

MK Music Service – Child Protection and Safeguarding Policy



Senior designated safeguarding lead:

Name: Sue Wakley
Contact details: 07790 331684
sue.wakley@milton-keynes.gov.uk

Deputy: Clare Myers
Contact details 07794 856887
clare.myers@milton-keynes.gov.uk

Music Centre safeguarding lead:

Name: Giles Liddiard
Contact details: 07971 839781
Giles.liddiard@milton-keynes.gov.uk

Designated e-safety lead:

Name: Sue Wakley
Contact details: 07790 331684
sue.wakley@milton-keynes.gov.uk

SAFEGUARDING STATEMENT

Safeguarding is everybody's business. The MK Music Service is committed to ensuring that all children and young people with whom we work are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement both National and Local safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) see contact details at the end of this document.

If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.

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

General Principles

Safeguarding and the welfare of children is the responsibility of all staff. MK Music Service seeks to provide an environment where all children are safe, secure, respected and listened to.

We will ensure there are appropriate systems in place for seeking and considering the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- *Ensuring staff are clear about their role and that of others in providing a safe environment for all pupils and knowing how they should respond to any concerns about a child.*
- *Ensuring that all staff receive regular safeguarding training, updated as necessary on an annual basis*
- *Establishing a safe environment in which children can learn and develop, where they feel secure, are encouraged to talk and are listened to*
- *Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.*
- *Safeguarding the welfare – particularly of those children and young people who are most vulnerable*
- *Ensuring safe recruitment practices*
- *Ensuring that all people having contact with students have the required level of vetting checks including an enhanced DBS check prior to working for the Music Hub in a school or Music Centre.*
- *Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns*
- *Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe*
- *Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan*
- *Promoting partnership working with parents and professionals*

DEFINITIONS

Safeguarding is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2018*)

MK Music Service will

- Promote a safe environment
- Ensure our staff are appropriately trained
- Keep a record of all training undertaken
- Work in partnership with schools and other agencies involved in the safeguarding of children
- Follow safer recruitment procedures when appointing staff or volunteers to work in the service
- Undertake risk assessments when planning activities and events
- Ensure that staff adhere to all relevant codes of conduct

Child protection is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2018*).

All staff should know how to deal with a disclosure and must:

- Listen to what the child is saying without interruption and without asking leading questions
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child by telling them they have done the right thing in sharing the information
- Explain that the information must be passed on to keep him/her safe
- Report what has been disclosed to the DSL in school and also to the Hub Manager/DSL
- If a disclosure takes place at Music Centre the music centre manager must also be informed
- Report what has been said using the child's actual words and any observations of injury and the child's presentation/appearance
- Sign and date the record

ROLES AND RESPONSIBILITIES

All other staff (teaching and non-teaching) must be offered an appropriate level of training and must undergo refresher training every three years.

It is the role of the Designated Leads for Safeguarding to ensure that the child protection procedures are followed and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with MKSP multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the faculty including temporary staff and volunteers, are aware of the internal procedures in addition to the government guidance *Keeping Children Safe in Education*; to advise other staff; and to offer support to those requiring this.

LEGISLATION AND GUIDANCE

MK Music Service adopts the key statutory guidance 'Keeping Children Safe in Education' published by the Dept of Education and any subsequently published supplementary advice.

Keeping Children Safe in Education guidance incorporates:

- *What staff should know and do*
- *The role of the organisation*
- *What staff should look out for*
- *What staff should do if they have concerns about a child*
- *Types of abuse and neglect*
- *Specific safeguarding issues*
- *Managing allegations and concerns about teachers and other staff*
- *Further information on specific types of abuse especially more recent additions*
- *Preventing radicalisation*
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All staff should as a minimum read the separate 15-page document ***Keeping Children Safe in Education: Information for All School and College Staff*** (which reproduces and summarises Part One of the main guidance).

All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance ***Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE July 2018)***:

[Working together to safeguard children - Publications - GOV.UK](#)

Inspection Framework

MK Music Service notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these.

This includes the new inspection framework which comes into effect from 01 September 2019: ***Common Inspection Framework: education, skills and early years*** and any accompanying inspection evaluation schedules and handbooks.

[Education inspection framework: education, skills and early years from January 2019 - Publications - GOV.UK](#)

Local Child Protection Procedures

MK Music Service is aware of and compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Partnership (MK Together) and which are based on statutory guidance *Working Together*.

MKSP procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

All teaching staff and volunteers must be aware of this guidance and its implications.

MK Music Service is not an investigating agency and it essential that child protection issues are addressed through agreed procedures.

MK Music Service recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Team around the Family (CAF), Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within MK Music Service 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 at the front of this document.

It is the role of senior officers within MK Music Service to ensure that the Designated Leads for Safeguarding have received the necessary training, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role. They will be given time to effectively fulfil the duties that their role demands.

The senior team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training as appropriate.

SAFER RECRUITMENT

The Hub Manager is responsible for ensuring that the Music Service follows safe recruitment processes in accordance with government requirements and MK Council procedures, including:

- *Ensuring the service Manager and any other staff responsible for recruitment completes safer recruitment training*
- *Ensuring written recruitment and selection policies and procedures are in place*
- *Adhering to statutory responsibilities to check staff who work with children*
- *Taking proportionate decisions on whether to ask for any checks beyond what is required*
- *Ensuring that volunteers are appropriately supervised*

MK Music Service ***is compliant with guidance contained in part 3 of Keeping Children Safe in Education and in local procedures for managing safer recruitment processes,***

Safe Working Practice

MK Music Service has developed a clear Code of Practice that staff understand and have agreed to. The Code of Practice offers guidance to staff on the way they should behave when working with children.

INFORMATION SHARING and 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 Leads for Safeguarding 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 in line with the information sharing protocol.

MK Music Service ***is guided by local procedures for information sharing and confidentiality.***

RECORD KEEPING

Child Protection records are kept centrally and securely by the Designated Leads for Safeguarding. Staff are aware that they must make a record of child protection concerns and information as soon as possible and that these records must be signed and dated.

ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)

MK Music 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.

Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

We are also guided by local procedures for managing allegations against staff, carers and volunteers.

CROSS REFERENCE TO OTHER POLICIES

MK Music Service recognises that a number of other MKC policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- *E-safety policy*
- *Photography and Videos*
- *Health and safety policy*
- *Safer recruitment policies and practice*
- *Induction and Code of Conduct for staff*

POLICY REVIEW

The Music Service Manager is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the service maintains an up to date list of key contacts and related policy and procedures are kept up to date.

CONTACTS AND FURTHER INFORMATION

To make a referral or consult Children's Services regarding concerns about a child:

Milton Keynes MASH (Multi Agency Safeguarding Hub)
Telephone 9am-5pm: 01908 253169/70
Telephone out of hours: Milton Keynes Emergency Social Work Team 01908 265545

For allegations about people who work with children:

Contact the MASH as above

Or:

Local Authority Designated Office (LADO)
Tel 01908 254300 or lado@milton-keynes.gov.uk

If in doubt – consult.

email: mktogether@milton-keynes.gov.uk

LADO – Local Authority Designated Officer The role of the LADO is set out in HM government guidance Working Together to Safeguard Children (2018) Chapter 2 Paragraph 4. The guidance outlines procedures for managing allegations against people who work with children and young people in any capacity, whether paid, unpaid, volunteers, casual, agency or anyone self employed.

- Any allegation or concern must be reported immediately to a senior manager within the organisation;
- The LADO should be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police;
- If an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The LADO will provide advice and guidance to employers and voluntary organisations. The LADO will liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistently and with a thorough and fair process. The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
- consideration by an employer of disciplinary action in respect of the individual. The LADO is responsible for:
 - Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers and recommending a referral as appropriate.
 - Recommending a referral and chairing a LADO Managing Allegations meeting in cases where the allegation requires investigation by police and/or social care.
 - Managing and overseeing individual cases from all partner agencies. ➤ Ensuring the child's voice is heard and that they are safeguarded.
 - Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
 - Monitoring the progress of cases to ensure they are dealt with as quickly as possible. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. In Milton Keynes the LADO works in the safeguarding team and can be contacted on:

Tel 01908 254300 or lado@milton-keynes.gov.uk

[See MK Together Procedures 2.6 Allegations Against Staff, Carers & Volunteers](#)