

# North Music Trust

## Child Protection Policy and Procedure

<b>Revision Summary</b>		
<b>Version</b>	<b>Action</b>	<b>Date</b>
1	Initial policy	2011
2	Approval – Directors	2011
3	Approval – Finance & Organisation Committee	2011
4	Reviewed and updated in line with legislation CRB - DBS	Aug 2013
5	Updated with the names of the Designated Child Protection Officers	Jun 2015
6	Reviewed and updated	April 2016
7	Reviewed by HR to reflect new Head of HR	April 2019
8	Updated with revised Child Protection Officer	May 2020
9	Updated with revised Designated Child Protection Officer and Deputy Designated Child Protection Officer	June 2020

<b>Policy Approval</b>		
3C's	Directorate	F&O
<b>June 2016</b>	<b>July 2016</b>	<b>August 2016</b>

### **Statement**

North Music Trust is committed to ensuring we provide a safe environment for the children and young people with whom we work and we recognise our responsibility to safeguard the welfare of all children and young people participating in activities run by the Trust or when using the Trusts facilities

This policy applies to anyone working for or on behalf of the Trust. For the purpose of this policy the above people will be referred to as staff and a child or young person is defined as anyone under the age of 18.

The purpose of the policy is to provide clear guidance on the Trusts expected standards of behaviour and what to do if there is a suspected case of child abuse or where a child or young person discloses that they have suffered abuse.

### **Roles and responsibilities within the Trust**

Any adult working with or on behalf of the Trust has the responsibility to protect children; however the Trust has given specific responsibility to the following people.

- **Josephine Thornton, The Designated Child Protection Officer (DCPO)**  
**Email: Josephine.Thornton@sagegateshead.com**  
**Tel. 0191 443 4625 (24 hours)**

In the event of a child protection issue, (or the suspicion of abuse) the Designated Child Protection Officer should be contacted in the first instance. They will determine the appropriate action to be taken, and notify the local authority if deemed appropriate with relevant issues.

### **Deputy Designated Child Protection Officers (DDCPO)**

- **Wendy Smith, Director of Creative Learning (DDCPO)**  
**Email: Wendy.Smith@sagegateshead.com**  
**Tel: 0191 443 4603**

Where the Designated Child Protection Officer cannot be contacted, all issues must be brought to the attention of one of the Deputy Designated Child Protection Officers and they will determine the appropriate action to be taken, and notify the local authority if deemed appropriate with relevant issues

If neither the DCPO nor the DDCPO's can be contacted, then the relevant local authority agencies may be contacted

#### **Gateshead Area**

- **Social Care Services (Referral and Assessment team of Gateshead Council)**  
**0191 433 2653 ask for the Duty Social Worker**
- **Social Work out of hours number - 0191 477 0844 ask for the Emergency Duty Team**
- **Police – 08456 043 043 Tell them it is a child protection matter in ..... (for example Gateshead)**

#### **Durham Area**

- **Contact Initial Response on 0845 850 5010**
- **Police – 08456 043 043 Tell them it is a child protection matter in ..... (for example Durham)**

There are four main potential areas of abuse that a child or young person may encounter. They are

### **1. Physical**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

It may also be caused when a parent or carer fabricates symptoms of, or induces illness in a child.

### **2. Emotional**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- Causing a child to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another
- Exploitation or corruption of a child including radicalisation.

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

### **3. Sexual**

Sexual abuse involves forcing or enticing a child or adolescent to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, involving penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at or the production of pornographic activities or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **4. Neglect**

Neglect is the failure to protect a child from the exposure of any kind of danger and may include the failure to meet a child's basic physical and or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, 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.

There are four key elements to the Trusts Child Protection strategy Prevention, Protection, Training and Support

## **I. Prevention**

### **Recruitment - know who we are working with**

- Face to face interviews with prospective staff and volunteers
- Pre Employment checks - All offers of employment will be subject to the receipt of 2 satisfactory references, one of which must be from the most recent employer
- DBS checks (if the roles requires it) at the start of employment and rechecked every 3 years

### **Training for staff**

**Child Protection Awareness training** will be delivered to all members of staff who do not directly work with children as part of the induction process and repeated annually.

**Advanced Child Protection training** will be provided during the induction process to those who work with children and young people. This will be delivered by the DCPO and will be repeated quarterly throughout the year, this is to ensure that staff have an annual update.

Volunteers should be briefed on their first day (by the department responsible for their placement) of the basic child protection issues that they should be aware of, and if required may attend a basic or advanced training session.

### **Identifying risks**

Risk assessments will be carried out to identify areas of potential hazard and the steps that need to be put in place to reduce the risk. This will include health and safety hazards, codes of behaviour for staff and children, keeping the personal information of the children and young people secure.

In most circumstances, effective child protection can be ensured by training staff in our clear codes of behaviour that are strictly adhered to. A well-planned project is likely to create few circumstances where young people are vulnerable.

### **The Prevent duty**

The Prevent duty is the duty in the Counter Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need

to **prevent** people from being drawn into terrorism. This training will give guidance on preventing children and young people from being drawn into terrorism.

The training will be delivered annually for those staff working directly with children or young people. There will be an online (Bubble) training facility for all other staff.

## **2. Protection**

### **Visibility**

Risks are minimised for participants when staff working with young people are in sight of another responsible adult.

Be publicly open when working with young people and avoid situations where staff and individual children are completely unobserved. One-to-one teaching should take place in a room with a glass panel in the door; where this is not possible, the door should be left open. As a basic principle, when running activities you should ensure that there is always another staff member, volunteer, or another employee of a partner organisation in the building who is aware of the work that is taking place.

### **Physical contact**

Physical contact between staff and young people is likely to be inappropriate; even in the few circumstances where it can be justified, it is open to misinterpretation. Any form of physical punishment is forbidden, even if a parent, carer or guardian requests it and employees must not engage in inappropriate touching of any form.

It is recognised that caring for children can at times necessitate physical contact, but even when that is appropriate it can be open to misinterpretation. Staff should always be aware of how and when physical contact might be appropriate and ensure that they are public at all times. Children must never be picked up or cuddled against their will. Always ask permission and explain the reason for any need to touch.

Do not engage in rough, sexually provocative games including horseplay.

### **Personal activities**

Employees must ensure that they do not do things of a personal nature that a child can do for them self.

In the event that there is a need for children to undress they should be encouraged to undress themselves as far as is possible and if they require assistance to help each other in groups. If help is necessary from a staff member, two members of staff should be present.

Wherever possible, if a child requires help with toileting, two members of staff must be present and parental permission obtained in writing. Male members of staff should not use urinals when there are children present.

### **Behaviour towards young people**

Adults should praise positive behaviour and any criticism should always be constructive - a verbal assault can be as damaging to a young person as a physical one. Employees

must ensure that they do not make sexually suggestive comments to young people – even in fun.

If a member of staff accidentally hurts or distresses a young person in any way or if the young person misunderstands something that the adult has said or done, then a senior staff member should be informed immediately (and if present the Designated Child Protection Officer – see end for definition), and an incident form (appendix 2) should be completed and the parents/carers contacted.

Occasionally members of staff may experience inappropriate behaviour from young people, including approaches of a sexual or provocative nature. These can be addressed by a response which is clearly discouraging without being insensitive, supported by strict adherence to the principles of openness outlined above, and by behaviour which consistently and visibly treats all young people equally. Any instances of such inappropriate behaviour should immediately be reported to the Designated Child Protection Officer or a Deputy Designated Designated Child Protection Officer, who will record the details, ensure that the staff member is never left unsupported in a vulnerable situation, and address the issue with the young person and/or their parent/carer where necessary.

### **Social Networking sites**

It is essential that North Music Trust staff do not befriend young people who are participants on programmes within the organisation, and where a professional relationship exists, on social networking sites such as Facebook. This is to ensure both the protection of our employees and the safeguarding of young participants that take part in our programmes. The Trust understands that on occasion there will be people within the organisation that are friends with some young participants due to long standing relationships, outside the working context. This is permitted only where no professional relationship exists.

### **Vulnerability to other young people**

Young people should be given a clear code of behaviour which emphasises that the health, safety and welfare of participants in a project is everyone's responsibility; in an extended project, young people should be expected to sign up to an agreed code of behaviour.

Bullying is a common form of abuse and it can take many forms. It includes name calling, mocking, kicking, taking belongings, gossiping, excluding people from groups, and threatening others. This is not an exhaustive list. Any behaviour by one young person which affects the well-being of another can be a form of abuse, and should be addressed firmly and in most cases publicly; inaction through fear of making things worse is almost never justified.

In circumstances (such as a residential) where participants spend time unsupervised, staff need to be particularly vigilant, and the young people need to feel able to report unacceptable behaviour.

When dealing with an incident, employees need to consider, in conjunction with the Designated Child Protection Officer, how they will inform the parents/carers of the victim and perpetrator. It must be remembered that parents/carers have a right to be kept informed issues affecting their children, and how these issues have been dealt with.

### **Vulnerability to third parties**

It is essential to have clear lines of communication with parents/carers, in order to communicate essential information quickly, especially for:

- emergencies
- missing young people
- cancellation of activities
- any other unforeseen problem

The beginning and end of sessions can be a time when young people are at risk. Regular sessions must adhere to the following guidelines to ensure risks are minimised:

- A member of staff must take responsibility for the signing-in and collection of younger pupils – a collection book signed by the collecting adult is recommended
- No child should leave the session unaccompanied by an adult without written consent
- Where children or young people are sharing group taxi's consent must be obtained from their parent/carer/guardian given them permission to do this
- Procedures need to be in place for parents to communicate changes to normal arrangements, for example when a different adult is collecting.
- Employees need to be able to identify any young people who are absent, other than for drop-in sessions, with procedures for checking immediately for unexpected absences. There should be clear expectations of young people's levels of commitment and the need to inform staff of unavoidable absences in advance.
- There must be clear procedures and lines of responsibility in the case of the unavoidable delay or cancellation of a session, or the absence of staff. The duty of care towards young people cannot be compromised by such circumstances.

### **3. Training**

Staff members will be given suitable child protection training in accordance with their role in the organisation. This policy and process should be read in conjunction with the training and should be regularly re-read as necessary.

#### **What to do**

All allegations, reports or suspicions of abuse should be treated seriously and with sensitivity. Where a child or young person makes a disclosure to a member of staff, it is essential that the disclosure is dealt with in the following way:

- Listen – let the individual explain what they are feeling. Do not comment upon what has been said, or make suggest alternative explanations.
- The child/young person should feel that they are being believed
- Do not pass judgement
- Do not ask leading questions i.e. questions that need a "yes" or "no" answer. Ask open questions to establish exactly what was done and who did it for example “what happened next”.
- Do not promise that any particular course of action will be taken.
- Staff cannot promise confidentiality to any child who may disclose abuse to them. Where a child or young person asks for secrecy they should be told sensitively that the employee has a duty to refer allegations of abuse to the appropriate agency for their own sake. As an organisation NMT and its employees are legally obliged to inform the relevant authorities if they are aware of any abuse towards a child or young person, and for this reason confidentiality can never be assured.
- Do not rush the child – it may have taken them a great deal of thought and courage to make the disclosure
- Inform the participant that you have a legal responsibility to inform the Designated Child Protection Officer who has experience of dealing with similar cases

### **What to do after a disclosure has been made to you**

- Once a disclosure has been made to you, make an immediate detailed and careful note of what has been described to you, using the child’s words wherever possible.
- Immediately inform the Designated Child Protection Officer. They will decide based upon the evidence and information provided to them, and where appropriate a possible further discussion with the participant. Once a disclosure has been made a multi agency referral form (appendix 1) must be completed within 24 hours and submitted to social services.
- Record and maintain a record of the fact that you have made a referral to the Designated Child Protection Officer.

### **Frequently asked Questions**

#### **What if I suspect a child is being abused?**

A member of staff who suspects that a child is experiencing abuse and is in Sage Gateshead building will discuss this with the Designated Child Protection Officer or in their absence a Deputy Designated Child Protection Officer. A careful record will be made of any concerns or relevant incidents. Appropriate action will be discussed, and where there are reasonable grounds (e.g. behaviour, physical symptoms or signs) the DCP Officer or DCP Officer will inform Social Services that there is a suspicion of abuse and on what grounds.

If you are working outside of the building you should report it the appropriate member of staff in that building.

### **What if I suspect that an adult has engaged in inappropriate behaviour?**

As discussed throughout the policy adults may innocently engage with a child or young person and it be interpreted the wrong way (for example hugging a child or young person), therefore people should always be aware of making assumptions. Nevertheless, if they are concerned with a particular behaviour that they have witnessed or the overall behaviour of a person they should immediately inform the Designated Child Protection Officer who, in conjunction with the relevant colleagues, decided on the appropriate action to take. This may range from having a discussion with the person in question to conducting an investigation, which may lead to external parties (such as Social Services and the Independent Safeguarding Authority) being informed of any issues.

Any reported issues will be dealt with in full trust and respect and it will always be assumed that an issue reported has been done so in good faith and honesty. However, if it is established that a malicious accusation has been made by a member of staff towards another it will lead to disciplinary action in accordance with NMT Disciplinary and Grievance procedure.

Please Note: - When working outside of Sage Gateshead building, (i.e. in a school) if you suspect abuse or a disclosure is made to you, please ensure you follow that establishment/organisations Child Protection policy and report it immediately to their Designated Child Protection Officer, or other nominated person. You should not wait until you return to Sage Gateshead to report it.

### **What will happen if allegations of abuse are made against members of staff?**

Any allegation of abuse against a member of staff will be considered a disciplinary issue and dealt with through the disciplinary procedure. The member of staff will be suspended from working with children whilst an investigation is carried out. This does not imply guilt but is imposed to protect the staff member during the investigation and is in line with Local Authority guidelines.

#### **4. Support for staff**

Any member of staff working with young people may find themselves in the position of discovering or suspecting that a young person in their care is the victim of abuse. This can sometimes lead to difficult emotional pressures or apparent conflicts of interest.

Managers of staff who deal with children should be aware of these pressures, and look for signs that their staff may need additional support. Increased discussion, more frequent 121 meetings or referral to a 3<sup>rd</sup> party counselling service may be appropriate.

(Appendix I)

**Sage Gateshead Child Protection - Referral Form**

To be sent to the Duty Social Worker within the Referral & Assessment team within 48 hours

<b>Date</b>		<b>Time of referral</b>	
<b>Referral made to</b>			
<b>Child's surname</b>		<b>AKA other names</b>	
<b>Forename (s)</b>		<b>Gender</b>	
<b>DOB</b>			
<b>Home Address</b>		<b>Current Address</b>	
<b>Telephone number</b>			
<b>First language</b>		<b>Religion</b>	

<b>Ethnicity</b>			
Caribbean		Any other Asian background	White and Asian
African		White British	Any other mixed background
Any other black background		White Irish	Chinese
Indian		Any other White Background	Any other ethnic group
Pakistani		White and Black Caribbean	Not Given
Bangladeshi		White and Black African	

<b>Address</b>		<b>Telephone number</b>
<b>School</b>		
<b>G.P</b>		

**Details of any siblings if known**

<b>Names</b>	<b>DOB</b>	<b>Gender</b>	<b>School</b>	<b>Tick if referred</b>

**Sibling address or other information if different to above**

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**Parent/Primary Carer/All Household Members**

<b>Names</b>	<b>DOB</b>	<b>Relationship to child</b>

**Special requirements/Special needs/Interpreter**

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Has parental consent to this form been obtained?      Yes      0                                      No      0

If NO is the parent aware of the referral                      Yes      0                                      No      0

**Reason for Referral**

Include significant/important recent or historical events/incidents in the child's or family's life. Cause of concern including details of allegations, their sources, timing and location

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Continue on a separate sheet if necessary

<b>Signature</b>		<b>Date</b>	
<b>Full name</b>			
<b>Department/Job title</b>			
<b>Place of work</b>			
<b>Tel No</b>		<b>Email</b>	

**Please complete all sections as best as possible and submit to the Duty Social Worker within the Referral & Assessment team within 48 hours  
Also ensure that a copy is retained on file**

**(Appendix 2)**

**Incident Report Form**

Please complete and submit this form ASAP to the Designated Child Protection Officer in the event of any incident taking place. In cases where the Designated Child Protection Officer cannot be contacted, please ensure this information is passed and received by a Deputy Designated Child Protection Officer.

**Details of the person making the report**

Name	
Today's Date	
Job title/Position:	
Contact telephone number	
Email address	
Address	

**Details of the child affected:**

Name of the child:	
Date of birth (if known):	
Name of child's parent/guardian:	
Telephone contact details of the child's parent/guardian: Address:	Home:  Mobile:

Postcode:	
Relationship to the child:	

Details of the person concerned (the person whom the complaint/concern is about):

Name:	
Contact details: Address:	Home phone:  Mobile:
Postcode:	
Occupation/role within the organisation (if applicable):	

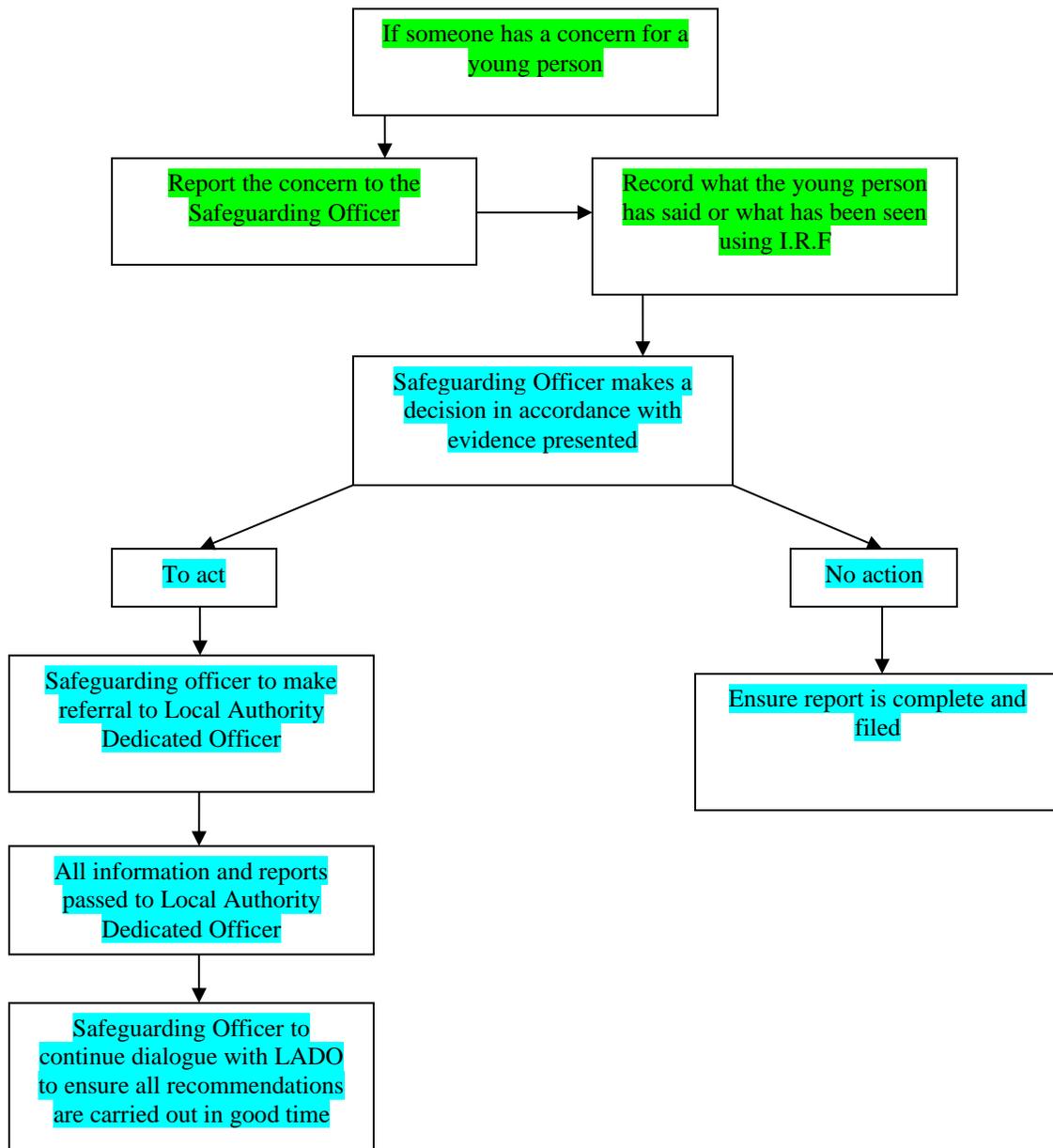
Please provide any further details below regarding the incident in question or behaviour that is of concern. Once complete ensure that this information is then forwarded to the designated child protection officer immediately, and keep a note of the date and time that this was done. They will then ensure that the relevant people are contacted in order to resolve any concern.

**(Appendix 3)**

**Reporting procedure for safeguarding concern**

What constitutes a Child Protection issue?

Where there is an incident of abuse that is a deliberate act of ill treatment that can harm or is likely to harm a child or young person’s safety, well being and development. Abuse can be physical, sexual or emotional. The neglect of a child or young person also constitutes abuse and can be defined as failing to provide or secure for a child or young person the basic needs of physical safety or well being.



Reporting person action

Safeguarding officer action