



Safeguarding & Child Protection Policy for

Music & Arts Service

And

Bradford Music Education Hub

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Policy to be reviewed: August 2024

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	KEY CONTACTS
Music & Arts Service	<p>Designated Safeguarding Lead</p> <ul style="list-style-type: none"> • Carl White, Head of Service Tel: 01274 435022 Mobile 07582109243 Email: carl.white@bradford.gov.uk <p>Deputy Safeguarding Leads</p> <ul style="list-style-type: none"> • Felicity French, Assistant Head of Service Tel: 01274 435020 Mobile: 07582 109242 Email: felicity.french@bradford.gov.uk • Fiona Park, Assistant Head of Service Tel: 01274 435023 Mobile: 07811 503266 Email: fiona.park@bradford.gov.uk
Children's Social Care	<ul style="list-style-type: none"> • During office hours (8.30am – 5pm Monday to Thursday, 4.30pm on Friday) call Children's Social Services Initial Contact Point – 01274 435600 • At all other times: Social Services Emergency Duty Team – 01274 431010 • If you have reason to believe that a child is at immediate risk of harm, contact the police on 999 • For all general enquiries, please contact Children's Services on 01274 435600

This policy applies to all adults, including volunteers, working in or on behalf of the Music & Arts Service

‘Everyone working in or for our service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

The Music & Arts Service is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our pupils.



Policy Statement

Safeguarding Policy for Music & Arts Service “Because of their day to day contact with individual children during the school terms, teachers and other service staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.”

(Working together 2006)

The Music & Arts Service fully recognises its responsibilities for child protection.

Our policy applies to all staff, self-employed and volunteers working in schools. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop

Child protection is the responsibility of all Music & Arts Service staff and will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school or the service whom they can approach if they are worried.

Roles and Responsibilities

All adults working with, or on behalf of, children have a responsibility to protect them. There are, however, key people within the Service and each school and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the role of the Service leadership team to ensure that the Designated Safeguarding Leads are properly supported to carry out this task and that they are given time to fulfil the duties that their role demands.

The Service leadership team will ensure that Designated Safeguarding Leads attend the required training and that they refresh their training every two years.

All other staff must be offered annual training that covers Part 1 and Annex B of *Keeping Children Safe in Education*.

It is the role of the Designated Safeguarding Leads to ensure that the child protection procedures are followed within the Service, and to make appropriate, timely referrals to Children's Social Care in accordance with the locally agreed procedures. Additionally, it is the role of the Designated Safeguarding Leads to ensure all staff employed including temporary staff and volunteers within the Service are aware of the Service's internal procedures, to advise staff and to offer support to those requiring this.

The Designated Safeguarding Leads and the Head of Service review the policy and procedures; training undertaken by all staff and other relevant issues.

The role of the Designated Safeguarding Lead is to ensure that the Service has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually.

The Service's website will inform parents and carers about our Service's duties and responsibilities under child protection procedures. The Service's Safeguarding Policy will be available on the website and easy access additions, such as Online Safeguarding Policy, will also be available for parents and schools to access.

Safer Recruitment

The Service leadership team are responsible for ensuring that the Service follows safe recruitment processes, including:

- Ensuring the Head of Service and other staff responsible for recruitment completes safer recruitment training.
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers in accordance with government guidance

Ethos

The Music & Arts Service recognises the importance of creating an ethos within the Service and the schools they teach in that will help children feel safe and confident that they will be listened to.

'We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Our Service may be the only stable, secure and predictable element in their lives'.

The Music & Arts Service will endeavour to support all pupils through:

- Ensuring the content of the curriculum includes social and emotional aspects of learning.
- Ensuring that child protection is included in the curriculum to help children recognise when they don't feel safe and to identify who they should tell.
- Promoting a positive, supportive and secure environment where pupils can develop a sense of being valued.
- The Service behaviour policy which is aimed at supporting vulnerable pupils in the school.
- The Service will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

Safe Working Practice

The Music & Arts Service has developed a clear code of practice that staff understand, and have agreed to. ('Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings. 2022' can be downloaded from [Professional and Personnel Relationships \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org))

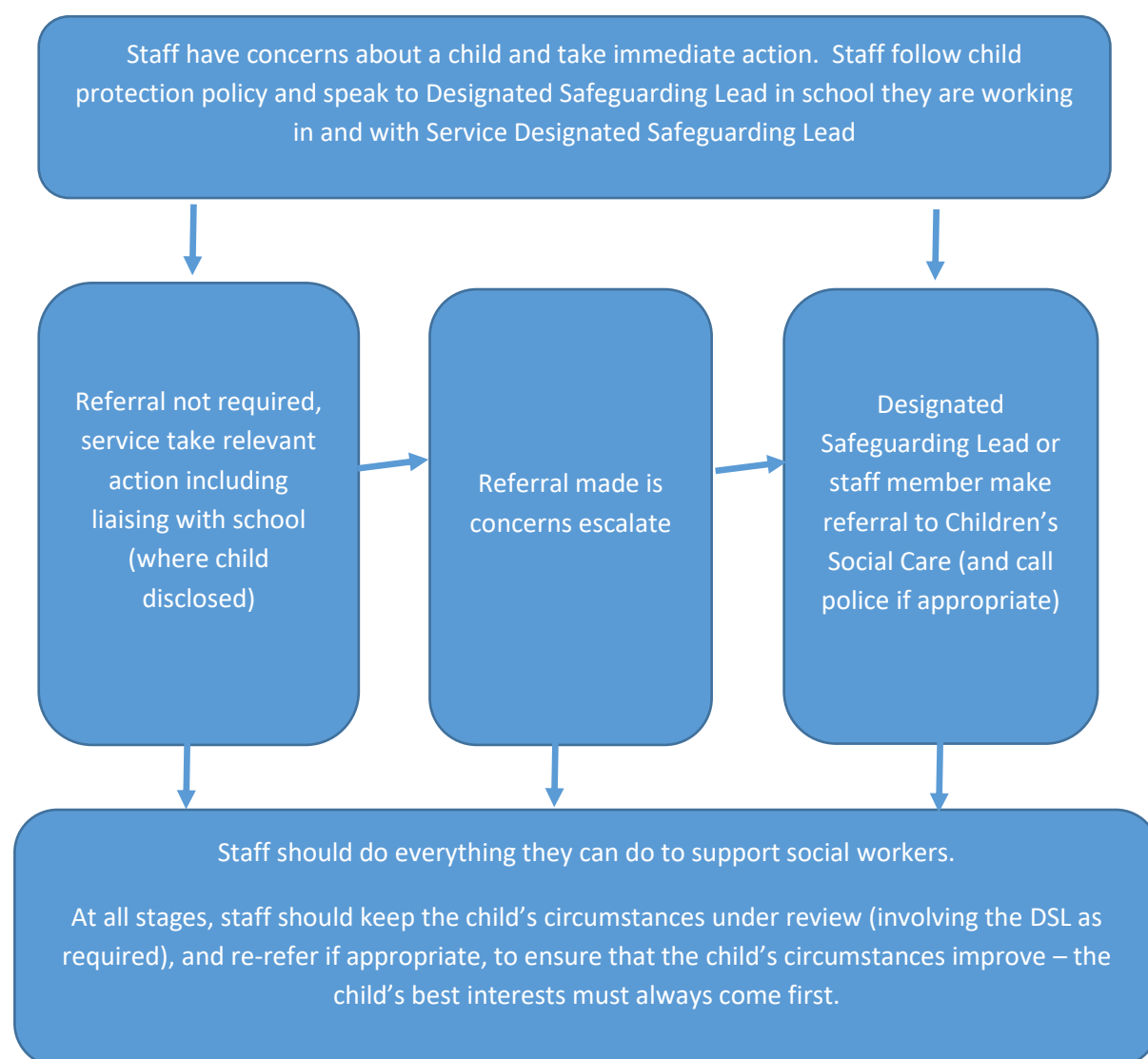
The code of practice offers guidance to staff on the way they should behave when working with children.

Child Protection Procedures

The Music & Arts Service adheres to child protection procedures that have been agreed locally through Safer Bradford

The full version of Child Protection Procedures can be accessed from The Bradford District Safeguarding Children Partnership (formerly Safer Bradford) website at: www.saferbradford.co.uk

Actions where there are concerns about a child:



Confidentiality

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the Designated Safeguarding Lead as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only.

Record Keeping

Child Protection records are kept centrally and securely by the Designated Safeguarding Lead. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child's music file. See final page for Music & Arts Referral Form.

Working with other agencies

The Service is not an investigating agency and it is essential that child protection issues are addressed through agreed procedures however the Service continues to play a role after referral and need to develop strong links with partner agencies particularly social care.

The Music & Arts Service recognises the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings.

Allegations against members of staff

The Music & Arts Service recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

Any allegations made about a member of the Service staff should be referred to the Head of Service, unless in respect of the Head of Service, to the Assistant Director of Children's Services.

Policy Review

The Music & Arts Service, leadership team is responsible for ensuring the annual review of this policy and that the list of key contacts on the cover sheet is kept up to date.

GDPR

Our GDPR statement can be viewed at [Service News - Bradford Music Education Hub \(bradfordmusiconline.co.uk\)](https://bradfordmusiconline.co.uk/service-news)

Photography and Video

Please see Bradford Council policy of video and photography.

Online Safeguarding

Music & Arts Service - Bradford

RATIONALE

In order to provide continuity of service for our young people across the Bradford District, the Music & Arts Service - Bradford will support the delivery of lessons online during the period of social distancing in lieu of face to face lessons. Where this is not the case, online delivery should not be used without significant rationale and written permission from the Head of Service.

Online lessons DO NOT form a part of our standard offer and are to be implemented under the direction of SLT only.

Music & Arts Service teachers will use Microsoft Teams and a BMDC account to deliver live lessons via the internet.

TERMS & CONDITIONS

The normal Music & Arts Service Terms & Conditions apply. Music & Arts Service reserves the right to update this guidance at any point.

SAFEGUARDING FOR PARENTS

- **Parents/Carers must** present themselves at the start of the lesson and remain nearby during the online lesson so that they are able to monitor the conversation.
- **Parents/Carers must not** pass the teacher's email address or mobile number on to the student.
- **Agree to** not share any passwords.
- **Will not** share or redistribute any content.
- **Will not** allow a lesson to take place if the pupil is unwell.
- **Will share** any concerns directly with Music & Arts Service to the email address below.

If you have any concerns or need support in ensuring online safety at home, help and guidance is available on www.saferinternet.org.uk

ONLINE SAFEGUARDING GUIDELINES FOR TEACHERS

All instrumental /vocal teachers will follow the guidelines below.

Student safeguarding is the highest priority during any remotely streamed video lesson. The following points must be observed to protect both the student and the teacher.

- All lessons must be timetabled during the dates and times suggested by Music & Arts Service Staff.
- Teachers must not teach a remote lesson unless they are healthy to do so.
- Teachers and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms or bathrooms; and where possible be against a neutral background.
- The live lesson audio will be recorded so that if any issues were to arise, it can be reviewed. The teacher will email the audio transcript of the lesson to the Music & Arts Service office.
- Staff must wear their Council ID during lessons
- Live lessons must be kept to the timetabled length - the length your lessons are normally timetabled
- Language must always be professional and appropriate, including from any family members who might be in the background.
- Teachers must only use their Bradford Council email address to communicate with parents and must have an appropriate username.
- Music & Arts Service - Bradford email accounts are only to be used for work relating to Music & Arts Service.
- Teachers should only contact students via their parent/ carers email address/
- Teachers should check that the student is accessing the live stream in a communal room in their house, not in their bedroom or bathroom. A parent or carer must be present at the start of the lesson and remain in the house throughout the lesson.
- All lesson timing must match the newly set up Music & Arts offices master timetable and the Music & Arts Service Microsoft Teams account must be invited to attend. A member of the Music & Arts Service team may then join that lesson at any point to monitor what is happening, just like they would if they were observing a normal lesson.
- Teachers must not pass their personal mobile number to anyone but may pass on their work's mobile number only to parents/carers (not pupils/students).
- Teachers must not share any content over social media.
- Teachers should not friend or follow pupils on their personal social media accounts.
- Teachers must not accept any offers to do online teaching over webcam / video chats. This leaves them extremely vulnerable from a safeguarding perspective.
- Teachers will not accept or offer the opportunity to teach pupils privately outside of the Bradford Music & Arts Service.
- Teachers must report any safeguarding concerns to the DSL or DDSL as listed at the beginning of the Staff Handbook

GENERAL GUIDELINES FOR REMOTE VOCAL & INSTRUMENTAL LESSONS

- Teachers must make sure their device /laptop is plugged in, so a power supply is not cut mid-way through a recording.
- Ensure the camera placement is positioned in the correct way for the lesson:
- Not too near/far to the camera
- Showing enough space for the instrument, e.g. with enough space to demonstrate bow hold.
- Check the sound quality is clear, with no interfering background noises.
- Teachers must ensure they can accurately describe and discuss techniques that would usually be demonstrated.
- Have resources available and ready to use that will support and enhance the lesson.
- Set clear homework that progresses on from the lesson, ensuring required documents/resources have been emailed to the student's parents.

Music & Arts Staff Referral Form

Please complete the following in instances of concern and submit directly to the service Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as soon as possible.

Teacher Name:		Date of Incident:	
School/Setting:		School DSL informed:	Yes/No
Child Name:		Class	

Please provide details of the incident/concern: