

This document contains the policy and procedures for safeguarding children and vulnerable adults while attending Chiswick Saturday Music Centre

Last edited _____

Due to be reviewed _____

Confirmation of reading

I (full name).....confirm that I have been made fully aware of, understand and agree to the content of the safeguarding policy and procedures for Chiswick Saturday Music Centre (CSMC).

I confirm that I have never been barred from working with children or vulnerable adults and that there are no pending investigations that may result in a subsequent barring from working with children or vulnerable adults.

I confirm that should any investigations or enquiries regarding my involvement with children or adults at risk arise in the future, while I am working with CSMC, that I would inform the Designated Safeguarding Officer immediately.

Please complete the details below and return the form to our Designated Safeguarding Officer: Adelina Romeo or one of the trustees named on this document.

Teacher's signature:.....

Date:.....

Committee member's signature:.....

Date:.....

Chiswick Saturday Music Centre

Safeguarding Policy and Procedures

Legislation

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2023
- The Children Act 2004
- The Children Act 1989
- Public Interest Disclosure Act 1998

Mission Statement

- a. The Chiswick Saturday Music Centre (CSMC) is a Not for Profit Organisation. CSMC is run by parents and volunteers, and its aim is to bring together students and teachers for individual and group lessons. We recognise that committee members, teachers and parents have a full and active part to play in keeping children¹ and vulnerable adults² safe.
- b. CSMC is strongly committed to promoting the welfare of children and vulnerable adults. The Not for Profit Organisation's activities help meet the five key outcomes for children that are set as the framework for all children's services in the Children Act 2004:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- c. The purpose of the policy is:
 - To ensure safeguarding of children and vulnerable adults who attend CSMC.
 - To raise awareness of the need to safeguard those who are vulnerable.
 - To provide everyone with guidance on what to do should they suspect a child or a vulnerable adult may be experiencing harm or may be at risk of harm.
- d. This policy applies to all children and vulnerable adults attending CSMC, committee members, teachers, parents, volunteers and anyone working with CSMC.

1. Policy Statement

- It is a duty of all organisations working with children and vulnerable adults to ensure that:
- 1.1 The welfare of the child is paramount (this is the first duty set out in the Children Act 1989 (Child Protection)).
 - 1.2 All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
 - 1.3 All suspicions and allegations of abuse and poor practise will be taken seriously and responded to swiftly and appropriately.
 - 1.4 All paid freelance teachers must be appropriately police-checked.
 - 1.5 CSMC designates a member of its managing committee as responsible for child and vulnerable adult safeguarding, the "Designated Safeguarding Officer", whose name is set out in the Annex.
 - 1.6 The Designated Safeguarding Officer must be appropriately police-checked.
 - 1.7 Everyone has a responsibility to report concerns to the Designated Safeguarding Officer.

2. Designated Safeguarding Officer's responsibilities

- 2.1 Ensure all the teachers and members of the management committee are given a copy of this policy and procedures document.
- 2.2 Ensure all parents and carers of children attending CSMC are made aware of the child safeguarding policy and procedures by emailing them the document.
- 2.3 Ensure that teachers and the Designated Safeguarding Officer have been subject to Disclosure and Barring Service (DBS) and identity checks in accordance with these procedures.
- 2.4 Receive and record information when a child's safeguarding concern is reported.
- 2.5 Make further enquiries to clarify details or obtain more information regarding the concerns reported if appropriate.
- 2.6 Contact the charity NSPCC on 0808 800 5000 if advice is needed on the appropriate action.
- 2.7 Make formal referral to Social Care, London Borough of Hounslow, if there are concerns that a child might have been or is at risk of abuse. It is in the role of the child protection agencies and not any member of CSMC, to decide if a child has been abused or not.
- 2.8 Call the police on 999 if a crime is being or has been committed against a child or vulnerable adult, or if someone is in immediate danger.
- 2.9 Act on behalf of CSMC and its students to ensure fair treatment in the event of an accusation.

- 2.10 Ensure, with the help of committee member(s) where appropriate, that all misunderstandings are resolved in a fair and satisfactory manner.
- 2.11 Ensure that all records relating to child safeguarding are kept confidentially and securely.
- 2.12 Ensure that all relevant individuals complete and sign the 'Confirmation of reading form'

3. Responding to a disclosure from a child or a vulnerable adult.

- 3.1 All members of the committee and teaching staff will follow these procedures to respond to a child or a vulnerable adult who discloses actual or potential abuse.
- Stay calm and listen to what is said.
 - Allow the child or the vulnerable adult to continue at his/her own pace.
 - Reassure the child or the vulnerable adult that he/she has done the right thing in telling you.
 - Explain to the child or the vulnerable adult that you will need to share the information and with whom. Do not promise to keep secrets.
 - Do not investigate. It is the responsibility of the competent authority to investigate and not yours.
 - Contact the Designated Safeguarding Officer.
 - At the time or as soon as possible afterwards record in writing what was said, using the child's or the vulnerable adult's own words, and actions taken.
 - Sign and date the record.

4. Allegations against teachers or other adults

- 4.1 If an allegation is made by a child or a vulnerable adult against an adult involved in CSMC, the person receiving the allegation must inform the Designated Safeguarding Officer immediately.
- 4.2 All teachers should be aware of their duty to raise any concerns regarding the behaviour or actions of colleagues to the Designated Safeguarding Officer.
- 4.3 If the allegation made concerns the Designated Safeguarding Officer, the chair or another member of the committee must be informed. He/she must contact Social Services at London Borough of Hounslow if there are any concerns that the child has been or is at risk of abuse or there is any doubt regarding the correct course of action.

5. Physical intervention

- 5.1 Teachers should not, in general, touch students except where it is necessary in instructing them in an instrument or in coaching their singing.
- 5.2 Adults must only use physical intervention as a last resort to prevent injury to the student and at all times must be the minimal force necessary.
- 5.3 An exception to this would be in a personal care or medical emergency. Where possible an adult of the same sex as the child or the vulnerable adult will be asked to give assistance.
- 5.4 Any incident where physical restraint is used must be reported immediately to the Designated Safeguarding Officer.

6. Parent responsibilities

- 6.1 Parents, carers or the responsible adults for the child/ren or the vulnerable adult/s recognise that CSMC lessons take place in the Chiswick School Building at the same time as other organisations so permitted by Chiswick School business management department. The operation of the building and of the other organisations are outside CSMC's control.
- 6.2 Parents, carers or the responsible adults for the child/ren or vulnerable adult/s are responsible to accompany the child/ren or the vulnerable adult/s to and from the music lessons. They should wait between lessons and supervise their child/ren or vulnerable adult/s all the time whilst in the Chiswick School premises.
- 6.3 Teachers and committee members are not able to accompany or supervise child/ren or vulnerable adult/s between lessons.
- 6.4 CSMC will generally not accept children younger than six years as pupils.

7. Teacher recruitment

- 7.1 All applicants for teaching posts must provide the following information, to be checked and confirmed by a committee member, who should then record and date that this has been completed:
 - Full name including any former names used.
 - Documentary evidence that verifies their identity (valid passport or full UK driving licence).
 - Details of any relevant qualifications.
 - Professional and character references, one being from the applicant's current or most recent employer (or temporary deputies, a reference from a committee member or permanent teacher).
 - A valid DBS not more than 3 years old or a DBS registered with the DBS Update Service.

- When the applicant doesn't have a valid DBS, he/she will be required to sign a declaration that he/she has no convictions, cautions or bind overs. CSMC will apply for the DBS on the behalf of the applicant.
- The applicant will be required to sign "Confirmation of reading".

8. DBS - Disclosure and Barring Service

- 8.1 All teachers and the Designated Safeguarding Officer must be cleared for working with children by the Disclosure and Barring Service (DBS)
- 8.2 Anyone with DBS clearance more than 3 years old must obtain a renewed check.
- 8.3 Should any investigations or enquiries regarding any involvement with children or adults at risk arise while the teacher is working with CSMC, he/she must inform the Designated Safeguarding Officer immediately.
- 8.4 A record will be kept of the date the DBS disclosure was obtained and the unique reference number. No copies or further details of the disclosure will be kept.

9. Confidentiality

- 9.1 CSMC recognises that matters relating to child or vulnerable adult safeguarding are confidential and information on children, vulnerable adults and staff will only be shared with those who have a need to know it.

Annex

A. Designated Safeguarding Officer: Adelina Romeo; email address: a_shakaj@yahoo.co.uk; mobile number: 07740382893.

B. Documents that can be used as proof of address and identity

Where proof of identity is required you need to send two different documents - one from each list below:

Proof of identity: list of acceptable documents

- current, valid full passport (certified copies must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
- current, valid full UK photo-card driving licence with signature or 'old style'
- driving licence
- current, valid UK photo-card provisional licence
- Northern Ireland Voter's Card showing your current address
- Armed Forces ID Card
- Residence permit showing your full name and current address. This is issued by the Home Office to non-EU Nationals on sight of your own country's passport. firearms certificate or shotgun licence
- HM Revenue & Customs (Inland Revenue) tax document eg. tax assessment,
- statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable
- original notification letter from the relevant benefits agency confirming the right to benefits or state pension

Proof of address: list of acceptable documents

- household utility bill (eg gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address
- current, valid full UK photo-card driving license with signature
- Provisional licenses are not acceptable as proof of address
- bank, building society or credit card statement. It must be no more than three months old and show your name and current address
- local authority tax bill (e.g. council tax) valid for the current year
- local authority rent book
- solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed)
- HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable
- original notification letter from the relevant benefits agency confirming the right to benefits or state pension
- Northern Ireland Voter's Card showing your current address.