

Safeguarding children Policy

Bournville Young Singers first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. The name of our LSCB is **Birmingham Safeguarding Childrens Board** and the LSCB procedures can be found at <http://www.proceduresonline.com/birmingham/scb/>

We understand that child abuse can be physical, sexual, emotional, neglect, domestic or a mixture of these, and we are aware of the signs and symptoms of these.

We are aware that we must have **due regard to the need to prevent people being drawn into terrorism**. This is referred to in the Prevent Duty. If we have any concerns we will contact the Prevent Officer in our local area and the LSCB as above.

We are aware of the Department for Education telephone helpline (020 7340 7264) to enable staff and committee members to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

Procedure (how we put the statement into practice)

We aim to share all information with parents but in some instances (where we are worried about a child's well-being) we may have to refer concerns without discussing this with you.

We work together with parents to make sure the care of their child is consistent – please refer to our **Working with Parents policy**.

Children will only be released from our care to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to us. Children will not be released into the care of anyone that we have reason to believe is under the influence of drugs or alcohol.

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we notice:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children or parents comments which give cause for concern including expressing extremist views;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any person working with children. For example inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

If a child tells us that they or another child is being abused, we will:

- Show that we have heard what they are saying, and that we take their allegations seriously.
- Encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Record what we have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.

We will call the local social services' duty desk for advice and an assessment of the situation.

We will follow this phone call up with a letter to the Duty team within 48 hours. We will record the concern and all contact with Children's Services thereafter.

If an allegation is made against any employee or volunteer working on behalf of Bournville Young Singers, we will report it to the Local Authority designated officer or team of officers, following the Local Safeguarding Children Board procedures (LADO team)

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents.

Bournville Young Singers will not attempt to investigate the situation ourselves but will refer any concerns to the relevant agencies as detailed above in line with (Right Service, Right Time- March 2015). Advice in the first instance may be sort through the Multi-Agency Safeguarding Hub (MASH).

The use of mobile phones and cameras

We understand that mobile phones are an everyday part of life and with that in mind have laid out a procedure for their use:

- The Musical Director and the Duty Committee member will ensure that their mobile phone is fully charged and with them at all times in case of emergencies.
- If these mobile phones have cameras we will seek your permission to take any photographs of your child to record activities and share their progress with you.

- Any photographs taken will be deleted after either emailing to you or printed for the use of Bournville Young Singers
- We will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

Bournville Young Singers request that you do not use your mobile phone whilst dropping off and collecting your child/children

Any visitors to the setting will also be asked not to use their mobile phone

If your child has a mobile phone, games console etc with camera facilities that they wish to bring into the setting please let us know. This is so that we can work together for the safety of all children in attendance and ensure appropriate access to material when using the internet.

In order to comply with the Data Protection Act 1998, Bournville Young Singers have registered with the Information Commissioner's Office as a data controller to allow us to store digital images on an SD card device/computer.

Relevant contact details:

Birmingham Childrens safe-guarding Board: 0121 464 2612

MASH – 0121 303 1888

LADO – 0121 675 1669

Prevent Duty helpline 020 7340 7264