

Sunderland Music Education Hub Child Protection Policy

Purpose and Aim

Sunderland Music Hub's Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. The policy also aims to make explicit the Hub's commitment to the development of good practice and sound procedures to keep children safe across the partnerships and schools we work with.

The purpose of the policy is, therefore, to ensure that all children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where child protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

Governors and staff are committed within Sunderland Music Education Hub to safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our registered Tutors, partner organisations, youth ensembles and pupils' parents engaged with Music Hub activities to share this commitment and understanding. This extends to all schools in receipt of DfE/Music Education Hub funding and their employed tutors not registered with Sunderland Music Education Hub. Guidance and statutory requirements for all schools and tutors delivering music education activities is explained in the Sunderland Music Education Hub Staff Behaviour Policy and the Music Tutor, School and education hub requirements documents.

Introduction

Sunderland Music Hub fully recognises the contribution it can make to keeping children safe and supporting the pupils in its care. There are four main elements to Sunderland Music Hub's child protection policy:

1. **Prevention** (supporting a positive atmosphere in all schools, youth ensembles and external activities, careful and vigilant teaching, pastoral care, support to pupils and providing good adult role models. It is expected that all freelance tutors have an understanding of individual schools and partner organisations processes they work with for identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying, victimisation, and where appropriate, exploitation, radicalisation and issues such as Honour Based Violence Female Genital Mutilation and Forced Marriage.)
2. **Protection** (following agreed procedures, ensuring all stakeholders respond appropriately and sensitively to child protection concerns; ensuring all registered tutors are aware of and have access to regular

training and updates at least annually; ensuring all registered tutors are supported to refer their concerns to the Designated Safeguarding Lead in the school setting where the concern has been raised and inform the Designated Safeguarding Lead for Sunderland Music Hub of the concern (withholding any pupil detail); ensuring all registered tutors and ensembles are supported to refer their concerns to the Integrated Contact and Referral Team (CSN 0191 520 5560) directly IF NECESSARY. In certain specific cases such as Female Genital Mutilation (Mandatory reporting of FGM from October 2015), Radicalisation or Forced Marriage there are SPOCS/named teams and individuals within the police who can be contacted).

3. **Reconsideration** (following and challenging the progress of any referrals and existing cases to ensure that individual cases are reconsidered if there remains no improvement to a child's circumstances).
4. **Support** (to pupils and registered tutors and to children who maybe vulnerable due to their individual circumstances).

All Staff have a responsibility to recognise child abuse, neglect and peer on peer abuse in its many forms. Additional guidance on how Sunderland Music Hub supports the following areas of need, additional need or harm are either hyperlinked to the areas identified below from Keeping Children Safe in education, 2016 or named Hub policies which must be read in conjunction with our Child Protection Policy.

The areas include:

- [Bullying including cyberbullying](#)
- [Children missing education](#) Keeping Children Safe 2016 (Annex A)
- [Children missing Home or care](#)
- [Child sexual exploitation – \(CSE\)](#) & Keeping Children Safe 2016 (Annex A)
- **[Domestic Violence](#)**
- [Drugs](#)
- [Fabricated or induced Illness](#)
- [Faith Abuse](#)
- [Female genital mutilation \(FGM\)](#) Keeping Children Safe 2016 (Annex A)
- [Forced Marriage](#) – Keeping Children Safe 2016 (Annex A)
- [Gangs and youth violence](#)
- [Gender Based Violence/violence against Women and Girls \(VAWG\)](#)
- [Hate](#)
- [Mental Health](#)
- [Missing children and adult strategy](#)
- [Private fostering](#)
- **[Preventing radicalisation](#)** Keeping Children Safe 2016 (Annex A)

- [Relationship abuse](#)
- [Sexting new guidance from DfE](#)
- [Trafficking](#)
- Peer on Peer Abuse

In the event of any of these issues being recognised, information should be shared directly with the Designated Safeguarding Leads in the schools where the issue has been identified. This may result in the situation being monitored and supported in the school or the pupil/s being referred to specific services by the school.

This policy applies to Sunderland Music Hub's staff, registered freelance tutors, schools employing external music tutors in line with their own child protection policies, arts organisations working with the Hub, youth ensembles/activities in receipt of DfE Music education hub funding and all stakeholders.

Framework and Legislation

[Sunderland Music Hub does not operate in isolation.](#) Keeping children safe from significant harm is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Sunderland Local Safeguarding Children Board, which includes the partnership of several agencies who work with children and families across the City.

Sunderland Music Hub is committed to respond in accordance with Child Protection: Sunderland Local Safeguarding Children Board procedures www.sunderlandscb.com and partner agencies in all cases where there is a concern about significant harm.

Significant Harm is defined in The Children's Act 1989 as the ill-treatment (including sexual abuse and physical abuse) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.

Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person.
(*Adoption and Children Act 2002*)

Local Authorities have a duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. The

Integrated Contact and Referral Team undertakes this responsibility on behalf of the Local Authority once a referral has been made.

Keeping Children Safe in Education [September 2016](#) contains information on what schools and colleges **should** do and sets out the legal duties with which schools and colleges **must** comply. It should be read alongside Working Together to Safeguard Children 2015 which applies to all the schools, including maintained nursery schools. The Children Act 1989 sets out the Legal Framework.

Roles and Responsibilities for all staff

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting ALL children from maltreatment and abuse; (including in addition to the four categories of harm, issues such as child sexual exploitation (CSE), Honour Based Violence (HBV) inclusive of Female Genital Mutilation (FGM) and Forced Marriage, preventing radicalisation and extremism, harassment, bullying and victimisation) preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. This includes everyone under the age of 18.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. [Due to the regular contact with children Freelance Tutors working in schools, partnership organisations and youth ensembles have, Sunderland Music Hub i t's members and associated tutors hold a particularly important role in safeguarding as we are in a position to support the identification of concerns, which will help schools prevent concerns from escalating.](#) Children can make disclosures or show signs of abuse at any time and to any individual and safeguarding [incidents can occur within schools](#). Therefore it is important that **ALL** staff and schools as partners to Sunderland Music Hub:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child.
- Ensure that they report ANY concerns of harm to any child to the Designated Safeguarding Lead in the school immediately and share this with Sunderland Music Hubs Manager. (However, ALL staff can refer their concerns directly to the Integrated Contact and Referral Team if necessary and the police in the stated incidents above. [They should inform the Designated Safeguarding Lead in the school as soon as possible if they have reported concerns directly. A direct reporting option should only be used if it is not possible to inform the school in the first instance\).](#)

- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead of the school immediately and inform Sunderland Music Hub's Manager of this reporting. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies. **All discussions, decisions and reasons for them should be recorded in writing adhering to the Sunderland Music Hub's recording and information sharing policy/ procedure.**
- Ensure all tutors maintain an attitude of **'it could happen here'** and report any concerns regarding the behaviour of a child /an adult/staff member in school directly to the Designated Safeguarding Lead/Headteacher of the school.
- Ensure that they feel able to raise concerns about poor or unsafe practices of staff and potential failures in Sunderland Music Hub's safeguarding regime through whistleblowing procedures and the staff behaviour/code of conduct policy.
- Ensure that they attend regular formal training/updates at least annually to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of need or risk to the child.
- Ensure from the 1st July 2015 for schools, (or 18th September 2015 for Colleges) that under the Counter Terrorism and Security Act, April 2015 that the school has 'Due regard' To Prevent' and to assess risk of children and young people being radicalised drawn into extremism (based upon potential risks in local area and that clear protocols in place for all visitors so that views are appropriate and not an opportunity to influence others).
- Ensure from October 2015 that there is mandatory reporting to the police in all cases where tutors discover that an act of FGM appears to have been carried out.
- Ensure that staff understand through online safety training the additional risks for pupils online and continue to promote the School's and/or the Hub's Online Safety Policy in the protection of all pupils.

Sunderland Music Hub will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm when they participate in music activities and events either led by the lead organisation, or by a partner organisation/registered music tutor in Sunderland.

The Designated Safeguarding Lead

Sunderland Music Hub has appointed Rebecca Pedlow to be the Designated Safeguarding Lead. This person has the overall responsibility for safeguarding and Child Protection and has the appropriate authority and training to undertake such a role and is able to provide advice and support to other staff/registered freelance tutors on child welfare and child protection matters. This person is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children if and when appropriate and at the request of said agencies. It is likely that schools will take a lead on these discussions/meetings, seeking any information/reporting from Sunderland Music Hub and/or their employed tutors.

Role of the Designated Safeguarding Lead

At Sunderland Music Hub, appointed Deputy Designated Leads are to be confirmed on moving into the School Improvement management team of Together for Children:Sunderland. Any appointed individuals will either be trained, or already have training in place to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies the ultimate LEAD RESPONSIBILITY for child protection will not be delegated and remains with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has a very detailed role, (see below)

However, if there is an IMMEDIATE safeguarding concern and the Designated Safeguarding Leads are unavailable please seek immediate support via the Integrated Contact and Referral Team (0191 520 5560).

The broad areas of responsibility for the Designated Safeguarding Leads in the schools where tutors are employed, and within the Music Hub are identified here:

Manage referrals

- Refer cases of suspected abuse to the Integrated Contact and Referral Team.
- Refer cases to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Refer to the Police (cases where a crime may have been committed including Sexual Exploitation (MSET lead), Radicalisation (through the Single Point of Contact for the Channel Panel) Female Genital Mutilation and Forced Marriage).
- Support staff who make referrals to the MASH, Children's Safeguarding, Channel Panel or Police as appropriate.

Work with others

- Liaise with the Headteacher or Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required liaise with the case manager (Headteacher, Principal, or where the Headteacher or Principal is the subject of the allegations the Chair of Governors, Chair of Management Committee or Proprietor of an Independent School) and the DO at the Local Authority for child protection concerns (all cases which concern a staff member)

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Another specific role of the Sunderland Music Education Hub's Designated Safeguarding Lead is to ensure all above procedures have been followed through should a tutor report any disclosures or concerns, and to support the tutor through this process

Undertake Training

The Designated Safeguarding Lead **and any deputies** should receive appropriate training **updated** every two years. **They should undertake prevent awareness raising** and in **addition to the formal training their knowledge and skills should be refreshed at regular intervals but at least annually so they:**

- **Understand and keep up with any developments to their role**
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each tutor registered to the Hub has access to and understands their schools or colleges and Sunderland Music Hub's Child Protection Policy and procedures, especially new and part time tutors registered to the tutor list.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure, written records of concerns and referrals.
- **Understand and support tutors and partner arts organisations/youth ensembles with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.**
- Obtain access to resources and attend any relevant or refresher training courses.

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all tutors, in any measures the Hub, school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should ensure the Hub's policies are known, **understood** and used appropriately:

- Ensure the Music Hub's Child Protection Policy is reviewed annually (as a **minimum**) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors and the workforce in this regard to ensure its effectiveness. This includes ensuring that all staff receive the policy when they register to the Hub. Updated Policies should be shared with all tutors on a yearly basis and evidence gained that these policies have been read and understood.
- Ensure the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the freelance tutor, youth ensemble, arts organisation or school or college in this.
- Link with the **SSCB** to make sure registered tutors are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

- Be aware of schools policies where children leave the school or college to ensure their child protection file is transferred appropriately for any new school or college as soon as possible but transferred separately from the main pupil file. **Ensuring secure transit and confirmation of receipt. This may be through an electronic system.**

Availability

- **During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.**
- **Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to consider whether in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.**

- The designated safeguarding lead and school should arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Taken from Keeping Children Safe in Education, 2016: Annex B

In addition PG:Safeguarding First Ltd recommend as best practice that the Designated Safeguarding Lead's:

- Ensure each registered tutor has access to and understands all the Music Education hub's and School's *they work in* suite of safeguarding policies particularly the Child Protection Policy and the Staff Behaviour Policy, especially new or part-time staff who may work with different establishments.
- Be aware of all school excursions, concerts, events and residential and clarify with educational visit co-ordinator/group leader(s) their role and responsibility in connection with safeguarding/child protection.
- Ensure a whole stakeholder policy about managing behaviour and discipline including the use of reasonable force, is in place. Guidance should be sought by all tutors as to processes within schools where instances of managing behaviour in instrumental tuition lessons start to escalate to this level. Tutors should not use any reasonable force unless training has been provided by the school, and should be aware of who to contact within the school under such circumstances.
- Ensure an effective Music Hub policy against bullying/cyber-bullying inclusive of measures to prevent all forms of bullying among pupils, is in place. Ensure all tutors understand school policies regarding bullying/cyber-bullying and what measures are in place to prevent all forms of bullying in their instrumental tuition sessions, or where any online music tuition is used.
- Inform LA of any pupil to be deleted from school admission register and follow missing from Education protocols
- Inform the school of any pupil who fails to attend instrumental regularly, or has been absent without schools permission for a continuous period of 10 days or more.

Responsibilities of Sunderland Music Hub's Board

Best practice would advise that a Safeguarding Governor at senior board level is appointed to support the Designated Safeguarding Lead in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity, challenge the safeguarding activity and ensure both the self-assessment tool and the Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.

At **Sunderland Music Hub** the senior lead board member for safeguarding is to be sought at the next meeting in May 2017

The role of this individual is to:

- Ensure that governing bodies receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.

If the Safeguarding Governor is NOT the Chair of Governors it is important to indicate the role of the Chair in Safeguarding, which is to:

- Ensure **that they** liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Music Hub Lead Manager, Headteachers, the Principal of a college or proprietor or member of governing body of an independent school.
- Ensure that the appointed member of the Governing Body for Safeguarding holds the Music Education Hub Manager to account on all matters involving safeguarding through an effective Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.

Information for Parents

At Sunderland Music Hub, Governors and staff are committed to safeguarding and promoting the welfare of the pupils/children in our care and will take any reasonable action to safeguarding their welfare. In cases where the Music Hub has reason to be concerned that a child maybe suffering significant harm, ill treatment, neglect or other forms of harm, staff have no alternative but to follow Sunderland Safeguarding Children Board procedures and inform the Integrated Contact and Referral Team or police of their concern.

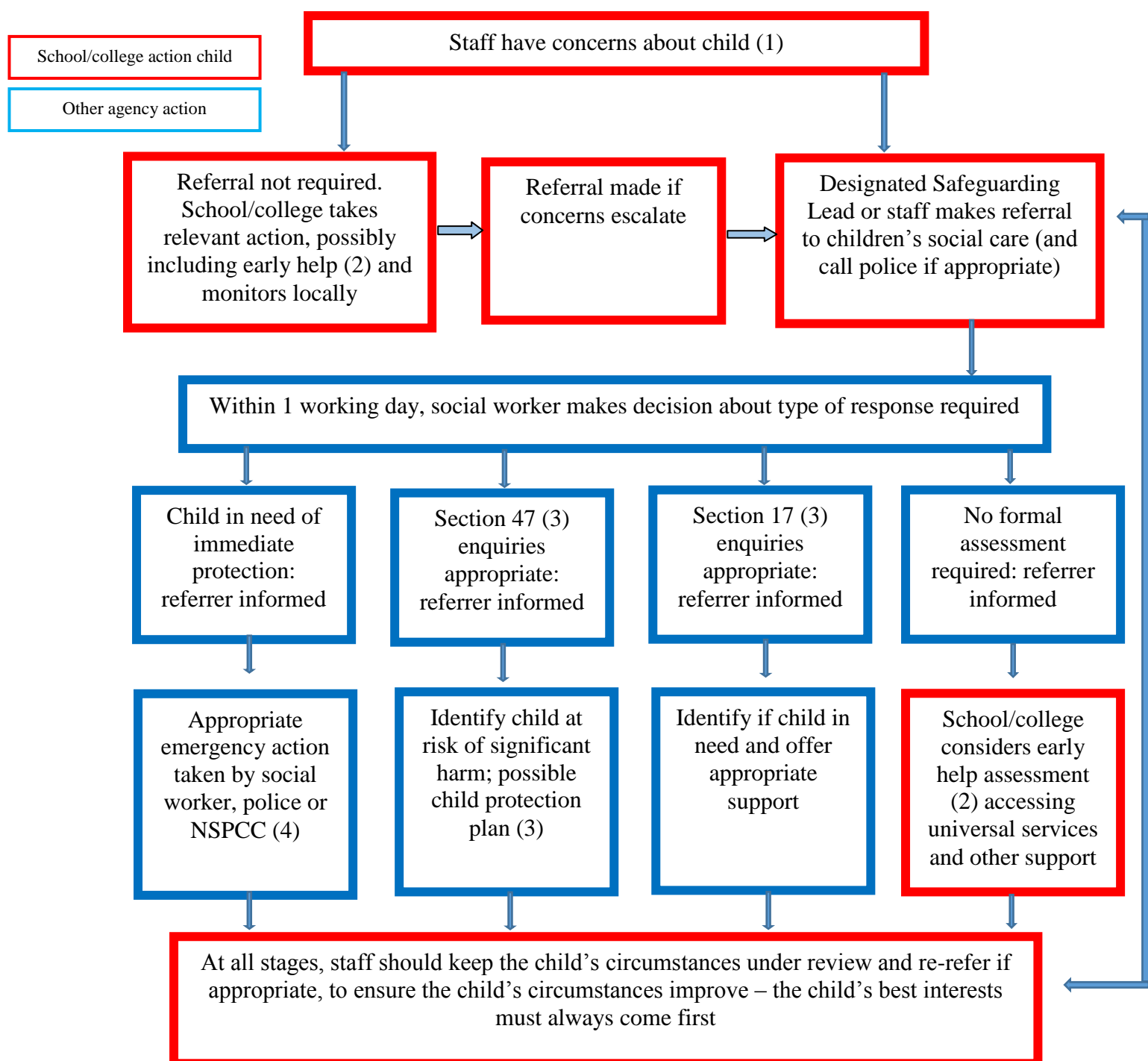
Procedures.

The designated safeguarding lead (or deputy DSL) will be informed immediately by an employee of the school, pupil of the school, parent of the school, freelance tutor or other persons , in the following circumstances:

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The Designated Safeguarding Lead will keep a full record of concerns raised and make referrals to The Integrated Contact and Referral Team, if necessary. The Headteacher and Music Education Hub Manager will be kept informed at all times.

Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working Together to Safeguarding Children](#)
4. This could include applying for an Emergency Protection Order (EPO)

Safe Schools/Safe Staff

Governors have agreed and ratified the following policies, [procedures, processes or systems which must be read and considered](#) in conjunction with this policy:

Whistle blowing/confidential reporting

Sunderland Music Hub will work with Together for Children:Sunderland to ensure there is a whistle blowing/confidential reporting policy to provide guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken, when staff have concerns about any adult's behaviour.

Complaints / Allegation Management Towards or with a Child or Adult -

A Safeguarding complaint involving a member of staff must be reported to the Headteacher immediately for staff employed within the school, and to the DSL for Sunderland Music Hub for staff employed/managed within the Hub. If the complaint involves the Headteacher or the Music Hub Manager then the next most senior member of staff must be informed and the Chair of Governors.

Consultation without delay with the [DO – Carol Glasper Tel: 0191 561 3901](#) will determine what action follows. A multi-agency strategy meeting may be arranged to look at the complaint in its widest context, the Headteacher/senior member of school staff must attend this meeting, which will be arranged by the DO. All issues must be recorded on the allegation management form and the outcome reached must be noted to ensure closure.

www.sunderlandscb.com

Training and Support

All staff members/Tutors should be aware of the systems within their school or college and within Sunderland Music Hub which support safeguarding and these should be explained to them as part of [their registration to the Hub's tutor database by the Hub DSL, and by the school on employment, to ensure they can discharge their responsibilities effectively. This includes: The Child Protection Policy; Staff Behaviour Policy \(sometimes called a code of conduct\); Safer Working Practice Document and the Names of the Designated Safeguarding Lead and their deputies\)](#)

All staff members should also receive appropriate [safeguarding and child protection training which is regularly updated. ~~The governing body will decide the frequency and content of this CPD.~~ In addition, all staff members should receive regular safeguarding and child protection updates as required but at least annually to provide them with relevant skills and knowledge to safeguard](#)

children effectively with opportunities to contribute to reviewing and shaping the safeguarding arrangements.

Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of safeguarding. Sunderland Music Hub recognises that the only purpose of confidentiality in this respect is to benefit the child. (Child Protection Sunderland Local Safeguarding Children Board procedures www.sunderlandscb.com).

Record Keeping

Well-kept records are essential to good safeguarding practice. Sunderland Music Hub is clear about the need for schools and the Hub administration to record any concerns and discussions held, decisions made by the schools/external agencies and reasons for those decisions about a child or children within its care. All staff and tutors will follow the schools and information sharing and recording policies to ensure recording keeping is compliant. Sunderland Music education Hub's manager should be informed of the reporting and concerns raised, but information shared should be data protection compliant for the safeguarding of the child as laid out in the Hubs Sunderland Music Hub's recording and information sharing policy/ procedure.

**Safeguarding recording within Sunderland Music Hub is through a paper based system.

**Safeguarding recording within Sunderland Music Hub is held electronically through a secure management system—and all tutors will receive training in the recording expectations.

Attendance at Safeguarding Conferences

In the event of Sunderland Music Hub being invited to attend child protection conferences, the Designated Safeguarding Lead or deputies) will represent the Hub and/or identify the most appropriate trained member of staff to provide information relevant to child protection conference (initial/review). In the event that those staff members cannot attend, trained members of staff from Together for Children: Sunderland may attend - to be confirmed.

Supporting Children

Sunderland Music Hub recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. School's may be the only stable, secure and predictable element in the lives of some of the children in its care. The Music Hub, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour. Schools will be asked, through Service Level Agreements, to support tutors through initial assessments for instrumental tuition to have knowledge of children already identified for SEN, LAC or behaviour issues to adapt lesson planning for tuition accordingly to suit the needs of all children attending.

Sunderland Music Hub also recognises that children are capable of abusing their peers. Peer on peer abuse can take many forms and any concerns raised will be reported to the school designated lead for the school to deal with appropriately.

No peer on peer abuse should be tolerated or minimised as part of growing up and all those involved should be provided with an appropriate level of support. It is understood that those pupils who have experienced abuse in their own lives may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support. Schools Peer on Peer abuse policies can provide for more detailed information.

Therefore Sunderland Music Hub will work with schools and tutors to endeavour to support all its pupils through:

- ensuring freelance tutors work with classroom teachers to link Whole Class Ensemble tuition, instrumental tuition and singing and performance opportunities to their curriculum plans to encourage self-esteem, self-motivation, self-protection.
- matching school ethos, to promote a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- Approaches which allow children and young people to develop critical thinking, literacy skills and digital literacy skills through instrumental tuition.
- supporting school curriculum plans, specifically in music, which explores human rights, equality, democracy and tolerance and prepares children and young people fully for life in modern Britain.
- coherent management of behaviour and discipline policy & procedures
- liaison with other professionals and agencies who support children and parents.
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so.

- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in all safeguarding situations.

Sunderland Music Hub recognises that, statistically, children with behavioural difficulties and disabilities are the most vulnerable to abuse. Freelance tutors 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. School staff must support tutors to be aware of and give consideration to children who are subject to a statement of special needs, an education health and care plan or have a medical condition, as these can mask safeguarding issues and must not be dismissed.

Schools recognise that in a home environment where there is domestic violence, drug or alcohol misuse or mental health issues children may also be vulnerable and in need of support and protection. Sunderland Music Hub will ask schools through Service Level agreements to advise tutors where these circumstances may affect instrumental tuition, or could act as a positive intervention, **All schools and Sunderland music education hub need to have clear understanding of the varying legal and duty of care requirements where tutors are employed directly by the school, or through an agency.**

This policy **MUST** be read in conjunction with other related policies affecting music tutors working in school.

These include: -

- **Robust School and Music education hub Recruitment and Selection policies**-inclusive of safer recruitment guidance and regulation for example a **single central record** which demonstrates the pre-employment vetting checks for all staff (e.g. identity, professional qualifications, right to work in the UK, further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions and restrictions), for the workforce who are in regulatory activity (enhanced DBS, children's/adult barred list, prohibition from teaching check, section 128 check) and supervision of those who don't meet this requirement.
- Clear recruitment procedures which embeds safeguarding across every aspect from vacancy to conditional appointments, induction and an on-going culture of vigilance.
- Trained panel members who ensure that the policy works in practice in all recruitment and selection within the school.
- School Staffing (England) Regulations 2009, Regulation 9: require governing bodies of maintained schools to ensure at least one member of a recruitment panel must undertake safer recruitment training to satisfy all

requirements in the statutory guidance Keeping Children Safe in Education 2016 and Working Together 2015.

- Individual schools and Sunderland Council's Human Resources manual or policies and procedures.
- Staff Behaviour Policy (code of conduct) Safer Recruitment Consortium Guidance for Safer Working Practices for those working with Young People in Education Settings, October 2015. All school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people and agree to work within all policies and procedures to safeguard both children and adults.
- All schools and Sunderland Music Hub will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings being taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- **Behaviour & Discipline Policy** – inclusive of the Use of Reasonable Force/positive handling.
- **Anti-Bullying Policy/Cyber Bullying.**
- **Online Safety Policy** inclusive of appropriate usage documentation (covering the use of mobile phones, cameras and all other technology within the school or setting)
- **Inclusion & Special Education Needs Policy.**
- **The Schools Educational Visits/Off Site Policy** (reviewed annually) reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips, visits or pupils being creatively educated.
- **Peer on Peer Abuse Policy.**
- **Photographic & Digital Imagery Policy** with parental consent forms annually signed.
- **Administration of Medicines Policy** and procedures with trained staff who manage this.
- **Pupils with Medical Needs Policy** and implications for your workforce, pupils and partnership with parents.
- **Attendance Management Policy-** school management for attendance and the partnership with the LA in reporting children missing from education and those deleted from the school's admission register.

- **Missing Children Policy** – inclusive of runaways, missing, and children missing from education, ensuring appropriate safeguarding responses.
- **Complaints Policy**
- **Allegation Management Policy**
- **Confidentiality and Whistle Blowing Policy.**
- **Information Sharing Policy** (internal and external exchange of information)
- **Looked After Children Policy** inclusive of named LA teacher whose role is to champion the achievement of LAC in your schools and work closely with [the Designated Safeguarding Lead and the Virtual Head Teacher within the LA who has responsibility for the LAC.](#)
- **Intimate Care and Care Plan Policy** – inclusive of procedure to support pupils who have an accident and either wet, soil or menstruate and need assistance.
- Unaccompanied travel to and from school procedure to ensure pupils safety. - ?????
- Single equality scheme.
- **Spiritual, Moral, Social and Cultural Curriculum** inclusive of Female Genital Mutilation, Domestic abuse, Child Sexual Exploitation, Mental Health and Well-being and Fundamental British Values.

This template was originally developed by members of CAPE (The National Group of Education Leads for Safeguarding and Child Protection across the North West/East), Sunderland City Council Education Safeguarding Team remodelled and adapted it to suit local/regional need. In 2014, 2015 and 2016 this template was again revised in partnership with Pam Gartland: Safeguarding First Ltd to provide a guidance tool for schools in light of the new statutory DfE guidance Keeping Children Safe in Education.

It has been informed by the following legislation and national & local guidance

Education Act 2002 Section 175

www.legislation.gov.uk/ukpga/2002/32/section/175

Education (Independent School Standards) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/3283/schedule/made>

Non-Maintained Special Schools (England) Regulations 2015
<http://www.legislation.gov.uk/uksi/2015/728/made>

Keeping Children Safe in Education 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Statutory Framework for the Early Years Foundation Stage, September 2014
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Children Act 1989/2004
<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Working together to safeguard children HM GOV (2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Sunderland Safeguarding Children Board Procedures
www.sunderlandscb.com

Strengthening Families Referral Form
<http://www.sunderlandpartnership.org.uk/FamilyFocus.html>

CP Referral Form
http://www.sunderlandscb.com/reporting_concerns.html

What to do if you are worried a child is being abused 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Data Protection Act 1998
<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Sexual Offences Act 2003
<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Safeguarding Vulnerable Groups Act 2006
<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Freedom of Information Act 2000
http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf

This Policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy must be ratified by the governing body signed/dated by both the Sunderland Music Hub Manager and Chair.

Sunderland Music Education Hub Policy: Child Protection

Children and Young People
Sunderland Music Education Hub.

Academic Year	Designated Safeguarding Lead	Deputy /deputies	Senior Board lead Safeguarding Governor
2016 2017	Rebecca Pedlow	tbc	tbc

Review Date	Changes made	Ratification Date by Governing Body
1st March 2017	Policy written	

