

# North Tyneside Brass in Schools

## Safeguarding Policy

North Tyneside Brass in Schools is an independent organisation created as an initiative of the North Tyneside Music Education Hub working in association with Backworth Colliery Band and local Schools.

We run out-of-school brass groups for school-aged children and therefore it is important that all our members understand and comply with the Safeguarding policy of the North Tyneside Music Education Hub, and all local safeguarding policies operating in participating Schools.

All members must have enhanced DBS clearance before being involved in the work of the Organisation.

Every brass group session must be attended by a member of the School teaching staff. If no member of the School teaching staff is available to attend a session, then the session must be cancelled.

All activities are to take place within a group setting. We will not provide one to one tuition.

The rest of this document is a copy of the draft North Tyneside Music Education Hub Safeguarding policy at 15<sup>th</sup> Feb 2017. For updates to this policy please contact Julie Dorr, Hub Lead at the Langdale Centre, Wallsend, NE28 0HG.

### NORTH TYNESIDE MUSIC EDUCATION HUB POLICY FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

#### INTRODUCTION

##### NORTH TYNESIDE MUSIC EDUCATION HUB

We deliver high quality music-making activities across North Tyneside. We are also committed to strengthening the sector through building strategic partnerships and advocating for the benefits of participatory music. Operational since 2012, NORTH TYNESIDE MUSIC EDUCATION HUB's vision is that all young people in North Tyneside will have the opportunity to actively engage in music, regardless of their circumstances.

#### POLICY STATEMENT

As a provider of activities and events for children and young people, North Tyneside Music Education Hub has a responsibility to safeguard the welfare of all children and young people and a commitment to practice that protects them. This policy has been written to enable all those concerned with our activities (tutors, teachers, delivery partners) to understand the environment in which we deliver our activities and to assist children, young people, their parents and carers to understand what we mean by Safeguarding. In sharing this knowledge and ensuring that all those involved in the delivery of North Tyneside Music Education Hub understand it, we form a partnership that will assist us in ensuring that the environment we work in is as safe as is reasonably practicable.

#### PRINCIPLES

This policy and the accompanying procedures and code of conduct are based on the following principles:

- The welfare of children, young people and vulnerable adults is paramount

- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual orientation have the right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All suspicions of on-line bullying or references to abuse on social media sites should be taken seriously and responded to swiftly and appropriately.
- Staff and artists should be clear on how to respond appropriately.
- A protective culture puts children's interests first. Children must feel confident that if they have concerns someone will listen and take them seriously.

#### TO WHOM DOES THIS POLICY APPLY

This policy relates to all children and young people under the age of 25 and members of any vulnerable groups who are identified to North Tyneside Music Education Hub. In recognising the differing needs of vulnerable children and young people North Tyneside Music Education Hub seeks to meet specific needs identified to us by parents/guardians/carers/support workers/teachers. This policy and the procedures set out in our Safeguarding procedures apply to all staff, including senior managers and Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of North Tyneside Music Education Hub

#### THE ENVIRONMENT WE WORK IN

North Tyneside Music Education Hub projects, workshops and events can take place in either a formal or informal, educational or non-educational setting. All North Tyneside Music Education Hub events take place in venues that provide a safe and open environment for children and young people. Appropriate risk assessments are carried out in the planning stage of each activity and risks monitored throughout the activity's duration. All social media sites that North Tyneside Music Education Hub participates in will be thoroughly monitored with no images or videos uploaded without permission from the school and the parent or guardian.

#### PERSONNEL

All tutors and delivery partners engaged with North Tyneside Music Education Hub hold an enhanced DBS disclosure.

#### REVIEW

This policy be reviewed annually. This policy and the accompanying procedures are underpinned by the following legislation: ..... They fit with the basic principles outlined in the North Tyneside Music Education Hub and North Tyneside Council guidance for the Safeguarding of Children, Young People and Vulnerable Adults. These procedures apply to all those who work for North Tyneside Music Education Hub, in paid or unpaid roles, and are intended to ensure that all North Tyneside Music Education Hub are conducted in safe, secure environments and that there will be a fast, appropriate and effective response for dealing with concerns about the safety and welfare of children and young people with whom we work.

#### DBS Policy

All tutor and delivery partners engaged with North Tyneside Music Education Hub must hold an enhanced DBS Disclosure specific to North Tyneside. This is held on a central register and circulated to schools on a weekly basis.

## Social Media Policy

North Tyneside Music Education Hub to promote the accomplishments of the young people we work with through our use of social media, presenting young people in a positive manner. North Tyneside Music Education Hub uses social media to promote the work on the Hub and the stakeholders within. We engage through Facebook, Twitter, the North Tyneside Music Education Hub website. Through the use of social media North Tyneside Music Education Hub to improve its brand recognition and advocate and promote the schools and young people within the North Tyneside Music Education Hub. North Tyneside Music Education Hub will not post an image or video without the express consent of the school, young person and their guardian. If a mistake is made the image will be removed as soon as possible. North Tyneside Music Education Hub will avoid using the first and last name of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside school or other partner organisations. (If an individual is named, we will avoid using their photograph; if a photograph is used, we will avoid naming the individual). We will consider using group photos rather than photos of individual children, especially when individuals can be clearly identified through school motifs on clothing. We will ensure that the image file is appropriately named; we will not use individuals' names in image file names or ALT tags if published on the web. We will only use images of individuals in suitable dress to reduce the risk of inappropriate use. All individuals that work with North Tyneside Music Education Hub and North Tyneside Music Education Hub partner organisations who post on social media sites with the intention of marketing to young people should do so on a page or login that is linked to the professional organisation and not their personal site. No person working for North Tyneside Music Education Hub its partner organisations should 'friend' a young person using their personal page.

## Protecting Children

### Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual

images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time.

#### On-line bullying and abuse Using Social Networking Services and Social Media:

##### Promoting Safe and Responsible

- Bullying by peers and people they consider 'friends'
- Posting personal information that can identify and locate a child offline
- Sexual grooming, exploitation and abuse, contact with strangers
- Exposure to inappropriate and/or content
- Involvement in making or distributing illegal or inappropriate content
- Theft of personal information
- Exposure to racist or hate material
- Encouragement of violent behaviour, such as 'happy slapping'
- Glorifying activities such as drug taking or excessive drinking
- Physical harm to young people in making video content, such as enacting and imitating risk taking activities.
- Leaving and running away from home as a result of contact made online.

Other forms of harm Working Together to Safeguard Children guidance states that professionals should, in particular, be alert to the potential need for early help for children who:

- are disabled and have specific additional needs;
- have special educational needs;
- are young carers;
- are showing signs of engaging in anti-social or criminal behaviour;
- are in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- are showing early signs of abuse and/or neglect.

It is important to be aware that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as a death or the birth of a new baby in the family, relationship problems between their parents/carers etc.

#### Physical Abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury. A delay in seeking

medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse include:

- Bruising in children who are not independently mobile
  - Bruising in babies
  - Bruises that are seen away from bony prominences
  - Bruises to the face, back, stomach, arms, buttocks, ears and hands
  - Multiple bruises in clusters
  - Multiple bruises of uniform shape
  - Bruises that carry the imprint of an implement used, hand marks or fingertips
- Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising.

Other signs of abuse may include:

- Cigarette burns
- Adult bite marks
- Broken bones
- Scalds

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

### Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, eg, in hospital or away from their parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, eg, sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm

Fear of parent being approached regarding their behaviour

### Sexual Abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas • Sexually transmitted diseases • Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour, eg, becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

### Neglect

Neglect can be a difficult form of abuse to recognise, yet has some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

Potential Indicators of On-line grooming and sexual exploitation

- Gathering personal details, such as age, name, address, mobile number, name of school and photographs
- Promising meetings with sports idols or celebrities that offer merchandise
- Offering cheap tickets to sporting or music events
- Offering material gifts including electronic games, music or software
- Paying young people to appear naked and perform sexual acts
- Bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on social networks and/or saying they know where the child lives, plays or goes to school
- Asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- Asking to meet children and young people offline
- Sending sexually themed images to a child, depicting adult content or the abuse of children
- Masquerading as a minor or assuming a false identity on a social networking site to deceive a child
- Using school or hobby sites to gather information about a child's interests and dislikes. Most social networking sites set a child's webpage/profile to private to reduce the risk of personal information being shared in a public area of the site.

How abuse might come to a worker's attention As well as the possible signs and indicators listed above, abuse may come to your attention via a disclosure from the child concerned, via another child or young person, or via a member of staff or concerned adult. For guidance on how to respond to disclosure of possible abuse please refer to section 7 of this document and the Code of Conduct document issued to all North Tyneside Music Education Hub, project management team, musicians, volunteers and Trustees.

#### Responding to signs or suspicions of abuse

It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

#### Reporting allegations or suspicions of abuse

Any concerns that North Tyneside Music Education Hub tutors or delivery partners have about a child should be reported as soon as possible to North Tyneside Music Education Hub designated safeguarding officer ..... the absence of the designated safeguarding officer concerns should be reported to NORTH TYNESIDE MUSIC EDUCATION HUB's Lead Julie Dorr on..... Should the concerns involve both the designated safeguarding officer and the Director, the report should be made directly to the Local Authority Designated Officer who is contactable through the Front Door. Suspicions must not be discussed with anyone other than those nominated above. A written record of any concerns must be made as soon as possible using the North Tyneside Music Education Hub Child Protection Procedures Record of Concerns Form This written record will be updated through any resulting investigation, with a detailed chronology of events and the contact details for the lead person in the relevant agencies (social care, police etc.) North Tyneside Music Education Hub Director & Trustees will support the designated safeguarding officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis The role of the designated safeguarding officer and Director is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the relevant Social Services Department. It is Social Services' role to investigate the matter

#### Referring the concerns to the relevant agencies

The designated safeguarding officer making the referral to Children's Social Care will clearly identify themselves, their agency and give details of where they can be contacted Provide as much basic information as possible including the name of the child, the age and date of birth of the child, ethnicity, religion, any specific communication needs, any disability issues, the parents/carers names, the child's current address and any known previous addresses State what has prompted the concerns, including details of any specific incidents or disclosure by the child State any physical, behavioural or indirect signs which support the concern and suggest that the child is at risk of, or suffering significant harm Give details of any conversations with the child relating to the concern Give details of any contact and conversations with the child's parents/carers relating to the concern Give details of any contact and conversations with the alleged abuser Give details of any other agencies or individuals consulted in relation to the concern Ensure that an accurate and detailed record is made of the concern and the referral using the North Tyneside Music Education Hub Child Protection Procedures Record of Concerns Form Follow up the referral in writing to the Children's Social Care Unit within 48 hours Maintain the record of the concern with information on the development of the investigation and ultimate outcome Contact Details North Tyneside Music Education Hub Designated Safeguarding Officer ..... North Tyneside Music Education Hub ..... Child Protection Helpline

It is the responsibility of the Safeguarding Officer to contact the relevant agencies within the local authority district where the suspected or alleged abuse took place and to liaise with them throughout any ongoing investigations. Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings. Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in North Tyneside Music Education Hub activities are aware of this possibility and that all allegations are taken seriously and appropriate action is taken. It is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer is reported immediately.

#### Support for the Reporter of suspected abuse

It is acknowledged that feelings generated by the discover that a member of staff, a project management team member, a musician, a voluntary committee member or Trustee is, or may be, abusing a child, will raise concerns amongst other staff and volunteers. This includes the difficulties inherent in reporting such matters. North Tyneside Music Education Hub will fully support and protect anyone who, in good faith and without malicious intent, reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

#### Types of investigation

Where there is a complaint of abuse against a member of staff, a project management team member, a musician, a voluntary committee member or Trustee, 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
- Consideration by an employer of disciplinary action in respect of the individual Civil proceedings may also be initiated by the person/family of the person who alleged the abuse. The results of the police and social services investigation may well influence the internal North Tyneside Music Education Hub disciplinary investigation.



## Action

If there are concerns the following action will be taken if there are genuine concerns about a member of staff or volunteer's behaviour:

### Poor Practice

- If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer and Hub Lead will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Safeguarding Officer or Hub Lead, or the matter has been handled inadequately and the concerns remain, it should be referred to North Tyneside Council. They will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff, a project management team member, a musician, a volunteer or Trustee should be reported to the Safeguarding Officer at the earliest opportunity
- The Safeguarding Officer will refer the allegation to the social services department of the relevant local authority who may involve the police, or will go directly to the police if the allegation is made out-of-hours
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department
- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made directly to the Hub Lead who is then responsible for taking the action outlined above Confidentiality The legal principle that the welfare of the child is paramount means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. Information will be handled and disseminated on a need to know basis only. This includes the following people:
  - The Safeguarding Officer
  - The Hub Lead
  - The parents or carers of the person who is alleged to have been abused
  - The person making the allegation
  - Social Services and/or police
  - The alleged abuser (and parents if the alleged abuser is a child) 20 Information will be stored in a secure place with limited access to designated people in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### Internal Enquiries and Suspension

North Tyneside Music Education Hub will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from delivering North Tyneside Music Education Hub work or acting as a volunteer or Trustee of the organisation pending further police and social services inquiries. Irrespective of these findings, North Tyneside Music Education Hub will assess all individual cases under the appropriate misconduct/disciplinary procedure to decide whether a member of staff or project management team member, a musician, a volunteer or Trustee can be reinstated and how this can be sensitively handled with other staff and volunteers. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases North Tyneside Music Education Hub will reach a decision based on the available information that could suggest, on

balance of probability, it is more likely than not that the allegation is true. The welfare of the children and young people with whom North Tyneside Music Education Hub works will always remain the paramount concern.

#### Support following the inquiry

Consideration should be given to what support may be appropriate to children, parents and members of staff. Use of help lines, support groups and open meetings with maintain an open culture and help the healing process. North Tyneside Music Education Hub will support the children, parents and North Tyneside Music Education Hub staff by providing details and information about these services.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.