



Yorkshire Young Musicians

Safeguarding Policy and Procedures

Updated: November 2024

Due for Review: by November 2025

Policy owner: Helen Murray

Table of Contents

<u>YORKSHIRE YOUNG MUSICIANS</u>	<u>1</u>
SAFEGUARDING POLICY AND PROCEDURES	1
UPDATED: NOVEMBER 2024	1
DUE FOR REVIEW: BY NOVEMBER 2025	1
POLICY OWNER: HELEN MURRAY	1
<u>SAFEGUARDING POLICY</u>	<u>3</u>
THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT	3
LEGAL FRAMEWORK	3
DUTY OF CARE.....	3
WE BELIEVE THAT:.....	4
WE RECOGNISE THAT:	4
WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:.....	4
<u>SAFEGUARDING CODE OF PRACTICE:</u>	<u>6</u>
TEACHING SPACE AND SAFE 1:1 WORKING:.....	6
LANGUAGE, COMMUNICATION AND PROFESSIONAL BOUNDARIES:.....	6
HOW TO RESPOND WHEN A CHILD MAKES AN ALLEGATION OF ABUSE:	7
REMEMBER THE 5 RS:	7
KEY CONTACTS:	7
SAFEGUARDING – CHILD PROTECTION CAUSE FOR CONCERN – REPORTING FORM.....	8
<u>SAFEGUARDING PROCEDURES:.....</u>	<u>9</u>
RESPONDING TO CONCERNS ABOUT A CHILD’S WELFARE.....	9
THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD	9
STORING CHILD PROTECTION RECORDS.....	10
PREVENTING AND RESPONDING TO BULLYING	10
RECRUITING THE RIGHT PEOPLE TO WORK WITH CHILDREN	10
MANAGING CONCERNS ABOUT OR ALLEGATIONS MADE AGAINST STAFF OR VOLUNTEERS.....	11
MANAGING CONCERNS ABOUT OR ALLEGATIONS MADE AGAINST A CHILD OR YOUNG PERSON	11
TAKING, STORING AND SHARING PHOTOGRAPHS AND IMAGES OF CHILDREN.....	12
PREVENT DUTY.....	12
FEMALE GENITAL MUTILATION: MANDATORY REPORTING DUTY	13
WHISTLEBLOWING AND COMPLAINTS.....	13
ADDITIONAL GUIDANCE FOR ONLINE TEACHING.....	14

Safeguarding Policy

The purpose and scope of this policy statement

Yorkshire Young Musicians (YYM) provides music tuition to children and young people through 1:1 lessons, small group classes and ensembles. YYM is committed to safeguarding and promoting the welfare of children and young people.

The purpose of this policy statement is:

- To protect children and young people who receive YYM's services from harm
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of YYM, including senior managers and the board of trustees, paid staff, volunteers and freelance workers.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. These include but are not limited to:

- Children & Young People Act (1989), The Children Act (2004)
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government 2018)
- What To Do If You're Worried A Child Is Being Abused (2015)
- NSPCC guidance
- Leeds Safeguarding Children Partnership
- Hull Safeguarding Children's Partnership

Duty of Care

Safeguarding and promoting the welfare of children is everyone's responsibility. All YYM staff have a duty of care towards all students, even those they do not teach.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

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

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead and a lead trustee / board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and codes of conduct confidently and competently
- Following Safer Recruitment guidance when recruiting staff, ensuring all necessary checks are made
- Recording and storing all information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children, young people and their families and making sure they know where to go for help if they have a concern
- Using our safeguarding and child protection 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 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
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing their concerns
- Working in partnership with Hull Music Hub and Leeds Conservatoire, recognising their own safeguarding policies and codes of conduct

Safeguarding Code of Practice:

Teaching space and safe 1:1 working:



Teaching rooms have a window or glass panel in the door – ensure you do not block visibility into the room



Do not block the exit from the room, e.g., by standing in front of the door



Use only designated staff toilets or single accessible toilet facilities - avoid using the same toilet facilities as students



Rearranged and catch up lessons: if teaching an extra lesson, not on the usual timetable, ensure that the Head of YYM has been informed by email in advance, including the time of the lesson and teaching room



Physical touch: physical contact with students should be avoided where possible. Instrumental technique can normally be taught by explanation and tutor modelling. If, in a tutor's professional judgement, physical contact will be of benefit to a student's development, the following procedure should be followed:

1. Explain to the student beforehand the intention and purpose - why, how and where on the body
2. Ask permission of the student and do not proceed if they say no or appear uncomfortable, e.g. "do you mind if I move your arm to help you find the correct position?"

Language, communication and professional boundaries:



Tutors should maintain appropriate professional boundaries with students including:

- Do not discuss your personal life with students
- Do not use inappropriate or insulting language
- Do not make suggestive or inappropriate remarks to, or about, a student, even as a joke
- Do not follow or communicate with students on social media
- Be aware of showing favouritism and that this may be misinterpreted



Communication with students between lessons should only happen through the YYM website www.yorkshireyoungmusicians.uk . Personal email addresses or phone numbers should never be shared with students or families



Lifts in a tutor or staff member's car should never occur

How to respond when a child makes an allegation of abuse:

- Stay calm
- Listen, without judgement or advice
- Don't promise confidentiality – make them aware you may need to share
- Ask questions for clarification only, avoid leading questions
- Reassure them that they have done the right thing in telling you
- Tell the child what you will do next and with whom the information will be shared
- If a child decides not to disclose, advise contact with counsellor or helpline

Remember the 5 Rs:

Recognise	The signs and symptoms of abuse
Respond	To an allegation, disclosure, suspicion or concern
Report	To a Designated Safeguarding Lead
Record	What happened, use words of the child, sign and date
Refer	This is the role of the Designated Safeguarding Lead

Key Contacts:

Designated Safeguarding Lead for YYM	Helen Murray 07876 154674 helen.murray@yorkshireyoungmusicians.uk
Deputy Designated Safeguarding Leads YYM	Claire Holdich 07917 491384 (Sundays only) Philippa Abrahams 07498 904345
YYM lead trustee for safeguarding	Jacqui Cameron jacqui.cameron@operanorth.co.uk
Designated Safeguarding Lead for Hull Music Hub	James Dickinson james.dickinson@hullcc.gov.uk
LEEDS Local Authority Designated Officer LEEDS Emergency Duty Team	0113 3789687 0113 5350600
HULL Local Authority Designated Officer HULL Emergency Duty Team	01482 613372 01482 788080
NSPCC 24 Hour Help Line Childline 24 Hour Help Line Samaritans 24 Hour Help Line	0808 800 5000 0800 11 11 / www.childline.org.uk 116 123

Safeguarding – Child Protection Cause for Concern – Reporting Form

An alternative online version of this form can be found [here](#)

Once completed, email form to helen.murray@yorkshireyoungmusicians.uk	
Name of student:	
Date of birth:	
Name of staff member / volunteer reporting concern:	
Nature of concern: <i>include date & time, any names or places mentioned, injuries observed. Use the child's own words where possible.</i>	
Signed:	Date:
Action taken:	
Follow up and review of action taken by Designated Safeguarding Lead:	

Safeguarding Procedures:

Responding to concerns about a child's welfare

The 5 Rs are used as a reminder of key actions and responsibilities:

Recognise the signs and symptoms of abuse

Respond to an allegation, disclosure, suspicion or concern

Report to a Designated Safeguarding Lead

Record what happened, use the words of the child, sign and date the record

Refer – this is the role of the Designated Safeguarding Lead

All YYM employees are trained to **recognise** the signs and symptoms of abuse so that they are able to identify cases of children who may be in need of help or protection. If staff are unsure they should speak with the Designated Safeguarding Lead.

Types of abuse and indicators of abuse, neglect and exploitation are outlined in [Keeping Children Safe in Education](#) starting from page 11.

[NSPCC guidance](#) provides further detail and support in identifying concerns, helping children to disclose and **responding** to disclosures.

A member of staff must **report** any concern, suspicion, disclosure or allegation of harm to the Designated Safeguarding Lead (DSL) at the earliest opportunity, no later than the end of the working day. If the DSL is unavailable a deputy DSL should be informed. In the unlikely event that neither the DSL or deputy DSL can be reached, urgent matter should be reported directly to the Leeds / Hull Emergency Duty Team.

Staff should **record** in writing what happened or what was said, using the child's own words, as soon as possible. Note the date, time, names mentioned and who the information was given to. Sign and date the record and share a copy with the DSL.

The role of the Designated Safeguarding Lead

The DSL will:

- Monitor and **record** concerns about a child
- **Refer** to the Local Authority Designated Officer or sources of support, as appropriate
- Liaise with other agencies
- Arrange training for staff and volunteers
- Ensure a single, central record of staff DBS and pre-appointment checks is kept

If the DSL is in any doubt about making a referral, advice can be sought from the Local Authority Designated Officer. Advice on seeking consent for referrals can be found [here](#).

A flowchart for actions where there are concerns about a child can be found from page 24 of [Keeping Children Safe in Education](#).

Storing child protection records

A written record will be kept by the Designated Safeguarding Lead of all concerns, discussions, actions and decisions made. Records should be accurate, up to date and factual.

Information should be stored securely and confidentially, in a separate file for each child. Records should be retained until the child is 25 years old.

Further information can be found from page 21 of [Keeping Children Safe in Education](#) and in [NSPCC](#) guidance.

Preventing and responding to bullying

Bullying may be verbal, physical, emotional or online. Further descriptions and indicators of bullying can be found in [NSPCC guidance](#).

YYM will develop a culture where it is clear bullying will not be tolerated and children feel they can tell someone if they have a problem. This includes:

- Challenging unhealthy behaviours
- Talking to young people about healthy relationships
- Modelling respectful behaviours towards students and staff
- Promoting sources of help and information such as [Childline](#)

All staff have a responsibility to reinforce an anti-bullying culture and should report concerns or incidences of bullying to the Designated Safeguarding Lead.

Further guidance can be found via [NSPCC](#)

Recruiting the right people to work with children

Part three: Safer recruitment, in [Keeping Children Safe in Education](#) forms the basis for YYMs recruitment procedures. Key points are:

- **Adverts** should include YYM's commitment to safeguarding
- **Application forms** are required, a cv alone will not be accepted. Personal details, full employment history, qualifications, references and a personal statement will be required and application forms will be scrutinised for gaps or discrepancies.
- **Self declaration** of criminal record and suitability to work with children
- **Shortlisting and interviews** will be carried out by at least two people, at least one of whom has completed Safer Recruitment training
- **References** will be sought before a firm job offer is made and if possible before interview, including from the most recent post involving work with children.
- Interviews will include questions and / tasks to **assess a candidates attitude towards children** and knowledge of **safeguarding**

- **Identity checks, an enhanced DBS** and verification of a candidates right to work in the UK will be carried out before a firm job offer is made.

Managing concerns about or allegations made against staff or volunteers

Concerns about staff or volunteers will be taken seriously and should be reported to the DSL.

A referral to the Local Authority Designated Officer and, as appropriate, the police should be made by the DSL if an allegation is made that a staff member or volunteer has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed an offence against, or related to, a child
- Behaved towards a child in a way that indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children

Further information, including managing allegations, low level concerns, record-keeping and supporting students and staff involved, can be found in Part four of [Keeping Children Safe in Education](#). If in doubt about whether an allegation meets the harm threshold or remains a low level concern, advice may also be sought from the Local Authority Designated Officer.

Managing concerns about or allegations made against a child or young person

Child on child or peer on peer abuse may take the form of bullying or cyberbullying, emotional abuse, online abuse, physical abuse, sexting and sexual abuse.

Further information and advice on identifying concerns, responding and record keeping can be found in [NSPCC guidance](#).

Any concerns or allegations should be reported to the Designated Safeguarding Lead at the earliest opportunity, by the end of the working day.

If an allegation is a child protection issue, for either party involved, the DSL should make a referral to the Local Authority Designated Officer and, if appropriate, the police. Examples of when an allegation is a child protection issues can be found in [NSPCC guidance](#). Further guidance on sexual violence and harassment can be found in [Keeping Children Safe in Education](#) from page 111.

Taking, storing and sharing photographs and images of children

YYM use photographs and video of events, concerts and lessons to celebrate students' achievements, to promote YYM via our website and social media, for publicity or finding purposes related to YYM such as newsletters, promotional videos and press releases.

Families are asked to give consent for photographs and images to be taken of their child. A central record of photo permissions is held and no photographs or video should be taken of students where families have not given consent. Student names will not be shared without specific consent from families.

Photographs and videos of students will be stored securely on password-protected devices. Photographs and videos may only be stored on devices owned by YYM. If a photo or video is taken on the personal device of a staff member, it should be deleted as soon as transferred to a YYM device or secure platform.

Further advice can be found in [NSPCC guidance](#).

Prevent Duty

Training is provided for tutors in the Prevent Duty, to raise awareness of the risks and signs of radicalisation and the need to people from being drawn into terrorism.

Members of staff or volunteers with a concern about a student should report this to the DSL at the earliest opportunity.

The DSL can refer to or seek advice from local Prevent Teams:

Leeds Prevent Team: 0113 5350810, email prevent@leeds.gov.uk

Hull Safeguarding Children's Partnership: Prevent Referral [online form](#), for under 18s also email EHASH@hullcc.gov.uk

A helpful resource for all staff can be found here:

<https://www.leeds.gov.uk/one-minute-guides/radicalisation-and-preventing-extremism>

The statutory guidance can be found here:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Female Genital Mutilation: mandatory reporting duty

Any tutor who discovers that an act of FGM has been carried out on a student under 18 **must** report this to the police (in consultation with the DSL). This is a statutory duty for all teachers.

If a tutor suspects a student is at risk of undergoing FGM, they should report this to the DSL.

Training is provided for tutors to raise awareness of FGM and a teachers' statutory duty to report.

Whistleblowing and complaints

Complaints related to safeguarding should be raised with the Head of YYM / Designated Safeguarding Lead.

If staff and volunteers feel unable to report an incident within YYM, they should contact the YYM lead trustee for Safeguarding:

Jacqui Cameron – email jacqui.cameron@operanorth.co.uk

If staff and volunteers feel unable to report an incident within YYM or to the YYM board, they may:

- Contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or email help@nspcc.org.uk
- Report to the police
- Report directly to the Local Authority Designated Officer

Additional guidance for online teaching

In exceptional circumstances teaching may be rearranged to take place over Zoom. Reasons may include government restrictions, snow closures or exceptional student absence, as agreed with the Head.

Technical Details

The latest version of Zoom must be installed

For safeguarding purposes, all Zoom lessons must be arranged through the YYM website messaging, using a unique ID and a password

Lessons must not be recorded by either the student or tutor

Screen sharing should be turned off unless there is an exceptional case for its use

Tutors should create a waiting room to enable them to choose who to let in and then lock the zoom meeting once the lesson has started. Breakout rooms should not be used

Direct Messages should be turned off and gifs and file-sharing blocked. Any messaging or file sharing between teacher and pupil should use the YYM website messaging system

Tutors and students must have their username as their name on their device for Zoom, not a device name

Should someone join the zoom who was not invited, they must be removed from the call immediately and the Head of YYM notified

Teaching/learning:

Parents/Carers must give written permission for Zoom teaching to take place

Tutors and students should remember that safeguarding is just as important when teaching via Zoom as it is when teaching face to face

Students should be taught in a public area of the house (open and transparent visual and audio accessibility) and have a responsible adult within easy reach or contact

Communication between parents/students/tutors must be through the YYM website not a personal student or tutor email address

There should be no identifiable features in the background when using video - use a blank wall/curtain or "virtual background"

Dress should be appropriate, as if in a face to face school environment (i.e. no pyjamas).

Tutors should keep a log of lessons undertaken and email this to the YYM office.

If the lesson has to stop for any safeguarding reason, the Head of YYM must be informed immediately.

It should be emphasised to students and their parents that Zoom is to be used for lessons only and not for other contact.