

Safeguarding Policy



TRUST MUSIC

PUT YOUR HEART INTO MUSIC

TRUST MUSIC SAFEGUARDING POLICY JUNE 2024

Registered Charity Number: 1156540

Trust Music Safeguarding Policy, June 2024

Contents

1. Quick Reference Summary (also produced as a separate document)
2. Introduction
3. Ethos
4. Roles and Responsibilities
5. Safeguarding Lead
6. Recruitment and Disclosure and Barring Service (DBS) Checks
7. Training
8. Expected Conduct: Guidance
9. Common Indicators of Abuse
10. Receiving a Disclosure
11. Reporting Concerns
12. Recording Mechanisms
13. Contacting Parents / Carers and Schools
14. Information Sharing
15. Managing Allegations Against Staff
16. Escalation Procedure: What Happens Next
17. Threshold Criteria for considering 'Unsuitability'
18. Early Help Assessment
19. Review
20. Appendices:
 1. Trust Music Code of Practice for Working with Children and Young People
 2. Trust Music Recruitment Policy
 3. Criteria for the requirement of Disclosure and Barring Service checks
 4. Abuse: FAQs
 5. Seven Golden Rules for Information Sharing
 6. Useful References and Contacts
 7. Escalation Procedure: What Happens Next
21. Declaration

1. Trust Music Safeguarding Policy: Quick Reference Summary

To be produced as a separate document for ease of reference.

This quick reference document summarises but does not replace Trust Music's Safeguarding Policy: all trustees, staff and volunteers are required to familiarise themselves with this policy in full.

Trust Music aims to create and maintain a safe environment where all children and adults feel safe, secure and valued, and know they will be listened to and taken seriously. All children and young people will know that there are adults whom they can approach to share any concerns and that they will be treated with respect. All adults will know Trust Music's expectations of conduct and behaviour, and that there are procedures in place to manage any allegations which may be made against them.

Any staff or volunteer role which brings the person into regular contact with children and young people as specified by the Disclosure and Barring Service (DBS) criteria, will require a satisfactory DBS check before work can commence.

Underpinning principles

1. The welfare of the child is paramount.
2. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed (in a paid or volunteer capacity) to work with children and young people on behalf of Trust Music.
3. Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
4. Adults should work and be seen to work in an open and transparent way.
5. The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

If you have concerns about a child, all staff and volunteers must:

1. Reassure the child that they are right to report it, if this is the source of the information. Be sensitive to the fact that children with disabilities or special needs may require additional support to express what they want to say.
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2. Be clear that while you will act sensitively, you cannot promise to keep secrets, and you will need to make a report if there is any possibility that a child is at risk.
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3. Do not speak to anyone else about the concern.
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4. If necessary, phone 999. However, in most cases, simply make sure any children in your care are safeguarded by other members of staff / volunteers to give you a moment alone in private.
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5. Immediately make a written record of the information, including the time, date and place of the alleged incident, persons present, and what was said (using the child / adult's own words). Sign and date the record.
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6. Immediately then speak to the Designated Board Member, Carolyn Baxendale (+44 (0) 1204 333533), or Daniel Chandler (+44 (0) 1204 333533) in her absence. Pass on the written record to them. Carolyn will decide whether to refer the matter onto the relevant authorities. Where the Designated Board Member is the subject of an allegation, it should be reported to the Chair of Trustees
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7. Leave the concern with the Designated Board Member or her representative to discuss with the relevant authorities.
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8. Complete any actions as agreed with the Designated Board Member or her representative.
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9. Return to normal duties without mentioning the concern to anyone else.

Full details are in Trust Music's Safeguarding Policy, and all staff and volunteers are required to familiarise themselves with this policy.

1. Introduction

- 1.1 This policy has been developed to ensure that all staff and volunteers at Trust Music are working together to safeguard and promote the welfare of children and young people.
- 1.2 This policy describes the management systems and arrangements in place to create and maintain a safe environment for all our children, young people, staff and volunteers. It identifies any actions that should be taken to redress any concerns about child welfare.
- 1.3 Trust Music comes into contact with children and young people through a variety of activities, including:
 - Trust Music concerts, projects and events.
 - Partnership events with other organisations such as The Mayor of Bolton Children's Christmas Concert.
- 1.4 This policy incorporates the Code of Practice for Working with Children and Young People, which outlines our expectations for the behaviour of staff and volunteers, and is attached as Appendix 1. As the work of Trust Music also meets the current legal definition of working with 'vulnerable adults', the focus of this document is for the welfare of children, young people and also vulnerable adults. From this point forward when the policy say "children and young people" it will also include "vulnerable adults".

2. Ethos

- 2.1 Trust Music aims to create and maintain a safe environment where all children and adults feel safe, secure and valued, and know they will be listened to and taken seriously. All children and young people will know that there are adults whom they can approach to share any concerns and that they will be treated with respect. All adults will know Trust Music's expectations of conduct and behaviour, and that there are procedures in place to manage any allegations which may be made against them.
- 2.2 In accordance with national guidance set out in 'Working Together to Safeguard Children 2013', and local guidance issued by the Bolton Council's Safeguarding Children Board, Trust Music will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

2.3 Underpinning principles:

- The welfare of the child is paramount.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed (in a paid or volunteer capacity) to work with children and young people on behalf of Trust Music.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

3. Roles and Responsibilities

3.1 The Board will ensure that:

- The Designated Board Member will provide the Board with appropriate information about Safeguarding, including any instances (in general terms) which could present a cause for concern.
- The Safeguarding Policy is regularly reviewed and updated to comply with national guidance and law.
- Trust Music operates safe recruitment and selection practices including the appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers, and these are in line with Bolton Council's Safeguarding Children Board guidance.
- All staff and volunteers who have regular contact with children and young people receive appropriate training which is updated every three years.

3.2 The Chair of Trustees will ensure that:

- The policies and procedures adopted by the Board are fully implemented and followed by all staff and volunteers.
- Safe recruitment and selection of staff and volunteers is practised.
- A Designated Board Member for safeguarding is appointed and receives appropriate ongoing training, support and supervision.
- Sufficient time and resources are made available to enable the Designated Team Member to discharge their responsibilities.
- All staff and volunteers receive appropriate training which is updated every three years.
- All staff and volunteers, including temporary staff, are made aware of Trust Music's safeguarding policy and arrangements.

- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of children and young people, and such concerns will be addressed sensitively and effectively.

3.3 The Designated Board Member will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend updated training every two years.
- Provide relevant information to the authorities on how Trust Music carries out its safeguarding duties.
- Provide support and training for staff and volunteers.
- Ensure that Trust Music's actions are in line with the Bolton Council's safeguarding guidelines.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Manage and keep secure Trust Music's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of Trust Music's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Chair of Trustees and Designated Board Member about any safeguarding issues or potential causes of concern.
- Ensure that the Safeguarding policy is regularly reviewed and updated.
- Keep up to date with changes in local and national policy and guidance.

4. Safeguarding Lead

4.1 Carolyn Baxendale is the Designated Board Member with responsibility for safeguarding and promoting the welfare of children and young people. In her absence, Daniel Chandler assumes this responsibility.

5. Recruitment and Disclosure and Barring Service Certificates

5.1 Safe recruitment and selection of staff and volunteers is practised in accordance with Trust Music's Recruitment Policy, attached as Appendix 2.

5.2 Any staff or volunteer role which brings the person into regular contact with children and young people as specified by the Disclosure and Barring Service (DBS) criteria, will require a satisfactory DBS check before work can commence. It is worth noting that occasional contact with children and young people does not require a DBS check. The umbrella body for processing all Trust Music DBS checks is Bolton Council Safe Employment Team. Further details about the criteria and process for completing DBS checks are attached as Appendix 4.

5.3 Any staff or volunteers who work regularly with children and young people must have their DBS Certificate kept up to date by the new national Update Service for an annual fee. Trust Music will support the initial certificate

completion cost (as for any staff / volunteer), and refund the full annual update fee (on submission of a receipt)

6. Training

6.1 There will be different levels of training and frequency required for Trust Music staff and volunteers.

- Advanced training
For the Designated Board Member and Staff with responsibility for Safeguarding. This will be updated on a regular basis as required
- Basic training (provided in-house or externally as required):
Staff and volunteers who are working on a project that requires staff to be trained. This training will be updated at least every three years.
- Induction (provided in-house):
For any new member of staff or volunteer.

7. Expected Conduct: Guidance

7.1 Trust Music accepts that it has a responsibility to set personal and professional boundaries for staff and to be explicit about what behaviours are unacceptable and will impact on their employment. Trust Music's Code of Practice for Working with Children and Young People is attached as Appendix 1. This document is explained as part of the induction and ongoing training processes for any staff or volunteers who may come into contact with children and young people.

8. Common Indicators of Abuse

8.1 Trust Music staff and volunteers have a responsibility to be vigilant to common indicators of abuse, and to report any concerns to the Designated Board Member, who will refer the matter to the Children and Families Service of the local authority where the child resides as necessary. Common indicators of abuse can be described as follows:

8.2 Physical abuse:

Bruises, black eyes and broken bones are obvious signs of physical abuse. Other signs might include:

- Injuries that the child cannot explain or explains unconvincingly
- Untreated or inadequately treated injuries
- Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- Bruising that looks like hand or finger marks

- Cigarette burns, human bites
- Scalds and burns.

8.3 Sexual abuse:

- Pain, itching, bruising or bleeding in the genital or anal areas
- Genital discharge or urinary tract infections
- Stomach pains or discomfort walking or sitting
- Sexually transmitted infections.

8.4 Behavioural signs of abuse:

- The child may refuse to attend rehearsals, events or concerts, or start to have difficulty concentrating so that their participation in the session is affected
- They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities
- They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- The child may describe receiving special attention from a particular adult, or refer to a new, 'secret' friendship with an adult or young person.

8.5 Neglect:

There are occasions when nearly all parents find it difficult to cope with the many demands of caring for children. But this does not mean their children are being neglected. Neglect involves ongoing severe failure to meet a child's needs. Here are some signs of possible neglect:

- If the child seems underweight and is very small for their age
- If they are poorly clothed, with inadequate protection from the weather
- If they are often absent from rehearsals for no apparent reason
- If they are regularly left alone, or in charge of younger brothers or sisters.

8.6 Emotional abuse:

This occurs when a child's basic need for love and praise, security and recognition go unmet, either through deliberate negative actions by parents/carers or by a failure to act positively. It may involve conveying to children that they are:

- Worthless, or unloved
- Inadequate
- Valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or be the exploitation or corruption of children.

8.7 Self-harm:

Trust Music staff may become aware of a child engaging in self-harm. In this instance the staff member most directly involved with the child and the family should liaise directly with both the child and his / her parent / carer and keep their line manager informed of all communications. This issue needs to be handled very sensitively, but it is not possible for Trust Music to keep the issue a secret from the parent / carer or school.

8.8 Some frequently-asked questions about abuse are attached as Appendix 5.

9. Receiving a Disclosure

9.1 An allegation or concern about a worker, carer or volunteer may arise from a number of sources, e.g. a report from a child, a concern raised by another worker from within the organisation or from another organisation from a parent or carer, or information arising from a disciplinary hearing.

9.2 The member of staff who has received the allegation or who has a concern about a colleague (or carer) must immediately record the details and report this to the Designated Board Member, Carolyn Baxendale, or, in her absence, Daniel Chandler. Where the Designated Board Member is the subject of the allegation, it should be reported to the Chair of Trustees.

9.3 If a disclosure is given, all staff and volunteers must follow the procedure in paragraph 10.2 below.

10. Reporting Concerns

10.1 All staff and volunteers have a responsibility to report any concerns about the welfare and safety of a child and all such concerns will be taken seriously.

10.2 If you have concerns about a child, all staff and volunteers must:

1. Reassure the child that they are right to report it, if this is the source of the information. Be sensitive to the fact that children with disabilities or special needs may require additional support to express what they want to say.



2. Be clear that while you will act sensitively, you cannot promise to keep secrets, and you will need to make a report if there is any possibility that a child is at risk.



3. Do not speak to anyone else about the concern.



4. If necessary, phone 999. However, in most cases, simply make sure any children in your care are safeguarded by other members of staff / volunteers to give you a moment alone in private.



5. Immediately make a written record of the information, including the time, date and place of the alleged incident, persons present, and what was said (using the child / adult's own words). Sign and date the record.



6. Immediately then speak to the Designated Board Member, Carolyn Baxendale (+44 (0) 1204 333533) or Danial Chandler (+44 (0) 1204 333533) in her absence. Pass on the written record to them. Carolyn will decide whether to refer the matter onto the relevant authorities. Where the Designated Board Member is the subject of an allegation, it should be reported to the Chair of Trustees.
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7. Leave the concern with the Designated Board Member or her representative to discuss with the relevant authorities.
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8. Complete any actions as agreed with the Designated Board Member or her representative.
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9. Return to normal duties without mentioning the concern to anyone else.

11. Recording Mechanisms

- 11.1 A clear written record should be made of all observations, actions and conversations. Every effort should be made to record carefully what the child or adult says in their own words.
- 11.2 Records should be made immediately, signed and dated.
- 11.3 Sensitive information is to be kept locked away or password protected.

12. Informing Parents / Carers and Schools

- 12.1 Our approach to working with parents / carers and schools is one of transparency, recognising our responsibilities towards the children with whom we work.
- 12.2 The responsibility for informing parents / carers or schools rests with the Designated Board Member or her representative. Staff and volunteers should not directly inform any other party than the Designated Board Member or her representative.
- 12.3 If concerns are raised within a school setting, the Designated Board Member, or her representative, will speak in the first instance with the school contact for the project.
- 12.4 If concerns are raised within a Trust Music setting, the Designated Board Member or her representative will inform the parents / carers directly. Parents / carers will only not be informed if it is believed that by doing so could put the child at risk. In such cases, the Designated Board Member or Chair of Trustees will seek advice from the Police and/or the Children's Service from the local authority where the child resides.

13. Information Sharing

- 13.1 There may be occasions when it is necessary to share the information that the Trust Music holds about individual children and young people with agencies such as the Local Authority or Police. Guidance as to when this sharing of information is appropriate, is included in Appendix 6.

14. Managing Allegations Against Staff

- 14.1 Trust Music follows procedures recommended by the Bolton Council's Safeguarding Children Board when dealing with allegations made against staff and volunteers. In summary:
 - Any allegation of abuse or potential unsuitability must be dealt with fairly, quickly and consistently, in a way that both provides effective protection for

the child or young person and offers appropriate support to the worker, carer or volunteer who is the alleged perpetrator.

- Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person up to date with progress of the case, information should be restricted to those who have a need to know in order to protect children, facilitate enquiries, and manage related disciplinary or regulatory requirements.
- It is in everyone's interests to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Every effort should be made to manage cases to avoid any possible delay. Target timescales will depend on the nature, seriousness and complexity of the allegation.
- Trust Music as the employing organisation, together with the Local Authority Designated Officer (LADO), Children and Families Service and/or Police, where they are involved, should consider the impact on the child concerned, ensure the child's immediate safety or provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child's needs are addressed.
- The member of staff will:
 - Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
 - Be kept informed of the progress and outcome of any investigation as appropriate. The person responsible for this will be identified at the first Strategy Meeting.
 - If suspended, be advised to contact their union representative (if applicable) and be kept up to date about events in the workplace.
- Suspension is a neutral act and it should not be automatic. Following advice from Bolton Council, suspension will be considered in any case where:
 - There is cause to suspect a child is at risk of significant harm;
 - The allegation warrants investigation by the Police; and / or
 - The allegation is so serious that it might be grounds for dismissal.
- All allegations will be followed up, regardless of whether the person involved tenders his or her resignation, or ceases to provide their services. No compromise agreements (i.e. where a person agrees to resign without any disciplinary action and both parties agree a form of words to be used in any future reference) can be used in cases involving the management of allegations. Trust Music has to follow its legal obligations to refer any issues of concern to the relevant agencies.

15. Escalation Procedure: What Happens Next
- 15.1 When informed of general concerns about a child (for example, following a disclosure about an incident within a private or home setting, or upon noticing signs of abuse), the Designated Board Member or her representative will assess whether the child is in immediate danger of being harmed, and if so, will immediately call the Police on 999. For less immediate emergencies, the Designated Board Member or her representative will refer the matter to the Children's Service for the local authority where the child resides: a list of local authorities is included in Appendix 7.
- 15.2 When informed of a concern or allegation about a member of staff or volunteer, the Designated Board Member or her representative should not investigate the matter nor interview the member of staff, volunteer, child concerned or potential witnesses. He / she should:
- Obtain written details of the concern / allegation, signed and dated by the person receiving the allegation (not the child/adult making the allegation);
 - Countersign and date the written details;
 - Record any information about times, dates and location of incident(s) and names of any potential witnesses; and
 - Record discussions about the child and / or member of staff, any decisions made, and the reasons for those decisions.
- 15.2 If the child has sustained an injury, the Designated Board Member will consider the need to have her / him medically examined. In this instance parent / carer must be notified and the reason given as to why a medical opinion was required.
- 15.3 If the allegation does not meet any of the Bolton Council Threshold Criteria (as listed below in paragraph 16), then it should be dealt with by Trust Music at organisational level. If the Designated Board Member or her representative decides that no further action is required, the reason for that decision must be recorded and the written record sent to the Local Authority Designated Officer (LADO) within five working days.
- 15.4 If the allegation meets the Bolton Council Threshold Criteria, the Designated Board Member or her representative must report it to the LADO within one working day. Referral should not be delayed in order to gather information. A failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.
- 15.5 If the Designated Board Member or her representative is unsure about how to proceed or cannot determine whether the criteria are met, he / she should consult with the LADO within one working day.

- 15.6 The Local Authority Designated Officer (LADO) for Bolton is Paula Williams tel: 01204 337474
- 15.7 In the absence of the LADO or a member of her team, and if an allegation requires immediate attention but is received outside normal office hours, the Designated Board Member or her representative should consult the local Police and inform the LADO as soon as possible.
- 15.8 If the allegation meets the Bolton Council Threshold Criteria, the resulting investigation will depend on the external agencies involved in the case. All Trust Music staff and volunteers will be required to cooperate with any such investigation.
- 15.9 A flowchart outlining the Escalation Procedure is included as Appendix 8.

16. Bolton Council Threshold Criteria for Considering 'Unsuitability'

16.1 Should the Designated Board Member or her representative become aware of an individual's behaviour which may be of concern, he / she will need to consider whether further investigation is necessary to determine whether the individual has:

- Harmed or may have harmed a child;
- Contravened or continued to contravene any safe practice guidance given by their organisation or regulatory body;
- Exploited or abused their position of power;
- Acted in an irresponsible manner which any reasonable person would find alarming or questionable;
- Demonstrated a failure to understand or appreciate how his/her own actions or those of others could adversely impact upon the safety and well being of a child or young person;
- Demonstrated an inability to make sound professional judgements which safeguard the welfare of children;
- Failed to understand or recognise the need for clear personal and professional boundaries in their work;
- Behaved in a way in his/her personal life which could put children at risk of harm;
- Been the subject of a criminal investigation;
- Been subject to enquiries under local child protection procedures; or
- Behaved in a way which undermines the trust and confidence placed in them by their employer.

17. Early Help Assessment

17.1 In the interests of child welfare, where there are no immediate safeguarding concerns but additional needs have been identified, the Designated Board Member should consider whether the child/young person would benefit from an Early Help Assessment. Trust Music will liaise with other agencies if required to ascertain what additional support may be required.

18. Review

18.1 Trust Music has a responsibility to undertake regular audits to ensure that systems are working effectively and procedures are being followed across the organisation. This policy will be reviewed annually.

Appendices

1. Trust Music's Code of Practice for Working with Children and Young People
2. Trust Music Recruitment Policy
3. Criteria and Process for Disclosure and Barring Service checks
4. Abuse: FAQs
5. Seven Golden Rules for Information Sharing
6. Useful References and Contacts
7. Escalation Procedure: Flowchart of Events

Appendix 1: Trust Music **Code of Practice for Working with Children and Young People**

For all Trust Music employees, freelance contract staff and volunteers who come into contact with children, young people or vulnerable adults.

This document is appended to Trust Music's Safeguarding Policy to outline the basic expectations for appropriate communication and behaviour.

Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Adults should work and be seen to work in an open and transparent way.

Introduction

The overriding principle on which we operate is that everyone treats each other with respect at all times. No one should ever be treated in such a way as to be made to feel uncomfortable or be put in a situation that makes them feel uncomfortable.

Trust Music expects its staff and volunteers to:

- Be present when expected and agreed in advance;
- Behave in a professional way at all times, always being aware of setting a good example;
- Share a duty of care at all times to all children, young people and vulnerable adults; and
- Share any concerns about any children, young people and vulnerable adults with supervisory staff.

Whilst it is easy to be friendly with children, some children can slip into a relationship with you which is a bit too familiar, and this can create potentially awkward situations. For your own protection it is up to you to ensure that the proper boundaries are maintained, and this document sets out our good practice guidelines to ensure this is the case.

Legal definitions of terms

- A child is anyone up to the age of 18
- A young person is in the upper age ranges of the official definition of a child. The term has no legal status – but it acknowledges that people aged 16 or 17 may not think of themselves as 'children'
- A vulnerable adult is an adult who is vulnerable because of 'their age, disability, learning difficulties, health, poverty, employment status or other criteria.' There is a long list of examples which includes: 'is under the supervision of the probation services'; 'is receiving any form of healthcare'; and 'requires assistance in the conduct of their own affairs'

Children, young people and vulnerable adults are hereafter referred to in this document as 'the child' or 'children'.

Appropriate communication

1. It is strongly advised to avoid any situation when you will be on your own with a child. This is a good practice principle, and one that will save you from finding yourself in a situation when it could become your word against the child's. You are always welcome to ask for the company of another member of staff, or you can simply make sure that you have a group of children around you.

There are occasions when this is impossible, for example when dealing with a first aid issue, when the other people present may temporarily leave the room to get help or the first aid kit: this is perfectly legal, sensible and should give no cause for concern, especially as all our staff and volunteers have completed Disclosure and Barring Service checks, however our advice is always to minimise any one-to-one situations.

2. Be aware that any communication you make is open to interpretation. Become aware of your different communication styles and gestures. Ensure that all communication with children is kept professional: interested in what they have to say and yet always slightly detached. Physical contact of any kind is unadvisable as it can be so easily misinterpreted.

Be aware of the age of the children you are working with and tailor your communication appropriately. Avoid asking any personal questions, although you may find that children open up to you without any prompting – this is quite normal!

Trust Music Administration will make all other staff aware of any other issues such as health or disability that may need to be taken into consideration when communicating with any particular child.

Remember that the children are there to enjoy learning about music – it is allowed to be fun! Even if children break the rules of membership we deal with things in a calm and professional manner.

3. The use of offensive or abusive language is wholly inappropriate at all times.

Social contact

1. It is possible, particularly with older children to feel a social connection with some members who over time we get to know well. While this is understandable, it also has the potential to create difficult situations for all involved, and needs to be handled with great care by each member of staff concerned. There should always be a very clear line between staff and members. It is advised that staff members primarily socialise with each other to avoid any confusion.
2. No personal contact details for any member of staff are to be shared with children or families. It is also HCS policy that no personal contact details for any member of staff are to be shared with anyone external to the company without the prior consent of the staff member.

3. The rules of membership clearly state that illegal substances of any kind are forbidden. Alcohol and cigarettes follow the English law and are forbidden for any under 18 year olds (NB: the national smoking age was raised to 18 a few years ago). Staff members have a duty to be vigilant regarding alcohol and cigarettes.
4. There are times when staff and members may share social time, however staff members remain responsible for the welfare of our members at all times and need to be fully capable of appropriate decisions and actions.
5. Smoking is only permitted in the designated areas of any venue visited.

New media

We live in an increasingly intrusive world, where our slightest actions can be reported on, tracked, photographed and shared across the Internet, and children are using these new forms of communication far more than other methods. Sadly children often do not realise the public nature of these communications. The Trust Music Administrators have official social media profiles in order to interact with the members in this way – it can be the most efficient reminder of project details and to see what they write about Trust Music online.

Keep your private life private. It is strongly advised that staff avoid any personal new media contact with children through personal emails or social networking sites, for example, Facebook, Twitter etc.

Boundaries

It can happen that a particular child may persistently want to step over the above boundaries or possibly even declare personal feelings for you. If this happens:

- Do not reciprocate in any way whatsoever;
- Make a note as soon as possible of what was said or done and under what circumstances;
- Report the incident as soon as possible to your supervisor. This must be done, for your own protection;
- Ensure that you are not, in the future, ever alone with this child; and
- If there are any further incidents or you are still uncomfortable for any reason, tell your supervisor.

If a situation arises where nothing specific has happened but you are uncomfortable about something/someone, tell your supervisor. You have nothing to lose: this is for your own protection.

You can be reassured that when you tell your supervisor, they will deal with the matter discreetly and sensitively, and make a written account of the situation. It may be that no action need be taken at all, but at least there will be something in writing that can be referred back to, if necessary, in the future. By reporting the matter to a more senior member of staff, you have passed on the responsibility and therefore done everything which can be expected of you.

Reporting allegations or concerns

All staff are required to report any concerns or allegations about the behaviour of colleagues or practices which are likely to put children or young people at risk of abuse or other serious harm to the Designated Board Member or her representative. For more detailed information, please refer to the Safeguarding Policy.

Updated June 2024

Appendix 2: Trust Music Recruitment Policy

Advertising and shortlisting

- 1 As soon as any post becomes vacant a job description, including a person specification, should be prepared or revised before any other steps are taken.
- 2 As soon as practically possible all vacant posts will be advertised in the appropriate media, All posts will be advertised internally and on the website with standard application form.
- 3 Advertisement copy will contain:
 - brief details of the post
 - funding and other required credit (eg sponsors)
 - website details
 - a date by which applications must be in
 - specific reference to the requirement for a DBS check (if applicable)and if possible:
 - provisional dates for the first interview.

It is the responsibility of the Line Manager of the post to make sure that these details are correct.

- 4 Once the advertisement is placed a shortlisting and interview panel will be selected. This should not normally be fewer than three and not more than six people. Attention should be given to age and gender balance. All members of the Panel must be familiar with Trust Music's Recruitment and Equal Opportunities Policies and be provided with copies if they have not recently read them. The Panel should select a Chair (normally the Line Manager of the post).
- 5 A job pack should be prepared by the Line Manager of the post. This must contain:
 - the job description
 - the person specification
 - details of the job including salary, pension rights etc
 - application form
 - equal opportunities monitoring form (the information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only. It will be kept separate from the application and will not be seen by the selection panel.

...and any other helpful and relevant information.

This will be circulated to the Panel.

- 6 Once the application date has passed, copies of applications (but *not* equal opportunities monitoring forms) should be distributed to the Panel, who should then meet or otherwise agree those candidates shortlisted for interview. Other

than in exceptional circumstances the shortlist should be kept to a reasonable size (ideally not fewer than four and not more than six).

- 7 In setting times for the first interview consideration should be given to the size of the shortlist and the seniority of the position. The Chair of the Panel should prepare a sheet, based on the skills and qualities required in the Job Description and Person Specification, in order to assess each candidate. This should be filled in to provide feedback should any of the candidates require clarification of the reasons that they are/are not shortlisted. It may also be appropriate that, at the shortlisting stage, the Panel agrees a specific task (eg a presentation) for candidates to undertake at interview. It is the Chair's job to determine this.
- 8 All candidates for interview must provide (in addition to anything else) a current CV (whether as part of the application form or otherwise) and the names of two referees (a pre-written reference is not acceptable). They should also be encouraged to respond to the details for the post in their application.

The interview

- 9 Interviewees should be asked in advance if they need any special assistance.
- 10 The Chair of the Panel should prepare its members, in advance of the first interview, to pursue specific areas of questioning and answer any specific questions relating to the appointment conditions. Training will be given to anyone who has not been on an interview panel before. The Chair should also reach agreement with the Panel on the key qualities for the post (ie what Trust Music is looking for at interview). It is the role of the Chair to ensure that the charity's commitment to diversity is made clear at interview.
- 11 The Chair should also provide a form, which should be filled in to assess each candidate (again for subsequent feedback). This would usually be based around the person specification for the job. (S)he will be responsible for assessing and articulating the consensus assessment of each candidate. These forms (and any other written material to be retained in connection with the post) should be lodged with the administrator at the end of the process.
- 12 Each candidate should be given the opportunity to answer the same questions in roughly the same order and should be treated equally in terms of visits around the building, meetings with Staff etc.
- 13 Candidates' comparative suitability should be discussed at the end of each day of interviewing – panels should avoid getting into assessment on a candidate-by-candidate basis. If there is more than one interview day the Chair of the Panel may require that no candidate is discussed until the final interview has taken place.
- 14 Decisions on the successful candidate will be by consensus though it is very likely that a second (or even third) interview will be needed to reach a

decision. It is the responsibility of the Chair to make sure that the decision is reached properly and accountably and that all candidates, successful or unsuccessful, can be provided with feedback on their performance at interview. If the panel is unable to reach an agreement the Chair must discuss the matter with the Chair of Trustees, who in any case must approve the appointment

- 15 Subsequent interviews may involve the same panel; however this may be neither practical nor, in some cases, desirable. It will be the responsibility of the Chair to inform the Panel how and why subsequent stages are to be carried out. In the case of dispute the matter should be referred to the Chair of Trustees.
- 17 The Chair of the Panel will also be responsible for the following:
- Informing the Chair of Trustees of the outcome of the interviews.
 - Taking up references, where and from whom appropriate. These should be taken verbally and notes should be taken of the referees' comments. The Panel may wish to identify specific areas in which a referee should be asked to comment. All comments should also be passed on to the appointee's personnel file.
 - Seeking necessary clearance from the relevant authorities (eg the DBS) if the post involves work with young people or vulnerable adults.
 - If an appointment has been made, informing the candidate and preparing an offer letter. This will normally be signed by the Chair of Trustees, but in any event must be approved by him/her and must be in accordance with a standard format held by the Senior Administrator
 - Informing all those involved in the recruitment process of its outcome.
 - Informing unsuccessful candidates and providing feedback upon request.
 - Informing the Finance Department for payroll purposes.

Updated June 2024

Appendix 4: Criteria and process for the requirement of Disclosure and Barring Service checks

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks. Please note that CRB-branded certificates should be treated the same as DBS-branded certificates.

An employer may request a criminal records check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process. For certain roles the check will also include information held on the DBS's children and adults barred lists, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.

These checks are to assist employers in making safer recruitment and licensing decisions. Employers should only arrange a DBS check on a successful job applicant. They can withdraw a job offer if the results show anything that would make the applicant unsuitable.

Duration of criminal record check validity

There is no official expiry date for a criminal record check issued by DBS, however at Trust Music we aim to recheck staff and volunteers every three years in accordance with good practice.

Any information revealed on a DBS certificate will be accurate at the time the certificate was issued. You should check the date of issue on the certificate to decide whether to request a newer one. The Update Service is an option for individuals to maintain the up to date nature of their checks.

You can keep a DBS certificate for no longer than 6 months, to allow for consideration and resolution of any disputes or complaints after a recruitment or suitability decision is made. If it is considered necessary to keep the certificate information for longer, you should consult the DBS.

How the process works for Trust Music

Trust Music completes Disclosure and Barring Service checks through the Bolton Council Safe Employment Team at Bolton Council

Disclosure and Barring Service checks may only be requested when the relevant job role requires a check to be completed. Trust Music may need to explain to Bolton Council why they feel a check is required for each job role.

These are the basic steps for completing a DBS check:

1. Check whether the individual is already subscribed to the DBS Update Service: if so they can give Trust Music details of how to carry out a free, instant check to confirm whether the information released on the DBS certificate is current and up to date. If not:
2. Request a DBS disclosure application form Trust Music by emailing ask@trustmusic.org.uk
3. The applicant will be sent the form directly. Ask the candidate to fill in the application form and bring it, together with the appropriate ID documentation, to Carolyn Baxendale or Daniel Chandler for checking.
4. They will then complete the necessary paperwork, indicate the level of check required and send the application form to Bolton Council, for it to be processed and forwarded onto the DBS.
5. DBS will send to the certificate to the applicant. Trust Music will have to ask the applicant to see the certificate. If the applicant has subscribed to the DBS update service Trust Music will now be able to check their certificate online.

DBS checks are required when Trust Music staff or volunteer concerned will be carrying out tasks which satisfy the definition of 'regulated activity' relating to children (see below). There are three levels of DBS check: standard, enhanced and a barred list check. Bolton Council will require details as to the level of check required. The full list of eligibility guidance is available on the DBS website at: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

For most Trust Music work with young people the following considerations will apply:

1. DBS enhanced and barred list checks will be required for anyone satisfying the frequency and intensively condition of the 'regulated activity' criteria. It may apply to those involved in more intense or longer-term education project work. Refer to the 'Regulated Activity' definitions below for more details.
2. DBS checks are not required for anyone completing occasional project work within specified establishments including schools, nurseries and other educational settings. As stated clearly by Ofsted, *'Visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time are not eligible for DBS checks and schools and colleges will not be entitled to request them.'*
3. DBS checks may not be required for staff or volunteers who are sufficiently supervised by someone who is checked and defined as working in 'regulated activity', for example, for a volunteer who is accompanied by a checked Trust Music member of staff or volunteer for a one-off Education project. However, in accordance with good practice, Trust Music will apply for standard level checks for any member of staff or volunteer who may find themselves in sole charge of a group of children. Should that member of staff or volunteer (for example) be regularly involved in training or supervising children, an enhanced level check will be required. Refer to the Department for Education Supervision Statutory Guidance below for more details.

For further details please see the fuller definitions below.

Volunteer applications (from the DBS website)

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

It states on the DBS application form *‘By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application. Please note that DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration’.*

Regulated Activity – Children Definition (from the DBS website):

The definition of regulated activity was changed in the Protection of Freedoms Act 2012 and came into effect on 10 September 2012.

Please note the definition of regulated activity for adults is also available on the DBS website.

What is considered to be regulated activity relating to children?

Organisations need to consider whether an individual meets the following conditions:

- Do they meet the definition of the activity?
- Do they need to consider the DFE supervision statutory guidance?
- Do they meet the relevant frequency or intensively condition?
- Frequently or intensively means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact).
- Where they are not carrying out an activity but their work takes place in a specified establishment do they meet the frequency or intensively condition and have opportunity for contact with children while carrying out their duties?
- Additionally where they are not carrying out an activity but their work takes place in a specified establishment is their work to provide occasional or temporary services?

The new definition of regulated activity relating to children still applies to individuals undertaking the following:

- Registered childminders.
- Registered foster carers.
- A person who manages or supervises someone who undertakes a regulated activity is also counted as undertaking a regulated activity. A person who manages someone who is not in regulated activity (but would be except for the fact that they are supervised) is also in regulated activity
- any specified position based in Wales as detailed in the amended Schedule 4 of the Safeguarding Vulnerable Groups Act 2006. 2

The following are newly defined regulated activities relating to children.

Health care

- Health care for children provided by, or under the direction or supervision of a regulated health care professional
- This is regulated activity even if the activity is only carried out once.
- You do not have to apply the consideration of Statutory Supervision when assessing health care roles

Personal care

- Physical help in connection with eating or drinking for reasons of illness or disability;
- Physical help for reasons of age, illness or disability in connection with toileting, washing, bathing and dressing,
- Prompting with supervision or training or advice in relation to the above examples where the child is unable to decide to carry out the activities without that prompting or advice
- This is regulated activity even if the activity is only carried out once.
- You do not have to apply the consideration of Statutory Supervision when assessing personal care roles

For a full list of activities please see information on the Department for Education website.

What are the key changes in regulated activity relating to children?

Organisations must now consider the supervision guidance produced by the Department for Education (see below) when assessing a role in connection to the following activities:

- teaching, training, instructing, caring for or supervising children.

The Department for Education has produced statutory guidance on supervision to describe the considerations an organisation should make when determining whether or not an individual is supervised to a reasonable level for the role (see below).

Supervision means day-to-day supervision as is reasonable in all the circumstances for the purpose of protecting any children concerned.

Where an individual is deemed to be adequately supervised for the role they are not in regulated activity.

There is an exception to this, which is covered in the section below.

Organisations must now consider whether the provision of persons to carry out work which is not teaching, training instruction, care for or supervision of children in specified establishments are merely providing occasional or temporary services. If the person is providing occasional or temporary services they are not in regulated activity.

Specified Establishments for regulated activity relating to children

Work carried out by volunteers supervised to a reasonable level, in accordance with the statutory guidance on supervision, in specified establishments is not regulated activity.

However a supervised paid employee working for a specified establishment is carrying out regulated activity.

The new list of establishments is:

- An educational institution which is exclusively or mainly for the provision of full-time education to children
- Pupil referral units or short-stay schools providing education for children or compulsory school age who because of illness, exclusion or other reasons cannot attend a school
- An alternative provision academy which does not fall within the definition of a school
- Nurseries exclusively or mainly providing full-time or part-time education for children who have not reached compulsory school age
- Children's detention centres
- Children's homes providing care and accommodation wholly or mainly for children
- Children's centres managed by or on behalf of, or under arrangements made with an English local authority securing early childhood services for their area
- Relevant childcare premises where the person carrying on the activity is required or can volunteer to be registered under the Childcare Act 2006 or the Children Act 1989

The list, as amended by the Protection of Freedoms Act 2012, can be found in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006.

Activities, establishments and positions removed from regulated activity relating to children from September 2012.

What is no longer regulated activity relating to children?

- Giving legal advice
- Treatment/therapy - unless it meets the new definition of health care which narrows the definition to "Health care which must be directed or supervised by a health care professional"

- A relevant activity supervised at a reasonable level.
- Volunteers supervised at a reasonable level whose role is carried out in a specified establishment.
- Activity by a person contracted (or volunteering) to provide occasional or temporary services which are not teaching, training or supervision of children.

What is no longer a specified establishment?

- Children's hospitals

What is no longer a specified position?

- Any specified position based in England which was listed in schedule 4 of the Safeguarding Vulnerable Groups Act 2006 before the effects of the Protection Of Freedoms Act 2012 came into force in September 2012.

What is still not classed as regulated activity relating to children?

- Family arrangements and personal, non-commercial arrangements
- Peer exemption – activity by a person in a group assisting another member of the group
- Incidental contact – the activity is not being provided for children and the presence of a child or children is unforeseen

Department for Education Statutory Guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised

1. This document fulfils the duty in legislation (i, ii) that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, FE colleges, youth groups and sports clubs.

2. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

3. We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity (iii)
- the supervision must be regular and day to day; and

- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

4. Supervision by a person in regulated activity / regular and day to day: supervisors must be in regulated activity themselves (iv). The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

5. Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

6. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

EXAMPLES

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The head teacher decides whether their supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club managers decide whether the coach’s supervision is such that Mr Wood is not in regulated activity.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 5 of this guidance; and if it is a specified place such as a school:
- consider whether the supervised worker is a volunteer (v)

Department for Education / Department of Health, Social Services and Public Safety (Northern Ireland), September 2012

End-notes

- i. Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012: Schedule 4, paragraph 5A: guidance must be "for the purpose of assisting" organisations "in deciding whether supervision is of such a kind that" the supervisee is not in regulated activity.
- ii. Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Schedule 2, paragraph 5A, is as above on guidance on "supervision" for Northern Ireland.
- iii. If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised.
- iv. From 2013-14, the Government plans to commence a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity; and plans to commence a stand-alone barring check service by the new Disclosure and Barring Service.
- v. A volunteer is: in England and Wales, a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives; in Northern Ireland, a person engaged, or to be engaged, in an activity for a non-profit organisation or person which involves spending time unpaid (except for travel and other approved out-of-pocket expenses) doing something which amounts to a benefit to some third party other than, or in addition to, a close relative.

Appendix 5: Abuse: FAQs

1. What is a child in need? (s17 of the Children Act 1989)

Children who are defined as being 'in need', under the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (s17(10) of the Children Act 1989) plus those who are disabled. The critical factors to be taken into account in deciding whether a child is in need under the Children Act 1989 are what will happen to a child's health or development without services, and the likely effect the services will have on the child's standard of health and development.

2. What is significant harm? (s47 of the Children Act 1989)

Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries, or cause enquiries to be made, when it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm (s47 of the Children Act 1989). To make enquiries involves assessing what is happening to a child. Where s47 enquiries are being made, the assessment (the 'core assessment') should concentrate on the harm that has occurred or is likely to occur to the child as a result of child maltreatment in order to inform future plans and the nature of services required. Decisions about significant harm are complex and should be informed by a careful assessment of the child's circumstances, and discussion between the statutory agencies and with the child and family.

3. What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

i) Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

ii) Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or

valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

iii) Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

iv) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 6: Seven Golden Rules for Information Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 7: Useful References and Contacts

1. To refer general concerns about a child (for example, following a disclosure about an incident within a private or home setting, or upon noticing signs of abuse):

If the child is in immediate danger of being harmed, call the Police on 999.

To contact the Children's Service for the local authority where the child resides:

- Bolton Children's Services: North, tel: 01204 337 408; South, tel: 01204 337 729; West, tel: 01942 634 625. Emergency Duty Team (for out of office hours), tel: 01204 337 777.
- Bury Children's Social Care, tel: 0161 253 5454. Bury Social Care Emergency Duty Team (for out of office hours), tel: 0161 253 6606.
- Cheshire East, tel: 0300 123 5012 during office hours or 0300 123 5022 out of office hours.
- Cheshire West and Chester, tel: 01606 275 099 during office hours or 01244 977 277 out of office hours.
- Manchester Contact Centre, tel: 0161 234 5001 (24-hour service).
- Oldham Children's Assessment Team, tel: 0161 770 3790 during office hours or 0161 770 6936 out of office hours.
- Rochdale Children's Social Care, tel: 0845 226 5570 during office hours or 0845 121 2975 out of office hours.
- Salford Multi-Agency Safeguarding Hub (includes Children's Services), tel: 0161 603 4500.
- Tameside Children's Social Care, tel: 0161 342 4186 / 4199 / 4222 / 4477 during office hours or 0161 342 2222 outside office hours.
- Trafford Children's Services, tel: 0161 912 5125.
- Stockport Children's Social Care, tel: 0161 217 6028 during office hours, or 0161 718 2118 out of office hours.
- Wigan Children's Duty Team, tel: 01942 828 300 during office hours or 0161 834 2436 outside office hours.
- For all other local authority areas, search for the local authority children's services website.

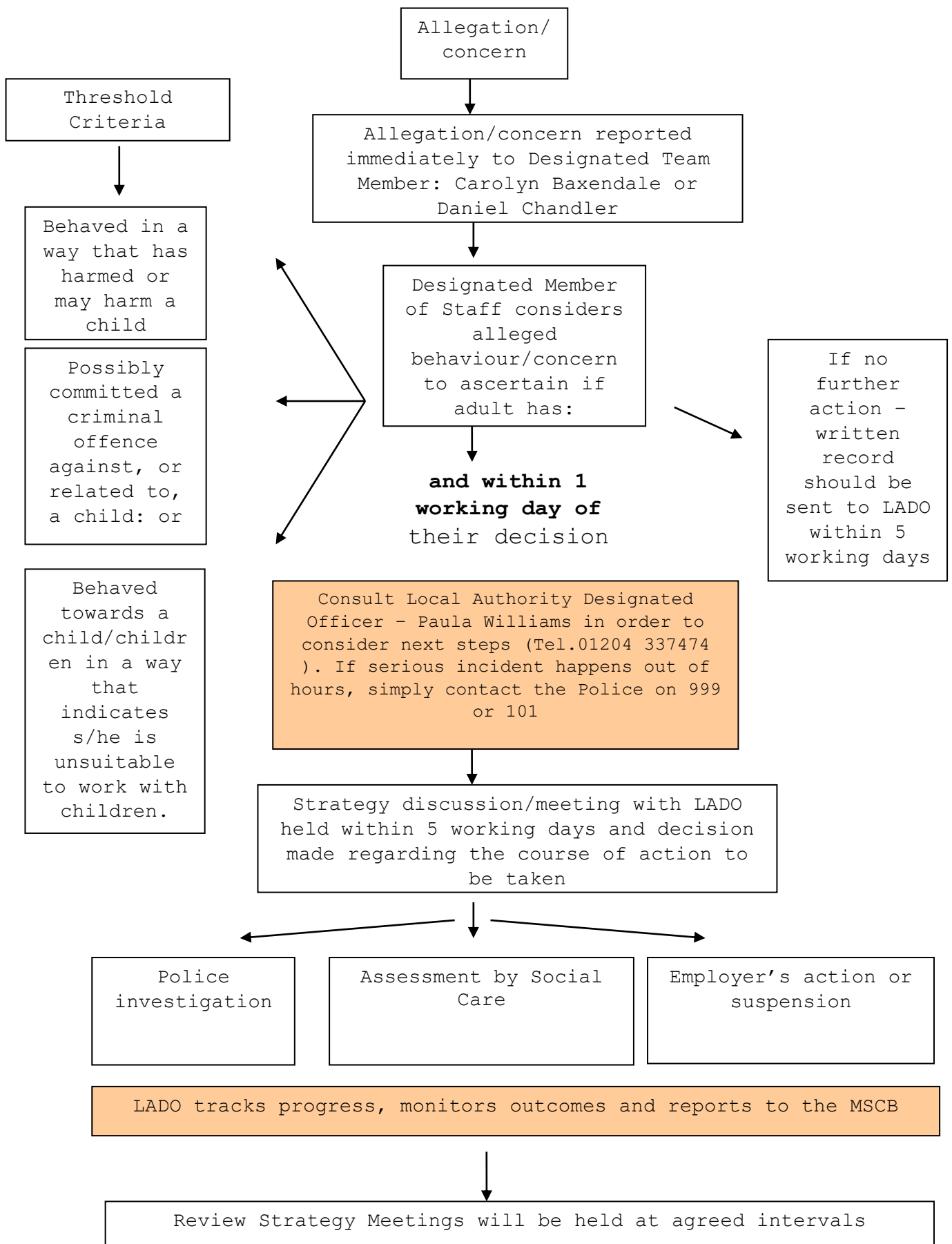
Other useful contacts:

1. Greater Manchester Police: 999 for emergencies, 101 for non-emergencies or www.gmp.police.uk
2. Manchester Safeguarding Children Board, tel: 0161 234 3330 or www.manchesterscb.org.uk
3. Disclosure and Barring Service (DBS): www.gov.uk/db
 - To make a referral to the DBS: Helpline: 01325 953795 or dbspartnerships@db.s.gsi.gov.uk

- DBS Customer Services: 0870 90 90 811 or customerservices@dbs.gsi.gov.uk

4. Department for Education: www.education.gov.uk

Appendix 8: Escalation Procedure



Trust Music Safeguarding Policy: Declaration

I have read the Trust Music Safeguarding Policy and agree to abide by the terms of this policy at all times whilst working or volunteering with Trust Music.

.....
.....
Signature Date

.....
Name – please print

.....
Address

.....
Address

.....
Address

.....
Contact telephone number

Please complete and return to:
Trust Music
C/O Bolton Music Service
Mere Hall
Mere Hall St
Bolton
BL1 2QT