



# LEWISHAM MUSIC SAFEGUARDING POLICY

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**ARTS COUNCIL  
ENGLAND**

# LEWISHAM MUSIC SAFEGUARDING POLICY

*Terms used in this policy:*

**Lewisham Music (LM)**, registered charity number 1169721, the lead music education hub organisation for the London Borough of Lewisham.

**DBS** Disclosure and Barring Service

**DfE** Department for Education

**DO** Designated Officer for safeguarding for the local authority

**DSL** Designated Safeguarding Lead

**LA** Local Authority

**LSCP** Lewisham Safeguarding Children Partnership (formerly LSCB)

**MASH** Multi-Agency Safeguarding Hub

## **APPENDICES**

The following appendices give important additional information and should be considered part of this policy:

**APPENDIX 1: The Designated Safeguarding Team**

**APPENDIX 2: What to do if you're worried about a child (in school)**

**APPENDIX 3: What to do if you are worried about a child (out of school)**

**APPENDIX 4: Recognising the signs and symptoms of abuse; Safeguarding issues**

**APPENDIX 5: Radicalisation and Extremism**

## **INTRODUCTION**

Lewisham Music is committed to ensuring its activities take place within a safe and secure environment for children, staff, volunteers and visitors. We also seek to promote a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

## **POLICY STATEMENT**

Lewisham Music believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

*We recognise that:*

- The welfare of the child, young person or vulnerable adult is paramount
- All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief or lack thereof, sexual orientation or identity have the right to learn in a safe environment, and receive equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All our staff and volunteers need to be carefully selected and trained and accept responsibility for safeguarding all children, young people and vulnerable adults they come into contact with.

## **POLICY AIMS**

*The aim of this policy is to:*

- Provide protection for the children, young people and vulnerable adults who receive Lewisham Music's services
- Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm
- Establish a culture of vigilance and awareness about child protection issues amongst staff, volunteers, parents, pupils and adults
- Ensure Lewisham Music staff and associate practitioners observe statutory requirements in respect of Safeguarding and that they safeguard the welfare and wellbeing of all pupils in all settings, including schools, out of school projects, live events, holiday courses and educational trips and tours
- Ensure staff are developing their professional practice in their awareness of key issues and that they are adopting working practices, behaviours and attitudes that support and promote children's safety and wellbeing
- Share information about child protection and good practice with stakeholders; support a culture of safeguarding, building resilience and a collective responsibility for the safety and well-being of others in which it is recognised that safeguarding is '**everyone's responsibility**'
- Clearly demonstrate our organisational commitment to a 'child-centred' approach in all Lewisham Music's Safeguarding
- Promote a culture of trust amongst pupils, adults, parents and carers, partners and stakeholders by setting out our procedures to identify and support children at risk and to respond to concerns and disclosures

This policy is mandatory for anybody working for or on behalf of Lewisham Music meaning all staff (including staff working on short-term contracts and permanent contractors), and volunteers including the Board of Trustees. The policy must be applied whenever there is a concern about a child, young person or vulnerable adult or about the behaviour of an adult.

We will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Ensure the use of safer recruitment practices to deter and prevent unsafe adults from abusing positions of trust; conducting robust recruitment and selection processes including the necessary safety checks in respect of references, declarations and DBS checks
- Reporting to Social Services any suspicion that a child, young person or vulnerable adult has suffered, is suffering, or is at risk of suffering abuse or neglect
- Providing effective management for staff and volunteers through supervision, support and training including guidance on what to do if an individual is worried about a child or young person

**This Policy will be reviewed at least once a year.**

## **ORGANISATION AND RESPONSIBILITIES**

### **Trustees**

LM Trustees will fully understand and participate in the culture of safeguarding.

The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. In fulfilling their duty of care to Lewisham Music, Trustees need to take steps to safeguard and take responsibility for the children with whom Lewisham Music works.

*This means:*

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- responding appropriately to allegations of abuse.

Trustees will regularly review and monitor Safeguarding policies and procedures and are also responsible for informing the Charity Commission of any serious incidents. There will be a nominated Trustee with specific responsibility for Safeguarding. Currently for Lewisham Music, the nominated Trustee is Collin Hills.

### **Chief Executive**

*The Chief Executive is responsible for:*

- The implementation, maintenance, monitoring and review of this Policy, across Lewisham Music
- Leading by example in actively promoting safeguarding practices in Lewisham Music
- Overseeing and/or creating and delivering Safeguarding training for all staff
- Acting as Designated Safeguarding Lead
- Overseeing all elements of Safeguarding practice
- Ensuring all Safeguarding policies are displayed publicly.

### **All Employees**

*All employees are responsible for:*

- Making sure they understand the part they play regarding safeguarding children, young people and vulnerable adults
- Understand the policies and procedures of both Lewisham Music and schools/ organisations they work with on behalf of Lewisham Music
- Co-operating with managers in following the safeguarding arrangements set out in this policy
- Maintaining an attitude of *'it could happen here'* where safeguarding is concerned
- Reporting any suspicions of abuse or neglect to a Designated Person
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children, young people or vulnerable adults
- Continuing to raise concerns and advocate for the wellbeing of the child, young person or vulnerable adult if situations don't improve.

### **Finance & Operations Manager**

*The Finance & Operations Manager is responsible for:*

- Maintaining a Single Central Record (SCR) for all our staff members and Trustees. Details are kept in accordance with the requirements as set out in *Schedule 2* of the [School Staffing \(England\) Regulations 2009](#)
- Keeping records of concerns raised against a member of staff or volunteer on their staff file
- To refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk/harm to a child.

- Overseeing Safer Recruitment for all staff, volunteers and Trustees.

### **Designated Safeguarding Lead**

*The Designated Safeguarding Lead is responsible for:*

- Responding in a timely manner to any suspected abuse allegations
- Keeping written records in line with LM's Data Protection Policy
- To refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk/harm to a child
- Liaise with the Local Authority Designated Officer if/when workforce allegations arise
- Overseeing Safer Recruitment for all staff, volunteers and Trustees
- Referring a case on to social services to the Police where necessary
- Liaising with the Trustee with responsibility for Safeguarding -and The Board overall- with regards to all Safeguarding matters
- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners and lead on inter-organisational working with regards to Safeguarding
- Work with Headteachers and other Designated or Deputy Designated Safeguarding Leads within Lewisham schools
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Ensuring that child protection files are kept up to date and secured securely.

### **Working in Partnership**

- Lewisham Music will cooperate and coordinate with all organisations it works in partnership with, to safeguard the children, young people and vulnerable adults it has contact with.

### **Local Safeguarding Children Partnership**

Lewisham Music comes within the remit of [Lewisham Safeguarding Children Partnership](#) (formerly known as Lewisham Safeguarding Children Board).

[London Safeguarding Children Partnership](#) (formerly known as London Safeguarding Children Board) has published child protection procedures for the City of London and the 32 London Boroughs.

### **POLICY CONTEXT**

This policy draws upon the principles of the *Every Child Matters* agenda, duties conferred by the *Children Acts* (1989 and 2004), S175/157 of the 2002 Education Act, the *Education & Inspections Act* 2006, the *Childcare Act* 2006 and the *Childcare (Disqualification) Regulations* 2009, the guidance contained in *Working Together to Safeguard Children* (DfE, July 2018) and *Keeping Children Safe in Education* (DfE, September 2021) as well as procedures and protocols recommended by the Lewisham Safeguarding Children Partnership (LSCP). It also draws on guidance in the *Care Act*, 2014. See **Appendix 3** for references.

The policy cross-references with other key LM documents including our *Safeguarding Staff Code of Conduct*, *Safer Recruitment Policy* and policies for Saturday and out of school programmes that set out procedures and expectations for pupil behaviour, parent/carer responsibilities, and health and safety.

This policy is applicable to all LM activities taking place in schools and under the direction of schools (where the responsibility for children's safeguarding lies with the school), and to LM out-of-school activities undertaken by pupils whilst they are the responsibility of LM (for example, after-school ensembles and lessons, Saturday Music Centre, activities at the Fellowship such as projects and holiday courses, and live events).

**At the start of each academic year, and/or on appointment, all members of staff are required to sign a Safeguarding Declaration Form which states that they have read and understood this policy document and the appendices, as well as *Keeping Children Safe in Education (Part One and Annex A)* and *LM's Safeguarding Staff Code of Conduct*.**

### **SAFER RECRUITMENT**

Safeguarding the children, young people and vulnerable adults who Lewisham Music have contact with is carefully considered at the recruitment stage. All staff, volunteers and trustees are required to attend an interview and provide references, as detailed in the Lewisham Music's recruitment, selection and induction procedures.

A Disclosure and Barring Service (DBS) check will also be obtained for staff, Trustees and volunteers undertaking regulated activity. Eligibility to apply for a DBS check and the appropriate level of check is explained in the [DBS Guidance](#). A repeat DBS check will be obtained every three years for all eligible employees, volunteers and Trustees.

During interview all candidates will be asked to show photo ID to prove their identity and will be questioned regarding their understanding of Safeguarding and how that might be a consideration in the role they are applying for. Selection and interviews appointments are conducted by a recruitment panel that will include at least one person who has successfully completed safer recruitment training.

Where appropriate, Overseas Checks will be conducted for employees who have lived abroad.

No staff member or Trustee can work for LM until a DBS clearance has been received, and all staff members and Trustees will be immediately suspended from their duties if their DBS clearance has expired. If they fail to comply with renewal of their enhanced DBS certificate, or fail to do so in a timely manner, this may constitute a disciplinary matter under LM policy.

### **Volunteers**

Volunteers involved in regulated (unsupervised) activity require an enhanced DBS with barred list information and need to provide details of two referees. For volunteers undertaking supervised activity (e.g. helping during trips and/or concerts), LM managers will undertake a risk assessment and use their professional judgement when deciding whether to obtain an enhanced DBS certificate for this volunteer. Volunteers will be required to observe the same code of conduct as paid LM employees.

### **RESPONDING TO SAFEGUARDING CONCERNS**

Lewisham Music believes that victims should be taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, neglect, sexual violence or sexual harassment.

*Staff and volunteers may become concerned about a person in several ways:*

- A child, young person or vulnerable adult may tell (disclose) that they or someone else has been or is being abused
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

***In all cases the following procedures must be followed.***

*When a child, young person or vulnerable adult wants to confide in you:*

- Stay calm and listen carefully to them
- Show them that you take what they are saying seriously
- Encourage the child, young person or vulnerable adult to talk, but do not interrupt whilst they are recalling events
- Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat their account
- Do not promise to keep the information secret. Explain that you have to pass the information on to those who can help. Tell the child, young person or vulnerable adult what you are going to do next
- Do not confront any alleged abuser
- As soon as you can, write down what the young person has said, using the child's own words
- Report to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the shift/day.

Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them. You should still report this to the Designated Safeguarding Lead so that they are aware that the child may have something to disclose.

If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter or specialist can be identified.

*If you become concerned about a child, young person or vulnerable adult (due to the young person's behaviour, presentation or other reason):*

- Do not trivialise or dismiss your concerns
- If the behaviour may be sexually harmful to other young people do not explain it away as 'normal'
- Report your concerns to your Designated Safeguarding Lead as soon as you can, and definitely before the end of the shift/day.

Information that may seem trivial can frequently form the missing piece of the puzzle and lead to protective action being taken.

Children, young people or vulnerable adults who display sexually harmful behaviour need to have an assessment of their needs, including the possible need for protection.

*If you become concerned about the behaviour of an adult:*

- It is very important you do not ignore or dismiss suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation.

- Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be conclusively shown that the concerns were raised maliciously.

*If a parent, carer or other member of the public tells you of their concerns about a young person or the behaviour of an adult:*

- Do not leave it to them to make their own referral to social care services or the Police
- Take adequate details about their concern and the identity of the young person
- Report your concerns to the Designated Safeguarding Lead as soon as you can, and definitely before the end of the shift/day.

Concerns raised by members of the public should always be taken seriously and where necessary Lewisham Music should take responsibility to make the referral to social care services.

**If you are dissatisfied with the response to any of your concerns above, raise these again with the Designated Safeguarding Lead. If you are unable or unwilling to do this you can approach a Deputy Designated Safeguarding Lead, Trustee or the [LADO](#) (Local Authority Designated Officer) for Lewisham.**

#### **DESIGNATED SAFEGUARDING LEAD**

- Lewisham Music have a Designated Safeguarding Lead and two Deputy Designated Safeguarding Leads (see Appendix 1)
- Staff who have safeguarding concerns must raise these with a DSL/Deputy-DSL, and should only make a direct referral to any outside agency in an emergency. Referrals to outside agencies will usually be made by the DSL
- Lewisham Music's DSL co-ordinates LM's response to safeguarding issues and is the first point of contact for external or partner agencies pursuing Child Protection investigations
- The DSL is responsible for implementing LM's statutory responsibilities for Safeguarding. The DSL is required to be aware of all local Safeguarding Child Partnership procedures and government directives on changes in safeguarding policy, and to ensure guidance is disseminated to LM staff and trustees, with policies and procedures updated regularly and as required.

#### **TRAINING**

All Lewisham Music staff members (and the Safeguarding lead from the Board of Trustees) are required to complete Level 1 Safeguarding training annually, or Level 2 Safeguarding training bi-annually. DLS and Deputy DSLs are trained to Level 3. From September 2021 onwards, all staff will be ideally be expected to undertake Level 2 training bi-annually, with the online/Level 1 option an alternative option if needed (which needs renewing annually)

The Level 2 training sessions will be led by the Chief Executive, usually at the start of the new academic year. The comprehensive course will also cover important topics such as FGM (Female Genital Mutilation), CSE (Child Sexual Exploitation, and Extremism and Radicalisation (PREVENT), which sometimes are treated as individual training units.

All attendees will receive a certificate of attendance and may use this to prove to other organisations that they have undertaken Safeguarding training. Likewise, appropriate Level 2 Safeguarding training from a respected organisation may be accepted by the DSL in lieu of attendance at a Lewisham Music course.

Lewisham Music will hold dates of attendance on file and will remind staff when they are due to refresh their training (at least every 2 years).

As well as being trained to Level 3, the Chief Executive will act as the organisational 'Champion' for specific issues such as FGM, CSE and Extremism and Radicalisation, attending regular additional training on these subjects and taking part in local forums.

### **ANNUAL SAFEGUARDING DOCUMENTATION**

Annually (at the start of each academic year), all Lewisham Music staff, volunteers and Trustees must read:

- *Keep Children Safe in Education (DfE) Part One (for all those working directly with children and young people) or Annex A (for those not working directly with children and young people).*
- Lewisham Music's Safeguarding Policy
- Lewisham Music's Safeguarding Staff Code of Conduct

and must sign a declaration declaring that they have read the documentation and understand their Safeguarding responsibilities.

***This documentation will be updated annually by the Chief Executive.***

This documentation is supported and complemented by the following Lewisham Music policies which can be found on the [policies section of our website](#):

- Complaints Policy
- Health & Safety Policy
- Safeguarding Staff Code of Conduct
- Safer Recruitment Policy
- Staff Handbook
- Whistleblowing Policy
- Behaviour Policy
- Essential Information for Pupils, Parents and Carers (Saturday Music Centre)
- Essential Information for Pupils, Parents and Carers (After School Groups, Projects, Live Events and Holiday Courses)
- Photographic Consent Policy

### **WORKING WITH PARTNER AGENCIES**

Working with partner agencies is a key part of our work to ensure that we keep children and young people in Lewisham safe. When the safety of a young person involves multiple agencies/organisations, it is important that there is clarity of responsibility for different aspects of Safeguarding between the parties.

The DSL and Deputy-DSLs will be responsible for cross-organisational working on behalf of Lewisham Music.

### **EXTERNAL ORGANISATIONS**

Lewisham Music will only work with external providers and/or Hub partner or associate organisations that can demonstrate effective vetting of their staff and have appropriate and rigorous Safeguarding procedures in place. LM will seek written confirmation that appropriate Safeguarding checks have been carried out on any individuals from external organisations involved in any LM partnership regulated activities involving children and young people. External staff involved in a programme or project will be checked against photographic identification provided in advance by their organisation or by themselves if they are a self-employed contractor. External staff taking part in an out of school programme on a permanent or temporary basis will be expected to sign a self-declaration that they have read and adhere to this policy. We will report any misconduct of external staff to the organisation concerned and, if necessary, to the Local Authority Designated Officer.

## **CONCERNS ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF, VOLUNTEER OR TRUSTEES**

We take seriously all complaints made against members of staff or volunteers. Our Whistleblowing, and Complaints policies set out procedures whereby pupils, parents, volunteers and staff can share any concerns that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Chief Executive.

*These procedures should be used in respect of all cases where it is alleged that a person who works with children, young people or vulnerable adults has, in connection with the person's employment or voluntary activity:*

- behaved in a way that has or may have harmed a child, young person or vulnerable adult
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult
- behaved towards a child, young person or vulnerable adult in a way that indicates he or she may pose a risk of harm.

If the concern is not connected to the person's employment or work activity with Lewisham Music, these procedures may also apply.

It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation.

*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 social services about whether a child, young person or vulnerable adult needs protection or additional support/services
- consideration by an employer or regulatory body of action in respect of the individual.

If there is an immediate risk, appropriate actions may need to be taken by the member of staff e.g. urgent involvement of police; suspension of a member of staff and their removal from Lewisham Music premises (or hired external premises where Lewisham Music activity is undertaken); securing evidence; urgent medical attention.

Any allegation or concern which arises should be reported immediately to the Designated Safeguarding Lead who will then follow the procedures set out in relevant guidance.

Where staff receive an allegation against someone from another organisation, this should be reported to the Designated Safeguarding Lead.

The Chief Executive will act in relation to any complaints, allegations or accusations in accordance with LM's procedures and report the matter to the Board of Trustees. Where appropriate, the Chief Executive will report concerns to the Local Authority Designated Officer (LADO) and/or the Police.

If your concerns about a Deputy Designated Safeguarding Lead, you should speak to the Chief Executive. If you have concern are about the Designated Safeguarding Lead (i.e. the Chief Executive) or Lewisham Music's safeguarding policy and procedures in general, please speak to Lewisham Music Trustees or the [LADO](#) (Local Authority Designated Officer) for Lewisham.

## **CONFIDENTIAL INFORMATION AND RETAINING RECORDS**

All children, young people and vulnerable adults and their families, are entitled to their privacy. However, where there are concerns about the safety or welfare of a child, young person or vulnerable adult, those concerns and the

necessary personal information will need to be shared with those who can make decisions about action to safeguard the child, young person or vulnerable adult. This may include other agencies, organisations and or the child/young person's school or college.

There is nothing in any legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child, young person or vulnerable adult, or where a criminal act may be, or may have been committed. **Fears about sharing information must not be allowed to stand in the way of the need to safeguard, protect and promote the welfare of children and young people.**

Employees should make written notes at the earliest opportunity, and these should be passed to the Designated Safeguarding Lead. The Designated Safeguarding Lead must keep all written documents relating to a safeguarding issue in a secure place. There is a secure folder for all electronic documents. Records will be kept separate from other pupil records, and will only be accessible by the DSL or Deputy-DSLs.

These detailed records should be kept until Lewisham Music is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult i.e. partner agencies, social services or the Police. A chronology of decisions made and actions taken can then be kept on file, once the detailed records are deleted or destroyed. This record should be held for 50 years.

More information can be found in the government document *Working Together to Safeguard Children 2018*. Where concerns have been raised about a member of staff, Trustee or a volunteer and these relate to behaviour that has harmed, or may have harmed a child, young person or vulnerable adult; possibly committed a criminal offence against, or related to a child, young person or vulnerable adult; or behaved in a way that indicates that they are unsuitable to work with children, young people or vulnerable adults, then:

- The Chief Executive must be informed
- The Designated Safeguarding Lead receiving the information must follow the procedures outlined in the official guidance
- A clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached, will be recorded
- This record will be kept in the person's confidential personnel file and a copy should be given to the individual
- Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for ten years if that is longer

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS disclosure reveals information from the Police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

#### **DISCLOSURE AND BARRING SERVICE (DBS)**

*Lewisham Music have a duty to refer to DBS any employees or volunteers who have been dismissed, redeployed, retired/redundant or resigned where Lewisham Music believe that this person has either:*

- Engaged in relevant inappropriate conduct or
- Satisfied the harm test or
- Received a caution for, or been convicted of, a relevant offence

*(as defined in the Safeguarding Vulnerable Groups Act 2006).*

The Business & Operations Manager is responsible for making this referral to DBS and they or the Chief Executive must inform the Trustee with responsibility for Safeguarding.

The Trustee with responsibility for Safeguarding is responsible for notifying the Charity Commission of any serious incidents relating to Safeguarding in line with the Charity Commission's Reporting Serious Incidents Policy.

### **WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

It is our policy to work in partnership with parents or carers to secure the best outcomes for children. We will therefore communicate as clearly as possible our commitment to safeguard children and to promote their welfare and well-being:

- We will use clear statements in our brochures and websites
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families if required and appropriate
- We will be alert to the needs of parents/carers who do not have English as their first language
- We will keep parents informed of our procedures through making our policies available on our website
- We will thoroughly investigate parental complaints and consider the implications of any findings for the development of our policies and procedures
- In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are our responsibility, parents will be notified as soon as possible. Accident and Incident Report forms as required will be completed by LM staff
- Parents/carers and schools will normally be contacted before a referral is made to the MASH. However, if the concern involves alleged or suspected sexual abuse or the DSL has reason to believe that informing the parent at this stage might compromise the safety of the child or an adult, nothing will be said ahead of the referral
- Confidential or personal information about a pupil and or their family will never be disclosed to anyone other than on a 'need to know' basis. Such information about pupils must be held securely and not held any longer than necessary.

The LM code of conduct documents for parents and carers sets out expectations and requirements in relation to the provision of programmes at the Saturday Music Centre and those that take place out of school hours. The Pupil Practice Diary sets out guidance on how parents and carers can support their children's learning at home.

### **SAFETY ON EXTERNAL PREMISES USED BY LEWISHAM MUSIC**

- Entry to premises used by LM will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors will be logged into and out of the premises by LM or premises members of staff. Unidentified visitors will be challenged by staff or reported to the relevant lead member of staff. Internal doors must always be able to be opened from the inside but in secondary schools may be card-only entry from the outside
- LM staff will cooperate with premises regulations. Our managers complete a premises checklist for all hired premises (see LM Health & Safety Policy) and will ensure premises staff are aware of our procedures
- The presence of intruders and suspicious strangers seen loitering near hired premises or approaching pupils will be reported to the DSL, premises management staff and/or the Police

- Staff members are required to wear Lewisham Music lanyards at all times whilst they are working for LM in schools and community settings
- A risk assessment is completed for each setting in which regular out of school activities take place as well as for all projects and live events.

### **PHOTOS, VIDEOS AND RECORDINGS**

From time to time we record images of our activities. These may be undertaken as part of the curriculum, extra-curricular activities, for publicity, or to celebrate achievement. An image of a child is personal data and it is, therefore, a requirement under *General Data Protection Regulation* law (May, 2018) that consent is obtained from the parent/carer of a child for any images made such as those used for websites, productions or other purposes. We provide information for schools about consent and use of any images taken in its projects and events. This has implications for and includes any requests from parents or families to video or photograph a performance. Still and moving images of pupils should not be taken or recorded on personal cameras or equipment. It is also important to consider the wishes of the child, remembering that some children do not wish to have their photograph taken.

When using a photograph the following guidance will be followed:

- If the photograph is used, we will avoid naming the pupil
- Images will be securely stored and used only by those authorised to do so
- Images will not be stored on personal equipment
- We will be clear about the purpose of the activity and about what will happen to the photographs when the activity is concluded
- We will ensure that parents, carers and supervising staff are aware that the photography/image equipment is being used and for what purpose
- We will not take, display or distribute images of pupils unless we have consent to do so
- Parents, carers or relatives may only take still photographic or video images of pupils involved in LM activities with our prior consent and then only in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

# APPENDIX 1

## THE LEWISHAM MUSIC DESIGNATED SAFEGUARDING TEAM

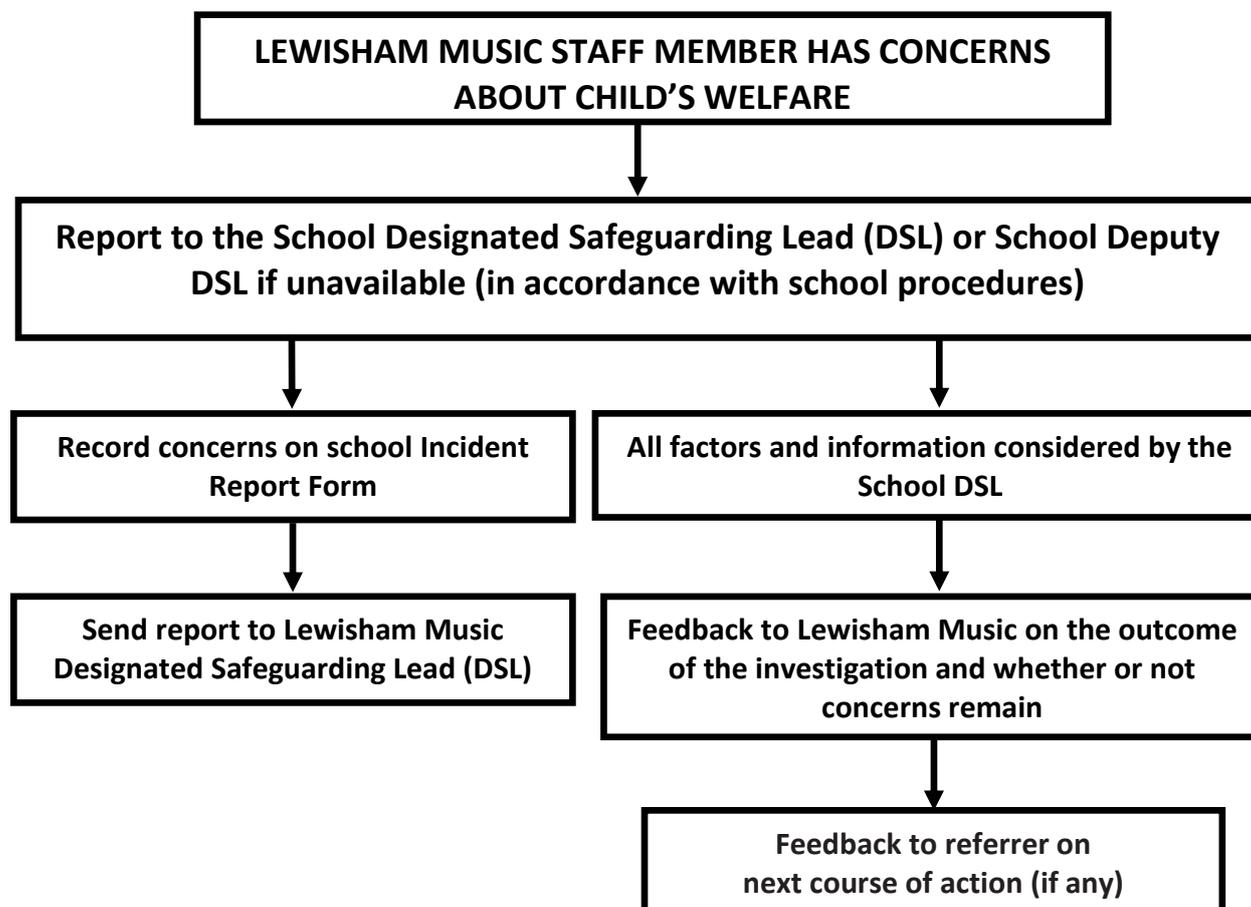
Name	Role	Responsibility	Contact
<b>Charly Richardson</b>	Chief Executive	<b>Designated Safeguarding Lead (DSL)</b> for LM; responsible for all organisational policies and procedures, including Safer Recruitment.	<a href="mailto:charly.richardson@lewishammusic.org">charly.richardson@lewishammusic.org</a> <b>07525671341 (weekday office hours)</b> <b>07966155453 (evenings and weekends)</b>
<b>Keith Sykes</b>	Community Music Manager	<b>Deputy Designated Safeguarding Lead (DSL)</b> , especially for out-of-school/community settings	<a href="mailto:keith.sykes@lewishammusic.org">keith.sykes@lewishammusic.org</a> <b>07588036004</b>
<b>Sarah Plummer</b>	Schools Music Leader	<b>Deputy Designated Safeguarding Lead (DSL)</b> , especially for school settings.	<a href="mailto:sarah.plummer@lewishammusic.org">sarah.plummer@lewishammusic.org</a> <b>07710 705056</b>
<b>Emma Chalk</b>	Business Manager	Responsibility for Safer Recruitment, DBS, references.	<a href="mailto:emma.chalk@lewishammusic.org">emma.chalk@lewishammusic.org</a> <b>020 3637 8088</b> <b>07710 387896</b>
<b>Paul Brown</b>	Head of Saturday Centre	<b>Designated Safeguarding Lead (DSL)</b> for Saturday Music Centre.	<a href="mailto:paul.brown@lewishammusic.org">paul.brown@lewishammusic.org</a> Saturday Centre mobile number: <b>07464 352893</b>

### Lewisham Council

<b>Multi-Agency Safeguarding Hub (MASH)</b>	A multi-agency team with a duty to keep children safe	A single point of access to the services that help keep children safe	<b>Opening hours:</b> <b>Monday–Friday 9am–5pm</b> <a href="mailto:mashagency@lewisham.gov.uk">mashagency@lewisham.gov.uk</a> <b>020 8314 6660</b> Out of hours: <b>020 8314 6000</b> (out-of-hours duty social worker)
<b>Finola Owens</b>	Local Authority Designated Officer (LADO)	Council officer with responsibility for Safeguarding	<a href="mailto:LewishamLADO@lewisham.gov.uk">LewishamLADO@lewisham.gov.uk</a> 020 8314 3114

## APPENDIX 2

### WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD (in school)



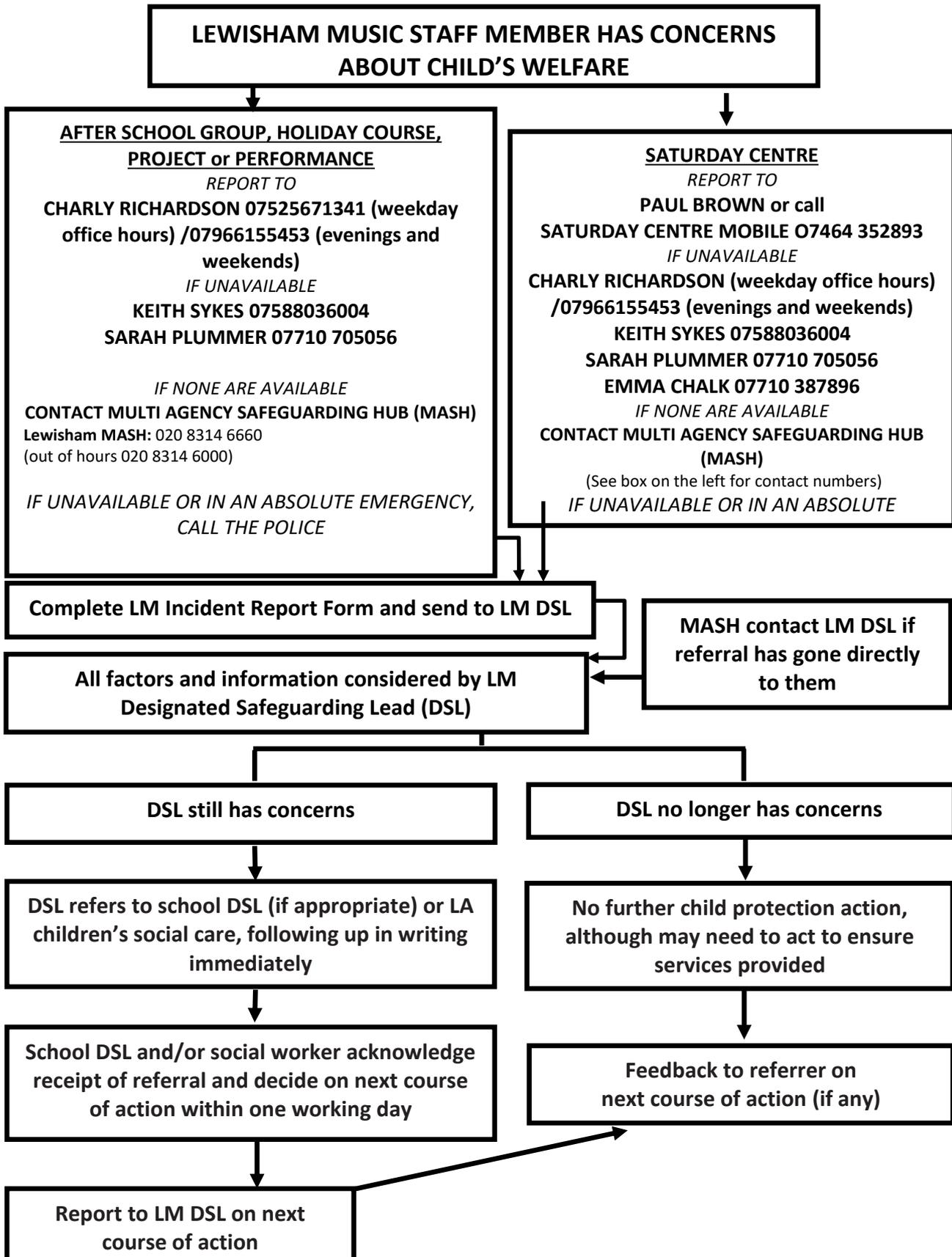
In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the referral process should not delay the administration of first aid or emergency medical assistance.

If a pupil is thought to be at immediate risk of serious harm, urgent Police intervention should be requested.

Referrals to MASH will usually be made by the school DSL, in consultation with the Lewisham Music DSL. If referrals are made to MASH, the Local Authority is expected to make a decision within one working day of the referral being made. The DSL will follow up the outcome if information is not forthcoming.

# APPENDIX 3

## WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD (out of school)



In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the referral process should not delay the administration of first aid or emergency medical assistance.

If a pupil is thought to be at immediate risk of serious harm, urgent Police intervention should be requested.

Referrals to MASH will usually be made by the Lewisham Music DSL. If referrals are made to MASH, the local authority is expected to make a decision within one working day of the referral being made. The DSL will follow up the outcome if information is not forthcoming.

## **REFERENCES AND LEGISLATION**

Keeping Children Safe in Education, 2021

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working Together to Safeguard Children, 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Disqualification under the Childcare Act 2006, revised 2018

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Children Act, 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Children and Families Act, 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Lewisham Safeguarding Children Partnership (LSCP)

<https://www.safeguardinglewisham.org.uk/lscp/>

School Staffing (England) Regulations, 2009

<http://www.legislation.gov.uk/uksi/2009/2680/contents/made>

Sexual violence and sexual harassment between children in schools and colleges, 2017

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Care Act, 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Ofsted Education Inspection Framework, 2019

<https://www.gov.uk/government/publications/education-inspection-framework>

Prevent Duty Guidance, 2019

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Strategy for dealing with safeguarding issues in charities

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>

Teaching online safety in school

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

# APPENDIX 4

## RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE; SAFEGUARDING ISSUES

### Early help

*Any child may benefit from early help, but staff should be particularly alert to the potential need for early help for a child who:*

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking or exploitation;
- is at risk of being radicalised or exploited;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care; and
- is a privately fostered child.

### Definitions of Abuse

“Child abuse and neglect” is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. Abuse can be committed by another adult, or by another child. The perpetrator may or may not be known to the child. *Working Together to Safeguard Children* sets out definitions and examples of the four main categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories can overlap and an abused child does frequently suffer more than one type of abuse.

Lewisham Music adheres to the current definitions of these different forms of abuse as set out in [Keeping Children Safe in Education Part 1](#), articles 26-30.

### Physical Abuse-potential indicators

Most children collect accidental injuries and bruises from time to time, and bruises caused in this way are likely to be on the external bony parts of the body such as the knees, shins, elbows and forehead. Most children who have developed language skills will be able to describe how an injury was caused. Any injury should be considered in the context of the child’s history and developmental stage, and any explanation given.

*The following circumstances are possible indicators of physical abuse and should trigger concerns:*

- Delay in the presentation of the injury
- An injury which is not consistent with the explanation given

- Changing or differing accounts of how the injury occurred
- An unexplained injury.

*Types of bruising which may indicate physical abuse include:*

- Bruising in babies and young children who are not independently mobile
- Bruising to the soft tissue area where there is no bony prominence, e.g. face, back, arms, buttocks, genitalia, ears and hands
- Multiple bruises in clusters, or of uniform shape
- Bruises that carry an imprint, for example of an implement, a hand or a cord
- Grip marks; in a young baby this could indicate that the child has been shaken, risking injury to the brain
- Frequent bruising for which the child is unwilling to offer an explanation
- Regular “accidental” bruising or injury with or without a history of how the injury occurred.

Types of injury which may indicate child abuse include:

- Multiple burns, and burns on unusual areas of the body such as back, shoulders or buttocks
- Scalds where the child appears to have been “dipped” in to hot water
- Cigarette burns
- Bite marks
- Damage to mouths.

#### **Emotional abuse- potential indicators**

This form of abuse almost always accompanies other forms of abuse. It includes persistent criticism, denigration, rejection and scapegoating. It has an important impact on a child’s mental health, behaviour and self-esteem. The following are possible indicators of emotional abuse:

- Abnormal attachment between a child and parent/carer, e.g. anxious, indiscriminate or no attachment
- Parent/carer(s) shows a persistently negative attitude towards the child
- The child consistently experiences low warmth and high criticism from its parent/carer(s)
- A fixed stare
- Older children may show evidence of mental health issues such as depression, self-harm or eating disorders, or may have behavioural or educational difficulties. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- ‘Acting out’/aggressive behaviour
- A child who is consistently reluctant to go home after school
- A child who struggles to engage in normal social activity and conversation with peers or adults
- A child who runs away from home
- A child with a very low self-esteem and/or who will consistently describe themselves in very negative ways such as “I am stupid/naughty/hopeless/ugly”
- A child living in an environment of domestic abuse, alcohol or substance misuse.

#### **Sexual abuse- potential indicators**

Although there are some indicators relating to sexual abuse, in many cases this form of abuse is well hidden, with the only overt signs being a child's behaviour in general or towards an individual, and this may be attributable to many things unrelated to sexual abuse. This makes sexual abuse very difficult to identify.

*The following may be indicators of sexual abuse:*

- Bruising or bites to breasts, buttocks and around the genital area could be signs of sexual abuse as well as physical abuse
- Sexually abusive behaviour
- Sexually explicit play, open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity)
- Extreme use of sexually explicit language and/or detailed descriptions or drawings of sexual activity
- Self harm
- Running away or regular absences from home or school (particularly in the case of organised abuse)
- Pregnancy
- A sexually transmitted infection.

Sexual exploitation can be very difficult to identify. Warning signs can easily be dismissed:

*Young people who are being sexually exploited may:*

- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- go missing from home, care or education.

### **Neglect- potential indicators**

There are no specific features which indicate neglect, other than that the child's basic needs are not adequately met. Neglect is a pattern, not an event, so it is important to consider the standard of care the child received over time; a pattern of neglect may be missed if each individual event is considered in isolation.

The following may be indicators of neglect:

- Exposure to danger, for example cold (inappropriate clothing for the weather) or starvation
- Repeated failure to attend to the physical and developmental needs of the child, to provide warmth, appropriate clothing, food and consistent care
- Faltering growth (failure to thrive) in babies or toddlers
- The child has responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- Poor supervision of young children resulting in frequent accidental bruising or injury
- The child is always dirty and/or hungry
- The child is left at home alone or with inappropriate carers

- The child is regularly not collected from care settings
- Eating disorders, including stealing and/or hoarding food
- Failure to attend routine medical appointments
- Failure to attend to the child's medical needs and refusal of appropriate treatment

### **Recognising Potential Risk to an unborn child**

In some circumstances, agencies or individuals are able to anticipate the likelihood of significant harm with regard to an expected baby. *Indicators may include:*

- Domestic abuse within the household
- Alcohol and substance misuse by mother, leading to possible harm to the unborn child, or by others with risk to newborn
- Secret or hidden pregnancy or mental health problems.

These concerns should be addressed as early as possible in order to provide sufficient time for full assessment and support so as to enable the parents (wherever possible) to provide safe care.

### **People with Disabilities**

Lewisham Music is wholly committed to upholding the rights of children, young people and vulnerable adults with disabilities who use our services and particularly their right to be free from violence, abuse or neglect by their parents or anyone else who looks after them. Research suggests that children and young people with disabilities are more vulnerable to physical, emotional or sexual abuse or neglect than a non-disabled child. *The level of risk may be raised by:*

- A need for practical assistance in daily living, including intimate care from what may be a number of carers
- Carers and staff lacking the ability to communicate adequately with the child
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed
- Physical dependency with consequent reduction in ability to be able to resist abuse
- An increased likelihood that the child is socially isolated
- Lack of access to "keep safe" strategies available to others
- Communication or learning difficulties preventing disclosure
- Parents' or carers' own needs and ways of coping conflicting with the needs of the child

*In addition to the indicators of abuse and neglect listed above, the following indicators must also be considered in relation to disabled children:*

- Force feeding, or impatience in feeding leading to under feeding/under nourishment
- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification, including the deprivation of liquid, medication, food or clothing or social contact
- Misuse of medication, sedation, heavy tranquillisers
- Invasive procedures against a child's will
- Deliberate failure to follow medically recommended regimes
- Misapplication of care programmes or regimes
- Ill-fitting equipment
- Undignified or culturally inappropriate intimate care practices.

Some sex offenders may target children and young people with disabilities in the belief they are less likely to be detected.

### **Institutional Abuse**

Children and young people with disabilities are particularly vulnerable to this kind of abuse where practices and behaviours by staff in organisations have become institutionalised or commonly accepted practice. However, these behaviours may cause significant harm (as above) and/or may be an abuse of the child's rights. *Examples of the latter could be:*

- Where a child's communication board does not accompany the child everywhere
- Staff who assume a child's wishes or communication and speak for them
- Staff who do not facilitate a child's own communication because of the difficulty or time it takes
- Attributing difficult or challenging behaviour to the child's condition rather than identifying it as communication.

All staff and volunteers within Lewisham Music must be alert to signs of institutional abuse or unprofessional practices or behaviour and raise their concerns as per the procedures outlined above.

### **Organised Abuse**

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

### **Abuse of Trust**

All members of staff, Trustees and volunteers with Lewisham Music have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any romantic, intimate or sexual activity with a young person aged under 18, or a vulnerable young adult under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

### **Safeguarding issues**

[Keeping Children Safe in Education Part 1](#), articles 31-52 and Annex A give more detail about the following Safeguarding issues which staff must be aware of:

- **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**
- **Peer on peer abuse** (including cyberbullying, 'sexting', sexual violence and harassment and 'upskirting')
- **Serious violence** (including youth violence and gang involvement)
- **Female Genital Mutilation (FGM)**
- **Mental Health**
- **Children and the court system and children with family members in prison**
- **Children missing from education**
- **County lines**
- **Domestic abuse**
- **Homeless**
- **So-called 'honour-based' abuse**
- **Forced marriage**
- **Preventing radicalisation, the Prevent Duty and Channel**

**All LM staff have a legal duty to report to the Police personally if they discover that an act of Female Genital Mutilation (FGM) has been carried out in addition to reporting this to the appropriate DSL. If the FGM issue is an at risk or suspected case, the legal duty does not apply, but the member of staff must still follow Safeguarding procedures and report this to the appropriate DSL.**

# APPENDIX 5

## RADICALISATION AND EXTREMISM

There are different forms of extremist organisations in the UK and around the world, e.g. extremist Islamic groups like ISIL/ISIS (Islamic State), Al-Qaeda, Boko Haram; Animal Rights extremist groups such as the Animal Liberation Front or Animal Rights Militia; far-right groups like the English Defence League, National Action or Britain First; the Irish Republican Army (IRA); Anti-Abortion groups.

**‘Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm’** (*Home Office, Prevent Strategy – June 2015*)

**Radicalisation** – ‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’ (*Prevent Strategy*)

**Extremism** – ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, tolerance of different faith and beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas’ (*Prevent Strategy*)

There is no single way of identifying a young person who is likely to be susceptible to terrorist ideology. *As part of wider Safeguarding responsibilities staff will be alert to:*

- Disclosures by young people of their exposure to the extremist actions, views or materials of others
- Graffiti symbols, writing or artwork promoting extremist messages or images
- Young people accessing extremist material online, including through social networking sites
- Distributing extremist literature and documentation
- Young people voicing opinions drawn from extremist ideologies and narratives
- Changes in behaviour which could indicate that they are in need of help or protection
- Use of extremist or ‘hate’ terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views
- Use of extremist language.

*Possible risk indicators can include:*

- *Vulnerability:* Individuals who may have mental health concerns, be involved in petty crimes, or may have been involved in gangs or serious youth violence
- *Identity Crisis:* Distance from cultural/religious heritage and feeling uncomfortable with their place in the society around them
- *Personal crisis:* Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship groups and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging
- *Personal circumstances:* Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- *Unmet aspirations:* Perceptions of injustice; feeling of failure; rejection of community values

- *Criminality*: Experiences of imprisonment; previous involvement with criminal groups.

**If a member of staff has a concern that a young person or vulnerable adult is at risk of being radicalised this should be raised to a designated person in the same way as any other safeguarding concern.**