



Safeguarding policy statement for Bath School of Ukulele

July 2022

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people who receive Bath School of Ukulele services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Bath School of Ukulele including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- code of conduct for staff and volunteers
- photography and sharing images guidance
- online safety
- whistleblowing

We believe that:

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

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people and a deputy
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via and one-to-one discussions and through our policies and procedures
- making sure that children, young people and their families know where to go for help if they have a concern

- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

INDUCTION AND TRAINING

All staff are recruited in accordance with the recruitment policy. (See separate policy)

The Proprietor will ensure that all staff, both teaching and non-teaching, receive appropriate induction and regular training to equip them to carry out their responsibilities for safeguarding and child protection effectively, as prescribed in government Guidance and in accordance with the expectations of the LSCB and the three safeguarding partners.

All staff will receive our safeguarding policies and procedures before they commence work and will record they have read.

Every new member of staff or volunteer who will be working with children and young people will receive safeguarding training during their induction period within 2 weeks of joining the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments as well as the remit of the role of the Designated Safeguarding Lead (DSL).

The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children.

The proprietor also ensures that in addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of 'Keeping Children Safe in Education'.

In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safe guard children effectively;

- DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. The DSL receives weekly NSPCC updates, Wiltshire Safeguarding Vulnerable People Partnership, Online safety updates (Alan Mackenzie) and Safeguarding Briefings (Andrew Hall)
- We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance of 'Keeping Children Safe in Education' (2021) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Wiltshire Safeguarding Vulnerable People Partnership

PROCEDURES FOR MANAGING CONCERNS

Bath School of Ukulele adheres to child protection procedures that have been agreed locally through the Wiltshire Council Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Wiltshire Council Local Assessment Protocol and the Wiltshire Council Threshold Guidance.

Every member of staff including volunteers working with children at our school are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL so that appropriate agencies can be informed within 24 hours or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed system.

Records should include:

- a clear and comprehensive summary of the concern

- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome
- On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification. Leading questions should be avoided. No inappropriate guarantees of confidentiality should be given; rather the child should be told that the matter will be referred in confidence to the appropriate people in positions of responsibility.

Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from the Wiltshire Council Multi-Agency Safeguarding Hub (MASH) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

All referrals will be made in line with Wiltshire Council Children's Services procedures.

At any point, there is a risk of immediate serious harm to a child a referral should be made to MASH immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL.

Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with MASH or the police if:

- the situation is an emergency and the designated senior person or their alternate are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.
- If it is suspected that a crime has been committed the matter will be referred to the police from the outset by the DSL.

If any member of staff does not feel the situation has been addressed appropriately at this point they should contact MASH directly with their concerns.

SPECIFIC SAFEGUARDING ISSUES (INCLUDING BULLYING)

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.

Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. All incidences of bullying, including cyber-bullying and prejudice-based bullying will be recorded and reported.

If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the DSL will consider implementing child protection procedures. Bullying incidents including discriminatory and prejudicial behaviour e.g. racist, disability and homophobic bullying and use of derogatory language will be recorded and analysed.

There will be occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures. The anti-bullying policy is available on the school website.

RECORDS AND INFORMATION SHARING

If staff are concerned about the welfare or safety of any child at our school, they will record their concern on the agreed reporting form. Any concerns should be passed to the DSL without delay.

Any information recorded will be kept in a separate named file, in a secure cabinet if a paper system is used. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

Child protection information will be kept up to date.

Each concern logged will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

Records of concern will be stored on the child's file whether an electronic or paper system is used. All our safeguarding records will include; a chronology, contents front cover and will record significant events in the child's life.

SAFER RECRUITMENT

Members of the teaching and non-teaching staff at the school are subject to the necessary statutory safeguarding checks before starting work to include where necessary a declaration regarding disqualification from working in childcare. All interviews for any potential employee asks safeguarding questions and records, in detail, the responses given.

We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in 'Keeping Children Safe in Education' to ensure we are recruiting and selecting the most suitable people to work with our children. In accordance with KCSIE a section 128 check will be carried out for all persons involved in the governance of the school, because a person subject to one is disqualified from the role.

We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements.

At Bath School of Ukulele we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour.

MANAGING ALLEGATIONS AGAINST STAFF

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. The school treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education', DfE (2021) below.

An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff or volunteer is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At Bath School of Ukulele we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who are not employed by the School to the Designated Officer for Allegations dofaservice@wiltshire.gov.uk 01225713945

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol Allegations Against Persons who Work with Children and Part 4 of 'Keeping Children Safe in Education', DfE (2021) are adhered to and will seek appropriate advice.

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the to the Proprietors. Any concern will be thoroughly investigated under the school's whistleblowing procedures. Where there are allegations of criminal activity, the statutory authorities will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. For more information see our Whistleblowing Policy.

If an allegation is made or information is received about any adult who works/ volunteer for Bath School of Ukulele which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information should inform the proprietors immediately. Should an allegation be made against the proprietors they should contact the DOFA directly via email tofofaservice@wiltshire.gov.uk Further national guidance can be found at: Advice on whistleblowing. The NSPCC whistleblowing help line is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 –line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the DOFA. The School must also consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency) if a teacher is dismissed or the setting ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.

The following definitions should be used when determining and recording the outcomes of allegations

- Substantiated
- Malicious (if this is found to be the case, no records will be kept on file)
- False
- Unsubstantiated
- Unfounded (this is the new category to reflect cases where there is no evidence or proper basis which supports the allegation)

In all circumstances (other than malicious) a written record will be made of the decision and retained on the individual's personnel file in accordance with DfE advice. At the conclusion of any case we will review our procedures to determine whether there are any improvements or changes to be made.

Contact details

Proprietors

Name: Angelique Williamson

Phone/email: angeliquemartina1@yahoo.co.uk

Name: Lucy Johnson

Phone/email: lucy.johnson0412@gmail.com

Nominated child protection lead

Name: Lucy Johnson

Phone/email: lucy.johnson0412@gmail.com

Deputy child protection lead

Name Angelique Williamson:

Phone/email: angeliquemartina1@yahoo.co.uk

Senior lead for safeguarding and child protection

Name: Lucy Johnson

Phone/email: lucy.johnson0412@gmail.com

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 13.07.22

A handwritten signature in black ink, appearing to be 'LJ', is written over a red dashed line.

Signed:

Date: ...13.07.22.....