



# Chiltern Music Academy

## Child Protection and Safeguarding Policy

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Review by: March 2027

## 1 Contacts

### 1.1 CMA Contacts

<b>Principal</b>	Elen Mon Wayne
<b>Designated Safeguarding Lead (DSL)</b>	Elen Mon Wayne
<b>Deputy Designated Safeguarding Lead(s)</b>	Alex King Andy Rogers
<b>Nominated Safeguarding Trustee</b>	Hilary Nohavicka
<b>Chair of Trustees</b>	Sam Laughton

Personal contact details for these people are printed on the staff and volunteer ID badges and handbooks for ease of access in an emergency. The central secure email address for safeguarding related emails is [safeguarding@chilternmusicacademy.org](mailto:safeguarding@chilternmusicacademy.org)

### 1.2 Local Authority Contacts

<p><b>Buckinghamshire Education Safeguarding Advisory Service</b> ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities. <b>01296 387981</b> <a href="mailto:Secure-esasduty@buckinghamshire.gov.uk">Secure-esasduty@buckinghamshire.gov.uk</a></p>
<p><b>Buckinghamshire First Response Team (aka MASH) (including Early Help, Channel)</b> The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner. <b>01296 383962, (Out of hours 0800 999 7677)</b> <a href="mailto:Secure-cyp.firstresponse@buckinghamshire.gov.uk">Secure-cyp.firstresponse@buckinghamshire.gov.uk</a></p>
<p><b>Buckinghamshire Local Authority Designated Officer (LADO)</b> The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis. <b>01296 382070</b> <a href="mailto:Secure-lado@buckinghamshire.gov.uk">Secure-lado@buckinghamshire.gov.uk</a></p>
<p><a href="#">Buckinghamshire Safeguarding Children Partnership (BSCP)</a> Procedures, policies and practice guidelines</p>
<p><b>Buckinghamshire Council Equalities &amp; School Improvement Manager</b> <b>01296 382461</b> <a href="mailto:Yvette.thomas@buckinghamshire.gov.uk">Yvette.thomas@buckinghamshire.gov.uk</a></p>
<p><b>Buckinghamshire Council Prevent Co-ordinator</b> <b>01296 674784</b> <a href="mailto:Alisonwatts1@buckinghamshire.gov.uk">Alisonwatts1@buckinghamshire.gov.uk</a></p>
<p><b>Royal Borough of Windsor and Maidenhead MASH Team</b> <b>01628 683150</b> <a href="mailto:MASH@achievingforchildren.org.uk">MASH@achievingforchildren.org.uk</a></p>

<b>Slough Referral and Assessment Service</b> <b>01753 875362</b> <a href="mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk">sloughchildren.referrals@sloughchildrenfirst.co.uk</a>
<b>Berkshire Unitary Authorities Out of Hours Duty Team</b> <b>01344 786543</b>
<b>NSPCC Whistleblowing Advice Line</b> <b>0800 028 0285</b> (Monday-Friday 08:00-20:00, Weekends 09:00-18.00) <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
<b>Thames Valley Police</b> <b>101 (999 in case of emergency)</b>

### 1.3 Linked Policies

This policy should be read in conjunction with the following documents:

- Equality and Diversity Policy
- Health & Safety Policy (including managing children with medical needs)
- Music Leaders Handbook

### 1.4 Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of the safeguarding process and it refers to the procedures undertaken to protect individual children who have been identified as suffering or likely to suffer significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Further information regarding the categories of abuse can be found in appendix 1.

- **Children** includes everyone under the age of 18
- **CMA members** are the children and young people attending CMA activities
- **CMA adults** are CMA staff, music leaders and volunteers including trustees

## 2 Purpose

This policy is intended to provide clear guidance to all CMA staff, music leaders, trustees and volunteers about expected behaviour when dealing with child protection and safeguarding issues. It makes explicit CMA’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring are handled sensitively, professionally and in ways which support the needs of the child.

This policy links with Buckinghamshire Council’s child protection and safeguarding procedures and is in line with national guidance.

### 3 Introduction

CMA takes seriously its responsibility to protect and safeguard the wellbeing of children and young people in its care. “The welfare of the child is paramount” *Children’s Act (1989)*. Safeguarding and promoting the welfare of children is defined for purposes of this guidance as: protecting children from maltreatment; preventing the impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

“Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play.” (*Keeping Children Safe in Education, September 2023*). All adults must ensure that their approach is child centred and should consider, at all times, what is in the best interests of the child.

#### 3.1 The purpose of this policy

- Ensure that CMA practises safer recruitment processes in line with national legislation
- Establish a safe environment in which children can learn and develop. This can be achieved by the creation of a positive learning atmosphere, by good teaching and by pastoral support
- Ensure that CMA adults follow agreed procedures, complete training and are supported to respond appropriately and sensitively to child protection concerns
- Implement procedures for:
  - identifying and reporting cases, or suspected cases, of abuse
  - offering support to children who may be at risk of, or vulnerable to, violent or non-violent extremism or terrorist narratives
- Ensure support is provided to CMA members who may have been abused

This policy has been developed in accordance with the following legislation and guidance:

- Children Act 1989 (amended 2004)
- ‘Working Together to Safeguard Children 2018’ - July 2018 [Working Together To Safeguard Children July 2018](#)
- ‘Keeping Children Safe in Education’ - statutory guidance for schools and further education colleges - [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)
- The Equality Act - 2010 [Equality Act 2010: guidance - GOV.UK](#)
- ‘What to do if you’re worried a child is being abused’ - March 2015 [What to do if you are worried a child is being abused](#)
- DfE After-School Clubs, community activities, and tuition Safeguarding Guidance for providers, February 2026
- DfE Universal SEND Services resource training for out-of-school settings to create safe environments for SEND learners

This policy applies to all CMA members, staff, music leaders, trustees, volunteers and visitors to CMA.

We recognise that, for CMA members, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

### 3.2 The aims of this policy

- Establish and maintain an atmosphere where CMA members feel safe and secure, are encouraged to talk and know they are listened to
- Ensure that CMA members know that there are adults within CMA that they can approach if they are worried or are in difficulty
- Include in our activities opportunities to help CMA members develop realistic attitudes to the responsibilities of adult life
- Ensure that, wherever possible, every effort will be made to establish effective working relationships with parents and carers, colleagues from schools, local authorities and partner agencies
- Ensure that CMA staff, music leaders and volunteers, including trustees, are aware of the need to:
  - Safeguard and promote the well-being of children
  - Identify the need for support
  - Promptly report concerns in line with CMA and Buckinghamshire County procedures
  - Undertake training to recognise signs and indicators of abuse
- Ensure that CMA has a clear system for communicating concerns both internally and with external agencies
- Ensure that CMA has robust systems in place to accurately record safeguarding and child protection concerns
- Ensure that staff and trustees responsible for recruitment have undertaken safer recruitment training and that all staff, music leaders and trustees understand the principles of safer working practices as set out in the Music Leaders Handbook

## 4 Roles and Responsibilities

All adults working with children have a responsibility to protect them. There are key people within CMA and in the local authority who have specific responsibilities under child protection procedures.

The names and contact details of those people are listed at the front of this document. Personal email addresses and telephone numbers are printed on the staff and volunteer ID badges and handbooks.

### 4.1 Board of Trustees

**The Board of Trustees** understands and fulfils its safeguarding responsibilities. It must:

- Ensure that the Principal creates and maintains a strong culture of safeguarding within CMA
- Ensure that CMA has in place an effective Child Protection and Safeguarding Policy which is approved by the Board of Trustees on an annual basis or more frequently should the need arise and which reflects the unique nature of our community
- Ensure that the Child Protection Policy describes procedures which are in accordance with national government guidance and with the locally agreed procedures in Buckinghamshire

- Ensure that there are effective procedures in place for safeguarding, safer recruitment, allegations management and whistleblowing
- Review this policy at least annually and whenever new guidance is issued
- Ensure that CMA has a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead who have been trained to the appropriate level and who understand their roles and responsibilities. The DSL and Deputy DSL are most likely to have a complete safeguarding overview and are the most appropriate individuals to advise on Safeguarding matters
- The Board of Trustees and the Senior Leadership Team are responsible for ensuring that CMA follows safer recruitment processes. As part of CMA's recruitment and vetting process, enhanced Disclosure and Barring Service (DBS) checks will be sought on everyone who has substantial and unsupervised access to children. This will include volunteers who have regular, unsupervised contact with CMA members. While self-employed staff can now apply for DBS certification themselves, CMA may still act as the "contracting organisation", submitting applications on their behalf and making the final determination regarding suitability
- Appoint a Safeguarding Trustee who will act as the link between the Trustees and the Principal and DSL with regard to Child Protection and Safeguarding
- The Safeguarding Trustee must ensure that CMA has an effective policy, that local authority Safeguarding Guidelines are complied with and to support CMA in this aspect. Trustees will not be given details relating to individual child protection cases or situations to ensure that confidentiality is not breached
- The Safeguarding Trustee will ensure that the Single Central Record details of staff, volunteers and trustees is current, complete and compliant
- Trustees are encouraged to undertake Child Protection training in order to equip them with the knowledge to provide strategic challenge, to test and assure themselves that the safeguarding policies and procedures of CMA are effective and support the delivery of a robust whole organisation approach to safeguarding

## 4.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring a culture of safeguarding within CMA where children are protected from harm
- Ensuring all staff and self-employed contractors receive effective safeguarding induction and ongoing information to help them to recognise and report any concerns
- Ensuring that all employed staff, free-lance self-employed contractors, trustees and volunteers within the organisation are aware of CMA procedures, to provide advice and to offer support to those who need it
- Ensuring and maintaining a safe and secure system for recording safeguarding and child protection concerns and auditing these records to ensure all actions are completed
- Maintaining the record for CMA staff and free-lance self-employed contractors' safeguarding records. Ensuring that safeguarding information and contacts are easily available

- Being the designated point of contact for the discussion of concerns
- Ensuring that appropriate safeguarding and child protection procedures are in place during tours, events and concerts
- Ensuring that all of the child protection procedures are followed within CMA and making contact with external agencies where necessary, including the child's school DSL. If the DSL is unavailable, the Deputy DSL will act in their absence
- Liaising with the Safeguarding Trustee as necessary but at least every term so that the Trustees understand how CMA is fulfilling its safeguarding responsibilities
- Ensuring that music leaders, staff and volunteers undertake Child Protection training as appropriate. Refresher training is required every three years in line with DBS renewal procedures and guidelines. Updates and information will be given as necessary throughout the academic year in person and by email

The DSL and nominated deputies will complete appropriate DSL training and this will be refreshed every two years. This will be recorded on staff training records.

### 4.3 CMA staff and music leaders

All CMA staff and music leaders must:

- Read and understand this policy document so that they can effectively carry out their responsibilities regarding child protection and safeguarding children within CMA
- Undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. This training will be kept up to date. Training is currently accessed through the local authority, schools, NSPCC and Musicians Union
- All CMA staff and music leaders will receive regular safeguarding and child protection updates, as required but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively
- Where there are concerns and queries about child protection, support will be available for all CMA staff and music leaders from the DSL and their Deputies. The DSL will seek support from the Safeguarding Trustee, Head Teachers of schools, Prevent Officer and appropriate local authority staff where needed
- All CMA staff, music leaders and volunteers have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Music Leaders Handbook
- All CMA staff, music leaders and trustees have been provided with a distinctive lanyard identifying them as members of the CMA team which must be worn at all CMA sessions and events including concerts and tours. The ID cards on these lanyards have contact numbers for the DSL and deputies. Volunteers are provided with similar lanyards when they are supporting CMA activities

## 5 Procedures

CMA's procedures for safeguarding and protecting children from harm are in line with Buckinghamshire Council and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures, '**Working Together to Safeguard Children 2018**' [Working Together to Safeguard Children 2018](#), '**Keeping Children Safe in Education 2022**' [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](#) and statutory guidance issued under section 29 of the **Counter-Terrorism and Security Act 2015** [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#), and apply to all staff, music leaders, trustees, volunteers and visitors.

Visitors to CMA are:

- Clearly identified with visitor lanyards with safeguarding contact information attached
- Met and directed by CMA representatives
- Given restricted access as appropriate
- Escorted by a CMA representative as required
- Given access to children restricted to the purpose of their visit

Staff and music leaders are kept informed about Child Protection responsibilities and procedures through induction, briefings and on-going information sharing. There may be other adults in CMA who rarely work unsupervised, more usually working alongside CMA music leaders. The Principal will ensure that they are aware of CMA's Child Protection policy and procedures.

All parents/carers must be made aware of CMA's responsibilities in regard to child protection procedures through this policy. A statement on the CMA website will inform parents and carers about our duties and responsibilities under child protection procedures. This policy will also be freely available to parents and carers on the CMA website and by request from the office.

All staff and music leaders must follow the reporting procedures as follows when reporting any child protection concerns:

- Ensure the child is in a safe place and in receipt of support
- If possible, speak to the DSL to alert them to the safeguarding/child protection concern
- As soon as possible make a written report for the DSL
- Ensure the time and date of the incident is recorded
- A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place noting the child's exact words or phrases
- Use a body map to record any injuries seen or reported by the child
- The report must be signed and dated by the person making the report, giving details of their role within CMA
- The DSL must record when the report was passed to them and what action was taken alongside any outcomes achieved
- The DSL must ensure the child's wishes and feelings are taken into consideration when deciding on next steps
- Should an urgent report need to be made when the DSL or Deputy DSL are unavailable, individuals should themselves contact the police

The Board of Trustees and the Senior Leadership Team are responsible for ensuring that CMA follows safer recruitment processes. As part of CMA's recruitment and vetting process, enhanced Disclosure and Barring Service (DBS) checks will be sought on all adults who have substantial and unsupervised access to children. This will include volunteers and trustees that have regular unsupervised contact with CMA members.

Allegations against CMA staff, music leaders and volunteers will be referred to the Local Authority Designated Officer (LADO).

The Trustees and SLT will ensure that children know that there are adults within CMA that they can approach if they are worried or in difficulty. They will establish and maintain an environment where children feel safe and know that they can talk and they will be listened to. CMA adults will respond with clear boundaries about what is safe and acceptable. An attitude of 'it could happen here' is maintained where safeguarding is concerned.

## 6 Record-keeping and retention of records

When a disclosure of abuse or an allegation against a member of staff, music leader or volunteer has been made, no matter how low-level, CMA must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with **Data Protection Legislation**.

Records should include:

- a clear and comprehensive summary of the concern
- a clear, detailed and robust chronology must be maintained
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

## 7 Confidentiality

We recognise that all matters relating to child protection are confidential.

The Principal or Designated Safeguarding Lead must only disclose safeguarding information on a need to know basis.

Duplicate or personal records of child protection concerns must not be kept. All Information must be reported to the Designated Safeguarding Lead and securely stored in the designated location within CMA, separate from other records.

CMA adults must never guarantee confidentiality to a child or agree with them to keep a secret. When there is a child protection concern, this must be reported to the DSL and may require further investigation by the appropriate authorities. Children can be reassured that information will only be shared on a need-to-know basis and that this will be the minimum necessary.

## 8 Recognising abuse

In the event of a child making a disclosure of abuse CMA adults will:

- Listen to the child, allowing the child to tell what has happened in their own way and at their own pace. They must not interrupt a child who is freely recalling significant events. They must remain calm, be reassuring and supportive, and try not to respond emotionally.
- Ask questions only to clarify whether this is a safeguarding concern. They must not ask leading questions but ask the child to tell, explain and describe.
- Make an accurate record of what they have seen and heard, using the words the child has actually said.
- Reassure the child that they did the right thing in telling someone.
- Explain to the child what will happen next and the need for the information to be shared with the DSL.
- If the DSL or deputy are not available, the information will be given to the most senior available CMA representative.
- If there is immediate risk to a child, the police will be called using 999.
- Following a disclosure the child will be accompanied or monitored at all times until a plan is agreed as to how they can best be safeguarded.
- Following a report of concerns the DSL must:
  - Decide whether there are sufficient grounds for suspecting significant abuse in which case a referral must be made to First Response. The rationale for this decision must be recorded by the DSL
  - Decide whether to contact the DSL at the child's school
  - Decide whether to discuss the concerns with the child's parents/carers. This is good practice but should only be done if it does not place the child at risk of further harm
  - If the child is at immediate risk of significant harm, the police should be called
  - If the child needs medical attention, the DSL should call for an ambulance

## 9 Multi-agency working

CMA recognises that many agencies are involved in child protection and safeguarding and will contribute to multi-agency working in line with the statutory guidance 'Working Together to Safeguard Children'.

## 10 Supporting CMA adults

We recognise that CMA adults becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting. We will support them by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Principal or a senior colleague.

## 11 Allegations against staff, music leaders, volunteers and trustees

CMA has procedures for managing concerns or allegations against adults within our organisation.

All CMA adults must take care not to place themselves in a vulnerable position with a child. It is always advisable for work with individual children or parents/carers to be conducted in view of other adults by using rooms with visibility door panels or by keeping doors open.

At CMA, we understand that a child may make an allegation against an adult. Any allegation against a CMA adult must be immediately referred to the Principal or the most senior person if the Principal is not present. If an allegation is made against the Principal, the Chair of Trustees must be informed.

At CMA, we recognise that an allegation may be made against a CMA adult if they have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviours both inside and outside CMA

The Principal or Chair of Trustees (where the allegation is in reference to the Principal) must immediately discuss the contents of the allegation with the Local Authority Designated Officer (LADO).

The Principal must follow all advice given by the LADO throughout the investigation process and ensure feedback is given to the LADO about the outcome of any investigations.

Should an individual member of staff, music leader, volunteer or trustee be involved in child protection or other safeguarding procedures or police investigations involving abuse or neglect they must inform the Principal. In these circumstances, CMA will need to assess whether there is any potential risk in that person's involvement with CMA.

## 12 Whistleblowing

All CMA staff, music leaders, volunteers and trustees must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Principal or Chair of Trustees.

The NSPCC whistleblowing helpline is available for anyone who does not feel able to raise concerns about child protection failures within CMA (see Contacts Section).

## 13 Physical intervention/ positive handling

Music leaders may only use 'reasonable force', meaning no more force than is needed, to prevent children from hurting themselves or others, from damaging property, or from causing disorder. It is always unlawful to use force as a punishment. Any use of force or restraint should be recorded and signed by a witness. The parent/carer will be informed of the incident.

## 14 Anti-bullying

At CMA, we foster and develop supportive and considerate relationships. We accept that we are all responsible for each other's safety and enjoyment of activities. We are mindful of our behaviour towards others to make sure there is no risk to their safety or belongings.

CMA acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes incidences of cyber-bullying. Cyber-bullying will be treated as seriously as any other type of bullying. This includes sexting and Image exchange under coercion.

## 15 Discriminatory incidents

In line with the **Equalities Act 2010**, our **Equality and Diversity Policy** addresses all forms of discriminatory incidents.

## 16 Health and Safety

Our Health & Safety policy reflects the consideration we give to the protection of our children and young people, both physically within the CMA environment and, for example, in relation to internet use, and when away from CMA when undertaking trips and visits.

## 17 Specific considerations

### 17.1 Prevent

We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism.

### 17.2 Online safety

All CMA staff, music leaders, volunteers and trustees must read any sections of the Handbook which refer to expectations relating to:

- Creating a safe online learning environment
- Helping children and young people stay safe online by inspiring safe and responsible use of mobile technologies including mobile phones, camera equipment; and social media
- Use of mobile technology within CMA and on visits and tours
- Use of camera equipment including smartphones
- What steps to take if there are concerns and where to go for help
- Music Leader and Volunteer use of social media

### 17.3 Sexting

#### Sending nude or semi-nude images

CMA is aware that sending nude images or semi-nude images, is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that children experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated. CMA adults will be aware of the potential for harm particularly in situations where children are taken on residential visits such as tours.

### 17.4 Child on child abuse

CMA believes that all children have a right to attend our activities in a safe environment free from harm by both adults and other pupils. We recognise that some safeguarding concerns can occur via child-on-child abuse.

We operate a zero-tolerance policy to child-on-child abuse and will not pass off incidents as 'banter' or 'just growing up'.

We recognise that child on child issues may include, but are not limited to:

- Bullying (including cyber bullying)
- Racial abuse
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
- Sexual violence and sexual harassment
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party (Harmful sexual behaviour HSB)
- Abuse related to sexual orientation or identity
- Sending nude or semi-nude images (consensual & non-consensual)
- Upskirting and initiation/hazing type violence and rituals
- Emotional abuse
- Abuse within intimate partner relationships

CMA adults should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. Incidents of child-on-child abuse must be reported to the DSL, who will refer to the appropriate agencies as required.

CMA adults will always consider to best support and protect the victim and alleged perpetrator as well as any other children who may have been involved or impacted.

'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation and that any gender can be a victim. 'Upskirting' is a criminal offence and must be promptly reported to the Principal or DSL.

## 17.5 Sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two children of **any age and gender**. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This can occur online, face to face, both physically and verbally. At CMA, we maintain an attitude of **'it could happen here'** and it is never acceptable.

All victims will be reassured that they are being taken seriously and that they will be supported and kept safe. No child will ever be made to feel ashamed for making a report or that they are creating a problem for CMA.

## 17.6 Cultural issues

At CMA, we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our members and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, ethnicity, faith and belief on the part of their parent, carer or wider community.

CMA adults must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

## 17.7 So-called 'honour-based' abuse

- CMA adults understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called 'Honour' Based Abuse to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)
- We are aware of the need to respond to concerns relating to forced marriage
- We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)
- We recognise that both male and female children may be subject to honour-based abuse
- Any suspicions or concerns of forced marriage are reported to the DSL who will refer to First Response or the police if emergency action is required

## 17.8 Contextual safeguarding and extra-familial harm

Contextual safeguarding is an approach to understanding and responding to children's experiences of significant harm beyond their families. Extra-familial harm is linked to contextual safeguarding; these concepts refer to harms that occur outside of the family system often during the adolescent years.

At CMA, we recognise that children may encounter safeguarding incidents that happen outside of CMA. We will respond to such concerns, reporting to the appropriate agencies to support and protect the child.

## 17.9 Serious violence

At CMA, we recognise that children may be at risk from, or are involved with, serious violent crime. We will respond to such concerns, reporting to the appropriate agencies to support and protect the child.

### 17.10 Domestic abuse

At CMA, we understand that children who experience domestic abuse can suffer long-lasting emotional and psychological effects. Any concerns will be reported using our safeguarding procedures.

### 17.11 Children who need a social worker

Child Protection and Child in Need Plans

At CMA, we understand that a child may have a social worker due to safeguarding or welfare needs and will work appropriately with them as required in the best interests of the child.

### 17.12 Looked after children

CMA will ensure that any safeguarding concerns regarding a looked-after child are responded to quickly and effectively and are shared with the appropriate agencies.

### 17.13 Mental Health

At CMA, we are aware that mental health problems can be a sign that a child has suffered or may be at risk of suffering abuse, neglect or exploitation.

We understand that traumatic adverse childhood experiences can have lasting impact throughout a child's life and that this can impact on mental health, behaviour and education.

The DfE recommends that staff undertake low-cost psychological first aid training to enable them to support children's mental health during emergencies or crises. This training will be completed by the DSL and Safeguarding Trustee who will ensure that all music leaders are supplied with appropriate information and support.

Any mental health concern that is linked to a safeguarding concern will be reported to the DSL.

## 18 Appendix 1

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for CMA staff, music leaders and volunteers including trustees, if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm' - i.e. ill treatment or the impairment of health or development. Four categories of abuse are identified.

### 18.1 Categories of Abuse

From Buckinghamshire Council Child Protection Framework Policy – September 2022

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

#### 18.1.1 Physical Abuse

A form of abuse which may involve, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### 18.1.2 Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### 18.1.3 Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate

offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### 18.1.4 Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

## 18.2 Categories of Exploitation

From 'Keeping Children Safe in Education 2022' [Home Office - Serious Violence Strategy, April 2018 \(publishing.service.gov.uk\)](#)

Exploitation is a form of child abuse and may take a number of forms:

### 18.2.1 Child Sexual Exploitation (CSE) and child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

### 18.2.2 County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

### 18.2.3 Extremism

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

### 18.2.4 Harmful sexual behaviour (HSB)

Children's sexual behaviour ranges, from normal and developmental expected to inappropriate, problematic, abusive and violent. The inappropriate, problematic, abusive and violent behaviour can cause developmental damage and is referred to as "Harmful Sexual Behaviour" (HSB).

## 19 Appendix 2

### 19.1 Safeguarding report form

Name and role of person completing this form:	
Name of child/ young person:	
<p>Details of the incident or concern:</p> <p>Date:</p> <p>.....</p> <p>Time:</p> <p>.....</p> <p>Place:</p> <p>.....</p> <p>Group name (if applicable):</p> <p>.....</p>	In the words of the child/ young person:
<p>Other relevant information: (e.g. context, actual or potential witnesses, a description of any injuries observed and behaviour witnessed.) Please indicate if fact, opinion or hearsay.</p>	
Action taken by staff member or volunteer:	
Reporting staff/volunteer's signature and date:	
Referred to: (name of DSL or deputy)	
Date of referral:	

## 19.2 Safeguarding Report - guidelines

This form should be used to record details of safeguarding concerns. The information must be treated as confidential and reported to the DSL as soon as possible. The form should be completed at the time or immediately following disclosure, but only after all necessary emergency actions have been taken. Please complete the form as fully as possible.

### 19.2.1 How to manage disclosure:

1. Listen to the child, allowing them to tell what has happened in their own way and at their own pace.
2. Do not interrupt a child who is freely recalling significant events. Remain calm, be reassuring and supportive, and try not to respond emotionally.
3. Ask questions only to clarify whether this is a safeguarding concern. Do not ask leading questions but ask the child to tell, explain and describe.
4. Reassure the child that they did the right thing in telling someone.
5. Explain to the child that the information will be shared with the DSL.
6. Make an accurate record of what you have seen and heard, using the words the child has actually said.
7. Please indicate if information is being recorded as fact, opinion or hearsay.

### 19.2.2 Following actions:

1. If there is immediate risk to a child, call the police using 999.
2. If the child needs medical attention, call for an ambulance.
3. Ensure that the child is monitored at all times until a plan is agreed as to how they can best be safeguarded.

### 19.2.3 Informing the DSL:

1. Share the information gathered with the DSL as soon as possible.
2. If the DSL or deputy are not available, share the information with the most senior available CMA representative.
3. Personal telephone numbers for the DSL and deputies are printed on your ID badge and in your handbook, the central secure email address is [safeguarding@chilternmusicacademy.org](mailto:safeguarding@chilternmusicacademy.org)

<b>Principal</b>	Elen Mon Wayne
<b>Designated Safeguarding Lead (DSL)</b>	Elen Mon Wayne
<b>Deputy Designated Safeguarding Lead(s)</b>	Alex King Andy Rogers
<b>Nominated Safeguarding Trustee</b>	Hilary Nohavicka
<b>Chair of Trustees</b>	Sam Laughton