

MusicWorks Child Protection Policy

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Table of contents

| | |
|---|-------|
| Policy statement | 3-4 |
| Code of Conduct | 5-6 |
| Role and responsibilities of the Designated Child Protection Person (DCPP) | 7 |
| Procedure for reporting concerns | 8 |
| Definition of Abuse | 9 |
| Recruitment and selection procedure | 10 |
| Responding appropriately to a child making an allegation of abuse | 11 |
| Reference form for new staff | 12-14 |
| Checklist for reporting suspected child abuse | 15-17 |
| Implementation strategy | 18-19 |
| Addressing potential barriers to implementation | 19 |
| Complaints and grievances policy | 20 |
| Reporting child protection concerns flow chart | 21 |

Policy Statement

MusicWorks is a charitable company set up for the benefit of young people interested in furthering their musical education. Its core activity is the running of residential chamber music courses for young people aged between 14 and 18.

Throughout this document the word 'child' should be understood to refer to anyone under the age of 18 and any student attending the course.

MusicWorks acknowledges it has a responsibility for the safety of children participating in the courses or otherwise under its temporary care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with MusicWorks. MusicWorks is committed to practices which protect children from harm. For the purposes of this policy, MusicWorks staff include not

only the teachers on the courses but all domestic helpers and volunteers. All staff who have unsupervised access to or contact with children are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

MusicWorks will endeavour to safeguard children by:

1. creating a working environment within which all children are treated with respect and dignity
2. adopting child protection procedures and a code of practice for all who work on behalf of the organisation;
3. reporting concerns to the authorities;
4. following carefully procedures for recruitment and selection of teaching staff and helpers; and
5. providing effective management for staff through support and training.

MusicWorks is also committed to reviewing its Child Protection Policy and Code of Practice at regular intervals.

It is MusicWorks' policy that:

1. All staff working on behalf of MusicWorks accept responsibility for the welfare of children with whom they come into contact through the organisation or the courses, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down (see Procedure for Reporting Concerns)
2. There are designated child protection person(s) within the MusicWorks organisation who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. Designated child protection person(s) know how to make appropriate referrals to child protection agencies.
4. All those who are involved with students on behalf of MusicWorks should adhere to the Code of Conduct (see page 5) in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should for record information and the time-scales for passing it on.

6. The Children Act 1987 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride 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.

7. MusicWorks' policy on duty of care to children is distributed to every member of staff who comes into contact with students through the organisation. Acceptance and understanding of the policy is an integral part of the recruitment process.

8. A culture of mutual respect between students and those who represent MusicWorks in all its activities will be encouraged, with adults modelling good practice in this context

9. All teaching staff, helpers and anyone in paid or unpaid work on behalf of MusicWorks with unsupervised access to students will be checked appropriately.

10. It is part of MusicWorks' acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work for MusicWorks will be supported when they report their concerns in good faith.

Code of Conduct

MusicWorks is a child centred organisation, which means that children are

- 6. listened to
- 7. valued and respected
- 8. involved in decision making where appropriate
- 9. encouraged and supported

MusicWorks expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf will be aware of this Code of Conduct and adhere to its principles in their approach to all children. All staff will be asked to sign a copy of this document at the beginning of each course.

1. Every activity conducted in connection with MusicWorks should be as open as possible, and it is important that no more time should be spent alone with children than is necessary. If one to one teaching takes place it must always be in public rooms. Curtains or blinds should not be closed and doors must always remain unlocked.

2. It is important not to have any unnecessary physical contact

with students and this should be avoided. Examples of exceptional circumstances under which physical contact may be considered acceptable are: providing assistance to an injured student, providing reassurance in distress or adjusting a hand position in relation to playing a musical instrument, but only if the student is comfortable with this.

3. It is not good practice to take students alone in a car on journeys, however short. Where this is unavoidable it should be with the full knowledge of parents/directors. Staff should be able to state the purpose and anticipated length of the route. Insurance liability must always be checked when students travel in staff cars.

4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.

5. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. (see section on Responding Appropriately to a Child Making an Allegation of Abuse) If this gives rise to a child protection concern it is important to follow MusicWorks' procedure for reporting such concerns by informing the designated child protection person and not to attempt to investigate the concern yourself.

6. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

8. Staff should never allow students or other staff to use inappropriate language unchallenged.

9. Staff must remember that any teaching relationship is based on mutual trust. This balance of trust must always be honoured and respected.

MusicWorks Child Protection Policy 30/11/04

Role and Responsibilities of the Designated Child Protection Person (DCPP)

MusicWorks has appointed a designated child protection person who is responsible for dealing with any concerns about the protection of children. This person is Catherine Manson who can be contacted on (01582) 699430 or (07940) 889774 or via email:

manson.catherine@googlemail.com

The role of the designated person(s) is to:

1. receive information from students, staff, parents/carers and volunteers who have child protection concerns and record it
2. assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
3. know which outside child protection agency to contact in the event of a child protection concern coming to the notice of MusicWorks;
4. provide information and advice on child protection within the organisation;
5. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
6. liaise with local social services and other agencies, as appropriate;
7. keep relevant people in MusicWorks informed about any action taken and any further action required; for example, disciplinary action against a member of staff;
8. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
9. advise MusicWorks of child protection training needs; and
10. liaise with recognised child protection bodies to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of another member of MusicWorks staff;
2. a child "disclosing" abuse;
3. bruising or evidence of physical hurt; which may or may not be accompanied by;

4. unusual behaviour by a child.

If a member of staff has concerns about a specific child, these should be reported immediately in person or by telephone to the Designated Child Protection Person (DCPP) and confirmed in writing within 24 hours using the form available from the DCPP. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff these should be reported to the DCPP at the earliest opportunity.

The DCPP will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC or other child protection agency), decide not to refer the concerns to the authorities but to keep a full record of the concerns.

Definitions of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

Neglect

Neglect is 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. It may involve failing to provide

adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

Recruitment and Selection Procedures

Appropriate recruitment and selection procedures for teaching staff and helpers in the context of child protection have been adopted by MusicWorks and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. Consideration of a wide selection of possible candidates to ensure equal opportunities.
4. Confirmation of the identity of the applicant including personal details for checks to be performed by the Criminal Records Bureau. Requirement of a declaration of previous convictions and pending cases, submission to formal check, together with the issue of the Child Protection Policy for those candidates whose work will bring them into contact with children.
5. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Criminal Records Bureau code of practice.
6. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.
7. At least one representative from MusicWorks will discuss the child protection policies of the organisation and explore the candidate's attitudes towards working with children. Where possible a representative from MusicWorks will meet personally with every prospective member of teaching staff. Domestic helpers will not be appointed without personal recommendation from one of the MusicWorks directors.
8. Two written references will be required for any prospective new member of staff personally unknown to one of the directors of MusicWorks. (see Reference Form for new staff pages 12-14)

Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.

2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. (a form will be supplied by the DCP)
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection person in the organisation.

MusicWorks

Reference Form for new staff

_____ has expressed an interest in joining the MusicWorks staff, and has given your name as a referee. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know: do you have any reason at all to be concerned about this applicant being in contact with children or young people?
Yes No

If you have answered yes, we will contact you in confidence
If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the course directors, should the applicant be invited to teach on the course. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person? _____
In what capacity? _____

What attributes does this person have to make them suitable to work with children?

How would you describe their personality?

please add one of the following to each category: poor, average, good, v. good, excellent

Responsibility

Maturity

Self motivation

Can motivate others

Commitment

Energy

Trustworthiness

Reliability

Name _____

Phone number _____

Signed Date _____

Please return this form to:

Catherine Manson

29 Church Road

Totternhoe

Bedfordshire

LU6 1RE

Checklist for reporting suspected child abuse

Name of child

Age and date of birth

First language

Any special factors

Parent's/guardian's name(s)

Home address and phone number

Are you reporting your own concerns or passing on those of somebody else? Give details

Brief description of what has prompted the concerns; include dates, times of day etc. of any specific incidents

Any physical signs? Behavioural signs? Indirect signs

Have you spoken to the child? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details

Have you consulted anyone else? Give details

)

Your name and position

To whom reported and date of reporting

Signature

Today's date

Implementation strategy

Dissemination throughout the organisation

A copy of the MusicWorks Child Protection Document will be displayed on the central notice board at every course. It will be available for staff and students, parents and any other visitors to read. All staff will be given a copy of the Code of Conduct which they will be asked to read and sign at the beginning of each course.

This document will always contain up to date contact information for the DCPD on the course. The DCPD will in turn always have the up-to date contact information for the relevant contacts within Social Services.

The full Child Protection Policy will also be displayed on the MusicWorks web site.

Endorsement of the Child Protection Policy

Following approval from the trustees, this document will be sent for endorsement to the NSPCC, Social Services and Police in Surrey and in Cornwall. Through liaison with these bodies the MusicWorks takes responsibility for ensuring that the document stays current in meeting the highest child protection standards.

Monitoring and Review of the Child Protection Policy

A questionnaire will be given to all students at the end of each course containing a confidential section to monitor student feedback on child protection issues. This information will be assessed by the DCPD and any issues raised will be addressed.

The policy will be reviewed and updated annually before the start of the Easter courses, taking into consideration student feedback, any legislative changes and advice offered by child protection authorities. A copy of the revised document will be sent to the trustees and updated on the MusicWorks web site.

Training

MusicWorks intends to provide Child Protection training for the DCPDs through the NSPCC Consultancy Services or equivalent ACPC training.

Addressing potential barriers to implementation

Fear

Staff must make it clear to all students that they will be listened to and that their concerns will be taken seriously. (see also Responding Appropriately to a Child Making an Allegation of Abuse)

Confidentiality

It may be easier for a student to voice a concern relating to the course to someone who is not present. An independent person (currently Elspeth Arden) will always be available by telephone during the courses. That person will also have a copy of the form for Reporting Suspected Child Abuse.

Disbelief

All staff must be aware that their own reluctance to believe or to

record or report an allegation made against a colleague could put a child at risk. (see also Code of Conduct section 5) It is important that a written record be made as soon as possible following a concern being raised, using the form for Reporting Suspected Child Abuse (available from the DCP)

Concern regarding the outcome

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred.

Lack of information about what to do

The Child Protection Policy containing all relevant contact information will be mentioned in the introductory meeting at the beginning of the course, displayed on the notice board and on the web site. It is important that all students, staff, parents and carers know how to contact the DCP with a concern.

Complaints and Grievances Policy

Sometimes problems may arise that do not necessitate action within a Child Protection Policy but that are of sufficient concern to warrant action by the MusicWorks directors. Should a circumstance arise whereby the conduct, behaviour or attitude of a member of staff gives cause for such concern, the directors present will attempt to resolve the situation by

10.raising the issue in discussion with the member of staff concerned

11.if necessary, involve in the discussion any other party with whom there may be conflict

If a satisfactory resolution cannot be reached through discussion and the concern is serious enough to compromise the course, the member of staff may be asked to leave the course. They will be paid for the days they have worked up to and including the day on which they are asked to leave. A replacement will be sought immediately and priority will be on continuing the course with minimum disruption.

A written record of the events will be made as soon as possible following any such discussion. An accurate note shall be made of:

12.date and time of incident

13.parties who were involved

14.what was said or done and by whom

15.any action taken by the directors to investigate the matter

16.any further action e.g. suspension of a member of staff

17.where relevant, reasons why there is no referral to a statutory agency

18.names of person reporting and to whom reported