



Music for Miniatures CIO

# Safeguarding Policy

Current policy Approved by Trustees

Date October 2023

Next review date 1<sup>st</sup> October 2024

Version	Author	Drafted	Comments on changes
1.0	Charlie	25/06/2020	Sourced from ???
2.0	Charlie	01/10/2023	
2.1	Charlie +MH	13/11/2023	Amended with extra definitions
2.2	MH	03/04/2024	New header page added

Music for Miniatures aims to provide high quality live music performances for young people and their parents/carers.

## **Policy Statement**

**We recognise that working with children and young people brings with it a responsibility to protect them from harm. Music for Miniatures CIO is committed to the safeguarding of children, young people & vulnerable adults with which it engages. This safeguarding policy aims to lay out the steps we will take to ensure their safety.**

We aim to:

- To protect children & young people who receive Music for Miniatures' services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding. Music for Miniatures believes that a child, young person or adult should never experience abuse of any kind.

This policy applies to all staff, including paid staff, directors, volunteers, sessional workers, interns, students and anyone working for and on behalf of Music for Miniatures CIO.

## **Legal framework**

This policy has been drawn up on the basis of law and guidance that seek to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children, young people & adults

## **We recognise that:**

- the welfare of children is paramount, as enshrined in the Children Act 1989
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- some children, young people and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people & adult agencies is essential in promoting children, young people and adult's welfare.

- **We believe that:**

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

**We will seek to keep children, young people and adults safe by:**

- valuing them, listening to them & respecting them
- adopting good practice & procedures for staff and volunteers
- developing & implementing an effective safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support & training
- recruiting staff and volunteers safely, ensuring all necessary checks are made (e.g. the Disclosure & Barring Service check)
- sharing information about child protection and good practice with children, young people and adults
- sharing concerns with agencies that need to know and involving parents, young people and adults/parents appropriately.
- appointing a named Music for Miniatures Director (Charlotte Kyle) with responsibility for ensuring that this policy is adhered to.

## **SUPPORTING DOCUMENTS**

*Due to the nature of Music for Miniatures work, our performances take place in a range of community venues and schools. As such, it is important to note that all Music for Miniature staff should follow the organizational policies, procedures, guidance and other related documents for each venue when there.*

**These may include:**

- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- code of conduct for staff and volunteers

- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios

## **GOOD PRACTICE**

### **Good practice in a physical environment where there is contact with children, young people and vulnerable adults means:**

- always ensuring that a parent, someone from the school/educational establishment, youth organisation or care setting is present and therefore meeting their responsibility for ensuring the safety of those in the setting.

*It is important that Music for Miniature staff are not left unaccompanied in the presence of minors. The parent/carer/teacher should maintain sole responsibility for the child or young person throughout the concert. This should be made clear to anyone attending. Music for Miniature staff do not act in loco parentis and ultimate responsibility for the child remains with their parent/carer/teacher at all times.*

- monitoring risks throughout the project

*As part of ongoing risk assessments at venues, staff provide a human backstop to ensure no child leave unaccompanied.*

### **Good practice in planning a project for work involving children, young people and vulnerable adults means:**

- identifying, at the outset, the people with designated protection responsibility
  - engaging in effective recruitment, including appropriate vetting of staff and volunteers
- All Music for Miniature musicians and head stewards who are in contact with children are Enhanced DBS checked and we undertake to carry out DBS checks on any new staff.*
- knowing how to get in touch with local authority Social Services, in case you have to report a concern to them
  - putting systems in place to create and manage good relationships with parents and/or carers, managers and other stakeholders
  - being aware of the content of your work and the impact it may have on children, young people or vulnerable adults

- **Good practice in physical contact means:**

- maintaining a safe and appropriate distance from participants
- only touching participants when it is absolutely necessary in relation to the particular activity
- seeking agreement of participants prior to any physical contact
- making sure disabled participants are informed of and comfortable with any necessary physical contact

**Good practice in interpersonal dealings means:**

- treating all children, young people or adults equally, and with respect and dignity
- always putting the welfare of each participant first, before achieving goals
- making the activity fun, enjoyable and promoting equality
- being an excellent role model for dealings with other people
- recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people.

**Good practice in managing sensitive information means:**

- having a policy and set of procedures for taking, using and storing photographs or images of children, young people or adults.
- *Music for Miniatures has an 'opt out policy' regarding the use of photographs or images taken during performance. This is made clear to all attending concerts. When in school venues, Music for Miniature follow the school's policy.*
- agreed procedures for reporting any suspicions or allegations of abuse
- ensuring confidentiality in order to protect the rights of employees, freelancers, interns and volunteers, including safe handling, storage and disposal of any information provided on musicians and facilitators (or others involved in Music for Miniatures projects) as part of the recruitment process (Data Protection Act 1998).

**All Music for Miniatures staff are required to read and sign our good practice and procedures before they undertake any work in schools. We are committed to reviewing our policy and good practice annually**

## **Types of Abuse That Will Trigger Reporting**

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Modern Slavery

## **Types of physical abuse**

- Hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Physical harm caused by a parent or carer fabricating the symptoms of, or inducing, illness

### **Typically abusive injuries**

Abusive injuries tend to involve softer tissue and be in areas that are harder to damage through slips, trips, falls and other accidents. This may include:

- upper arm
- forearm (defensive injuries)
- chest and abdomen
- thighs or genitals
- facial injuries (cheeks, black eyes, mouth)
- ears, side of face or neck and top of shoulders ('triangle of safety')
- back and side of trunk.

Abusive injuries may be seen on both sides of the body and match other patterns of activity. They may not match the explanation given by the child or parent/carer and there may also be signs that injuries are being untreated, or at least a delay in seeking treatment.

## **Types of sexual abuse**

Sexual abuse may take place either in person or online or offline. It may be perpetrated by family or non-family members, males or females, older adults or by other young people.

- Forcing or enticing a child or young person to take part in sexual activities, which may or may not involve violence
- Penetrative acts
- Non-penetrative acts (kissing, masturbation, rubbing or inappropriate touching)
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Non-contact (looking at or producing pornography or sexual images, watching sexual activities, grooming in preparation for abuse)

### **Possible indicators of sexual abuse**

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Bleeding, pain or itching in the genital area
- Difficulty in walking or sitting
- Sudden change in behaviour or school performance
- Displays of affection that are sexual or not age-appropriate
- Use of sexually explicit language that is not age-appropriate
- Alluding to having a secret that cannot be revealed
- Bedwetting or incontinence
- Reluctance to undress around others (e.g. for PE lessons)
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Unexplained gifts or money
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Reluctance to be alone with a particular person

## **Types of emotional abuse**

Some level of emotional abuse is present in all types of abuse or neglect, though it may also appear alone. It is the persistent mistreatment of a child that has a severe and negative impact on their emotional development. Emotional abuse may also be perpetrated by other young people through serious bullying and cyber-bullying.

- Overprotection – preventing someone accessing educational and social opportunities and seeing friends
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Conveying feeling of worthlessness, inadequacy or that a child is unloved
- Threats of harm or abandonment
- Placing inappropriate expectations on children
- Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)

### **Possible indicators of emotional abuse**

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

## **Types of neglect**

- Failing to provide adequate shelter, clothing or food
- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed.

### **Possible indicators of neglect**

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to school performance or attendance

## **Modern Slavery – possible indicators**

- Signs of physical or emotional abuse.
- Appearing to be malnourished, unkempt or withdrawn.
- Isolation from the community, seeming under the control or influence of others.
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address.

## **REPORTING PROCEDURE**

**Music for Miniatures CIO Procedure for staff reporting a concern about a child or young person:**

1. When in a school venue, report any concern to schoolteacher firstly.
2. Report concern to Charlotte Kyle

If you have a concern about the welfare of a child or young person in B&NES you should make a referral to:

- Bath and North East Somerset Local Authority Designated Officer (LADO) Tel. 01225 396810. Information may then be requested to be sent to [LADO@bathnes.gcsx.gov.uk](mailto:LADO@bathnes.gcsx.gov.uk)
- Children and Families Assessment and Intervention Team Tel. 01225 396312 or 01225 396313
- Out of Hours Emergency Duty Team 01454 615165
- If a child or young person is in immediate danger then please dial 999 and ask for police



assistance.

Music for Miniatures CIO Safeguarding Leader: Charlotte Kyle  
Contact detail: charlottekyle@hotmail.com 07946 890 488