



## Child Protection Policy

**KEY CONTACTS – If you have a concern of any kind please contact the individuals below.**

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<b>Policy Reference</b>	<b>Pol_GCYGM_1S</b>
<b>Version</b>	<b>2</b>
<b>Last Approval / Review Date</b>	<b>April 2025</b>
<b>Next review date</b>	<b>April 2026</b>
<b>Uncontrolled document once printed</b>	

## **1. INTRODUCTION**

- 1.1 The main objective of the Gwynedd and Anglesey School Music Service (GCYGM) is to promote and encourage musical activity among young people in Wales particularly by promoting expressive art and music in the context of dance, drama, poetry, television and film. This is achieved through our provision of instrumental music and vocal lessons to around 5,000 pupils by over 50 experienced tutors, our musical instruments lending service and the regional and county ensembles.

## **2. PURPOSE**

- 2.1 This policy confirms the commitment and responsibilities of GCYGM to protect children and young people from harm.

## **3. SCOPE**

- 3.1 The policy applies to, and will operate across, all of the service's activities and is relevant to staff, tutors, managers, trustees and anyone else who acts in the name of GCYGM.

## **4. STATEMENT**

- 4.1 GCYGM recognises its responsibilities to protect children and young people who participate in musical activities from harm. As an organisation, we are determined to take all necessary steps to do so.

## **5. POLICY DETAILS**

### **5.1 Principles**

- 5.1.1 This policy establishes the role and responsibilities of GCYGM and explains what is expected of everyone associated with the services provided. It highlights the importance GCYGM places on safeguarding children and young people.
- 5.1.2 All children and young people participating in GCYGM activities should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of all adults associated with the organisation.
- 5.1.3 GCYGM has acknowledges that child abuse is an emotional subject and is very difficult, however, we understand our responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying. We are determined to meet our obligation to ensure that we provide opportunities for children and young people to participate in musical activities with the highest standard of care possible.
- 5.1.4 This policy will be created in accordance with Procedures for Safeguarding Children in Gwynedd and Anglesey.
- 5.1.5 A child is defined as a person under the age of 18 (according to the Children's Act 1989).

### **5.2 GCYGM Responsibility**

- 5.2.1 GCYGM will ensures and take responsibility for:

- Appointing a person designated to be responsible for dealing with any concerns relating to the protection of children. Details of that person and their responsibilities can be found in section 5.5.2 below.
- Responding to any allegations appropriately and that all doubt or allegations of abuse will be considered seriously and promptly.
- Following the recruitment procedure and select staff and tutors carefully and carry out any relevant background checks.
- Training, supervising and encourage all staff, tutors and volunteers to behave in accordance with this policy and any Codes of Practice or related procedures.
- Reviewing the policy annually.
- Conduct risk assessments on all activities.
- Promote Good Practice.

### **5.3 Responsibilities of staff, tutors and volunteers**

- 5.3.1 Staff, tutors and volunteers who act in the name of GCYGM are expected to take responsibility for ensuring that they are aware of the contents and requirements of this policy and the Conduct Guidelines involved.
- 5.3.2 Report any concern or doubt in a timely manner by using the appropriate form. (To anyone who's worried, remember that the person who comes across the allegation of abuse, or suspicion of abuse first is not the one responsible for determining whether abuse took place or not. This is the work of professional child protection agencies after they have received information if there is concern about the child. Don't worry that you might be wrong. You will always be taken seriously, and it is better to have discussed the matter with someone with the experience and the responsibility to make an assessment).
- 5.3.3 If a child or young person lets you know about a case of abuse or if someone discloses that he/she is being abused, whether at home or in another location, then in receiving the information, you should:
- Respond sensibly
  - Ensure the child that he/she has done the right thing by informing you and that the child is not to blame taking what the child is saying seriously
  - Avoid asking too many questions to ensure clear and accurate understanding of what is said.
  - Do not ask for specific details
  - Comfort the child, but do not promise confidentiality, which may not be practical in the light of later developments – remember you should not touch the child
  - Let the child/young person know what you will do next
  - Keep a full and written record of what is said as soon as possible and don't hesitate to share the information
  - Share the information with the Head Teacher or the designated Child Protection Teacher or the Head of Music for pupils at the school or GCYGM Creative Director.

- Make enquiries with the person which the information was shared as to what steps have been taken, within a week of sharing the information or at the next visit to the school

#### **5.4 Next steps**

- 5.4.1 Once the form has been completed and sent to the designated person, it is not the responsibility of GCYGM to determine whether abuse has occurred or not. However, we will share the information with the appropriate authority. Children's Social Care has a statutory duty under the Children's Act 1989 to ensure the welfare of a child. Where a referral is made to safeguard a child, they have a legal responsibility to investigate, and each agency has a duty to co-operate with the investigations. This might include talking with the child and his/her family and gather information from other people who know the child. Investigations can be carried out in conjunction with the police. So naturally, concerns about children must be taken seriously.
- 5.4.2 When reporting, record all the information so that we can create a written report if requested to do so at a later date.

#### **5.5 Designated Person**

- 5.5.1 The designated Person at GCYGM is the Creative Director.
- 5.5.2 The Designated Person's role is:
- to establish contact with senior social services officials responsible for child protection in the area:
  - to provide information and advice on child protection within GCYGM
  - to ensure that GCYGM child protection procedures and policy are followed and in particular to inform the social services about any relevant concerns about individual children
  - to contact social services and other agencies, as appropriate
  - to ensure that an individual case record is kept of the action taken by GCYGM, the contact with other agencies and the result where a report is made
  - to advise regarding the needs of child protection training

#### **5.6 Possible signs of Abuse and Neglect:**

- 5.6.1 Signs/indicators of abuse and neglect are helpful if used carefully. They are not necessarily evidence of abuse or neglect. However, if you have concerns about a child or young person, they can help you to think about the reason for that concern.
- 5.6.2 Signs which may indicate physical abuse:
- Multiple bruises to different parts of the body
  - Bruises of different colours which suggests continuing injuries
  - Bruises tip of the fingers to the back, the arms or the legs
  - Burns of any shape or size
  - Injury with no adequate explanation for it

#### 5.6.3 Signs of possible sexual abuse:

- Something that a child has told you
- Something that a child has told someone else
- A child demonstrating a behaviour that has been sexualised which causes concern when playing or among other children
- A child who appears to have sexual information that is inappropriate for his/her age

#### 5.6.4 Signs that might indicate emotional harm:

- It is possible that the following signs may be found among children whose parents are overly critical and emotionally cold, or who are unable to meet the emotional needs of their child:
- Children who harm themselves e.g. they may be cutting or scratching themselves
- Children who try to kill themselves
- Children who demonstrate high levels of distress, unhappiness or become shy
- Children who are usually looking for or avoiding attention

#### 5.6.5 Signs that might indicate neglect:

- Children that appear tired or they do not have continuous energy
- Bad smell on a child, or dirty clothing
- Children who suffer regular injuries because of a lack of supervision.

5.6.6 Please note that these lists are potential indicators of abuse, and you must take into account any signs of abuse in their context.

### 5.7 Positive ways of safeguarding children:

#### 5.7.1 What do children need?

- To feel secure and safe
- Health and happiness
- Appropriate attention
- Lots of smiles
- Praise and encouragement
- Be able to talk to someone
- Have someone to listen to them
- New experiences
- Respect for their feelings
- Rewards and incentives.

## 6. Recruitment

- 6.1 GCYGM is dedicated to the principles of safe recruitment and as part of that, adopts a recruitment procedure that helps prevent, reject and/or identify people who may be a danger to children and young people.
- 6.2 Safe and robust recruitment processes will be firmly followed in terms of DBS, safeguarding assessments, risk assessments, publicity material, recruitment website, advertisements, candidate information, safeguarding training etc. DBS checks will be carried out in a timely and consistent way before any new member of staff starts working for the service.
- 7. Monitoring and reporting**
- 7.1 The implementation of this policy will be monitored closely, with any instances of failing to comply reported to the Trustees.
- 8. Training**
- 8.1 Staff and Tutors will receive annual refresher training on Child Protection and Safeguarding arranged by GCYGM.
- 9. Review**
- 9.1 This policy will be reviewed annually to ensure that it remains up to date, the policy will generally be reviewed every 3 years, or as a result of any legislative change.

Adopted by the GCYGM Board of Trustees on the 10<sup>th</sup> April 2025

## Conduct Guidelines

Staff and tutors are strongly encouraged to read the guidelines below carefully. Failure to follow the guidelines could lead to disciplinary proceedings or termination of agreement with GCYGM.

### Professional Code of Conduct

- Relationships – Staff and tutors should put the welfare of children and young people involved with GCYGM first on all occasions. Staff and tutors should take care that their relationship with pupils reflect their age, gender and maturity. It is specifically important that language, attitude or demeanour – however it happens – will not give rise to misunderstandings, especially when dealing with boys and girls in their teens. Ambiguous comments and behaviour should be avoided.
- Physical contact – Physical contact may be misinterpreted by pupils, parents and anyone else who sees it. Staff and tutors should not touch pupils without a reason to do so and should avoid using 'learning method' to justify touching.
- Travel – Staff and tutors should not offer a 'lift' to pupils unless a parent has given permission for it to happen, if that were to happen, you should ensure that your insurance allows it.
- General behaviour - Staff, volunteers and tutors should behave professionally on all occasions keeping up with time, being thoroughly prepared and suitably dressed. Under no circumstance should any member of staff, volunteer or tutor be under the influence of alcohol or drugs.

### Within a school setting

- Staff working in schools must be aware of the Designated Safeguarding Lead for each school they work in.
- Within a school setting, any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse has occurred, must notify the Designated Safeguarding Lead within the school as soon as possible and report back as soon as possible to the Designated Safeguarding Lead within GCYGM and ensure that the form is completed as soon as possible.

### Out-of-school location

- This includes regional ensembles, concerts, educational tours, Courses and Festivals.
- Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse has occurred, must notify senior staff present as soon as possible and to the Designated Safeguarding Lead at GCYGM and ensure that the form is completed as soon as possible.

### Contacting pupils

- Mobile phones – Contact with pupils on mobile phones, including text messages should be avoided. You should only give your mobile phone number to a pupil in special circumstances. If it must be done, you should let GCYGM know and explain the reason for doing so. As a matter of good practice, GCYGM does not encourage staff and tutors to share telephone number with parents.
- Email – Staff and tutors should only contact pupils or parents through the service email address. Personal emails should not be used.

- Letters - Staff and tutors should not contact pupils directly through letters, as a matter of practice, GCYGM will be centrally responsible for liaising with pupils or parents on matters relating to the service.
- Social media – Routinely, you should not add pupils as 'friends' on social media, you should also seriously consider not adding parents as 'friends' if the only contact between you is the link through GCYGM services. Social media should not be used while working for GCYGM.
- Online teaching – Staff and tutors should protect themselves from accidental inappropriate contact with pupils by limiting their profile on the learning platform and not accepting requests for contact from pupils. Schools, parents/ guardians should ensure that this is understood by the student. The GCYGM tutor will emphasise to students and their parents or guardian and school staff that the chosen online platform is to be used for lessons only and not for other contact. Suspected misuse or problems should be reported to the Creative Director and tutors should record online safety incidents in the same way as any safeguarding incident and report in accordance with safeguarding procedures.

Guidelines in schools – When staff and tutors attend schools in GCYGM's name it is essential that every relevant rule or guidance is followed at the school as well as following any requirement through this policy. As good practice:

- You should know who the designated person is in terms of protecting children in each school
- Try to ensure that the learning room has a window, if not, you should leave the door open