



Last Updated: September 2023

If you have immediate concerns or are worried about a child or young person's safety please telephone the Multi Agency Referral Unit (MARU) on 0300 123 1116 or 01208 251302 (out of hours)

Introduction – page 1

Code of Conduct for Staff – page 5

Recruitment and Training of Staff and Volunteers – page 10

Responding to allegations or suspicions – page 12

Whistle Blowing Policy – page 15

Appendix (Models) – Page 17

Safeguarding Policy & Procedures

Introduction

Safeguarding and Child Protection is everyone's responsibility and all staff have a responsibility to safeguard and promote the welfare of children, young people and vulnerable adults.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Also government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

Definition

A child is “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection.

Cornwall Council Safeguarding Policy Dec 2013

Under the **Care Act 2014 adult safeguarding duties** apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, neglect or abuse ; and;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of neglect or abuse.

A vulnerable Adult is a person who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

People who are termed as vulnerable might:

- Have a learning disability
- Have mental health problems
- Have substance misuse problems
- Have a long term illness or chronic condition
- Have a physical disability.

Policy Statement

Music for Good has a duty of care to safeguard all participants involved in Music for Good activities from maltreatment. All people have a right to protection and the needs of disabled children and others who may be particularly vulnerable are taken into account. Music for Good will ensure the safety and protection of all participants involved in Music for Good activities through adherence to the Child Protection and Safeguarding guidelines adopted by Music for Good. Music for Good is fully committed to this aim, which over-rides all other concerns.

We believe that:

- The welfare of the child or young person is paramount.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- Vulnerable adults have the right to be protected
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Staff and volunteers should be clear on how to respond appropriately.

If you want to know more about Child Protection and Safeguarding we recommend the additional reading below:

[Working Together](#)

[Keeping Children Safe – Code of Conduct – Community Activities](#)

Types of Abuse Explained doc

Policy Aims

The aim of Music for Good's Safeguarding Policy is to promote good practice and to empower all staff and volunteers to make informed and confident responses to safeguarding and child protection procedures and issues.

Where the policy refers to 'staff' this includes anyone employed by Music for Good through the payroll **or** on a freelance basis or working with Music for Good as a volunteer.

Review of Policy

This policy will be reviewed every year and as when legislation changes. It will be ratified by the Music for Good Board of Trustees and amended when necessary.

Promote Good Practice

Music for Good encourages professional vigilance from all staff. Consider how you adopt 'professional curiosity' when it comes to safeguarding and child protection.

Abuse and Maltreatment (emotional, neglect, physical or sexual) can occur within many situations including the home, the school and the arts environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Any Music leader/ volunteer may have regular contact with participants and should seek to adhere to the highest standards of safeguarding at all times. They should be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document, usually to the Music for Good Director.

Reporting low-level concerns is just as important as serious disclosures. Linking low-level concerns can lead to a strong case for investigating maltreatment further.

Definition of Terms

The term 'staff' or 'member of staff' will include all Music leaders/practitioners, volunteers, trustees and paid employees who work on behalf of Music for Good.

The term 'child', where used on its own, will include all children and young people up to the age of 18.

A vulnerable adult is described as a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

All staff will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following Code of Conduct illustrates how to create a positive culture and climate.

There are 4 Main Types of maltreatment a child may experience:

Physical

Sexual

Emotional

Neglect – this is an important aspect of child protection and should not be forgotten

Significant overlap often exists between these and young people may be suffering from different forms of maltreatment at the same time.

Other specific maltreatment:

- Child on child abuse

- Online abuse

- Forced marriage

- Harmful sexual behaviour

- CSE

- Child Criminal Exploitation including county lines

- 'Honour based' abuse

- Child Trafficking and modern slavery

- Radicalisation and Extremism

CODE OF CONDUCT FOR STAFF

Your vehicle

- Drive slowly on the school/setting premises. Take particular care when reversing.
- If you do not know where the school/setting entrance is, it is better to stop and go into the school/setting on foot rather than drive around the school grounds.
- It is a good idea to switch off any music when arriving on the premises
- Never obstruct fire exits when parking, even if only temporarily, to find out where to go or unload.
- Check with Reception where you can park. You may be allowed nearer to the school/setting to unload.
- Keep the vehicle locked at all times.
- Never give a pupil/young person/participants a lift in your vehicle.

Reception

- Go to Reception to get signed in.
- Music for Good ID Badges and Music for Good T Shirts must be worn in every setting.
- You may/will be given a Visitor badge to wear in a school or setting
- Make sure you know and follow school/setting procedures and times.
- Ask where the staff toilets are.
- Avoid wandering around the school or setting alone.

Conduct around the school/setting

- You are an ambassador for Music for Good and a role model for participants. Everything you do should reflect this.
- Do not smoke anywhere on the school premises/setting including in your vehicle.
- Alcohol and recreational drugs should never be taken onto school/setting premises under any circumstances.
- No-one should consume alcohol before arriving at a school/setting.
- Prescribed drugs should be kept hidden and out of reach of participants e.g. in the locked vehicle.
- Move around the school/setting quietly. Avoid shouting, loud laughter, slamming doors, or any unnecessary noise.
- Make sure language and conversation is appropriate.
- Ensure your actions do not conflict with setting rules. Some schools/settings do not allow sweets or chewing gum.
- Take responsibility for clearing up after a workshop or performance. Take any rubbish with you.
- Report any accidents or breakages immediately.
- Wear your named visitor badge (except if in costume).
- Ensure your room setting is suitable for purpose with windows in the doors so you and the people you are working with can be seen

Conduct with Children and young people

You may wish to discuss some of the below with young people during the first session with them. This can be done via an informal 'contract' which outlines expectations, boundaries and how you both want to work to ensure everyone is safe and secure.

- All Music leaders/practitioners should have an Enhanced Disclosure certificate which is less than 3 years old.
- Schools/settings may have different Safeguarding Codes of conduct; this will be covered in the initial planning discussion with the setting/school/commissioner and will be made clear in the Partnership Agreement between Music for Good and the setting.
- Treat all children and young people with respect. Do not automatically laugh at something a child says to you; they may not have intended it to be funny.
- Never reprimand or shout at a child.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Avoid being left alone in a setting with a single child except in one to one mentoring. If a setting/school worker needs to leave for a long period of time make it clear that is stated in the Music for Good Safeguarding Policy that for safeguarding purposes workers should not do lone working. Explain that this is also stated in the Partnership Agreement that the setting/school will have signed.
- Do not initiate any physical contact with children. It should not be necessary. If the nature of the workshop requires physical contact this should be discussed with the staff setting in advance.
- Music for Good are a trauma informed organisation and recognise the place of safe touch when working with young people. If a child initiates physical contact such as approaching you for a hug, deflect them if possible and stay side on to the child. Write up and report the contact immediately afterwards.
- Do not encourage children to sit on your knee. Sit beside them.
- You are not in the school in a disciplinary capacity. Leave that to the teachers. However boundaries are an important aspect of your work. Use a group agreement to agree boundaries with young people.
- Avoid getting involved in issues that arise amongst the children. For instance, don't try to break up a fight.
- If a child informs you of a problem, tell a teacher. Don't hang around while the teacher deals with the situation.
- If a child has an accident the staff are responsible for administering first aid (find out who the designated first aider is and where the first aid box and book are kept)
- If you are exploring sensitive issues, such as bullying or drugs, children could approach you with their problems. Without being dismissive, try to avoid becoming involved. Although young people may share personal problems with you and this may be part of a creative process (e.g. song writing) never agree to keep the issues secret. Remind them that you have a duty of care to pass on anything that concerns you within a session to a parent, teacher or other appropriate professional adults.
- If a child tells you something that leads you to suspect that they are being abused or maltreated Let the child/young person know clearly and as gently and as soon as possible that an important part of your job is to ensure the safety of any children and young person and that you have a legal duty to inform the school/setting/other professional adults and to report it to Music for Good.
- Maintain professional behaviour at all times.

- Promoting emotional wellbeing and good mental health is also essential for safeguarding
- Staff should be aware of their unconscious bias – we should all acknowledge and interrogate our biases as they can lead to us not fulfilling our responsibilities or cause us to respond differently to disclosures.

Data Storage and Data Loss or Breach

Sensitive Data includes: names, addresses, age, sex, contact details, health details, session notes/write-ups, photos, videos and sound recordings.

- If you are storing data relating to your sessions on your devices for work purposes (e.g. to document a setting, save recordings, or keep work sheets) this data should be stored securely on a password protected device and in an encrypted folder.
- All data related to a project or session should be shared with Music for Good staff to be stored securely on their online systems and deleted from personal devices after 30 days of a session/project ending. This includes media consent forms.
- If you encounter loss or a breach of any sensitive data you must inform Music for Good's Director and Safeguarding Lead immediately.

Practices never to be allowed

The following should never be allowed. You should never:

- Engage in rough, physical or sexually provocative activities, including horseplay
- Never work or perform without the presence of another setting worker/teacher/s.
- Share a bedroom with a child. If alone with a child in a room, for any reason, the door should be left open.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate discriminatory language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Share sensitive data about a child other than in a professional capacity. E.g. sharing names, details, or photos/videos.
- Never take responsibility for a child under any circumstances.
- Never give a child/young person your personal contact details (if you need to because of contact for projects, inform a member of the Music for Good's core team)
- Do not accept requests from young people or invite young people to be your friends on your personal social networking sites.

Code of conduct for working with older people or vulnerable adults

- Ensure that the environment is safe and suitable for the activity
- Provide a signing in sheet/register for participants
- Collect emergency contact details for participants and keep this in a secure folder which is not accessible to others
- Ensure you understand and know where the First Aider is on site and the procedures for dealing with an emergency

- If anything gives cause for concern recommend that the participant visits their GP or Health Care Professional – do not provide or attempt to provide health care advice but know who to signpost to
- Avoid close contact or touch – unless you have the permission of the participant
- Ensure that activities are suitably adjusted for those in the group – providing differentiation where necessary
- In the case of a serious concern, if it's not suitable to discuss with the participant, ring the Vulnerable Adults team in the Local Authority (MARU) and talk to your designated safeguarding lead.

Health and Safety

- Staff and volunteers are expected to promote Health and Safety considerations to participants
- All volunteers and staff must agree to work in accordance with Music for Good's policy on Health and Safety and to work without causing danger to themselves, to other volunteers or to the general public.
- Risk assessment should be a part of planning any project and should take into account all aspects of the project, but particularly any risks relating to protection of participants. Risk management should be an ongoing part of every project. (Risk assessment is the responsibility of the setting and Music for Good staff)
- Staff should promote good practice of de-briefing together after a day/session so any low-level signs or concerns can be shared and staff are not taking concerns home with them.

Communicating with Children & Young People by Email, Phone and Text

Music for Good may deliver work directly with young people rather than through a school or youth group and that most areas of work allow us to communicate through a virtual medium such as online, or via texting/messaging, so it is important to consider young people's safety when they use this form of media.

Where these situations are expected to arise, the Director should be informed and the following code of conduct should be followed.

Contacting a young person:

All under 18's must have parental/guardian permission for Music for Good to contact the young person via email or mobile phone.

Via email

When emailing young people about a Music for Good piece of work, all email addresses of young people must be "blind carbon copied" (bcc) so their email address can be concealed. You must always copy in a member of staff so no emails are just between just you and a young person.

Via mobile phone

You should never use a personal number or device to contact a young person.

Contacting a young person on their mobile should ideally be done within office hours and when another member of staff is present. If contact takes place outside these hours or when there are no other staff members present ensure that it is recorded and emailed to Emily Foulkes Safeguarding Officer, emily@musicforgood.uk

Do not take any photos of young people you are working with on your own personal mobile phone and leave the setting.

If a young person initiates inappropriate contact via email, text, or phone, Music for Good staff must inform the young person that it is inappropriate and then inform the Safeguarding Officer.

Social Networking

Do not refer by name to any children or young people you are working with in any of your own personal networking posts.

Do not accept friend requests from young people on your own personal network account

If you want to have a network of the young people you are working with and that is the best way to keep in contact with each other notify Music for Good and we will set up an appropriate 'Group Page' on Facebook/Instagram.

Please ensure that your own personal privacy settings on your own social networking account are set to high.

Contact with vulnerable adults

- Use a work email and telephone number where at all possible.
- If you are using your personal phone, make some clear guidelines about days and times you are available
- If vulnerable adults are contacting you beyond the reasonable amount necessary for the activity, seek advice from a medical professional or the Adult Safeguarding Team if there are concern
- Provide adults with clear boundaries, roles and expectations at the start of a project
- It may be necessary to send items in the post to adults. Ensure that addresses are kept confidential and securely stored
- When emailing a group, use the BCC option on the email, to not share details between group members

Working online

- Use a secure online platform which is password protected
- Agree the day and time of the session in advance

- If working with children and young people, secure consent from parents/carers
- If working with children and young people, carry out the session where there is an adult nearby (in their setting) and the child should not be in their bedroom
- Ensure a suitable surrounding for yourself and suitable attire. (consider what can be seen in the background)
- Outline the boundaries and expectations for online working at the beginning of the project/session
- Close the group once it has started
- Disable direct participant to participant messaging

Recruitment and Training of Staff and Volunteers

Music for Good recognises that anyone may have the potential to abuse participants in some way. All reasonable steps are taken to ensure suitable people are recruited.

Interview and induction

- Job specs to be clear of the role all staff have in safeguarding and child protection
- Consent should be obtained from an applicant to seek an Enhanced Disclosure.
- Two confidential references will be required, of which one should be regarding previous work with children (for posts in which there will be direct contact with children).
- Evidence of identity (passport or driving licence with photo) will be required.
- All staff and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

All staff and volunteers should receive formal or informal induction, during which

- A check will be made that qualifications can be substantiated.
- The job requirements and responsibilities will be clarified.
- They should receive a copy of and sign up to the Code of Conduct.
- Child protection procedures are explained and training needs are identified.

Disclosure and Barring Service (DBS) checks (previously CRB checks)

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks. You can sign up to the [DBS Update Service](#) up to 10 weeks after you receive your new DBS. This means your DBS is portable across organisations and your details can be easily checked online for three years. A small yearly fee applies.

The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with young people or other vulnerable members of society.

Music for Good insists that any member of staff over the age of 18 working with young people must have an updated DBS check which is within 3 years old. Music for Good reserves the right to ask for a new disclosure if the current one is not deemed suitable.

For more information, please see Criminal Record Bureau website

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Training

Staff and volunteers will receive training to:

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them against false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with any participant.

Music for Good requires staff and volunteers to regularly complete (every 2 years) a Level 2 certificate in Safeguarding and Child Protection. This is to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.

Supervision

- Staff and volunteers will have access to a complaints procedure.
- Staff will have dedicated 1:1 or 2:1 meeting time with the Directors regularly. Payment for these meetings is included in each Music leaders contract under Planning and Preparation time
- Wherever possible regular practitioners will have access to professional supervision on a termly basis.

Use of photographs and video

- Schools/settings/individuals will be asked to give their permission for photographs to be taken.
- Schools/settings must give prior written permission for the use of any photographs or video (*see attached permission form – Model 1*).
- Participants names will not accompany photographs unless they are, for example, prizewinners or members of a troupe where we have the permission of either their parent/carer or school.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Music for Good in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns using the process outlined in *Model 5 Flowchart: Reporting child protection concerns*.

Music for Good assures all staff that it will fully support and protect anyone who in good faith reports their concern that a colleague is, or may be, abusing a child.

If a member of staff or volunteer was worried about sharing concerns about abuse with a senior colleague or a Safeguarding lead, they can contact the Multi-Agency Referral Unit (MARU), or the police or phone the NSPCC Helpline. These contact details can be found at the end of this procedure.

If you have immediate concerns or are worried about a child or young person's safety please telephone the Multi Agency Referral Unit (MARU) on 0300 123 1116 or 01208 251302 (out of hours)

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

Complaints against a member of staff will always and without exception be investigated. The police and other agencies will be informed at the discretion of the school/youth group/Music for Good and the designated officer will be informed in all cases. The results of the police and child protection investigation may influence the disciplinary investigation, but not necessarily.

Music for Good's Designated Officer with responsibility for Safeguarding

The designated officer will be identified within Music for Good see below. When a Music leader/practitioner is working in a school and has a concern or is disclosed to, they should report to the school's/setting's designated child protection officer in full and make an account to the Music for Good's Safeguarding Officer. See *appendix below Model 2 – Reporting allegations or suspicions of abuse – contact details*.

Accidents and injuries

If a participant is injured – while at a Music for Good event or participating in a Music for Good project in a school – the Music for Good member of staff or volunteer must make a record of the injury in Music for Good or the school's/setting's accident book. This record should be counter-signed by a teacher if in a school.

If a child or young person arrives for a Music for Good activity with an obvious physical injury, a record must be made in the school's/youth group setting accident book. This record should be counter-signed by the person with responsibility for the

individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst working with Music for Good.

If a person discloses to Music for Good staff

It is possible that a child or young person who is suffering, or has suffered, abuse will disclose to a Music for Good member of staff. This is something that everyone should be prepared for and must handle carefully. Follow the procedure outlined in *Model 3- Advice on how to respond to a child making an allegation of abuse and Model 4 - a checklist for reporting suspected abuse*. Both documents are based on models provided in NSPCC's 'firstcheck'.

In confidence, make the Music for Good Director aware of the situation.

If you witness neglect or abuse or someone tells you about it; You must:
Write an account of what you have seen or heard as soon as possible. Make sure you include the time and date.

- Make sure the information is factual and accurate. Try not to interpret. If you do want to give your opinion on the situation state 'in my professional opinion'.
- Note down what the person said, using their own words.
- Describe the circumstances and identify anyone else who was there at the time.
- Use a body map to record any injuries.
- Sign and date your report, noting the time and the location

Rights and confidentiality

If a complaint or allegation is made against a member of Music for Good staff, they should be made aware of their rights under both employment law and internal disciplinary procedures. If there is a potential of a criminal investigation, Music for Good will seek advice from the Safeguarding team and notify the member of staff as and when advised by the Safeguarding team. This is the responsibility of Music for Good's Safeguarding Committee. Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty. See *attached NSPCC flowchart for reporting of concerns (Model 5)*.

Internal enquiries and suspension

In the event of an accusation of abuse being made against any member of Music for Good's staff, the individual accused will be automatically suspended pending further investigations. The temporary suspension of a member of staff in no way implies guilt or innocence. It is a measure intended to protect and reassure both staff and children.

Music for Good's Safeguarding Committee (composed of the Director, Chair of Trustees and one other Trustee) will assess all cases based upon available information.

The member of staff against whom an accusation of abuse has been made will be summoned to an interview with the Safeguarding Committee as early as possible. They are entitled to be accompanied to this interview. Minutes will be taken of the interview. The task of the Safeguarding Committee is to decide whether or not the accused member of staff should be allowed to continue to work with children. At all times the welfare of children should be of paramount importance.

In all cases where the accusation of abuse is found to be true, the Safeguarding Committee will normally terminate the employment, contract or agreement with the individual. A Trustee found to have abused a child will be asked to stand down from Music for Good. Lesser measures may be taken at the discretion of the Safeguarding Committee.

Action if bullying is suspected

The same procedure should be followed as set out above in 'Responding to allegations or suspicions'.

Whistle Blowing Policy

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young person who is targeted. These children need someone like you to safeguard their welfare.

Don't think "what if I'm wrong" - think "what if I'm right"

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated you

What stops people from whistle blowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is concerning you and why
- Approach the Music for Good Director or School/setting Child Protection Officer.
- If your concern is about your immediate manager/Headteacher, or you feel you need to take it to someone outside the school/organisation, contact the Safeguarding Children Unit.
- Make sure you get a satisfactory response - don't let matters rest.
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

What happens next

- You should be given information on the nature and progress of any enquiries.
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staffs have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the Music for Good Director and board of trustees.

Model 1 – Image Permission Form

Agency/setting _____

Project _____

Music for Good would like to take photographs of your pupils participating in Music for Good Projects for advocacy purposes. These images may appear in our printed publications, on DVD, on our website or on a promotional CD.

Music for Good Policy for using Photographs, Audio and Video

- ✓ Schools/settings must give written permission for the use of any photographs or video.
- ✓ Children's names will not accompany photographs unless they are prizewinners or members of a troupe and we have their permission.

Please circle your answer

- | | |
|--|-----------------|
| 1. May we use your images from this project in our printed advocacy publications? (such as Music for Good Newsletters and e-bulletins) | Yes / No |
| 2. May we use images from this project on our website? | Yes / No |
| 3. May we use images from this project in DVDs? | Yes / No |
| 4. May we record images from this project on promotional CDs? | Yes / No |
| 5. May we use audio recordings from this project on podcasts? | Yes / No |

I consent to Music for Good to take and use any photograph/audio/film produced from the above project.

1. I confirm that I have obtained the permission of the adult/parent/carer/person with custody of any children or young person who appears in the photograph/film.
2. I am aware that the school and those at the school appearing in the photograph/film have no rights of ownership, copyright or other interest in the photograph/film produced from this assignment.
3. I understand and agree to Music for Good using any photographs/audio or film produced from the purposes agreed, as indicated above.

Signature of the Headteacher/Agency lead

.....

Print name

Date

Please return the completed form to: Music for Good, Krowji, West Park, Redruth TR15 3AJ

Model 1a – Music for Good MODEL RELEASE FORM

I hereby grant permission to the reporter, photographer, film crew or others named below to take recorded statements, photographs or film of myself and/or the person for whom I am granting permission.

I understand that these recorded statements, photographs or film may be used by the news media or as a part of the Music for Good communication activities (including newspapers, magazines, television, radio, pamphlets, brochures, reports, etc.), without any liability on the part of Music for Good and/or employees.

I understand that the interviewing and photographing/filming are being carried out with my permission and consent and I assume full responsibility for the release of information about myself and/or the person for whom I am granting permission, which will result.

Name of person interviewed, photographed or filmed

Age (if under 18 years)*

Address (including town and postcode)

Signature

Area code and phone number

***Name and address of parent/guardian granting permission if person named above is a minor**

***Relationship of person granting permission**

Names of photographers or others

Date Signed

Model 2 - Reporting allegations or suspicions of abuse

Important Contact Details

First Point of Contact is Music for Good's Designated Child Protection Officer:

Name: Annie Sheen and Emily Foulkes
Job: Designated Safeguarding Lead and Safeguarding Officer
Address: Music for Good, Krowji, West Park, Redruth TR15 3AJ
Telephone:
E Mail: annie@musicforgood.uk / emily@musicforgood.uk
07969784144 for immediate concerns

It is **not** the responsibility of Music for Good staff, freelance or otherwise, to contact the Safeguarding Children Unit or Social Services. This responsibility lies with the school's designated child protection officer and the Music for Good Director.

In an emergency always dial 999.

Appropriate contacts outside Music for Good to be contacted by the Director if required:

MARU Cornwall: Multi-agency Referral Unit - 0300 123 1116

Out of Hours Service - 01208 251300

Cornwall and Isles of Scilly Local Safeguarding Children Board
LSCB Support Team
Room 410
New County Hall
Treyew Road
Truro
Cornwall
TR1 3AY
Tel: 01872 323482

[Child protection and safeguarding - Cornwall Council](#)

Any concern for a child's welfare, particularly when there are child protection concerns should be referred to the:

Single Referral Unit on Tel: 0300 1231116

Other Useful Numbers:

NSPCC Child Protection Helpline 0808 800 5000

Model 3 – Responding to an allegation of abuse

- ❖ Stay calm
- ❖ Listen carefully to what is said
- ❖ Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- ❖ Allow the child/participant to continue at his/her own pace
- ❖ Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- ❖ Reassure the child/participant that they have done the right thing in telling you – *'I'm so sorry you have had to go through this and I'm very glad you have told me'*
- ❖ Tell them what you will do next and with whom the information will be shared – clarify with them what you have heard
- ❖ Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- ❖ Refer the case to the setting's designated child protection officer and Music for Good's Safeguarding Lead and Director as soon as possible.
- ❖ Ensure the written account is given to the setting's designated child protection officer and the Director within 24 hours.
- ❖ If you feel the child is in immediate danger e.g. they shouldn't be going home call the Cornwall MARU helpline

REMEMBER:

It is important that everyone in Music for Good is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

Model 4 – Checklist for reporting suspected abuse

This form is to help you to describe the information you have, you are not required to seek further information from any parties. This is the responsibility of Social Services should an investigation arise.

Name of child:

Age:

Home address and home number (if known):

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child/participant? If so, what was said? Did you tell the child you would be passing this information on?
(If the child has not spoken to you of their own volition, do not seek to investigate the issue with the child yourself)

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and role

To who reported and date of reporting

Your signature Today's date

If you are a freelance Music leader or practitioner working on behalf of Music for Good or a member of Music for Good core staff team, you should refer this to the youth group/ school's designated child protection officer and the Music for Good Director. **You should take no action yourself.**

Model 5 – Flowchart : Reporting child protection concerns

