

# The Gloucestershire Piano Trust

## SAFEGUARDING POLICY

### Children

#### Policy Statement

The Gloucestershire Piano Trust is a Charitable Trust set up to support the work of performing artists in schools and prisons, educational activities for young musicians, commissioning new music, and recording music by little-known composers. Its core activities include running concerts in schools and prisons, as well as organising individual coaching and mentoring sessions for under-18s.

The Gloucestershire Piano Trust acknowledges it has a responsibility for the safety of children participating in the educational activities organised by the Trust. It also recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with the work of the Trust.

The Gloucestershire Piano Trust is committed to practices which protect children from harm. All staff who have unsupervised access to or contact with children are required to

- recognise and accept their responsibilities;
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedure below.

The Gloucestershire Piano Trust will endeavour to safeguard children by:

- creating a working environment within which all children are treated with respect and dignity;
- adopting child protection procedures and a code of practice for all who work on behalf of the organisation;
- reporting concerns to the authorities;
- following careful procedures for recruitment and selection of staff and helpers who will have contact with children;
- providing effective management for staff through support and training.

The Gloucestershire Piano Trust is also committed to reviewing its Safeguarding Policy and Code of Practice at regular intervals.

It is the Gloucestershire Piano Trust's policy that:

1. All staff working on behalf of the Gloucestershire Piano Trust accept responsibility for the welfare of children with whom they come into contact through the organisation or the courses, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down (see Procedure for Reporting Concerns).
2. There is a designated safeguarding lead (DSL) within the Gloucestershire Piano Trust organisation who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The designated safeguarding lead knows how to make appropriate referrals to child protection agencies.
4. All those who are involved with students on behalf of the Gloucestershire Piano Trust should adhere to the Code of Practice (below) in relation to children.
5. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. The Children Act 1987 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. The Gloucestershire Piano Trust's policy on duty of care to children is distributed to every member of staff who comes into contact with children through the work of the Trust. Acceptance and understanding of the policy is an integral part of the recruitment process.
8. A culture of mutual respect between students and those who represent the Gloucestershire Piano Trust in all its activities will be encouraged, with adults modelling good practice in this context.
9. All teaching staff, helpers and anyone in paid or unpaid work on behalf of the Gloucestershire Piano Trust with unsupervised access to children will be checked appropriately.

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Registered Charity No.: tbc

Trustees: Penny Wright, Benjamin Browne, Nicholas Steel

10. It is part of the Gloucestershire Piano Trust's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work for the Gloucestershire Piano Trust will be supported when they report their concerns in good faith.

### Code of Practice

The Gloucestershire Piano Trust is a child-centred organisation, which means children are

- listened to
- valued and respected
- involved in decision making where appropriate
- encouraged and affirmed

The Gloucestershire Piano Trust expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf will be aware of this Code of Practice and adhere to its principles in their approach to all children.

1. Every activity conducted in connection with the Gloucestershire Piano Trust should be as open as possible, and it is important that no more time should be spent alone with children than is necessary. If one-to-one teaching takes place it must always be in public rooms on designated school premises, or on premises run by Gloucestershire Music. Curtains or blinds should not be closed and doors must always remain unlocked.
2. It is important not to have any unnecessary physical contact with students and this should be avoided. Examples of exceptional circumstances under which physical contact may be considered acceptable are: providing assistance to an injured student, providing reassurance in distress, or adjusting a hand position in relation to playing a musical instrument, but only if the student is comfortable with this.
3. It is not good practice to take students alone in a car on journeys, however short. Where this is unavoidable it should be with written permission (on paper or by email) from parents / directors. Staff should be able to state the purpose and anticipated length of the route. Insurance liability must always be checked when students travel in staff cars.
4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
5. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. If this gives rise to a child protection concern it is important to follow the Gloucestershire Piano Trust's procedure for reporting such concerns by informing the designated child protection person and not to attempt to investigate the concern yourself.
6. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
8. Staff should never allow students or other staff to use inappropriate language unchallenged.
9. Any artist working on an unsupervised one-to-one-basis with children must have a valid DBS certificate issued within the past three years. It is the responsibility of the DSL to ensure that this check has been carried out.

### The Designated Safeguarding Lead

The Gloucestershire Piano Trust has appointed a designated safeguarding lead who is responsible for dealing with any concerns about the protection of children.

The role of the DSL is to:

- know which outside child protection agency to contact in the event of a child protection concern coming to the notice of the Gloucestershire Piano Trust;
- provide information and advice on child protection within the organisation;
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
- liaise with local social services and other agencies, as appropriate; keep relevant people in the Gloucestershire Piano Trust informed about any action taken and any further action required, for example, disciplinary action against a member of staff;
- ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- advise the Gloucestershire Piano Trust of child protection training needs;
- liaise with recognised child protection bodies to review the operation of the Safeguarding Policy regularly to ensure the procedures are working and that it complies with current best practice.

Nicholas Steel is the Designated Safeguarding Lead for the Gloucestershire Piano Trust and can be contacted on [nick\\_steel@hotmail.co.uk](mailto:nick_steel@hotmail.co.uk) / 07834 424792.

### Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of another member of Gloucestershire Piano Trust staff;
2. a child “disclosing” abuse;
3. bruising or evidence of physical hurt; which may or may not be accompanied by;
4. unusual behaviour by a child.

A child may also disclose that he/she is being abused at home or elsewhere.

If a member of staff has concerns about a specific child, these should be reported immediately in person or by telephone to the Designated Safeguarding Lead (DSL) and confirmed in writing within 24 hours. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff these should be reported to the DSL at the earliest opportunity.

The DSL will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC or other child protection agency), decide not to refer the concerns to the authorities but to keep a full record of the concerns.

### Definitions of Abuse

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

### Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

### Recruitment and Selection Procedures

Appropriate recruitment and selection procedures for teaching staff and helpers in the context of child protection have been adopted by the Gloucestershire Piano Trust and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. Consideration of a wide selection of possible candidates to ensure equal opportunities.
4. Confirmation of the identity of the applicant including personal details for checks to be performed by the Disclosure and Barring Service where an applicant's work will bring them into unsupervised contact with children.
5. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.
6. Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, references, checks.

Policy last reviewed: May 2024

New review due: May 2025