SAFEGUARDING

Correct at: 11/07/2019

You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on Bristol Music Trust shared drive. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for complying with the Policy and Safeguarding Handbook requirements at all times.

History of most recent Policy Changes:

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BMT Safeguarding Policy

Employees are required to comply with this policy. This policy does not form part of an employee’s contract of employment and does not create any contractual rights. Bristol Music Trust may update, amend or remove this policy.

Compliance with this policy (and the BMT Safeguarding Handbook) is required as part of the Bristol Music Trust Code of Conduct which applies to all permanent and fixed-term contract employees, to all casual, agency and freelance workers, to Trustees, volunteers and all those working with Bristol Music Trust.

This Policy and the BMT Safeguarding Handbook should also be read in conjunction with the BMT Data Protection and Security Policy, the BMT Safer Music Policy and the BMT Electronic and Social Media Policy.

BMT Safeguarding Statement

Bristol Music Trust (BMT) believes that the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be safeguarded. All welfare concerns should be taken seriously and responded to swiftly and appropriately, and all staff have a responsibility to take appropriate action if they have any concerns.

As an organisation we will take every reasonable step to ensure that children are protected where our own staff are directly involved in the delivery of a music project, or when we recruit or broker relationships between musicians or arts facilitators and a third party, or when we fund an organisation for a programme of work. If an allegation occurs against a member of staff as a result of the Trust’s direct or indirect involvement, we will treat the situation with the utmost urgency.

Aims

Bristol Music Trust aims to:

- Establish and maintain an environment where all children are safeguarded whilst receiving a high quality music education and where all children feel secure and safe to learn and to fully achieve their potential.
- Provide a safe, constructive and nurturing environment, where adults are trusted and there is a shared sense of educational purpose.
- Promote a positive ethos of collaborative work between the professional arts sector and children.
- Ensure transparency and consistency within our safeguarding practice.
- Always be mindful that ‘it could happen here’.
- Fully acknowledge that music establishments may exert specific pressures on children and young people and aim to be proactive in addressing the inherent risks that this presents.
- Listen to the ‘voice of the child’ and to always act in their best interests.
• Ensure that everyone who works or volunteers for us has the skills and confidence to recognise the need for early intervention and the signs and symptoms of abuse, to deal effectively with direct disclosures, and to report and refer appropriately.
• Support our designated safeguarding staff members and Trustees to have the skills and confidence to manage appropriate safeguarding pathways.
• Work in partnership with parents, social care, the police and other services to promote the welfare of children and protect them from harm.

What is Safeguarding?
Safeguarding is broader than ‘Child Protection’ and has been defined as: ‘The action we take to promote the welfare of children and protect them from harm...[it is] everyone’s responsibility...[and] defined as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’ Working Together to Safeguard Children – Department for Education (2018)

Child Protection is a vital part of everyone’s safeguarding responsibilities and has been defined as: ‘Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.’ Working Together to Safeguard Children – Department for Education (2018)

Within legislation the term ‘child’ refers to anyone up to the age of 18 years. For the purposes of this policy, ‘child/ren’ also includes young people and the policy also extends to all vulnerable groups; ‘staff’ includes all permanent and fixed term contract employees, all casual, agency and freelance workers, and volunteers; and ‘parents’ includes carers and legal guardians.

Safeguarding Arrangements

Implementation
BMT will provide clear and practical information and guidance concerning safeguarding values, understanding, expected behaviours, and associated processes in the form of a Bristol Music Trust Safeguarding Handbook and Policy. The Policy and Handbook will be communicated appropriately to all staff and it is the responsibility of all staff to comply with the policy and procedures outlined. The Board of Trustees and Senior Management team take the organisation’s ongoing safeguarding responsibilities extremely seriously and this is reflected in the Trust’s safeguarding and monitoring framework.

Safeguarding Culture
BMT will work proactively to develop a safeguarding culture across all its activities where children are safeguarded and every member of staff has a vital role to play within this. The Trust will aim to ensure that safeguarding policies and procedures cover all the areas where staff come into contact with children and young people. We recognise that some members of staff will have more contact with children than others, but we nevertheless maintain that any contact with children, however limited, could prove to be significant. All members of staff should therefore regard their
safeguarding children duties as an extremely relevant and vitally important part of their work within this organisation, whatever their role and wherever they are based.

On that basis the BMT Safeguarding Policy and Handbook encompasses all aspects of Bristol Music Trust activity, but the Handbook and Policy may specifically refer to Creative Learning and Engagement (CLE), which oversees all of BMT’s education activities, Bristol Plays Music (BPM), BMT’s Music Education Service in Schools and Colston Hall (CH), our Concert Hall venue.

Leadership
The Director of Creative Learning and Engagement is the Designated Safeguarding Lead (DSL) with overall responsibility for safeguarding issues within the Senior Management team, and reporting to a Designated Safeguarding Trustee (DST) on the Trust’s Board of Trustees. The DSL and the DST will review and develop the Trust’s safeguarding policy and procedures, with other appropriate designated safeguarding staff, and have responsibility for monitoring activities as appropriate, and reporting to the Board.

The DSL is supported by a Deputy Designated Safeguarding Lead (DDSL) and BMT HR representative for Safeguarding. The Trust will also appoint two Designated Safeguarding Officers (DSO) with responsibility for advising on specific requirements for Creative Learning and Engagement and Colston Hall.

Role of the Designated Safeguarding Lead (DSL)
BMT designates an appropriate senior member of staff to take lead responsibility for safeguarding. This person should have the status and authority within the organisation to carry out the duties of the post. The broad areas of responsibility for the DSL are:

- Refer all cases of suspected abuse to the local safeguarding referral agency and/or the police.
- Refer, and support staff to refer cases to the Channel programme where there is a radicalisation concern.
- Act as a source of support, advice and expertise to staff on matters of early intervention and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Have some knowledge of how the Local Authority Social Care conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these if required to.
- Be alert to the specific needs of vulnerable children including: children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any measures BMT may put in place to protect them.
- Keep detailed, accurate, secure written records of safeguarding concerns and referrals and if appropriate, share any information with other settings.
- Work with the HR Representative to ensure that all safeguarding records are managed in accordance to this policy.
- Support E Safety as part of Safeguarding responsibilities.
• Working with the appropriate Manager, manage and arrange appropriate Risk Assessments.
• Ensure the BMT Safeguarding Statement and Flow Chart is available on the Colston Hall and Bristol Plays Music websites.
• Link with the local safeguarding partners.
• Undertake any safeguarding audits as necessary.
• Refer all allegations about a staff member to the Local Authority Designated Officer (DO).
• Refer all cases where a person is dismissed or left due to risk/harm to child to the Disclosure and Barring Service.
• Liaise with the DST to inform them of any safeguarding issues.
• Ensure that appropriate safeguarding training is available and attended by staff as required.
• Work with the HR Representative to ensure that BMT’s Safeguarding Policy and Handbook are part of induction processes and that all staff are made aware of the Policy and Handbook and their responsibilities with regard to Safeguarding.
• Ensure they themselves are fully up to date with their own safeguarding training and knowledge.
• In the absence of the DSL, these duties should be carried out by a Deputy DSL.

Role of the Trustees
BMT Trustees have overall responsibility for ensuring that there are sufficient measures in place to safeguard all young people involved in the organisation’s activities. All members of the Trustee Board must:
• Ensure the Safeguarding Policy and procedures and Handbook are adhered to, including safer recruitment and the management of allegations of abuse against staff, taking reasonable steps to protect those connected with BMT from harm and that there is a range of measures in place to protect children from abuse and maltreatment of any kind.
• The Designated Safeguarding Trustee, and if possible all Trustees, should be DBS certificated every 3 years.
• Annually appoint and support a Designated Safeguarding Trustee.
• Identify deficiencies or weaknesses in the Trust’s safeguarding arrangements.
• Nominate a member of the Board of Trustees (usually the Chair) to be responsible in the event of an allegation of abuse being made against the DSL or the DST and to have the responsibility of contacting the local authority designated officer to report the allegation.
• Ensure regular review of the Safeguarding Policy and Handbook (every 2 years as a minimum).

Role of the Designated Safeguarding Trustee
Areas of responsibility for the DST:
• Receive reports from the DSL of any occasions when there are safeguarding concerns or issues.
• Ensure that safeguarding is a standing agenda item at Board meetings.
• Give regular verbal updates to the Trustees concerning safeguarding matters, where required.
• Report on the annual review to the Board of Trustees, stating:
  i. any changes to the Safeguarding Handbook
  ii. safeguarding training undertaken by the DSL, other staff, volunteers and Board members
iii. the number of child protection incidents/cases (without name or detail)
iv. the number of Early Help cases and
v. any other safeguarding issues

Role of the Designated Safeguarding Officers (DSOs)

- Refer all cases of suspected abuse to the DSL.
- Refer any safeguarding concerns about colleagues to the DSL, DST or the Local Authority Designated Officer (DO) directly, and if appropriate, the DSL of the setting in which they are working.
- Liaise with the DSL, the DST and the DSCS to inform them of any safeguarding issues.
- Act as a source of support, advice and expertise to staff on safeguarding.
- Understand the assessment process for providing early help and intervention.
- Have some knowledge of how the Local Authority Social Care conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these if required to.
- Support each member of staff to understand the Trust’s Safeguarding Handbook, especially new and part time staff.
- Ensure they themselves are fully up to date with their own safeguarding training and knowledge.

Role of Staff and Volunteers

All Trust staff should:

- Read, understand and adhere to the BMT Safeguarding Policy and Safeguarding Handbook as part of their contract and induction processes and understand their Safeguarding responsibilities.
- Ensure that children receive the right help at the right time to address risks and prevent issues escalating.
- Be alert to the signs of abuse and respond appropriately to direct disclosures.
- Contribute to effective record keeping on safeguarding children.
- Discuss concerns with the DSOs and report concerns directly to the BMT DSL, and, if appropriate, the DSL of the setting in which they are working.
- Ensure that if, at any point, there is a risk of immediate serious harm to a child that they make a referral to the emergency services immediately.
- Refer any safeguarding concerns about colleagues to the DSO, DSL, DSCS or the Local Authority Designated Officer (DO) directly, and, if appropriate, the DSL of the setting in which they are working.
- Raise concerns about poor or unsafe practice and potential failures in the Trustee’s safeguarding framework using appropriate whistleblowing procedures.
- Be DBS certificated every 3 years if required.
- Keep their safeguarding training up to date, where required.
- Receive and read safeguarding and child protection updates.
- Challenge extremism, and identify children and families who may be vulnerable to radicalisation.
• Be aware of the process for making referrals to the local referral agency and Channel and approach the DSL for support around this.
• Not assume a colleague or another professional will take action, and share information that might be critical in keeping children safe.
• Be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provisions and share information whilst maintaining an appropriate level of confidentiality.
• Maintain an attitude of ‘it could happen here’ where safeguarding is concerned.
• Act in the best interest of the child.
• Always speak to the DSL or DSO if they are unsure.

Monitoring
Bristol Music Trust recognises its responsibility for monitoring safeguarding and will require the DSL and the DST to present an annual report on safeguarding to the Board. In addition, and at an agreed frequency, an external audit will be undertaken to provide independent feedback and reassurance. Safeguarding will be a standing agenda item for the BMT Board, Creative Learning and Engagement Committee and strategy meetings. It is also now a standing item on all school music education plans and lesson observations.

Review
Bristol Music Trust will review this policy on a regular basis to confirm that the content and approach is still appropriate. The review will take place whenever there are significant changes, and a minimum of every 2 years. BMT will seek to continually improve all related Safeguarding Procedures, Codes of Practice, and Guidelines.

Law and Guidance
This policy operates within current UK law, and the national statutory guidance including ‘Working Together to Safeguard Children’ 2018 and ‘Keeping Children Safe in Education’ 2018. The procedures followed have been laid down by the South West Child Protection Procedures (SWCPP) and local Safeguarding Partners.

Contacts:
Anyone within the Trust with any safeguarding concerns about children and young people should contact, in the first instance:

BMT Designated Safeguarding Lead (DSL): Phil Castang, Director of Creative Learning and Engagement, based at the Southmead Centre and Colston Hall Tel - 0117 204 7138, Mobile – 07415 203144 Email: phil.castang@bristolmusictrust.org.uk

In the DSL’s absence, contact:
BMT Deputy Designated Safeguarding Lead (Deputy DSL) and Designated Safeguarding Officer (DSO) for Creative Learning and Engagement*: In post from August 2019, Laura Mitchell, Access and Music Centre Manager, Office 0117 204 7140, based at the Southmead Centre laura.mitchell@bristolmusictrust.org.uk
Designated Safeguarding Officer (DSO) for Colston Hall*: Daniel Wood Daniel Wood, Office 0117 204 7038, based at Colston Hall daniel.wood@bristolmusictrust.org.uk

*please note that in the event that you need to contact a DSO, it can be either DSO or if it is out of hours and you cannot reach a DSO or other designated person you should contact Bristol First Response (details below).

HR Representative for BMT (DSHR): Alison Williams, HR Advisor, Office 0117 204 7108, based at Colston Hall alison.williams@bristolmusictrust.org.uk

Responsibility for Safeguarding in the absence of the above personnel will pass to the most senior member of staff on duty at the time.

The Designated Safeguarding Trustee (DST) is Sandra Meadows who can be contacted via the Designated Safeguarding Lead or the HR Representative.

There is an internal Safeguarding Steering Group, who meet regularly (approximately quarterly) to review Safeguarding arrangements across BMT, and who source external professional Safeguarding advice as required. This group is made up of the Designated Safeguarding Lead, Designated Safeguarding Officers, HR representative and other relevant BMT staff as required.

Anyone with safeguarding concerns can call directly:
Bristol First Response: 0117 903 6444 or
South Gloucester: 01454 866000 or
Emergency Duty team (out of hours): 01454 615 165 or
Emergency Services: 999

Concerns about a member of staff should be directed to:
Designated Officer (DO) for Bristol, Nicola Laird: 0117 903 7795 nicola.laird@bristol.gov.uk

Other BMT policies
This policy works in conjunction with other Bristol Music Trust policies and procedures, including:

- BMT Appeals Policy
- BMT Code of Conduct
- BMT Customer Charter
- BMT Comments, Complaints and Compliments Policy
- BMT Data Protection and Security Policy
- BMT Disciplinary Policy and Procedure
- BMT Disclosure and Vetting Policy
- BMT Electronic and Social Media Policy
- BMT Equality and Diversity Policy
- BMT Grievance Policy
- BMT Health and Safety at Work Policy
• BMT Recruitment Policy
• BMT Respect at Work Policy
• BMT Safer Music Policy
• BMT Whistleblowing Policy

Procedures, processes and Handbooks
• BMT Safeguarding Handbook
• BMT Customer Service Handbook
• BMT training and induction processes