



# Child Protection Procedure

## Protecting Yourself

September 2023

### **Your working environment**

Your teaching room should be open and accessible by anyone, with a clear view of the outside (windows / window in the door). If these criteria are not met in the accommodation you are offered, contact the music service immediately.

### **Touching pupils**

Avoid touching pupils whenever possible. It is sometimes necessary to make physical contact with pupils in order to teach effectively and efficiently. Should this be the case:

- Firstly consider if touching is really necessary – avoid it if possible.
- Consider where you are touching the pupil. Using one finger to move a finger to the right place is less intrusive than placing a hand on a pupil's diaphragm. Touching the torso should be avoided.
- Always ask the pupil before you touch them, and explain what and why you are doing so (eg 'Can I move your fingers into the right place?')
- Stand in front of the pupil, and as much at arm's length as possible.

### **Contacting / transporting pupils**

Staff must not transport pupils or accompany them outside the school without prior written consent from the music service. Staff must never ask for contact information or contact pupils directly (phone, text, email etc) Contact must always be through the school, parent or music service. There is no upper age limit to these limitations.



## **IF A PUPIL CONFIDES IN YOU**

- Never make a promise to a student that information given to them by a student will be confidential.
- Pass on any information of this type that gives cause for concern – you are obliged to do this. See below for who you must report to.
- Do not question closely or make statements to a student as this may prejudice any inquiry.
- Encourage the pupil to speak in their own words – do not prompt or lead. Listen but do not investigate.
- Always take what a child says seriously
- Encourage the child to speak to their parents or carers (if appropriate)
- Report factually, record, date, time and sign any concerns you may have and speak to the appropriate child protection officer (see below). Ensure they take responsibility to inform the relevant agencies without delay.
- Observe confidentially with colleagues, family and friends.

In the rare cases of the named or deputy person being implicated, anyone can refer to the Children's Social Care Services or the police directly. In exceptional circumstances you may have concerns about the conduct of a colleague. It is important that you observe the points in this leaflet and inform the lead person (or deputy) for safeguarding immediately. They will refer to children's social care services and a LADO (Local Authority Designated Officer) will coordinate any further actions. Remember, your organisation has a child protection policy to deal with such occasions and it is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be.



## **IF YOU HAVE CONCERNS ABOUT A PUPIL**

Staff may have general concerns about a student. It is important to report these concerns immediately, and only to the appropriate person.

### **If this happens in a school:**

You should discuss these with the designated child protection person in the school which the pupil attends. Ask the school office who this person is. You must also inform the Head of Music Service that you have reported an incident in a school. Do not give names / details to anyone except the school's designated child protection officer.

### **If this happens outside of the pupil's own school (another school, out of school venue etc):**

- Report the incident to the Head of Music Service, who will coordinate reporting the incident to the pupil's school.
- If there are serious concerns (i.e. bruising, extreme distress) be cautious when speaking to the student and report the incident (as above) immediately.
- If you have serious cause for concern, and cannot contact any of the above designated officers, call Southwark Social Services on 0207 525 7911.

### **Further Guidance: Abuse and spotting the signs.**

It is estimated that 1 in 10 children experience abuse; some research suggests this figure is higher particularly for children with physical or learning disabilities.

#### **What is abuse?**

**Physical:** Where a child's body is deliberately hurt or injured

**Sexual:** Where adults use children, or their images, to satisfy sexual desires; other children can also be abusers

**Emotional:** Where children may be deprived of love, continually shamed and taunted, given responsibility beyond their years, or witness the ill treatment of another

**Neglect:** A persistent failure to meet a child's physical and / or psychological needs



**Some examples signs of abuse might be:**

- Aggressive or violent behaviour of adults towards children (physical and verbal)
- Very young, unsupervised children
- Vandalism or fire setting
- Bullying behaviour or fighting
- Physical signs e.g bruising, scarring, poor personal hygiene

**You may also be concerned if you find the following, especially in or near children's areas:**

- Sexually explicit material with children's images
- Smearing or vandalism / fire setting in toilets
- Discarded needles, alcohol bottles, condoms in inappropriate places
- Meals / food discarded on a regular basis

You also need to be aware of E-Safety issues when children may be at risk when using the Internet or mobile phones. Please review the [Southwark Music Online Safety Policy](#) for further information on this.

**Adults can help to keep children safe by always acting in a professional manner:**

- Always follow the organisation's ID security procedures as appropriate
- Avoiding being alone in any situation with a child as you may both be vulnerable
- Being polite and friendly but not forging relationships with children nor making favourites
- Avoiding physical contact unless absolutely necessary when a child is injured and there is an emergency



### **Monitoring the areas you work in by:**

- Being observant of children and adults together
- Being aware of children who may be alone and in the area a long while, particularly if young
- Observing health and safety regulations
- Not accepting swearing, bullying or other behaviours from the public when children are either involved or in close proximity
- Being alert to members of the public/staff approaching, videoing, or taking photographs of children who are alone or not seemingly related to them
- Reporting any such behaviours /incidents to the lead person (or deputy) for safeguarding
- Seeking help from management or dialling 999 without delay if such behaviours are criminal or dangerous
- Being aware of visitors seemingly having no business on the premises

### **Data Protection, Contact Information and Social Networking**

#### **All staff are required to adhere to the following procedures:**

Teachers will be in receipt of personal information about pupils, other teachers and school staff. This must be kept confidential and used only for the purpose for which it was given. Personal information must not be given to any other person for any other reason. This includes other music service staff, schools and their teachers and parents/carers. Any requests for personal details should be directed to the music service.

Under no circumstances should teachers ask for personal contact details for pupils. This includes mobile phone numbers, email address or any other form of communication. Where teachers need contact details for pupils (e.g. out of hours activities or trips) these will be provided by the music service.

Teachers must not under any circumstances make links with students via social networking sites or other methods of communication. If a teacher uses social



networking sites, you must not tell any pupils about it, or in any way encourage them to associate with your site.

Teachers must not under any circumstances give or offer lifts to pupils in their private cars without written consent from the music service.

**The following is good practice and must be followed:**

If writing to several people in an email, always use the BCC field for the recipient's address so that you do not inadvertently give a private email address to others. Your teaching registers include a substantial amount of information about pupils. Please ensure they are kept securely when in use; in a folder/bag when being transported, and never left visible when in a car (keep the folder/bag in the boot). If your registers are lost or stolen, please inform the music service immediately so that we can warn the school.

**Contact:**

**Southwark Music Service, Lead Person for Safeguarding**

Gordon Maguire, Head of Service, [gordon@southwarkmusicservice.org.uk](mailto:gordon@southwarkmusicservice.org.uk),  
07786 844705

**Please check the declaration, sign and return the Child Protection Procedure**

Declaration	
I have read and understood the Southwark Music Hub Child Protection Document.	<input type="checkbox"/>

-----  
Signature

-----  
Date