

CHILD PROTECTION POLICY: SALEM ACADEMY OF MUSIC

Safeguarding Policy

Salem Academy of Music fully recognises its responsibilities for Safeguarding and child protection.

Our policy applies to all staff, including management committee, trustees, paid staff, volunteers and sessional workers, trainees and anyone working on behalf of Salem Academy of Music.

Policy Statement

The Children Act, 1989 defines a child as being up to the age of 18 years old. This extended to children who have special needs and for those in local authority care settings. The Children's Act makes it clear that the welfare of the child is paramount and it gives everyone involved in the care of children a responsibility for the protection of those children.

Salem Academy of Music believes that a child or young people should never experience abuse of any kind. We have the responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that ensure they are protected.

- Salem Academy of Music is committed to provide a safe environment for children and young people, staff and visitors and promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others.
- Salem believes that all children and young people regardless of age and background, have at all times and in all situations, the right to enjoy the activities of the group in a happy, safe, and secure environment.
- All staff and volunteers will be checked through Disclosure of the Barring Systems (DBS) prior to employment or volunteering with Salem Academy of Music.
- This policy applies to all staff and volunteers including those that use our service.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.



We recognise that because of frequent contact with children, Salem Academy of Music staff are well placed to observe the outward signs of abuse. The Academy will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the Academy whom they can approach if they are worried.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appoint a Designated Safeguarding Officer (DSO) for children and young people and a lead board member for safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via posters, one-to-one discussions etc.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated officer for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated trustee member responsible for child protection.
- Ensure every member of staff, volunteer and management committee knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection.

- Ensure that parents have an understanding of the responsibility placed on the Academy and staff for child protection.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences if needs be.
- Keep written records of concerns about children, even where there is no need to refer the incident immediately.
- Ensure all records are kept securely, separate from the main trainee file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

Procedures

- Safe recruitment/selection practice (due diligence)
- Clear expectations on staff with regard to personal conduct
- Good induction systems and ongoing training/updates
- Clear access to guidance/ procedure for protection of children and young people
- Listening to the concerns of service users
- Good supervision of staff/volunteers
- Clear and accessible complaints and whistle-blowing procedures
- Adherence to agreed local procedures for investigating allegations of harm
- Good record keeping
- A formal and independent review process
- Regular audit
- Leadership/accountability in a named manager and access to specialist advice

We recognize that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Academy may be the only stable, secure and predictable element in the lives of children at risk. When at Academy their behaviour may be challenging and defiant or they may be withdrawn. The Academy will endeavour to support the pupil through:

- The content of the music curriculum.
- The Academy ethos which promotes a positive, supportive and secure environment and gives Salem Academy trainees a sense of being valued.
- Liaison with other agencies that support Salem Academy trainees such as social services, Child, education welfare service.

Teachers/Volunteers

Teachers/volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of training sessions and lessons.
- Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the Academy at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded and inform parents and or head of section if appropriate.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the Academy staff or first aider
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of all youth and children under their care
- Ensure the rights and responsibilities of youth and children are enforced
- Not abuse youth and children physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined/committed/time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during Academy activities or training sessions

Protect themselves from false accusation by

Not spending excessive amounts of time alone with children away from others

Teachers/Volunteers have a right to:

- Access ongoing training and information on all aspects of leading/managing activities for children and young people, particularly on child protection
- Support in the reporting of suspected abuse
- Access to professional support services
- Fair and equitable treatment by the Governing Body
- Be protected from abuse by young people and children/trainees, other adult members, and parents

Any misdemeanors and general misbehaviours will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the Academy.

Dismissals can be appealed by the teacher/volunteer with final decisions taken by the management committee.

Children/Young People / Trainees

- Children and trainees are expected to:
 - Keep within the defined boundary of the training area.
 - Behave and listen to all instructions from the teacher.
 - Take care of equipment owned by the Academy.
 - Refrain from the use of bad language or racial/sectarian references.
 - Refrain from bullying or persistent use of rough and dangerous play.
 - Show respect to other youths and children/trainees and leaders
- Keep themselves safe
- Respect officials and accept decisions
 - Show appropriate loyalty and be gracious if things don't go their way
 - Not use violence

Children and young people/trainees have the right to:

- Be safe
 - Be listened to
 - Be respected
 - Privacy
 - Enjoy their lessons in a protective environment
 - Be referred to professionals for additional help if needed
 - Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Be believed
 - To ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the Academy. Parents will be informed.

Dismissals can be appealed by the child/parent with final decisions taken by the management committee.

Parents

Parents are expected to:

Complete and return the Health and Consent and enrolment form pertaining to their child's participation with the Academy. There is a **legal requirement** for parental consent.

Deliver and collect the child punctually to and from training sessions.

Ensure their child is properly and adequately attired for the weather conditions of the time, including shirt, socks, sweat-tops, hat, gloves etc... although this is not a prescribed uniform of the Academy.

Ensure that proper musical instrument, recommended books and accessories are bought or made available to their children.

Pay the required fees or contributions in lieu of trip or training session on time

Detail any health concerns pertaining to the child on the enrolment and consent forms, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the teacher or designated academy staff prior to training sessions

Encourage their child to play by the rules and teach them that they can only do their best

Any misdemeanours and breaches of this code of conduct will be dealt with immediately by the teacher and if necessary the management committee members. Persistent concerns or breaches will result in the parent/guardian being asked not to attend further sessions and their child may regrettably be withdrawn from the Academy till further notice.

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Multi-Agency Safeguarding Hub (MASH)

Phone number 020 7525 1921
Phone number 020 7525 5000 (out of hours)
Email: mash@southwark.gov.uk

EarlyHelp
Phone number 02075252714
EarlyHelp@southwark.gov.uk

Local Authority Designated Officer (LADO)
Number 020 7525 3297