

MUSINC Safeguarding Policy

These guidelines are designed to safeguard the young person against child abuse.

Please address the issues outlined below in your risk assessment for your session or activity.

Reporting concerns relating to children and young people

In your role as a Music Leader, you have a responsibility to:

- If you feel that a child or young person you are working with or another person is at risk of harm, it is your duty to pass concerns onto **the musinc project manager and/or musinc project coordinator**, and **the designated Safeguarding Lead** within the **Host Organisation** that you are working in. Remember, the overriding consideration must be the protection of the child - for this reason, absolute confidentiality cannot and should not be promised to anyone.
- If a disclosure is made to you, you need to:
 - 1. Make a note of what has been said as soon as possible** to ensure that you record the details as fully as possible. (Please arrange to speak to Sarah Towers [musinc Project Coordinator - mobile 07976 937613] so that this can be recorded on the musinc Safeguarding Record).
 - 2. Report any concerns relating to safeguarding to the Safeguarding Lead in the Host Organisation.** They will be able to advise you of next steps to take in relation to your work with the child / young person within the setting. You will need to acquire the young person's full name and date of birth from the Safeguarding Lead of the host organisation if you need to report a disclosure.
 - 3. Report all disclosures made to you directly to safeguarding services without delay by making a referral to the First Contact Team (your Safeguarding Lead within the Host Organisation will provide you with the home address of the child and their full name and date of birth).**

The Safeguarding Lead will contact the parent / guardian of the child when a child is in need and notify them of a referral being made. No consent is required if the child is deemed to be at immediate risk.

The referral forms and further information can be found on:

Middlesbrough

<https://middlesbrough.gov.uk/children-families-and-safeguarding/safeguarding-children/middlesbrough-safeguarding-children-board-mscb/worried-about-child>

Stockton and Hartlepool

<https://www.stockton.gov.uk/children-and-young-people/worried-about-a-child/>

Redcar and Cleveland

<https://www.redcar-cleveland.gov.uk/resident/adult-children-health/children-services/more-information/Pages/What-to-do-if-you-are-worried-about-a-child.aspx>

You will receive formal feedback on the outcome of this from the First Contact Team within 48 hours.

If the disclosure is made out of hours, contact Emergency Duty Team. You will receive immediate advice on how to proceed. Inform the host organisation safeguarding lead of any contact you have made to First Contact Team. *Please advise musinc that this action has been taken via email in line with our privacy policy.*

If a disclosure by a child/young person involves an **accusation made against another music leader or staff member** in the host organisation, you are responsible for reporting this to the First Contact Team and the **LADO (Local Authority Designated Officer)** immediately. If you are concerned about the behaviour of a colleague, you must report this to musinc (if they are a music leader engaged by musinc), the host organisation (every time).

In the event of a safeguarding concern being **raised internally by a team or staff member of musinc against another colleague or music leader**, and is outside of the host organisation setting, this must be reported to the musinc project coordinator and musinc project manager and an internal investigation will be undertaken by the appropriate staff within musinc or Middlesbrough Council.

Important Contact Details

Tees Local Safeguarding Children's Board: www.teescpp.org.uk

CHILDREN			
Children's Social Care	First Contact Team office hours contact	Emergency Duty Team out of hours contact	Email
Middlesbrough	01642 726004	01642 524552	firstcontact@middlesbrough.gcsx.gov.uk
Hartlepool	01429 284284	01642 524552	childrenshub@hartlepool.gcsx.gov.uk

Redcar and Cleveland	01642 771500	01642 524552	firstcontact@redcar-cleveland.gcsx.gov.uk
Stockton-on-Tees	01429 284284	01642 524552	childrenshub@hartlepool.gcsx.gov.uk
ADULTS (16+)	Access Team office hours contact	Emergency Duty Team out of hours contact	
Middlesbrough	01642 726004	01642 524552	adultsafeguardingalert@middlesbrough.gov.uk
Hartlepool	01429 523390	01642 524552	dutyteam@hartlepool.gcsx.gov.uk
Redcar and Cleveland	01642 771500	08702 4029940 01642 524552	
Stockton-on-Tees	01642 527764	01642 524552	FirstContactAdults@stockton.gov.uk
LADO (Local Authority Designated Officer)			
Middlesbrough	Lynn Dickens Danielle Todd	01642 201835 01642 513138	lynn_dickens@middlesbrough.gcsx.gov.uk danielle.todd@middlesbrough.gcsx.gov.uk
Hartlepool	Phil Curtis	01429 401844	LADO@hartlepool.gcsx.gov.uk
Redcar and Cleveland	Lorraine Press	01642 771530	Independant_review@redcar-cleveland.gcsx.gov.uk

Stockton-on-Tees	Phil Curtis	01429 401844	LADO@hartlepool.gcsx.gov.uk
musinc	01642 728379 office hours	Sarah Towers 07976937613 out of hours	Sarah_Towers@middlesbrough.gov.uk musinc@middlesbrough.gov.uk
Prevent Team Cleveland Police	01642 303397/ 07841 533804 or 01642 301332		

Safeguarding yourself as the Music Leader

- You must wear your musinc ID badge at all times when delivering any activity/session.
- Never disclose your personal contact details with children/young people including all social media.
- Dress code – music leaders should wear clothing which is appropriate to their role, promotes a positive and professional image and is not likely to be viewed as offensive, revealing, or sexually provocative.
- Refrain from giving gifts to pupils unless these are part of an agreed reward system with musinc or the host organisation, e.g. drumsticks are given to all participants on completion of their Arts Award.

Working with a young person 1:1 supervision

- You must hold a current DBS (less than 3 years old) and have your own public liability insurance policy.
- Any work with a young person 1:1 must be agreed in advance in writing (email) with musinc and the safeguarding lead in the Host Organisation. Never work 1:1 with a young person without ensuring permissions from musinc and the Safeguarding Lead are in place.
- Where possible have another member of staff in the space with you.
- Always be visible to other staff ideally working in a space with such as glass panelled doors/windows.
- If you are working in a space on your own with a young person, inform a member of staff at the youth organisation / school of where you are working and ask them to do a visual check at 20 minute intervals.
- Any issues or concerns that arise during the 1:1 session should be reported immediately.

Supervision ratios for children and young people

- musinc recommends that there is **always a minimum of two adults** present at each session. This is to ensure that there are an adequate number of adults to keep young people safe and respond effectively in the case of an emergency.
- The suggested ratio of adults to young people is 1:5 (one adult for every five young people) dependent on each individual's level of need.

Supervising adults include

- Music Leaders
- Youth Workers / Sessional Staff
- School Staff
- Volunteers (over 18 years only)

Suggested maximum group size is 20 young people per room / group (subject to fire regulations at the venue please seek advice from Host Organisation).

Physical contact

- Avoid any form of physical contact with young people and be aware that even well intentioned physical contact may be misconstrued by the young person, an observer or by anyone to which this action is described.
- Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny.
- Within instrumental tuition, always demonstrate instrumental techniques visually for the participant first. If there then becomes a need for physical contact during tuition, make clear to the young person before you make physical contact to ensure that they are comfortable with you doing so, for example, if you are assisting the participant to place their fingers on the guitar fret board correctly, you may be required to physically place their fingers in the correct place on the instrument.
- If a young person attempts to or makes physical contact with you in any way you must reinforce professional boundaries by speaking to them and asking them not to touch you / make physical contact. Ensure that you are with another staff member with you while you speak to the young person and report the incident immediately to the Safeguarding Lead.

Travelling with young people

(Advice on supervision in taxis, on the mini bus and if travelling in your own car)

- Any journeys by the Music Leader or any member of the project team with a young person must be agreed in advance in writing (email) with musinc and the responsible Safeguarding Lead in the Host Organisation.
- You must hold a driver's licence and business insurance on your vehicle to transport young people.

- You must hold a current DBS and have your own public liability insurance policy.
- If you are driving in your own car please ensure that you have another supervising adult (e.g. music leader assistant) with you before you collect the young person.
- Where possible young people will be transported to and from events / exams in groups via a taxi or mini bus organised by the Host Organisation or musinc – in this event the group must be accompanied by a youth worker / support worker.
- If you are the driver of any vehicle where young people are also in the vehicle you must ensure that you have another supervising adult with you at all times. In the case of the adults being related, there must be at least one other adult present who is not related to the other adults in the vehicle.
- If a young person under the age of 18, or 25 if they have a SEN support plan, cannot be supervised when travelling, we cannot permit them to participate in musinc activities.
- If a young person requires adult support to attend an event or activity, musinc cannot accommodate the young person if the required support is not in place.

Musinc are occasionally able to provide transport by taxi to and from events and activities. This may be requested however this cannot be guaranteed and must be agreed in writing in advance.

How to deal with young people in distress

Music Leaders should:

- Seek support from host organisation staff in situations in which young people are distressed.
- Consider the way you offer comfort and reassurance to the child and ensure this is age appropriate.
- Follow professional guidance and code of practice in this handbook.
- Do not assume that all children/young people seek physical comfort if they are distressed.
- Be mindful when offering reassurance in a 1:1 situation - seek support from host organisation staff and always record your actions.

Managing behaviour

- Adhere to the host organisation's behaviour and discipline policy.
- Try to defuse situations before they escalate.
- Avoid the use of physical intervention where possible.
- Seek support from host organisation staff.
- Be mindful of factors that may impact upon a young person's behaviour e.g. bullying, abuse, and where necessary take appropriate action by reporting to the designated Safeguarding Lead.

Communication with children - including technology and social media

Music Leaders should:

- Not give their personal contact details to young people under any circumstances (including personal telephone number or personal email address).
- Not seek to communicate or respond to young people outside of purposes of work.
- If communication with a young person is required for work purposes, this must be undertaken through musinc. For example, if a young person has been absent and needs to be informed of transport arrangements for a music event, the music leader must inform musinc, and musinc would be responsible for contacting the young person through their parent/guardian directly.
- Any form of communication made outside of work with parents or young people in relation to private tuition arrangements external to musinc must be agreed with parents/guardians (see further information below).
- Music Leaders should not be 'friend' young people on their personal Facebook or social media profiles. If Music Leaders have public and professional music social media pages, young people/ parents/guardians are therefore able to 'like' them, however if messages or comments are received, the Music Leader must inform the host organisation/project from which the young person attends and musinc as soon as possible. The Music Leader must not respond to the messages but explain professional boundaries and communication to the young person/parent with support from the host organisation. The Music Leader must inform musinc/host organisation if contact from the young person/parent/guardian continues.

Please see separate social media policy for further guidance on communications with young people via social media.

Social contact outside of the workplace

- Music leaders should refrain from any social contact or personal communication with young people or parents outside of the workplace.
- Information about any planned social contact with pupils or parents outside of project time, for example for tutoring or an additional performance opportunity, should always be shared with musinc prior to the arrangement / event.
- Music leaders must inform musinc of any relationship with a parent which extends beyond the usual parent/professional relationship and of any arrangements where parents wish to use music leaders' professional services outside of project time, e.g. private instrumental tuition.
- If you unintentionally see a young person out in public, avoid making conversation unless the young person addresses you first and you feel it an appropriate situation to do so. If you see a young person in a bar or social space involving alcohol, we advise that you leave the venue in order to maintain professional boundaries.

Private music tuition with children/young people

As a freelance musician, you may be asked by parent or guardian of a child/young person to

tutor them on a private basis, following your initial engagement with them through music projects.

It must be made clear that this work is not part of the scope of music and that the individual is working independently with their own safeguarding procedures and private agreement with the young person's parent / guardian.

If the parent/guardian of the young person requests references or DBS information from music we are permitted to share this information to enable safeguarding of the young person.

First Aid/Administration of Medication

Music Leaders should seek to identify the first aider within the Host Organisation within which they are working. In a situation where First Aid or administration of medication is required, the Music Leader must inform a member of host organisation staff/the designated First Aider immediately.

Music Leaders should not undertake First Aid procedures themselves. If the Music Leader is a qualified First Aider, they must only administer First Aid if they are given permission by the host organisation to do so.

Digital and online safeguarding policy

This section covers work that is carried out by music leaders on behalf of the music programme, and does not cover music leaders' own private tuition or any other work that does not hold a contract between music and the music leader.

MUSIC project staff will seek to provide regular online and digital safeguarding training and updates to members of the music leader team who are delivering online tuition and will review this policy annually in order to keep up to date with latest advice and guidance.

Prior to online tuition taking place, MUSIC will:

- Liaise with the parent/guardian of the young person in receipt of tuition to obtain full and appropriate consent for the lessons
- Provide details to the parent/guardian and young person regarding the software that will be used, and explain that video lessons will not be recorded or stored.
- Communicate with the parent/guardian that they must be available to either be present in the space with the young person, or to carry out visual checks on the

young person at 15 minute intervals during the lesson, as stated in the letter of consent

- Communicate with parents/guardians that when lessons are taking place in a setting whereby they are responsible for the care of the young person, it is their responsibility to ensure appropriate settings and filters are applied to the devices, software and systems used by the student.

When delivering online tuition music leaders should follow the following protocols:

- Set out in writing to musinc (email) the online platform/s, software and/or systems they have in place and intend to use for online tuition, and communicate this with musinc prior to delivery.
- Joining and leaving the lesson:
 - the tutor will inform all parties (musinc, parent/guardian and student) of the process for joining and leaving a lesson. Tutors must be responsible for setting up, starting and finishing the lesson.
 - Most video platforms will have a feature that allows the recipient to wait until the host has initiated the session. We encourage the use of this feature to mitigate the risk of young people accessing unauthorized sites/systems.
 - Where possible, use a one-time link for lessons, in order to avoid personal data being entered into a system or platform. If registration is needed to access the platform in which the music leader is using, it must be the parent/guardian who does this and who logs in at the beginning of the lesson. A young person should not register their own personal details on the online system.
 - If a young person sends a link/invite to a lesson the tutor must inform musinc and the parent/guardian immediately and not accept the link/invite. The procedures must be explained to the parent/guardian that it is the music tutors responsibility to set up lessons.
- Scheduling lessons:
 - If lessons are to be regular e.g. weekly, it is good practise to schedule the lessons in advance on the system, if the system used has a calendar/scheduling function. This allows for easier management and tracking of lessons which have taken place, and provides an additional oversight for safeguarding
- Screen sharing features:
 - If screen sharing is an additional feature of the system/platform used, parents/guardians are aware of this feature, understand why it may be used in the lesson and give consent for it to be used.
 - Music leaders and parents/guardians should ensure that appropriate web filters are in place on each person's browser to limit the possibility of inappropriate websites being shared on screens.
- File & content sharing:
 - Where there is a need to share content, the sharing should be carried out via parent/guardian email address or other mutual platform to avoid the need for tutor and young person to share personal information.

- Live chat/messaging:
 - Live chat should only be used where it adds significant value to the lesson, and where there is suitable moderation and reporting in place. We would encourage the avoidance of using live chat wherever possible.
- Recording sessions:
 - musinc believe that recording of online lessons is not proportional. We would not normally carry out recordings of 1:1 lessons in person and there is no increased safeguarding risk when carrying out 1:1 tuition online.
 - Tutors and parents/guardians must follow the procedure for visual checks as stated in the general safeguarding guidelines above, with checks being carried out by the supervising adult every 15-20 minutes.
- Location of lessons and background:
 - If students and/or tutors are conducting lessons from home, it must be clear that the bedroom (either of the student or tutor) is not an appropriate space for the lesson to take place. The location of the lesson must be discussed with parents/guardians and agreed as appropriate to the setting.
 - Tutors must ensure that there is nothing in the background of the live lesson that discloses any personal information, or would be deemed inappropriate for the young person to see. Where possible, lessons should take place in an area of work e.g. studio or music room. If this is not possible, efforts must be made to minimise personal items in the background, and remove any other items which may cause distraction or be considered inappropriate e.g. posters, TV screens or photographs.
- Dress code:
 - The same guidance applies as above from the general safeguarding policy, i.e. music leaders should wear clothing which is appropriate to their role, promotes a positive and professional image and is not likely to be viewed as offensive, revealing, or sexually provocative.
 - This policy also applies to other adults who are supervising online lessons e.g. parents/guardians.
- Accessibility:
 - Tutors must give consideration to the accessibility of systems for young people and those with SEN/D. Some systems may allow users to personalise controls or support assistive devices.
 - It may be that a variety of systems need to be used to suit the needs of individuals.
- Disclosures:
 - If a young person discloses something which is believed to be a safeguarding concern, tutors must follow the same procedures as set out in the general safeguarding policy above.

Useful links, wider safeguarding context:

DfE 'Keeping Children Safe in Education'

www.gov.uk/government/publications/keeping-children-safe-in-education--2

UKCIS Education for a Connected World framework

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683895/Education for a connected world PDF.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683895/Education_for_a_connected_world_PDF.PDF)

CEOP

www.ceop.police.uk/safety-centre/

Internet Watch Foundation

www.iwf.org.uk/

BBC Own It - advice and information for children about online life

www.bbc.com/ownit

TES – age appropriate teaching packs regarding young people's rights on social media

www.tes.com/teaching-resources/digital-citizenship

Support for Music Leaders

Workplace Counselling

You can self-refer to Alliance who offer a free, confidential service providing face to face counselling sessions for a variety of issues which may be causing concern. This may include work related issues such as workload, harassment, relationships with colleagues etc. or personal difficulties such as anxiety, bereavement, marital problems, substance misuse etc. When you self-refer your details are kept confidential and up to 6* sessions can be given.

*Should a therapist from Alliance assess that further sessions are required, based on clinical need, these further sessions will need to be pre-authorized by HR.

Email: workplace@alliancepsychology.com

Office: 01642 352747

Freephone: 0800 107 58 80