

Changing Tunes Project

Child Protection Policy

&

Code of Practice

Approved by: Marcus Dyke (Head of Youth Work & GoThinkBig Project Leader)

Date Approved: September 2018

Renewal: April 2019



Introduction to Policy

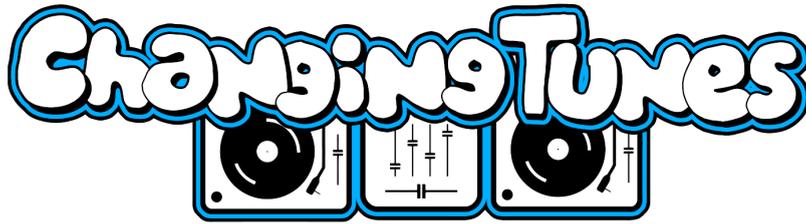
Changing Tunes aims to provide the very best opportunities for children and young people to enjoy and participate in a wide range of high quality artistic activity.

To this end, it will actively provide pastoral care in all situations where it is responsible for the safety and wellbeing of young people below the age of 18, protecting them from physical, sexual and emotional harm.

Changing Tunes will seek to create relationships of trust between young people and members of staff, volunteers, partnership staff and visitors (referred to as 'Staff') acting on behalf of Changing Tunes, in which young people's views can be expressed and respected.

In order to protect young people and staff working on behalf of Changing Tunes this Child Protection Policy and the following Code of Conduct should be adhered to at all times and every member of staff must read the policy before working with any young people. A list of definitions of child abuse and indicators to assist staff in recognising young people who may be suffering abuse is included to assist staff and volunteers in identifying any young people who they feel may be at risk.

When organising or co-ordinating an artistic event or partnership programme, Changing Tunes will provide each participating group a copy of this policy and ensure that they have agreed to it.



Child Protection: Introduction

According to the World Health Organisation, “Child Abuse” or “Maltreatment” constitutes ‘All forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

NSPCC similarly specify “Cruelty to Children” or “Child Abuse” as ‘behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging - it can be harder to recover from the emotional impact than from the physical effects.’

These definitions therefore point to four types of cruelty:

- ❑ **Physical Abuse:** Including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
- ❑ **Sexual Abuse:** Including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
- ❑ **Emotional Abuse:** Repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
- ❑ **Neglect:** The persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.

A child who is being abused may experience more than one type of cruelty.

Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

Generic Indicators

A sudden change in behaviour, running away from home, lack of self esteem and confidence, regressive behaviour, attention seeking, hyperactivity, unusual attachment/clinginess to youth workers or staff, aggression, bullying, temper tantrums, over anxiety or fear, resistance to comfort.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical Signs: Bruises e.g. frequent or in unusual places where accidental injuries are unlikely to occur e.g. thighs, shoulders, chest or back, face, or any bruising to pre-crawling, pre-walking children. Bruises in or around mouth - especially in babies or toddlers, Burns, Bone fractures, Serious injuries with no adequate explanation, Frequent accidental injuries, Delay in getting treatment for a child's injury, or leaving injuries untreated.

Behaviour Signs: Aggressive behaviour in children Restlessness or hyper-activity. Fear or over anxiety to please. A child may have frequent absences from school. Child may respond to caregivers with resistance to being comforted, or show 'frozen watchfulness' - a heightened awareness by children anticipating further abuse. These behaviour signs may apply in any of the forms of abuse.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical and Emotional Signs: May be seen in developmental delay. Child withdrawn, excessively quiet. Sadness. Suicidal ideas. Compulsive stealing. Awareness by outsiders that parents or carers seldom interact with, or talk to the child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Physical Signs: There may be none but could be pain or physical discomfort, signs of urinary tract infections (UTI) or sexually transmitted infections (STI); under age pregnancy or parenthood.

Behavioural Signs: Sexualised behaviour, language inappropriate to child's age, understanding. Knowledge of smells, tastes, physical sensations involved should cause concern. Fear about being left with certain people or fear of bedtimes, self harming, depression, suicidal thoughts or actions, eating disorders, hysteria, other significant changes in behaviour or personality, arson (fire setting), sexual offending, risk of, or actual prostitution.

Remember:

- ❑ NSPCC say research study showed that 75% children sexually abused did not tell anyone at time happened. 31% still not told anyone by early adulthood.
- ❑ Another study showed 14% female children and 22% male children were abused by strangers

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- ❑ Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- ❑ Protect a child from physical and emotional harm or danger
- ❑ Ensure adequate supervision (including the use of inadequate care-givers)
- ❑ Ensure access to appropriate medical care or treatment

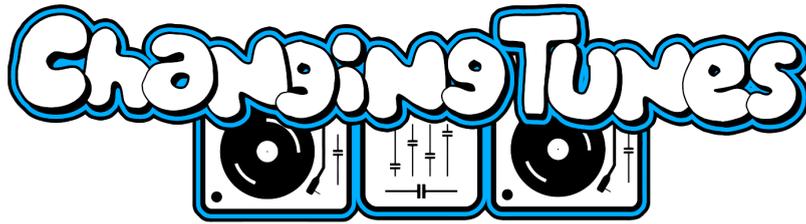
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Signs: Appears frequently hungry e.g. stealing food from other children's lunches at school, begging, very tired, pale, poor personal hygiene e.g. dirty or smelly, delayed language or motor development. Other physical neglect e.g. rotten teeth, Nappy rash, poor or inappropriate clothing, failure to care for child with special medical need, missing medical appointments, children left unsupervised in home setting or when out of doors, child shows repetitive behaviours e.g. head banging or rocking.

Remember

- ❑ Research into child abuse demonstrates that Neglect and Emotional Abuse have most harmful long term effects on physical and psychological well being of children.
- ❑ Disabled children are twice as likely to become victims of abuse.

Besides the above: Mentioned child abuse disclosure, staff should also be alert to any information disclosed about other child welfare concerns, including domestic violence, children with medical needs, child trafficking and drug and alcohol abuse, etc.



Child Protection: Code of Practice

All people working on behalf of Changing Tunes, whether in a voluntary, paid or on a contractual basis, will be required to familiarise themselves with this policy, as will visiting companies working with young people.

Any breach of this policy and guidelines shall be treated as a serious matter requiring immediate remedial action on the part of the trustees. Serious acts of suspected misconduct will be reported without delay to the relevant authorities and the parties deemed culpable informed clearly, preferably both verbally and in writing, that their presence in any Changing Tunes activity is suspended forthwith pending the outcome of any subsequent enquiry or procedure.

The only time the person deemed culpable will not be informed is if it has been decided as part of a strategy discussion that this would put the young person at further risk.

- ❑ Where appropriate, all members of staff working directly with young people shall have up to date DBS clearance and Changing Tunes shall keep a record of carrying out these checks
- ❑ Respect should always be shown and fostered, between young people themselves and between young people and members of staff
- ❑ A young person's right to personal privacy shall be respected
- ❑ Always ensure that there are sufficient numbers of staff present to prevent a situation arising in which a young person is alone on any premises with just one member of staff
- ❑ Always avoid situations that may compromise your relationship with young people and are unacceptable within a relationship of trust (e.g. sexual relationships between a member of staff and a young person over the age of consent)
- ❑ Remember that caution is required in sensitive moments, such as when dealing with bullying, bereavement or abuse

- ❑ Do not permit abusive peer activities
- ❑ During residential trips, ensure that there is separate sleeping accommodation for young people and for members of staff
- ❑ Any incident or suspicion of abuse must be reported to the Head of Youth Work
- ❑ Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- ❑ Members of staff must deal with any difficult emotional or violent situation in as calm and detached a manner as possible
- ❑ An individual must not transport young people without the express consent of their parent or guardian
- ❑ Where two or more people acting on behalf of Changing Tunes intend to transport young people, they must inform the Head of Youth Work of this beforehand
- ❑ Members of staff working on behalf of Changing Tunes must avoid favouritism and emotional subjectivity in relations with young people - Pastoral Care should be exercised sensitively and thoughtfully
- ❑ Do not make suggestive remarks or gestures, even in fun
- ❑ Any concerns about inappropriate behaviour must be shared with the Head of Youth Work (or directly with the LADO, where appropriate)
- ❑ All such concerns must be recorded and dated in a secure file accessible only to the Head of Youth Work, GoThinkBig Project Leader and appropriate authorities where necessary
- ❑ A detailed record of actions taken in response to incidents and concerns shall be kept in the same secure file
- ❑ All staff and volunteers should be aware that young people with disabilities may need to communicate their difficulties in a different way and a different approach may be needed
- ❑ A photograph or image of a child should not be published without written consent from a parent or guardian, and personal information of the individual, other than the name, should not accompany the image

- ❑ Changing Tunes will ensure all visiting and partnership companies hold information on which young people in their organisations can or cannot be photographed and will hold the information in house for young people they are working with directly
- ❑ Changing Tunes will ensure that when organising a trip or project, a risk assessment will be drawn up as well as having the Child Protection Policy

Procedure in Case of Suspected or Reported Abuse

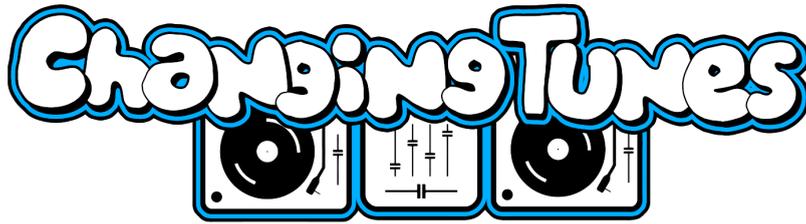
A. When a Member of Staff Suspects Abuse

- ❑ Inform the Head of Youth Work immediately, who will decide upon further action, contact the parent or guardian (if appropriate) and make a full record of the information. The person reporting the suspected abuse should sign the record confirming agreement to the report, which must include the young person's name, contact details and those of the parent or guardian
- ❑ Ensure that the young person has access to someone independent such as a youth worker or reliable relative
- ❑ Take steps to provide a safe environment for the young person deemed to be at risk and attempt to create a calm situation

B. When a Young Person Reports Abuse

- ❑ Allow the young person to speak without interruption, accepting what they say. Believe them, often abusers tell their victims that no one will believe them so there is no point in telling. Listen to them but do not push for information. Make sure that you have enough information to be sure that you are talking about abuse. Vague statements like "he makes me do things" need to be clarified before jumping to conclusions. However do not probe or investigate
- ❑ Alleviate feelings of guilt and isolation while not passing judgement. Reassure the young person that they were right to tell you. Abusers often tell their victims that they (the child) have done something wrong to invite the abuse and that awful things will happen if they tell
- ❑ Advise the young person that you will try to offer support but that you **must** pass on the information discreetly

- ❑ Tell the young person what you are going to do next. If there is no cause for immediate concern and the young person is to be allowed home make sure that they have access to support and further help if they need it later
- ❑ Inform the Head of Youth Work as soon as possible. They will decide on the next steps and will make a proper record of the information. Provide a written record of the incident to them
- ❑ Ensure that the young person has access to someone independent such as a youth worker or reliable relative
- ❑ In the event of an allegation against the Head of Youth Work or GoThinkBig Project Leader,, the incident must be reported directly to the LADO, whom can be contacted through the SPA. As above, the allegation must be properly recorded
- ❑ Listen to them but do not push for information. Make sure that you have enough information to be sure that you are talking about abuse. Vague statements like “he makes me do things” need to be clarified before jumping to conclusions. However do not probe or investigate



Child Protection: Contact Information

Changing Tunes

Marcus Dyke (Head of Youth Work & GoThinkBig Project Leader)

Email: marcus.dyke@changingtunes.co.uk

Telephone: 07873 111 719

National Youth Agency

Charlotte Little (GoThinkBig Programme Coordinator)

Email: charlotte@gothinkbig.co.uk

Telephone: 07738 486 345

Achieving for Children

Please Note: If you think a child is in immediate danger you should call 999

If you are worried about a child, contact the Single Point of Access (SPA) Team on:

Telephone: 020 8547 5008 (Weekdays, 8am - 6pm)

Out of Hours: 020 8770 5000

For information on Services for Children with Disabilities, contact ISCD Business Support on:

Telephone: 020 8547 6523 (Weekdays, 10am - 5pm)

Email: iscd.businesssupport@achievingforchildren.org.uk

For information on Child Performance Licensing, contact the Education Welfare Service on:

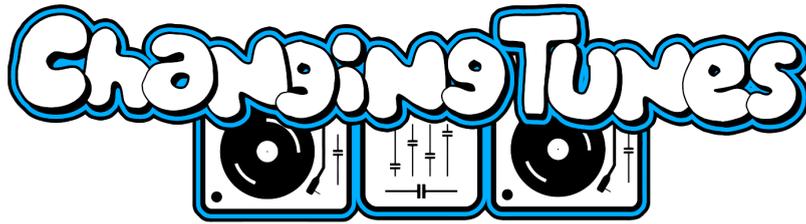
Telephone: 020 8547 5004 (Weekdays, 10am - 5pm)

Email: EWS@achievingforchildren.org.uk

For information on Allegation against Staff, contact the Local Authority Designated Officer on:

Telephone: 020 8547 4609 or 0208 547 5008

Email: LADO@achievingforchildren.org.uk



Child Protection: LADO Procedure

Procedure in managing allegations of abuse against a member of staff.

Local Authority Designated Officer

Telephone: 020 8547 4609 or 0208 547 5008

Email: LADO@achievingforchildren.org.uk

Concerns may arise around a member of staff who has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates that they are unsuitable to work with children

The concern must be reported to the Head of Youth Work immediately who will then consult with the Local Authority Designated Officer (LADO) within 24 hours. The Head of Youth Work will also make contact with the National Youth Agency staff to inform them of the incident.

The LADO will advise about:

- Next Steps (e.g. Referral into Children's Social Care/Police or disciplinary)
- How to inform accused person
- How to inform the child's parent or guardian
- How they will monitor the outcome

If the allegation is against the GoThinkBig Project Leader, the concerned party should either contact the Head of Youth Work. However, in some cases this may not be possible so they should contact:

Charlotte Little (GoThinkBig Programme Coordinator)

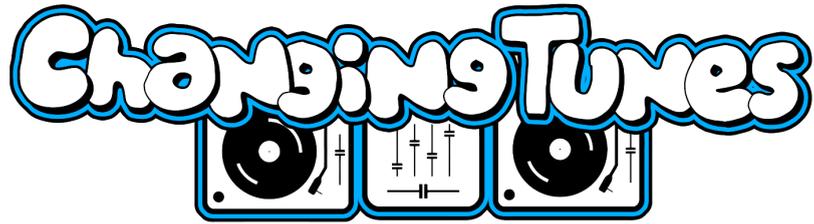
Email: charlotte@gothinkbig.co.uk

Telephone: 07738 486 345

If the allegation is against the Head of Youth Work, the concerned parties should either:

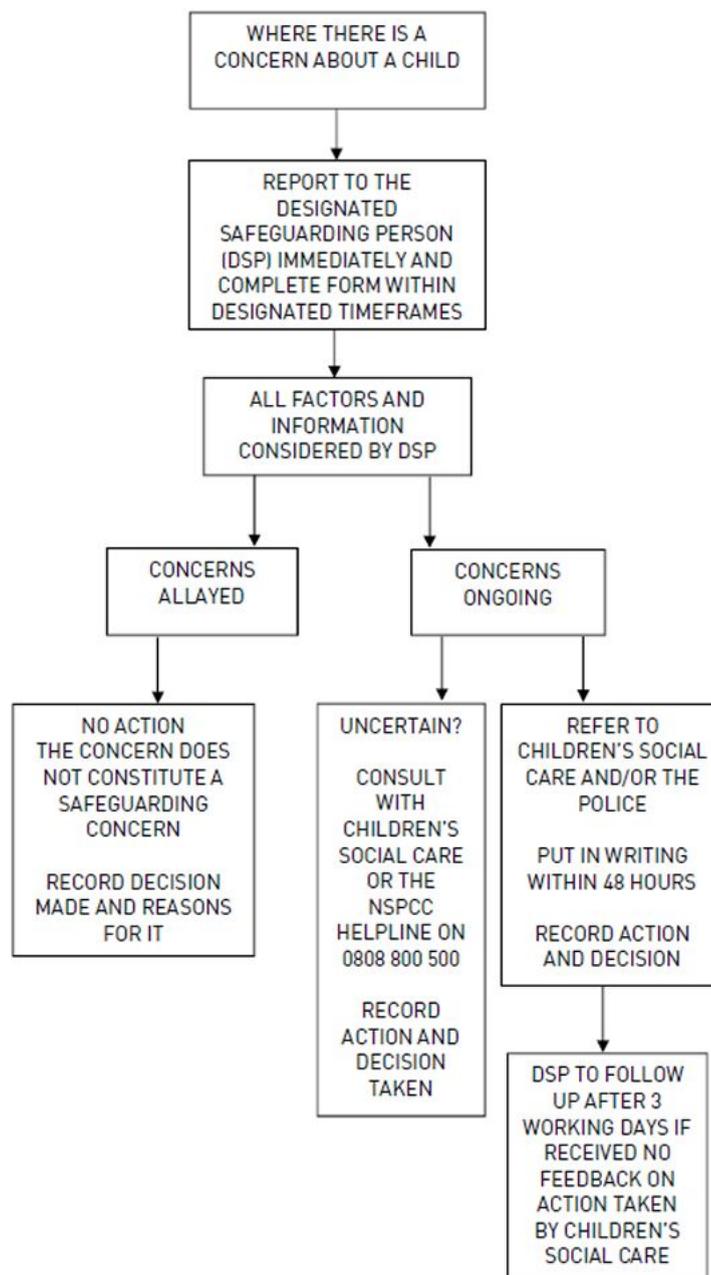
- Contact the GoThinkBig Project Leader (as the Deputy), or

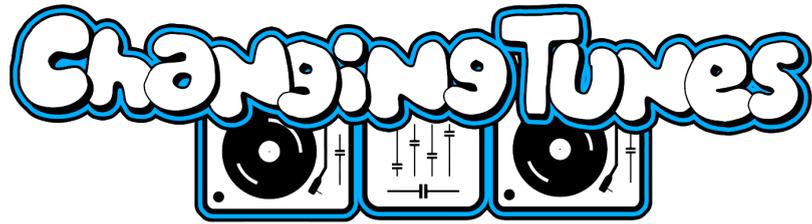
- ❑ Contact the Local Authority Designated Officer or Single Point of Access directly



Child Protection: Safeguarding Process

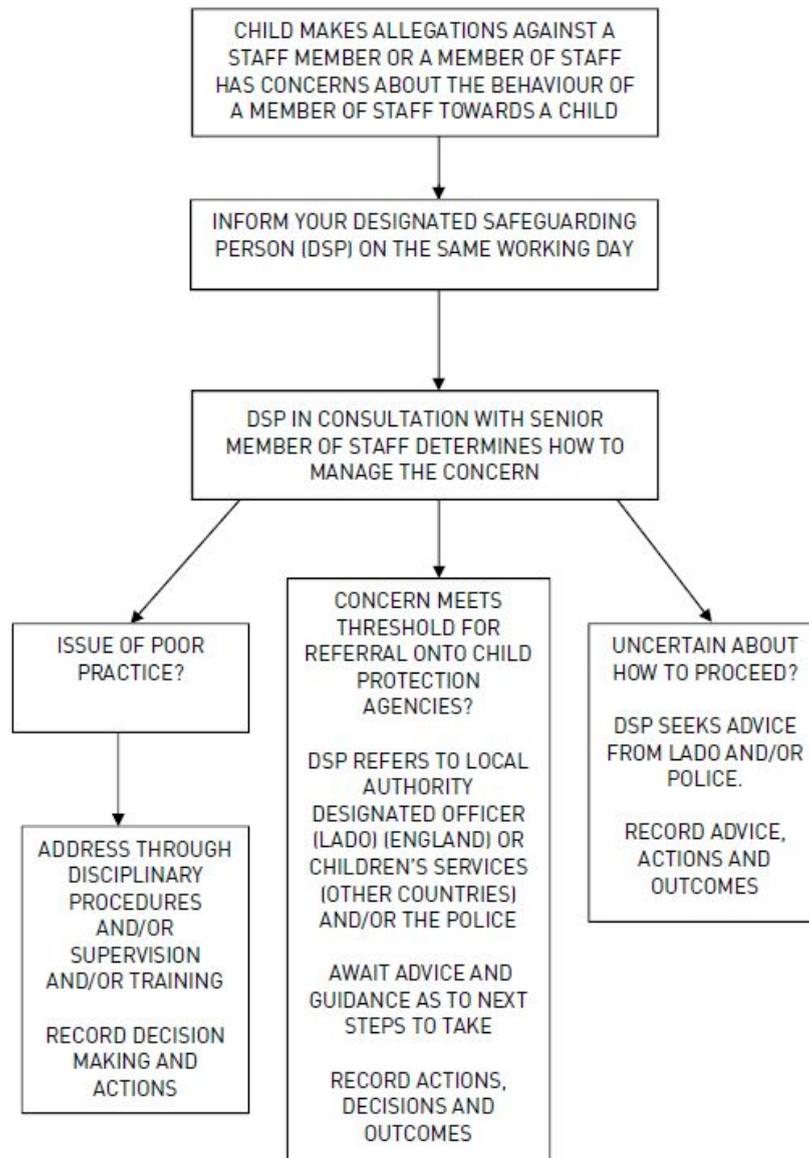
Note: The Designated Safeguarding Person (DSP) is the Head of Youth Work

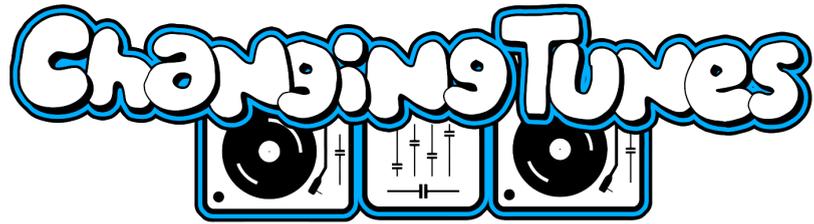




Child Protection: Safeguarding Flowchart (Allegations Against Staff)

Note: The Designated Safeguarding Person (DSP) is the Head of Youth Work





Child Protection: Incident Recording Sheet

Child's Information

Child Name:		Date of Birth:	
Address:			
Guardian Name:		Telephone:	

Practitioner's Information

Staff Name:		Position:	
Location:			
Email Address:		Telephone:	

Incident Information

Date:		Time:	
Location:			

Next Steps

Head of Youth Work Informed?			
Date:		Time:	

GoThinkBig Project Leader Informed?			
Date:		Time:	

