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 conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment of a child, though it may occur alone.

Vulnerable Children

Children with special needs have the potential to be more vulnerable than other children and young people. Some children may have difficulty with communication or physical mobility. These children may be unaware that they do have power over their own bodies and that they have the right to say no. By having an understanding of the different factors that make children and young people with special needs more vulnerable this can help staff and volunteers to put safeguards in place to protect these children and young people.

It is our duty to report anything we see or hear that leads us to think that a child may be being neglected or suffering physical, sexual or emotional abuse.

Peer-On-Peer Abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed

We will follow the same procedures as set out below for responding to child abuse.

Female Genital Mutilation (FGM)

It is illegal in the UK to subject a girl or woman to FGM or to assist a non-UK person to carry out FGM overseas. For the criminal law in England, Wales and Northern Ireland, FGM is mutilation of the labia majora, labia minora or clitoris. FGM constitutes a form of child abuse and violence against women or girls, and has severe short-term and long-term physical and psychological consequences. There remains a duty for all professionals to act to safeguard girls at risk – with the following key issues to consider.

- An illegal act being performed on a female, regardless of age
- The need to safeguard girls and young women at risk of FGM
- The risk to girls and young women where a relative has undergone FGM
- Situations where a girl may be removed from the country to undergo FGM
- Do not reveal that any enquiries might be related to FGM, as this could increase the risk to the girl
- Do not engage at this stage with the pupil's family or others within the community.
- On referral, the M.A.S.H. team may approach the police for assistance and there might be a joint investigation.
- Particular attention may be given to other family members who might also be at risk.

The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is newborn, during childhood or adolescence, at marriage or during the first pregnancy. However, the majority of cases of FGM are thought to take place between the ages of 5 and 8 and therefore girls within that age bracket are at higher risk. It is believed that FGM happens to British girls in the UK as well as overseas (often in the family's country of origin). Girls of school age who are subjected to FGM overseas are thought to be taken abroad at the start of the school holidays, particularly in the summer holidays, in order for there to be sufficient time for her to recover before returning to her studies.

Extremism and Radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- Suffering from mental health issues such as depression
- Desire for adventure or wanting to be part of a larger cause
- Associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive
- Claiming that terrorist attacks and violence are justified
- Viewing violent extremist material online
- Possessing or sharing violent extremist material

What to do if you have concerns regarding abuse/radicalisation

- These could be physical or behavioural signs or any other indicator that raises concerns.
- These concerns should be logged immediately on The Child Monitoring Form (Appendix 1).
- You should log exactly what was witnessed and not include your own opinions e.g. a small circular burn, rather than a cigarette burn.
- You should use one form per child.
- You should continue to monitor the situation recording any further concerns.
- **Remember that this form and anything you have been told is confidential**

For minor concerns regarding **radicalisation**, **SoCo Music Project** DSL will contact Southampton Children's Safeguarding Partnership. For more serious concerns the DSL will contact the police on the non-emergency number (101) or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

What to do if a child discloses information:

During

- Stay calm.
- Do not stop a child who is recalling significant events.
- Find a quiet place to talk if possible.
- Listen, but DO NOT press for information.
- Do not appear shocked at anything you might see or hear.
- Listen and sympathise with anything a child might disclose.
- Believe what you are being told.
- Say you are glad the child told you and reassure them that they are not to blame.
- Ask if they have told anyone else.
- If they decide not to tell you, ask them who they would be able to tell.
- **Tell the child you will need to share the information with someone else and you cannot promise to keep it a secret.**

As soon as possible after and not during the disclosure:

Record the following on the Disclosure Form (Appendix 2):

- Name, address and date of birth of child.
- Parent/Carer's name and contact number.
- When and where it happened.
- Who was present?
- What happened up to the time when the child disclosed?
- What the child said. This MUST be recorded in the child's words.
- What you said. This MUST be recorded in your words.
- **Remember that this form and anything you have been told is confidential.**

You should only discuss details of any Safeguarding issues with people who have a legitimate need to know.

Dealing with Concerns

If you are unclear whether a referral should be made you can discuss your concerns with the following for advice:

- Mash (Multi Agency Safeguarding Hub)
on 02380 833 336 or email mash@southampton.gov.uk
Out of hours: 023 8023 3344
Civic Centre, Southampton, SO14 7LU
- NSPCC - 0808 800 5000

Procedure for referral

- Once a child's name has been mentioned, this is then classed as a referral and Social Services will record it as such and decide what action to take.
- You will then need to provide information recorded on The Child Monitoring Form or Disclosure Form.
- You must follow up the referral in writing within 48 hours.
- When making the referral, you should ask for advice about what information should be shared with the parent and child.
- Children's Social Care will then try to find out as much as possible about the child and family before deciding what action to take.
- You may be asked to provide more information if you come into regular contact with the child and you will usually be asked to provide a written report.
- Children's Social Care will contact you upon completion of the enquiry to inform you of any relevant information.

- Your information may be used to help make decisions at a Child Protection Conference and you may be asked to attend.

Important Note:

If you think the child is about to suffer, or has suffered significant physical or mental harm, then immediately contact one of the following:

- Mash (Multi Agency Safeguarding Hub)
on 02380 833 336 or email mash@southampton.gov.uk
- Emergency Duty Team – 023 80 233344 (outside normal working hours)
- Police – 0845 045 4545 (Main Switchboard)

In cases of extreme emergency, the police should be your first contact.

If any of the above professionals advise you to make a referral for suspected child abuse you MUST follow the agreed procedures.

Dealing with concerns appropriately may prevent child abuse.

If you or other staff would like support because of your distress relating to abuse cases you can discuss this with The Social Services personnel involved or contact The Play Development Team.

Safeguards on staff and volunteers

- **SoCo Music Project** complete 2 reference checks, a health check questionnaire and an Enhanced Criminal Records Bureau Disclosure/DBS (Disclosure & Barring Service) on all trustees, staff and volunteers included in the ratio onsite in an attempt to ensure that they are fit persons to care for children. These checks will be carried out during your induction on commencement of your job role.
- No one should be left alone with a child/children whilst at **SoCo Music Project**.

Parental Concerns

- Parents can be assured that any situation will be dealt with sensitively.
- All matters relating to child protection are confidential and should only be discussed with those who have a legitimate need to know.
- Information would only be faxed when the recipient has confirmed by phone that they are there to receive it.

Allegations against Trustees, Staff or Volunteers

- Parents and staff must **report any concerns** regarding trustees, staff or volunteers conduct in relation to a child at a setting with **SoCo Music Project** Management team. If this is not appropriate then a member of the Board of Trustees should be contacted directly.

- If a **complaint** needs to be made about staff you should contact **SoCo Music Project or email** or you can contact Ofsted **0300 123 1231**.
- All complaints will be dealt with confidentially and will be investigated thoroughly. Advice will be obtained from the registering body Ofsted, Local Authority Designated Officer (LADO), Charities Commission, and Early Years and Childcare Service.
- The individual will be temporarily suspended from their position at **SoCo Music Project** during the investigation. They will be invited to attend a meeting with the CEO and a member of the Leadership Team, if appropriate, to review the complaint. They are permitted to be accompanied to that meeting. A decision will be made as to whether the individual is suitable to remain employed. The individual will be informed of the outcome of the investigation verbally and in writing by the CEO or a member of the Leadership Team.
- If the individual is dismissed as a result of a safeguarding matter, the Southampton Safeguarding Children Partnership (SSCP) will be informed.

ANY ALLEGATIONS AGAINST STAFF WILL BE REFERRED TO SSCP.

Social Networking Sites

SoCo Music Project recognises that we have a duty of care for the children and young people that we work with. We have adopted a policy of **NO social networking with an exemption for general marketing and promotion, and appropriate use within specific project boundaries**. This is to protect young people and all trustees, staff and volunteers.

- No trustee, staff or volunteers should contact service users via networking sites. Such contact could be considered as serious or in certain cases as gross misconduct.
- In the event of a staff member trying to contact a child via such sites, the child should inform a member of staff about this who must notify the DSL and action will be taken.
- In the event of children trying to contact staff or volunteers via such sites, this should be brought to the attention of the DSL, who will take appropriate action.
- Children who are family members and friends of family may be added but should be done so at your discretion and with guidance from the DSL.
- You should avoid social networking with parents of the children in your care. Any communications should be carried out following guidance from the DSL.
- **SoCo Music Project** has its own website, which will publish all news, dates and events.
- If you are in doubt of any action to take you should contact the DSL as soon as possible.

Camera, Mobile Phone and Recording Devices

SoCo Music Project operates a camera, mobile phone and recording device policy to protect children, protect trustees, staff and volunteers from allegations, and maintain high standards of care within the play projects. Unless required for recording purposes within the context of session delivery (i.e. appropriate song/video recording):

- The setting forbids the use of personal cameras, mobile telephones and recording devices by staff members, students and volunteers whilst on duty at a setting.
- The DSL is issued with work mobiles and work cameras.
- The Senior Leader has permission from the DSL to use their personal mobile phone during session for emergencies purposes and to keep in touch with the DSL only. This

responsibility should not be abused. The Senior Leader can claim credit from the DSL for use of their personal mobile phone for **SoCo Music Project** matters by completing an expenses form.

- Other staff, students and volunteers who are working with children are required to switch off any personal mobile phones and recording devices and store them with their personal belongings.
- Personal devices and belongings can be stored securely within the setting premises. Please ask the Senior Leader where to store your belongings during session.
- Staff members, students and volunteers may access their personal devices whilst off duty, for example during lunch breaks.
- Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with **SoCo Music Project** grievance and disciplinary procedures.
- Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by the Management Team. Children will only be photographed or recorded if parental consent has been obtained.
- **SoCo Music Project** is mindful that children and young people accessing our settings may have their own mobile phones on their person. We will not prevent children and young people from using their phones during session, but recommend that staff discourage them from taking photographs or recording other children whilst at our settings in line with our policy.

This revised policy was adopted by **SoCo Music Project** Leadership Team.



Signed: Signed on behalf of Matt Salvage - CEO

Date: 15th August 2023

Safeguarding Children Policy Review shall be carried out annually

Policy review date: 15th August 2024

COVID-19 interim changes to Safeguarding Policy

1. Introduction 1.1

- a. **Response to COVID-19.** There have been some significant changes for **SoCo Music Project** in response to the COVID-19 outbreak. Many activities are happening remotely with some exceptions. Despite the changes, **SoCo Music Project's** safeguarding policy is fundamentally the same: children and young people's safety and well-being remains our priority and staff must respond robustly to safeguarding concerns and report these in line with our established safeguarding procedure. This annex sets out the adjustments we are making in line with advice from Department of Education as outlined in the DfE document: Coronavirus (COVID-19): safeguarding in schools, colleges and other providers dated 27 March 2020
- b. **The current organisational position.** We have followed guidance from government on how to support Vulnerable and EHCP (Educational Health Care Plan) participants during this time and will provide in person activity if deemed necessary/appropriate by partner settings.
- c. **Reporting arrangements.** The arrangements continue in line with our safeguarding policy as stated above.

2. Supporting participants

- a. **Supporting EHCP and Vulnerable Participants.** We have undertaken an exercise to identify the most vulnerable participants. Where appropriate all EHCP participants, Looked After Children and those with social workers were contacted as lockdown began and a discussion was had as to whether they should continue to attend sessions in line with partner settings policies.
- b. **Supporting Students to continue their engagement in activity.** Participants engagement is now being monitored remotely.
- c. **Supporting students to stay safe online.** The peer on peer response remains unchanged as outlined in our Safeguarding Policy and within the Acceptable Use of IT procedure. Link to: www.saferinternet.org.uk is highlighted as a useful guide for participants, parents/guardians and support workers.

3. **Status of this Annex.** The operation of this Annex will be kept under review by the DSL.

Date approved by SMT: May 2020

Child Monitoring Form

Name:..... Address:..... Date of Birth.....

Parent/Carer's Name:..... Contact Number:.....

| Date | Concerns | Action Taken | Follow up Action | Signed |
|------|----------|--------------|------------------|--------|
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Disclosure Form

Name:..... Date of Birth:.....

Address:.....

Parent/Carer:..... Contact Number:.....

Date/Time and Place of Disclosure:

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Persons Present:

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What Happened Prior to Disclosure:

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What was said (in exact words):

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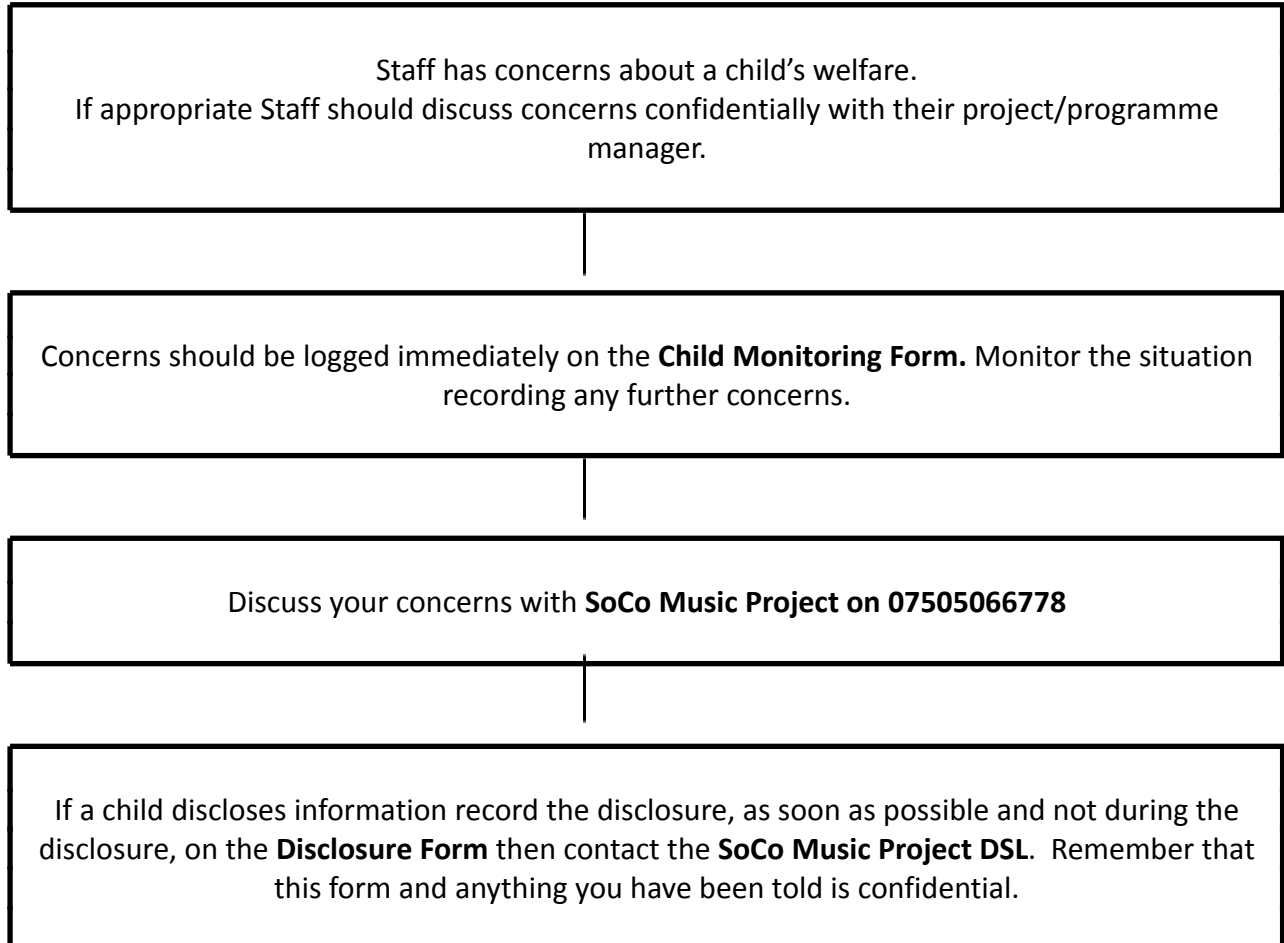
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Signed:..... Date:.....

Name:..... Position:.....

SAFEGUARDING CHILDREN COMMUNICATION FLOW CHART



Please refer to the Safeguarding Children Policy for the correct procedure to follow when dealing with concerns and for clear guidelines to completing the Child Monitoring Form and Disclosure Form.

Please do not hesitate to contact **SoCo Music Project** Management Team if you have any concerns regarding a child's welfare or the Safeguarding Children Policy and Procedure.

Important Note:

If you think the child is about to suffer, or has suffered significant physical or mental harm, then immediately contact one of the following:

- Mash (Multi Agency Safeguarding Hub) on 02380 833 336
- Emergency Duty Team – 023 80 233344 (outside normal working hours)
- Police – 0845 045 4545 – (Main Switchboard)

In cases of extreme emergency, the police should be your first contact.