



**CORNWALL MUSIC SERVICE TRUST (CMST)  
SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY,  
CODE OF PRACTICE & PROCEDURES**

Version Control

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**This policy should be read in conjunction with the following policy which will be regularly reviewed and updated accordingly:**

[ONLINE & DISTANCE LEARNING POLICY](#)  
[Online Distance & Learning - Guidance For Staff](#)

Please note that for ease of reference, changes to the previous version are highlighted in red.

## Background

1. Cornwall Music Service Trust (CMST) is a not-for-profit music service with limited company status delivering music educational and music therapy services across Cornwall and elsewhere. Staff work with people and children of all ages. CMST seeks to serve the interests of the community and staff. This policy and guidance is specifically focused on children, young people and vulnerable adults. For the purposes of this policy and guidance a child is anyone who has not yet reached their 18th birthday. Members requiring further advice in relation to vulnerable adults are advised to contact the management team.
2. All staff will have frequent contact with children in the course of their professional activities. CMST acknowledges that it has a responsibility to promote best practice and the highest standards of conduct among its staff in relation to the safety of children. It also recognises that good safeguarding and child protection policies and procedures are of benefit to staff in providing protection.
3. All staff, Trustees, volunteers, visitors and individuals in a position of trust within the establishment **must** observe this policy and guidance. All Staff and Trustees will receive appropriate training at induction and at regular intervals to ensure the policy and procedures are effective. It should be read in conjunction with the government document **Keeping Children Safe in Education - 2024**

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[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

4. CMST is committed to practices which protect children and vulnerable adults from harm.
5. The purpose of the policy is to make a statement of intent and commitment on behalf of the Trust in relation to the child protection aspects of its duty to safeguard and promote the welfare of children and young people. To this end, it is intended to:
  - a. Ensure action (including staff training) that will contribute to the safeguarding of all children and young people; and
  - b. Raise awareness of Safeguarding Children issues and indicate action to be taken in particular circumstances.
  - c. **Provide help and support to meet the needs of children as soon as problems emerge**
6. Specific safeguarding issues are:
  - a. Neglect
  - b. Poor parenting particularly in relation to babies and young children
  - c. Physical injury
  - d. Child Sexual Abuse within the family
  - e. Emotional Abuse
  - f. Bullying including cyber bullying
  - g. Child sexual exploitation
  - h. Drugs
  - i. Fabricated or induced illness
  - j. Faith abuse
  - k. Gangs and youth violence
  - l. Gender based violence/violence against women and girls
  - m. Hate
  - n. Sexual violence
  - o. Mental ill health
  - p. Children in care
  - q. Trafficking
  - r. Witnessing or experiencing Domestic Abuse - **(see/hear or experience)** psychological/physical/sexual/financial/emotional
  - s. Radicalisation
  - t. Female genital mutilation
  - u. Harassment
  - v. Forced Marriage
  - w. Missing children and vulnerable adults from **education settings, home or care settings** (may be warning sign of safeguarding concerns including sexual abuse, sexual exploitation or child criminal exploitation)
  - x. Teenage relationship abuse
  - y. Involvement in serious violence (risk factors which increase this likelihood include being male, having been frequently absent from school, having experienced child maltreatment, having been involved in offending)
  - z. Child on child abuse including bullying, sexting, sexual or physical violence or harassment, initiation ceremonies, upskirting and inappropriate behaviour between children and young people

## Legislation and guidance relating to this policy

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7. The Children Act 1989 aimed to ensure that the welfare of the child was paramount, working in partnership with parents to protect the child from harm. The Act was intended to strengthen the child's legal position; to give them equal rights, feelings and wishes; and to ensure children were consulted and kept informed.
8. The Children Act 2004 aims to further improve children's lives and gives the legal underpinning to 'Every Child Matters: Change for Children' (2004).
9. The Prevent guidance 2015 seeks to protect children from and prevent radicalisation and establish/promote the use of existing mechanisms for understanding the risk of extremism.
10. There have been a few structural changes in response to the Children Act 2004 which mean that, from April 2006, education and social care services for children have been brought together under a Director of Children's Services in each local authority.
11. The Children and Young Person Act 2008 has also been introduced. Its main purpose is to effect the recommendations set out in the White Paper 'Care Matters: Transforming the Lives of Children and Young People in Care' and "forms part of the Government's programme to ensure children and young people receive high quality care and support."
12. The Act includes provisions in relation to the well-being of children and young people and private fostering. It has a particular focus on older young people in care and those making the transition from care.
13. The Equality Act 2010 and in particular schools and colleges:
  - must not unlawfully discriminate against pupils because of their protected characteristics
  - must consider how they are supporting pupils with protected characteristics
  - must take positive action, where proportionate to deal with the disadvantages these pupils face. For example by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment.
  - should be conscious that pupils with protected characteristics may be more at risk of harm.
14. Other Acts closely linked to the Children Act are:
  - a. Protection of Children Act 1999
  - b. The Education Act 2002 (section 175)
  - c. Safeguarding Vulnerable Groups Act 2010
  - d. Childcare Act 2006
15. Other key documentation relating to this policy is available at [www.gov.uk](http://www.gov.uk)
  - a. **Working together to safeguard children 2023**  
[https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working\\_together\\_to\\_safeguard\\_children\\_2023.pdf](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf)
  - b. **Keeping children safe in education 2024**  
[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)
  - c. Safer recruitment guidance and DBS checks links can be found here  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
  - d. Supporting Families: early help system guide, 2022  
<https://www.gov.uk/government/publications/supporting-families-early-help-system-guide>
  - e. What to do if you are worried a child is being abused. Advice for practitioners

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- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- f. Criminal exploitation of children and vulnerable adults  
<https://www.gov.uk/government/collections/county-lines-criminal-exploitation-of-children-and-vulnerable-adults>
  - g. Safeguarding and remote education  
<https://www.gov.uk/guidance/safeguarding-and-remote-education>
  - h. Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers  
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
  - i. The prevent duty departmental advice for schools and childcare providers  
<https://www.gov.uk/government/publications/prevent-duty-guidance>
  - j. Multi agency statutory guidance on female genital mutilation (pages 59-61 in particular)
  - k. Children missing education - statutory guidance for local authorities September 2016  
<https://www.gov.uk/government/publications/children-missing-education>
  - l. Multi agency statutory guidance for dealing with forced marriage
  - m. Guidance for safer working practice for those working with children and young people in education settings 2022 available at [www.saferrecruitmentconsortium.org](http://www.saferrecruitmentconsortium.org)
  - n. Guidance and information regarding contextual safeguarding  
<https://www.contextualsafeguarding.org.uk/media/vvdf2fma/what-is-contextual-safeguarding.png>
  - o. Children and social work act 2017  
<https://www.legislation.gov.uk/ukpga/2017/16/contents>
  - p. Working together to safeguard children: statutory framework 2023
  - q. Sexual violence and sexual harassment between children in schools and colleges; advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and DSLs  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
  - r. **DfE Data protection guidance for schools**  
<https://www.gov.uk/guidance/data-protection-in-schools>

## Organisational Responsibilities and Duties

16. CMST as an organisation will:

- a. Adopt a Safeguarding Code of Practice;
- b. **Regularly review and adapt this policy in relation to national guidance and relevant documents**
- c. Regularly review and adapt policies and documentation relating to this policy such as the online policy and procedures
- d. Ensure parents/guardians/carers are aware of any online activity in relation to musical tasks - including content and staff responsible for monitoring this.
- e. Ensure all staff are aware of and comply with safeguarding procedures for each setting where delivery takes place
- f. Ensure all staff are aware they must comply with filtering and monitoring policies and guidance in relation to online activities in each setting they work in
- g. Ensure all staff are fully up to date with safeguarding and child protection training through Educare programmes
- h. Adhere to guidance and procedures from the DfE

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- i. Ensure all staff and trustees adhere to their duties in the Prevent guidance to prevent radicalisation
- j. Ensure new staff induction includes staff code of conduct and safeguarding children and vulnerable adults policy
- k. **Ensure all staff and trustees have read Safeguarding Children in Education Sept 2024 part 1 from Keeping Children Safe In Education**  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- l. Ensure all staff, trustees and volunteers have completed the vetting and barring check (Disclosure and Barring Service) **and that this is completed at the very least every three years**
- m. Ensure all staff, trustees and volunteers are aware that online searches may be done as part of pre recruitment checks
- n. Ensure volunteers undertake the mandatory safeguarding training as follows (**provided through Educare and refreshed/updated every two years**):
  - i. Safeguarding Young People
  - ii. The Prevent Duty
  - iii. Female Genital Mutilation Awareness
  - iv. A Guide to UK Data Protection: Education
  - v. Online Safety
  - vi. Child Protection in Education (Music)
- o. Ensure risk assessments have been completed for all volunteers working with CMST
- p. Adopt a procedure for reporting safeguarding concerns both in and outside the school setting; following reporting procedures set out in both school and CMST policies
- q. **Ensure DSLs keep a record of concerns, discussions and rationale for decisions made**
- r. Take part in discussions with statutory safeguarding partners as appropriate.
- s. Adopt a procedure for reporting 'low level' concerns which do not meet the harm threshold including information sharing where appropriate (please see CMST Low Level Concerns Policy)
- t. Work to provide a safe, nurturing environment in which children and young people feel safe, secure, valued and respected and feel confident that any complaint, allegation or suspicion of abuse will be taken seriously
- u. Provide a safe 'space' for LGBTQ+ students to speak out or share concerns with staff
- v. Take the concerns of children and young people seriously and report those concerns to the designated safeguarding lead in the setting and at CMST
- w. Report concerns promptly to the relevant authorities, liaising with the multi agencies referral units and police where appropriate in Cornwall.
- x. Make all involved, where appropriate and required, regarding the policy on taking images, photo, audio and video and obtain necessary consents as required. For CMST's policy on this please see [here](#) and visit our [website](#)
- y. Ensure an annual review of CMST's safeguarding procedures and associated training is completed in collaboration with the CMST Trustee/Director responsible for for Safeguarding and appropriate professional support
- z. Regularly review CMST's single central record as a tool for supervision so that individual staff/trustees/volunteers training is appropriate and up to date
- aa. Where required request staff update or complete the mandatory (compulsory), highly recommended and recommended courses and produce certificates to evidence completion (as detailed at induction)
- bb. Provide ongoing support and professional development opportunities on an annual basis for staff to further develop their practice in the area of Safeguarding and Child Protection
- cc. Communicate any statutory changes and further training requirements effective immediately

17. CMST is committed to keeping this Policy under review at least annually and at other times when appropriate.

17.1 CMST recognises that it is an agent of referral and not of investigation. It is not the Trust's responsibility to investigate abuse. Individuals should not extend an offer of confidentiality but should clearly inform the person that if information about abuse is disclosed there is a duty to follow reporting procedures.

### **Individual Responsibilities and Duties**

18. All individuals, including those in a position of trust, are expected to act professionally at all times, and be familiar with both CMST safeguarding policies and guidance and the safeguarding policies of those institutions in which they work. This includes the need to:
- a. Recognise and accept they have a responsibility to protect any children or vulnerable adults within their sphere of work and care;
  - b. Undertake regular training to stay updated with safeguarding concerns and procedures including reading updated policies and guidance
  - c. Create and maintain a safe learning environment for children, young people and adults
  - d. Develop awareness of the issues which can cause children or vulnerable adults harm and have knowledge of and be able to recognise signs of the four most common types of abuse (emotional, physical, sexual, neglect);
  - e. Be vigilant and sensitive to situations where a child, young person or vulnerable adult may be at risk;
  - f. Be particularly vigilant in the case of children and young people with SEND, recognising the increased potential for abuse
  - g. Be aware of 'grooming' behaviour (the befriending of children as a precursor to abuse);
  - h. Know and comply with requirements for recording all concerns (including low level) and comments and passing them onto Designated Safeguarding Persons in the setting and with CMST;
  - i. Immediately report any concerns using CMST procedures for reporting concerns (including low level) (see paragraph number 46 onwards below);
  - j. Make themselves aware of the child protection and safeguarding procedures within each school or setting in which they work, including the designated safeguarding lead /child protection person in each institution; and
  - k. Comply with CMST policies, Codes of Practice and procedures regarding safer recruitment, safeguarding of children and vulnerable adults and safeguarding training.
  - l. Comply with current legislation and statutory guidance
19. Some children, young people or adult students may pose a risk to others. Where a young person or other student's history indicates that they pose a sexual or physical and/or mental risk to others. A Risk Assessment should have been undertaken by appropriate professionals. Adequate arrangements should have been put in place by the relevant institution to provide sufficient supervision to ensure the safety of others. CMST individuals should check with the Designated Safeguarding Person at the establishments they support on a regular basis to ensure that they are aware of any such children they come into contact with and any special arrangements.
20. Peer influence can have a strong bearing on children and young people. We recognise that young people are vulnerable to abuse in a range of social contexts, which may include ensembles and clubs. Staff must be vigilant and must treat all incidents seriously, ensuring

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reporting and recording procedures are always followed. Children and young people's concerns must be listened to and acted upon by reporting any concerns immediately. This may include conversations or exchanges between young people which are overheard by the adult.

21. Staff should always ensure they provide a safe space for children and young people to share concerns, recognising that some children and young people may find it difficult to talk about their experience.
22. Some children, young people and adults with special educational needs and/or disabilities may need a different approach from other people. Staff must be aware of any special considerations with regard to communication difficulties and equal opportunities. This may involve making reasonable adjustments to facilitate this.
23. Staff must be especially vigilant with regard to children with SEND, recognising that these children have a higher risk of being isolated from their peers. These students are disproportionately affected by bullying. If a child with SEND is distressed or their behaviour/demeanour is different from in the past this could be a potential sign of abuse. Staff must report concerns to the Designated Safeguarding Lead.
24. All staff who come into contact with children and/or vulnerable adults in the course of their professional activities must adhere to this Policy and Code of Practice, the procedure for reporting safeguarding concerns and have regard to any other relevant guidance issued by CMST. Failure to comply with these obligations may result in disciplinary action.

#### The Policy

25. All CMST staff accept responsibility for the welfare of children and vulnerable adults with whom they come into contact in the course of their work, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down. This may include the behaviour of colleagues which does not meet the harm threshold. Such concerns must still be reported to the Designated Safeguarding Person. Staff should adhere to the procedure for reporting low level concerns.
26. All members of staff receive appropriate training in order to develop their understanding of the signs and indicators of abuse and of CMST's safeguarding children and vulnerable adults procedures at least every three years including online training.
27. CMST has appointed a Designated Safeguarding Person for children and vulnerable adults (and one or more deputies who will act in their absence) who will take action following any expression of concern. The designated safeguarding person is Gareth Churcher and the deputy is Christine Judge. There is also a designated Trustee with responsibility for safeguarding. The designated Trustee is Andy Johnson.
28. The Designated Safeguarding Persons and Designated Safeguarding Trustee also have responsibility for undertaking regular training as appropriate and for ensuring that all staff have access to appropriate training.
29. The Designated Safeguarding Persons and Team Managers have responsibility for reviewing the policy and procedures and ensure that the Trustees approve the amended policy and procedures.

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30. The Designated Safeguarding Persons (or their deputy in their absence) will make appropriate referrals to statutory safeguarding agencies and multi-agency referral units.
31. Information relating to any allegation or disclosure must be clearly recorded as soon as possible.
32. The Children Act 1989 states that the “welfare of the child is paramount”. This means that considerations of confidentiality, which might apply to other situations, should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
33. This Policy will be referred to or included in recruitment, induction, training and policy materials, where appropriate, and this policy will be openly and widely made available to members and staff and actively promoted within the organisation. As part of the recruitment process, there will be at least one member of the interview panel who has undertaken up to date Safer Recruitment training.
34. A culture of mutual respect between children, vulnerable adults and CMST staff will be encouraged, with adults modelling good practice in this context.
35. It is part of CMST’s acceptance of its responsibility of duty of care towards children, young people and vulnerable adults that individuals who encounter safeguarding concerns in the context of their work will be supported when they report their concerns in good faith.

#### **General Guidance on Responding to a Child Making an Allegation of Abuse**

36. Stay calm.
37. Listen carefully to what is said and show that you are taking it seriously.
38. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – never promise to keep secrets.
39. Tell the child that the matter will only be disclosed to those who need to know about it.
40. Allow the child to continue at her/his own pace.
41. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
42. Reassure the child that they have done the right thing in telling you.
43. Tell them what you will do next, and with whom the information will be shared (if this is in a school it will need to be the designated person within that school). Explain that the law is in place to protect them, not criminalise them.
44. Make no judgement about what you have heard.
45. Record in writing what was said, using the child’s own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. This information will be shared with the Designated Safeguarding Lead within the organisation in which the incident or disclosure has taken place. Remember that

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whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Lead in the organisation.

## Reporting Procedure

46. All individuals representing CMST (including employees, volunteers and trustees) have a full and active part to play in protecting children, young people and vulnerable adults from harm. The welfare of children, young people and vulnerable adults will be our paramount concern. It is important to understand the need for early care.
45. The procedure reflects the sensitivity needed to support children, young people and vulnerable adults at risk. It also reflects the need to offer appropriate support for the staff involved in helping them.
46. The Designated Safeguarding and Vulnerable Adults Person(s) or their Deputy will coordinate the implementation of the procedures and liaise with Social Care and other agencies on behalf of CMST.
47. All cases of suspected abuse need to be channelled via the nominated person with minimal delay.

Designated Safeguarding Lead CMST	Gareth Churcher <a href="mailto:gchurcher@cmst.co.uk">gchurcher@cmst.co.uk</a> 07584 296961
Deputy Safeguarding Lead CMST	Christine Judge <a href="mailto:cjudge@cmst.co.uk">cjudge@cmst.co.uk</a>

CMST has also appointed a Trustee/Director with safeguarding responsibilities, this being Andy Johnson. Contact details are [head@truroschool.com](mailto:head@truroschool.com) and 07514656884

48. CMST recognizes that it is an agent of referral and not of investigation. It is not CMST's responsibility to investigate abuse.
49. Individuals may have their suspicion or concern raised in a number of ways, the most likely of which are:
  - a. The conduct of another music professional or adult;
  - b. A child "disclosing" abuse;
  - c. **A child describing having witnessed abuse (see/hear/experience)**
  - d. Bruising or evidence of physical hurt;
  - e. Behaviours which may be indicative of mental ill health
  - f. Unusual behaviour or distress by a child.
  - g. Exchanges which are witnessed or overheard between students or between colleagues and students
  - h. **unexplainable and/or persistent absence from education or activities**
50. If an individual has any such concerns they should report them **immediately** to the appropriate person in the organisation within which the concern has arisen (for example a school, college or the CMST Designated Child Protection/Safeguarding Person if it is an ensemble or workshop situation). This also applies to low level concerns. The DSL /Child protection Person

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in that setting will then follow procedure as appropriate. A report should also be made to the CMST Designated Child Protection/Safeguarding Person in order that CMST can provide support. The CMST DSL is Gareth Churcher and the deputy DSL is Christine Judge.

51. If an individual has 'low level concerns' which do not necessarily meet the harm threshold these should be reported to the DSL. This might include:
  - a. Having favourites
  - b. Being over friendly with children
  - c. Taking photographs of children on a phone or mobile device
  - d. Using inappropriate, intimidating or offensive language
  - e. Engaging with a young person in a secluded area
52. When a report is made to the CMST Child Protection/Safeguarding Person about a child, they will discuss the situation with the Multi Agency Referral Unit (MARU) through the duty worker. Where the issue concerns a vulnerable adult, they will discuss the situation with the Safeguarding Adults Access Team. This will include advice and discussion as to whether to make a formal referral. Advice and support can also be obtained from the Local Safeguarding Children Board, Adult Safeguarding Board and other specialist agencies. In some circumstances it may be necessary to involve the police.
53. The discussion will also include information regarding MARU contact with the child's/young person's/vulnerable adult's family/care giver. In support of this process, any contacts with parents/carers by other members of staff will be referred to the named person.
54. A written record of the date and time of the report shall be made. The report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local authority MARU or Safeguarding Adults department as soon as possible. The confirmation may be handwritten, posted or faxed but a copy will be kept securely on file.
55. The Head of Service should be notified of the referral as soon as is practicable.
56. If a child in your care has suffered a serious injury as a result of abuse, seek medical attention immediately.
57. Individuals representing CMST are always able to contact the Designated Child Protection/Safeguarding Person or deputy if they wish to discuss any safeguarding concerns, however they arise. Individuals representing CMST must report to the Designated Child Protection/Safeguarding Person immediately any concerns they may have about the conduct of another individual representing CMST in relation to children.
58. The most common examples of the types of concerns that must be reported immediately are:
  - a. Someone has behaved in a way that has harmed a child, or may have harmed a child;
  - b. A child or young person has behaved in a way that has harmed another child or young person
  - c. Someone has possibly committed a criminal offence against or related to a child; or
  - d. Someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.
59. The Designated Child Protection/Safeguarding Persons are responsible for:
  - a. Acting as a focal point for CMST staff to discuss safeguarding concerns;
  - b. Making contact with MARU and the Local Safeguarding Children Board;

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- c. Making contact with the Safeguarding Adults Access Team and the Adult Safeguarding Board;
- d. Keeping written records of concern about a child (**including discussions, decisions and rationale for follow up**), young person or vulnerable adult even if there is no need to make an immediate referral;
- e. Ensuring that all such records are kept confidentially and securely on a student file separate from student records;
- f. Establishing and maintaining a system for all staff to record and pass on concerns about a child, young person or vulnerable adult and ensuring that staff are aware of the system;
- g. Ensuring that records are received and passed onto other establishments as required;
- h. Ensuring that staff receive child protection/safeguarding concerns about young people within CMST on a need to know basis;
- i. Ensuring that CMST is linked into networks which will enable procedures and processes to keep abreast of developments;
- j. Ensuring that either they or another member of staff attends case conferences, core groups or other multi-agency assessments when asked to do so, and provides a report which has been shared with the parents/carers.
- k. Developing and maintaining guidance and policies on safe music learning environments.
- l. Monitoring overall compliance with safeguarding requirements and procedures, challenge and require improvements in poor practice within the CMST and bring any concerns to the attention of the Trustees;
- m. Providing basic safeguarding and Prevent awareness training for all staff at least every three years, and for staff as part of their induction; and
- n. Attending update training provided by the Safeguarding Children's Board or elsewhere as appropriate;
- o. Ensuring there is support for staff members reporting a safeguarding concern.

60. The Head of Service is responsible for:

- a. Carrying out appropriate checks on applicants including DBS checks at the correct level and following Disclosure and Barring Service guidelines;
- b. Carrying out risk assessments with regard to volunteers
- c. Providing a written statement to educational settings and schools that all relevant checks on staff working for CMST have been carried out
- d. Working to ensure that all staff are trained to an acceptable standard - including induction training - by establishing and maintaining a training plan/schedule and monitoring compliance with this. Ensuring that action is taken in cases of non-compliance;
- e. Developing, monitoring and advising on the implementation of procedures for dealing with allegations against staff which are consistent with CIOS Safeguarding Partnership/MARU procedure and national guidance;
- f. Managing the process of allegations against staff, liaising with the Designated Safeguarding Person and Disclosure and Barring Service as required;
- g. Arranging support for staff facing allegations according to procedures;
- h. Developing guidance for safe practice for all adults, ensuring that all staff have been (and continue to be) briefed on a regular basis and understand the implications of this.

## Further Safeguarding Guidance and Contacts

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- Multi agency referral unit Cornwall  
<https://www.supportincornwall.org.uk/kb5/cornwall/directory/service.page?id=pi-Bn9YAMYM> telephone 0300 123 1116
- Safer Cornwall - advice and guidance on prevent  
<https://safercornwall.co.uk/preventing-crime/preventing-violent-extremism/>
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Preventing bullying  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623895/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf)
- Mental health in schools  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/755135/Mental\\_health\\_and\\_behaviour\\_in\\_schools\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf)
- <https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools/>
- <https://saferinternet.org.uk/blog/net-aware-update-from-the-nspcc>
- <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- <https://www.saferinternet.org.uk/>
- <https://educateagainsthate.com/>
- <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>
- <https://swgfl.org.uk/resources/safe-remote-learning/>
- <https://www.gov.uk/guidance/safeguarding-and-remote-education>
- <https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-or-organisations>
- <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- [www.cornwall.gov.uk/earlyhelphub](http://www.cornwall.gov.uk/earlyhelphub) Telephone 01872 322277
- [www.cornwall.gov.uk/safeguardingadults](http://www.cornwall.gov.uk/safeguardingadults)
- <https://contextualsafeguarding.org.uk/>

### Local Authority Designated Officers (LADO)

<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/allegations-against-people-who-work-with-children/>

Within Cornwall, the LADO is based within the Safeguarding Children Standards Unit and can be contacted via 01872 326536. For the Isles of Scilly, the LADO can be contacted on 02076 416108.

### Local Authority Adult Safeguarding

<https://www.cornwall.gov.uk/safeguardingadults>

Within Cornwall, you can contact the Safeguarding Adults Access Team on 0300 1234 131 option 2, or out of hours on 01208 251300. They can be emailed at [accessteam.referral@cornwall.gov.uk](mailto:accessteam.referral@cornwall.gov.uk)

**CMST Code of Practice for Staff and Individuals**

**Appendix 1**

1. **This Code of Practice should be read in conjunction with the Trust's Safeguarding Children and Vulnerable Adults Policy as well as the online and distance learning policy.** It forms part of that policy and applies to all Trustees, employees, volunteers and any other individual involved with the Cornwall Music Service Trust.
2. In this Code of Practice, the word "client" refers to children, young people or any adult receiving services from the Cornwall Music Service Trust.
3. A person's dress and appearance are matters of personal choice and self-expression. However, staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. Staff should ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.
4. Individuals must avoid situations where they may be at risk of false allegations, or take action to reduce that risk.
5. Individuals must not teach or communicate with a child in a room which has no windows.
6. **Inappropriate physical contact with clients is not acceptable in any circumstances.** Physical contact is only appropriate in very limited circumstances. If a teacher is in any doubt as to what is appropriate they should consult their Area Manager, Cross Service Lead and/or the relevant Designated Safeguarding Person.
7. It is not good practice to take one or more children alone in a car on journeys, however short, unless with the prior written consent of the child's parent or guardian, and then only in exceptional circumstances.
8. Individuals must **never** make suggestive or inappropriate remarks to or about a client, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing intimate relationships.
9. Individuals must report and seek the advice of their line manager if they are concerned about a situation, such as a child, young person or vulnerable adult having a crush on them, or believe an incident may have been misconstrued.
10. Other than in exceptional circumstances, individuals must not communicate directly with children by email or text messages and only then with the prior consent of the child's parent or guardian. If electronic communication is necessary, best practice would be to communicate directly with parents or guardians in accordance with CMST standard communications and data protection guidelines.
11. Individuals must not communicate with individual clients via Twitter, Facebook or other social media.
12. Individuals must not engage in behaviour which could be construed as 'grooming' (for example giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children).

Safeguarding Children and Vulnerable Adults Policy v 2.2

13. Individuals must take responsibility for making themselves aware of the Designated Child Protection/Safeguarding Person (and where relevant, the Safeguarding Vulnerable Adults Persons) and the Prevent Lead in each establishment and setting in which they work whilst employed by CMST.
14. Individuals must attend safeguarding and child protection training as appropriate when arranged by CMST management. This will include online training.
15. Individuals must treat all information received with sensitivity and with due regard to confidentiality and its limits in Safeguarding matters. This applies to concerns raised by children, young people or adults and all matters should be reported to the DSL in the setting as well as to the CMST DSL Gareth Churcher or Deputy DSL Christine Judge
16. Individuals must take a disclosure of abuse seriously. It is important not to deter others from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in this document. If the allegation gives rise to a safeguarding concern it is important to follow CMST procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
17. Individuals must always report any concerns immediately to the Designated Child Protection/Safeguarding Person in the setting in which you are working (in most cases this will be the designated teacher in the school or the CMST Designated Child Protection/Safeguarding Person) regarding the conduct of another staff member or adult in relation to children and young people.
18. Individuals must remember that those who abuse others can be of any age (even children - Child on child abuse), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place. Young people may not always find it easy to talk about situations verbally and staff must be aware of signs and behaviours which indicate abuse. Individuals must be alert to overheard conversations or reports from a friend of a child/young person.
19. Staff should understand the importance of challenging inappropriate behaviour between children and young people. Downplaying such behaviours as 'banter' or 'kids being kids' can lead to a culture of unacceptable behaviour and an unsafe environment which normalises abuse.
20. Individuals must regard all children, young people and vulnerable adults as having an equal right to protection, irrespective of age, ethnicity, culture, disability, gender, language, religious belief or sexual identity.
21. Individuals will respect and promote the rights, wishes and feelings of children, young people, and vulnerable adults and be sensitive to their developmental needs and capabilities.
22. Individuals must regard the interests and safety of the child, young person or vulnerable adult to be the prime concern. (Where there is a conflict of interest between a child/young person and parent or other adult, the welfare of the child/young person will be considered paramount.)
23. Individuals will work in partnership with children, young people, parents/guardians, statutory safeguarding partners and vulnerable adults.

#### Safeguarding Children and Vulnerable Adults Policy v 2.2

24. Individuals will contribute to the provision of a safe environment by raising concerns where premises and health and safety procedures appear to fall short of acceptable standards.
25. Individuals will be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues, or recruitment processing using the Whistleblowing Policy if necessary. Details of which can be found at:  
[https://docs.google.com/document/d/1WpQA289hkhzPBOXtn91LftuGzxn\\_-K82KwwEe6qtsL\\_I/edit?usp=sharing](https://docs.google.com/document/d/1WpQA289hkhzPBOXtn91LftuGzxn_-K82KwwEe6qtsL_I/edit?usp=sharing)