



## Safeguarding and Child Protection Policy

### Systems, Procedures and Professional Conduct

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## 1) Policy Statement

- a. We believe that all children, young people and vulnerable adults (CYP), irrespective of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background have the right to be protected from abuse and that their welfare is of paramount importance.
- b. We acknowledge our duty of care and undertake to engage in safeguarding and child protection procedures and protocols that are compliant with current legislation (Children Act 1989 & 2004) and best practice as set out in national guidance *Working Together to Safeguard Children 2013*.
- c. We seek to build a protective culture that puts the interests of CYP first; helps them feel confident that if they have a concern, someone will listen to them and take them seriously.
- d. Ultimate responsibility rests with the Chair and Director who will take all reasonable steps to ensure the effective operation of this policy. However, day-to-day responsibility for its implementation also lies with our staff by which term we include: our board of trustees, paid staff and volunteers, contracted and sessional workers and professional guests.

The purpose of this policy and accompanying notes is to promote good practice and equip our staff (especially our music leaders and young music leaders) to make informed and confident responses to specific safeguarding and child protection issues including online issues. B Sharp's Online Safety Policy Statement should be read alongside this Policy.

### Designated Officer

The B Sharp designated officer responsible for Safeguarding and Child Protection is the Director Ruth Cohen - T: 07947 334138 E: ruthcohen@bsharp.co.uk

B Sharp Trustee Safeguarding Lead – Tracey Bletch traceyblech@gmail.com

## 2) SYSTEMS AND PROCEDURES

### a. RECRUITMENT, TRAINING AND SUPERVISION OF STAFF

B Sharp recognises that some people seek employment to gain access to CYP in order to abuse or ill treat them. The following procedures outline how we take all reasonable steps to ensure we recruit the right people and inform them of how they are required to assist us in remaining compliant with current legislation while developing their own good practice.

#### RECRUITMENT

1. Potential staff and volunteers undergo an interview.
2. Evidence of identity (photo ID) is required.
3. Two confidential references are sought.

4. References are followed up and qualifications are substantiated.
5. All staff working directly with CYP are required to be DBS certified.

#### **INDUCTION**

6. Staff and volunteers receive formal or informal induction.
7. The job requirements and responsibilities are clarified.
8. Safeguarding and child protection is explained, and training needs identified.
9. Staff receive a copy of B Sharp's Code of Conduct (Staff Handbook).

#### **TRAINING**

10. Staff and volunteers are required to attend at least one training workshop on safeguarding and child protection. This involves:
  - Working safely and effectively with children and young people - understanding B Sharp's Safeguarding policy, Online Safety Policy and working practices.
  - Recognising their responsibilities and how to report concerns about suspected poor practice or possible abuse, including online abuse.
  - How to respond to disclosure - concerns expressed by a child, young person, vulnerable adult or a third party.
  - Analysing their own methods against established good practice.
  - Ensuring their own practice protects them from vulnerability and false allegations.
11. All staff will have annual Safeguarding training updates.

#### **SUPERVISION**

12. Staff have regular line management meetings and an annual review meeting.

#### **b. CONTRACTED STAFF, GUEST MUSICIANS AND SESSIONAL WORKERS**

Contracted staff, guest musicians and sessional workers are given a copy of our *Safeguarding and Child Protection Policy Statement* and *Online Safety Policy Statement* with their contract or agreement. They are required to sign receipt of these documents, state they have read and understood them and agree to abide by the details of the policies.

#### **c. HEALTH AND SAFETY**

B Sharp takes health and safety seriously and is committed to providing a healthy and safe environment in the workplace or during an activity/event. ***See Health and Safety Policy.***

In addition to ensuring a healthy environment, our activity/event risk assessments consider risks relating to the safe keeping and protection of children and young people.

#### **d. SUPERVISION OF CHILDREN AND YOUNG PEOPLE**

1. All our projects, activities and events are properly supervised with the following ratio of responsible adults to children and young people:
  - Aged 11 - 18 years; 1 x responsible adult to 15 CYP
  - Aged 10 and under; 1 x responsible adult to 8 CYP
2. All our online activity is properly supervised with more than one responsible adult leading sessions.
3. Our event/activity registration forms ask parents to inform us:
  - If their child is to be collected after an activity or is able to make their own way home.
  - If they are to be collected, by whom.
  - If their child has permission to leave the venue (older young people during a rehearsal/performance break, for example).
4. We give young people and parents information about, and ask them to agree to:
  - our code of conduct
  - how to take part in online activity safely
  - how to ask for help if they have concerns

#### **e. CONFIDENTIALITY**

1. All information given to us by individuals or members of their family are treated as confidential and securely stored.
2. All records of safeguarding concerns are detailed and accurate and securely stored.

#### **f. PHOTOGRAPHS AND VIDEOS**

We like to document our progress and celebrate our successes, and this often involves producing photographs and videos of our work.

1. Our event/activity registration forms ask parents for permission to use photographs and videos of their children in our publicity and evaluation materials.

2. In a school or preschool setting, permission for the use of photographs and videos is sought from the head teacher or EYFS Lead.
3. We do not publish CYPs' names alongside their photograph unless they have made an achievement or won a prize, for example, in which case permission is sought from their parents.
4. Identifiable images of children, young people and families are shared, and uploaded to various social media sites only with permission of individuals or their parents, and only used for the purpose for which consent was given.

### **3) RESPONDING TO CONCERNS/TAKING ACTION**

Our procedure for raising awareness and responding to suspicions or evidence of abuse or neglect has been taken from the NSPCC website.

#### **a. DEFINITIONS**

**Safeguarding** is defined as the actions taken to prevent harm/abuse happening to a child.

**Child protection** is part of safeguarding and refers to actions undertaken to protect specific children who are, or at risk of, suffering harm.

**Child abuse** is any action by another person - adult or child - that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it is increasingly happening online.

**Physical abuse** is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

**Sexual abuse** involves forcing or persuading a child to take part in sexual activities (which they may not understand or recognise as wrong). This may involve physical contact or happen online.

**Child sexual exploitation** is a type of sexual abuse in which children are sexually exploited for money, power or status while sometimes believing they are in a loving, consensual relationship. This may involve trafficking.

**Emotional abuse** is the ongoing emotional maltreatment or neglect of a child and can involve deliberately trying to scare, humiliate, isolate or ignore them or treating them as worthless.

**Domestic abuse** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship and may include emotional, physical, sexual, financial or psychological abuse. It can be on-going after a relationship has ended. Witnessing domestic abuse is child abuse.

**Grooming** is the building of an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. This can take place around the family home or online. Many children do not recognise grooming or understand that it is abuse.

**Bullying** is behaviour such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

**Cyber bullying** happens online, using social networks and mobile phones.

**Neglect** is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

## **b) DISCLOSURE**

Disclosure is the term we use to describe someone telling us something about themselves or a third party.

We may learn of actual or possible abuse or ill treatment in a variety of ways:

1. The young person may tell us directly.
2. A third party may tell us about their own concerns or of a conversation they had with a young person.
3. We may see signs of physical injury on a young person for which there is no believable explanation:
  - Cuts and bruises that are NOT likely to have been caused by normal, daily activities that might account for scraped elbows, knees and shins,
  - Clusters of uniform-shaped marks especially those that show the use of an implement,
  - Evidence of burns, bites, scalds and broken bones,
  - Evidence of self-harm or signs that a need for medical attention is not being met.
4. We may witness an unusual pattern of behaviour that might include:
  - Aggression, temper outbursts, withdrawal, flinching when approached, signs of fear when parents are approached, neurotic behaviours (sulking, hair twisting, rocking),
  - Extreme fear of making a mistake.
5. We may see two or more young people interacting inappropriately.

### c) PROCEDURE FOR RESPONDING TO ACCIDENTS

1. If the CYP is injured during a B Sharp activity or event (in a B Sharp venue or school or similar setting) we will (after having tended to the accident):
  - Make a record of the injury in the accident book.
  - Have the record countersigned by the teacher or another responsible adult in a school or similar setting.
2. If the CYP arrives at a B Sharp activity or event with signs of ill treatment or injury, we will:
  - Discuss it with the parent, or
  - Discuss it with the teacher, or
  - Raise a concern with a responsible adult, or
  - Raise a concern with the B Sharp Director. In all cases above, the Director must be informed.
3. We will make a full and complete record of the signs of injury and date and time observed which will be countersigned by a responsible adult. This will:
  - Protect us and our staff in case of false accusations in the future.
  - Provide evidence in the case of needing to inform the authorities.

### d) PROCEDURE FOR RESPONDING TO DISCLOSURE

We will, and train our staff to:

1. Remain calm and in control - this will give the young person or informant confidence in our ability to handle the situation.
2. Listen carefully to what is said without interrupting. Allow the young person to tell the story at their own pace and ask questions only for clarification.
3. Ask questions in a way that does not lead to a particular answer.
4. Reassure the young person that they did the right thing in telling us.
5. Do not promise to 'keep it a secret'. Tell them as soon as possible that we will share this information with others who need to know and who will be able to help.
6. Tell the young person what we are going to do/what will happen next.
7. Tell the designated person immediately
  - In school, tell the head teacher (then the B Sharp Director)
  - In a B Sharp environment, tell the B Sharp Director.
  - If a CYP makes a disclosure, staff should **not** discuss this with anyone other than the designated person.

8. Make a written note at the first opportunity, keeping a copy for our own reference, and include:
  - Date, time and place of the incident and/or the disclosure,
  - The name of the young person and anyone referred to,
  - A description using the young person's words where appropriate,
  - A countersignature if appropriate (in a school setting this would be the head or another teacher),
  - Your name, date and time.

### **Responding to Concerns**

If a child is suffering or at risk of suffering significant harm, share information with appropriate agencies or professionals without the child's or their parent's consent

If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger: tell the B Sharp Director. Who will as appropriate:

- Contact your local child protection services (see APPENDIX 2)
- Contact the police.
- Contact the NSPCC Helpline on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **IMPORTANT**

We will take the stance that we are not responsible for deciding that abuse has taken place. This is for the professional child protection agencies to do after we have made a report. It is our responsibility to take action in the case of suspicions or evidence and not let things go unremarked.

### **e. PROTECTING CHILDREN FROM ONLINE ABUSE**

These guidelines on protecting children from online abuse are taken from NSPCC website. Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices

It can happen anywhere online that allows digital communication, such as:

- social networks
- text messages and messaging apps
- email and private messaging



- online chats
- comments on live streaming sites
- voice chat in games.

Children and young people can be revictimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline.

Children and young people may experience several types of abuse online:

- bullying/cyberbullying
- emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)
- sexting (pressure or coercion to create sexual images)
- sexual abuse
- sexual exploitation.

Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

#### f. **RECOGNISING ONLINE ABUSE**

It can be easier for perpetrators to initiate, maintain and escalate abuse through digital technology because it gives them:

- easier access to children and young people through social media and digital messaging
- anonymity – it's relatively easy to create anonymous profiles on online platforms or pretend to be another child
- children may have a false sense of safety online which means they're more likely to talk to strangers than in the offline world

Children can be at risk of online abuse from people they know as well as from strangers. Online abuse may be part of abuse that's taking place in the real world such as bullying or an abusive relationship. Or the abuse may happen online only.

A child who is experiencing abuse online may:

- spend much more or much less time than usual online, texting, gaming or using social media
- be withdrawn, upset or outraged after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

### **Risks**

EU Kids online has developed a framework of risks called the 3Cs. This outlines the risks a child may experience when they are online.

### **Content**

Age-inappropriate content that a child may come across online could be:

- commercial – such as adverts, spam or sponsorship
- aggressive – such as violent and hateful content
- sexual – inappropriate or unwelcome sexual content
- content that promotes negative values – for example biased, racist or misleading information.

### **Contact**

If a child is actively engaged in the online world, they may become involved in interactions that could be harmful to them. This could be:

- commercial – such as tracking the sites a child has looked at or harvesting their personal information
- aggressive – for example being bullied, harassed or stalked
- sexual – receiving sexualised requests from others or being groomed
- contacts who promote negative values – for example making 'friends' who persuade a child to carry out harmful activities.

### **Conduct**

Without meaning to, a child may behave in a way that puts them and/or others at risk. For example they may become involved in:

- inappropriate commercial activity - illegal downloading, hacking, using the dark web or getting involved in financial scams
- aggressive behaviour – bullying or harassing someone else
- sexualised behaviour – creating or uploading indecent images

- creating content that promotes negative values – providing misleading information to others

See <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse> for information about Vulnerability factors

#### g. **REPORTING**

If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- Follow procedures for Responding to Disclosure (Section 3d).
- B Sharp Director will as appropriate:
  - Contact the NSPCC Helpline on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
  - Contact local child protection services (**see APPENDIX 2**)
  - Contact the police.
  - Contact Child Exploitation and Online Protection (CEOP) command (re online child sexual abuse).

The police and NSPCC will assess the situation and take action to protect the child as appropriate. This may include making a referral to the local authority.

Services will risk assess the situation and take action to protect the child as appropriate either through statutory involvement or other support. This may include making a referral to the local authority.

#### **Reporting online child abuse images**

It's against the law to produce or share images of child abuse, even if the image was self-created. This includes sharing images and videos over social media.

If you see a video or image that shows a child being abused:

- Don't comment, like or share the video or image, as this will distribute it further.
- Report it to the website you've seen it on.
- Report it to the police.
- Contact the NSPCC helpline on 0808 800 5000 who will report it to the police for you.

If the image or video involves the sexual abuse of a child, report it to the Internet Watch Foundation (IWF) who will take steps to get it removed from the internet.

If a child has taken a sexual picture of themselves and lost control of it, they can contact Childline who will work with the IWF to get it taken down.

Some images and videos may appear old but it's still important to report them. You can help prevent the video being shared further by alerting the person sharing the video that it's been reported to the authorities.

#### **h. RESPONDING TO CASES OF ONLINE ABUSE**

When responding to cases of online abuse, it's important for adults to understand the impact it can have on a young person's wellbeing. They should:

- listen calmly to what the child has to say
- remember that the young person may be embarrassed and/or ashamed
- be non-judgmental and make sure the child knows that abuse is never their fault.

It's also important for adults to understand that online and offline abuse are often entwined and ask tactful questions when the child is ready to understand the context of the abuse. This will enable them to provide the child with the right support.

Parents should be informed about cases of online abuse unless to do so would put a child at further risk of harm. They may need additional support to understand what has happened and how best to help their child.

In cases where the child or young person has gone to the police about online abuse, it's important for them to:

- fully explain the legal process in a way the child or young person can understand
- be friendly, reduce formalities as much as possible and make the child feel comfortable
- offer the child choice where possible, for example:
  - how they want to give evidence
  - the gender of the key police officer(s) involved
  - what other professionals they would like to be involved
- provide a consistent officer to work with the child throughout the case
- keep in contact with the child and their family regularly and provide regular updates on the progress of the case

Children who have experienced online abuse need to be provided with ongoing support.

#### **4) MISCONDUCT ON THE PART OF STAFF OR PROFESSIONAL GUESTS/CONTRACTED WORKERS**

We always take concerns about safeguarding seriously and will fully support anyone who, in good faith, reports their concerns about another's inappropriate behaviour, be this a member of the B Sharp staff or a professional guest, contracted worker etc.

1. The incident will be dealt with by the B Sharp Director in the first instance. This will be done in the strictest confidence.
2. The Director will require a brief written report comprising:
  - Date, time and place of the incident or reason for suspicion,
  - The name of person/people involved,
  - A description of the incident,
  - Name, date and time.
3. In the case of an accusation against a member of staff, s/he will be suspended immediately. This does not imply guilt. It is a measure intended to protect and reassure staff, CYP and their parents. The accused will be presumed innocent until proven guilty.
4. The accused will be informed of their rights and may be accompanied at any following interview with the Director. This meeting will be minuted.
5. If the matter cannot be concluded at an interview with the Director, she will call on the Disciplinary Committee (comprising the Chair, the Director and one other Trustee). This meeting will also be minuted.
6. If there is evidence to substantiate the accusation, the individual's association with B Sharp will be terminated and the appropriate authorities informed.

## **5) COMPLAINTS**

B Sharp encourages all its staff and participants to be open about their thoughts and feelings and often asks for genuine feedback, warts and all. In this way, we aim to avoid the necessity for our participants and their families or a member of the wider public to make a complaint. However, should there be cause, the following procedure is in place and is published on our website.

- Contact Ruth in the first instance for an initial conversation - Ruth Cohen - T: 07947 334138  
E: ruthcohen@bsharp.co.uk
- If you would prefer to talk to Ruth directly, you can always be accompanied by a friend or a parent/guardian.
- If you are not happy with the response you receive from Ruth, contact the Chair of the Board of Trustees, Julie Sheppard E:- lymejazz@gmail.com

## **6) PROFESSIONAL CONDUCT - GENERAL FOR ALL STAFF AND VOLUNTEERS**

In your role at B Sharp you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

### **Responsibility**

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures, including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to B Sharp Director
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, this includes behaviour being displayed by an adult or child and directed at anybody of any age.

### **Rights**

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people

- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people, if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible.

### **Respect**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

### **Unacceptable behaviour**

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive or including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

## **7) PROFESSIONAL CONDUCT - WORKING IN SCHOOLS OR SIMILAR SETTINGS**

In addition to the general Guidelines to Professional Conduct, there are additional notes for conduct in schools and pre-schools. We supply the following notes to all our staff who work in schools or similar settings in order to support them in developing a professional approach, avoid

false accusations of misconduct or inappropriate behaviour and create a relaxed and fun environment for our participants.

- Sign in at reception (the receptionist will clarify parking and unloading arrangements).
- Wear any visitor badge you are given.
- Listen to, or check on, school procedures and follow them.
- Allow school staff to manage behaviour
- Use only the staff toilets - never the children's.
- Keep to your designated areas; avoid wandering around the school; avoid shouting, loud laughter and other noise; avoid slamming doors.
- Report any accidents or breakages immediately.
- Clear up after your activity and take your rubbish away with you.

## **8) PROFESSIONAL CONDUCT – ONLINE SESSIONS**

B Sharp is aware that all teaching has safeguarding implications, including online sessions. Guidelines for professional conduct for Music Leaders is below:

- Sessions will be delivered using B Sharp accounts (eg Zoom account, and B Sharp emails) and not Music Leader's personal accounts.
- Session Leaders must ensure that only young people signed up to the session take part, through using direct invitation links, passwords, waiting rooms etc.
- Young People who participate must have agreed to B Sharp's online safety guidelines, and must access the session through parent's email unless specific consent has been given.
- Music Leaders must deliver the lesson from a suitable and safe space for online tuition and, ideally, against a neutral background. The background of videos should not contain anything that they wouldn't want to be seen publicly, eg. personal identifying information, other family members etc.
- Music Leaders should check that the student is accessing the live streamed lesson in an appropriate space in the home (e.g. NOT from the student's bedroom) and a parent or carer must be present at the start of the lesson and remain within earshot to monitor the live stream throughout.
- Music Leaders and children must wear suitable clothing, as should anyone else in the household.
- Music Leaders language and behaviour will always be professional and appropriate, just as it would be in a face-to face lesson.
- Music Leaders must also ensure that young people use appropriate language in sessions, and that behaviour is appropriate (including the use of 'chat' functions).



- At the end of each session, the Music Leader, as the host, should end (close down) the online lesson for all participants. If this is not possible, they must ensure that they are the last person to leave the online space, so that no interaction between students is possible after the lesson has finished.

#### 9) **POLICY REVIEW**

We are committed to reviewing our policy and good practice annually.

Last reviewed on: 5th September 2024

Next Review date September 2025 (or in response to a change in legislation)

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## APPENDIX 1

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### ONLINE SAFETY POLICY STATEMENT

B Sharp works with children and families as part of its music activities.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in B Sharp programmes.

#### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

#### We believe that:

- children and young people should never experience abuse of any kind
- children and young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

This means protecting our participants, volunteers and staff from online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information

#### We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using B Sharp's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

**We will seek to keep children and young people safe by:**

**Organisational policies and procedures –**

- Designated Safeguarding Lead for B Sharp has an overview of online safety
- Providing clear and specific directions to staff and volunteers on how to behave online through our Safeguarding Policy Procedures and Guidelines to Professional Conduct
- enforcing and consistently revising procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- providing support, training and supervision for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation

**Supporting young people -**

- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- ensuring that online safety, and an online code of conduct is part of our agreement with young people and their parents/carers

**Having safe systems in place -**

- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that identifiable images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

## RESPONDING TO ONLINE

If an incident of online abuse occurs, or an issue regarding online safety is raised, it will be dealt with in the same way as other safeguarding incidents.

### NSPCC Helpline

0808 800 5000

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## APPENDIX 2

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### Contact Details

B Sharp Safeguarding Lead – CEO/Artistic Director Ruth Cohen [ruthcohen@bsharp.org.uk](mailto:ruthcohen@bsharp.org.uk) 07947 334 138

B Sharp Trustee Safeguarding Lead – Tracey Blech [traceyblech@gmail.com](mailto:traceyblech@gmail.com)

### Dorset

Pan Dorset Safeguarding Children Partnership - <https://pdscp.co.uk/>

For anyone who has a concern regarding a child living in Dorset the phone number for CHAD (Children's Advice and Duty Service) is 01305 228866. The line is covered Mon to Friday 8.00am-10.00pm and Sat and Sun 9.00am-10.00pm.

If you have concerns regarding someone who works with a child including volunteers these should be reported to the Local Authority Designated Officer (LADO). [LADO@dorsetcouncil.gov.uk](mailto:LADO@dorsetcouncil.gov.uk) 01305 221122.

In the case of an emergency or a child is at risk of immediate harm call 999

If you are concerned about an adult safeguarding issue please see <https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board>

### Devon

If you are concerned about the safety of a child in Devon or want to speak to someone, or if you are a child worried about your own safety, you can contact our Multi-Agency Safeguarding Hub (MASH) by: completing an online request for support form, calling us on 0345 155 1071, emailing [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk) and giving as much information as you can

If you have concerns regarding someone who works with a child including volunteers or **any** requests for advice, please complete the LADO contact form or leave a message on the telephone line 01392 384964 or email [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk) for a LADO contact form.

If a child is at immediate risk contact the police on 999.

If you are concerned about an adult safeguarding issue please see  
<https://www.devonsafeguardingadultpartnership.org.uk/reporting-a-concern/>