

**Safeguarding
Children and Adults at Risk
Policy**

Safeguarding is everyone's responsibility

Huntingdonshire Music School is committed to safeguarding and promoting the welfare of children, young people and adults.

We take our responsibilities seriously and expect all tutors and volunteers to share this commitment

1. Policy Statement

1.1 Huntingdonshire Music School has a responsibility to provide a safe environment for children and adults and their welfare is of paramount importance. The Huntingdonshire Music School will:

- Implement procedures to safeguard children and adults at risk, whatever their age, culture, disability, gender, language, racial origin, sexual identity and/or religious beliefs, to protect and support them whilst accessing our services.
- Respect and promote the rights, wishes and feelings of children and adults.
- Promote good practice that encourages a safe environment, protects all parties and avoids mistaken allegations of abuse.
- Ensure effective employment processes are in place which include comprehensive safeguarding procedures for the recruitment and selection process.
- Recruit, train and supervise representatives working for or on behalf of the Huntingdonshire Music School (which includes tutors, contractors, volunteers, and Huntingdonshire Music School Trustees) to ensure they are properly equipped to:
 - identify where there may be a problem
 - know how to obtain speedy, professional advice
 - refer concerns to relevant specialists
 - protect themselves from false accusations of abuse
- Refer appropriate child protection or adult at risk concerns to Social Care, Cambridgeshire County Council.
- Make an immediate referral to the Police where a criminal offence may have taken place.
- Ensure all incidents of poor practice, allegations and suspicions are reported, taken seriously and responded to swiftly and appropriately.

Child – a child or young person under the age of 18.

Adult – safeguarding duties apply to an adult who has care or support needs and

- is experiencing, or at risk of, abuse or neglect or
- as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

2. Roles and Responsibilities

Safeguarding is everyone's responsibility

Huntingdonshire Music School is committed to safeguarding and promoting the welfare of children, young people and adults. We take our responsibilities seriously and expect all of our tutors, manger and volunteers to share this commitment.

Tutors, manger and volunteers must

- Be aware of this policy and service safeguarding procedures
- Undertake safeguarding training identified for their post or specialist role
- Not undertake any unsupervised regulated activity involving access to children and / or adults prior to receiving a satisfactory Disclosure & Barring Service (DBS) Certificate
- Be aware of appropriate and inappropriate behaviour for tutors, manger and volunteers working with children and adults and the signs of potential abuse (Appendix 2)
- Know who their Designated Officer is and how to contact them
- Report any concerns, disclosures, actual or suspected cases of child or adult abuse, however small (Appendix 3)
- Report any concerns of inappropriate behaviour or bad practice (Appendix 3)

Manager must

- Promote safeguarding and support tutors and volunteers to undertake their responsibilities
- Ensure tutors and volunteers are aware of and understand this policy and service safeguarding procedures
- Ensure all other representatives whom they engage to undertake duties on their behalf, which involves contact with children or adults, understand and comply with this policy and service safeguarding procedures
- Adhere to the safeguarding procedures in contract procurement and management
- Ensure they and their tutors and volunteers complete appropriate safeguarding training for their post and report all safeguarding concerns

Designated Officers Safeguarding

A list of designated officers will be available from Huntingdonshire Music School.

Designated officers must be trained to support tutors and volunteers whom have safeguarding concerns about a child, young person, or adult. Their role is to:

- Provide a point of contact for tutors and volunteers who want to test concerns about a child or adult
- Seek advice from relevant agencies
- Take forward disclosures and referrals to the appropriate agency
- Provide a point of contact for the Police, Social Care and Health Services as required
- Keep the referrer informed of action taken
- Provide a champion role for safeguarding issues within the school
- Help monitor policy and procedures
- Offer advice and guidance if competent to do so
- Participate in safeguarding meetings and undertake regular training updates

Trustees

- Manage allegations relating to tutors and volunteers, volunteers and contractors (with the manager of the school)
- Provide a lead role in establishing policies and procedures
- Monitor and review the safeguarding employment standards
- Ensure DBS checks and references that refer to the candidates' suitability to work with children or adults are taken up for all appropriate posts
- Maintain secure and confidential records for all tutors and volunteers that have completed a DBS check and ensure tutors and volunteers sign up to the DBS updating service, which is to be provided to Huntingdonshire Music School.
- Ensure appropriate training is provided
- Ensure safeguarding is part of the induction programme for all new tutors and volunteers

Safeguarding Management Team

The following Huntingdonshire Music School positions are established Lead Officers for:

- Children and Young People
- Adults
- Tutors, Volunteers and Contractors
- Contracts and Procurement

Lead Officers:

Huntingdonshire Music School –

Manager (Rebecca Norman)

Chair

Vice Chair

Secretary

Treasurer

**The Huntingdonshire Music School's Safeguarding Champion is:
Rebecca Norman**

3. Background

- 3.1 **The Children Act (2004)** places a duty on key statutory agencies, including local authorities, to safeguard and promote the welfare of children. The Act embodies the following five principles as key to the wellbeing of a child, young person or adult and later life:
- Being healthy
 - Staying safe
 - Enjoying and achieving
 - Making a positive contribution
 - Achieving economic well being
- 3.2 **Working Together 2015** guidance sets out the statutory functions in more detail and defines safeguarding and promoting the welfare of children for the purposes of the guidance 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
- taking action to enable all children to have the best outcomes.

3.3 **Local Safeguarding Children Board (LSCB)**'s core membership, set out in the Children's Act 2004, includes local authorities, health bodies, the police and others, coordinates the effectiveness of key agencies in safeguarding and promoting the welfare of children. **LSCB's policy, procedures and good practice guidelines** detailed on their comprehensive website. www.cambslscb.org.uk

3.4 **The Care Act 2014** places a duty on local authorities (the Huntingdonshire Music School) to develop a local approach to preventing harm to adults at risk of harm and in need of care and support. Chapter 15 of the Care Acts Code of Guidance (COG) identifies the need for public services to integrate, co-operate and form partnerships to promote maximise the health and well-being of the public. Chapter 14 of the Care Act COG which refers to safeguarding adults replaces the former "No Secrets Guidance" and extends the categories of abuse which apply to adults:

- Physical Abuse
- Sexual Abuse
- Psychological Abuse
- Financial or Material Abuse
- Neglect and Acts of Omission
- Discriminatory Abuse
- Domestic abuse(revised definition and applies to age 16-18)
- Organisational abuse
- Modern slavery
- Self-Neglect

3.5 **The Vulnerable Groups Act 2006** provides the legislative framework for the Independent Safeguarding Authority Scheme following Recommendation 19 of the Bichard Inquiry Report introducing new arrangements for those who wish to work with children or adults.

4. Confidentiality & Data Protection

4.1 Representatives of Huntingdonshire Music School in contact with children and adults may become party to information which is personal and/or that may raise concerns about the welfare of the child or adult. The following principles will apply:

- Every effort will be made to ensure that confidentiality is maintained for all concerned.
- The Huntingdonshire Music School has an obligation to report disclosures and concerns and therefore will always reserve the right to report child and adult safeguarding issues.
- Information will be handled and disseminated according to agreed protocols between agencies and on a 'need to know' basis as well as in the best interests of the child or adult who may be at risk.
- Information will be accurate, regularly updated, relevant and stored securely with limited access to nominated officers, in line with current Data Protection Regulations and Human Rights legislation.

- In regard to adult safeguarding, the consent of the adult to share a disclosed concern with the relevant public agency will be sought. However, if the person appears to lack capacity or is at risk of significant harm, the officer will seek the guidance of a designated officer or suitable manager to act in the best interests of the person concerned. In some cases, an officer may need to disclose a person's basic details in order for a suitably qualified health professional to make a capacity assessment for that individual.

5. Recruitment and Engagement Procedures

5.1 Huntingdonshire Music School will take all reasonable steps to ensure unsuitable people are prevented from working with children and vulnerable adults by:

- Using the Key Safeguarding Employment Standards adopted by the LSCB.
- Undertaking safer recruitment practices, as set out in the Huntingdonshire Music School's **Safer Recruitment Guide and Criminal Records Checks Policy**, including carrying out DBS checks as appropriate for those posts undertaking regulated activity. (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

6. Training

6.1 The Huntingdonshire Music School will take all reasonable steps to ensure that all tutors, volunteers, manager and trustees who are likely to come into contact with children and/or adults at risk as a regular part of their job will be provided with appropriate training including:

- Induction.
- Specific safeguarding training identified for relevant posts.
- Recruitment & Selection.
- Supervision framework: 1 to1 meetings, team meetings and performance reviews.
- Mental Health Awareness

7. Monitoring and Review

- 7.1 This policy is subject to review every three years or whenever there is a major change in the organisation or in relevant legislation to remain compliant with regulated bodies.
- 7.2 A designated group of officers will meet regularly to ensure that awareness of the policy is raised and reviewed in the light of legislative changes and developing best practice.

8. Signatories

Rebecca Norman (Manager):
Michael London (Chair of Trustees):

Date:
Date:

Appendix 1 – Definitions and Signposting

For the purposes of this policy the following definitions apply:

Child – A child or young person under the age of 18.

Adult at Risk – A person aged 18 or over, who is in receipt of or may be in need of community care services by reason of, for instance; mental, physical or learning disability, age or illness; and who cannot always take care of themselves or protect them self against significant harm or exploitation. For the purposes of domestic abuse adult safeguarding applies between the ages of 16-18.

Representative – A ‘Representative’ of Huntingdonshire Music School may be an employee, agency worker, contractor, volunteer, Huntingdonshire Music School or other person working for or on behalf of the Huntingdonshire Music School.

Parent – A generic term to represent parents, carers and guardians.

Safeguarding Children – The process of protecting children from abuse, neglect or exploitation, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Safeguarding Adults – All adults should be able to live free from fear and harm and have their rights and choices respected. It is recognised that an adult may be vulnerable at any point in their life. However, some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse and in need of protection.

Abuse – The definitions of abuse are attached as Appendix 2

Allegations – Where a specific action has been observed or said to have happened. These require thorough action and investigation (for example under the Huntingdonshire Music School Trust’s Complaints and Whistleblowing Policies).

Disclosure – Where a child or adult tells a representative something that is of concern to their health and wellbeing. These are usually referred to Social Care or at the County Huntingdonshire Music School who have a responsibility to investigate.

Suspicion – Where a representative observes some behaviour or exchange which causes them concern for a child or adult. These are usually logged internally and monitored but can be referred if felt appropriate.

Domestic Abuse – In 2013, the Home Office changed the definition of domestic abuse to “an Incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This includes: psychological, physical, sexual, financial, emotional abused, so called “honour based violence”; female genital mutilation; forced marriage”. Further information is available at http://www.cambridgeshire.gov.uk/info/20004/health_and_keeping_well/542/domestic_abuse_and_sexual_violence

Disclosure & Barring Service (DBS) – The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Further information is available at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

Huntingdonshire Music School uses criminal records checks (via the DBS) to help inform the recruitment and selection process when we employ people to work with children or adults or be in a position of Huntingdonshire Music School.

Regulated Activity - The statutory term used to describe specific activities which involve working with children or vulnerable adults and certain situations where individuals have the opportunity to have contact with children or (vulnerable) adults that will require checking (see the Criminal Records Checks Policy for full definition).

Mental Capacity – the ability of a person to make informed decisions by themselves or with reasonable support and guidance. A person’s mental capacity can change over time and as an example capacity can be lost as a result of the person acquiring a serious mental or physical health condition including conditions such as dementia or brain injury.

The Child Exploitation and Online Protection (CEOP) Centre is dedicated to eradicating the sexual abuse of children. It is part of UK policing and about tracking and bringing offenders to account either directly or in partnership with local and international forces. Further information is available at <http://ceop.police.uk/>

Child Sexual Exploitation (CSE) – is a form of sexual abuse in which a young person is manipulated or forced into taking part in a sexual act. This could be part of a seemingly consensual relationship or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

Human Trafficking – The illegal trade of human beings for the purposes of reproductive slavery, commercial sexual exploitation, forced labour, or a modern-day form of slavery. Potential victims of trafficking are likely to be extremely vulnerable. Further information is available from the UK Human Trafficking Centre (UKHTC) which is multi-agency organisation led by the National Crime Agency (NCA)
<http://www.nationalcrimeagency.gov.uk/about-us/what-we-do/specialist-capabilities/uk-human-trafficking-centre>

Forced Marriage – when a marriage is conducted under the duress of a person and without their valid consent which could be performed through emotional/psychological pressure, threats, abuse, and/or violence.

Female Genital Mutilation (FGM) – is an illegal procedure where the female genital organs are deliberately cut or injured with no medical reason for doing so. Effective from 31.10.15 there is a mandatory duty to report FGM in girls under 18 to the police via the 101 number.

Prevent – part of the Government's counter-terrorism strategy CONTEST to stop people becoming terrorists or supporting terrorism. Prevent involves the identification and referral of those susceptible to violent extremism into appropriate interventions to divert the susceptible and vulnerable from embarking down the path to radicalisation. Referrals are made for children at risk of radicalisation.

Multi Agency Safeguarding Hub (MASH) - provides a safeguarding response where vulnerable adults have, or are at risk of being abused. It sees a wide range of partner agencies working together to deliver coordinated safeguarding activity in line with requirements under the Care Act 2014. <http://www.cambs-police.co.uk/GetCloser/VulnerableAdults/>

Local Safeguarding Children and Adult Boards – these multi agency boards have been established by the government to ensure that organisations work together to safeguard both children and adults and promote their welfare. Their websites have a vast range of information and training. <http://www.cambslscb.org.uk/> and <https://www.safeguardingcambspeterborough.org.uk/about-the-partnership-board/>

Logging a concern and referral forms, designated officer contacts and additional advice and information is on Cambridgeshire County Councils Website:

<https://www.cambridgeshire.gov.uk/search?term=safeguarding%20referral>

Appendix 2 – Abuse & Neglect

It is not the responsibility of a Huntingdonshire Music School representative to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting any suspicions they have.

There are different types of abuse and a person may suffer from more than one type. The following definitions are based on those from HM Government 'Working together to safeguard children' 2015 and the Care Act 2014.

Child Protection

Child Protection – part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

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 (e.g via the internet). They may be abused by an adult or adults, or another child or children.

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 or emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs, such as love, affection and attention.

Physical Abuse – a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

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 may 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 capacity, as well as overprotection and limitation of exploration and learning, or preventing the child from 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.

Adult Protection

There are similarities with the above and additional categories of abuse.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication restraint or inappropriate physical sanctions

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented or was pressurized into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

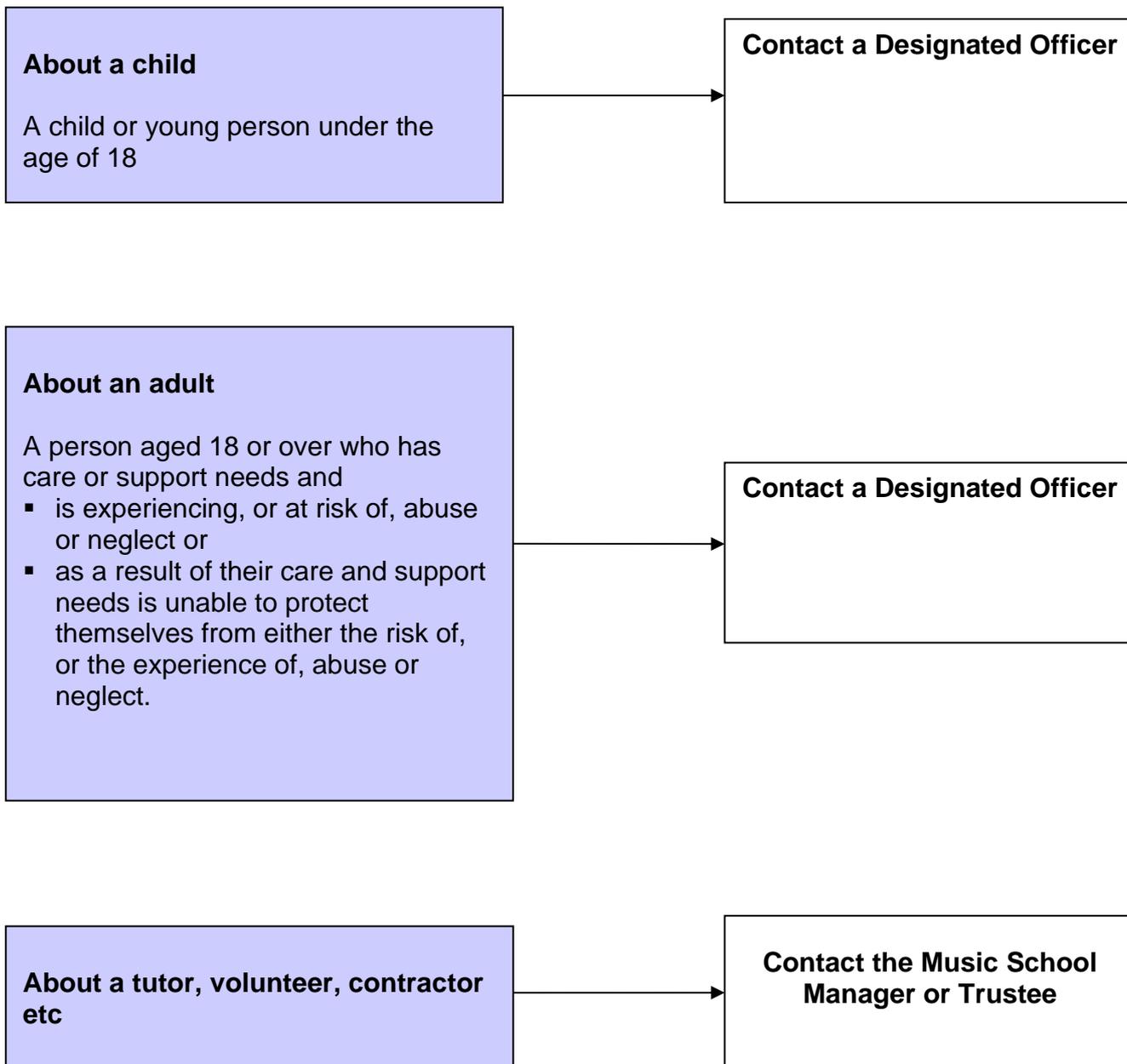
Domestic abuse – including physical, psychological, sexual, financial, emotional abuse; so called honour based violence.

Organisational abuse – including neglect and poor care practices within an institution or care setting such as a care home, hospital or by a visiting care agency. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic subservitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-Neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Individuals' mental capacity will be considered and the rights of people with capacity to exercise what might be considered to many as unwise lifestyle choices.

What to do if you have a safeguarding concern



Safeguarding Concern/Incident Report Form

Name and address of establishment:		
Full name of child or vulnerable adult:		
DOB:	Ethnicity:	Gender:

Today's date and time:	Your name (print):	Your signature:
Your role:		

Date and time of concern/incident:
Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.
Action taken:

Received by (designated safeguarding person):	Date and time received:
Proposed actions by designated person:	