

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 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 in SMA's Safeguarding Policy which can be found at the Oakholme Reception point and on our website.

Designated Safeguarding Lead (DSL)

Jessica O'Neill, General Manager. Mon, Weds, Thurs & Fri 9.30am – 2.30pm 0114 2582804
jess@sheffieldmusicacademy.co.uk

Deputy Safeguarding Leads (DSL/D)

Alex Burns, Administrator. Mon & Friday 9am – 5pm, Saturday 8.30am – 5pm.
alex@sheffieldmusicacademy.co.uk

Rebecca Francis teaches SMA Saturdays 8.30 – 5.00. See timetable for specific locations or
musicbex@hotmail.com

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

Martin Cropper Music Director & Elizabeth Underwood SMA Trustee can be contacted on request

The SMA mobile is monitored: Sats 7am – 6pm. Mon, Weds, Thurs and Fri 9.30am – 2.30pm

SMA Safeguarding Essentials

If you see an injury and have no information about its cause or 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
- Always record the date and time and make a few notes as soon as you can on what you noticed and how you reported it
- Do not discuss your concerns with the parent/carer until you have talked to DSL or DSL/D
- Be prepared to confirm a written statement with the DSL within 24hrs of reporting the disclosure

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1 Introduction and Definitions

Sheffield Music Academy is committed to the safeguarding of children. It is the responsibility of all adults involved with the Academy to have knowledge of child protection issues, including professional conduct and how to deal with any concerns that may be raised. This Safeguarding Policy complies with the Sheffield Safeguarding Children Board (SSCB) and should be read in conjunction with the Keeping Children Safe in Education document, September 2016.

The key principals of this Safeguarding Policy are:

- Anyone under the age of 18 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 2016)
- *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.

2 Safety on Site

Sheffield Music Academy operates on a Saturday at hired premises at Birkdale School; registered address 4 Oakholme Road, Sheffield, S10 3DH. Teaching takes place across four buildings and students are assisted 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 expected to move between buildings independently and behave responsibly at all times.

(Please see Parent Student Handbook and/or Teachers 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 expected to attend on a Saturday has not done so, 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 so relevant enquiries can be made as to their whereabouts.
- The buildings Sheffield Music Academy teach in are often 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.
- 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 when Sheffield Music Academy operate in any other premise and can be made available if required. These can be found at Oakholme reception point for reference.

3 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, liaising 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.

4. 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.

5. Abuse of Trust

All adults 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
- Ensure a senior colleague is made aware of the situation immediately.

6. 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.

Female Genital Mutilation (FGM) 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 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 doesn't 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.

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

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.

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 isn't appropriate contact

Situations where contact may be necessary include:

- 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

Appropriate ways of making contact

Ideally, the conversation should be conducted via email, with parents and SMA copied in. If it is necessary to establish text conversation and when a student, whether because of their age or circumstance (i.e. language barriers) have requested direct contact; a parent and/or SMA should be included in that text conversation to reduce the risk of comments being misconstrued and SMA have a record of which staff speak directly to students.

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 must always be agreed with SMA, the student and their family and the parent must always be 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 determine 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 with regard to 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

Disclosure and Barring Services (DBS) Checks

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 the event 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.

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

Rationale

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.

Policy

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, however, 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

- Communicate with parents/carers only when making arrangements for lessons or musical activities
- 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:

- Don’t delete the content found
- Help and support the pupil (s) involved
- Report your concerns to the DSL or DSL/D

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 www.educationsupportpartnership.org.uk | 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 https://www.childline.org.uk/Pages/Home.aspx | 0800 1111 |

General wider reading on the wellbeing and safety of children:

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

Making Referrals: 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

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

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

For concerns regarding extremism, you can contact a dedicated helpline 020 7340 7264 or

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/

**This policy and its contents are reviewed annually.
It was last updated in February 2020.**