

## Sheffield Music Academy Safeguarding Policy

Every child and young person attending Sheffield Music Academy is entitled to receive vigilant care and support from all staff, teachers, and volunteers to ensure their mental and physical health and safety and their ability to achieve their full potential.

Safeguarding is everyone's responsibility. It is our duty to prevent abuse as well as to report it and every member of staff and our volunteers must follow the guidelines specified within. For clarity, all detail within this policy refers to face-to-face and online interaction.

### Designated Safeguarding Lead (DSL)

**Jessica O'Neill** Tues, Weds & Thurs 9.30am – 2.30pm. Fri 9.30am – 7.30pm  
SMA Saturdays 7am-3.30pm 07704 579310  
[jess@sheffieldmusicacademy.co.uk](mailto:jess@sheffieldmusicacademy.co.uk)

### Deputy Safeguarding Leads (DSL/D)

**Rebecca Francis** teaches SMA Saturdays 8.30am – 5.00pm.  
[becca@sheffieldmusicacademy.co.uk](mailto:becca@sheffieldmusicacademy.co.uk)

### Sheffield Safeguarding Advice Line

0114 2053535

### The Child Protection Enquiry Team

0114 2734925

Local Authority Designated Officer (LADO) *\*Only involved if there is an allegation against a member of staff.*

Steven Hill, Safeguarding Children, and Independent Reviewing Service. [Steven.Hill@sheffield.gov.uk](mailto:Steven.Hill@sheffield.gov.uk)

**Music Director Martin Cropper & members of SMA Board can be contacted on request.**

## SMA Safeguarding Essentials Online and Face-to-Face

If a child reveals information to you which may indicate any form or level of abuse, neglect, bullying participation in or victimisation by gang activity in any context you should:

- Really listen to the child – take what they say seriously. Allow the child time to speak and do not interrupt or make suggestions to them.
- Reassure the child they have done the right thing by telling you.
- Do not promise to keep information confidential. It is vital that the child receives appropriate support and protection.
- Remain calm. No matter how difficult it is to listen to the child – think of how hard it must be for them to say it. Some things are very difficult to talk about and you may have been chosen because the child feels they can talk to you. If you show anger, disgust, or disbelief then the child may stop talking for fear of upsetting you further or feel that your negative reaction is directed toward them.
- Access the SMA Cause for Concern form in SMA Teachers Share Point or email the DSL/D the date and time of the conversation along with notes on your concerns ASAP and certainly within 24hrs of the disclosure. If the nature of the conversation is urgent and you suspect the child of being in immediate danger, then do call Childline and/or the police.
- Do not discuss your concerns with the parent/carers until you have talked to DSL or DSL/D

## CONTENTS

1. Introduction and Definitions	
2. Online Safeguarding: Digital Learning	P2
3. Safety on Site	P3-4
4. Roles and Responsibilities	P4
5. Information Sharing and Confidentiality	P5
6. Abuse of Trust	P5
7. Bullying	P5
8. Bereavement and Loss	P5-6
9. Behaviour Guidelines for staff and volunteers	P6-7
10. One-to-One Working	P7
11. Allegations against a member of staff or volunteer	P7-8
12. Safe Recruitment	P8
13. Administration of medicines and first aid	P9
14. Health & Safety	P9
15. E-Safety and social media Acceptable Use Policy for staff and volunteers	P9-10
16. Photographs, videos, and images	P10
17. Data Protection and access to information	P10
18. Further information, signposting and resources	P10-11
19. Appendix 1: Definitions and signs of abuse	P11-13

### 1 Introduction and Definitions

We have a responsibility to protect and promote the safety and wellbeing of all individuals involved with Sheffield Music Academy both offline, and online.

This policy sets out the expectations for all students, staff, volunteers, families and associated freelance providers and users to ensure the protection of children and young people at SMA.

It is the responsibility of all adults working at SMA to raise concerns and report online incidents that happen inappropriately, using this policy and its procedures.

This Safeguarding Policy complies with the Sheffield Safeguarding Children Board (SSCB) and should be read in conjunction with the recently updated Keeping Children Safe in Education document, Sept 2020.

The key principals of this Safeguarding Policy are:

- Anyone aged 18yrs and under is considered a child/young person.
- All students whatever their age, culture, religion, ability, gender, or sexual identity, have the right to be protected from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly.
- To ensure all people working with Sheffield Music Academy know what the procedures are for reporting concerns or allegations against individuals.
- To provide regular and appropriate training to all staff and volunteers at Sheffield Music Academy
- To ensure safe recruitment in a way which deters those who may wish to harm children from becoming involved in the Sheffield Music Academy

Guidance used to inform this policy.

- Keeping Children Safe in Education (DfE September 2020)
- *Prevent Duty*
- Disqualification under the childcare act 2006 (DfE 2015)
- Safe Network and NSPCC guidelines
- NSPCC Safeguarding in the Performing Arts guidelines (April 2018)

All people working with the Sheffield Music Academy should feel they can seek advice as well as report concerns and discuss issues arising from their contact with children and young people.

Please refer also to SMA's related policies including Online Safety, Data Protection, Health & Safety, Health & Wellbeing and Dignity at Work all found in our portal and SMA Teachers Share Point.

## 2. Delivering Online Music Tuition

**Extracted from SMA's Online Safety Policy which should be read in conjunction with this policy.**

If online tuition becomes once again necessary, more comprehensive guidelines will be shared but the general principles of delivering online tuition are:

- For students under the age of 16, SMA tutors will deliver learning via a nominated adult's email address at an agreed time every week. At the start of each lesson, a parent or carer should make themselves visible to the tutor, so they know an adult is present if necessary. The lesson must always take place in a public space at the student's home and never in a bedroom. Unless previously agreed with SMA in writing, a tutor will terminate the lesson if it is taking place in a bedroom or without an adult present.
- For students over the age of 16, SMA tutors will be able to use the student's nominated email address once written permission is given by the parent or carer and ensuring that they are copied into all future correspondence. This lesson must take place in a public space in the student's home. Ideally, a parent or carer will make themselves known to the tutor at the start of each lesson.
- All students and staff must be dressed appropriately and where possible minimise external distractions during the lesson (i.e., siblings, pets, external noise)

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

- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults (found within our Staff Handbook)
- supporting and encouraging the young people and families involved with Sheffield Music Academy to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others by promoting ParentInfo and NetAware websites via our SMA Intranet and via Behaviour Policies within the Parent Handbook.
- distributing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person reviewing and updating the security of our information systems regularly
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- ensuring that 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.
- providing supervision, support and training for staff and volunteers about online safety

**If online abuse occurs, we will respond to it by:**

- follow SMA's existing Safeguarding Policy and Procedures
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse, and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders, and our organisation into account.
- reviewing the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

## 3. Safety on Site

Sheffield Music Academy also operates face-to-face tuition and music making at hired premises at Birkdale School; registered address 4 Oakholme Road, Sheffield, S10 3DH. Teaching can take place across four buildings and students are aided by members of staff and Student Ambassadors in orienteering when they first enrol. Unless specifically requested by the students' families or the student themselves, individuals working and learning at the Academy are always expected to move between buildings independently and behave responsibly. **(Please see Parent Handbook and/or Staff Handbook for further information).**

A specific risk assessment for working at Birkdale School has been undertaken and the following details are highlighted as important considerations:

- All staff, pupils, parents, and visitors must always sign in and out of the Academy reception on each Academy day and wear an identity badge. The signing in sheet can be found in the reception area of the Oakholme Building. Student sign in is monitored regularly and parents will be contacted if a student has not attended and/or signed in as expected to ensure everybody's safety and accountability. Students should arrive in good time to sign in before classes begin.
- Staff should remind pupils that they must sign in, keep a register of pupils in all classes and inform the Administrator of any absentees.
- The buildings Sheffield Music Academy teach in can be used for multiple purposes with external events taking place at the same time as teaching. This means that children and adults are often on site who are unknown to SMA staff and students. Sheffield Music Academy manages this by regular liaison with named staff at Birkdale to ascertain the nature of the activity taking place and by discussing any concerns. This also enforces the reason why staff, students and volunteers at Sheffield Music Academy must always wear an identity badge and sign in/out; meaning that any unidentified individual creating a cause for concern can be confidently challenged if necessary.
- Students and staff are responsible for the safety and safe storage of belongings and whilst it is permissible for students to leave items at SMA reception they do so at their own risk. Belongings brought to SMA should be kept to an absolute minimum and be left in places that do not present health & safety risks to other building users.
- The buildings used by Sheffield Music Academy are quite old and could present certain accessibility problems for students and/or staff with a disability and/or student carrying large instruments between classes. Every accommodation will be made where possible for any student or member of staff who may need assistance and/or consideration and concerns will be dealt with on a case-by-case basis, in partnership with Birkdale. Sheffield Music Academy is an Equal Opportunities organisation, and it is crucial that all individuals working with or for Sheffield Music Academy feel comfortable in their surroundings and do not feel disadvantaged during their time with us.

Further risk assessments are carried out and regularly updated when Sheffield Music Academy operate in any other premises and can be made available if required. These can be found at Oakholme reception point for reference.

## 4. Roles and Responsibilities

### **The role of the Designated Safeguarding Lead & Deputies**

The DSL will be in a position of responsibility at SMA and will have a legal responsibility for dealing with child protection issues, providing advice and support to other staff, consulting with the Local Authority, and working with other agencies if necessary. The Deputies are available if the DSL is not and can also provide support and additional information if required.

### **The role of the Local Authority Designated Officer**

The role of the LADO is to provide advice, guidance and management in situations where there is an allegation made against a person working with children and young people. The LADO will investigate a situation and liaise with police and other agencies if appropriate. It is important in the event of an allegation against a person who is an employee that HR advice is sought at an early stage.

## 5. Information sharing and confidentiality.

SMA will act upon its statutory duty for professionals to share information where there are concerns about the safety or wellbeing of a child. Remember:

- If a child confides in you about any kind of abuse and asks for confidentiality, please reassure the child that only adults who absolutely need to know (to carry out investigation) will be told.
- If you are dealing with significant abuse or harm, you have a legal duty to share information with

the Police or Children’s Specialist Hubs, Social Care. No practitioner should assume that someone else will pass on the information which may be critical to keeping the child safe.

- The DSL must be made aware of all child protection concerns immediately. They will liaise with any other parties, agencies, schools, or organisations as required to safeguard children and young people. A Cause for Concern document will be completed and stored appropriately.

## 6. Abuse of Trust

All adults (including student ambassadors who tend to be 18-20yrs old) who work with young people at SMA hold a position of trust and they should ensure that:

- All relationships are conducted appropriately to the age, gender and understanding of the children and young people involved.
- Personal conduct and use of language do not invite any speculation as to the appropriateness of any relationship with a child or young person.

From time-to-time staff or volunteers may encounter children, young people or vulnerable adults who display attention-seeking behaviour or profess to be attracted to them.

In these cases, staff should

- Behave sensitively and appropriately.
- Ensure your behaviour is not misinterpreted.
- Discuss your concerns with a DSL or DSL/D as it could be sign of potential abuse.

## 7. Bullying

Bullying can be described as unwanted and/or aggressive behaviour that involves a real or perceived power imbalance. The behaviour may be repeated, or has the potential to be repeated, over time. Individuals who are bullied and who bully others may have serious, lasting problems. Complaints about bullying (or any type of abuse by another child) should be taken seriously and reported to the DSL or DSL/D. If staff suspect or witness bullying it is important to remember that the perpetrators are likely to have significant needs and that help should be sought straight away.

### Cyberbullying

SMA will not tolerate activity which is deemed to be bullying online. Any activity should be reported to the DSL or DSL/D immediately. Some of the most common types of Cyberbullying are detailed below:

- Text messages and/or picture or video clips that imply a threat or cause discomfort. This includes ‘blue-jacking’ when messages are sent anonymously via Bluetooth.
- Silent phone calls or abusive messages and/or stealing another’s phone and using it to harass others to make them believe the victim is responsible.
- Threatening or bullying emails often sent using a pseudonym.
- Chatroom bullying
- Bullying via Instant Messaging
- Bullying on websites, use of defamatory blogs and online personal ‘web-space’ sites.

All staff should be made aware that ‘up skirting’ is now a criminal offence. A definition has been included which describes up skirting as, “taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm” (DfE,2019a)

## 8. Bereavement and Loss

Bereavement and loss is experienced by all of us across our lifetime. Recognising that you may be experiencing this whilst trying to support or assist a child/young person/family is crucial. Take care of yourself and ask for support.

### Types of loss

- The death of a relative or friend, Miscarriage or abortion, Death of a pet, Parent in prison, Parental

separation, Young person in or taken into care, Moving home/school/country etc.

**Additional factors to be aware of around bereavement or loss are:**

- Traumatic bereavement (i.e., sudden, or unexpected death), Death/separation linked to terrorism, Death/separation linked to gang activity, Death/separation resulting in or occurring whilst the child is in care, Language barriers, Learning disabilities, Cultural differences.

The impact of bereavement and loss on children and their families can affect their health, financial situation, safety, contribution to society, managing to enjoy life and education. Some tips to help children in these situations include honesty, use of plain language, reassurance, and empathy.

Where possible, any individual experiencing bereavement during their time at Sheffield Music Academy will be offered support and adjusted working (if appropriate).

## 9. Behaviour Guidelines for Sheffield Music Academy staff and volunteers

Please see the SMA Staff Handbook for reference to expected standards of conduct whilst teaching on a Saturday. In addition to this:

- Never use your position to access to information for your own advantage or another's detriment.
- Never intimidate, threaten, coerce, or undermine anyone.
- Never engage in any sexual activity (including consensual) with a student under 19 years with whom you are working.
- Do not play games or have physical contact that is inappropriate.
- Do not jump to conclusions about people's behaviour without checking facts.
- Do not investigate allegations on your own.
- Do not make suggestive remarks or gestures, tell jokes of a sexual nature, or engage in inappropriate verbal banter.
- Be careful not to create a personal relationship with a student where one does not exist.
- Never allow any student to access any of your personal accounts on social networking sites.
- Always report and challenge any inappropriate and/or abusive activities, such as ridicule, bullying among children or involving an adult to a child
- Report any gifts you receive and ensure they are not of significant value or intention.
- Please report any Health & Safety issues without delay

**Direct Contact between Staff and Students Guidelines:**

Due to the nature of activity at Sheffield Music Academy, there are inevitable occasions where contact between a member of staff and a student is entirely necessary and proper. For clarity, students under the age of 16 should never be contacted directly and communication should always go through the parent. For those over the age of 16, written permission by both SMA and the parent/carer must be sought before direct contact commences. SMA and a parent/carer should still then be copied into email correspondence to ensure all individuals are protected. SMA staff email addresses must always be used.

These contact guidelines have three main functions of equal importance:

- To ensure that staff and students have the confidence to make contact without feeling vulnerable that their actions will be misconstrued.
- To ensure that contact only takes place when it is necessary for a student's training.
- To ensure that staff and students are equipped to identify what is and is not appropriate contact.

**Situations where direct contact may be necessary include:**

- To deliver online tuition
- Where staff and students need to re-arrange a lesson
- Where staff and students need to facilitate practice for external concerts
- Where staff need to give advice and guidance to facilitate practice and progress between lessons
- Where staff teach in their own homes

### **Use of mobile devices and phone conversation.**

Conversations via email should ideally always be the first and only method of communication following guidelines outlined above. Should text conversation be necessary (to overcome technical difficulties etc) then written permission must be sought by SMA and a parent/carer and that parent/carer included within that text conversation at all times. Phonecalls are not encouraged and should not be necessary. Discuss any queries with SMA in the first instance.

## **10. One-to-One Working**

When teaching 1:1, staff should be aware that students may be vulnerable to misinterpretations or inappropriate behaviour.

- Be sensitive to how the student may feel about your actions.
- Keep professional boundaries and only touch a student when there is a sound educational reason.
- Do not try to develop a friendship or communicate with the student directly outside of lesson time unless it relates to contact outlined above.
- Do not reveal personal information to the student.
- Do not agree to teach in rooms which are in isolated positions, without windows or too small.

### **Lessons which take place at a member of staff's private home**

Whether one-off or a permanent arrangement, private tuition can only take place with an up to date home risk assessment and must always be agreed with SMA, the student and their family with the parent always present during the lesson. If not, a separate DBS check may be organised which will include the checking of those in residence of the teacher's house as well as the teacher themselves.

Where pupils are taught by an external teacher (i.e., not a contracted member of staff) then parents are expected to approve the teacher's working environment, insurance, and DBS arrangements. When these teachers are contracted by Sheffield Music Academy to deliver lessons to a student, the Academy will request and keep a record of their insurance arrangements and DBS certificates. These teachers will be expected to adhere to the same code of conduct as all employees of SMA.

## **11. Allegations of Abuse against a member of staff or volunteer**

If an allegation of abuse is made against anyone working with or for the Sheffield Music Academy, steps will be taken immediately to ensure the safety of the child or young person in question. The DSL and/or case manager will also take immediate and efficient action to clarify the nature of the complaint and provide support to both the complainant and their family (if appropriate) and to the member of staff in question. In all cases, national guidelines outlined in Part 4 of 'Keeping Children Safe in Education' will be adhered to.

### **Responding to a complaint or allegation made to an employee by a child.**

The person to whom an allegation is made or to whom a concern is reported should not question the child or investigate the matter further themselves. Instead, they should:

- Take the matter seriously.
- Avoid asking leading questions, keep an open mind.
- Communicate with the child in a way that is appropriate to their age, understanding and preferred language or communication style.
- Make a written record of the information (where possible in the child's own words), including when the alleged incident took place, who was present and what was said to have happened. Sign and date this record and report it immediately to the DSL or DSL/D in their absence. Refer to the relevant authoritative individuals on the front of this document if the senior manager is the staff member under investigation.

### **Managing complaints made by families, volunteers, or other members of staff.**

- A written record of the complaint must be submitted to the DSL and/or DSL (D) with clarification sought if necessary, to ensure all details are accurate.

**In response to a complaint against a member of staff, the DSL will**

- Inform the named Safeguarding Lead on the Board and/or the Chair of Trustees within one working day and assign case managers where appropriate. The Trustees will take a lead in the investigation if the complaint necessitates their direct involvement.
- Notify the LADO as soon as possible. They will decide the nature and scope of an investigation.
- The member of staff against whom an allegation has been made will be notified immediately (except in cases where an imminent threat is perceived, in which case local agencies must be consulted and advice taken as to what information is suitable to share) and will be offered support and access to advice where appropriate.
- Where deemed appropriate, discuss the allegation with the parents/carers – seeking advice from local agencies where necessary?
- All conversations and actions will be recorded and discussed with all appropriate parties with a target timeline for resolution agreed within one week of the complaint made.
- Take specific HR advice where appropriate and necessary.

**Witnessing an incident involving another member of staff or volunteer**

- If you witness an incident which may be abusive between an adult and child, you have a duty to report it. If necessary, take immediate steps to safeguard the student before reporting.

If a member of staff thinks an allegation may be made against them, they feel they have behaved inappropriately or may have upset a student, they should contact the DSL immediately.

These procedures will apply where a person who works with children has behaved in a way that has harmed or may have harmed a child or if they have behaved towards a child or children in a way that indicates their unsuitability to work with young people. They will also apply where concerns arise about the person's behaviour regarding their own children or if concerns arise regarding the behaviour in private or within a community of a partner, member of the family or another household member.

## 12. Safe Recruitment

All staff who work at the Academy must present a current Enhanced DBS (Disclosure and Barring Service) Certificate or be prepared to undergo the necessary checks to obtain one *before* working with students. Staff and volunteers are required to disclose any convictions, cautions or additional information that may appear on a DBS check before it is received or renewed. Failure to do so could result in disciplinary action. Sheffield Music Academy has the legal right to request to see an enhanced DBS certificate from all staff members at any time. Sheffield Music Academy will apply for a DBS check on behalf of an employee as and when certificates are due for renewal, which is every three years.

Sheffield Music Academy also asks all staff to register with the Update Service at point of renewal and will cover the yearly subscription charge. Please see General Manager and Teacher Handbook for more details.

Deputy staff will have to produce an enhanced DBS certificate, valid within three years before working with SMA and will be on the Update Service. They will be expected to read and adhere to an overarching code of conduct whilst working with SMA.

Staff will be interviewed and referenced before commencing employment.

## 13. Administration of Medicines and First Aid

In case of an accident, forms are available to record the details and to report on any injuries caused. Details of certified First Aiders will be available on site each week (SMA aim to have a minimum of two First Aiders on site on any given Saturday during term-time)

The parents of all students have been asked to supply us with information about any medical condition that



a student may have that would be likely to cause problems at the Academy. An emergency contact number is also requested for each student's parents; these are kept in an appropriate file with the Academy Administrator and should only be used in an emergency, not for everyday contact.

Medicines, including over the counter pain killers, should never be administered by members of SMA.

## 14. Health and Safety

Sheffield Music Academy recognises and accepts its responsibilities as an employer to maintain so far as is reasonably practicable the health and safety of its employees and its students. It is everyone's duty not to put anyone at risk either by your acts or omissions. Any concerns over health and safety should be brought to the attention of the Music Director or General Manager immediately. Fire safety drills will be carried out annually and will be run in accordance with the rules of the leased premises on which we operate.

Please see appropriate risk assessments and SMA's separate Health & Safety policies for further detail.

## 15. E-safety and acceptable use of mobile phones and social media

It is important that professionals understand that social media is now integral to modern life and that children and young people often engage with social media more than any other group in society with significant influence on their lives.

A staff acceptable use policy is not intended to unduly limit the ways in which members of staff teach but aims to ensure that the legal responsibilities are complied with, the reputation of Sheffield Music Academy is maintained, and the safety of all users is ensured.

It is important that all members of staff are made aware that their online conduct can have an impact on their role and reputation. This policy is not intended to restrict employee activity on social media yet caution and professional judgement should be exercised. Employees should be aware that information they share through social media (even on private spaces) is still subject to copyright, data protection, Freedom of Information legislation and safeguarding legislation. These regulations apply both for work and personal purposes. Civil, legal, or disciplinary action could be taken should an employee be found to have brought SMA into disrepute or if behaviour is felt to have undermined confidence in their professional abilities.

Examples of inappropriate activity which could result in disciplinary action are:

- Comments posted on social media sites about pupils or their families and/or partnership organisations which divulge personal information.
- Commenting on or sending inappropriate messages about colleagues which might constitute harassment, discrimination victimisation or bullying.
- Posting extreme personal views on issues in the public domain
- Illegal, sexual, or offensive posts with content based on race, sex, disability, age, or religion.

### Do

- Except when promoting a concert or project, you should avoid referring to work on your own private social media networks.
- Carefully consider whether it is appropriate to accept colleagues or parents as 'friends' on your private networks.
- Check your privacy settings on any social media sites. Staff should remember that once content is shared online it can be circulated more widely than intended without consent or knowledge.

### Use of mobile phones by students.

Most phone usage is sensible, but staff should be aware that they can be a tool for sharing of unpleasant photos, bullying behaviour, or grooming by adults. If you find anything or receive a report that inappropriate content is on a student's phone:

- Do not delete the content found.
- Help and support the pupil (s) involved.

- Report your concerns to the DSL or DSL/D

Please refer to SMA's Online Safety Policy for more detail.

## 16. Photographs, videos, and images

All parents are asked at the beginning of their child's enrolment with SMA to sign a permission form to allow the taking of photographs for the purpose of publicising the Academy or to record activities. This permission is broken down into marketing material purposes, online and social media activity and the SMA management will indicate where students have NOT given permission for any or all the stated uses. Some events will have an official photographer. Staff and volunteers should never download any video or images of students onto a personal computer.

### Do

- Be aware that children and families fleeing domestic abuse or crimes against them may be recognised via photos/images which may reveal their whereabouts to their perpetrators.
- Always destroy images once their content has expired.

### Do Not

- Use full names or any personal contact details of the subject of any image you use.
- Create or use images of a looked after child without prior consent from Social Care.

## 17. Data Protection and Access to Information

Sheffield Music Academy takes its data protection responsibilities seriously. You can find out more about how we handle personal information by visiting the privacy policy on our website or at Oakholme Reception point.

## 18. Further information and guidance

### Other Useful numbers:

- |  |               |
|--|---------------|
| • Education Support Partnership <a href="http://www.educationsupportpartnership.org.uk">www.educationsupportpartnership.org.uk</a> | 08000 562 561 |
| • Sheffield Samaritans   | 0114 2767277  |
| • Sheffield Educational Psychology Service   | 0114 2506800  |
| • Prison Advice and Care Trust   | 0808 8082003  |
| • Missing People   | 116 000       |
| • ChildLine <a href="https://www.childline.org.uk/Pages/Home.aspx">https://www.childline.org.uk/Pages/Home.aspx</a>                | 0800 1111     |

### General wider reading on the wellbeing and safety of children:

[www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)  
[www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/)  
[www.nspcc.org.uk/services-and-resources/](http://www.nspcc.org.uk/services-and-resources/)  
<https://www.antislavery.org/>  
<https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts/>  
<https://youngminds.org.uk/>

**Making Referrals:** [http://sheffieldscb.proceduresonline.com/chapters/p\\_making\\_refer.html#ensuring](http://sheffieldscb.proceduresonline.com/chapters/p_making_refer.html#ensuring)

### Contact Numbers for referrals are available at

[http://sheffieldscb.proceduresonline.com/chapters/pr\\_contacts.html](http://sheffieldscb.proceduresonline.com/chapters/pr_contacts.html)

### Guidelines for working across inter-agencies are clearly outlined here:

[http://www.workingtogetheronline.co.uk/chapters/chapter\\_one.html#flow\\_one](http://www.workingtogetheronline.co.uk/chapters/chapter_one.html#flow_one)

### Further information relating to FGM can be found:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/>

### Further information relating to concerns about Extremism and/or Radicalisation:

[http://sheffieldscb.proceduresonline.com/chapters/p\\_ch\\_vul\\_extremism.html](http://sheffieldscb.proceduresonline.com/chapters/p_ch_vul_extremism.html)

For concerns regarding extremism, you can contact a dedicated helpline 020 7340 7264 or [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

### E-Safety

- The *UK Safer Internet Centre's Professional Online Safety* helpline offers advice and guidance around e-Safety for professionals who work with children and young people. <https://www.saferinternet.org.uk/professionals-online-safety-helpline>
- For further details on how to have secure passwords, prevent identity theft, keeping your device 'clean' and privacy settings you can visit [www.google.co.uk/goodtoknow/](http://www.google.co.uk/goodtoknow/)

**This policy and its contents are reviewed annually.  
It was last updated in September 2022**

## Appendix 1

### Abuse – Definition and Indicators

This list is not exhaustive, but this information may suggest that a child is at risk of significant harm.

**Emotional/Psychological Abuse:** Is persistent emotional maltreatment of a child which can have severe and long-lasting adverse effects on a child's development. The effects of emotional abuse might be harder to recognise. Parental interaction is often a useful indicator and could include deliberately telling a child that they are worthless, unloved, and inadequate or not giving a child the opportunity to express their views, making fun of what they say or how they communicate, exploiting or terrorising a young person.

Indicators of emotional or psychological abuse may include:

Overreaction to mistakes, delayed language or behaviour development, self-harm, extreme behaviour (rocking, nail-biting), wetting or soiling, difficulties with play, forms relationships with adults rather than children, frequent psychosomatic complaints (headaches, nausea, abdominal pain).

**Physical Abuse:** The deliberate infliction of pain or injury on a young person, including hitting, shaking or other activities that may result in physical harm or injury. Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol, and mental health or if they live in a home where domestic abuse happens. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces, illness in a child. Physical abuse can also occur outside the family environment.

Indicators of physical abuse may include:

Bruising, unexplained, or unusual fractures/broken bones/joint injuries, frequent injuries, suffocation (red dots around eyes), substance misuse (access to drugs), shaking, scalds and/or burns, poisoning, bites (these may contain DNA, act fast), behavioural indicators which may include cringing or flinching if touched unexpectedly, dressed inappropriately for weather, violence to other children or animals.

**Honour based violence including Female Genital Mutilation (FGM) and/or Forced Marriage** FGM is a collective term for all procedures which include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. FGM is very harmful. It causes long-term mental and physical suffering and is illegal in the UK. It is estimated that approximately 74,000 women in the UK have undergone this procedure and a further 7,000 under 16 yr. old girls are at risk. This estimate is based on the number of women and girls living in the UK who originate from countries where FGM is traditionally practised such as Yemen, Oman, Malaysia, Indonesia, and the UAE as well as 26 countries in Africa including Somalia, Sudan, and Sierra Leone.

Indicators that FGM has or may be about to happen include:

- Girl/young woman may confide that she is to have a 'special procedure' or to attend a special

occasion where she is ‘to be made a woman’.

- A prolonged family trip to the country of origin over summer
- Family member has undergone FGM.
- A child may spend notable time away from their lesson possibly indicating pain or bladder problems.

It is also important to be vigilant for any abuse committed in the context of preserving “honour” which often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

It is a personal legal duty to report any suspicions or concerns about FGM to the DSL and the authorities. You do not have to be 100% sure it has/is happening. You must keep up-to-date records.

**Sexual Abuse:** Is any sexual activity with a child. Many children or young people who are victims of sexual abuse do not recognise themselves as such. Abuse may involve physical contact or non-penetrative acts. It may include non-contact activities such as involving children in the production of sexual images, forcing children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). It is important to remember that sexual abuse can be perpetrated by adult men and women and other children.

Sexual abuse can also include sexual exploitation where children are exploited for money, power, or status. In some cases, young people are persuaded or forced to exchange sexual activity for money, drugs, gifts, affection, or status. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care, or education at some point.

Indicators of sexual abuse may include:

Physical sexual health problems (including soreness or injuries in the genital and/or anal areas, STI’s or underage pregnancy), sexually inappropriate knowledge/language/behaviour for their age, they ask others to behave sexually or play sexual games, wetting or soiling, sleeplessness, self-harm, eating disorders, withdrawn, fear of certain people or place, FGM, unexplained gifts or possessions, suffer from changes in emotional wellbeing, go missing for periods of time.

**Neglect:** The persistent failure to meet a young person’s basic needs, whether it is adequate food, clothing, hygiene, supervision, medical, psychological care, education, or shelter. Neglect may occur if a parent/carer becomes physically and/or mentally unable to care for a child.

Indicators of neglect may include:

Hunger, poor personal care, delayed development, living in a dirty or unsafe home, dilapidated/inadequate clothing, stealing, excessive eating, hiding, or storing food, low self-esteem, attention seeking, often angry/aggressive.

**Extremism and Radicalisation.** Extremism can include extreme political views, animal rights activism and/or various forms of religious fundamentalism. It also includes being opposed to the fundamental values of our society such as democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation is the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism.

Protecting students from these risks is similar to protecting them from harm and abuse. Factors that make a student vulnerable include peer pressure, a crime against them or involvement in crime, anti-social behaviour, bullying and family tensions.

Indicators of extremism/radicalisation can include:

Becoming distant or showing loss of interest in friends or activities, possession of materials or symbols associated with extremist causes, lack of self-esteem, personal or political grievances.

### **Serious crime**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with

serious violent crime. These may include increased absences, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with individuals associated with criminal networks or gangs” (DfE, 2019a)

And what school and college staff need to know:

All staff should be aware of the associated risks and understand the measures in place to measure these. Advice for schools and colleges is provided in the Home Office’s Preventing youth violence and gang involvement and its criminal exploitation of children and vulnerable adults: county lines guidance.” (DfE, 2019a)