



MUSIC HEROES SAFEGUARDING POLICY

APRIL 2022

Written in accordance with 'Keeping Children Safe in Education 2021'

This policy applies to all business using the Music Heroes brand including 'Gayle Kinsey trading as Music Heroes', Music Heroes Limited and the 'Music Heroes Worcester'. All businesses hereinafter are referred to as "Music Heroes".

Policy Statement

All children have a right to be and feel safe in our organisation's care. At Music Heroes, We operate within a culture of safety where safeguarding and promoting children's welfare is embedded into everything we do.

We believe that it is always unacceptable for a child or young person to experience abuse, harm or radicalisation of any kind and recognise that safeguarding the welfare of all children and young people is everyone's responsibility. We understand that there is legislation to ensure children are protected and acknowledge that the welfare of children is paramount. We acknowledge the need and importance of having set guidelines for tutors with regard to conduct when working with young people.

Music Heroes will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Music Heroes' child protection procedures comply with all relevant legislation

Music Heroes' Designated Safeguarding Person (DSP) is Gayle Hickman. The DSP coordinates child protection issues and liaises with our schools and external agencies. The deputy DSP is Dave Sylva. Contact details can be found at the end of this policy.

GENERAL POINTS:

- All tutors will be DBS checked before commencing tuition or otherwise coming into unsupervised contact with children.
- All tutors will undergo safeguarding training at least every 3 years to ensure that they are able to identify signs of possible abuse and neglect and to respond in a timely and appropriate way.
- Every tutor will be provided with a copy of the Department of Education document "Keeping Children Safe in Education. Part 1". Music Heroes tutors are required to acknowledge that they have read the policy.

- All tutors are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation.
- All tutors will also work alongside each schools' own safeguarding policy, reporting any concerns to the designated safeguarding team at that school as well as Music Heroes' own internal designated safeguarding lead.
- Many lessons will be conducted on a one to one basis as we believe this is conducive to achieving the best outcomes with some instruments (such as piano and drum kit). However, in those situations the tutor and student should be within sight or hearing of others who are aware of the tuition taking place. Doors should be left open if possible.
- Tutors will challenge inappropriate behaviour and report the same to school staff.
- Tutors should avoid situations that compromise their relationship with young people - taking into account that actions can be misinterpreted; no matter how well intended;
- Tutors recognise that caution is required if a pupil is emotionally sensitive or distressed for any reason but will be relying upon the student's school and/or parent to inform them of the need for such caution;
- Tutors will avoid physical contact wherever possible. With some instruments this is extremely difficult especially when correcting hand position or posture. However, demonstration should be used wherever possible. If it is unavoidable, always ask the student first. Some students do not like to be touched.
- Tutors will not engage in any inappropriate physical or verbal contact or make any suggestive remarks or gestures, even in fun. Tutors should avoid showing favouritism to any individual.
- Below is a summary of the main points that Tutors should be aware of, found in 'Keeping Children Safe in Education'.

What is Safeguarding?

For the purposes of safeguarding, a child is anyone under the age of 18.

Safeguarding and promoting the welfare of children is defined by 'Keeping Children Safe in Education 2021' as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Abuse

- Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm.

- Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children
- Some forms of child abuse and neglect are listed below.
- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- MUSIC HEROES TUTORS SHOULD BE AWARE that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that a child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

MUSIC HEROES TUTORS SHOULD BE AWARE that safeguarding incidents and/or behaviours can be associated with factors outside the school or home life and/or can occur between children outside of these environments. All tutors, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or

criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator.

The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Mental Health

MUSIC HEROES TUTORS SHOULD BE AWARE that 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.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Music Heroes tutors however, can occasionally be well placed to observe any changes to a child's behaviour and question the reasons behind the changes.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that if staff are made aware of how these children's experiences, can impact on their mental health, behaviour and education.

If tutors have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on peer abuse is taken seriously by the staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

MUSIC HEROES STAFF WILL NOT dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- sexual activity (in primary-aged children) of any kind, including sexting, sharing nudes or semi nudes in a sexualised manner
- one of the children is significantly more dominant than the other (eg much older)
- one of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliancy or secrecy

If peer-on-peer abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.

Extremism and Radicalisation

All companies working with children have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of Radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

IF A MUSIC HEROES TUTOR suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the DSP by email and with a follow up phone call.

MUSIC HEROES REPORTING PROCEDURES

In the school setting, all tutors must familiarise themselves with each school's safeguarding policy and make note of the contact details of the designated lead practitioner for safeguarding.

All tutors must comply with the relevant school's reporting and recording procedures in the event of a safeguarding concern.

WHEN A child makes a disclosure to a Music Heroes tutor, that tutor that will:

- respond in a calm manner
- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them or investigate (eg ask to see other bruises) give reassurance that the staff member will take action
- record the incident as soon as possible (see Music Heroes Incident Report Form)
- Refer the disclosure to the school DSP and Music Heroes' DSP as soon as possible

Any child who discloses information should be taken seriously, and never made to feel like they are causing a problem by reporting a concern.

IF A MUSIC HEROES TUTOR SUSPECTS OR WITNESSES ABUSE, they will record the incident straightaway on the 'Incident Report' form.

Any concern about a child from a member of Music Heroes will be reported directly to a school in line with their own safeguarding procedure. It will also be reported to our own internal DSP.

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the 'INCIDENT REPORT' form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a clear and comprehensive summary of the concern/ a factual report of what happened.
- If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to Music Heroes DSP who will liaise with the school and decide on the most appropriate course of action.

A copy of the 'Logging a concern' form should also be given to the relevant school's DSP.

For immediate concerns about child abuse, the DSP will contact Social Care.

For minor concerns regarding radicalisation, the DSP will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator. For more serious concerns, the DSP will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSP will contact the Police using 999.

Concerns or Disclosures in a Private Teaching Setting

Where tutors have a concern or a disclosure is made in a private teaching setting, the tutor will follow the above steps but with the Music Heroes DSP reporting the matter to First Point of Contact, Children's Services. All tutors have been provided with relevant telephone numbers for out of hours contacts.

Allegations Against Tutors

If anyone makes an allegation of child abuse against a Music Heroes tutor;

- The allegation will be recorded on a Incident Report form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation will trigger an immediate internal investigation.
- The allegation will be reported to the Local Authority Designated Officer (LADO) and to Ofsted.

The LADO will advise if other agencies (eg police) should be informed, and Music Heroes will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate Music Heroes will make a referral to the Disclosure and Barring Service.

ICT AND SOCIAL MEDIA

- Tutors will ensure safe use of ICT and mobile phones during tuition. Tutors will keep their mobile phones in a safe place throughout tuition and out of the reach of students (it is the policy of some schools that they be stored away and Tutors will abide by the policy of the school).
- Tutors may wish to use tablets or laptops to access backing tracking or Apps (such as for ear training or sight reading) during lessons. In particular, Rock & Pop exams require the student to be able to play along to a backing track and this is a skill we like to encourage in all students. Use of ICT will always be relevant to the lesson.
- Tutors are not permitted to use their devices to take photographs or videos of students without having previously obtained parental and school consent. Such consent must be recorded on our system.
- Tutors will not disclose any personal contact details of any sort to children. This includes telephone numbers, addresses, e-mail addresses or similar.
- Music Heroes has a Facebook page, website and youtube channel. We may occasionally post details of student's successes (e.g. exam results) but only with student/parent consent.
- Tutors may use digital platforms to listen to music with students, ideally "Music Gurus" and the RSL Learning Platform. Streaming services such as Amazon Music and Spotify may also be used. However, Tutors must act with caution when accessing youtube videos in order to avoid students observing inappropriate advertising. In a school setting, Tutors are advised not to access youtube videos unless they have a premium account where no adverts will be shown.
- Where students request to learn or listen to particular songs, tutors must always listen to these outside of the lesson before playing them to the student or class in order to ensure appropriateness of lyrics/content. If tutors are unsure, they should check with Gayle Hickman.

Live Music Concerts and Events / Festivals

Students may be invited to attend or perform at events such as concerts and festivals. Children attending concerts and events outside of school hours must do so with a responsible adult and remain under the supervision and control of that adult. Music Heroes cannot admit unaccompanied children to its concerts or festivals.

Anyone who has a safeguarding concern at one of these events organised by Music Heroes, must pass on this concern to the Music Heroes DSP or Deputy.

Music Heroes will also abide by the Safeguarding policies and procedures in place at the venue where the event is being held.

Contacts

DSP: Gayle Hickman: gayle@musicheroes.co.uk or musicheroesshopshire@gmail.com:
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