

# **BEDFORDSHIRE MUSIC TRUST**

**Version 0.8 Reviewed: September 2014**

## **SAFEGUARDING POLICY**

### **1. Background**

As part of its activities the Bedfordshire Music Trust organises and manages courses and events for children and young people. The Bedfordshire Music Trust is committed to protecting children and young people from physical, emotional and sexual abuse.

### **2. To Whom Does this Policy Apply?**

All members of the Trust and people working for or on behalf of the Trust will work within the guidelines of this policy for the protection of children and young people. This policy relates to children under the age of 18 years and vulnerable adults of any age who are attending courses and events organised by the Trust.

### **3. Who will receive a copy of this Policy?**

The following will receive a copy of this policy:

- Trust administration and course management staff
- All staff employed or engaged by the Trust, or who are working as volunteers, and who are in contact with children or young people;
- All trustees
- On request, organisations with which the Trust works in delivering its events, including Bedford Borough Council, Central Bedfordshire Council and operators of event locations (eg schools)

All parents and carers of children and young people attending events and courses will be notified of the existence of this policy. A copy of this Policy will be made available to any parent or carer who requests one.

Also a copy of the Policy will be available on the BMT website.

### **4. Roles and Responsibilities**

All persons working with children/vulnerable adults have a responsibility to protect them. There are, however, key people/groups with specific responsibilities under the safeguarding procedures.

Bedfordshire Music Trust Board

Mr Ian Smith – Child Protection Officer (CPO)

Mr Chris Jones Music Manager – Responsible Person

Course Managers – Responsible Person

The Bedfordshire Music Trust Board will be responsible for reviewing and maintaining the Safeguarding Policy in line with current legislation and working practices. The CPO will be responsible for ensuring that the safeguarding procedures set out in this policy are complied with during all Trust activities. A Responsible Person is someone who will be available to take responsibility for any safeguarding matters during courses and events.

### **5. Courses and Events**

The Music and Administration Managers will ensure that parent/carers of all students attending a course or event have completed an application form, which includes emergency contact numbers, and an acknowledgement that they have read and accepted the Trust's Terms and Conditions. The Trust will make it clear to parents/carers of children and young people attending courses where its responsibilities and duty of care begin and end in relation to courses and events.

The CPO will identify Responsible Persons for each event. A Responsible Person maybe a member of the Trust Board or a member of staff engaged by the Trust. During a course or

event there will always be at least one Responsible Person on duty at each event location at all times.

The CPO or Administration Manager will seek confirmation from the operator of each event location that their Health and Safety policy at work is fully implemented. The Music Manager will also ensure that there is always at least one trained first-aider on duty at each event location. The Course Managers will receive an Accident/Incident sheet for recording details of any safeguarding or health and safety incidents that occur during their courses. The Music Manager will ensure that any incidents are updated into the Accident/Incident Books and reviewed on a regular basis.

Trust staff are under no obligation to administer medication to children attending the course but may do so only if full details of the medication are provided in writing prior to the course and the child brings the required medication to the course.

The Responsible Person will be responsible for ensuring that access to/from the event location is either supervised or secured at all times. Students will not be allowed to leave the event location during the course unsupervised unless their parent/carer has provided their written consent. Course Managers will ensure that children leave the courses at the end of each day in a responsible manner. Younger students should be collected by a parent or guardian.

Parents will be asked to notify the Trust should there be any particular circumstances affecting student collection.

The Music Manager will be responsible for ensuring the following staff/student ratios are maintained throughout the courses:

4-8 years 1 adult to 6 children

9-12 years 1 adult to 8 children

13-18 years 1 adult to 10 children

Trust staff should avoid transporting children attending the course to/from course venues and must only do so after first informing the CPO and on production of documents to show they have their vehicle insured for business purposes and hold a full, clean driving licence.

## **6. Safe Recruitment**

All new staff engaged by the Trust will provide a CV and will be interviewed and appointed subject to satisfactory written references. All staff engaged to work directly with children and young people will be required to have had an enhanced DBS check. Where staff are currently working in roles that require enhanced DBS clearance then the Trust will accept checks carried out by another organisation. All other staff will be required to have had a DBS check carried out within 5 years of the date when that member of staff is due to work on behalf of the Trust.

The Music Manager will be responsible for ensuring that all staff, working on behalf of the Trust directly with children and young people, have provided the date of their most recent criminal record check, the reference number of that DBS check and the name of the registered body that carried out the check. Where a member of staff is unable to provide these details, or where the most recent check is more than 5 years old, the

Trust will arrange to have an enhanced DBS check carried out. A member of staff without a DBS check must not be in a position where they are left alone with children unsupervised.

Where a DBS check identifies a previous conviction the Trust may engage the individual if the conviction is not relevant, in the judgement of the Trustees, to the position for which the individual is being engaged, either from the nature or time of the conviction.

## **7. Reporting**

All suspicions and allegations of abuse must be reported immediately to a Responsible Person. The Responsible Person will take charge of the incident or allegation and make any arrangements to ensure the safety and protection of the child/young person concerned. The Responsible Person will notify the CPO, who will make sure the parent/carer of the individual is contacted and that the appropriate authorities (Police and/or Children's

Social Services) are notified where necessary. Any allegation of abuse against a member of staff will result in their immediate suspension pending investigation.

### **8. Photographs, Videos, Audio Recordings and Press Photography**

The Trust may arrange to have photographs taken for publicity purposes. Consent will be sought from the parents/carers of each child/student, to have their photographs taken. Course managers will be informed of any child/student where this consent is withheld and will, as far as is reasonable, ensure that no photographs are taken of that child/student.

### **9. Contact Details**

Chris Jones Music Manager

Tel: 07811 425872/07721 651561

Email: [chris@bedfordshiremusictrust.org.uk](mailto:chris@bedfordshiremusictrust.org.uk)

Ian Smith, Child Protection Officer

Tel: 07831 777383

Email: [iangsmith@ntlworld.com](mailto:iangsmith@ntlworld.com)

Local Authority Child Safeguarding Teams

Bedford Borough 01234 223599

Central Bedfordshire 0300 300 8149 (Out of hours 0300 300 812)

Bedfordshire Police

North & Mid Bedfordshire 01234 841212

Luton & South Bedfordshire 01582 401212

NSPCC 24 hour Child Protection Helpline 08000 800 5000

### **APPENDIX**

If you are approached by a child at any point in the course there are clear guidelines on how to respond as follows:

- Protect the child. Investigation is not our responsibility
- Don't ask questions. Let them tell you
- Don't ask leading questions
- Listen and be sympathetic
- Note down what they say as soon as you can
- Reassure them that they've done the right thing
- Assure them that you will take it seriously
- Give them time. Don't push!
- Don't promise to keep any secrets. Agree with the young person what the parents and authorities will be told
- Report back to CPO as soon as possible

In the first instance the incident should be reported to the delegated 'Responsible Person'

The Responsible Person then reports to Ian Smith, who is the Trust's Child Protection Officer (Contact details are in the Safeguarding Policy above).