




Leicestershire Music
SAFEGUARDING / CHILD PROTECTION POLICY & PROCEDURES
Updated September 2024

Signatures and Review

Safeguarding monitoring to be standard item at all Hub Board meetings. The policy will be reviewed annually.

Signed by Sarah Barton-Wales (Head of **Leicestershire** Music)

Signature: 

Print Name: Sarah Barton-Wales

Date: 03.09.2024

Signed by Chair of the **Leicestershire** Music Hub Board

Signature: 

Print Name: Natalie Whyte








Date: 10.10.24

Date of Next Annual Review: September 2025

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Named staff and contacts (September 2024)

Leicestershire Music Named staff and contacts

<p>LEICESTERSHIRE MUSIC</p> <p>Leicestershire Music (LM)</p> <p>Named Safeguarding Staff and Contacts (April 2024)</p>	<p>Designated Safeguarding (Lead DSL)</p> <p>Sarah Barton-Wales (Head of LM) sarah.barton@leics.gov.uk Tel: 0116 3050400</p> 	<p>Designated Safeguarding Lead: (Deputy DSL)</p> <p>Sharon Jagdev Powell (Deputy Head of LM) sharon.jagdevpowell@leics.gov.uk Mobile: 07936 349073</p> 	<p>Staff Allegations Lead LM staff</p> <p>Chris Bale (Business Manager) Chris.bale@leics.gov.uk Tel: 0116 3050416</p> 
<p>Deputy Designated Safeguarding Lead:</p> <p>Sarah Sharman (Events Manager) Sarah.sharman@leics.gov.uk Tel: 0116 3050881</p> 	<p>Deputy Designated Safeguarding Lead:</p> <p>Rachel Thomas (Central Bands & Orchestras Lead) Rachel.X.Thomas@leics.gov.uk Mobile: 07736 716092</p> 	<p>Deputy Designated Safeguarding Lead:</p> <p>Nicola Atkins (Singing Team Leader) Nicola.Atkins@leics.gov.uk Tel: 0116 3051652</p> 	<p>Deputy Designated Safeguarding Lead:</p> <p>Craig Thurlow (Music Leader) Craig.Thurlow@leics.gov.uk Tel: 0116 3051657</p> 

Leicestershire Music Hub Board also has a Safeguarding lead and Designated Safeguarding Lead. For 2024-25 this is Nazma Jassat Head Teacher at Charnwood Primary School njassat@charnwood.leicester.sch.uk

Safeguarding Contacts:

Leicestershire Safeguarding Children in Education Office Charlotte Davis 0116 3057750
Charlotte.davis@leics.gov.uk

First Response Children's Duty (for all referrals and advice) 0116 305 0005
Emergency Duty Team (out of hours emergencies) 0116 305 0005
Leicester City (for those children living within the city) 0116 454 1004
Rutland (for those children living in Rutland) 01572 758407

LADO / Allegations Manager:

Allegations phone number (Leicestershire) - 0116 3054141
LADO shared inbox (Leicestershire) - CFS-LADO@leics.gov.uk

Allegations phone number (Leicester City) - 0116 454 2440
LADO shared inbox (Leicester City) - Lado-allegations-referrals@leicester.gov.uk

All other referrals including Early Help Services

Leicestershire - <https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/early-help>
Leicester City - <https://www.leicester.gov.uk/health-and-social-care/support-for-children-and-young-people/early-help/>

CCE/CSE (Child Sexual Exploitation/Child Criminal Exploitation) consultation line 0116 3059521
CHANNEL referral (extremism/ Radicalisation) Call 101
Prevent engagement team prevent.team@leicestershire.pnn.police.uk

The Local Safeguarding Children Partnership www.lrsb.org.uk has been established to oversee the new Multi-Agency Safeguarding Children arrangements as required by the government guidance [Working Together To Safeguard Children 2018](#). These arrangements build on the strong foundation of the Local Safeguarding Children Board that they replace.
NSPCC Help/whistleblowing line (available 8am to 9pm Monday to Friday) 0800 0280285
help@nspcc.org.uk

Summary of what to do if concerns about child or adult:

Leicestershire Music staff should be mindful that early information sharing between and within agencies is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to local authority children's social care.

All **Leicestershire** Music staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Concerns about a child

1. Report immediately to the DSL in school or to a Leicestershire Music DSL
2. Write it down -time, day, date & sign
3. Keep it confidential
4. Do not ask leading questions or conduct an investigation

Concerns about the conduct of an adult

1. Report immediately to the Headteacher or Head of Service (or LADO if concerns about Head of Service or Chair of Governors if about the HT or in a MAT, the agreed person)
2. Write it down -time, date and sign
3. Do not talk to the person concerned
4. Keep it confidential

1 Introduction

- 1.1 **Leicestershire** Music takes seriously it's responsibility to protect and safeguard the mental and physical health and promote the child's welfare that is entrusted to its care, providing help and support to meet the needs of children as soon as problems emerge and protecting children from maltreatment, inside or outside the home, including online.
- 1.2 The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate (including online). The students' welfare is of paramount importance.
- 1.2 No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. **Leicestershire** Music is committed to safeguarding and promoting the welfare of all its students we believe that:
- All children/young people have the right to be protected from harm
 - Children/young people need to be safe and to feel safe in school;
 - This means our staff consider, at all times, what is in the best interest of the children/young people
 - Children/young people need support which matches their individual needs, including those who may have experienced abuse;
 - All children/young people have the right to speak freely and voice their values and beliefs;
 - All children/young people must be encouraged to respect each other's values and support each other;
 - All children/young people have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy healthy sociable child/young person will achieve better educationally;
 - The staff are prepared to identify children and young people who may benefit from Early Help intervention for a child who; is frequently missing/goes missing from education, home or care. Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit. Has a parent or carer in custody or is affected by parental offending.

- Staff can and do contribute to the prevention of abuse, victimisation, prejudice based and discriminatory bullying, exploitation, extreme behaviours, discriminatory views and risk-taking behaviours
- All staff and partners have an important role to play in safeguarding children and protecting them from abuse.

1.3 **Leicestershire** Music, as a Leicestershire County Council Service, works closely with the LA Safeguarding Team. **Leicestershire** Music and its staff are committed to:

- Listening to, relating effectively with and valuing each individual child or young person in our care
- Ensuring that all members of staff, both teaching and support, full-time and part-time, are trained and supported.
- Ensuring that all members of staff with supervising and working directly with children and young people are recruited following the LA safer recruitment processes and have an Enhanced DBS check conducted prior to them starting work.

1.4 **Leicestershire** Music recognises that some children and young people today are the victims of neglect and/or physical, sexual or emotional abuse and that our staff of the Service, by virtue of their regular contact with and knowledge of the children in their care, may identify such abuse.

1.5 Through this Policy **Leicestershire** Music aim to provide all staff with the necessary information to enable them to meet their safeguarding and child protection responsibilities and to ensure consistent good practice.

1.6 This policy is consistent with the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance [‘Keeping Children Safe in Education 2024’](#) and [“Working Together to Safeguard Children” 2018](#)

Leicestershire Music will fulfil local and national responsibilities and accepted best practice as laid out in the following documents:

- Working Together to Safeguard Children 2018 (Rev Dec 2020)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (Rev Sept 2024)
- What To Do If You Are Worried A Child Is Being Abused March 2015
- Education and Training (Welfare of Children) Act 2021

- Sexual violence and sexual harassment between children in schools and colleges (DfE Sept 2021)
- The School Staffing (England) Regulations 2009 & Amended Regulations 2015; Safer Recruitment in Education including
- Guidance for Safer Working Practice 2019 (Rev April 2022) Safer Recruitment consortium
- Prevent Duty 2015
- Information sharing: Advice for Practitioners providing safeguarding services to children, young people parents and carers. (March 2015)
- Leicester Safeguarding Children's Partnership Board (LSCPb)
- The Children Act 1989 and 2004
- The Education Act 2002 s175/s157
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2018)
- Framework for the Assessment of Children in Need and their Families 2000
- Sexual Offences Act 2003 (Position of Trust offence)
- Voyeurism (Offences Act) 2019
- Childcare (Disqualification) Regulations 2009
- Counter Terrorism and Security Act 2015
- Female Genital mutilation Act 2003/Updated regulations July 2020
- Safeguarding & Child Protection education procedures in Leicester, notes, information, and training for Designated Safeguarding Leads (DSL) in schools
- Children and Families Act 2014
- Safeguarding and Vulnerable Group Act 2006
- Sharing Nudes and Semi Nudes (December 2020)– UK Council for Internet Safety
- Searching, screening and confiscation at school Rev July 2022

1.7 There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to pupils and school staff and to children who may have been abused);
- **Working with parents/carers** (to ensure appropriate communications and actions are undertaken).

1.8 This policy applies to all staff and hub partners (which, for the purposes of this document, includes associate teachers, freelance workers and volunteers when engaged by **Leicestershire Music**), Hub Board members and visitors. We recognise that child protection is the responsibility of all adults working with children. We will ensure that all parents/carers and other working partners are aware of our child protection policy by including it on our website and by raising awareness at meetings.

2 Safeguarding Commitment

2.1 **Leicestershire** Music adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents to feel free to talk about any concerns. Children's worries and fears will be taken seriously, and children are encouraged to seek help from members of staff.

2.2 **Leicestershire** Music will therefore:

- Establish and maintain an ethos where children feel secure and are listened to;
- Ensure that children know that there are adults whom they can approach if they are worried or are in difficulty;
- Ensure every effort is made to establish effective working relationships with parents/carers and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128) etc.
- Ensure that the Hub Board understands the importance of having a sound understanding of safeguarding so that Hub board members can support and challenge **Leicestershire** Music staff effectively and with confidence

All **Leicestershire** Music staff and representatives must comply with the following **safer working practices**

- Staff behaviour must be professional at all times –including dress, language and online communication
- Staff should not be in personal communication with pupils –includes texting, messaging, social networking sites etc.
- Report any situation where a pupil may have developed an infatuation
- Be mindful of situations where a pupil or parent comes to depend on you for support and discuss with a senior member of staff
- Staff should not offer lifts outside agreed requirements of their role
- Out of school contact must be planned and agreed with senior staff and parents. Appropriate social contact will be easily recognised and openly acknowledged.
- Staff are in a position of trust and the power and age difference means they are not “friends” with students.

Breaches of the guidance could result in criminal or disciplinary action being taken

3 Roles and Responsibilities

3.1 General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare (including online). This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities.

The names of the Designated Safeguarding Leads for the current year, along with contact details, are listed at the start of this document.

3.2 Hub Board

In accordance with the Statutory Guidance "Keeping Children Safe in Education" September 2023, the Hub Board of **Leicestershire** Music will ensure that:

- **Leicestershire** Music has its own child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly (via the website).
- **Leicestershire** Music operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, key members of staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 1)
- There is a senior member of **Leicestershire** Music's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role with appropriate arrangements for before/after school and out of term time activities.
- The Designated Safeguarding Leads undertake Local Authority training (in addition to basic child protection training) and this is refreshed **every two years**. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) through safeguarding briefings etc.
- The Head of **Leicestershire** Music, and all other staff and volunteers who work with children (including early years practitioners within settings on a school site and in other **Leicestershire** Music contexts), undertake appropriate training which is annually updated and that new staff and volunteers who work with children are made aware of **Leicestershire** Music' arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education). This training must include, amongst other things, online safety. The Local Authority Induction leaflet, "Safeguarding in Education Induction – Child Protection Information, Safer Working Practice" will be used as part of this induction and Annex A from "Keeping Children Safe in Education" September 2024 is provided to all staff working directly with children.

- Any deficiencies or weaknesses in safeguarding policy or procedures are to be brought to the attention of the Hub Board and will be rectified without delay.
- The Local Authority Allegations Manager deals with any allegations of abuse made against the Head of **Leicestershire Music**. The **Leicestershire Music** Hub Board also have a Designated Safeguarding Lead member. For 2024 -25 this is Nazma Jassat Head Teacher njassat@charnwood.leicester.sch.uk
- Policies and procedures are in place and updated annually including a behaviour code of conduct for staff and volunteers - "Guidance for Safeguarding in Education Induction – safer working practices."

Leicestershire Music contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018. Early Help may be offered directly through school provision or via referral to an external support agency (eg Supporting Leicestershire Families). Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Partnership Boards

County - <https://lrsb.org.uk/lrscp;>

City - <http://www.lcitylscb.org/>

3.3 **Head of Leicestershire Music**

The Head of **Leicestershire Music** will ensure that:

- The policies and procedures adopted by the Hub Board are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings
- Allegations of abuse or concerns that a member of staff or adult working at school may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care (Children's Services) or the Police.

3.4 Designated Safeguarding Lead

The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). The responsibilities of the Designated Safeguarding Lead are found in Annex B of "Keeping Children Safe in Education, September 2024." They are expected to:

- Be available
- Manage referrals - refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as required.
- Keep the training, knowledge and skills of staff up to date

Working with others - The designated safeguarding lead is expected to:

- act as a point of contact with the three safeguarding partners
- liaise with the Head of Service to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- as required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
- liaise with staff (especially pastoral support staff), on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies
- act as a source of support, advice and expertise for all staff.

Training - The Lead DSL is expected to:

- ensure each member of staff has access to, and understands, the child protection policy and procedures, especially new and part time staff
- are alert to the specific needs of children in need, those with special educational needs and young carers
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)
- understand the importance of information sharing between and within agencies. Within the service, and with the three safeguarding partners, other agencies, organisations and practitioners
- are able to keep detailed, accurate, secure written records of concerns and referrals

- understand and support the service with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalization
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online
- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online prejudice based and discriminatory bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
- obtain access to resources and attend any relevant or refresher training courses
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures service may put in place to protect them.

4 Records, Monitoring and Transfer and information sharing

- 4.1** Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within **Leicestershire Music**. The Lead Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2** Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3** Information sharing between and within agencies is vital in identifying and tackling all forms of abuse and neglect. As part of meeting a child's needs, it is important for governing bodies and proprietors to recognise the importance of information sharing between practitioners and local agencies. This should include ensuring arrangements are in place that set out clearly the processes and principles for sharing information within the school or college and with the three safeguarding partners, other organisations, agencies and practitioners as required.

Staff should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

The Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the

information they hold safe and secure. The Data Protection Act 2018 and the GDPR do not prevent the sharing of information for the purposes of keeping children safe.

Further details on information sharing can be found:

- Chapter one of Working together to safeguard children which includes a myth-busting guide to information sharing
- Information sharing advice for practitioners
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf Providing safeguarding services to children, young people, parents and carers. The seven golden rules for sharing information will be especially useful
- The Information Commissioner's Office (ICO) data protection web hub <https://ico.org.uk/for-organisations/business/> includes ICO GDPR FAQs and guidance from the department

5. Support for pupils and staff

5.1 Support for pupils

- **Leicestershire** Music recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth
- **Leicestershire** Music recognise that **Leicestershire** Music activity may provide the only stability in the lives of children who have been abused or who are at risk of harm
- **Leicestershire** Music accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, too aggressive or being withdrawn
- **Leicestershire** Music seeks to remove any barriers that may exist in being able to recognise abuse or neglect in pupils with Special Educational Needs, a disability or certain health conditions (Links added to NSPCC advice on [protecting children with SEN](#); and [deaf/disabled children and young people](#))
- **Leicestershire** Music will seek to provide such children with the necessary support and to build their self-esteem and confidence.
- **Leicestershire** Music will support children who have a mental health need, are at risk of 'honour'-based abuse, have a parent in prison (or is affected by parental offending) or are persistently missing from education
- **Leicestershire** Music will support children and where necessary will ensure that an appropriate adult is present

Leicestershire Music will further support all students by:

- Encouraging the development of self-esteem and resilience
- Promoting a caring, safe and positive environment
- Ensure children are taught to recognise when they are at risk and know how to get help when they need it - both, physically and online.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children including Early Help
- Notifying Children's Social Care as soon as there is a significant concern
- Working with partner agencies to support and safeguard children within; Early Help, Children in Need, Child Protection and Looked After Children

5.2 Support for staff

As part of their duty to safeguard and promote the welfare of children and young people **Leicestershire Music** staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff (including staff and volunteers) is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

Multi-agency working. **Leicestershire Music** are aware that Schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements. Governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance on working together to safeguard children

5.3 Allegations against staff

If a member of staff, other than the Head of **Leicestershire Music** is approached by a colleague on a matter of concern as defined in this document, he/she must take the matter to the Head of **Leicestershire Music**. If the concern is about the Head, the Allegations Manager (LADO), should be informed on the same day.

Concerns about the conduct of an adult

- Report immediately to the Headteacher or Head of Service (or LADO if concerns about Head of Leicestershire Music or Chair of Governors if about the HT or in a MAT, the agreed person)
 - Write it down -time, date and sign
 - Do not talk to the person concerned
 - Keep it confidential
- a. **Confidentiality – Leicestershire Music** must make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Education Act 2011 amended the Education Act 2002, to introduce reporting restrictions. These provisions made it an offence (except in the limited circumstance expressly permitted by the

legislation), for any person to publish any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a child from the same school (where that identification would identify the teacher as the subject of the allegation).

6 Forms of abuse

6.1 Child-on-child abuse - Leicestershire Music recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. In these cases both children are the 'victims' and should be treated as such. Such abuse will not be tolerated or passed off as "banter," "part of growing up" or "boys being boys". This abuse could for example include sexual violence and sexual harassment, initiation/hazing type violence, all forms of bullying, aggravated child-on-child abuse and physical violence experienced by both boys and girls. There are local authority or LSCB guidances and policies to address these concerns including the pupil Behaviour Policy, Anti-bullying Policy, E-safety Policy and "Guidance for schools working with children who display harmful sexual behaviour" (Leicestershire LA Guidance) Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and pupils and to offer appropriate support.

Child on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying including LGBTQ);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse

6.2 Nudes and semi nudes - Leicestershire Music will always respond if informed that children have been involved in 'nudes and semi nudes (youth produced sexual imagery, non-consensual sharing of nude and semi-nude videos or imagery, sexual images and videos, sexualised online bullying, unwanted sexual comments and messages including on social media, sexual exploitation, coercion and threats). The UK Council for Child Internet Safety (UKCCIS) guidance, "Nudes and semi nudes in schools and colleges: responding to incidents and safeguarding young people" will be used to guide the service's response on a case-by-case basis.

The key points being:

- Inform the Head of **Leicestershire Music/Lead DSL** as soon as possible
- Support the victim as appropriate and in accordance with their best interests

- Inform all parents/carers of involved children unless by doing so you put a child at risk
- Images will not be viewed by service staff
- If the service or school is to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation or the targeting of a vulnerable student, inform the police

6.3 Sexual violence and sexual harassment – Leicestershire Music recognises that sexual violence refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and may include sexual name-calling, taunting or "jokes" and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. Evidence shows that girls, children with SEND and LGBT children are more likely to be the victims of sexual violence and harassment and boys are more likely to be the perpetrators. However sexual violence and sexual harassment can occur between children of any gender.

6.4 Upskirting – is where someone takes a picture under a person's clothing without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. If staff have a concern about a child or a child makes a report to them, they should speak to the designated safeguarding lead.

6.5 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE.) Leicestershire Music will respond to forms of abuse that both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Child sexual abuse where children are sexually exploited for money, power or status (including via online channels). It can involve violent, humiliating and degrading sexual assaults or forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point or are targeted by criminals involved in the illegal supply of drugs (County Lines). Staff training includes raising awareness of this issue and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate. Further guidance available in this [child sexual exploitation guidance for practitioners](#).

6.6 County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". Exploitation is an integral part of the county lines offending model with children and vulnerable adults being sexually or criminally exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. **Leicestershire Music** recognizes that children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines sexual or criminal exploitation exploitation.

6.7 'Honour-based' abuse (so called) including forced marriage and female genital mutilation (FGM) encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) forced marriage, and practices such as breast ironing. All forms of honour-based abuse will be passed to the Designated Safeguarding Lead for onward referral as required. As appropriate, **Leicestershire Music** will activate local safeguarding procedures using existing national and local protocols for multi agency liaison with police and children's social care. [DfE guidance on FGM](#) information available.

6.8 Preventing radicalisation **Leicestershire Music** are aware that children may be susceptible to extremist ideology and radicalization. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised.

As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Channel is a

voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable

6.9 Mental Health All **Leicestershire** Music staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. It is key that staff have an understanding of the impact of these experiences on a child's mental health, behaviour, progress and attendance. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood.

It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy. More information can be found in the [mental health and behaviour in schools guidance](#).

In addition, Public Health England has produced a range of resources to support secondary schools to promote positive health, wellbeing and resilience among children including its guidance [Promoting children and young people's emotional health and wellbeing](#)

6.10 Children with family members in prison. The imprisonment of a household member is one of ten adverse childhood experiences known to have a significant negative impact on children's long-term health and wellbeing, their school attainment, and later life experiences. Children may have to take on extra responsibilities at home, including becoming young carers in some situations.

These children are at risk of poor outcomes including stigma, isolation and poor mental health. Parental imprisonment is also associated specifically with negative school experiences, such as truanting, prejudice based and discriminatory bullying and failure to achieve in education and children of prisoners are at a higher risk of mental ill health and have an increased likelihood of experiencing poverty compared to their peers.

Approximately 200,000 children have a parent sent to prison each year and as such, **Leicestershire** Music will support children and their family members if children from our school have family members in prison. In such cases, **Leicestershire** Music will remain non judgemental and supportive towards the child and family so that they can achieve the best whilst in our environment.

6.11 Homelessness. Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Our DSL are aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity if our

children and family are experiencing homelessness. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property.

Whilst referrals and or discussion with the Local Housing Authority will be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live.

6.12 Abuse linked to faith, beliefs and culture. Child abuse is never acceptable in any community, in any culture, in any religion, under any circumstances. However, some children are subject to certain kinds of child abuse linked to their faith, belief or culture and this includes abuse that might arise through a belief in spirit possession or other spiritual or religious beliefs.

This kind of abuse can also include;

- Belief in concept of witchcraft, magic or voodoo
- Demons or the devil acting through children or leading them astray
- The evil eye or djinns and dakini
- Ritual or muti murders
- Breast Ironing
- Female Genital Mutilation
- Honour based violence and Forced Marriage
- Chastisement of a child in a Place of Worship

Whilst this is not an exhaustive list, **Leicestershire** Music recognises that sadly, such cases are on the increase within the community and we take such incidents as seriously as any other kind of abuse perpetrated by an adult on a child.

If **Leicestershire** Music has been made aware of such a case, the school will follow LSCB procedures and where appropriate, report the incident to Children Social Care and/or the Police.

6.13 Online safety. As **Leicestershire** Music facilitates some of it's work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, governing bodies and proprietors should ensure appropriate filters and appropriate monitoring systems are in place. The impact of technology can increase risks to children and it needs to be highlighted that young people can be both victims and perpetrators of abuse.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **Contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online prejudice based or discriminatory bullying.

Leicestershire Music staff also follow the **Leicestershire Music Online** and distance learning policy (see Appendix 5) and is guided by the latest DfE [guidance for safeguarding and remote education](#)

Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from their IT system. Leicestershire Music will consider the use of filtering and monitoring systems as part of their online presence and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Governing bodies and proprietors should consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.

- 6.14 Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, auntie or sibling).

Complaints or concerns raised by parents/carers or pupils will be taken seriously and followed up in accordance with the service's complaints process.

- 6.15 Intruders** – Where an armed intruder (or one that poses a serious safety hazard) enters a **Leicestershire Music** session/performance/event, staff should follow the guidance below if there is an intruder who is armed or poses a serious safety hazard in a school / venue / rehearsal / event or workshop.

- Call the police (999). Give the operator the location of the intruder, a physical and clothing description and the weapons involved. Remain on the line until told to hang-up.
- Monitor the location of the intruder. Be prepared to lock doors to isolate the incident and/or evacuate all children from the immediate area; depending upon how the risk is interpreted.
- Remain calm and do not attempt to engage with or disarm the intruder.

- In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear.
- When appropriate, the Head Teacher / teacher in charge should be informed of children present / missing
- Inform the Head of **Leicestershire** Music or **Leicestershire** Music DSLs when appropriate via phone call, text or email.

*Please note that there will inevitably be an investigation into the accident, and all staff or other witnesses may be called to recollect what happened.

7 Working with parents/carers

Leicestershire Music will:

- Ensure that parents/carers have an understanding of the responsibility placed on **Leicestershire** Music and staff for child protection by setting out its obligations on the **Leicestershire** Music website.
- Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.
- Reference the [Children in Need review](#) 'Improving the educational outcomes of Children in Need of help and protection' and [Help, protection, education: Concluding the Children in Need review](#) pdf for Government guidance.

8 Other Relevant Policies

8.1 The Hub Board's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Staff Code of Conduct
- Physical Interventions/Restraint (DfE Guidances "Use of Reasonable Force" and "Screening, Searching and Confiscation")
- Special Educational Needs and Disability
- Trips and visits
- First aid and the administration of medicines
- Health and Safety
- Equal Opportunities
- Extended school activities
- Lone Worker Policy
- Teaching curriculums and schemes of work

The above list is not exhaustive but when undertaking development or planning of any kind **Leicestershire** Music will consider the implications for safeguarding and promoting the welfare of children.

9 Recruitment and Selection of Staff

- 9.1** Leicestershire County Council's safer recruitment processes follow the Statutory Guidance: Keeping Children Safe in Education September 2024.
- 9.2** **Leicestershire** Music will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which the conclusion of an allegation has been unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 9.3** **Leicestershire** Music has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.
- 9.4** In line with statutory requirements, every recruitment process for **Leicestershire** Music staff will have at least one member (teacher/manager or Hub Board member) who has undertaken safer recruitment training.
- 9.5** Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance:
Disqualification under the Childcare Act 2006
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- 9.6** **Leicestershire** Music will inform shortlisted candidates that online searches may be done as part of due diligence checks.

Appendix 1

Procedure to follow in cases of possible, alleged or suspected abuse, or serious cause for concern about a child

Contents

A	General
B	Individual Staff/Volunteers/Other Adults - main procedural steps
C	Designated Safeguarding Lead – main procedural steps

A. General

- 1) The Safeguarding Children's Partners contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on <https://lrsb.org.uk/lrscp> (County) or www.lcitylscb.org (City)) The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes).
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children's Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) A record, dated (including the day) and signed, must be made as to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral might put the child at risk, and in individual cases, advice from Children's Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible make a dated (including the day), timed and signed record of what has been disclosed or noticed, said or done and report to the Designated Safeguarding

Lead in the school. Alternatively, if the disclosure is made at an **Leicestershire** Music organised activity, the report must be made to the Designated Safeguarding Lead of **Leicestershire** Music.

- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a Hub Board member, a trainee or another young person or child, the Head of **Leicestershire** must be informed.
- 4) If the allegation is about the Head, the information should normally be passed to the Local Authority Allegations Manager (LADO).

C. Designated Safeguarding Lead – main procedural steps

- 1) Begin a case file which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer).
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care, the First Response Children's Duty should be contacted by phone. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Children's Social Care. All other referrals should be made using the online form (see link <https://lrsb.org.uk/lrscp> (County) or www.lcitylscb.org (City)).
- 5) If the concern is about children using harmful sexual behaviour, refer to the separate guidance, "Guidance for schools working with children who display harmful sexual behaviour" (Leicestershire LA Guidance).
- 6) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from the First Response Professionals Consultation line (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

APPENDIX 2

Process for dealing with allegations against staff (including Head of Leicestershire Music) and volunteers.

Report immediately to the Headteacher (if in a school) or Head of **Leicestershire Music** (or LADO if concerns are about the Head or Chair of Governors if about the HT or in a MAT, the agreed person)

This guidance should be followed where it is alleged that anyone working in the school or college that provides education for children under 18 years of age, including supply teachers and volunteers has:

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

Leicestershire Music have a responsibility to ensure allegations are dealt with appropriately and that they liaise with relevant parties. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in a school or college is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time supports the person who is the subject of the allegation.

Whilst schools and colleges are not the employer of **Leicestershire Music** staff, they should ensure allegations are dealt with properly. In no circumstances should a school or college decide to cease to use a teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO)

The following definitions should be used when determining the outcome of allegation investigations:

- Substantiated: there is sufficient evidence to prove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- False: there is sufficient evidence to disprove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

Low level concerns about a member of staff

All **Leicestershire** Music staff are to share any concerns – no matter how small – about their own or another member of staff's behaviour with the Head of Service. If the concern is related to the Head of Service the LADO must be informed.

Leicestershire Music has a culture of openness, trust and transparency in which the clear values and expected behaviour are set out in the staff code of conduct. These behaviours are constantly lived, monitored and reinforced by all staff.

Relevant documents:

DfE "Keeping children safe in education: Statutory guidance for schools and colleges" September 2024 (part 4: Allegations of abuse made against teachers and other staff)

APPENDIX 3

Safeguarding pupils who are vulnerable to extremism and radicalisation

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues; and
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis

Leicestershire Music recognises the duties placed on us by the Counter Terrorism Bill (2015) to prevent our pupils being drawn into terrorism.

These include:

- Assessing the risk of pupils being drawn into terrorism (see Appendix 5)
- Working in partnership with relevant agencies under the LSCB procedures
- Appropriate staff training
- Appropriate online filtering

Leicestershire Music is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Leicestershire Music not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Single Point Of Contact (SPOC) (usually a Designated Safeguarding Lead or Head of Service) who have local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

APPENDIX 4

Female Genital Mutilation

Female Genital Mutilation is an illegal operation under the Female Mutilation Act 2003, is a form of child abuse and as such, is dealt with under the school's Child Protection & Safeguarding Policy. As of October 2015, it became a mandatory responsibility of all staff members to report any suspicion of FGM to the police if the child is under 18 years of age. If any staff at **Leicestershire** Music are aware of such concerns, staff will, in the first instance, report their concerns to the DSL and then take appropriate steps to either directly contact the Police or seek advice from Duty & Advice, Childrens Social Care.

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

APPENDIX 5

Online and distance learning policy VERSION 1.3

Last updated: July 2020. Reviewed by Hub Board: September 16, 2020

This policy establishes the expectations for Online/Distance Learning between a student and Leicestershire Music teacher from a private home.

The **Leicestershire** Music zoom Acceptable Use Policy (Sept 2020) must be read and signed by all staff

Learning applies to lessons/courses where:

- students are not able to meet with teachers or other students
- students are engaged in meaningful study through structured activities defined by **Leicestershire** Music

The purpose of this policy is:

- to ensure a high-quality learning experience for Online/Distance Learning students
- to make clear the responsibilities of all parties involved and the delivery of the lessons
- to safeguard all parties involved (this is in addition to [Leicestershire](#) County Council's Safeguarding Policy)

Ensuring the quality of the lessons

Leicestershire Music is committed to providing a high-quality experience to our students in the online/distance learning environment. **Leicestershire** Music's approach is to design the online learning provision that focuses on the following key areas:

- Adhering to our GDPR policy
- Structure and content - a guide for teachers
- A guide for parents
- Monitoring or progress
- Continuous assessment in line with **Leicestershire** Music working practice

Reporting of concerns by a child.

A parent/carer or responsible adult should be within earshot of the child during the online lesson. Students will be told that if they have any concerns before, during, or after a lesson they should ask the parent/carer for help. This could include for example:

- Technical issues with the computer or internet connection.
- Practical issues, such as arranging the appropriate space to play their instrument.
- Other issues, such as not being comfortable with what is happening in a lesson.
- Tuning of or problems with the instrument.
- Allowing additional time to set up the technology.

The parent/carer should be aware that the reporting of any safeguarding concerns is the same as under the **Leicestershire** Music safeguarding policy

<https://leicestershiremusichub.org/safeguarding>

Mechanisms to identify, intervene, and escalate any incident where appropriate.

Leicestershire Music's online tuition safeguarding follows the same reporting process as with face-to-face lessons. Any concerns can be addressed to **Leicestershire** Music's Designated Safeguarding Lead (name and contact information are as per the **Leicestershire** Music Safeguarding policy).

Keeping records

Leicestershire Music staff are asked to keep records of when they have accessed online / distance learning in order to address any safeguarding issues that may arise.

Professional behaviour and dress.

As lessons will happen in an informal home environment, it is important that both teachers and students follow the same behaviour as they would in a school environment. This will help minimise any safeguarding risks, and thus advice to staff, parents and students includes:

- Having a parent or carer within earshot of the student taking part in the online lesson.
- Appropriate dress (e.g. not wearing pyjamas). Both staff and students should wear clothing that would normally be worn in public.
- Following the teacher's instructions.
- Asking the teacher before leaving the session (e.g. to go to the toilet).
- Not taking phone calls, messaging others, or using devices that aren't requested by the teacher for learning.
- Not having other browsers or apps open during the online lesson to reduce the risk of inappropriate content being displayed when in "Present" mode (sharing the screen with other participants).

Location of online lessons.

The location in which both students and teachers take part in the online lesson should be in an appropriate room (not in a bedroom for example), and within earshot of a parent or carer. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the **Leicestershire** Music teacher will work with the parents to make sure that whatever space is available to use is neutral, safe, conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example there shouldn't be a TV or screen switched on, or posters that may cause offence.

Teachers in particular should receive sufficient training to be able to lead by example, and be aware of making the background visible in their online teaching professional and neutral. Teaching space should not reveal any details about the teacher's personal life. Care should be taken to remove anything that would not be appropriate in a face-to-face lesson either, for example, personal items, laundry drying, or anything that may distract students.

Teachers should check with the student at the start of the lesson if they feel comfortable in the environment and that they can stop at any time.

Parental involvement and expectations

Having the support of a parent/carer in setting up the lesson is often needed. And being within earshot is important for safety as well as for practical help. Parents are expected to be present at the start and finish of lessons wherever possible.

The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need a person in the room to help keep them focused and safe, particularly if it's a new activity. But too much parental involvement can also be distracting or cause shyness with older students. In general it is recommended that the parent/carer is within earshot of the lesson.

Screen sharing and file sharing

Teachers should have a "clean" screen and desktop and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming TEAMS calls).

Taking screenshots and recording video of sessions.

Teachers will not make any video recordings or screenshots of sessions. Students will also be instructed not to do this, and this will be noted in the guidance for parents.

Although teachers don't have control of the student's devices, and so relies on trust, this will minimise the risk of images of children being made or distributed without parental consent.

Although having recordings of sessions available is useful if there are any safeguarding queries, the situation in normal face-to-face lessons is that video recordings of lessons are rarely available, and as parents/carers are asked to be within earshot of the online lessons, the risks associated with online lessons are no different than they would be in a school room with glass door or windows.

Use of Personal Data

GDPR - Children's personal information

Leicestershire Music are asked not to share any personal contact information with teachers or other students (such as social media names or phone numbers). If there are any issues with students doing this, the teacher will remove the student from the online session and contact the parent/carer to discuss how to stay safe online.

Parental Consent for online tuition will be needed before tuition commences.

APPENDIX 6 – Code of conduct

Leicestershire Music's Code of Conduct (included in the Leicestershire Music Staff Handbook and last updated 2023)

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate or inadvisable.

There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a pupil which could contravene this guidance or where no guidance exists.

Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager.

- Staff must treat information about children and families discretely and not disclose confidential matters
- Staff should be careful not to misuse their power and influence over children and young people
- Staff are ambassadors of **Leicestershire** Music and will present a professional and positive view of **Leicestershire** Music at all times.
- Staff should ensure their behaviour remains professional at all times including their dress, use of language and online communication
- Staff should not be in personal communication with pupils –includes texting, messaging, social networking sites etc.
- Care should be taken not to conflict with schools' requirements regarding dress and general appearance.
- For reasons of school security and personal safety, all staff must sign in on arrival at a school and sign out on departure – this will be monitored periodically. Leicestershire County Council identity badges must be worn at all times.
- There will be no smoking, eating or using a mobile phone whilst working in schools or working online with children or teachers or in staff meetings or other occasions where you are representing or working for **Leicestershire** Music / LCC
- Staff should be punctual when visiting schools, if running late they should phone the school
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported
- Physical contact should be minimal, time limited, age appropriate and able to be justified. It is essential to ask the child's permission before doing anything for them which is of a physical nature, such as assisting with holding an instrument
- Staff should not give gifts other than as part of an agreed **Leicestershire** Music or school reward system

- Council staff are required to register any gifts or hospitality they are offered, and any private interests that could conflict with their public duty
<https://www.leicestershire.gov.uk/jobs-and-volunteering/staff-policies/employees-register-of-interests-gifts-and-hospitality>
- Be mindful of situations where a pupil or parent comes to depend on you for support and discuss with a senior member of staff
- Staff should not give lifts to children and young people
- Staff are in a position of trust and the power and age difference means they are not “friends” with children and young people, students or ex -students.
- Report any situation where a pupil may have developed an infatuation

Breaches of the guidance could result in criminal or disciplinary action being taken

APPENDIX 7- Whistleblowing

Leicestershire Muisc follow Leicestershire County Council's Whistleblowing policies and procedures. The policy can be found [here](#).

The policy is intended to cover concerns that fall outside the scope of other existing Council procedures (e.g. complaints procedures, safeguarding reporting and employment policies and procedures).

You should only consider raising concerns through Whistleblowing arrangements if:

- You have genuine reasons why you cannot use the above policies and procedures; **or**
- You have reason to believe that these policies are failing or are not being properly applied; **and** in any case;
- There is a public interest aspect.