

# Safeguarding Policy

Peak District Music Centres (PDMC) recognises its responsibility for the safeguarding of the young people who play in our ensembles. We take this responsibility extremely seriously.

All PDMC personnel – providing services to PDMC either on contract or as volunteers – will receive a copy of this policy and will be required to observe it in every detail.

## The Aims of this Policy are defined by the Regulatory Context

**Section 11 of the Children Act 2004** places duties on a range of organisations and individuals to ensure their functions, and any services they contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children. PDMC falls within this requirement.

The **Working Together to Safeguard Children Guidance**, July 2018, issued by HM Government, states that “Everyone who works with children has a responsibility for keeping them safe. Everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.”

The Guidance defines safeguarding and promoting the welfare of children as:

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

Clarification of maltreatment is provided by Definitions of Maltreatment at Addendum 2 to this policy.

**DfE Statutory Guidance on Disqualification under the Childcare Act 2006 (issued Feb 2015, updated August 2018)** also relates.

Reference can also be made to guidance issued by the Derby & Derbyshire Safeguarding Children Partnership. PDMC will liaise with the Derbyshire Safeguarding Children Partnership in any situation where additional advice or a referral to a higher authority may be required.

## Relevant PDMC Policies and Procedures

All PDMC policies and procedures are included in the PDMC Handbook. The full contents of the Handbook, including this policy, are reviewed and updated annually for the start of each new academic year. All PDMC personnel are directed to the Handbook and its contents. A copy of the Handbook is emailed to every Ensemble Director and to a Parent Helper at each centre and should always be available for reference at every rehearsal.

In addition to this policy, the key sections in the Handbook which relate to Safeguarding are:

- Services Provided by Ensemble Directors
- Code of Conduct for Ensemble Directors
- Communicating with Parents and Players
- Use of Social Media and Online Communication Procedures
- Registration Procedures
- Health and Safety
- Concerts Planning and Management Roles
- Concert Risk Assessments

- Severe Weather Cancellations
- Procedure for Dealing with Complaints and Appeals
- Data Protection : Privacy Policy
- Risk Management Statement

## The Example of PDMC Personnel

PDMC personnel comprise all on contract to PDMC (incl. Ensemble Directors and Assistants and the Administrator) and all providing support on a voluntary basis (incl. trustees and Parent Helpers).

All PDMC personnel must maintain the highest standards in their own behaviour at all times. They must behave appropriately in their relationship with the players and consistently observe all PDMC policies and procedures. Certain aspects of the definition of “emotional abuse” (see Addendum 2 below) may be particularly pertinent in a PDMC setting.

## Acting on Concerns

PDMC personnel may observe or uncover a situation or practice occurring within routine PDMC activity which causes them concern. This may include an allegation or an expression of concern made by a player or a parent. ***In all such cases, they should not investigate themselves but report the matter immediately to the PDMC Administrator.*** If the concern relates to the Administrator, the matter should be reported directly to the Chair of Trustees.

A disclosure may be made to a member of PDMC personnel, or they may suspect abuse occurring outside the scope of PDMC activity. Again, all such concerns should be reported immediately to the Administrator. See Addendum 1 below for guidance on how to respond if information is disclosed to you.

In any case involving the possibility of abuse, the Administrator will immediately contact Call Derbyshire and, if appropriate, the police also. In all cases the Administrator will also inform the designated Safeguarding Trustee at the first opportunity.

In the event of behaviour by a member of PDMC personnel which, whilst not directly threatening the welfare of players, falls short of these guidelines, two trustees, including the Chair and/or the designated Safeguarding trustee, will meet formally with the individual concerned and make a formal record of this meeting. Any subsequent infringement may be grounds for terminating the contract or voluntary role.

In the event of behaviour which, whilst not breaching guidelines, is deemed to be unwise, the Chair or Safeguarding Trustee will give informal advice to the individual concerned and keep a brief note of the meeting.

Any whistleblowing will be acted upon immediately, with no detriment to the whistleblower.

The Safeguarding Trustee will ensure that a record is kept of any incident that requires an intervention based on this policy.

## The Actions we will take to protect and prevent

### Ensemble Directors and Assistants

Ensemble Directors and Assistants are in the front line, through their direct contact with the players, in ensuring that this policy is followed in every detail. They will take principal responsibility for the safety and welfare of players during any session which they lead, paying particular attention to PDMC Health and Safety procedures.

They will have access to an annually updated copy of the Handbook and will act in accordance with all policies and procedures included in the Handbook. They will be issued with a personal copy of this policy with which, in signing their contract, they agree full compliance.

### **Parent Helpers**

Parent Helpers provide invaluable direct support to the Ensemble Director in ensuring the welfare and safety of players. They will be issued with an electronic copy of this policy and directed to the full PDMC Handbook.

### **The Chair and the Administrator**

The Chair and Administrator take lead responsibility for reviewing and updating all procedures and for ensuring that policy and procedures are followed in all the arrangements and plans which they make in collaboration with other personnel. The Chair and Administrator are also accountable to the trustees for ensuring that all PDMC events are properly risk assessed.

### **The Board of Trustees will**

- ensure that all necessary policies and procedures which impact directly or indirectly on the Safeguarding of young people are in place and up to date;
- monitor the effectiveness of all policies and procedures and any issues arising from their application;
- maintain a system, operated by the Administrator, which ensures that all whose contact with young children requires it have: a) undergone a DBS (Disclosure and Barring Service) check as required; b) confirmed annually that their relevant circumstances have not changed; c) made an annual declaration that they are not disqualified by association (under the 2009 [updated March 2015] Childcare (Disqualification) Regulations); and that an accurate record is maintained by the Administrator of all DBS checks in place;
- ensure that approved risk assessments are provided, usually by a designated trustee in collaboration with the Ensemble Director(s), for all concerts, trips, tours or other additional activities; and to withhold permission for any event to take place unless they are satisfied with the relevant risk assessment and the arrangements to protect the safety and welfare of the players;
- operate recruitment and selection procedures in line with current guidelines issued by the Derby and Derbyshire Safeguarding Children Partnership.
- designate one trustee to maintain oversight of safeguarding;
- review policy and procedures annually when updating the PDMC Handbook.

### **The key safeguarding responsibilities of all PDMC personnel involve:**

- maintaining vigilance with respect to players' welfare and safety at all times;
- ensuring that all Health and Safety procedures are scrupulously observed;
- proceeding with any activity only after it has been properly risk assessed;
- maintaining accurate registers and ensuring safe dismissals;
- promoting positive relationships and giving encouragement to players, even when criticism or discipline may be an issue;
- maintaining confidentiality whenever it is required or appropriate;
- communicating with parents and never directly or solely with players (other than players over the age of 18 who request direct communication);

- exercising extreme circumspection in the use of social media;
- immediately reporting to the Administrator any concern whatsoever.

## Training

Ensemble Directors and Assistants will normally access annual Safeguarding training and updates by virtue of their work with Music Services and Partnerships, in Derbyshire or elsewhere.

Normally, at least one trustee will attend the annual update on Safeguarding provided by the Derby & Derbyshire Music Partnership, or equivalent body, and will disseminate any new advice or developments to all trustees and to other PDMC personnel, as appropriate.

Some Parent Helpers access Safeguarding training by virtue of their work in other sectors e.g. schools. All Parent Helpers will have access to the PDMC Handbook, including this policy; and will be provided with any additional key guidance or advice by email.

## Further information

If you are a member of PDMC personnel, the parent or carer of a player, or a player, and wish to find out more, or make suggestions, about this Safeguarding Policy, please speak in the first instance to the Designated Safeguarding Trustee or the Chair of the PDMC Board.

## Key contacts

Marion Redman PDMC Administrator – 07772 021653; [admin@pdmc.org.uk](mailto:admin@pdmc.org.uk)

Amanda Whittlestone Trustee responsible for Safeguarding - 07791 887294  
[amandawhittlestone@gmail.com](mailto:amandawhittlestone@gmail.com)

David Brindley Chair of PDMC – 07989 710832; [chair@pdmc.org.uk](mailto:chair@pdmc.org.uk)

Derbyshire Safeguarding Children Partnership: StartingPoint Derbyshire - 01629 533190 (office hrs)  
or Call Derbyshire – 01629 523600 (out of hrs)

Derbyshire Police - 101 (24/7 non-urgent availability) or 999 if urgent

## ADDENDUM 1 : If Information is Disclosed to You

It takes a lot of courage for a child, parent, carer or other significant adult to disclose that they are worried or have concerns. They may feel ashamed, the abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child or adult talks to you about any risks to a child's safety or wellbeing you will need to let them know that **you must** pass the information on – you are not allowed to keep secrets. The point at which you do this will be a matter of judgement. If you jump in immediately the child or adult may think that you do not want to listen; if you leave it till the very end of the conversation, they may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the child or adult:

- Allow them to speak freely, listen to what is being said without interruption and without asking leading questions.
- Keep questions to a minimum and of an open nature i.e. 'can you tell me what happened?' rather than 'did x hit you?'
- Remain calm and do not over-react – the child or adult may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.

- Do not be afraid of silences – remember how hard this must be for the child or adult.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what do other family members think about all this.
- At an appropriate time tell the child or adult that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort; it may be anything but comforting to a child who has been abused.
- Avoid admonishing the child or adult for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but they may interpret it that they have done something wrong.
- Tell the child or adult that you will now pass their information on to somebody who can deal with it. Let them know that someone should come to see or contact them within 24 hours.
- Report verbally to the Designated Senior Person.
- Write up your conversation as soon as possible and hand it to the PDMC Administrator,
- Seek support if you feel distressed.

If following your conversation you remain concerned about a child, you should always discuss your concerns with the Administrator or the Safeguarding Trustee.

(adapted from the Derby Safeguarding Children Board Education Child Protection/Safeguarding Template Policy)

## **ADDENDUM 2 : Definitions of Maltreatment**

(Taken from: **Working Together to Safeguard Children Appendix A, HM Government, July 2018**)

Abuse and neglect are forms of maltreatment of a child. (A child is anyone who has not yet reached their 18<sup>th</sup> birthday whatever their circumstances..)

### **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 of line 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 capability, 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 cyber bullying), 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, though 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 offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **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.

### **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 abuse. 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.