

# Safeguarding Policy

## A Spode Music Week Policy Document

### Introduction

Spode Music Week is a not-for profit organisation, Registered Charity No. 1026975.

Spode Music Week's Public address is 38 Chancery Lane, London, WC2A 1EL  
The Residential Course Address is Mount St Mary's College, College Rd, Spinkhill, Sheffield S21 3YL

Spode Music Week is managed by officers, committee members and trustees. All officers, committee members, trustees and on site safeguarding officers have responsibility for the safeguarding of children.

The board of trustees has adopted this safeguarding policy, and expects every adult working or helping at Spode Music Week to support and comply with it. Consequently, this policy shall apply to all staff, volunteers, students or anyone working on behalf of Spode Music week.

### Purpose of the Policy

This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.

As an organisation, we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

### Risks to children

Children should grow up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations from which children need protection, including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our course and residential week

- Victimisation
- Self-harm
- Crime
- Exploitation

### Safeguarding children at events/activities

There are two kinds of events/activities: those open to adults and children of all ages and those for unaccompanied children, which sometimes run alongside other events/activities.

For both kinds of events, children under the age of 18 must have parental consent to take part.

Both events/activities are to be defined broadly to include any occasions where Spode Music Week may provide an outside service.

### Disclosure and barring

Spode Music Week offers the following activities for children:

- Junior Choir
- Recorder Group
- Young Persons' Orchestra

Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking will broadly reflect the degrees and frequency of unsupervised access given to other people's children.

The board of trustees will take very seriously any allegation of impropriety on the part of any member of Spode Music Week. A member of Spode Music Week who discovers anything amiss should contact the week's designated safeguarding representatives, Ms Katrina McGrath and Mrs Leona Bevan Law, whilst on campus. If events unfold after the course, they should get in touch with a member of the Committee directly.

The Committee will review the allegation and the likely risk to children and, if appropriate, will refer the matter to the week's trustees. The trustees reserve the right to ban any member from future events or revoke his or her membership in accordance with the rules and procedures of Spode Music Week.

### Health and safety aspects of safeguarding children

Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## Policy on the prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Spode Music Week event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Committee will review all incidents of child-on-child bullying and assess the likely future risk to children, reporting the incident to the trustees if deemed necessary. If appropriate, the trustees will consider banning a member or child from future events. Allegations of adults bullying children will be dealt with by the board of trustees.

## Photographing Children

Spode Music Week will adopt the following policy towards taking and using photographs at events or activities:

Photos may be taken, but will only be published or used for marketing purposes following written permission from a person with parental responsibility. No photos of children under the age of 18 may be posted on any social media platform without prior permission from the child's parent or guardian, other than within the Spode private Facebook group, or the private Spode WhatsApp group.

## Managing behaviour, discipline and acceptable restraint

Adults supervising children at Spode Music Week events must never use any form of corporal punishment. If physical restraint is deemed absolutely necessary to prevent injury to any person or to prevent serious damage to property, then a minimum necessary restraint may be used - but for that purpose only.

Unacceptable behaviour at Spode Music Week events for unaccompanied children will generally be stopped by separating the children from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

Spode Music Week may apply a further disciplinary sanction: namely, the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the board of trustees.

A parent who is aggrieved by this ban may appeal to the trustees of Spode Music Week who will hear the view of all relevant persons. The decision of the Spode Music Week trustees is then deemed to be final.

## Other Policies

This safeguarding policy should be read together with the following policy.

- Code of Conduct

## Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)