

# Questors Young Musicians Club Safeguarding Policy

Approved by Trustees: November 2023

## Purpose and scope

The purpose of this policy statement is:

- to protect children and young people who attend Questors Young Musicians Club (QYMC) from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of QYMC including the board of trustees, paid staff and teachers, volunteers, teaching deputies and students.

## Legal framework

This policy is based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://nspcc.org.uk/childprotection)

This policy follows the non-statutory guidance on 'Keeping children safe in out of school settings' found here:

[https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school\\_clubs\\_community\\_activities\\_and\\_tuition\\_safeguarding\\_guidance\\_for\\_providers.pdf](https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf)

## Statement

We believe that:

- children and young people should never experience abuse of any kind
- we all have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

We seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child-protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- recognising that abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- ensuring that all deputising teachers have a recent enhanced DBS or teach in one of the rooms next to the desk with the door open
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

## **Reporting Safeguarding Concerns**

If a crime is in progress, or an individual in immediate danger, the police will be called.

Teachers, staff and trustees are reminded that no concern is too small to be reported. They are given these directions: "All concerns or signs of abuse should be reported to the Musical Director (who is also the designated safeguarding lead). You can do this via email or in-person as soon as you are able to pass on the information. If you are unable to report to the MD, report directly to the Chair of Trustees, Alan Hamilton. The designated safeguarding lead will maintain a single record of all safeguarding concerns and liaise with external bodies as appropriate."

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting.

All teachers, staff, trustees and volunteers are reminded of the advice on handling a disclosure from a child:

**1. Listen carefully to what they're saying**

Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.

**2. Give them the tools to talk**

If they're struggling to talk to you, show them [Childline's letter builder tool](#). It uses simple prompts to help them share what's happening and how they're feeling.

**3. Let them know they've done the right thing by telling you** Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

**4. Tell them it's not their fault**

Abuse is never a child's fault. It's important they hear, and know, this.

**5. Say you'll take them seriously**

They may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

**6. Don't confront the alleged abuser**

Confronting the alleged abuser could make the situation worse for the child.

**7. Explain what you'll do next**

For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.

**8. Report what the child has told you as soon as possible** [Report](#) as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

It is really important that you do not promise to keep this disclosure a secret. Children need to know that you will have to share what they have said in order to help them.

If a parent, child, volunteer, trustee or staff has any concerns about a staff member, volunteer or other adult who may pose a risk to children, these should be reported to the MD immediately. In the case where the concern is about the MD this should be raised with the Chair of Trustees, Alan

Hamilton, or directly with NSPCC calling 0808 800 5000 or emailing [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

or Ealing Local Authority Designated Officer Natalie Cernuda, contactable via [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) or 07890940241 during business hours.

In a case where a concern about a member of staff is raised, we follow the [NSPCC guidelines](#)

If a member of staff, a trustee, or a member of the public has concerns about the way any issues are managed, they can use the [NSPCC whistleblowing helpline](#).

## **Training for staff**

Designated Safeguarding Lead (DSL)'s responsibilities include training all teachers and volunteers on procedures for reporting concerns and signs of abuse to look out for. DSL to keep up to date with possible risks through NSPCC updates.

## **Code of conduct for staff**

- All staff will have enhanced DBS status. They will inform the MD immediately if there is any change to the status of this certificate.
- In the majority of cases, communication to parents should be via MD/administrator, rather than individual teachers. If teachers do email families directly they should ensure that this is with the adult in the family and never directly with the student.
- Teaching staff should not have direct communication for pupils such as via mobile phone.
- We advise against adding students on social media accounts, unless they are a purely professional platform.
- Under no circumstances should any staff member or volunteer inflict physical or psychological harm on a child.
- Staff should not leave children unattended in their classrooms.
- Staff should report any concerning behaviour to the MD immediately.
- All employees should:
  - co-operate with supervisors and managers on health and safety matters;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to the MD.

## **Contact details**

### **Designated Safeguarding Lead**

Name: Archie John (Musical Director)

Phone/email: [archie.qymc@gmail.com](mailto:archie.qymc@gmail.com)

### **Trustee/Senior lead for safeguarding and child protection**

Name: Alan Hamilton (Trustee Chair)

Phone/email: 07775 881546 / [alanonlyconnect@gmail.com](mailto:alanonlyconnect@gmail.com)

## **NSPCC Helpline**

0808 800 5000

We are committed to reviewing our policy and good practice annually.

### **Appendix 1 – Designated Safeguarding Lead responsibilities**

The nominated child protection lead's role is to:

- make sure all safeguarding and child protection concerns involving children and young people who take part in your group's activities are responded to appropriately following your policies and procedures
- receive and record information from anyone who has concerns about a child's welfare
- take the lead on responding to information that may constitute a child protection concern
- liaise with and make referrals to statutory child protection agencies as necessary (for example, the local authority child protection services or the police).
- It is not the nominated child protection lead's responsibility to decide whether a child or young person has been abused. This is the task of the child protection agencies, who have the legal responsibility, or of the NSPCC, which also has powers to help with child protection concerns.
- Complete relevant child protection training, and understand the relevant legislation and guidance.
  - The nominated child protection lead should know who is responsible for child protection in their local area. This means they should be in contact with:
    - the local authority child protection services (for Ealing: Maggie Scarlett, contactable via [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) or 020 8825 8930)
    - police
    - education and health authorities.

### **Appendix 2 – photograph permissions and sharing**

All families will be informed if and when photos may be taken at an event or during the lessons.

Families can opt out of photo sharing or taking using the online signup form. Checks will be made to this before uploading any photos on to the website or social media.

### **Appendix 3 – safer recruitment**

The Musical Director and/or Administrator will keep up-to-date on Safer Recruitment policy through training.

When recruiting staff we will:

- Ensure a consistent application form is used and pay attention to any gaps in working.
- Take up two references
- Seek proof of qualifications
- All staff must have a recent DBS certificate. Ideally all staff will be signed up to the DBS update service through their main employer. If this is not the case QYMC will:

o Apply for a DBS through the umbrella company and pay for this initial certificate.

o The teacher will then sign up to the update and be responsible for keeping this up to date.

- All deputies must bring photo ID and enhanced DBS certificate OR share the details for the update service to be checked prior to Saturday morning. If they do not have these checks, we will move the lessons to one of the rooms off the main hall, near the desk. Lessons can continue with the door open.
- We will maintain lesson and ensemble sizes so that the child to adult ratios are compliant with the recommendations for the age group.

Age	Classes	Ratio
under 2	Baby Steps/First Steps NB at this age children should always be accompanied by a parent	1:3
2-3	Baby Steps/First Steps NB at this age children should always be accompanied by a parent	1:5
3 and over	First Steps	1:8
Reception aged and above	ITM1 and ITM 2 and all ensembles and group lessons	1:30

- During staff onboarding, we will ensure they are familiar with the following procedures safeguarding policy, reporting incidents, code of conduct and health and safety policy