

Safeguarding & Child Protection Policy for

Music & Arts Service

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ENGLAND

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Metropolitan District Council



	KEY CONTACTS
Music & Arts Service	Bradford Music & Arts Service Designated Safeguarding Team • musicsafeguardinglead@bradford.gov.uk Designated Safeguarding Lead • Carl White, Head of Service (Mon – Thurs) Tel: 01274 435022 Mobile 07582109243 Email: carl.white@bradford.gov.uk • Fiona Park, Head of Service (Fri) Tel: 01274 435023 Mobile: 07811 503266 Email: fiona.park@bradford.gov.uk Deputy Safeguarding Leads • Helen Borg, Assistant Head of Service Tel: 07582 104240 Email: helen.borg@bradford.gov.uk • 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 Band Safe Trained – Safeguarding Lead for Performances (until April 2027) • Daniel Barber, Head of Guitar and Percussion Mobile: 07484 535491 Email: Daniel.barber@bradford.gov.uk • Judith Lawler, Head of Strings and Keyboard Mobile: 07582 109244 Email: Judith.lawler@bradford.gov.uk • Eleanor Pickard, Head of Woodwind and Brass Mobile: 07929 720425

Children's Social Care	• 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/))

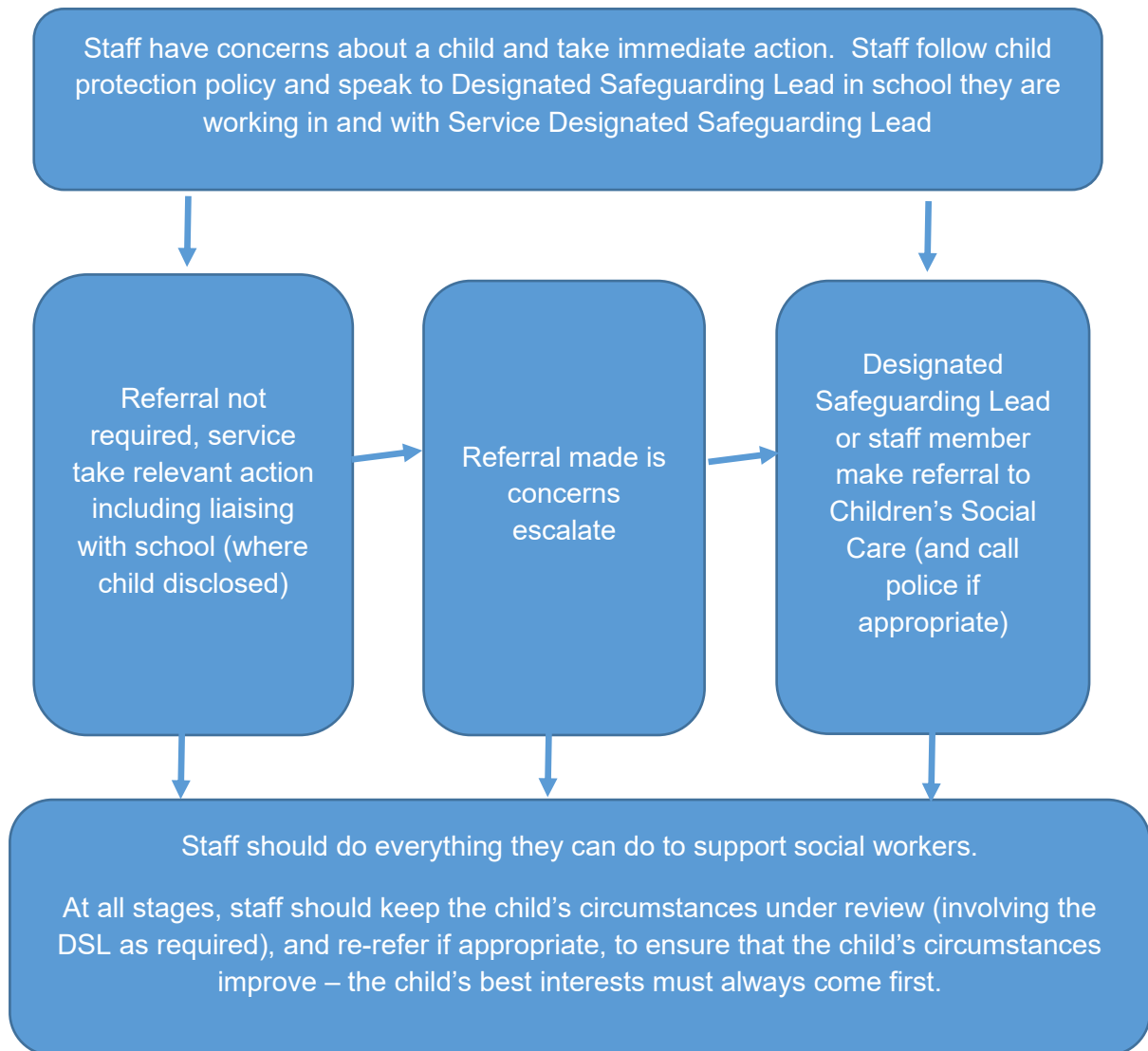
The code of practice offers guidance to staff on the way they should behave when working with children.

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 and Deputy Safeguarding Leads. 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 Cause for Concern 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 for City of Bradford Metropolitan District Council.

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

Music & Arts Service Tuition and ensembles

As a part of service provision, the taking of photographs and videos may be required. Parents are requested to provide permissions for the use of photographs and videos for:

- Publicity and advertising materials, including printed publications
- Websites, social media and digital communications
- News, media and their associated websites and social media channels including printed newspapers, magazine, television and radio
- Share with other public service organisations (e.g. schools etc)
- Presentation and exhibition materials.

Where the pupil attends a music centre ensemble, the above permissions are recorded on the individual pupil profile on SpeedAdmin and refreshed every 3 years.

In the instance of media permissions being a requirement for formal assessment, the service will require a separate consent form advising that any recording taken will be shared with the corresponding examination board and follow the guidance issued by the board in question.

Events

Where schools are attending events, the school is required to obtain permissions for all pupils attending the event and submit to the Music & Arts Service prior to the event date adhering to the event registration requirements. Pupils without appropriate permissions are issued with yellow lanyards and will not be subject to photography or videos.

The retention period in all instances is 3 years. The subject can request early deletion in writing.

Music Centre/Music Ensemble Safeguarding

Music & Arts Service – Bradford

RATIONALE

This document sits alongside the general Safeguarding & Child Protection Policy for Music & Arts Service. It addresses areas that are more specific to Music Centre/Music Ensemble settings.

Safeguarding in Music Centre/Music Ensemble settings is the most important responsibility a teacher has. It is each teacher's responsibility to ensure that their delivery and teaching environment is safe and supportive in all aspects.

Reporting remains the same as in schools. Teachers should follow the procedures laid out in the general Safeguarding & Child Protection Policy for Music & Arts Service.

SAFEGUARDING GUIDELINES FOR PARENTS

- Please be aware that venues used for rehearsals and activities are open to external persons who use the facilities to deliver their own classes/events
- Bradford Music & Arts Staff cannot accept responsibility for your child/ren outside of published rehearsal/activity times
- Medical/Learning issues should be communicated with the Music & Arts Service through your Speed Admin account so that they can be recorded accurately. You may also like to talk to the teacher directly
- Primary aged students should be dropped off/collected from the rehearsal/activity room unless prior arrangement has been made in writing to the Music & Arts Service or Group leader
- Where a child is being met by parents/carers, they must be collected promptly at the end of rehearsal/activity
- Parents/carers should notify the Music & Arts Service if their child cannot attend a rehearsal/activity
- Parents/carers must keep their contact details up to date with the Music & Arts Service through their Speed Admin account
- Parents/carers should monitor their email/texts in case of cancellation or change of session

SAFEGUARDING GUIDELINES FOR TEACHERS

Teachers or ensembles should think of themselves as classroom teachers and take on the awareness and responsibility as such. Pupils are coming to 'our place of work' therefore the environment should be appropriate for activities at all times.

Teachers are responsible for keeping all children safe between the published hours of their rehearsal/activity.

Teachers must:

- be in their rehearsal room before the start of the rehearsal/activity and not allow students into the room alone before the start time. No student should be alone in a room without a teacher present
- take the register as students arrive – any who are late must be registered on arrival.
- monitor students returning to the room after a toilet visit
- be aware of how primary-aged students are leaving the room at the end of the rehearsal; they should be collected by parents/carers and must not be allowed to leave the room until the person has arrived, unless prior notification has been received in writing. This should be saved in Notes in Speed Admin (documents can be scanned/uploaded)
- check that all students have been collected before leaving. This will also include outside the building. If a student is not collected on time, 2 members of staff should remain with the student until they are collected
- contact parent/carer if a student does not attend a rehearsal without prior notification for 2 weeks
- ensure that the room layout is appropriate for activity, ensuring safety for all students/staff
- supervise students setting up equipment and ensure that they do not carry heavy equipment
- ensure that drinks are in lidded cups and positioned so as to avoid accidents
- not allow mobile phones or other devices during rehearsals/activities. Refer to the MAS Handbook for guidelines of teacher's mobile use
- make students aware of the fire exits and procedure if the alarm is sounded
- assess their room and think about what might happen should there be an intruder. Where can the students/teacher hide? Does the door lock? Are there blinds that can be closed? Teachers must make students aware of what to do in case of an intruder
- be aware of where other teachers are at Music Centre in case of an incident occurring, and have contact details for them
- ensure that they have internet/mobile access in case of emergency
- put groups at music centre together if necessary if an incident occurs during a rehearsal
- not take video/photographs of students unless agreed in advance with the Head of Ensemble
- ensure that they can see all students at all times if there is a break during a rehearsal/activity
- supervise students if they move between spaces
- know where a student is going in the case that they are in multiple groups/lessons and ensure their safety getting there
- take their laptop with them in case of a fire alarm to ensure all registered students are accounted for
- ensure that they have contact details for SLT/Council departments in case of emergency

Teachers should be mindful of any unusual circumstances, e.g. lone child standing around and should address the matter appropriately.

Safeguarding concerns:

General safeguarding concern



Report through the normal channel:

Email

Musicsafeguardinglead@bradford.gov.uk

Urgent safeguarding concern

If you think a child is at immediate risk and no BMAS DSL is available



Contact the **Local Authority Designated Officer (LADO – Safeguarding)**

01274 435600

And police if necessary

A manager will be available at music centre or contactable at all sessions as follows:

Monday: Helen Borg

Tuesday: Dan Barber

Thursday: Helen Borg

Saturday Titus: Judith Lawler

Saturday Ilkley: Ellie Pickard (by phone - 07929 720425)

The managers are available for urgent cases only, upon which they will merge their groups/students and deal with the emergency. All routine concerns must be reported through the normal channel, as above.

Online Safeguarding

Music & Arts Service - Bradford

RATIONALE

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 CBMDC 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.

Child Protection Procedures Flow Chart

Day to Day Delivery

On discovery or suspicion of child abuse - ACT

If in doubt - ACT

Inform your Designated Safeguarding Lead (DSL) for Child Protection

Carl White (Monday – Thursday)/Fiona Park (Friday)

If DSL cannot be located, then please contact one of the following Deputy Designated Safeguarding Leads:

Helen Borg

Felicity French

Fiona Park

**In the event the identified people are not available and there is a safeguarding concern, please refer to Children's Initial Contact Point on
01274 433999.**

On receipt of the information the DSL should take the following steps:

Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel: 01274 433999**

Out of hours Emergency Duty Team **Tel: 01274 431010**

Where the DSL is not sure whether it is a child protection issue, they may seek advice from the Education Safeguarding Team **Tel: 01274 437043**



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long, and how and to whom you should feedback information.



Remember to always make and keep a written record of all events and actions taken, date and sign each entry to this record.

Always demonstrate professional curiosity by following up with the DSL whether action has been taken and where appropriate how it has been resolved.

Staff should not assume a colleague, or another professional, will take action and share information that might be critical in keeping children safe.

Always remember, safeguarding is everyone's responsibility.

USEFUL CONTACT NUMBERS

Children's Initial Contact Point without delay Tel: 01274 433999

Emergency Duty Team 01274 431010

Education Safeguarding Team: 01274 437043

NSPCC Whistleblowing Helpline: 0800 0280285

USEFUL CONTACTS

Team	Email	Telephone
Access Team	Education.Access@bradford.gov.uk	01274 439393
Attendance Support Team	Attendance@bradford.gov.uk	01274 435743
CE Hub	Child.Exploitation@bradford.gov.uk	01274 435080
Child Employment / Entertainment	cee@bradford.gov.uk	01274 437607
Children Missing Education	CME@bradford.gov.uk	01274 438877
Council switchboard		01274 431000
Customer Contact Centre	childrens.enquiries@bradford.gov.uk	01274 432111
Early Years	earlyeducationfund@bradford.gov.uk	01274 437503
Educational Psychology Team	EducationalPsychologyTeam@bradford.gov.uk	01274 439444
Elective Home Education	electiveheducation@bradford.gov.uk	01274 439340
Holidays in term time fines	PN@bradford.gov.uk	01274 439651
LADO	LADO@Bradford.cov.uk	01274 435600
Missing team	Childrens.enquiries@bradford.gov.uk	01274 439999
Prevent Coordinator	Danielle.King@bradford.gov.uk	07788264621
Prosecution/Penalty Notice	Attlegal@bradford.gov.uk	01274 439651

Safeguarding complaints, compliance & advice	EdSafeTeam@bradford.gov.uk	01274 437043
School Admissions Team	schooladmissions@bradford.gov.uk	01274 439200
Social Communication Interaction & Learning Team (SCIL)	SCILTeam@bradford.gov.uk	01274 439500
Special Educational Needs & Disability Team (SEND)	SEN@bradford.gov.uk	01274 435750

Music & Arts Staff Cause for Concern 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 to musicsafeguardinglead@bradford.gov.uk

Please ensure that all safeguarding concerns the occur whilst visiting a school are reported to the school DSL **BEFORE** leaving the site.

Teacher Name:		Date of Incident:	
School/Setting:		School DSL informed:	Yes/No
Child Name:		Class	
<i>Please provide details of the incident/concern:</i>			
<i>Name of DSL/DDSL:</i>			
<i>Action taken by DSL/DDSL:</i>			