



# CHILD SAFEGUARDING POLICY

## SAFEGUARDING CHILDREN, PREVENTING ABUSE

**April 2021**

*Wirksworth Music Centre Charitable Trust is a delivery partner of the Derbyshire Music Education Hub, a collaboration between key local and regional music organisations, led by the Derby & Derbyshire Music Partnership, working together to create joined up, high quality music education in and out of school. The Music Partnership's aim is that all the city's and county's music centres should have a child safeguarding policy. Wirksworth Music Centre endorses that aim.*

## **INTRODUCTION**

Child abuse is:

- Maltreatment of a child by physical, sexual, emotional, abuse or neglect.
- Someone inflicting harm or failing to act to prevent harm to a child.

Children may be abused in a family or in an institution or community setting. They may be abused by an adult or adults or by another child or children.

Wirksworth Music Centre promotes ensemble music for children. The Centre comes into contact with a large number of children of all school ages. It is possible that our group leaders and volunteers may come into contact with children who are suffering from abuse at home or school.

This child safeguarding policy:

- Demands the highest standards of professional practice in work with children.
- Describes the values and principles that must underpin our approach to children.

## **THE PURPOSE OF THIS POLICY**

- **To raise awareness of the safeguarding agenda of the Music Centre**
- **For staff to understand their role in safeguarding**
- **To understand how to respond to child welfare concerns**
- **To understand safe working practice**

Wirksworth Music Centre believes that:

- Children have the right to a happy, healthy and secure childhood.
- The maltreatment of children will impede their health and development.
- The physical, sexual or emotional abuse of children is never acceptable.

This child safeguarding policy:

- Aims to ensure that the Centre, in its work with and for children, addresses the problem of child abuse and how to prevent it.
- Aims to minimise the risks of children being abused and to ensure appropriate support and protection for them.

## **APPLICABILITY**

This policy applies to all ensemble directors and all trustees of the Wirksworth Music Centre. It is required that all these individuals read and familiarise themselves with the content of this policy and related documents.

It is also required that they read part 1 of “Keeping Children Safe in Education: Statutory guidance for schools and colleges” (Department for Education, April 2015).

This policy does not apply to volunteers for the Wirksworth Music Centre as they should never be in a position where they are alone with a child. The document “Practical Safeguarding Tips for Volunteers” contains essential information on volunteers’ responsibilities with respect to safeguarding, as well as on more general issues.

See the section *Document Availability*, below, for information on how to obtain these documents.

## **WHAT ARE MY RESPONSIBILITIES UNDER THE POLICY?**

As an ensemble director or trustee, you are required to:

- Be aware of the problem of child abuse.
- Safeguard children from abuse through good practice and always remaining alert and vigilant.
- Report all concerns about possible abuse to the Music Centre Designated Safeguarding Lead.
- Respond appropriately when abuse is discovered or suspected.
- Be familiar with, and maintain familiarity with, this policy and related documents.

Concerns for the safety and well-being of children can arise in a variety of ways. For example, a child may tell you or display signs that he or she is being maltreated; someone may hint that a child is at risk or that a colleague is an abuser. You may consider that an adult is behaving inappropriately towards one or more children.

### **The important thing is to act on your concerns.**

If you have any suspicions or concerns regarding possible child abuse or if there is anything with which you feel uncomfortable, you should inform the music centre’s Designated Safeguarding Lead as soon as you can - contact details are given below. If that is not possible, you should inform the Chair of Trustees or any other music centre trustee.

The Designated Safeguarding Lead will assess any information promptly and carefully. They will record the information you give them. As a result of their

assessment, they will inform the parents or guardian of the child or children affected. Depending on the nature of the information and the urgency of the situation they may also consult and/or make a formal referral to a statutory child protection agency, such as Derbyshire Music Partnership, the local authority’s children’s social care department, or the police.

### **DESIGNATED SAFEGUARDING LEAD**

The current Designated Safeguarding Lead is:

<b>Name</b>	Jenny Acons
<b>Telephone</b>	01629 822263

### **MAKING STAFF APPOINTMENTS**

When appointing anyone to a role at Wirksworth Music Centre, in line with DCC Safeguarding policy, trustees will seek:

- Proof of identity.
- Satisfactory written references.
- Disclosure and Barring Service (DBS) check for trustees and ensemble directors.
- Explanation of any gaps or unusual movements in employment history.
- Any further information that seems necessary to the trustees’ aim of safeguarding children and preventing abuse.

Wirksworth Music Centre will also:

- Ensure that this policy is given to every newly appointed trustee or ensemble director and explain to them the requirement to read and familiarise themselves with it.
- Ensure that the “Practical Safeguarding Tips for Volunteers” is given to every newly appointed volunteer and explain to them the requirement to read and familiarise themselves with it.

## **ONLINE SAFEGUARDING**

From time to time Wirksworth Music Centre may run online rehearsals and other events for members of the music centre. This introduces a different set of safeguarding issues to those of regular rehearsals, in particular:

- data sharing issues
- the potential for others in the online event to see into members' houses
- the possibility for people not part of music centre to join the rehearsal

Wirksworth Music Centre addresses those issues by placing responsibilities on the various stakeholders as follows:

### **Ensemble directors**

- Ensemble directors are responsible for hosting online rehearsals.
  - When inviting members to a rehearsal, the ensemble director will share the meeting details (e.g. a link) directly with a parent or guardian of each participant by email.
  - On no account will they share the meeting details on any public platform such as social media or a website.
  - They are also responsible for including the trustees' representative in the invite (see below).
- Ensemble directors should use only devices without a SIM as their host device. Note that this precludes mobile phones.
- Ensemble directors should use the following meeting settings:
  - *Waiting room* - enabled
  - *Allow participants to share screen* - disabled
- Ensemble directors must only allow in the intended participants to join a meeting.
- Once all attendees are present, the ensemble director should lock the meeting so that no one else can enter it.
- The ensemble director should not record the rehearsal.

### **Parents and guardians of participating members**

- A parent or guardian of the participating member should log into the online rehearsal meeting, rather than the member themselves, so that child-related data is never used.

## Trustees

- The Wirksworth Music Centre trustees will provide a representative to attend each meeting. They do not participate in the rehearsal in any way, instead their role is to support safeguarding during the rehearsal by:
  - Observing in order to identify any potential safeguarding questions or issues that may otherwise be missed.
  - Stepping in to support the resolution of any such issues. In extreme circumstances this could potentially include calling a halt to a rehearsal.
  - Acting as an independent witness to any safeguarding questions or issues that may arise.
- The representative must be someone with a current DBS check.
- Should any safeguarding issues arise during a rehearsal the representative will take the actions in the section “*The important thing is to act on your concerns*”, above.

## Platform choice

It is envisaged that the Zoom platform will usually be used to host online rehearsals. If a different platform is used then the equivalent settings/options should be used. If any of those settings and options are not available on a platform then that platform should not be used. In particular, the platform must also support end-to-end encryption.

## DOCUMENT AVAILABILITY

The latest issue of this procedure, and related documents, is available to all trustees, ensemble directors, volunteers, parents of members of the music centre, relevant staff of Derbyshire County Council and anyone else with a legitimate interest.

This policy and the other documents it refers to are available as follows:

TITLE	AVAILABLE FROM
Wirksworth Music Centre - Child Safeguarding Policy (this document)  [Wirksworth Music Centre]	The Policies section of the Wirksworth Music Centre website, <a href="http://wirksworth-music-centre.org">wirksworth-music-centre.org</a>
Practical Safeguarding Tips for Volunteers  [Wirksworth Music Centre]	The Policies section of the Wirksworth Music Centre website, <a href="http://wirksworth-music-centre.org">wirksworth-music-centre.org</a>

<p>Keeping Children Safe in Education: Statutory guidance for schools and colleges</p> <p>[Department for Education, April 2015]</p>	<p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p>(as at March 2019)</p>
<p>Zoom and Online Safeguarding in the age of Coronavirus COVID-19</p> <p>[MusicMark]</p>	<p><a href="http://www.musicmark.org.uk/news/zoom-and-online-safeguarding-in-the-age-of-covid-19/">www.musicmark.org.uk/news/zoom-and-online-safeguarding-in-the-age-of-covid-19/</a></p> <p>(as at March 2021)</p>

## TRAINING RESOURCES

It is important that individuals covered by this policy maintain current knowledge of safeguarding practicalities, legalities and best practice - in particular in the case of the safeguarding lead. The following resources have been identified as containing information relevant to the music centre's needs:

- Derbyshire Safeguarding Children Board:  
[derbyshirescb.org.uk/professionals/professionals-and-volunteers.aspx](http://derbyshirescb.org.uk/professionals/professionals-and-volunteers.aspx)
- NSPCC: [nspcc.org.uk/preventing-abuse/safeguarding](https://www.nspcc.org.uk/preventing-abuse/safeguarding)
- Charity Commission Safeguarding Guidance: [gov.uk/guidance/safeguarding-duties-for-charity-trustees](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)
- The Derbyshire Safeguarding Children Board also run a range of courses that may be appropriate depending on the role of the trustee or appointee.

Details of the dates, title and provider of all training received by the Safeguarding Lead will be recorded and stored by the clerk to the trustees.

## POLICY REVIEWS

This policy will be reviewed:

- Routinely at a minimum every 3 years by the trustees of Wirksworth Music Centre.
- Whenever new activities are provided by the music centre that may have different safeguarding implications to those covered by this document.
- Whenever there is a significant change in the laws relating to child safeguarding that might affect the policy.
- Whenever any contact details given in the document change.

A review will be recorded by updating the document's date and approval signatures.

When the content of this policy is updated it will be reissued to all trustees and ensemble directors. At this point, all previous versions of the policy are superseded.

If a review results in no change to the content of the policy then it is not necessary to reissue the policy. Whenever it is requested by an individual, however, the version with the latest date and signatures should always be given out.

## **AUTHORISATION**

*Signed on behalf of Wirksworth Music Centre:*

**Chair of Trustees**

**Designated Safeguarding Lead**

**Date:** April 2021

**Date of next scheduled review:** April 2024