

SAFEGUARDING POLICY

REVIEWED: 14 OCTOBER 2021

Date of next review: November 2022



ABOUT THE LONDON MUSIC FUND

Established in 2011, the London Music Fund is an independent charity (no. 1141216) with the Mayor of London as Patron. The London Music Fund's mission is to transform under-served communities by enabling children to access high-quality music education. Our vision is that every child who demonstrates significant musical ability, enthusiasm and commitment to learning an instrument is given the opportunity to develop their potential.

We are pleased to work in partnership with London's 31 Music Education Hubs, and with other education and music providers across the capital. Our reach is extensive, and we are able to significantly enhance musical opportunities and experiences for thousands of children and young people. The Charity is managed by an elected Board of Trustees, and employs a full time CEO, a Programmes Manager and a part time Programmes Assistant. From time to time other interns and volunteers may work with the organisation.

The purpose of this policy is:

- to protect children and young people taking part in projects that receive London Music Fund grant funding;
- to provide guidelines for London Music Fund managed workshops; and
- to provide staff and trustees with the overarching principles that guide our approach to safeguarding of children and young people

Principles

As part of our safeguarding policy, we will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

DELIVERY OF CHARITABLE ACTIVITY

The Charity, with its partner organisations (the 31 London Music Education Hubs and other partners through Amplify London) offers musical activities to children and young people between the ages of 8 and 21 who might not otherwise have access to such opportunities.

We are currently reviewing our safeguarding policies and practices to ensure that they align with the **Charity Commission's latest guidance** to grant making organisations, so the following is subject to change.

The London Music Fund states that all organisations receiving grant funding have the primary responsibility for safeguarding beneficiaries, staff and volunteers, and must take all the necessary steps to ensure that their organisation is operating in a safe and secure environment.

This includes:

- Staff and volunteers receiving appropriate training and support to prevent safeguarding issues arising, and to spot signs of abuse ([as detailed and regularly updated by the NSPCC](#))
- Carrying out DBS checks where appropriate
- Robust procedures for reporting abuse in a timely and objective manner
- Clear accountability structures, including a designated officer for any safeguarding issues, who must be made known to all staff and volunteers in any setting.
- Fulfilling the [Prevent Duty](#).

We are committed to taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised. Our funding agreements contain clauses on safeguarding children at risk. We recognise our duty of care towards the children to see that all young people's rights to protection from abuse are upheld.

We recognise that all suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately. The Charity accepts that all staff and volunteers have a duty of care to abide by this policy and to report concerns.

STAFF TRAINING AND ONGOING CPD

All staff and volunteers are required to familiarise themselves with this safeguarding document, which is reviewed annually. All staff undertake an enhanced DBS check following appointment. Any volunteers or pastoral / musical staff engaged for London Music Fund direct delivery (e.g. workshops) will have to provide a current DBS certificate.

From 2021, staff will be required annually to undertake [this Safeguarding Children - Level 2 Training](#). In addition, staff will ensure they receive updates of '[Keeping Children Safe in Education](#)'.

LONDON MUSIC FUND IN-PERSON WORKSHOPS

From time to time the Charity will manage and run workshops, performances and playing days, as well as fundraising events that may involve London Music Fund Scholars and other children from projects the charity supports. The Charity recognises that while children are working together with Charity staff and volunteers, qualified and DBS checked teachers/staff must always be present.

We acknowledge the responsibility we share with teachers, mentors and music service staff for children's safety at all times. We are aware of the possible risks to children in relation to the activities they undertake. These include anything involving the children during London Music Fund-related activities, such as travel, rehearsal, workshop and performance duration, and

standards of health and safety in the buildings used for these activities. All children will be treated with respect at all times, regardless of age, sex or ethnicity.

Any child or young person in performance or workshop with the London Music Fund is a valued member of the team and as such is of equal importance to any other performer. At the same time, the London Music Fund expects similar respectful behaviour from the children. Any expression of concern regarding a child will immediately be reported to the designated trained staff members who will in turn report to the Chair of the Board of Trustees, and in conference with them decide on the most suitable course of action to resolve the problem. The reported problem will immediately be logged. Confidentiality for all parties will be maintained at every stage of such an event. Please see below for named persons and contact details.

LONDON MUSIC FUND ONLINE SCHOLAR EVENTS

- We advise that the activity take place in a communal area of the home where parents are in the vicinity to see and/or overhear the activity.
- However, in exceptional circumstances where the rest of the family are working in the communal area of the home or it is not accessible to the student for other reasons, bedroom teaching may be allowed **only under the following safeguarding conditions:**
 - The student needs to be appropriately dressed (no pyjamas or revealing clothing) and maintain proper posture position during the activity (i.e. not lying down on the bed);
 - The background is blurred (this feature is available on MS Teams and Zoom) or a suitable virtual background through the app feature is used;
 - Parent(s) / Carers still need to be in the vicinity so that the activity content can be over-heard: please check with the student that this is the case.
 - Please do not ask personal questions about the student's bedroom (i.e. enquiring about photos on walls or asking to see the room etc)
- Recordings of online events is only permitted if signed consent is given by the parent/carer of every child taking part.
- Screenshots of online events should only include children for whom signed consent by a parent/carer has been given.
- If students wish to share their own personal data / phone numbers / videos with each other they can arrange that in their private time. LMF staff should never facilitate or endorse data sharing between students.
- No staff communication is allowed with students via social media or other messaging platforms (such as WhatsApp / Facebook / Instagram / online chat rooms / gaming apps / messaging apps / text messages / personal email or phone etc).

RESPONDING TO REPORTS OF ABUSE FROM A CHILD

The Charity notes the importance of being alert to signals of abuse, to the difficulty children may have in reporting it, and to responding appropriately to a child who has a complaint.

Some helpful responses:

- Remain calm, accessible and receptive
- Listen carefully without interrupting
- Be aware of the non-verbal messages you are giving
- Make it clear that you are taking them seriously
- Acknowledge their courage and reassure them they are right to tell

- Reassure them that they should not feel guilty and that you're sorry that this has happened to them
- Avoid leading questions.
- Tell the child what you are going to do next.
- Write down what was said and who was present, using the child's actual words wherever possible.
- Carry out any required action/next steps as soon as possible, within at least 24 hours of the incident, unless urgent action is required, which must be undertaken immediately.

REVIEWING

The London Music Fund will review this policy at least annually and will seek views on how it may be improved from appropriate sources. Copies will be distributed immediately to new employees as part of their recruitment, and to all Trustees annually, where it will be presented for approval.



Signed:

Chief Executive

Date approved by Trustees: 14 October 2021

Next date of review: November 2022

Contact details for designated persons

Name	Title	Contact Details
Chrissy Kinsella,	CEO, London Music Fund (Designated Safeguarding Officer)	chrissy@londonmusicfund.org / 020 7983 4943 / 07795 552352
Georgina Skinner	Programmes Manager, London Music Fund	georgina@londonmusicfund.org / 020 7983 4258
	Southwark Council Child Protection Team	020 7525 1921 Out of hours: 020 7525 5000 RAD@southwark.gov.uk

It is noted that every Music Hub / delivery organisation will know who their local Safeguarding lead is in each borough, and this should be communicated to LMF if necessary.

LONDON MUSIC FUND REPORTING STRUCTURE

