Safeguarding and Child Protection Policy

This policy is to be reviewed biennially. Last reviewed 22/10/25

For the purposes of this document, Wiltshire Young Musicians (WYM) includes WYMT Ltd and the Committee members acting on behalf of the trustee.

Wiltshire Young Musicians (WYM) fully recognises its responsibilities for child protection.

Safeguarding is what we do for ALL children and is linked to promoting welfare.

Introduction
Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual, emotional or through neglect.

WYM is committed to ensuring that children and young people are protected and kept safe from abuse or significant harm whilst involved in any activity carried out by our organisation and that:

- - the welfare of the child is paramount
- - all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation or gender identity have the right to protection from abuse
- - all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- - all contractors and volunteers have a responsibility to report concerns to the safeguarding lead
- - contractors and volunteers attend suitable training and understand that it is not their role to decide if abuse or significant harm has occurred, but to report any concerns to the appropriate person

- The Executive Director and Board of Directors of WYMT Ltd will oversee this policy.

1 Purpose of Policy

We recognise that because of their weekly contact with children, all people providing services for WYM as well as volunteers may be in a position to observe the signs of abuse.

WYM will therefore:
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

- Ensure that children know that there are adults in rehearsals and at events who they can approach if they feel worried

2 Aims

This policy applies to all Ensemble leaders and assistants, Tutors, Committee Members and Volunteers working with WYM.

The Policy has five main elements:

- Ensuring we practice safe recruitment in checking the suitability of contractors and volunteers to work with children
- Raising awareness of child protection issues
- Developing and then implementing procedures for identifying and reporting cases or suspected cases of abuse
- Supporting pupils who have been abused in accordance with their child protection plan.
- Establishing a safe environment in which children can learn and develop

3 Procedure and Practice

We will take account of guidance issued by the Department for Education and the Keeping Children Safe in Education annual document to:

- Ensure we have a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for child protection who has received appropriate training and support for this role. The DSL for WYM is Chris Turner and the DDSL is David Garcia.
- Have an overview of the Child Protection Policy and related Policies. Auditing safeguarding measures biennially alongside the DSL.
- Ensure all ensemble and lesson tutors, members of the board of trustees, committee members and volunteers know who the DSL and the DDSL are.
- Ensure all those working with WYM are up-to-date with safeguarding and child protection training in line with the local music education hub's requirements.
- Co-operate as required with enquiries from relevant agencies regarding child protection matters.
- Keep written records of child welfare and child protection concerns about children, even where there is no need to refer the matter immediately. These records should be kept separately from general subscription information. It should be kept securely in a password protected file and shared only with those who need to have the information.
- Written records should be made of concerns preferably in a typed format in a password protected document.
- Ensure all child welfare and child protection records are kept securely.
- Ensure safer recruitment practices are always followed.
- Ensure all those working with WYM understand their responsibilities for safer working practices.
- Ensure that any allegations are dealt with urgently with concerns about all those working with WYM reported to the Safeguarding lead and concerns about the safeguarding lead are reported to the Chair Person on the Committee.
- Ensure that there are risk assessments for all rehearsal venues and concert venues and that activity in these buildings are appropriately secure. Ensure there is a clear record of these risk assessments.
- Ensure that other policies which have a safeguarding element (Health and safety and safer recruiting) are consistent with this policy and with each other.
- Ensure this policy is audited biennially by the DSL and DDSL and this audit is reported to the Board biennially at the AGM.

4 Supporting Children at Risk

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helpless, humiliation and some sense of blame.

WYM will endeavour to support these pupils through:

- The content of rehearsals and concerts
- Promoting an ethos which is positive, supportive, secure and giving pupils a sense of being valued

5 Safer Working Practice

There must be a clear professional reason for the conduct of all WYM ensemble leaders, lesson tutors and volunteers.

6 Monitoring and review of the Policy

This policy will be monitored by the Executive Director and the Board of Trustees and reviewed biennially.

7 Consistency of Policies

This policy should be read alongside the following other WYM Policies

- Health and Safety
- Equalities Policy
- Data Protection
- Safer Recruiting

8 Designated Persons

Designated safeguarding lead:

Executive Director: Mr. Chris Turner
executivedirector@wiltshireyoungmusicians.org.uk
07740471753

Designated Deputy Safeguarding Lead:

Musical Director: Mr David Garcia
musicaldirector@wiltshireyoungmusicians.org.uk
07872029077

Nominated member of the Board of Trustees for Child Protection:

Vanessa Hammond
vanessachammond@gmail.com

Guidance notes for WYM staff, contractors and volunteers.

1 WORK IN PARTNERSHIP WITH WILTSHIRE YOUNG MUSICIANS MEMBERS

- Act with compassion and impartiality at all times. Be sensitive in expressing criticism of Wiltshire young musicians members and avoid hurtful comments of a personal nature.

- Build positive relationships with praise and encouragement and do nothing to abuse, exploit or undermine the relationship between the responsible adult and Wiltshire young musician member.

- Seek to boost the Wiltshire young musician members' self-esteem and help them to develop confidence as people and musicians.

2 CREATE A SAFE LEARNING ENVIRONMENT

In any room, teachers/volunteers should ensure that the exit for children is unobstructed either by people or by objects and particularly by themselves.

In the unfortunate situation of rehearsals being given in a room that other people cannot see, tutors/volunteers should:

- leave the door open when possible and practical to do so.
- positively invite the young members parents or WYM management staff to visit at any time.
- establish a "knock and walk in" rule rather than having members waiting outside.
- register their concern in writing with the DSL, DDSL or designated trustee and ask for some modification at the earliest opportunity.
- Be aware of appropriate language and show respect to colleagues and students; do not swear or make insensitive remarks. Do not discriminate and always maintain the same professional standard regardless of age, culture, disability, gender, language, racial origin, religious belief or sexual orientation.

3 PHYSICAL CONTACT

Teachers, directors and employees should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Tutors should seek assistants or other leaders to help deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind. Wherever possible lead by demonstration. If touching of the student is deemed required for teaching purposes, permission should be sought from the young person prior to the contact occurring.
- Have a relationship with a Wiltshire young musicians member.

4 COMMUNICATION

Private phone numbers, personal email addresses and social networking sites should not be used for communicating with pupils. You should not collect students mobile phone numbers, email addresses. You should not accept any friend requests from, or link on social media in any way with, Wiltshire young musician members. Nor should you share your contact details to your pupils.

You should always use the WYM official means of communication with members parents and family.

5 DUTY OF CARE

All those working with WYM should note that they have a duty of care towards members. They should take all reasonable steps to ensure the safety and security of the children in their care.

For all those working with WYM, this would include completing a register early on in each session, ensuring that children are not allowed to roam unattended and that they are collected by a responsible adult at the end of the activity.

6 CHILD PROTECTION

It is possible that as a responsible adult in a relatively informal environment your suspicions will be aroused that a child is being maltreated through verbal or physical abuse, bullying or may be at risk of self-harm. It is your legal duty to report any suspicions to the relevant authority. In most cases this will be to the WYM Safeguarding lead using the designated incident report forms which are in the WYM office or would be provided when reporting to the WYM Safeguarding lead. On very rare occasions this will be the Local Authority's child protection officer.

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Wiltshire Safeguarding Children Board

What to do if you are worried a child is being abused and neglected

Member of staff has concerns about a child's welfare

- Be alert to signs of abuse and question unusual behaviors

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next.
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Discuss concerns with Designated /Named Safeguarding Lead

The **Safeguarding Lead** will consider further actions required, including consultation with MASH (number below). Concerns and discussions, decisions and reasons for decisions should be recorded in writing by agency/organisation.

In exceptional circumstances or in the absence of a Safeguarding Lead the individual may contact MASH directly.

Still have concerns – refer to MASH

Multi-agency Safeguarding Hub:
0300 456 0108

Out of hours Emergency Duty Service (5.30pm to 9.00 am): 0845 6070 888

If the child is in immediate risk dial 999 and ask for police assistance

MASH

1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Feedback decision to referrer (e.g. further assessment including Strategy Discussion /Child protection enquiries; no further action required for children's social care and Early Help CAF recommended; referral to other agency for service provision).

No longer has safeguarding concerns

Additional/unmet needs – consult with relevant agencies and undertake an Early Help CAF and Team around the Child meetings

This flowchart is intended for use as a brief guide. Please refer to the DfE Guidance 'What to do if you're worried a child is being abused' guidance, which includes definitions and possible indicators of abuse (including child sexual exploitation). www.wiltshirescb.org

Updated January 2018

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ALLEGATIONS AGAINST ADULTS - Risk of harm to children

GUIDANCE FLOWCHART

If you become aware that a member of staff/volunteer may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to a child

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Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

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Report immediately to your Headteacher / Principal

Any concern or allegation against the Headteacher / Principal will be reported to the Chair of Governors

Unless there is clear evidence to prove that the allegation is incorrect, the Headteacher / Principal **must:**

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Report the allegation within one working day to the Designated Officer for Allegations (formerly known as LADO):

Designated Officer (direct line): 01225 713945

Multi-agency Safeguarding Hub (MASH): 0300 456 0108

Out of Hours Emergency Duty Service (5.30pm to 9.00am): 0845 6070 888

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The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

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If the allegation threshold is NOT met, the Designated Officer will agree with you an appropriate response *(e.g. for the agency to undertake further enquiries or undertake and internal investigation)*

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/ safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

NB: This document is intended for use as a brief guide only. For more detailed guidance refer to The WSCB Allegations Management Policy at www.wiltshirescb.org

A113/15 Allegations against staff and volunteers flowchart Review Date: April 2018