

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

Last edited: July 2017

Due to be revised: July 2020

Legislation – The principal pieces of legislation governing this policy are:

Working together to safeguarding children 2010

The Children Act 1989

The Children Act 2004

Public Interest Disclosure Act 1998

The Police Act – CRB 1997

Confirmation of reading (to be completed by teachers)

I.....confirm that I have been made fully aware of, and understand the contents of the safeguarding policy and procedures for Chiswick Saturday Music Centre charity.

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 either children or vulnerable adults.

I confirm that should any investigations or enquiries regarding my involvement with children or vulnerable adults arise in the future, while I am working on behalf of CSMC, that I will inform the safeguarding officer immediately.

Please complete the details below and return the form to our safeguarding officer:
Adelina Romeo or one of the trustees.

Teacher's Name :

Teacher's Signature :

Date :.....

Chiswick Saturday Music School Mission Statement

- 1.1 The Chiswick Saturday Music Centre (CSMC) is run by parents 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 children and vulnerable adults safe.
- 1.2 CSMC is strongly committed to promoting the welfare of children. 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
- 1.3 The purpose of the policy is:
- To provide protection for the 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 vulnerable adult may be experiencing harm or may be at risk of harm.
- 1.4 This policy applies to all children and vulnerable adults attending CSMC, committee members, teachers, parents and anyone working on behalf of CSMC.

2 Policy Statement:

- It is a duty of all organisations working with children¹ to ensure that:
- 2.1 The welfare of the child is paramount (this is the first duty set out in the Children Act 1989 (Child Protection)).
- 2.2 All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- 2.3 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 2.4 All staff (paid/unpaid) must be appropriately police-checked, trained and supervised to work with children.
- 2.5 All suspicions and allegation of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- 2.6 CSMC has a member of the committee responsible for child protection, the "Designated Officer", whose name and contact details are set out in the Annex.

¹ For this policy, children are defined as any person up to the age of 18.

- 2.7 Everyone has a responsibility to report concerns to the Designated Officer.

3 Designated Officer's responsibilities

- 3.1 Ensure all the teachers and members of the management committee are given a copy of the policy and procedures.
- 3.2 Ensure all parents and carers of children attending CSMC are made aware of the child safeguarding policy and procedures.
- 3.3 Ensure that teachers and the designated officer have been subject to **Disclosure and Barring Service (DBS)** and identity checks in accordance with these procedures.
- 3.4 Receive and record information when child safeguarding concerns are reported.
- 3.5 Make further enquires to clarify details or obtain more information regarding the concerns reported if appropriate.
- 3.6 Make formal referral to Social Care, London Borough of Hounslow, if there are concerns that a child has been or is at risk of abuse; consult them if they have any doubt regarding the correct course of action – it is in the role of the child protection agencies, not any member of CSMC, to decide if a child has been abused or not.
- 3.7 Act on behalf of CSMC and pupils to ensure fair treatment in the event of an accusation.
- 3.8 Ensure, with the help of committee member(s) where appropriate, that all misunderstandings are resolved in a fair and satisfactory manner.
- 3.9 Ensure that all records relating to child protection are kept confidentially and securely.

4 Parent responsibilities

- 4.1 Parents recognise that CSMC takes 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 buildings and of the other organisations are outside CSMC's control.
- 4.2 Parents are responsible to accompany the children to and from the music lessons. They should wait between lessons and supervise their children all the time whilst in the Chiswick School premises. Teachers and committee members are not able to accompany or supervise children between lessons.
- 4.3 CSMC will generally not accept children younger than seven years as pupils.
- 4.4 CSMC recommend that while waiting for lessons, children and parents wait in the seating area in the outside the main office. Alternatively, they may wait outside the building. Children are not permitted to play in any other corridors or spaces.

5 Responding to a disclosure from a child

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

6 Allegations against teachers or other adults

- 6.1 If an allegation is made by a child, the person receiving the allegation will immediately inform the Designated Officer.
- 6.2 All teachers should be aware of their duty to raise any concerns regarding the behaviour or actions of colleagues to the Designated Officer.
- 6.3 If the allegation made concerns the Designated Officer, another member of the committee should be informed, who will contact Social Services, 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.

7 Physical intervention

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

8 Teacher recruitment

- 8.1 All applicants for teaching posts, including temporary deputies, must provide the following information, to be checked and confirmed by a committee member:
- Full personal information, including any former names used.

- Documentary evidence that verifies their identity (valid passport or full UK driving licence).
- Details of any relevant qualifications.
- A declaration that the applicant has no convictions, cautions or bindovers, or details of such in a sealed envelope.
- 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.

9 DBS - Disclosure and Barring Service

- 9.1 All teachers and the Designated Officer must be cleared for working with children by the Disclosure and Barring Service (DBS)
- 9.2 Anyone with DBS clearance more than 3 years old must obtain a renewed check.
- 9.3 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.

10 Confidentiality

- 10.1 CSMC recognises that matters relating to child protection are confidential and information on children and staff will only be shared with those who have a need to know it.

Annex

A. Designated Officer Name: Adelina Romeo

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