

Solihull Music Service: Safeguarding Policy 2016

In the complex working environment of the Music Service the safeguarding policy seeks to reflect the variety of different circumstances in which service work is carried out.

Safeguarding is under constant review and the rating below indicates the status of each area.

Each of the following statements is rated on a scale of 1-5, where 1 is “Nothing is in place and awareness in this area is low currently: Action needs to be taken”, and 5 is “Things are fully in place and awareness of this area is high: No action needs to be taken at this time”.

Appropriate actions/commentary are noted in the last column:

Safeguarding feature	Rating 1-5	Action taken/commentary
Recruitment:		
1. Staff and volunteers have had briefings or training on understanding abuse and believe that it can be an issue for organisations that they need to be aware of	4	All staff in the Service have regular safeguarding/child protection training. Staff are made aware of safeguarding responsibilities at interview and induction. All staff are required to sign a Statement of trust in addition to statutory checks/enquiries. All SYMSA volunteers are asked to sign a statement of trust and to sign in before helping at tuckshop.
2. Time is taken to plan and structure recruitment activities so that everything is in place before a candidate is interviewed, including person and role specifications and the criteria for selecting the right candidate.	4	Standard person and job specifications are in place for all teaching posts, and selection criteria are clear. Staff who have had safer recruitment training are on the panel at every interview.
3. Before inviting candidates to interview, detailed information collected from them on the application form has been carefully scrutinised.	4	All candidates complete forms with careful scrutiny of the information given.
4. References are taken up at as early a stage as possible in the recruitment process and	3	References are taken up at the point where an appointment is likely to be made, or earlier in the process wherever possible.

the information is carefully scrutinised.		
5. Interviews are well planned and questions probe into candidates' motives for working with children and their suitability as well as their skills and experiences.	4	Interviews are well planned with structured questions but questions may still need to be revised to probe candidates motives for working with children and their suitability for this work.
6. Wherever possible other selection tools are used and an interview is the minimum selection process that candidates go through for positions involving work with children.	3	All candidates currently have to perform as part of their interview, and if possible candidates for full time/ contracted are asked to give a specimen lesson.
7. Candidates are asked to disclose criminal convictions and a criminal records check is carried out for posts involving work with children. There are processes in place for carefully and fairly scrutinising criminal records information.	5	All persons working for the service are subject to an enhanced DBS check.
8. Policies and procedures are in place for people to raise concerns about someone's behaviour towards a child or young person and the culture of the organisation is open and encourages people to raise concerns.	4	The service has a well established open door policy for staff to approach management about any issue. Attention is needed to ensure that this is flagged sufficiently at interview and in induction.
9. Allegations or concerns about behaviour towards children are taken seriously and are dealt with in an appropriate, fair and timely manner.	4	The policy for dealing with such allegations and concerns is contained in the service Child Protection policy which is annually revised and reviewed in association with the Education Welfare Service.

10. There is a code of behaviour articulated in the staff handbook/statement of trust that tells all staff and volunteers what is expected of them in terms of their behaviour towards children, and young people.	4	The service's code of conduct stresses that safeguarding and child protection issues override all other matters. All staff are required to sign a Statement of trust in addition to statutory checks/enquiries.
11. Staff and volunteers are given a through induction that includes setting out the boundaries and expectations of their roles and their responsibilities for safeguarding and protecting children.	4	Staff are given thorough induction, and safeguarding is given due prominence within the overall profile. A protocol of expectations between the service and its volunteer support association is also agreed.
12. Safeguarding and protecting children is seen as core to what the organisation does by everyone and the organisation ensures all staff and volunteers know their responsibilities for safeguarding children.	4	The service already has safeguarding at the heart of its operation in day to day practice. It is recognised that all documentation/ policy requires ongoing attention.
13. The organisation has a culture of vigilance and does not rely on criminal records checks or recruitment as the only method of ensuring people who work with children are safe.	4	The service has a strong team ethos with collective support and challenge underpinning all its actions.
Borough Groups		
1. Security	4	Access through SMS inner door allowed only when students and parents ask to be buzzed through for access at all times.
2. Break duty	5	A rota of staff supervise breaks in rehearsals to ensure good order and safety. One member of SLT or MET also in attendance when groups on site. SYMSA volunteers encouraged to report disruptive behaviour.
3. Fire drills	5	All children attending groups will undertake at least one fire drill each year.

			All staff given annual instructions about fire exit routes and procedures.
4. First aid		5	All staff working with borough groups are first aid trained to appointed person status
5. Collection of pupils		4	Pupils encouraged to wait in reception until collected. Staff instructed not to leave site until all pupils safely collected. Children's Chorus staff to ensure that no pupil leaves without having been collected by parents.
Events			
1. Individual risk assessment for each venue.		5	Risk assessment revised and recorded for every event carried out by the service
2. Homebase arrangements		4	Pupils kept separate from audience for as much of each event as allowed in each venue. Individual risk assessment/event planning to amend/revise this in light of local circumstances
3. Individual ongoing RA by event leader for one off events		4	Where groups undertake one-off concerts/performance event leaders must make continuous ongoing local revision of the initial risk assessment to reflect immediate circumstances/conditions/environment
Centre Lessons			
1. Security	Arden	3	Students to be collected from porch/foyer. Security determined by school own policies.
	Lyndon	5	CCTV on site. Secured entry beyond main SMS office at all times
Residential Trips			
1. Risk Assessment		5	Full risk assessment made and recorded before each trip. Full risk assessment recorded in Dunfield Course leader's handbook. Course leaders must make continuous ongoing local revision of the initial risk assessment to reflect immediate circumstances/conditions/environment
2. Staff Student Ratio		5	Appropriate guidelines used to establish appropriate staff student numbers. Normally no less than 1 adult to ten children.
3. First Aid		4	All trips will be staffed by some members with appointed person status. Any foreign trip will usually have at least one fully qualified first aider.