



Child Protection Policy and Procedures

The charity changed its name from the Rock School Club Harwich on 3 February 2014 to We are Music to reflect the broader work that the charity undertook. We are Music (WAM) operates a range of projects and uses the names Get Known and Rock School Club. This child protection policy covers all of the activities of WAM.

1. Introduction

1.1. We are Music (WAM) is run by a team of music mentors and musicians along with the trustees and management committee. We recognise that committee members, assistants and parents have a full and active part to play in keeping children safe.

1.2. The purposes of the policy are:

- To provide protection for the children who attend WAM and our events and outreach programmes.
- To raise awareness of the need to safeguard those who are vulnerable
- To provide everyone with guidance on what to do should they suspect a child may be experiencing harm or may be at the risk of harm.

1.3. This policy applies to all children attending WAM, committee members, teachers, parents and anyone working on behalf of WAM.

2. Policy statement

2.1. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs or sexual identity have the right to protection from abuse.

2.2. WAM will not allow or condone bullying.

2.3. WAM will take reasonable steps to ensure unsuitable people are prevented from working with children.

2.4. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

2.5. WAM has a member of the management committee responsible for child protection, the 'Designated Officer,' whose name and contact details are set out in the Annex.

2.6. Everyone has a responsibility to report concerns to the Designated Officer.

2.7. WAM will comply with all legal requirements.

3. Designated Officer's responsibilities

3.1. Ensure all assistants and members of the management committee are given a copy of the policy and procedures.

3.2. Ensure all parents and carers of children attending WAM are made aware of the child protection policy and procedures.

3.3. Ensure that assistants and committee members have been subject to WAM and identity checks in accordance with these procedures.

3.4. Receive and record information when child protection concerns are reported.

3.5. Make further enquiries to clarify details or obtain more information regarding the concerns reported if appropriate.

3.6. Make a formal referral to Social Care, if there are concerns that a child has been or is at risk of abuse; consult them if in any doubt regarding the correct course of action – it is the role of the child protection agencies, not any member of WAM, to decide if a child has been abused or not.

3.7. Act on behalf of WAM and pupils to ensure fair treatment in the event of an accusation.

3.8. Ensure, with the help of committee member(s) where appropriate, that all misunderstandings are resolved in a fair and satisfactory manner.

3.9. Ensure that all records relating to child protection are kept confidentially and securely.

4. Parent responsibilities

4.1. Parents recognise that the operation of the other buildings on site, and pathways are outside WAM's control.

5. Responding to a disclosure from a child

5.1. All members of the committee and assistants will follow these procedures to respond to a child who discloses abuse.

- Stay calm and listen carefully to what is said.
- Allow the child to continue at their own pace.
- Reassure the child that they have done the right thing in telling you.
- Explain to the child that you will need to share the information and with whom. Do not promise to keep secrets.
- Contact the Designated Officer.

· At the time or as soon as possible afterwards record in writing what was said, using the child's own words, and actions taken. Sign and date the record.

6. Allegations against assistants or other adults

6.1. If an allegation is made by a child against an adult involved in WAM, the person receiving the allegation will immediately inform the Designated Officer.

6.2. All assistants should be aware of their duty to raise any concerns regarding the behaviour or actions of colleagues to the Designated Officer.

6.3. If the allegation made concerns the Designated Officer, another committee member should be informed, who will make enquiries to clarify details or obtain more information and will contact Social Care, if there are concerns that a child has been or is at risk of abuse or there is any doubt regarding the correct course of action.

7. Physical intervention

7.1. Assistants should not, in general, touch pupils except where it is necessary in instructing them in an instrument or in coaching their singing.

7.2. Adults must only use physical intervention as a last resort to prevent injury to the pupil or another person, and at all times it must be the minimal force necessary.

7.3. An exception to this would be in a personal care or medical emergency. Where possible an adult of the same sex as the child will be asked to give assistance.

7.4. Any incidents where physical restraint is used must be reported immediately to the Designated Officer.

8. Music Mentors & Assistants

8.1. Assistants must provide the following information, to be checked and confirmed by a committee member:

- full personal information, including any former names used;
- documentary evidence that verifies their identity ;
- A valid Disclosure & Barring Service (DBS) enhanced disclosure not more than 3 years old.

9. Disclosure & Barring Service (DBS)

9.1. All people working directly with young people must be cleared for working with children by the Disclosure & Barring Service.

9.2. Anyone with DBS clearance more than 3 years old must obtain a renewed check.

9.3. A record will be kept of the date the DBS disclosure was obtained, the level of disclosure and the unique reference number, together with a record of the documents used to verify identity and qualifications. No copies or further details of the disclosure will be kept.

10. Guest musicians

10.1 Guest musicians who will be displaying a particular skill will always have a DBS checked assistant present when they are with children. If other people are visiting the studio they will be accompanied by a DBS checked individual.

10. Confidentiality

WAM recognises that matters relating to child protection are confidential and information on children and staff will only be shared with those who have a need to know it.

11. Child Protection and Safeguarding training.

All Music mentors and assistants will undertake accredited training. We will provide an Educare course– Child protection in Education (Music) developed by the Musicians Union.

12. **Internet Safeguarding.** We are Music recognises the risks associated with internet access for young people. Our Wi Fi has a security password and this is only available to Trustees and Music Mentors. All machines that have internet access in the building will only be used for accessing music information under the direct supervision of Mentors. Student mobile phones will not be permitted to be used in the rehearsal spaces during sessions.

Revised: 29 September 2017

By: Chris Scott Chairman Trustee

Designated Officer: Michelle Opezzo-Scott