

Sound and Song CIC

Safeguarding Children Policy

Sound and Song CIC is a company run for the following purpose:

Providing classes and workshops for health and well-being using singing and voicework.

The company is based at:

4 Railway Cottages, Approach Road, Taplow, SL6 0NP

Company number:

14500653

The company has adopted this safeguarding policy and expects every adult working or helping at Sound and Song CIC to support it and comply with it. Consequently, this policy shall apply to all staff managers, directors, volunteers, students or anyone working with or on behalf of the company.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us under this policy. The term children shall mean any person who is under age 18.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of other children can cover a wide range of circumstances and behaviours.

For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery

- exposure to or infliction of domestic abuse
- bullying or cyberbullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self harm
- physical harm when engaging with activities without adequate supervision

Causal factors of any such harm and or abuse can be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for Sound and Song CIC. We are committed to ensuring that any child that comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children.
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments).
- taking positive steps to maintain the safety and well-being of children engaging with us as an organisation.
- reporting concerns, expeditiously and appropriately in line with child protection procedures.
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality).
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- acting appropriately in the presence of children.
- not taking any inappropriate risks.
- not smoking, drinking, or taking any form of illicit substances in the presence of children, or being under the influence of the same whilst in the presence of children.

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our safeguarding officer.

Name: Elizabeth Cairns
Email: office@soundandsong.co.uk.
Telephone: 0773110401

Confidentiality and Data Protection.

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy, which can be located at: www.soundandsong.co.uk/policies.

Responding to a Safeguarding Concern.

Where a child is at immediate risk of serious harm any adult present should call 999. Thereafter, the safeguarding officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern, but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the safeguarding officer as soon as practicable by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen, calmly and carefully showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking, probing, intrusive and/or leading questions.
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the safeguarding officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion, either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- refer all relevant information to the safeguarding officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the safeguarding officer shall consult with any other relevant person, and will make any appropriate referrals to the relevant authorities, such as the applicable local authority children's services department

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected with the Company, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally.
- exposing a child to behaviour which may cause physical or emotional harm.
- engaging in criminal activity concerning a child.

This must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate a different senior member of the organisation) set the next appropriate steps. I be agreed and Action. We recognise that there could be circumstances where a person

needs to report a matter that has taken place in a setting outside of the person's engagement with Sound and Song CIC.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to Sound and Song CIC will include either:

- further initial enquiries
- escalation to the applicable local authority children's services department for an assessment and/or the police for investigation
- instigation of an appropriate disciplinary, formal investigation, process, and suspension of any person concerned with Sound and Song CIC
- a referral to the disclosure and barring service, or any other relevant regulatory bodies

Any person within Sound and Song CIC who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such as the meeting may not be convened until this has been approved by any authorities, approval for such a meeting will be deferred to the relevant local authorities and/ or police.

Any person from within the company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions shall be taken by just and fair means, with the safety of any child concerned at the heart of the process.

Any person from within the company who makes an allegation against another person from within the company shall be listened to, taken seriously and should be treated fairly and justly throughout the process of enquiries, investigations and decision-making.

Disclosure and Barring service (DBS), Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people who will usually undertake DBS checks are:

- session facilitators
- support workers

Wherever we deem it is necessary and appropriate to remove an individual from a position of work in an activity which is regulated under the relevant with legislation, we shall be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and activities, which could involve children:

Sound and Song for Mums/Singing Mamas: support groups where mums and babies are present.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the activities. They may delegate some responsibility for this purpose to a nominated person, such as the session facilitator.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children.

For certain types of events or activities, we may issue an additional code of conduct, policy, or some other requirements, which are specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents and guardians etc.) in advance, they should be read carefully and adhered to.

Venues

Location for any events or activities which are held by Sound and Song CIC shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precaution shall be made clear to all those involved.

First aid

We have the following first aid procedure with the company.

www.soundandsong.co.uk/policies

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be reported to the safeguarding officer.

Where we hold any event or activities whereby a child attends alongside the parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing the Behaviour of Children

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child, or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a neutral manner
- only ever use physical restraint intervention in order to protect immediate safety of a person, for example, to prevent any injury or harm, either to the child or others.
- wherever it is justified to physically restrain a child or to physically intervene, or should be kept to the absolute minimum taking into account the risk post
- make a written record of the incident to ensure it is reported appropriately to the safeguarding officer

Managing Risks Posed by Other Children

It is important for all adults to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion, or sexual orientation. Bullying can often include:

- physical harm, perpetrated against another child.
- name-calling, and threats.
- cyber bullying (threats, and abusive comments made by technology).

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance, as follows:

All children and any relevant team members shall be spoken to individually to ascertain the fact. Where appropriate, children will receive a first warning and relevant support/ education

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The child or children found to be responsible for persistent behaviour which amounts to bullying of another child shall be excluded from attending Sound and Song CIC sessions

All steps in relation to the prevention of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions we might take photographs featuring children. We recognise that photography of children, carries risks, such as:

- a potential for images to be reused, shed, or adapted in a damaging or an appropriate manner.
- general risk of sharing images and the impact this could have on a child's public image as they grow older

In view of these risks, we will:

- always ask, written permission from a child, and all their parent/guardian before taking and sharing any image of them
- always ensure that a child and parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as possible within any publishing material
- ask the parents, guardians, children, and any other person connected to them, who may wish to share any of our published images, which feature other children refrain from doing so, unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs when children are present

Other Policies

We have referred within this document to the following other important policies, which should be read in conjunction with this policy:

- Data Protection Policy
- First Aid Policy

These policies should be read in conjunction with our Health and Safety Policy available at

www.soundandsong.co.uk/policies

This policy is approved and endorsed by Sound and Song, CIC. It is reviewed every year.

Version Control - Approval and Review

Versi on No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Nov 23	Initial draft approved	Annually