

Felix's School of Rock

Safeguarding Children Policy

Core principles:

Safeguarding children is everybody's responsibility and in Felix's School of Rock we are committed to protecting children from harm.

This policy applies to children and young people while within FSOR settings and to information that they might share.

FSOR has named safeguarding leads known as the **Designated Person** who are professionals with experience in safeguarding children.

All staff and volunteers will be given a copy of this policy and names and contact details of the Designated Person. These details will also be made available to any child, young person, parent or carer who requests it.

We will endeavour to safeguard children and young people by –

- Adopting the guidance in the London Child protection Procedures which can be accessed in full at <http://www.londonscb.gov.uk/procedures/>
- All staff and volunteers will be aware of these procedures
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- We are also committed to reviewing our policy and good practice at regular intervals.

CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

Attitudes:

Staff and volunteers are committed to:-

- Treating children and young people with respect and dignity.
- Valuing each child and young person and recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

By example:

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Staff will be alert to the signs of grooming behaviour
- Respect a young person's right to privacy

One to one contact:

- Staff and volunteers should not spend excessive amounts of time alone with children, away from others
- In the event of having to meet alone with an individual child or young person staff and volunteers should make every effort to keep this meeting as open as possible and if privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

Physical contact:

- Staff and volunteers should never engage in sexually provocative or rough physical games, including horseplay
- They should not do things of a personal nature for a child or a young person that they can do for themselves
- Where children have specific needs relating, for example to a disability, safe caring practices will be agreed with a parent and child or young person in advance
- Supporting children with learning musical techniques may involve some physical contact but staff and volunteers will do this in an open space and with the child or young person's agreement to ensure that their actions are not misinterpreted

Relationships: Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Felix's School of Rock or the work of Felix's School of Rock

RESPONDING TO ALLEGATIONS OR CONCERNS

All children and young people attending FSOR will be made aware that they can talk to an adult if they have concerns about safeguarding issues.

If a child or young person shares a concern about harm that they are suffering the staff member or volunteer will

- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption,
- Accept what is said – it is not their role to investigate or question.
- Will not overreact.
- Will advise that they will support them, but that they must pass the information on.
- Explain what they have to do and whom they have to tell.
- Record the discussion accurately, as soon as possible after the event using an agreed format, see appendix 1
- The staff member or volunteer will contact a Felix's School of Rock Designated Person for advice /guidance.
- The Designated Person may then discuss the concern / suspicion with Children's Services and if appropriate make a referral
- The child or young person's parent/carer will be informed of this referral unless Children's Services advise against this
- If either Designated Person is not available, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves
- Record any discussions or actions taken within 24 hours.

If the allegation relates to a member of staff or volunteer at FSOR then the above procedure will also be used and the Designated Person will seek advice from the Local Authority Designated Officer (LADO).

Where a child has not made an allegation but a staff member or volunteer has concerns about their safety they should discuss these with the Designated Person.

Information regarding any safeguarding concern will be kept confidential and only shared with others on a need to know basis. All records,

information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.

SAFER RECRUITMENT OF STAFF AND VOLUNTEERS

- All staff and volunteers must have a CRB or DBS check that is less than 2 years old. The FSOR Designated Person will confirm the validity of this check.
- All staff and volunteers must produce 2 referees who will be directly contacted by the Designated Person.
- All staff and volunteers must produce a full CV and any time gaps will be discussed with the applicant by the Designated Person

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

- Felix's School of Rock promotes the development of staff and volunteers through its ongoing support, supervision and training.
- Each new member of staff or volunteer is made familiar with Felix's School of Rock policies and procedures including the Safeguarding Children Policy
- In Felix's School of Rock the management take responsibility for the training
- needs of staff and volunteers. The individual, however, also plays a part in
- identifying areas they feel they require training in.
- At each event staff are given advice/support in working with children and young people in a safe environment.
- Staff and volunteers are encouraged to access training provided by the Local Safeguarding Children Board.

Appendix 1

Record of safeguarding concerns

This record must be made as be made as soon as possible and within 24 hours of the incident at the latest. Continue on a separate page if necessary.

- Name of child or young person

- Age

- Home Address (if known)

- Date of Birth (if known)

- Name/s and Address of parent/s or person/s with parental responsibility

- Telephone numbers if available

- Is the person making this report expressing their own concerns, or passing on those of somebody else? If so, record details

- What has prompted the concerns? Include dates and times of any specific Incidents

- Has the child or young person been spoken to? If so, what was said?

- Has anybody been alleged to be the abuser? If so, record details

- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated person, social services etc

- Has anyone else been consulted? If so, record details