

CHILD PROTECTION AND SAFEGUARDING POLICY

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1. Introduction

1.1 Inner Voices ('the Choir'), like all Clubs that work with young people, is required to have a Child Protection and Safeguarding Policy to set out, clearly, the procedures and practices for staff when safeguarding children and promoting their welfare. The Choir takes its duty very seriously towards all its young people who have been entrusted to its care and seeks to provide an environment where all children are safe, secure, valued and respected, where they have a voice and will be heard.

2. Core safeguarding principles

- 2.1 The Choir's responsibility to safeguard and promote the welfare of children is of paramount importance.
- 2.2 Safer children make more successful singers.
- 2.3 Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.
- 2.4 All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- 2.5 All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- 2.6 Young people and staff involved in child protection issues will receive appropriate support.

3. Policy aims

- 3.1 To provide all staff with the necessary information to enable them to meet their child protection responsibilities.
- 3.2 To ensure consistent good practice.
- 3.3 To demonstrate the Choir's commitment with regard to child protection to young people, parents and other partners.

4. The Inner Voices CHILD PROTECTION & SAFEGUARDING POLICY STATEMENT:

- **4.1** Inner Voices is committed to Safeguarding and promoting the welfare of all its young people. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all young people. We endeavour to provide a safe, stimulating and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- 4.2 The Board of Trustees expect all staff and volunteers to share this commitment by demonstrating their understanding of how every adult working in or on behalf of the Choir has a duty to protect children from harm and to promote their welfare.

- 4.3 All staff must be clear about their own role and that of others in providing a caring and safe environment for all young people and must know how they should respond to any concerns about an individual child that may arise.
- 4.4 To this end the Choir will ensure that all staff, whether permanent or temporary, and volunteers know which Trustee has designated overall responsibility for child protection and safeguarding.
- 4.5 As the Designated Safeguarding Lead (DSL) is a Trustee, day-to-day safeguarding is delegated to the Director of Inner Voices.
- 4.6 All staff will receive training when they start working/volunteering with the choir. All staff will have read Part One of the <u>DfE Guidance: Keeping Children Safe in Education September 2020</u> and have an awareness of reporting requirements, threshold and procedures, including whistle-blowing.
- 4.7 The Choir will always follow safer recruitment procedures so that we can be confident that all adults working in the School are safe to do so. Every recruitment panel will always include at least one member of staff or Governor who has completed Safer Recruitment training.

5. Related policies:

- 5.1 The Choir understands that its work in safeguarding and protecting children must always have regard for the national guidance issued by the Secretary of State and should be in line with local guidance and procedures.
- 5.2 Our Child Protection and Safeguarding Policy is written with due regard to <u>DfE Guidance: Keeping</u> <u>Children Safe in Education September 2020</u>. This is duly informed by previous guidance in Safeguarding Children and Safer Recruitment in Education 2007 (updated 2010) published by the Department for Children Schools and Families and Working Together to Safeguard Children 2013 published by the Department for Education in 2013. This policy is also informed by the following guidance:
 - The Counter-Terrorism and Security Act, 2015: http://www.legislation.gov.uk/ukpga/2015/6/contents
 - DfE Advice: Promoting Fundamental British Values as part of SMSC in schools, 2014: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_d ata/file/380595/SMSC_Guidance_Maintained_Schools.pdf
 - DfE Advice: The Prevent Duty, 1st July 2015: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_d ata/file/439598/prevent-duty-departmental-advice-v6.pdf
 - DfE Guide: The use of social media for online radicalisation, 2015: https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisati on
 - Working together to Safeguard Children 2018: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- 5.3 Statutory guidance is updated from time-to-time. This policy is updated annually. If guidance is updated between the annual updates to this policy, the Choir will follow the most up-to-date guidance.
- 5.4 The Choir will also be advised by London Child Protection Procedures produced by the London Safeguarding Children Board: https://www.londoncp.co.uk/

- 5.5 Our procedures will be followed by all adults, including volunteers, working with or on behalf of the Choir.
- 5.6 This Policy was adopted in November 2012 and is reviewed annually by the Board of Trustees.
- **5.7** This policy is available to all parents / carers of members of the Choir either in hard copy or online at <u>www.innervoices.co.uk</u>

6. Terminology

- **6.1** Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of 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.
- **6.2 Staff** refers to all those working for or on behalf of the choir, full time or part time, temporary or permanent, in either a paid or voluntary capacity.
- **6.3 Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

6.4 DSL refers to the Designated Safeguarding Lead for the choir. As per 4.5 and 7.1, As the Designated Safeguarding Lead (DSL) is a Trustee, day-to-day safeguarding is delegated to the Director of Inner Voices.

- 6.5 Child includes everyone under the age of 18.
- **6.6 Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

7. Roles and responsibilities

7.1 The designated safeguarding lead (DSL) for child protection is Kathryn Pugh.

Contact details: email:kepson25@yahoo.co.uk

The DSL is one of the trustees of Inner Voices and, as such, delegates operational responsibility for safeguarding to the Director of Inner Voices.

7.2 The Director, who has operational responsibility for safeguarding, is: Edward Watkins

Contact details: email: director@innervoices.co.uk

8. In terms of his responsibility for safeguarding, the Director:

- has the status and authority within the choir to carry out the duties of the post, including committing resources and supporting and directing other staff
- is appropriately trained, with regular updates
- acts as a source of support and expertise to the choir community
- has a working knowledge of statutory safeguarding guidance and procedures
- makes staff aware of of statutory safeguarding guidance and training courses
- keeps detailed written records of all concerns, ensuring that such records are stored

securely, in line with GDPR

- seeks advice from the DSL and / or children's services as appropriate
- consults this policy and relevant sources of guidance to inform decisions and actions as appropriate
- refers cases of suspected abuse or serious concern for a child's welfare to children's services and / police as appropriate
- ensures that this policy and procedures are reviewed and updated annually liaises with the DSL
- makes this policy available publicly, on the Inner Voices website or by other means.

9. Child protection and safeguarding: keeping children safe

9.1 Child protection and safeguarding: responding to concerns about individual children

All children in the Choir should be able to place their trust and confidence in any adult working for the Choir. They should feel that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises safeguarding or child protection concerns.

- 9.2 All staff are instructed and expected to:
- (i) listen to what the child is saying without interruption and without asking leading questions
- (ii) respect the child's right to privacy but not promise confidentiality
- (iii) reassure the child that h/she has done the right thing in speaking up
- (i) explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on
- (ii) report what has been disclosed to the Director of the Choir and DSL
- (iii) record, as soon as is practical, what was said, using the child's actual words
- (iv) sign and date the record.
- 9.3 The Director is expected to:
- (i) assess any urgent medical needs of the child
- (ii) consider whether the child has suffered, or is likely to suffer significant harm
- (iii) confirm whether any previous concerns have been raised by staff
- (i) consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- (ii) seek advice whether a referral to childrens' services or another outside agency should be made
- (iii) determine which other members of staff from Inner Voices or the child's school need to know and inform them appropriately.

- 9.4 The Director will either make a referral to the child's local authority children's services duty team or referral and assessment team or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing the reasons for the judgement that the matter was not referred to the local authority.
- 9.5 The Director will record the information, including details of any referral or other action taken, and share with the child's school.

10. Child protection and safeguarding: recognition of abuse & training of staff

- 10.1 Owing to the nature of the relationship children in the Choir have with staff, all adults working for the Choir are particularly well-placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. The Choir understands that harm means the ill-treatment or impairment of a child's physical, mental or emotional health and/or development, including that caused as a result of witnessing the ill-treatment of another person. All staff must therefore be alert to any possible indicators that a child is suffering harm and report any concerns to the DSL.
- 10.2 All adults working with the choir will receive regular **Safeguarding Child Protection training** and guidance in order that their awareness of the possibility of a child suffering remains high, at least annually or on joining the choir team.

11. Safeguarding: providing a safe environment

- 11.1 All parents and carers of young people attending the Choir must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. The Choir will do this by:
- (i) promoting a caring, safe and positive environment within the Choir
- (ii) ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken
- (iii) working in partnership with all other services and agencies involved in the safeguarding of children
- (iv) sharing appropriate information which details contact numbers for child protection / safeguarding help-lines
- (v) always following safer recruitment procedures when appointing staff or volunteers to work in our choir
- (vi) undertaking risk assessments when planning out of school activities or trips
- (vii) inviting parents as appropriate to meetings or speaking to them by phone about their child's participation and development, or to address any concerns
- (viii) asking all parents to sign a Code of Conduct Agreement with the Choir

12. Safeguarding & child protection in specific circumstances

12.1 Behaviour & physical intervention

The Choir aims to maintain a safe and calm environment by expecting good behaviour from our singers. The Director and Trustees of Inner Voices staff will model this behaviour for young people.

The Choir is aware that any physical response from a member of staff to a young person's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

The Choir will record any occasion when physical intervention has been necessary.

The Choir will notify parents or carers of any such incident.

12.3 Bullying

The Choir has a zero-tolerance attitude to bullying.

The Choir understands that bullying may take different forms and is a complex issue. Any such reported or observed incident will be dealt with.

12.4 Specific safeguarding issues (Appendix A)

With reference to the attention drawn to specific safeguarding issues in <u>Keeping Children Safe in</u> <u>Education 2020</u>, the Choir follows all procedures as set out above.

13. Working with parents and carers

13.1 Young Person information

The Choir recognises the importance of keeping up-to-date and accurate information about young people. We will ask all parents / carers/schools to provide us with the following information, in line with GDPR, and to notify us of any changes that occur:

- (i) names and contact details of persons with whom the child normally lives
- (ii) names and contact details of all persons with parental responsibility
- (iii) emergency contact details
- (iv) medical details for the child
- (v) any other factors which may affect the safety and welfare of the child.
- (vi) any relevant safeguarding issues

13.2 Confidentiality and record-keeping

In line with GDPR, sensitive information about young people given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. In instances of child protection concern, the relevant staff will be given appropriate information only on a "need to know" basis in order to support the child.

The Choir does, however, recognise the importance of sharing child protection information with the most appropriate staff (DSL) - and, in particular, with partner schools, in line with GDPR.

The Choir has a duty to keep all records which relate to child protection work undertaken by us or our partner agencies. These records must be kept with care and confidentiality. These records must:

- (i) be kept apart from the main records kept on the choir's young people
- (ii) stored securely and only accessible to designated members of staff

13.3 Referrals to partner agencies and other support services

If the Choir has a reason to be concerned about the welfare of a child, we will, in most cases, seek to discuss this with the child's parents or carers in the first instance.

On occasion, according to the nature of our concern, it may be necessary for the Choir to make an immediate referral to or seek advice from the child's school or local authority children's services rather than call parents in the first instance, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

Where appropriate, the Choir will seek updates from partner agencies and other support services (such as social workers, healthcare specialists, therapists) to support and inform the Choir's work with the young person. Information from partner agencies and other support services will be treated as confidential and will be recorded as described above (5.2).

The Choir recognises that Keeping Children Safe in Education September 2020 emphasises that any member of staff can contact children's social care if they are concerned about a child. Any member of staff may make a direct referral to children's social care if they genuinely believe independent action is necessary to protect a child.

14. Adults working with students

14.1 Safer recruitment

All staff and volunteers working with children in the Choir will be recruited safely. The Choir follows the guidance set out in <u>Working Together to Safeguard Children 2018</u> and <u>Keeping Children Safe in</u> <u>Education September 2020</u>. The Choir will follow all subsequent statutory guidance published by the Government.

14.2 Preparation for recruitment

The Choir will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.

The Choir will always consider carefully the knowledge skills and experience required to safeguarding children and include these within the person specification.

14.3 Addressing concerns

The Choir will always act on any concerns that relate to the safeguarding of children. This includes addressing ill-judged actions or words of staff before these develop into more serious concerns.

14.4 Allegations

The Choir will always follow it's Code of Conduct and seek advice as appropriate when managing allegations against staff.

14.5 Dismissal

The School will always refer to the Independent Safeguarding Authority any member of staff who is dismissed because of misconduct relating to a child. The Choir will also follow its Staff Disciplinary Procedure and LDBS guidance in such cases.

14.6 Safe practice and promoting positive relationships

The Choir has an explicit understanding that all adults working in or on behalf of our school have a duty to safeguard children and promote their welfare. The Choir aims to provide a safe and supportive environment for our children through the positive relationships we have with them and their parents or carers and will always seek to ensure that all adults working in our choir behave in a manner that fosters this relationship.

The Choir will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

15. Monitoring and reviewing our policy and practice

- 15.1 The (DSL) will work with the other staff to monitor regularly our Child Protection and Safeguarding practices and bring any weaknesses or deficiencies to the notice of the Board of Trustees.
- 15.2 The Board of Trustees have a duty to remedy any weaknesses that are identified.
- 15.3 An annual report will be brought to the Board of Trustees which will outline the Child Protection and Safeguarding work undertaken by the Choir during the year. Names of children will not be shared. Included in the report will be details of:
 - (i) staff with designated child protection and safeguarding responsibilities
 - (ii) the training that has been undertaken by the designated staff
 - (iii) the training that has been undertaken by all other staff and volunteers
 - (i) safer recruitment: confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete
 - (ii) choir policies and other documents relating to safeguarding
 - (iii) child protection record-keeping procedures and confirmation that records are stored securely and where appropriate have been transferred to another organisation
 - (iv) numbers of child protection referrals made to schools
 - (v) numbers of children with other needs / incidents bringing them to the attention of the DSL team, including incidents of physical restraint, allegations against staff and equalities-related incidents
 - (vi) school systems which support and monitor young people's welfare

The report will be minuted in the minutes of the relevant Trustees' Meeting.

- 15.4 The DSL and other staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.
- 15.5 This Policy will be reviewed annually with the Board of Trustees.

APPENDIX A

Specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, information for schools and colleges can be found on the TES website and NSPCC website. Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking
- Peer on Peer abuse
- Honour-Based Violence

Further information on Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Honour-Based Violence

'Honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for non-medical reasons. In England, Wales and Northern Ireland, the practice is a criminal offence under the Female Genital Mutilation Act 2003. The practice can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women, so school staff are trained to be aware of risk indicators. Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by a female young person about going on a long holiday during the summer vacation period.

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. In England and Wales the practice is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children may be married at a very young age, and well below the age of consent in England. School staff receive training and should be particularly alert to suspicions or concerns raised by a young person about being taken abroad and not be allowed to return to England.

Further information on Female Genital Mutilation

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines referred to above. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Further information on Preventing Radicalisation

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). This guidance will be updated further to reflect the implications of the Prevent duty, which is expected to come into force later in 2015.

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for

support to be provided to those individuals. The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of the Act will come into force on 12th April 2015 but many local authorities already have Channel panels set up in their area.

Radicalisation

"Radicalisation" refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity.

Extremism

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.

Private fostering arrangements

A private fostering arrangement occurs when someone <u>other than</u> a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible.

Where a member of staff becomes aware that a young person may be in a private fostering arrangement they will raise this with the DSL and the school should notify the local authority of the circumstances

Sexting

There is no accepted definition of 'sexting' but most professionals agree that it refers to the sending or posting of sexually suggestive images, including nude or semi-nude photographs of a person under 18 years of age, via mobiles or over the internet. The UK Council for Child Internet Safety: https://www.gov.uk/government/organisations/uk-council-for-internet-safety refers to this as 'youth produced sexual imagery'.

All incidents involving youth produced sexual imagery will be responded to as follows:

- The incident will be referred to the DSL immediately and the DSL will hold an initial review meeting with appropriate staff. If appropriate, there will be subsequent interviews with the young people involved.
- Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.
- At any point in the process, if there is a concern a young person has been harmed or is at risk of harm a referral will be made to children's social care and/or the police immediately in accordance with this policy.

Peer on peer abuse

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures where necessary. However, there will be occasions when a young person's behaviour warrants a response under child protection rather than anti-bullying procedures.

Peer on peer abuse can take many forms, including:

- physical abuse such as biting, hitting, kicking or hair pulling
- **sexually harmful behaviour/sexual abuse** such as inappropriate sexual language, touching, sexual assault
- sexting, including pressuring another person to send a sexual imagery or video content
- **teenage relationship abuse** defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner
- **initiation/hazing** used to induct newcomers into an organisation such as sports team or school groups by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which promote a bond between them
- **prejudiced behaviour** a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity.

Abuse should never be overlooked, tolerated or passed off as 'banter' or 'part of growing up'. Different gender issues can be prevalent when dealing with peer on peer abuse, for example, girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.