

Theory of Music Limited

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Child Safeguarding Policy

1. Introduction

Theory of Music Ltd (“the company”) adopts the principle that no child should experience abuse of any kind. The company recognises its responsibility to promote the welfare of all children who use its services and its responsibility to keep those children safe. The company is committed to practice in a way that protects children. This policy applies to anyone working on behalf of Theory of Music Ltd.

1.1. Definition of “child”

In this policy the definition of “child” is anyone under 18 years of age.

1.2. Note

Theory of Music Ltd does not, as the time of the formulation of this policy, intend to provide services to anyone under the age of 14.

1.3. Purposes of the policy

This policy has two main purposes.

1. To outline the procedures that will be used by Theory of Music Ltd to protect children who receive the company’s services.
2. To inform people working for or on behalf of the company, and users of the company’s services, about the principles that guide the company’s approach to child protection.

2. Legal framework

This policy has been drawn up on the basis of UK law and other guidance that seeks to protect children. The following have been consulted:

- a) Children Act 1989
- b) United Convention of the Rights of the Child 1991
- c) Data Protection Act 1998
- d) Sexual Offences Act 2003
- e) Children Act 2004
- f) Protection of Freedoms Act 2012

3. General principles

Theory of Music Ltd adopts the following principles when providing services to children.

3.1. The welfare of the child is paramount.

3.2. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

3.3. It is important to acknowledge that some children are additionally vulnerable because, for example, of the impact of previous experiences, their level of dependency or their communication needs.

3.4. Working in partnership with children, young people, their parents, carers and other agencies is essential when promoting the welfare of children.

3.5. Actions Theory of Music Ltd will take to keep children safe are listed below.

3.5.1. Show children we value them by listening to and respecting them.

3.5.2. Adopt child protection practices and a code of conduct.

3.5.3. Ensure all necessary checks are made when recruiting staff.

3.5.4. Provide effective management for those working on behalf of Theory of Music Ltd through supervision, support and training.

3.5.5. Share information about child protection and good practice with children, parents, and all those working on behalf of Theory of Music Ltd.

3.5.6. Take all concerns and allegations of abuse seriously.

3.5.7. Share concerns with agencies when necessary, and involve parents and children when appropriate.

3.5.8. Appoint a designated person to be responsible for the implementation of this child safeguarding policy. The designated person will complete a training course about child safeguarding provided by the National Society for the Protection of Children (NSPCC) or a body of similar standing in field of child protection. The certificate of course completion will be published on the company's website: www.theoryofmusic.eu together with the name of the designated person.

4. Review of this policy

This policy will be reviewed annually.

5. Dealing with suspected abuse of a child

5.1. Scope of this procedure

This procedure applies to anyone working on behalf of Theory of Music Ltd who may be concerned about the safety and protection of a child.

5.2. Purpose and aim of this procedure

The company aims to ensure those children who attend Theory of Music events or groups, and any other children who may come to the attention of Theory of Music Ltd, receive the protection and support they need if they experience or are at risk of abuse. (See Appendix A for definitions and examples of abuse).

This procedure provides clear direction to all those working on behalf of Theory of Music Ltd should they have concerns that a child is in need of protection.

5.3. Ways that potential abuse might come to the attention of adults working with children

5.3.1. A child might make a direct disclosure. A direct disclosure occurs when a child talks directly to an adult and discloses details about abuse they or another child are suffering from.

5.3.2. A child might make a direct disclosure about another child.

5.3.3. A child might offer information that is a cause for concern but is not a direct disclosure.

5.3.4. A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering.

5.3.5. A parent or carer might offer information about a child that is a cause for concern but not a direct disclosure.

5.4. The following is a list of symptoms which may be indicators of abuse.

5.4.1. An injury on a part of the body not normally prone to such injuries.

5.4.2. Sexually explicit language or actions.

5.4.3. A sudden change in behaviour, e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper.

5.4.4. A change observed over a long period of time, e.g. the child losing weight or becoming increasingly dirty or unkempt.

5.4.5. A general distrust and avoidance of adults, especially those with whom a close relationship would be expected.

5.4.6. An unexpected reaction to normal physical contact.

5.4.7. Difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. However, if you notice a change in a child's behaviour, raising your concern is the right thing to do.

5.5. Responsibilities

It is not the responsibility of Theory of Music Ltd's staff to investigate allegations of abuse, but it is their responsibility to take all allegations and concerns seriously and to report them to the appropriate person. In dealing with any concerns about abuse the steps set out in the safeguarding flowchart (Appendix B) will be followed.

5.6. Guidelines: talking to a child who has said they or another child is being abused

Theory of Music Ltd's staff will take these actions when talking to a child who has said they or another child is being abused.

5.6.1. Reassure the child that telling someone about the abuse was the right thing to do.

5.6.2. The staff member will tell the child who made the disclosure that they will do what they can to ensure the safety of the children concerned.

5.6.3. Let the child know what the staff member is going to do next and who else needs to know about the allegation.

5.6.4. Let the child tell his or her whole story.

5.6.5. The staff member will not try to investigate the allegation or question the child, but will make sure they understand clearly what the child is saying.

5.6.6. Ask the child what they would like to happen as a result of what they have said, but without making promises that cannot be kept. For example, do not promise that the allegation of abuse will be kept confidential.

5.6.7. If in the United Kingdom give the child the ChildLine phone number: 0800 1111.

5.7. Guidelines: helping a child in need of emergency medical attention or in immediate danger

Theory of Music Ltd's staff will take these actions when helping a child who is in need of emergency medical attention or in immediate danger.

5.7.1. If the child needs emergency medical attention, call an ambulance and, while they are waiting for it to arrive, get help from someone trained in first aid.

5.7.2. If someone trained in first aid is not available, the member of staff will use any first aid knowledge they may have to help the child.

5.7.3. If the child is in immediate danger and is with the member of staff, the member of staff will remain with the child and call the police.

5.7.4. If the child is not with the member of staff, the member of staff will contact the police and explain the situation to them.

5.7.5. The member of staff will contact the designated person for child protection and tell them what is happening.

5.8. Record keeping when there is a concern about potential abuse of a child

The Reporting Form (Appendix C) will be used to record details of any concerns raised about abuse of a child. The completed form may be forwarded to the statutory child protection authorities and will be kept confidential.

6. Recruitment, management and responsibilities

6.1. Recruitment

6.1.2. Theory of Music Ltd will ensure its staff, if they will be dealing with children, are recruited safely, know their responsibilities in relation to child safeguarding and understand what constitutes safe practices when dealing with children.

6.1.3. Theory of Music Ltd will bring this safeguarding policy to the attention of new staff, and provide training as necessary. The company will ensure, if applicable, that all job applicants sign a declaration stating that there is no reason why they should be considered unsuitable to work with vulnerable persons¹.

6.1.4. Where appropriate the company shall request one or more written references relating to the applicant's experience of working with children. In this case the company will also ask the referee to comment on the suitability of the applicant for working with children. The company will carry out a Disclosure and Barring Service (DBS) check whenever it is necessary to do so.

7. Accountability and responsibility

All those working with children on behalf of Theory of Music Ltd will follow these guidelines. They will:

7.1. make the welfare of children their highest priority

7.2. be familiar with this safeguarding policy.

7.3. know what action to take if abuse is suspected

7.4. know how to report suspected cases of abuse

7.5. understand that it is their personal responsibility to contact emergency services in appropriate circumstances

7.6. be aware any disclosure of confidential information to any parties other than in accordance with those detailed in this policy will be regarded as gross misconduct

¹ The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them substantial, unsupervised access on a sustained or regular basis to children must declare all previous convictions. Applicants are also required to declare any pending case against them. It is important that applicants in this particular category understand that all information will be dealt with confidentially and will not be used against them unfairly.

8. The child protection designated person

The child protection designated person (the “designated person”) is responsible for:

- keeping this child safeguarding policy up to date
- maintaining contact details for local children’s services and the police
- advising the directors on safeguarding and child protection issues.

In cases of potential child abuse the designated person will be the first point of contact. The designated person will also be responsible for making an initial evaluation of any report of potential abuse and decide what action to take.

For more information about Theory of Music Ltd’s designated person see Appendix D.

9. Child safeguarding code of conduct

All those working on behalf of Theory of Music Ltd are required to follow this code of conduct. They will:

- 9.1.** treat the children involved in Theory of Music Ltd’s activities with respect
- 9.2.** ensure the health and safety of children is paramount at all times
- 9.3.** liaise with parents, guardians and carers in an open and transparent way
- 9.4.** listen attentively to any disclosures, allegations or other information that might indicate child abuse has taken place
- 9.5.** not give a guarantee to anyone making a disclosure that the disclosure will be kept confidential
- 9.6.** report any disclosures, allegations or concerns regarding child abuse immediately and the follow the procedures in this policy
- 9.7.** not discuss with the media any allegation of child abuse they have become aware of through their work for or on behalf of Theory of Music Ltd
- 9.8.** avoid being alone with a child who is a service user
- 9.9.** Follow Theory of Music Ltd’s guidelines in **9.9.1.** on online face-to-face tuition.
 - 9.9.1.** Children receiving face-to-face online tuition using Skype, Zoom or any similar communications software must be accompanied by a responsible adult. If no responsible adult is available the lesson will not take place. The responsible adult need not be present during the complete lesson but must be present at the beginning and end of the lesson and make their presence known to the tutor. If for any reason the responsible adult becomes unavailable for the end of the lesson the student must let the tutor know. In this case the tutor will record the end of the lesson and save the recording.
- 9.10.** not travel alone in a car with a child who is a service user, however short the journey

9.11. not take children into their home alone as part of any Theory of Music Ltd activity

9.12. only use physical contact with a child if absolutely necessary

9.13. in cases where they have to help a child, they will wherever possible make sure they are in full view of others, preferably other adults

9.14. ensure when the guidelines in 9.8. 9.10 and 9.11. cannot be followed, that this departure from the guidelines occurs with the full knowledge and consent of the child's parents or someone in loco parentis

Disciplinary action may be taken if these guidelines are breached.

Appendix A: Definitions and examples of abuse

Physical abuse is violence causing injury or occurring regularly during childhood.

Physical abuse includes:

- a) a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- b) someone tries to drown or suffocate a child
- c) someone gives a child poison, alcohol or inappropriate drugs
- d) someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases the injuries will be caused deliberately. In others they may be accidental, but caused by the child being knowingly put at risk.

Sexual abuse occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires.

Sexual abuse includes:

- a) forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- b) encouraging children to behave in sexually inappropriate ways
- c) showing children pornographic material or involving them in the production of such material
- d) involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Emotional abuse is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development.

Emotional abuse includes:

- a) persistently denying the child love and affection
- b) regularly making the child feel frightened by shouts, threats or any other means
- c) hurting another person or a pet in order to distress a child
- d) being so over-protective towards the child that they are unable to develop or lead a normal life
- e) exploiting or corrupting a child, e.g. by involving them in illegal behaviour
- f) Conveying to a child the message that they are worthless, unlovable, inadequate, or their only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

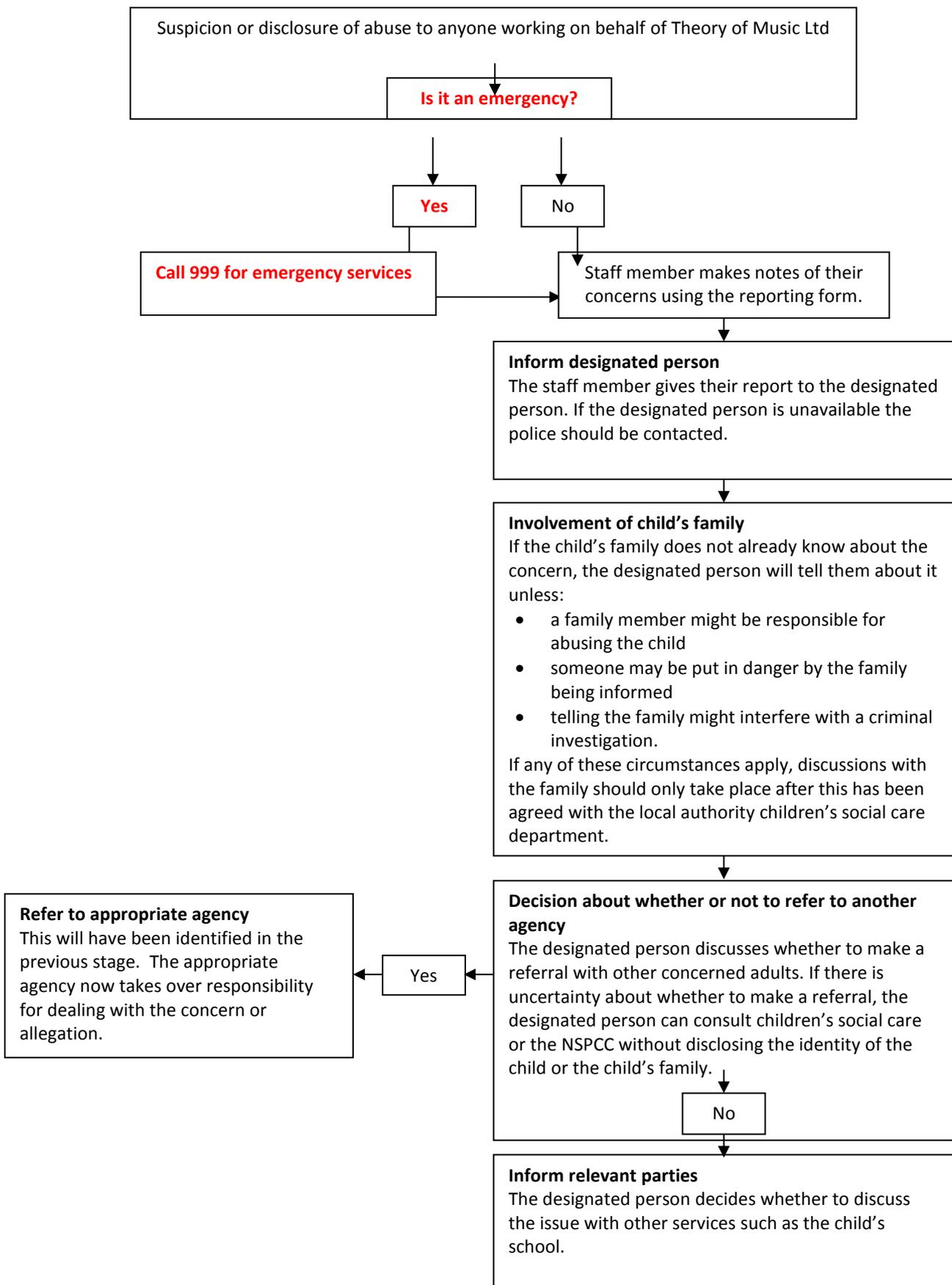
Neglect involves persistently failing to meet a child's physical, psychological or emotional needs.

Neglect includes:

- a) failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met

b) Failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of particular activities or leaving a child alone in the house.

Appendix B: Safeguarding flowchart



Appendix C: Reporting form

Name of person reporting:

Name of child:

Age of child:

First language of child:

Additional needs of child (e.g. disabilities):

Parent or carer's name or names:

Parent or carer's home address:

Parent or carer's telephone number:

Are you reporting your concerns or reporting someone else's?

Brief description of what has prompted the concerns, including date, time, specific incidents and any significant details:

Have you spoken to the child?

If you have spoken to the child, what was said? Try to record the child's exact words.

Have you spoken to the parent or carer? If so, what was said?

Has anybody been alleged to have caused harm? If so, please give details:

Person reported to and date of reporting:

Signature of person reporting:

Today's date:

Additional notes:

End of reporting form.

Appendix D: Child safeguarding designated person

Designated person details

Barry Mitchell, company secretary.
email: barry.mitchell@theoryofmusic.eu

Barry Mitchell completed the online course *Child Protection an introduction* by NSPCC training on 16 November 2016.

Policy adopted on: 25 November 2016.
Review date: 25 November 2017.