

Chiswick Saturday Music Centre

Child Protection Policy and Procedures

1. Introduction

- 1.1. The Chiswick Saturday Music Centre (CSMC) is run by parents to bring together students and teachers for individual and group lessons. We recognise that committee members, teachers and parents have a full and active part to play in keeping children safe.
- 1.2. The purposes of the policy are:
 - To provide protection for the children who attend CSMC
 - To raise awareness of the need to safeguard those who are vulnerable
 - To provide everyone with guidance on what to do should they suspect a child may be experiencing harm or may be at the risk of harm.
- 1.3. This policy applies to all children attending CSMC, committee members, teachers, parents and anyone working on behalf of CSMC.

2. Policy statement

- 2.1. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs or sexual identity have the right to protection from abuse.
- 2.2. CSMC will not allow or condone bullying.
- 2.3. CSMC will take reasonable steps to ensure unsuitable people are prevented from working with children.
- 2.4. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- 2.5. CSMC has a member of the management committee responsible for child protection, the 'Designated Officer,' whose name and contact details are set out in the Annex.
- 2.6. Everyone has a responsibility to report concerns to the Designated Officer.
- 2.7. CSMC will comply with all legal requirements.

3. Designated Officer's responsibilities

- 3.1. Ensure all teachers and members of the management committee are given a copy of the policy and procedures.
- 3.2. Ensure all parents and carers of children attending CSMC are made aware of the child protection policy and procedures.
- 3.3. Ensure that teachers and committee members have been subject to CRB and identity checks in accordance with these procedures.
- 3.4. Receive and record information when child protection concerns are reported.
- 3.5. Make further enquiries to clarify details or obtain more information regarding the concerns reported if appropriate.
- 3.6. Make a formal referral to Social Care, London Borough of Hounslow, if there are concerns that a child has been or is at risk of abuse; consult them if in any doubt regarding the correct course of action – it is the role of the child protection agencies, not any member of CSMC, to decide if a child has been abused or not.
- 3.7. Act on behalf of CSMC and pupils to ensure fair treatment in the event of an accusation.
- 3.8. Ensure, with the help of committee member(s) where appropriate, that all misunderstandings are resolved in a fair and satisfactory manner.
- 3.9. Ensure that all records relating to child protection are kept confidentially and securely.

4. Parent responsibilities

- 4.1. Parents recognise that CSMC takes place in the Chiswick Community School buildings at the same time as other organisations so permitted by London Borough of Hounslow. The operation of the buildings and of the other organisations are outside CSMC's control.
- 4.2. Parents are responsible for deciding whether their child is able on his or her own safely to travel around the buildings between lessons and to wait between lessons or, if not, to accompany their child. Teachers and committee members are not able to accompany or to supervise children between lessons.
- 4.3. CSMC will generally not accept children younger than seven years old as pupils.

5. Responding to a disclosure from a child

- 5.1. All members of the committee and teaching staff will follow these procedures to respond to a child who discloses abuse.
- Stay calm and listen carefully to what is said.
 - Allow the child to continue at their own pace.
 - Reassure the child that they have done the right thing in telling you.
 - Explain to the child that you will need to share the information and with whom. Do not promise to keep secrets.
 - Contact the Designated Officer.
 - At the time or as soon as possible afterwards record in writing what was said, using the child's own words, and actions taken. Sign and date the record.

6. Allegations against teachers or other adults

- 6.1. If an allegation is made by a child against an adult involved in CSMC, the person receiving the allegation will immediately inform the Designated Officer.
- 6.2. All teachers should be aware of their duty to raise any concerns regarding the behaviour or actions of colleagues to the Designated Officer.
- 6.3. If the allegation made concerns the Designated Officer, another committee member should be informed, who will make enquiries to clarify details or obtain more information and will contact Social Care, London Borough of Hounslow, if there are concerns that a child has been or is at risk of abuse or there is any doubt regarding the correct course of action.

7. Physical intervention

- 7.1. Teachers should not, in general, touch pupils except where it is necessary in instructing them in an instrument or in coaching their singing.
- 7.2. Adults must only use physical intervention as a last resort to prevent injury to the pupil or another person, and at all times it must be the minimal force necessary.
- 7.3. An exception to this would be in a personal care or medical emergency. Where possible an adult of the same sex as the child will be asked to give assistance.
- 7.4. Any incidents where physical restraint is used must be reported immediately to the Designated Officer.

8. Teacher recruitment

- 8.1. All applicants for teaching posts, including temporary deputies, must provide the following information, to be checked and confirmed by a committee member:
- full personal information, including any former names used;
 - documentary evidence that verifies their identity (see Annex below for requirements);
 - details of any relevant qualifications;
 - a declaration that the applicant has no convictions, cautions or bindovers, or details of such in a sealed envelope;
 - professional and character references, one being from the applicant's current or most recent employer (for temporary deputies, a reference from a committee member or permanent teacher);
 - A valid Criminal Records Bureau (CRB) disclosure not more than 3 years old.

9. Criminal Records Bureau (CRB)

- 9.1. All teachers and committee members must be cleared for working with children by the Criminal Records Bureau (CRB).
- 9.2. Anyone with CRB clearance more than 3 years old must obtain a renewed check.
- 9.3. A record will be kept of the date the CRB disclosure was obtained, the level of disclosure and the unique reference number, together with a record of the documents used to verify identity and qualifications. No copies or further details of the disclosure will be kept.

10. Confidentiality

- 10.1. CSMC recognises that matters relating to child protection are confidential and information on children and staff will only be shared with those who have a need to know it.

ANNEX

A. Designated Officer

Name: Sarah Boulding Contact Number: 07963 458 912/ 020 8994 1631
Name: Christine Godwin Contact Number: 07957 320 871/ 020 8995 3673

B. Identity document requirements

To prove identity and address we will require: either (a) one document from group 1, plus any two from groups 1 and 2, or (b) five documents from group 2 as follows.

Group 1: Passport; U.K. birth certificate; U.K. driving licence; E.U. photo identity card; armed forces identity card; firearms licence.

Group 2: Marriage certificate; financial statement (e.g. pension, endowment or ISA)**; birth certificate; vehicle registration document; P45 or P60 statement**; mail order catalogue statement*; bank or building society statement*; court claim form**; utility bill*; exam certificate; T.V. licence**; addressed pay slip*; credit card statement*; N.I. card; store card statement*; N.H.S. card; mortgage statement**; benefit book; insurance certificate**; certificate of British nationality; council tax statement**; work permit or visa; document from local or central government; Connexions card.

* issued in the last 3 months; ** issued in the last 12 months

This policy was adopted by the CSMC Committee at its meeting on: 10 April 2008
This policy to be reviewed no later than: 31 March 2011