



Safeguarding Policy

Children and Young People

This policy will:

- 1) Give Northfield Arts Forum, forthwith known as 'EMILY TULLY MUSIC' a Safeguarding Statement
- 2) Show the clear commitment of the senior management to Safeguarding through commissioning and provision
- 3) Give everyone within the organisation an understanding of their responsibilities
- 4) State who to talk to about Safeguarding, and who has overall responsibility for Safeguarding
- 5) Provide a procedure for disclosure of abuse, both to EMILY TULLY MUSIC and volunteers staff and non-EMILY TULLY MUSIC staff and volunteers
- 6) Provide a procedure for the storage of parent/carer information
- 7) State arrangements for how EMILY TULLY MUSIC works with other organisations
- 8) Provide a glossary of definitions at the end of the document

Safeguarding Statement

EMILY TULLY MUSIC believes Safeguarding is paramount. It is always unacceptable for a child or young person to experience abuse of any kind. We value and respect every child and young person and will endeavour always to listen to him or her and respond appropriately to safeguard them. We will provide staff and volunteers with guidance to follow when they suspect a child or young person may be experiencing harm or be at risk of harm, or when someone makes a disclosure of abuse.

EMILY TULLY MUSIC strives to have a culture that enables issues about Safeguarding and the welfare of young people to be discussed openly.

Commitment of Senior Management

The senior management have a commitment to safeguarding through

- a) Commissioning – by making sure all staff and volunteers have a CRB/DBS check if necessary and
- b) provision – by making sure all staff and volunteers working with young people have read this document, are aware of EMILY TULLY MUSIC' Safeguarding policy, know who to contact with concerns around Safeguarding and if someone makes a disclosure and that they are clear about their responsibilities with regard to Safeguarding.

A risk assessment for each activity will be carried out by a designated person.

Responsibilities

Recognising child abuse is not easy and it is **not the** responsibility of Staff and Volunteers to decide whether abuse has taken place. It is, however, their responsibility to be alert and to act if they have a concern or if they believe a child or young person is at risk of abuse or neglect.

If it is suspected that a young person is a victim of any form of abuse it is the Staff or volunteer's responsibility to report this to the designated senior manager with responsibility for Safeguarding whose contact details are available below.



Who to talk to with concerns about Safeguarding

Emily Tully has responsibility for Safeguarding within Emily Tully Music. She can be contacted by e-mail: Emily Tully - emilytully@hotmail.co.uk

In case of emergency contact: 07840828792

Birmingham Children, Young People and Families Directorate

T: 0121 303 1888, E: iasscitywide@birmingham.gov.uk

Outside normal office hours, on weekends and during Bank Holidays call the Emergency Duty Team
T: 0121 675 4806.

- Police - 0845 113 5000
- Social Services - Edgbaston 0121 303 188
- Erdington - 0121 464 8022
- Small Heath - 0121 303 2334
- Yardley - 0121 303 6541

Emily Tully is responsible for monitoring Safeguarding, including maintaining this Safeguarding Procedure, maintaining a CRB/DBS register. Their emergency contact number is: 075579343508.

How EMILY TULLY MUSIC works with other organisations

EMILY TULLY MUSIC is aware of the importance of sharing the responsibility of Safeguarding with those who we work with. When working with other organisations, we will ensure these organisations are provided with our Safeguarding policies.

Storing Information

It is important to have details of parents/carers. We store this information in accordance with the Data Protection Act. We destroy information when the period of activity involving the young person has ceased.

Procedure for Making a Disclosure

The Disclosure Form can be obtained at the link below.

Link

Or request a paper copy from Emily Tully.

If a child or young person reveals to you an incident that indicates abuse then the Volunteer or staff member should:

1. Keep calm and listen, accept what they are hearing, reassure the child or young person, and make clear that this cannot be kept a secret.
2. **Avoid asking any questions that could be interpreted as putting ideas in to their head**
3. Reassure the child or young person and offer support and understanding
4. Make notes indicating name, address of the child or young person, and the name of the person against which the complaint is being made and name of any witness if appropriate. Sign, date, and keep in a confidential file
5. Complete the disclosure or suspicion of disclosure form and pass on to designated person for child protection

Respect the confidentiality of everyone involved keeping the matters restricted to only those who



need to know.

Once disclosure has taken place the Volunteer or staff member should:

- Make sure there is adequate provision for the child's or young person's privacy
- Refer the incident to the nominated person in EMILY TULLY MUSIC. The allegation will then be referred to the Social Services and Children's Services for their investigation. Head Teacher will be informed too.
- All records taken by the staff member or volunteer should be passed to the relevant nominated person/ teacher
- EMILY TULLY MUSIC will organise a time to discuss and debrief

Following Disclosure

Following disclosure, the staff member or volunteer may be asked to support the child or young person by reassuring them it was not their fault. Tolerance and care should be shown to children and young people who may be unused to expressing their emotions in a healthy way and may be actively demanding, self-destructive or withdrawn.

Procedure for Making a Disclosure against a member of EMILY TULLY MUSIC staff

Emily Tully, will investigate any complaint by a child or young person against a member of staff or volunteer. We will seek advice from Birmingham Children, Young People and Families Directorate at the earliest possible time.

Confidentiality Statement

This will be issued to all volunteers and staff members when they commence their duties. Two copies will be distributed, one is to be signed and returned and the other is for their own personal reference. This outlines the importance of confidentiality and in what circumstances disclosure takes place. All volunteers or members of staff on their first meeting with the child/children or young people must outline confidentiality.

Glossary of Definitions

Safeguarding- Protect children from maltreatment

Child- Anyone who has not reached his or her 18th Birthday

Young People- Anyone who has reached their 18th Birthday, before they turn 25 Abuse & Neglect are all forms of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or failing to act to prevent harm.

Children or young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger (via internet). An adult/adult or another child or young person may abuse them.

Staff- People paid by EMILY TULLY MUSIC on an on-going or self-employed basis

Volunteers- People who work with EMILY TULLY MUSIC to deliver activity

Neglect

The persistent failure to meet a child's or young people basic physical and/or psychological needs, likely to result in the serious impairment of the child's or young person'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 or young person from physical and emotional harm or danger;
- Ensure adequate supervision (including inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.



May also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Recognising Neglect – This can be difficult to recognise and physical signs may include constant hunger, dirty, being consistently underweight or inappropriate dressed for the conditions. The young person may also indicate that they have very few friends and are left unsupervised.

Physical

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocation, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Recognising Physical Abuse – Unexplained bruises, marks, burns or scolds or bite marks. Changes in behaviour may include fear of parents being contacted, aggressive behaviour, flinching, depression or withdrawn behaviour.

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 or young person 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 to look at, or in the production of, sexual images. Watching sexual activities, encouraging children and young people to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including the internet).

Recognising Sexual Abuse – Sudden changes in behaviour, running away from home, sexual knowledge beyond their age or development level, eating problems, self-harming, saying they have secrets or are not allowed to have friends.

Emotional Abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects of the child's or young person's emotional development. It may involve conveying to children that they are worthless or involved, inadequate, or valued only insofar as they 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 the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another; serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Recognising Emotional Abuse – Anxious behaviour, fear of making mistakes, self-harm, fears of parents being approached.

This list is just a guide and it is important to remember young people will exhibit some of these

indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring. When disclosure is made, it is important for volunteers and staff to know the correct procedure.



This policy was updated on 17th April 2022 and is due for review on the 1st September 2023.