

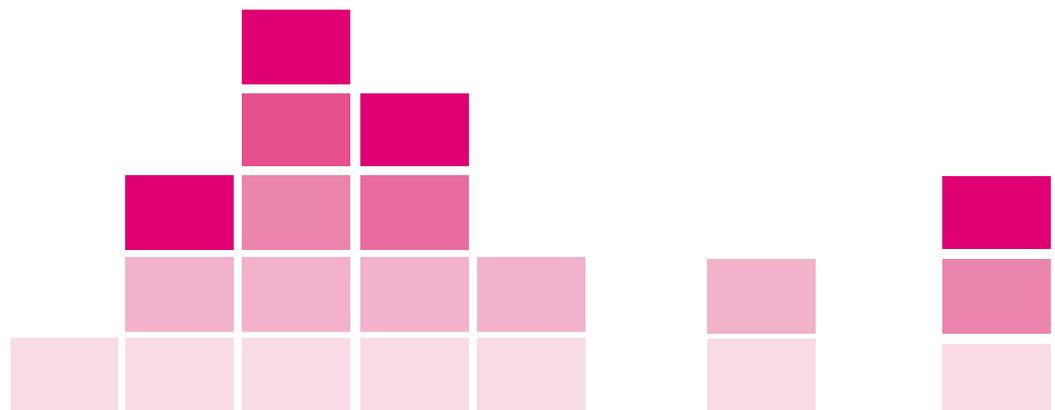


Cornwall Music **Education Hub**

Child Safeguarding Policy

12th April 2021

Cornwall Music Education Hub, Together for Families



1 - Introduction

1.1 - The purpose of the policy:

- To provide protection for the children and young people who receive services from Partners and Registered/Commissioned Providers of the CMEH.
- To provide staff and volunteers of Partner organisations and Registered Providers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

1.2 - Policy Statement

The CMEH recognises:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

1.3 - Policy Application

This policy applies to all personnel involved in delivering activities on behalf of the CMEH, including senior managers and the Strategy and Advisory Panel, paid staff, volunteers and sessional workers, agency staff, students or anyone else working on behalf of the CMEH.

1.4 - All Partners of the CMEH and Registered/Commissioned providers will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child safeguarding policies and processes with a code of conduct for staff and volunteers
- Ensuring all staff and volunteers are familiar with their organisation's safeguarding policies and procedures, including contact details for their Designating Safeguarding Person through an induction process
- Recruiting staff and volunteers following Safer Recruitment guidelines, ensuring all necessary checks are made
- Ensuring all staff and volunteers regularly undertake child protection training so that they are aware of the different forms of abuse/risks to children (including eSafety) and the signs to look out for, what to do in the event of a disclosure by a child and how to keep both children and themselves safe during their activities.

- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training around safeguarding and best practice.

Part 2 – Responsibilities

2.1 - Designated Safeguarding Person

Each Partner and Registered Provider within the CMEH partnership will have its own Designated Safeguarding Person (DSP) who is designated:

- To act as the first point of contact for staff or volunteers concerned about the safety and welfare of a child.
- To be responsible for contacting the Children’s Social Care Department in cases where a child is at risk of harm.
- To be familiar with Local Safeguarding Children Board (LSCB) procedures
- To ensure that all staff/volunteers are familiar with child safeguarding policies and procedures.
- To advise and provide guidance to staff concerned about a child protection issue.
- To liaise with appropriate local agencies for support and advice and keep a list of local contacts.
- To organise training of staff about how to respond to child protection concerns.
- To collect monitoring data on all safeguarding activities across the organisation.

2.2 - All Staff and Volunteers

All CMEH Partner or Registered/Commissioned Provider staff and volunteers have a responsibility for the protection of children engaged in CMEH activities. It is their role:

- To be familiar with their organisation’s own child safeguarding policy and follow the recommendations laid out in the safe code of conduct.
- To ensure that all activities that are delivered are done so in a safe manner, having been risk assessed and with adult/child ratios in place that are appropriate to the age of the young people involved and the activity taking place. Staff should also take into account the general behaviour and maturity of the young people involved, gender balances, access to First Aid support and supervision in the event of an emergency when considering staffing ratios.
- To respond appropriately to, and report concerns about, a child to their DSP.
- To keep accurate records of concerns about children and actions taken.
- To ensure parents, carers, children and young people are aware of the organisation’s safeguarding policy and procedures.

3 - Procedure for handling concerns over the welfare of a child or young person

3.1 - Reporting a Concern

All CMEH Partner or Registered/Commissioned Provider staff and volunteers have a responsibility to ensure concerns about children, no matter how unclear, are passed on and assessed. Staff should not undertake any investigations but should provide a written account of a disclosure or concerns to the organisation's Designated Safeguarding Person, who should contact the Children's Social Care Department.

3.2 - Procedure in the absence of own DSP

In the absence of the organisation's own DSP, Partners, Registered/Commissioned Providers and their staff should contact the CMEH Manager, Tanya Moore (tanya.moore@cornwall.gov.uk) in the event of an urgent child protection concern relating to a child or young person involved in a CMEH funded or organised activity (including activities which the CMEH has commissioned another organisation to deliver).

4 - Procedures for managing allegations against members of CMEH Partner or Registered/Commissioned Provider Staff

4.1

If concerns relate to the conduct of a member of staff these should be reported to the organisation's DSP immediately. Concerns about a member of staff may fall into any of the following three categories where someone has:

- Behaved in a way that has harmed the 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 as a member of staff s/he is unsuitable to work with children.

4.2

The allegation should be reported by the DSP to the CMEH Manager, Tanya Moore, immediately, unless that person is the subject of the allegation, in which case it should be reported to the Raising Aspiration & Achievement Manager, Andy Barclay. If the DSP is the subject of the allegation, then it should be another member of the Partner's Senior Management Team that reports to the CMEH Manager.

4.3

If the allegation meets any of the criteria in the paragraph above the Manager of the Partner or Registered/Commissioned Provider organisation should report it to the **Cornwall Designated Officer**. The Designated Officer is responsible for providing advice, liaison and monitoring the progress of cases specifically relating to allegations against members of staff, to ensure that cases are dealt with as quickly as possible, consistent with a fair and thorough process.

4.4

The police and other relevant agencies should always be consulted before informing the person who is the subject of an allegation that may possibly require a criminal investigation. The Designated Officer will discuss the matter with the employer and, where necessary, obtain further details of the allegation and the circumstances in which it was made.

4.5

If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the Designated Officer will immediately refer to children's social care and ask for a strategy meeting to be convened straightaway. In these circumstances, the strategy meeting should include the Designated Officer and a representative of the employer.

4.6

If there is no cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the Designated Officer will immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

5 - Confidentiality and Information Sharing

5.1

Care must be taken to ensure that both adults' and children's confidentiality is maintained, and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by CMEH and its Partners/Registered & Commissioned Providers will only be disclosed to others either with their consent or when there is a legal duty to do so.

5.2

Guidance allows for the disclosure of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.

6 - Local Safeguarding Children Board

The Cornwall and Isles of Scilly Safeguarding Children Board website can be found at:

<https://ciossafeguarding.org.uk/scp>

This website lists contact details for the Cornwall Council Multi Agency Referral Unit and guidance around child protection

Contact Details for Cornwall

Multi-Agency Referral Unit

- 0300 1231 116 or multiagencyreferralunit@cornwall.gov.uk

Out of Hours Service

- 01208 251300