

Swindon Young Musicians

Safeguarding Policy 2020

Swindon Music Service (SMS) fully recognizes its responsibilities for child protection and works with Swindon Borough Council to ensure that both policies and procedures are up to date.

Policy

We recognise that because of their weekly contact with children, all people providing services for SMS as well as volunteers may be in a position to observe the signs of abuse.

SMS will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in rehearsals and at events who can be approached if they are feeling worried or have any concerns.

Aims

The policy applies to all ensembles / Group Leaders and assistants, Tutors, SMS Staff and Volunteers working with SYM.

The Policy have six main elements:

1. Ensure that SMS practice safe recruitment in checking the suitability of tutors;



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2. Ensure that any volunteers working in any supervisory capacity have been DBS enhanced checked and that their certificate is up-to-date and relevant;
3. Raise awareness of child protection issues;
4. Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse;
5. Supporting children that have been abused in accordance with the child protection plan;
6. Establishing a safe environment in which children can learn and develop.

Procedures and Practice 9s175 Education Act 2002)

SMS will take account of guidance issued by the Department for Children Schools Families, Swindon Borough Council Safeguarding Team and the Working Together to Safeguarding Children Guidance 2013 to:

- Ensure we have a dedicated senior person for child protection who has received appropriate training and support for this role. This will be the Artistic Manager of SYM
- Ensure that a nominated member of the SMS Senior Management Team member taking a lead role for Child Protection for Swindon Music Service, including championing child protection issues within SYM and liaising with Artistic Manager SYM. Having an overview of the Child Protection Policy and related Policies. Auditing safeguarding measures annually alongside the Artistic Manager SYM;
- Ensure all ensemble and lesson tutors, members of SMS staff and volunteers know that the Artistic Manager SYM is the designated person responsible for child protection;
- Ensure that all those working with SYM are up-to-date with child protection training



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- Co-operate as required with enquiries from relevant agencies regarding child protection matters;
- Keep written records of child welfare and child protection concerns about children, even where there is no need to refer the matter immediately. These records should be kept separately from general subscription / Membership information. It should be kept securely and shared with those who need to have the information but no wider than this;
- Written records should be made of concerns preferably in a typed format in a password protected document. These records should only be stored on the work computer and not be stored on personal computers;
- Ensure all child welfare and child protection records are kept securely in a locked location;
- Ensure safer recruitment practices are always followed;
- Ensure all working with SYM understand their responsibilities for safer working practices;
- Ensure that any allegations are dealt with urgently with concerns about all those working with SYM reported to the Artistic Manager SYM and concerns about the Artistic Manager are reported to the Operations Delivery Manager (SMS);
- Ensure that there are risk assessments for all rehearsal venues and concert venues and that activity in these buildings are appropriately secure. Ensure there is a clear record of these risk assessments;
- Ensure that other policies which have a safeguarding element (Health and Safety and safer recruiting) are consistent with this policy and with each other;
- Ensure this policy is audited yearly by the Artistic Manager SYM and the member of the SMS Senior Management Team member taking a lead



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role for Child Protection for Swindon Music Service and this audit report is reported to the senior leadership team of SMS.



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