



Child Protection Policy

Richmond Music Trust fully recognises its responsibilities for child protection. Our policy applies to all staff, board members and volunteers working within the organisation.

Richmond Music Trust will:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children. *Staff are required to undergo an enhanced DBS check prior to employment. Two previous employer references are also taken up as part of the recruitment procedure)*
- Raise the awareness of child protection issues amongst staff & volunteers. *(Guidelines and advice are issued to staff. Child Safeguarding issues are discussed as part of the induction programme for new staff. Safeguarding issues are discussed with volunteers).*
- Ensure a safe environment in which children can learn and develop musically. *(Guidelines are given to staff/ volunteers regarding work practice including working in a 1:1 situation and advice on physical contact).*
- Implement procedures for identifying and reporting cases, or suspected cases of abuse. *(Advice is given in guidance to staff & volunteers)*

We recognise that because of the day to day contact with children, Trust teaching staff are well placed to observe the outward signs of abuse. The Trust will therefore:

- Seek to establish and maintain an environment where children feel secure and are listened to.
- Ensure children know that there are adults in their School and in Richmond Music Trust whom they can approach if they are worried or anxious.

We will follow the advice of the Local Safeguarding Children Board and take account of guidance issued by the Department for Education.

- Ensure we have a designated member of staff to be responsible for child protection matters. *(The Chief Executive of the Trust will carry responsibility for day to day child protection matters).*
- Ensure we have a nominated member of the Board to oversee child protection matters. *(The Trust Chairman will hold responsibility for oversight at Board level)*

- Ensure every member of staff, volunteer and board member knows the name of the designated person responsible for child protection and their role. *(A copy of the Child Protection Policy will be sent to all staff along with practical guidelines).*
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection in Schools (Head Teacher) or Richmond Music Trust. (Chief Executive).
- If the designated person is unavailable or the allegation is made against them, concerns should be referred to their deputy (schools: named teacher with safeguarding responsibility; Trust: The Curriculum Director)
- Co-operate as required with relevant agencies regarding child protection matters.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer. *(In the event of an allegation against a member of staff, the Chief Executive may suspend that member of staff pending an initial investigation. Where the allegation is of a serious nature, then the matter will be reported to the appropriate authorities and the Trust will co-operate fully in any investigation. In the event of an allegation against a volunteer, the volunteer's services will be suspended pending an initial investigation by the Chief Executive who may then refer the matter to the appropriate authorities.)*

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The tuition provided by the Music Trust may be an important stabilising element in the lives of children at risk as it provides a regular secure and predictable experience. It is accepted that children suffering from abuse may have challenging behaviour or be defiant or they may be withdrawn. The Music Trust will endeavour to support the pupil through:

- The content of the instrumental music curriculum.
- The ethos of the lesson which should promote a positive, supportive and secure environment and gives pupils a sense of being valued.
- Ensuring that pupils know when behaviour is unacceptable but making the pupil aware that they are valued and not to be blamed for any abuse which has occurred.
- Liaising where appropriate with other agencies that support the pupil such as Schools, Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.

In order to make the policy relevant and ongoing we undertake to periodically review it in the light of good practice and new legislation.

TRIPS AND TOURS

Participating in trips and tours abroad is an accepted and valuable part of belonging to senior music ensembles and has enormous benefits for young peoples' development and their growing sense of independence and responsibility. Trips may vary from rehearsal weekends to longer tours lasting one or two weeks. All will require a significant level of planning. The following outlines the issues that need to be considered during the planning process and whilst travelling with groups of children and young people.

Planning

Children and parents should be kept fully informed as planning progresses. When tour planning is completed, comprehensive tour information including travel plans, itinerary, excursions and accommodation details should be forwarded to parents in a tour pack. Children should also have a clear understanding of the standard of behaviour expected and should agree to abide by a code of conduct. Parents must complete a consent form detailing any medical issues and should also have full contact details and information about procedures in the event of an emergency.

Staffing

Tours will be arranged with the assistance of a professional and reputable ABTA bonded student tour operator. Staffing ratios will meet required levels (10:1). The staffing team engaged to lead and participate in the tour will have the correct mix of seniority, experience and skills necessary to ensure that participants are safely looked after and cared for. Full and comprehensive insurance cover will be in place. All staff will be DBS checked.

All children and young people participating in the tour will be well known by at least one member of the staffing team through weekly rehearsals. Staff will be allocated specific duties and responsibilities. Particular staff will be allocated responsibility for the youngest children who will be closely supervised and monitored at all times. At least one member of the staffing team will be a First Aider. Supervision procedures, particularly during any free time, will be detailed, made very clear to tour participants and circulated to parents in the tour documents.

If host families are used there is a responsibility for the host organisation to ensure sufficient checks are carried out and that all host families are suitable. It should be acknowledged however that there is a risk that all relevant information may not necessarily be disclosed by hosting families. A full risk assessment covering all aspects of the tour will be completed and reviewed prior to departure.

Emergency

Emergency procedures will be in place. These will include RMT emergency contacts in Twickenham who will be available at all times with access to all tour participant/parent contact details and the Tour operators own comprehensive safety and emergency procedures.

This document outlines the main issues and concerns to be addressed in the planning of trips and tours but is not comprehensive. Please note, RMT tour policy and documentation are regularly checked against and are in line with Local Authority guidelines and procedures.
