



DARK PEAK MUSIC FOUNDATION

SAFEGUARDING AND CHILD PROTECTION POLICY

Reviewed: February 2024

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1 Introduction and purpose

1.1 Introduction

Policy statement

The aim of the Dark Peak Music Foundation ('the Foundation') is to promote, improve and advance the education of young people in the art and science of music, primarily through the provision of high-quality ensemble training and performance opportunities.

In addition to the above, the Foundation's activities include:

- Organising and promoting events, including rehearsals and public performances
- Organising tours/trips beneficial to an ensemble
- Publicising events and promoting the Foundation
- Engaging professional directors to run ensembles
- Raising funds to support the Foundation's activities within the rules of the Constitution

The primary geographical area for activities is Glossopdale and the High Peak.

1.2 Purpose

There can be no greater priority than to ensure the safety of the children and young people we work with on a daily basis. The Foundation's trustees, staff and volunteers encounter children and young people in personal and close environments, but perhaps only infrequently or for short periods of time. It is important to understand the procedures and support structures available to help us to fulfil our responsibilities regarding safeguarding those in our care.

With this in mind, this Safeguarding and Child Protection Policy ('the Policy') outlines how the Foundation deals with safeguarding and child protection issues. It provides guidelines and procedures, which the Foundation will follow at all times. The Policy will be reviewed by the trustees annually and after any serious incident involving safeguarding and/or child protection. In general, it follows the guidelines provided by the Derby and Derbyshire Safeguarding Children Partnership. For more information about this and the statutory guidance involved, please use the links below.

1.3 Oversight

1.3(a) All trustees, staff and volunteers have a moral and legal obligation to comply fully with the Policy. For the purposes of the Policy, the term 'staff' shall be taken to include both any employees of the Foundation and any other individuals conducting activities for or on behalf of the Foundation in any paid capacity.

1.3(b) In addition, at least two people at any one time will act as the Foundation's Safeguarding and Child Protection Leads to take responsibility for the implementation of the Policy and deal with safeguarding concerns. At least one member of this Team will be a current trustee of the Foundation.

1.3(c) The current Safeguarding and Child Protection Leads are:

Jeff Snowdon (DSL), Emma Jones (ADSL), Emma Dixon (ADSL)

1.3(d) In the event of the current Safeguarding and Child Protection Leads being unavailable, the contact is the Foundation's current Chair (Andy Zuntz). 1.3(e) The Safeguarding and Child Protection Leads (or the current Chair where the Leads are unavailable) must follow the procedures set out in section 7 where any allegation or concern relating to safeguarding or child protection is raised.

2 Statutory Guidance, External Links and Contact Information

2.1 Statutory Guidance

(1) "Working together to safeguard children" [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-secure-the-best-outcomes-for-children)

(2) "Supervision of Activity with Children"

<https://www.gov.uk/government/publications/supervision-of-activity-with-children>

(3) "Keeping children safe in education"

Note: Some of the above links involve the download of PDF files and your firewall may request permission to do so.

2.2 External links and contact information

(1) Derbyshire Music Hub Safeguarding page: <https://www.derbyshiremusichub.org.uk/about-the-hub/safeguarding/safeguarding-children-and-youngpeople.aspx>

(2) Derby and Derbyshire Safeguarding Children Partnership: <https://www.ddscp.org.uk/>

(3) The Charity Commission guidance on reporting a serious incident: [How to report a serious - incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/how-to-report-a-serious-incident-in-your-charity)

(3) "Call Derbyshire": 01629 533190 (Derbyshire County Council)

(4) Safer Internet Centre: <https://www.saferinternet.org.uk>

(5) The Disclosure and Barring Service (DBS):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

(6) NSPCC Guidance on Online Safety: [Example online safety policy statement | NSPCC Learning](https://www.nspcc.org.uk/learning/example-online-safety-policy-statement/)

(7) NSPCC Helpline [Contacts](https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/) and Helplines: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/nspcc-helpline/>

3 Safe Selection & Recruitment

3.1 Selection and vetting

3.1(a) All trustees, staff and volunteers undertaking Regulated Activities will be subject to selection and vetting by checks with the Disclosure and Barring Service (DBS).

3.1(b) Regulated Activities in this context is most likely to include where an individual is providing teaching, training or instruction to children on more than 3 days in a 30 day with the opportunity for face-to-face contact with the children, except where the individual is sufficiently supervised in line with Department for Education statutory guidance and they are not a paid member of staff in a specified establishment. Any other activities undertaken which fall within the statutory definition of Regulated Activities contained in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 are also included.

3.1(c) The Safeguarding and Child Protection Team will personally view each DBS certificate and record the date of issue and the DBS number. They will keep a record of all DBS checks and update it as new volunteers come forward (the Vetted List'). They will undertake to provide new DBS forms to volunteers when they need to re-register every three years. This list will be circulated to trustees and ensemble directors.

3.1(d) In addition to the provisions of 3.1 (a) to (c), no staff member will be permitted to begin working for the Foundation until all of the following have been obtained:

- (i) At least two satisfactory references.
- (ii) Checks on gaps in work history.
- (iii) Any health checks that may be reasonably required.

3.2 Accepting a previously issued DBS check

The Foundation may determine whether to accept previously-issued DBS checks. In making a decision the following factors are considered:

- The applicant's criminal record or other relevant information may have changed since its issue.
- The similarity of the post for which the DBS check was granted with that of a staff member or volunteer.
- The identity details on the certificate match those of the applicant

3.3 Volunteers only undertaking Unregulated Activities

Volunteers only undertaking Unregulated Activities will not be subject to vetting but will not be allowed to take sole charge of or be left alone with any children who are not their own. At all times they must be supervised by at least one person from the Vetted List.

Unregulated Activities are those which do not fall within the definition of Regulated Activities, for example, volunteers providing ad hoc assistance at a Foundation performance.

4 Undertaking, Briefing and Training

For this policy to be effective, all trustees, staff and volunteers whether undertaking Regulated or Unregulated Activities must be made aware of it and follow the associated procedures and guidelines. This section defines how trustees, staff and volunteers will be trained.

4.1 Undertaking

All trustees, staff and volunteers must undertake to read and understand this policy and the Statutory Guidance provided in the links above and comply with the Code of Conduct at section 5 of this policy. Each trustee, staff member and volunteer will be required to confirm this undertaking on a signed register. If any amendments are made to this policy, each trustee, staff member and volunteer will be required to re-sign the register.

4.2 Briefing

Trustees, staff and volunteers will be briefed, within six weeks of taking up their role, so they are less likely to become involved in actions which can lead to harm or be misinterpreted and possibly lead to false accusations. They will therefore become generally more aware of safeguarding issues such as abuse and the possible key signs.

4.3 Training

The Dark Peak Music Foundation will organise either online or in-person safeguarding and/or child protection training periodically (every two years at a minimum). Each trustee, staff member and volunteer must attend a session at least once every three years. The current Safeguarding and Child Protection Leads must undergo appropriate training on an annual basis.

5 Code of Conduct

This Code of Conduct sets clear and concise boundaries for appropriate behaviour, which will promote an open and safe working environment. All trustees, staff and volunteers whether undertaking Regulated or Unregulated Activities are required to follow this Code of Conduct.

5.1 Obligations

Trustees, staff and volunteers must:

- Treat all children and young people with respect
- Demonstrate behaviour and attitudes that provide an example for others to follow
- Plan activities so a minimum of one trustee, staff member or volunteer on the Vetted List is present.
- Respect a child or young person's right to personal privacy
- Respect the confidentiality of information relating to children and young people unless its disclosure is either required by law or is considered to be in the best interests of the particular child or young person
- Provide access for children and young people to talk about any concerns they may have.
- Encourage child and young people to feel comfortable enough to point out behaviour they don't like.
- Remember that well intentioned actions may be misinterpreted by others.
- Recognise that special caution is required when discussing sensitive issues with children or young people.

5.2 Prohibited Behaviour

Trustees, staff and volunteers must not:

- Have any inappropriate physical or verbal contact with children
 - Make suggestive remarks or gestures, even in fun
 - Show favouritism to any individual
 - Be drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
 - Make assumptions or conclusions about others without checking the facts
 - Rely on personal good name to protect you
 - Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon
- Believe 'it could never happen to me'

We also endorse and will follow guidance provided to voluntary organisations within Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (2018). (see link in section 2.2).

6 Online Safety

The Foundation recognises that the online world provides everyone with many opportunities, however, it can also present risks and challenges. It further recognises that it has a duty to ensure that its children and young people, trustees, staff, volunteers and anyone else involved in the Foundation's activities, are protected from potential harm when participating in the Foundation's online activities.

6.1 Website

The Foundation's webpage is accessible at www.darkpeakmusic.co.uk. This has been set up by the Principal Musical Director and is administered by him. It includes information about the Foundation, the ensembles and the calendar of events, plus photos of recent performances. It does not include names or details about any of the individual children or young people.

6.2 Facebook Pages

6.2(a) The Foundation's public-facing Facebook page is accessible at "Dark Peak Music". The page is administered by selected ensemble directors and trustees. It includes details of previous and forthcoming events plus photos of recent performances. It does not include names or details about any of the individual children or young people.

6.2(b) The Foundation's Light Orchestra has a separate public-facing Facebook page accessible at 'Dark Peak Light Orchestra'. The page is administered by selected ensemble directors and trustees. It includes details of previous and forthcoming events plus photos of recent performances. It does not include names or details about any of the individual children or young people.

6.2(c) Parents, carers and the Foundation's students aged 13 or over are permitted to post content relating to the Foundation's activities. When posting, they should be aware that the sharing of personal information should be kept to a minimum. The page administrators reserve the right to edit or remove individual posts.

6.2(d) No page administrator will add any of the children or young people involved in the Foundation's activities as a "friend" on any social media platform or Direct Message any such individual from their personal social media account.

6.3 YouTube Channel

6.3(a) The Foundation's YouTube channel has been created to facilitate the development of an online musical community to support the Foundation's students, their families and carers.

6.3(b) The channel is private meaning it is only accessible via a link circulated by the Foundation. A link to the YouTube channel will only be circulated via email to parents and carers of Foundation students. By clicking on the link parents and carers are undertaking not to share the link with any third parties.

6.3(c) All videos on the YouTube channel will be stored securely and uploaded by the channel administrators. Videos will be submitted to admin@darkpeakmusic.co.uk. Only videos submitted by parents and carers of Foundation students will be accepted for inclusion on the private YouTube channel. Any additional copies of these videos, together with any unsuitable for inclusion on the YouTube channel, will be deleted.

6.3(d) The channel administrators will be the Ensemble Directors. All channel administrators will hold a current Disclosure and Barring Service (DBS) check. Appropriate support and training about online safety will be provided.

6.4 Use of email

6.4(a) The Foundation has a range of email addresses all ending in @darkpeak.co.uk for necessary communications with parents and carers of the Foundation's students and other third parties.

6.4(b) All communications are directly with parents or carers. Staff will not retain children's email addresses nor communicate with them directly. Parents or carers will always be an intermediary

between the Foundation and a child or young person (except where the child or young person has reported a safeguarding and/or child protection concern when it may be necessary to email the individual concerned directly to the extent necessary to deal appropriately with the concern).

6.5 Photographs and images

6.5 From time to time during ensemble rehearsals, performances and other Foundation activities staff or volunteers may take photographs and images to record and promote the activities of the Foundation. These will be stored securely and uploaded by the administrators of the Foundation's website and/or social media and/or used in printed materials approved by the trustees. The Foundation will ensure that written consent is obtained from all parents and carers before obtaining or using such photographs and images.

6.6 Online Teaching

From time to time the Foundation may want to deliver ensemble lessons online through our preferred platform Zoom.

To ensure we act responsibly we will adhere to the following guidelines:

- Adhere to our email guidelines when setting up the meeting
- Email parents with the date, time, login details of the meeting and include these guidelines
- Make clear to parents that participation is entirely optional, and (if time permits you) offer support by other means
- Hold the sessions at a fixed time each week, ideally corresponding to the time of the live rehearsal
- Each child must have an easily identifiable on their login so we know who is onscreen. A parent's surname is a good example.
- Always set up the meeting with password protected login
- Children to be in a communal area of the house, not bedroom etc
- All parties to be dressed in normal clothing ie as for a live rehearsal
- A parent to be present within ear shot (not necessarily on screen)
- Do not record the session under any circumstances
- In the event of any 'zoombombing' (unwanted arrivals crashing the session) terminate the session immediately, report the incident to the Foundation's Safeguarding and Child Protection Team and email the parents/carers explaining.
- Any parent/carer/children/young people receiving a link should not forward it to anyone else, as that is where the biggest risk lies in terms of 'Zoombombing'.
- If you plan to use 'breakout rooms' in Zoom be sure to have a minimum of three people per breakout room and informing all participants how to alert the meeting host if there is any issue.

7 Managing Safeguarding and Child Protection Concerns

Concerns may be raised by children, young people trustees, staff and volunteers, parents and carers or by third parties. The Safeguarding and Child Protection Leads are responsible for ensuring that the children and young people of the Foundation know about the Policy, who to speak to if they have any concerns and who to speak to if the Safeguarding and Child Protection Leads are unavailable. All trustees, staff and volunteers should ensure they are aware of the 'Four Main Forms of Abuse' (Appendix A) and the guidance on 'Responding to a Child making an Allegation of Abuse' (Appendix B).

Concerns may be made/raised relating to trustees, staff and volunteers, other children or young people, parents and carers, or third parties. If someone is at immediate risk of harm, a trustee, staff member or volunteer should always call 999 and request the Police. Where a concern is raised, action must be taken no matter if the information received is non-recent or from an anonymous source. It is not the role of the Foundation to decide whether a child has been abused or not. This is the legal responsibility of the child safeguarding team within Social Services to investigate and action appropriately

7.1 Recording concerns

7.1(a) When a concern arises, it must be recorded as soon as possible and, in any event, within 24 hours of the concern being raised.

7.1(b) An 'Incident/Record of Concern Form' (Appendix C) will be completed for all concerns, and will accurately record the following:

- Date & time of the incident or disclosure
- Parties involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action, e.g. suspension of a staff member or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Name of the person reporting and to whom reported

7.1(c) This record shall be kept in a specific locked cabinet or drawer or stored as a password protected document securely in the Foundation's online shared drive to retain confidentiality and kept safe. Access will be limited to:

- The person who has completed the form
- The Safeguarding and Child Protection Leads (unless they are the subject of the concern).
- The Principal Musical Director (unless they are the subject of the concern).
- The Foundation's current Chair (unless they are the subject of the concern).

7.1(d) The record may be shown to the police or social services and could possibly be used in court, although this is rare. The child or young person concerned can be shown this record, but discretion should be used. The child or young person's permission should be obtained before showing to the parent or carer.

7.2 Responding to concerns

7.2(a) If there is an immediate risk then action should be taken to immediately suspend the individual or individuals who is the subject of the concern and/or suspend the activity (or planned

activity) which is the subject of the concern until it is satisfied that the risk of harm has been removed.

7.2(b) As soon as possible and, in any event, within 24 hours, an initial consultation should take place with a statutory child protection agency such as the local social services department or health board or the NSPCC and/or the Derby and Derbyshire Safeguarding Children Partnership, to test out any doubts or uncertainty about the concerns

7.2(b) Where required, making a formal referral to a statutory child protection agency or the police without delay.

7.2(c) Where the concern means a serious incident arises in relation to safeguarding and/or child protection required, then The Charity Commission must be informed without delay.

7.2(d) Where required, a referral should be made to the Disclosure and Barring Service to consider whether to add the individual to the barred list. This includes any instances where the Foundation has to remove a staff member or volunteer (or would have, had the individual not left first) because the individual poses a risk of harm to children or young people.

9 Links with Health & Safety Policy

In order to ensure the health & safety of all involved in Foundation activities, a Health & Safety Policy has been developed to complement this policy.

The Health & Safety Policy provides guidance on the following:

- Standards for premises and equipment
- Heating & ventilation
- Sanitation facilities
- Fire precautions
- Food hygiene
- Telephone access
- First aid facilities
- Staff & volunteers trained in first aid
- Emergency Numbers
- Insurance liability
- Security

The Health & Safety Policy also assesses the risks associated with all the Foundation's activities.

Neglect

Neglect may result where adults persistently or severely fail to meet a child's basic physical and/or psychological needs.

Neglect is likely to result in a serious impairment of the child's health or development. It may include failing to provide warm clothing or food, failure or refusal to give children love, affection and attention. Children may also be consistently left alone or unsupervised.

Physical signs may include:

- Running away
- Constant hunger, loss of weight including stealing food from other children
- Poor personal hygiene
- Inappropriate dress for the conditions
- Untreated medical problems
- Changes in behaviour, which can also indicate neglect, examples can include: aggression, clingy, withdrawn, anxious, depressed
- Complaining of being tired all of the time
- No social relationships – unable to make friends, engage in social activities (games, conversations)
- Low self-esteem
- Mentioning being left alone or unsupervised

Physical Abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting, or by giving children alcohol or inappropriate drugs or poison.

Physical signs may include:

- Unexplained bruising, marks or injuries
- Bruises, which reflect hand marks or fingerprints
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Running away

Changes in behaviour, which may also indicate physical abuse include:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour

Sexual Abuse

Girls and boys are abused by adults or other young people – both male and female – who use children of all ages to meet their own sexual needs. 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. The sexual activities may involve physical contact, including penetrative acts such as rape, anal or oral sex or non-penetrative acts such as fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. Usually in cases of sexual abuse it is the child's behaviour that may cause you to be concerned.

Physical signs may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Pregnancy

Changes in behaviour, which can also indicate sexual abuse may include:

- Fear of being left with a specific person or group of people
- Sexual knowledge, which is beyond their age or development level
- Sexual drawings or language
- Self-harm or mutilation, sometimes leading to suicide attempts
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Eating problems, such as anorexia or overeating
- Having nightmares
- Sudden or unexplained changes in behaviour

Emotional Abuse

Emotional abuse is the persistent and emotional ill treatment of a child, such as to cause severe and persistent effects on the child's emotional development. For example, persistent lack of love and affection, constantly shouting, threatening or taunting a child may make the child very nervous or withdrawn. It may also involve making the child feel or believe that they are worthless or inadequate. Emotional abuse may also occur when an adult places inappropriate expectations on a child, considering the child's age or development.

Bullying is a typical form of emotional abuse, which is often inflicted by other young people. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical signs may include:

- A failure to thrive and grow
- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress
-

Changes in behaviour, which can also indicate emotional abuse may include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes

How you react when a child discloses information of abuse is critical. If handled sensitively then the child will feel as comfortable as possible and false assumptions and an escalation of the problem can hopefully be avoided. If dealt with badly a child may not disclose again; missing a vital opportunity in their life and crucial information and possible evidence may be damaged.

It is essential that staff and volunteers read and understand the information contained in this policy and the links in section 2. Many adults find it hard to believe situations of abuse and will more often than not experience revulsion at the thought of someone deliberately harming a child. These are normal reactions, but it becomes serious if they prevent us from listening to a child and responding appropriately.

When dealing with suspected child abuse issues:

- Tell the child they are not to blame and that it was right to tell
- Do not show distaste, disgust or anger
- Don't ask direct questions – who, what where, when
- Don't put words into the child's mouth by suggesting what has happened and by whom
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says
- Keep calm and, even if you find what they are saying difficult or painful, keep listening
- Reassure the child but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments. Explain early on that the information will need to be shared and what you will do next (as simply as possible)
- Make a full record of what has been said, heard and/or seen as soon as possible using the child's own words – take as soon as possible to your Nominated Child Protection Representative
- Do not contact or confront the individual who is alleged to be responsible

Notes:

Do not ask specific questions about the incident or suggest answers to the young person, but report what happened as close to their own words as possible. Explain that you will have to share the information.

If possible include when and where the incident happened, who was involved, whether the young person shows any signs of physical violence or reluctance to return home and whether parents know about the incident.

Appendix C: Dark Peak Music Foundation Record of Incident/Concern

Place, date and time of disclosure of incident(s)	
Name of child/ young person/adult making the disclosure	
Their address and telephone number	
Name of children/young people affected by incident(s)	
Person to whom the disclosure has been passed.	
Name and contact details of person reporting the disclosure	
Nature of the disclosure (continue on extra sheet if required)	
Action taken by Dark Peak Music Foundation (agency and individual to whom reported, date and time)	
Name of person who took this action	
Further developments (feedback from agency or further approach from young person)	
Signed	
Date	