



Safeguarding Policy:

Child Protection/Safeguarding Policy

Signed by Duncan Lee - Managing Director of XYZ Music Academy LTD

Signed: Duncan Lee

Date: 01/09/2024

1. Policy Statement

XYZ Music Academy LTD is committed to safeguarding and protecting the welfare of all children. We recognise and understand our duty to take all reasonable steps to promote safe practice and to protect children from harm, abuse and neglect.

XYZ Music Academy LTD acknowledges its responsibility to act appropriately with regards to any allegations towards a member of staff or volunteer or towards any declarations or suspicions of abuse.

We recognise that:

- The welfare of all children is paramount
- All children, regardless of age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity have the right to protection from abuse
- All allegations, reports of suspicion of abuse should be taken seriously and responded to in a swift and appropriate manner.

The club is committed to reviewing its Child Protection/Safeguarding policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

2. Introduction/Purpose

This policy has been developed in accordance with the principles established by the Children's Act 1989 and 2004 and in line with the following:

- Working Together to Safeguard Children
- What to do if you are worried a child is being abused 2015
- All relevant legislation and other guidance or advice from The

Buckinghamshire Safeguarding Children Partnership and NSPCC, Oxfordshire Safeguarding Children Board

The purpose of this policy is to:

- Highlight the XYZ Music Academy's commitment to safeguarding and clarify its responsibilities in relation to the safeguarding of children who use our service
- Ensure staff and volunteers understand the roles and responsibilities they hold with regards to safeguarding
- Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

All staff and volunteers working within XYZ Music Academy LTD must:

- Be aware of and understand XYZ Music Academy LTD safeguarding policies, procedures, and guidelines
- Understand the different categories of abuse and neglect, and how to recognise the signs
- Recognise that some parents/carers may require additional support in raising their children, for example as a result of mental health issues, learning disabilities, substance misuse or domestic abuse
- Understand their responsibility to report any concerns that a child is experiencing, or at risk of experiencing abuse or neglect, including any concerns regarding the behaviour of another staff member or volunteer
- Understand the line of accountability for reporting safeguarding concerns and be fully aware of the organisation's safeguarding lead and their role within the organisation

3. Recognising the Signs of Abuse / Safeguarding Concerns

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff and volunteers need to be aware of the many forms abuse can take and recognise the signs:

- Abuse: 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 online abuse. Children may be abused by an adult or adults, or another child or children.
- Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate online abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Bullying/peer on peer abuse: Bullying is any behaviour that is intended to hurt, is repeated and where it's hard for the person or people on the receiving end to defend themselves. Children are most often bullied by other children, but can also be bullied by adults.

The most frequent form of bullying is name calling. Bullying can also be physical and emotional, and can take place face to face and online. Children that bully very often target any kind of perceived 'difference'. This means that disabled children and those with special educational needs, children with any kind of disfigurement, young carers, children in care, children from a minority ethnic background, children living in poverty or children who are bereaved are often targets.

Signs could include a change in a child's behaviour (louder, quieter), being scared to take part in their usual activities, unexplained illness like stomach upsets and headaches, tiredness, injuries and lost or stolen belongings.

Bullying is distinguished from banter when it picks up on a protected characteristic (e.g gender, race, culture or age) or if it feels very personal.

- Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate

care-givers) or

- Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Child Sexual Exploitation: This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- Child Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial or other advantage of the perpetrator or facilitator and/or

(c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as “the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist.”

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of ‘deal line’.

They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

4. Safeguarding Lead Statement

If any staff member or volunteer has a child safety concern, they should contact the Safeguarding Lead. This Officer will have suitable experience, training and expertise, and will be responsible for liaising with social services, Buckinghamshire Safeguarding, and Ofsted in any child protection matter. The Safeguarding Lead and Deputy Safeguarding Lead both have the appropriate level 3 DSL qualification.

The Safeguarding Lead for XYZ Music Academy LTD: Duncan Lee He can be contacted on: 07708733288 or duncan@xyzmusicacademy.com

If the Safeguarding Lead is not available (due to annual leave, sickness etc), staff and volunteers should report to the Deputy Safeguarding Lead: Richard Wainwright
He can be contacted on: 07359042622 or richard@xyzmusicacademy.com

If neither the Safeguarding Lead nor Deputy Safeguarding Lead is available, advice should be immediately sought from:

CHILDREN IN BUCKINGHAMSHIRE:

The First Response Team on 01296 383962

(outside of office hours call: 0800 999 7677)

Email: secure-cypfirstresponse@buckscc.gov.uk

(NB. this email address is only secure if emailing from another secure account)

CHILDREN IN OXFORDSHIRE:

The Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666 (outside of office hours call: 0800 833 408)

5. Concerns About a Child's Safety and Wellbeing

All Staff and volunteers associated with XYZ Music Academy LTD have a collective obligation to prioritise the well-being and safety of children. This process aims to establish a robust framework to address concerns promptly when any individual within XYZ Music Academy LTD expresses concerns about a child's welfare. It provides clear procedures for taking appropriate action step-by-step whenever such concerns arise.

5.1 Responding When Abuse is Disclosed

The purpose of this procedure is to establish comprehensive guidelines which empower staff members and volunteers to respond appropriately when an instance of abuse is disclosed.

Disclosure of abuse: If a child or young person discloses to you that abuse or inappropriate behaviour has / may / is taking place, you should:

- Listen to the child. Allow them to tell you what has happened in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events. Ensure that the child is safe, comfortable, and not left alone

- Remain calm. Be reassuring and supportive but try not to respond emotionally. Make no observable judgement.

- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe

- When you are able to, Record the incident as soon as possible (see recording concerns below). Take care to

note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child. Ask the child to complete a body map if necessary. Encourage children to complete the map voluntarily, respecting their boundaries and privacy.

- Ask the child to clarify if they use a term you do not understand
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure.
- If there is immediate risk of harm to a child, DO NOT DELAY, ring 999.
- If the child is at risk from the person collecting them, they must be kept apart until a representative from the Safeguarding Board arrives.

5.2 Reporting and Recording Concerns

Staff and volunteers are strongly encouraged and provided with necessary support to exercise their professional judgement and apply their acquired expertise from safeguarding training in the identification of abusive situations. Section 3 elaborates on the indicators of abuse to facilitate this process. In the event that a staff member or volunteer suspects that abuse has, or is taking place, it is their duty to promptly report such concerns, irrespective of whether the child has directly disclosed the occurrence of abuse.

If a staff member is concerned about a child, they must at the earliest opportunity disclose this to the Safeguarding Lead in the company and if in a school setting the safeguarding lead of the school.

Upon disclosure the Safeguarding Concern Report Form must be filled out. This should be done regardless of whether concerns are referred to support services.

An accurate record must be kept of:

- The date and time of the incident/disclosure
- The date and time of the report

- The name and role of the person to whom the concern was originally reported and their contact details
- The name and role of the person making the report (if this is different to the above) and their contact details
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and siblings) what was said or done and by whom
- If a child has made a disclosure, staff members substitute the child's words for their own. They should use the child's own words where possible. They should not remove explicit words used by the child. They should use the names for body parts used by the child, not substitute in anatomically correct ones.
- Staff must record facts and not their own opinion of the situation. They should not use judgement words such as 'problematic' or 'inappropriate'.
- Any interpretation of inference drawn from what was observed, said or alleged should be clearly reported as such.
- Any further action (such as a referral being made)
- The reason why the organisation decided not to refer those

This record should be provided to the Designated Safeguarding Lead as soon as possible.

- Great care must be demonstrated in distinguishing between fact and opinion when recording suspected incidents of child abuse. Make sure the report is factual. Any interpretation of inference drawn from what was observed, said or alleged should be clearly reported as such. The record should always be signed and dated by the person making the report.
- Reports of safeguarding concerns must not be made using means which are not considered to be secure e.g. email. When reporting safeguarding concerns staff members and volunteers must do so in secure and private settings and confidentiality must be maintained. Information must not be shared with anyone other than the DSL's and relevant safeguarding professionals.
- Staff and volunteers must ensure that all concerns and allegations are reported sensitively and confidentially.
- XYZ Music Academy LTD will take every precaution to build trusting and supportive relationships between families, carers, staff and volunteers within the group. Where abuse at home is suspected, The Club will continue to welcome the children and family while investigations proceed.

5.2.2 Record Management and Retention

It is the responsibility of the Designated Safeguarding Lead to maintain, store, and eradicate records pertaining to disclosures of abuse. Maintaining accurate and secure records ensures compliance with legal and regulatory requirements, facilitates effective investigations and provides a basis for future reference. The procedure for record management and retention shall be reviewed annually.

- All records related to disclosures of abuse must be treated with the utmost confidentiality and handled in accordance with applicable privacy laws and organisational data protection.
- Records should be kept in a separate child protection file for each child. The child protection file should be started as soon as any concerns are raised
- Physical records should be stored in a secure and locked location, separate from any other documentation
- Access to these records should be limited to the DSL's and authorised personnel who require the information for investigation, case management, or legal purposes.
- Any transmission or sharing of the records must be done securely, using appropriate encryption or password protection measures.
- Records of disclosures of abuse should be adequate, relevant and not excessive for the purpose for which they are held.
- Records should be accurate and up to date.
- Records shall be maintained on paper unless electronic transmission is required. Only the DSL shall keep a record. Any notes made by staff/volunteers in reporting the concern should be deleted or destroyed. If any records are to be kept electronically they shall be stored in a protected and encrypted system with access restricted to the DSL, and regular backup shall be performed
- Records should only be kept as long as necessary. Retention periods are in line with NSPCC guidance. Standard cases shall be reviewed and considered for destruction biannually after the original creation of the record. Considerations shall include: the date of the child's last contact with XYZ Music Academy LTD, or whether the contact is ongoing, the nature of the abuse reported, the status of the investigation, and whether the case was forwarded for referral. Records shall be kept no longer than 6 years after the child's last contact with XYZ Music Academy LTD. Exceptions to the 6 year period will occur when records:

- Need to be trained because the information in them is relevant to legal action that has been started
- Are required to be kept longer by law
- Relate to where staff have been judged unsatisfactory

○ Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and this information would not be available elsewhere)

- When records are being kept for more than the 6-year period, files need to be clearly marked and the reason for the extension period clearly identified.

- When the retention period is finished, confidential records must be incinerated or shredded by the DSL. At the same time any electronic versions of the record must be purged.

6. Responding to Concerns

Once the Designated Safeguarding Lead has been informed and a Safeguarding Report Form has been filled out, it is the responsibility of the Safeguarding Lead to take appropriate action on the basis of the report.

6.1 Safeguarding Concerns About a Child Identified During In-School Activities

XYZ Music Academy LTD works closely with schools to provide music sessions under school provision during the day, such as PPA cover and lunchtime clubs.

In these instances, XYZ Music Academy LTD Safeguarding Lead should promptly inform the school about any safeguarding concerns identified during the music sessions, and provide them with a copy of the completed Safeguarding Report Form. Additionally, a copy of the form must also be retained for XYZ Music Academy LTD 's own records. The responsibility then lies with the Safeguarding operatives at the school to monitor the situation and take appropriate action based on the reported concerns.

All members of staff and volunteers associated with XYZ Music Academy LTD must fully cooperate with any requests made by the school for additional information or assistance in monitoring the situation further when the child is participating in activities run by XYZ Music Academy LTD . This includes promptly providing any relevant details or insights that may contribute to the safeguarding process.

6.2 Safeguarding Concerns Identified Outside the School Day/During Private Activities Run by XYZ Music Academy LTD

XYZ Music Academy LTD runs various activities outside of the school day one to one and group music lessons, after school clubs, birthday parties, and holiday workshops.

- In all these instances, and any others where the payments for the services are being made to XYZ Music Academy LTD directly, XYZ Music Academy LTD Safeguarding lead assumes responsibility for taking the appropriate action based on any safeguarding concerns identified during the sessions.
- The Safeguarding Lead is expected to review the Safeguarding Report Forms and use their expertise from training to determine what type of concern has been reported and the correct course of actions based on the level of need.
- Where appropriate, the Safeguarding Lead is responsible for making a referral to Buckinghamshire Council's First Response Team/MASH. If there is immediate risk of harm to a child, the police must be contacted.
- If the safeguarding concern is identified at one of the XYZ Music Academy LTD 's after school clubs, which are run on school grounds for children attending that school, the XYZ Music Academy LTD Safeguarding Lead shall liaise with the school's Safeguarding Lead to determine if any concerns have been identified during the school day / whether a safeguarding investigation is already taking place
- If the Safeguarding Lead is unclear whether or not to make a referral they can still contact The First Response Team/MASH, or the NSPCC Child Protection Helpline.
- The Safeguarding Lead should refer to the Continuum of Need Incorporating Threshold Guidance to guide decision making.

6.3 Flowchart of Procedures for Responding to Safeguarding Concerns

7. Female Genital Mutilation (FGM)

7.1 Definition

FGM is a procedure where the female genital organs are deliberately cut, injured or changed and there is no medical reason for this. It is considered child abuse in the UK and is a grave violation of the human rights of girls and women. It can cause immediate and/or long-term physical and emotional consequences for the survivors. It is a deeply rooted practice, widely carried out among specific ethnic populations in Africa and parts of the Middle East and Asia.

7.2 Mandatory Reporting

The FGM mandatory reporting duty is a legal duty requiring staff to report to the police 'known' cases of FGM in under 18s which they identify in the course of their professional work. Reports should be made using the non-emergency 101 telephone number.

'Known' cases are those where a girl informs the person that an act of FGM - however described - has been carried out on her.

Reports under the duty should be made as soon as possible after a case is discovered, and best practice is for reports to be made by the close of the next working day.

Mandatory reporting does not replace safeguarding children actions, if a member of staff has concerns that FGM has taken place, they should still share this information with the Designated Safeguarding Lead, who will make a referral to Children's Social Care.

7.3 Factors that may heighten a child's risk of FGM

- Other family members have undergone FGM;
- The child's father comes from a community known to practise FGM;
- A family elder such as a grandmother is very influential within the family as is/will be involved in the care/bringing up of the girl;

- Girl/family has limited level of integration within UK community;

- Parents have limited access to information about FGM and do not know about the harmful effects of FGM or UK law;

- A family repeatedly fails to attend or engage with health and welfare services.

7.4 Indications that FGM may be about to take place

- Parents state that they or a relative will be taking the girl abroad for a prolonged period;
- A girl talks about a long holiday to her country of origin or another country where the practice is prevalent;
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school;

- A girl is withdrawn from PSHE lessons

- A girl talks about FGM in conversation

7.5 Indications that FGM may have already taken place

- A girl asks for help or confides in a professional that FGM has taken place

- A mother/family member discloses that FGM has taken place

- A girl spends longer than normal in the bathroom or toilet or away

from the classroom with bladder/menstrual problems]A girl finds it hard to sit still for long periods of time, and this was not problem previously

- A girl displays increased emotional and physiological needs. for example withdrawal or depression, or

significant change in behaviour

- A girl is reluctant to undergo any medical examinations
- A girl is avoiding physical exercise or requiring to be excused from PE lessons without a GP letter

- Girl has spoken about having been on a long holiday to her country of origin/another country where the practice is prevalent

7.6 Procedure for responding to FGM

FGM is abuse and should be treated as such. Staff should intervene to safeguard girls who may be at risk of FGM or who have been affected by it. If a member of staff has concerns, they should follow the procedure in 5.2 to record their concerns and report them to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will review staff member's concerns about a child at risk of undergoing/having undergone FGM on a case-by-case basis and determine the appropriate action.

The level of safeguarding intervention required from the DSL will depend on how imminent the risk of harm is. The DSL should refer to the [bscb Multi-Agency FGM Pathway](#):

7.6.1 Where the only risk factor is that an adult female in the child's family has undergone FGM:

- This should be treated as low/future risk
- A referral may not be necessary. The DSL should instead discuss it with local services.
- The situation should be monitored and internal records flagged.

7.6.2 Where there is a suspicion that FGM has occurred, a procedure is suspected, or is planned/imminent

- Treat as high/immediate risk
- Refer to children's social care
- Call police on 999 if immediate action required

7.6.3 Where a female child in a family has been subjected to FGM - confirmed by disclosure

- Treat as high/immediate risk
- Refer to children's social care
- Report to police on 101
- Call police on 999 if immediate action required

7.6.4 Information Sharing

- Discussion should be held openly with the girl, how, why and with whom information will be shared and seek their consent. However be aware that by alerting a girl's family, you may place her at increased risk of harm. This should be taken into account and it should be remembered that consent for information sharing is not required where there is evidence that the child is suffering or at risk of suffering significant harm, or in order to prevent a criminal offence taking place.

8. Preventing Radicalisation

Protecting children from radicalisation should be part of the company's wider safeguarding responsibilities and is similar in nature to protecting children from other forms of harm and abuse. It must be understood that during the process of radicalisation, it is possible to intervene to prevent susceptible people being radicalised.

Radicalisation refers to the process by which somebody comes to support terrorism and forms of extremism.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate they need help or protection. Some behaviours that may cause concern include:

- More than one online identity

- Spending more time online and accessing extremist content
- Downloading propaganda material
- More argumentative in their viewpoints
- Being abusive to others
- Justifying the use of violence to solve societal issues
- Changed friends
- Altered their style of dress or appearance to accord with an extremist group
- Using a new vocabulary
- Isolated from friends and family
- Unwilling to engage with people who are different
- Secretive and reluctant to discuss their whereabouts
- Adopted the use of certain symbols associated with terrorist organisations

8.3 Record Management and Retention

- It is the responsibility of the Designated Safeguarding Lead to maintain, store, and eradicate records of allegations against members of staff.
- All records related to allegations against staff members/volunteers must be treated with the utmost confidentiality and handled in accordance with applicable privacy laws and organisational data protection.
- Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual. These personnel files should be stored in a secure and locked location
- Access to these records should be limited to the DSL's and authorised personnel who require the information for investigation, case management, or legal purposes.
- Any transmission or sharing of the records must be done securely, using appropriate encryption or password protection measures.
- Record retention periods are in line with NSPCC guidance. Records should be kept in the personnel file at least until the member of sta/volunteer reaches their normal retirement age or for 10 years - whichever is longer
- Records must be kept for the same amount of time regardless of whether the allegations were unfounded. However if the allegations are found to be malicious the record must be destroyed immediately
- Information must be retained even if the person stops working or volunteering for the organisation

8.4 Responding to Concerns

Concerns raised against staff or volunteers should be taken seriously and responded to promptly and sensitively, regardless of who the person is, what position they hold or how long they've been involved with XYZ Music Academy LTD. The Designated Safeguarding lead is responsible for managing allegations against sta. The person to whom an allegation or concern is first reported should treat the matter seriously and keep an

open mind.

8.4.1 Does the Concern Constitute an Allegation?

- It might not be clear whether an incident constitutes an ‘allegation’. It is important to be mindful that in order to be an “allegation” the alleged incident has to be sufficiently serious as to suggest that harm has or may have been caused harm to a child/ren or that the alleged behaviour indicates the individual may pose a risk of harm to children.

- Issues that do not meet this threshold may constitute conduct or disciplinary issues and should be addressed by employers using the appropriate organisational procedures.

- If it is difficult to determine the level of risk associated with an incident the following should be considered:

- Was the incident a disproportionate or inappropriate response in the context of a challenging situation?

- Where the incident involved an inappropriate response to challenging behaviour, had the member of staff received training in managing this, and is training up to date?

- Does the member of staff understand that their behaviour was inappropriate/subject to review and express a wish to behave differently in the future? For example, are they willing to undergo training/can they demonstrate reflective skills?

- Does the child/young person, or family want to report the incident to the Police, or would they prefer the matter to be

dealt with by the employer?

- Have similar allegations been made against the employee – is

there a pattern developing?

- Whether an incident constitutes an allegation and hence needs to be dealt with through these procedures, may need to be discussed by the LADO and the employer's safeguarding lead. If it falls short of this threshold there may still be a role for the LADO to provide advice and support to the employer. Where the matter constitutes a conduct or performance issue, the employer should follow the appropriate disciplinary procedures and let the LADO know of the outcome.

8.4.2 Role of the Designated Safeguarding Lead

- In response to any allegation, the Designated Safeguarding Lead should respond in line with the BSCB Procedure for Managing Allegations, and, where appropriate, must contact the LADO.

- A clear comprehensive record of allegations made against a member of staff or volunteer must be kept, including:

- What the allegations were
- How the allegations were followed up
- How things were resolved
- Any action taken
- Decisions reached about the person's suitability to work with children

- The above details should be used to fill out the LADO referral from

- The DSL must inform their LADO within one working day when an allegation is made and prior to any further investigation taking place.

- An immediate risk assessment should be carried out

- If appropriate the police should also be notified within one working day - or immediately if necessary

- When informed of a concern or allegation, the DSL should not

investigate the matter but they should continue to gather factual information in regards to the incident and ensure any evidence is preserved.

- Suspension of the member of sta/volunteer should be considered only in cases where there is cause to suspect a child or other children at the place of employment is/are at risk of harm or the case is so serious that it might be grounds for dismissal.

- Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension. XYZ Music Academy LTD must provide support to the person being suspended.

- Ofsted must be informed of any allegations of abuse against a member of sta, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

8.5 Keeping Parents/Carers and Children Informed

- The parents of the child/ren or young person involved must be informed of the allegation and the process that is being followed unless this will impede the disciplinary or investigative processes. The LADO can advise the employer whether or not the parents should be informed. However, in some circumstances, the parent/s may need to be told straight away (e.g. if a child or young person is injured and requires medical treatment)

- The parent/s and the child, if sufficiently mature, should be helped to understand the processes involved.

- At all times, the safety, protection and interests of children concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.

8.6 Support to the Accused Member of Staff

- Subject to restrictions on the information that can be shared, the DSL should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the

possible outcome (e.g. disciplinary action, and dismissal or referral to

the DBS or regulatory body).

- The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related processes
- If suspended, be kept up to date about events in the workplace

10. Confidentiality/Information Sharing

All staff and volunteers must be aware of the confidential nature of child protection information.

- Child protection concerns, disclosures from children or safeguarding allegations made against another staff member or volunteer **MUST NOT** be discussed across the workforce as a whole
- This information should be shared solely with the Safeguarding Lead / Deputy Safeguarding Lead (and/or with First Response/MASH / the LADO as appropriate)

- Personal information which is shared by the child on a 1:1 level, such as sexual orientation or gender identification, should not be disclosed to the workforce as a whole.
- If staff and volunteers wish to discuss situations in order to gain a wider perspective from colleagues, this should be done on an anonymous basis, with names and identifying information relating to the child and their family remaining strictly confidential.
- All private or personnel records are kept in a lock filing cabinet and should only be accessed by appropriate members of staff. Documentation about the children that attend and their families is confidential and should not be discussed with anyone outside work.
- Reports of safeguarding concerns must not be made using means which are not considered to be secure e.g. email. When reporting safeguarding concerns staff members and volunteers must do so in secure and private settings and confidentiality must be maintained.

9.1 Consent

- When responding to a concern about a child, making a referral to First Response/MASH or contacting the LADO, the safeguarding lead should consult the thresholds document to clarify whether consent from the child / family is required.
- In any situation where a child is at risk of harm, consent is not required.

9.2 Information Sharing

Appropriate information sharing is vital to effective safeguarding and promoting the welfare of children. Poor, or non-existent, information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious harm to, a child as a result of abuse or neglect.

When a child makes a disclosure of abuse or a staff member suspects a safeguarding concern, this information must be shared with the Safeguarding Lead and then with Safeguarding Agencies as appropriate.

Staff and volunteers should follow the seven golden rules for information sharing (as set out by the HM Government guidance):

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information is shared appropriately
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so

- Seek advice if you are in any doubt, without disclosing the identity of the person where possible

- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case

- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

- Necessary, proportionate, relevant, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is only shared with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

- Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

- If information is to be shared electronically, it must be done so via encrypted means

- Verbally communicated information must be done so in a private and confidential setting

11.Supporting Organisational Policies

10.1 Training and Refresher Training

XYZ Music Academy LTD prioritises the safety and well-being of children by ensuring that all staff members undergo comprehensive safeguarding training and fully comprehend their responsibilities in child protection prior to commencing work with children.

- All staff must undergo safeguarding training prior to commencing work with children at XYZ Music Academy LTD.

- This is part of the induction process for new staff and volunteers regardless of role and responsibility

- If a new member of staff or volunteer already has a valid, in date safeguarding certificate, they need not undergo the induction safeguarding training course. however they must take the onboarding safeguarding quiz

- XYZ Music Academy LTD holds a copy of all staff members safeguarding certificates and keeps a log of

their expiry date.

- When a staff member's safeguarding training is due to expire, they must re-complete the course before its expiry date. Training is outsourced to an online platform and funded by the company.
- Staff will not be able to operate on expired certificates
- Staff safeguarding training must be renewed every two years
- The Designated Safeguarding Lead and Deputy Safeguarding Lead take specialised training courses to ensure they are fully equipped to carry out their role
- To ensure ongoing competency and knowledge in safeguarding, all staff and coaches will be required to undertake regular safeguarding training refreshers. This is provided by the Designated Safeguarding Lead once every three months, or whenever there are legislation or major changes in best practices relating to safeguarding. These sessions build on the open and supportive culture adopted by XYZ Music Academy LTD that encourages staff and coaches to ask questions about safeguarding and child protection.
- XYZ Music Academy LTD maintains records of staff training including the completion dates of initial training and refresher courses.
- Staff will be required to demonstrate by that they have read and understood this Child Protection/Safeguarding Policy by signing a statement to confirm their understanding and compliance with the safeguarding training policy and correctly answering a sample of questions about its content
- This training procedure shall be regularly monitored and reviewed by the Designated Safeguarding Leads to ensure its effectiveness and compliance with relevant legislation and best practices.

10.2 Ratio of Staff to Children

In order to prioritise child protection and maintain a safe environment, the company strictly adheres to the guideline of assigning one staff member for every 16 children. This ensures adequate supervision and allows for individual attention to be provided to each child, promoting their safety and well-being. By maintaining this ratio, we strive to create a secure and nurturing setting that meets the highest standards of child protection.

10.3 Safe Caring

10.3.1 Staff Conduct towards Children

All staff/volunteers working with XYZ Music Academy LTD understand how to conduct themselves around children and are provided with appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.

- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.

- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.

- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

- Staff understand that touch should only be:
 - Age appropriate

 - Welcomed by the child

 - Offer a sense of emotional wellbeing and security

 - Reinforcing a sense of positive self esteem

 - Supporting social interaction

 - Encouraging confidence and empowerment

 - In response to a health or welfare concern

- Staff must be mindful of how they speak to children, recognising that 'banter' or teasing, while sometimes light-hearted and well-intentioned, can be easily misinterpreted. It should be kept to a minimum and always conducted with sensitivity and respect for the child's feelings. Staff must prioritise open and honest communication, ensuring that children understand the context and are comfortable with such interactions. They must be attentive to their reactions and promptly cease any form of banter or teasing if it makes a child uncomfortable or if they express a desire to stop.

10.3.2 When a Member of Staff is Inappropriately Touched by a Child

If a child initiates inappropriate physical contact with a member of staff they must:

- Ask the child to stop, and politely and firmly communicate to them that it is not appropriate and explain personal boundaries

- Make a written record of the incident and inform management at the earliest opportunity

10.4 Visitors Code of Conduct

Our organisation is deeply committed to the safety and well-being of children and vulnerable individuals. Our Safeguarding Code of Conduct sets forth the fundamental principles and behaviours that all staff members, volunteers and visitors must adhere to, creating a secure environment and promoting the highest standards of safeguarding and child protection. This Code of Conduct serves as a compass for our staff, ensuring their actions and interactions prioritise the welfare and protection of those under our care.

Advice for Volunteers and visitors (including contracted staff)

This organisation is determined that everyone who visits, volunteers or works here is aware of their responsibility to make sure that all children are safe. Please remember: if you are worried about the safety of any children you must report this concern to your manager or person responsible for safeguarding

The XYZ Music Academy LTD Designated Safeguarding Lead is Duncan Lee (07708733288). If you cannot reach the DSL, please contact the Deputy Designated Safeguarding lead - Richard Wainwright (07359 042622).

Getting to know children in a school or children's setting

Depending on the role you are carrying out, you may get to know children whilst visiting or temporarily working with us. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- You should never be alone in a room with a child, but if, unexpectedly, that does happen, make sure that the door is open.

- If you find that a child deliberately seeks to talk to you on a regular basis and appears to be trying to form an inappropriate relationship or relationship outside of your role, you should let your immediate supervisor know.

- Never touch a child – unless there is immediate danger.

- Never exchange phone numbers or agree to contact a child whom you have met through your work here.

- Keep a record of the times and dates of any unplanned contact with

children and let the person responsible for Child Protection have a copy. Unplanned does not include seeing a child at a public place such as a shop / street, but would include social events such as parties.

Knowing if a child is being harmed

If the purpose of your visit is to work with children you may find that conversations with them result in concerns about their safety.

Children will sometimes tell an adult if they are being harmed. They might tell you, for example, that their Mum had hit them, or that they are very frightened of their Granddad when he is drunk. They could tell you that they are being bullied, or even that an adult here is treating them badly. It is also possible that you might notice something that made you think a child might be being harmed here.

If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty to pass the

information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Action if you are worried a child is being harmed

If you are worried a child may be being harmed you must:

- Listen to the child. Allow them to tell you what has happened in their

own way, and at their own pace. Do not interrupt a child who is

freely recalling significant events.

- Remain calm. Be reassuring and supportive but try not to respond

emotionally.

- Do not ask leading questions; only ask questions if you are seeking

clarification about something they have said. Use TED; Tell, Explain,

Describe.

- When you are able to, make an accurate record of what you have

been told, taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.

- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.

- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.

- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure. If your Safeguarding Lead and any deputy is not available, ring First Response (Bucks) for advice on 0845 4600 001 or MASH (Oxfordshire) on 0345 050 7666.

If there is immediate risk of harm to a child DO NOT DELAY. Ring 999

Following a disclosure, the Safeguarding Lead should consider the situation (referring to the BSCB thresholds document) and where appropriate, make a referral to Children's Social Care (via First Response on 0845 4600 001/ MASH on 0345 050 7666).

10.5 Behaviour Policy

XYZ Music Academy LTD believes that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to create an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

- Rules should remain consistent and age/development appropriate. Children will be encouraged to contribute to behavioural guidelines, as ownership is often accepted. Unacceptable behaviour includes behaviour which:

- Is dangerous or harmful or offensive to someone else – children or adults
- Makes the child unwelcomed or unaccepted by other people
- Damages other people's or XYZ Music Academy LTD's property

- Behavioural expectations will be the same for everyone within the setting

- Parents/carers will be made aware of the club's Behaviour Policy and any sanctions taken.

- All efforts will be made to help the child understand that it is the behaviour not him/herself that is at fault.

- Strategies will be used to try to avert the problem, such as distraction, positive behaviour will be encouraged and rewarded.

- Physical punishment will not be tolerated under any circumstances.

Sanctions might include time out or withdrawal of a treat. If inappropriate behaviour continues The Club will look at the antecedents as this highlights the cause. Parents/carers will be involved and records of incidents will be kept and shared with parents.

- If after discussions with the parents/carers and child, the inappropriate behaviour continues it may be necessary to exclude the child if the safety of others is compromised.

- If we had to use physical intervention, the parents/carers must be told and a pink form must be filled out and placed in the child file in a secure place.

10.5.1 Suspensions and Exclusions

XYZ Music Academy LTD is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the club. Such procedures are outlined in the behaviour policy.

- Details of warnings, suspensions and exclusions will be recorded and kept on record

- Each warning will be discussed with the child concerned and their parent/carer. All staff will be made aware of the warnings given to a child.

As a last resort, the club has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the club with immediate effect. In such circumstances, the child's parent/carer will be called immediately and ask them to collect their child. Children will not be allowed to leave until their parent/carer has arrived.

The director and another member of staff will arrange a meeting with the child concerned and their parent/carer to decide if it will be possible for the child to return to the club.

The implementation of suspensions and exclusions should be consistent, fair and proportionate to the behaviour in question. In setting such a sanction consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered e.g. home life/learning difficulties..

Where the appropriate response to the child's behaviour is deemed to be suspension/exclusion, where possible, the club will give parents/carers time to make alternative arrangements for childcare during the period of suspension/exclusion.

Staff should always keep parents/carers informed about behaviour issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the club without prior discussion with the Director. Staff will consult Duncan as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion. When a suspension is over and before a child is allowed to return to the club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

10.6 Anti-Bullying

Bullying of any form is unacceptable in our club, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying. Everyone involved in the club, staff, children and parents/carers, will be made aware of the club's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

- The club defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. Examples are:
 - Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.
 - Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

- Verbal: Name-calling, put-down, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.
- Psychological: Behaviour likely to instil a sense of fear or anxiety in another person.

10.6.1 Preventing and Responding to Bullying

Staff and volunteers at XYZ Music Academy LTD will make every effort to create and maintain a tolerant and caring club environment, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasion and the club recognises this fact. In the event of such incidents, the following principles will govern the club's response:

- All incidents of bullying will be addressed thoroughly and sensitively.

- Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully. Staff have a duty to inform the manager if they witness an incident of bullying involving children or adults at the club.

- If a child or a member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell somebody.

- The individual who has been the victim of bullying will be helped and supported by the sta. They will be kept under close supervision and staff will check on their welfare regularly.

- Parents/carers will be called in alongside their child and steps to be taken (refer to Suspensions and Exclusions), all information to be written in the book and kept locked away.

XYZ Music Academy LTD will review this policy annually and assess its implementation and eectiveness. The policy will be promoted and implemented throughout the company.

10.7 Safer Recruitment

XYZ Music Academy LTD is committed to implementing a robust recruitment process alongside its Child Protection/Safeguarding Policy in order to reduce the risk of abuse to young people by staff or volunteers. These safer recruitment processes are in line with the Buckinghamshire Safer Recruitment Toolkit. We recognise the importance of conducting recruitment processes to identify individuals who are suitable for the role they are being considered for and suitable for working with children.

- All applicants will be required to complete a standard application form. This requires information regarding:
 - References/Previous employment
 - Right to work
 - Declaration of criminal record
 - Declaration of right to enter into work with regulated children

- A thorough background check will be conducted for all potential employees and volunteers. This includes:
 - Identity verification
 - Right to work verification
 - Employment history verification/reference checks
 - Enhanced DBS check

- All relevant job descriptions shall highlight safeguarding responsibilities
- Where possible, applicants with existing safeguarding experience will be considered over those without it.
- Interviews for prospective employees shall include questions which give the interviewee the opportunity to demonstrate safeguarding competencies.
- All potential employees/volunteers must receive an Enhanced DBS certificate before commencing work with children with XYZ Music Academy LTD. If an employee does not already have a valid DBS, XYZ Music Academy LTD will fund one.
- All employment contracts shall include a statement about commitment to safeguarding.
- Following the appointment of new staff / volunteers it should clearly state in any contract of employment or volunteering agreement that should an individual staff member or volunteer be involved in child protection or other safeguarding procedures or police investigations in relation to their own family they must inform their manager /

employer. In these circumstances it is always necessary for XYZ Music Academy LTD to assess whether there is any potential for risk to transfer to the workplace and the individual's work with children.

10.8 Whistleblowing

XYZ Music Academy LTD is committed to maintaining the highest standards of integrity, transparency, and ethical conduct. This Whistleblowing Policy aims to provide a framework for all employees, volunteers, and stakeholders to report any concerns regarding misconduct, wrongdoing, or breaches of our safeguarding and child protection policies. Whistleblowing plays a vital role in ensuring the safety and well-being of individuals within our organisation, and we encourage individuals to come forward with their concerns.

This policy applies to all individuals associated with our music tuition business, including employees, volunteers, contractors, and participants. It covers any concerns related to safeguarding, child protection, or any other forms of misconduct that may impact the safety and welfare of individuals within our programs.

- We recognize the importance of confidentiality and will handle all whistleblowing reports with the utmost sensitivity.

- Whistleblowers will be protected against any form of retaliation, victimisation, or discrimination as a result of making a genuine and good faith report.

- Confidentiality will be maintained to the extent possible while conducting investigations, unless disclosure is required by law or necessary to ensure the safety of individuals.

- Any individual with a genuine concern is encouraged to report it promptly. Reports can be made through the following channels:
 - Directly to a designated safeguarding officer or a trusted senior member of the coaching staff.

 - In writing, addressed to the designated safeguarding officer or management, either through secure email or physical mail.

 - By using an anonymous reporting mechanism, such as a dedicated hotline or online reporting form, where available.

- Reports should include specific details regarding the nature of the concern, individuals involved (if known), and any supporting evidence or documentation

- All reports will be acknowledged promptly, and appropriate action will be taken to address and investigate the concerns.

- Investigations will be conducted in a fair, objective, and timely manner, following the principles of natural justice.

- Whistleblowers will be kept informed of the progress and outcome of the investigation, to the extent possible and as appropriate.

- The Music tuition business takes the reporting of concerns seriously. However, intentionally making false or malicious reports may result in disciplinary action.

- Whistleblowers are expected to provide information truthfully and in good faith.

- This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements.

- All employees, volunteers, and stakeholders will be made aware of this policy and their rights and responsibilities under it through appropriate communication channels.

- This Whistleblowing Policy is designed to be in accordance with relevant whistleblower protection laws and regulations to the extent applicable.

- Individuals who have concerns about potential wrongdoing, but are unsure whether to report or need guidance, are encouraged to seek advice from the designated safeguarding officer, management, or seek independent legal advice if necessary.

10.9 E-Safety

XYZ Music Academy LTD is committed to creating a safe and secure environment for all individuals involved, including children and vulnerable individuals. This E-Safety Policy is an integral part of our Safeguarding Policy and aims to establish guidelines and practices to ensure the responsible and safe use of technology, including the internet, social media, and electronic communication.

- XYZ Music Academy LTD works with children aged 4 and above, and contact with the children need not be made outside of music sessions. Therefore, staff members are prohibited from contacting children outside of sessions. If it is deemed necessary for any reason, the contact and means of

contact should be agreed and monitored by the Safeguarding Lead to ensure that any communications with children are conducted in a responsible and safe manner.

- Where possible, contact with parents should not be made from personal email addresses or phone numbers. Personal social media should never be used to make contact.
- Any concerns or incidents related to E-Safety, inappropriate online behaviour, or breaches of this policy should be reported immediately to the Designated Safeguarding Lead.
- Staff member's social media accounts should not be open to public view and staff are encouraged to behave responsibly and respectfully online
- XYZ Music Academy LTD social media accounts can only be accessed and managed by the Director and the Social Media Manager.
- Children and parents personal information shall never be disclosed online
- Childrens names and ages should only be disclosed online following parents permission and only for appropriate purposes. All other personal information relating to children and parents should never be published online.
- XYZ Music Academy LTD recognises the importance of keeping children safe online. Whilst no members of staff shall interact with children online, if they happen to come across any children associated with XYZ Music Academy LTD engaging in online activities which may be cause for safeguarding concerns, they must report this immediately to The Designated Safeguarding Lead.
- If a child attempts to contact a member of staff online, the member of staff must immediately disclose this to the Designated Safeguarding Lead.

10.10 Photography

The purpose of this policy is to establish guidelines and procedures regarding the use of photography in our company. This policy aims to ensure the safety, privacy, and well-being of the children involved while allowing for appropriate documentation and promotion of our activities.

- Prior to taking or using any photographs or videos of children, explicit consent must be obtained from their parents/guardians. When parents book their children onto XYZ Music Academy LTD classes they are asked whether they consent to photographs being taken and this information is stored on the platform.

- Consent forms should clearly outline the purpose, potential usage, and storage of the photographs/videos.
- Only authorised staff members, coaches, or designated individuals should be permitted to take photographs or record videos during coaching sessions or events.
- Authorised photographers should be made identifiable through the use of badges and should be bearing The XYZ Music Academy LTD logo.
- Photographs and videos should only be used for the intended purposes, such as promotional materials, website content, or educational resources.
- Images should be stored securely and accessed only by authorised personnel.
- Personal information, such as full names, addresses, and ages, should not be associated with the photographs/videos without explicit consent.
- Staff members, coaches, and volunteers should be mindful of children's privacy and dignity when capturing or using photographs/videos.
- Close-up shots or images that may be deemed invasive or inappropriate should be avoided.
- Photographs/videos featuring children should not be shared on public platforms, social media, or websites without explicit consent.
- If any concerns arise regarding the use of photographs/videos, inappropriate conduct, or potential safeguarding issues, they should be reported immediately to the designated child protection officer or a supervisor.
- Photographs/videos may be used for educational or instructional purposes within the music tuition sessions, provided they are used in a respectful and relevant manner.
- All photography-related activities must comply with relevant data protection and child protection laws, including the General Data Protection Regulation (GDPR) and applicable local regulations.

- Failure to comply with this photography policy may result in disciplinary action, up to and including termination of employment or termination of the coaching agreement.

- This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

10.11 Visitors

The purpose of this policy is to establish guidelines and procedures for ensuring the safety and well-being of children and vulnerable individuals when dealing with visitors in our organisation.

This policy applies to all staff members, volunteers, contractors, and any individuals visiting our premises or participating in our programs or events.

- All visitors must sign in and provide appropriate identification upon arrival at our premises/sessions/events.
- A visitor logbook or electronic system should be maintained to record visitor details, including name, contact information and purpose of the visit.
- Visitors should be accompanied and supervised by a designated staff member or authorised personnel at all times, especially when in areas where children are present.
- Visitors should not be left alone with children.
- Visitors should be made aware of our organisations safeguarding policies and procedures, including expectations for behaviour and their responsibility to report any concerns or suspicions regarding the safety or well-being of children. They will be provided with the code of conduct and concepts of safe caring
- Safeguarding information and relevant contact details should be readily available for visitors to access
- Visitors should respect to confidentiality of children by not disclosing or sharing sensitive information without proper authorisation
- Visitors should adhere to data protection laws and regulations when handling or accessing personal information
- If a observes or becomes aware of any concerns or suspicions regarding the safety or well-being of children they should immediately report it to the Designated Safeguarding Lead
- Visitors should cooperate fully with any investigations or enquiries related to safeguarding concerns
- Visitors are expected to comply with all relevant organisational policies and procedures, including but not

limited to safeguarding, code of conduct, and health and safety policies

- Failure to comply with this visitor safeguarding policy may result in immediate removal from the premises, termination of visitation privileges, and, if necessary, reporting to appropriate authorities

10.12 Complaints about XYZ Music Academy LTD 's Safeguarding Practices

If you have a concern about the way in which the DSL has dealt with a safeguarding issue, please contact them, or the Deputy, directly. If you are an employee of XYZ Music Academy LTD , please refer to the whistleblowing policy (10.8). If you are not an employee, please refer to the complaints policy. If you are not satisfied with XYZ Music Academy LTD 's response after you have followed its complaints procedure, or you feel unable to contact us about the particular issues, you should contact Ofsted:

- Telephone: 0300 123 1231

- Email: enquiries@ofsted.gov.uk

Some examples of information Ofsted wants to know about:

- Allegations that an employee is abusing a child in their care

- Wider systemic failures in our safeguarding practice

- Children not receiving the right quality of care

12. External Safeguarding Contacts

- The First Response Team (Children in Bucks):
01296 383967 (out of oce hours call: 0800 999 7677)lad

- MASH (Children in Oxfordshire)
0345 050 7666 (out of oce hours call: 0800 833 408)

- Buckinghamshire Council Care Advice: 0845 460001

- Local Authority Designated Officer (LADO) Bucks: 01296 382070
- Local Authority Designated Officer (LADO) Oxfordshire: 01865 810603
- NSPCC Child Protection Helpline 0800 800 5000

- Bucks Council Customer Services:
0300 131 600 - Ask for duty social worker