



Safeguarding and Child Protection Policy

Academic Year: 2025–2026

Safeguarding Contacts

Name	Role	Phone Number	Email address
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John Ingman (Schools' Music Development Officer)

Policy at a Glance

If a child is at immediate risk of harm: Call 999 and inform a DSL as soon as possible.

- Report any concern to a DSL (in school or BMS as appropriate) without delay. Document facts, the child's words, date/time and your actions.
- If a DSL is unavailable and you need urgent advice, contact Children's Social Care – Integrated Front Door (MASH): 01226 772423. Out of hours Emergency Duty Team: 01226 787789.
- Follow local Barnsley Safeguarding Children Partnership (BSCP) procedures and thresholds.
- Allegations or low-level concerns about BMS staff/volunteers must be reported to a DSL. For allegations that meet the harm threshold, contact the Local Authority Designated Officer (LADO) on 01226 773892 within one working day.
- All staff must read KCSIE 2025 Part 1 (or Annex A, where appropriate) and comply with this policy, safer working practice, and host school/venue procedures.

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1) Safeguarding Team & Key Contacts

Designated Safeguarding Leads (DSLs):

- Alex Francis (Music Service Manager)
- John Ingman (Schools Music Development Officer)

Local statutory contacts (Barnsley):

- Children's Social Care – Integrated Front Door (MASH) / Assessment Service: 01226 772423 (Mon–Thu 08:30–17:00; Fri 08:30–16:30).
 - Emergency Duty Team (out of hours): 01226 787789.
 - Local Authority Designated Officer (LADO): 01226 773892.
 - Police: 999 (emergency) / 101 (non-emergency).
- Barnsley Safeguarding Children Partnership (BSCP): local policies, procedures and thresholds.

2) Ethos Statement

Safeguarding is everyone's responsibility. BMS is committed to a child-centred, culture-of-vigilance approach which protects children from harm, abuse, neglect and exploitation and enables them to thrive through music. This policy applies to all BMS staff, volunteers, contractors and visiting professionals across schools, music centres, external venues and community settings.

3) Introduction, Scope & Legal Basis

BMS operates within the statutory framework of Keeping Children Safe in Education (KCSIE) 2025 and Working Together to Safeguard Children 2023, and adheres to local multi-agency arrangements set by the Barnsley Safeguarding Children Partnership (BSCP).

Scope includes: teaching in schools; music centre ensembles and out-of-school activity; public performances, concerts and external venues and tuition in any setting; and associated transport, trips and visits.

4) Roles, Responsibilities & Governance

Barnsley Metropolitan Borough Council (BMBC) and BSCP set out local safeguarding arrangements under Working Together 2023, including multi-agency practice standards and expectations. BMS follows BSCP procedures and thresholds in all cases.

Designated Safeguarding Leads (DSLs): hold lead responsibility for safeguarding across all BMS activity—making and managing referrals; liaison with statutory partners; oversight of case records; delivering/commissioning staff training; policy review and implementation; and supporting staff.

All BMS staff, peripatetic tutors and volunteers: must read KCSIE Part 1 (or Annex A where appropriate), maintain professional curiosity, recognise indicators of abuse/neglect (including extra-familial harm and online risk), act immediately on concerns, and know the reporting route in Section 11.

5) Induction, Training & Code of Conduct

Induction covers this policy, safer working practice (including individual teaching, closed spaces, appropriate touch for pedagogy, transport, digital communication), child-on-child abuse, low-level concerns, and the DSL role.

BMS provides annual safeguarding training and updates aligned to KCSIE and BSCP changes, including online safety, filtering/monitoring expectations and emerging issues (mis/disinformation, AI, cyber security).

Professional conduct: BMS Staff Behaviour/Code of Conduct governs boundaries, physical contact for instrumental technique (necessary, proportionate, explained and consented), communication with pupils/parents, photography/recordings, social media, personal devices, and gifts/favours.

6) Recognising Concerns: Signs & Indicators

Staff must understand the categories of abuse (physical, emotional, sexual, neglect) and indicators, including extra-familial harm and contextual risks (CCE, CSE, serious violence, domestic abuse, online harm).

Music-service-specific contexts: individual/small group lessons in practice rooms; visibility/audibility; backstage/change areas; transport to events and late pickups;; online teaching; mixed-age ensembles and peer dynamics; child-on-child abuse risks.

7) Specific Safeguarding Issues

- Child-on-child abuse: bullying/cyberbullying, sexual harassment/violence, non-consensual sharing of nudes/semi-nudes, upskirting, initiation/hazing.
- Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE): grooming, coercion and power imbalance; indicators include unexplained money/gifts, new associations, absence, and decline in engagement.

- Domestic abuse (including teenage relationships), serious youth violence and online harm.
- Female Genital Mutilation (FGM): mandatory reporting duty on teachers who discover FGM appears to have been carried out on a girl under 18—report to police and inform the DSL.
- Preventing radicalisation (Channel): early, voluntary multi-agency support for those at risk of being drawn into terrorism.
- Mental health: emerging concerns may be linked to safeguarding—liaise with the DSL where thresholds may be met.

8) Children Potentially at Greater Risk of Harm

BMS recognises additional vulnerabilities: SEND/disabilities/health needs; children with a social worker; looked after/previously looked after; young carers; persistent absence; EHE transitions; LGBTQ+; those missing education; and pupils experiencing harm outside the home. Responses align with BSCP thresholds and multi-agency practice standards.

9) Preventative Education through BMS Activity

Through ensembles, rehearsals and workshops, BMS promotes respect, boundaries, consent, inclusion and zero tolerance of harassment. Staff model positive behaviour and reinforce anti-bullying, anti-discrimination and safe conduct.

10) Online Safety; Filtering & Monitoring

BMS ensures appropriate technical and organisational measures on BMBC/BMS-managed devices/services and aligns with host schools' filtering/monitoring when on site. Annual review of online safety reflects DfE standards, including considerations around generative AI and cyber security.

11) Procedures: Responding to Concerns or Disclosures

If a child is in immediate danger: call 999. Inform a DSL as soon as possible.

- Listen without judgement; do not promise confidentiality; reassure appropriately.
- Record contemporaneously: date/time, context, facts and the child's words.
- Inform a DSL immediately. If DSLs are unavailable or urgent consultation is needed, contact Children's Social Care – Integrated Front Door (MASH): 01226 772423. Out of hours: Emergency Duty Team 01226 787789.

Do not delay a referral where significant harm is suspected. The DSL will coordinate referrals and multi-agency liaison.

Maintain secure safeguarding records (separate from tuition/HR records).

12) Information Sharing, Confidentiality & Record Transfer

Information sharing to protect a child is lawful and necessary. Share on a need-to-know basis, in line with WTSC principles and BSCP procedures. Do not promise confidentiality to a child. On transfer to another setting, the safeguarding file is sent securely and receipt confirmed.

13) Allegations & Low-Level Concerns about Staff/Adults

Report all concerns about adults' conduct immediately to a DSL. Where an allegation meets the harm threshold (has harmed a child, may have harmed a child, possibly committed a criminal offence against/related to a child, or behaved in a way indicating unsuitability), the LADO must be consulted within one working day: 01226 773892.

Low-level concerns (behaviours inconsistent with the Staff Code of Conduct but not meeting the harm threshold) are recorded and addressed in line with KCSIE and BMS procedures.

14) Use of Premises, External Venues & Partner Providers

When BMS hires or uses venues or works with partner providers (festivals, theatres, faith/community venues), we require appropriate safeguarding arrangements, safer recruitment checks for regulated activity, risk assessments, supervision plans and clear reporting routes aligned to KCSIE duties.

15) Whistleblowing

BMS encourages staff and volunteers to raise concerns about unsafe practice. Concerns can be raised internally (DSL) or via the NSPCC whistleblowing helpline 0800 028 0285 (Mon–Fri 08:00–20:00).

16) Useful Local Contacts (Barnsley)

- Children's Social Care – Integrated Front Door (MASH): 01226 772423 (Mon–Thu 08:30–17:00; Fri 08:30–16:30).
- Emergency Duty Team (out of hours): 01226 787789.
- Local Authority Designated Officer (LADO): 01226 773892.

- South Yorkshire Police: 999 emergency / 101 non-emergency.
- Barnsley Safeguarding Children Partnership (BSCP): local policies/procedures and thresholds.

17) Music-Service-Specific Risk Management

Individual & Small Group Tuition

- Use rooms with visibility panels; keep doors open where practicable; maintain line of sight and audibility.
- Avoid being alone with a child out of sight. Follow lone-working guidance and ensure another adult knows the location and timings.
- Physical contact for instrumental pedagogy must be necessary, proportionate, explained and (where practicable) consented, with another adult nearby when possible.

Rehearsals, Backstage & Performances

- Age-appropriate supervision ratios; clear check-in/out; defined collection points with signage and staff presence.
- Backstage/change-space rules: no unsupervised mixed-age changing; clear guidance on cameras/phones.
- Venue risk assessments for staging, lighting, cables, trip hazards and manual handling of large instruments.

Transport & Late Collection

- Planned transport routes and registers; sign-out processes; late collection protocol (minimum two staff where feasible).
- Avoid transporting a child alone in a staff car. In exceptional circumstances (e.g., to prevent risk), seek manager/DSL approval, document decision/rationale and notify parents/carers.

Instrument Hire / Community Venues

- Arrange visits in working hours where practicable; dynamic risk assessment on arrival; avoid entering private spaces alone.
- Maintain professional boundaries and avoid social media contact with pupils/parents.

Digital/Online Teaching (if used)

- Use BMBC/BMS-approved platforms; ensure parental awareness/consent for any one-to-one sessions; do not use personal accounts.

- Record session dates/times and retain lesson links/chat logs per data policy.

18) Safer Recruitment & Single Central Record

BMS follows KCSIE Part 3: advert wording; application scrutiny; references; identity/DBS; barred-list checks for regulated activity; right to work; qualifications; risk-assessed supervised activity; overseas checks as relevant; and ongoing safeguarding culture. Single Central Record (or BMBC equivalent) is maintained and routinely audited.

19) Attendance, Children Missing Education (CME) & Elective Home Education (EHE)

Absence patterns can indicate risk. Tutors notify DSLs of concerning patterns. For music centre activity, BMS maintains accurate registers, monitors non-attendance and follows up with parents/carers, escalating per BSCP thresholds. BMS liaises with schools and BMBC services regarding CME and vulnerable learners.

20) Data Protection & Secure Handling of Information

Safeguarding records are kept securely, with restricted access. Data is processed lawfully under UK GDPR/DPA 2018, particularly where necessary to protect vital interests or for tasks carried out in the public interest. Retention and disposal follow BMBC policy. Safeguarding files are transferred securely and receipt confirmed.

21) Monitoring, Quality Assurance & Review

BMS will undertake regular audits of case records, training compliance, safer recruitment and implementation of this policy. Learning from incidents and external reviews will inform updates. This policy will be reviewed annually or sooner if statutory guidance changes or following lessons-learned.

Appendix A – Concern/Disclosure Recording Template

To be completed immediately by the staff member receiving/raising the concern and submitted to a DSL without delay.

Child's name / DOB / School or Ensemble: _____

Date/time of concern: _____

Location/context: _____

Observed indicators / disclosure (use child's words where possible):

Immediate action taken: _____

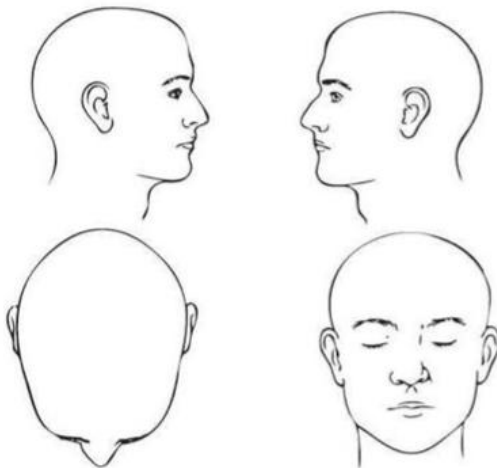
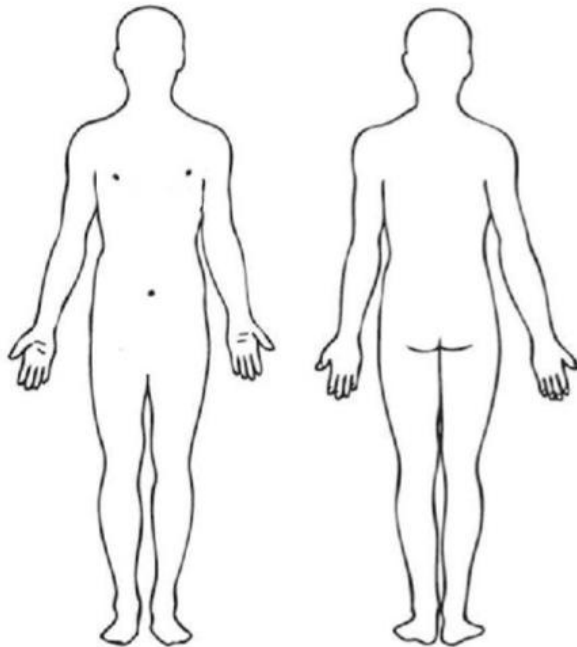
Your name/role/signature/contact: _____

DSL section (to be completed by DSL): Combined history/known information; decision & rationale; referrals made (agency, date/time); parent/carer informed (if appropriate); next steps/review date; DSL name/signature.

Appendix B – Body Map

Use to note the location/size/shape of any visible injuries in the presence of the child. Do not photograph injuries without explicit multi-agency direction. Attach to concern record and store in the safeguarding file.

Safeguarding Body Map



Child's Name:
Date of Birth:
Staff Name: who witnessed the injuries
Date & time injuries seen:
Date & time info recorded:
Details of injuries/location on body:
Signed/Name of SLT / Date:
Actions by SLT:



Appendix C – Individual & Small Group Tuition Protocol

- Use rooms with visibility panels; keep doors open where practicable; ensure audibility.
- Maintain sign-in/out and a record of lesson location and timings.
- Physical contact only where necessary for pedagogy; explain first; seek consent; record any unusual circumstances.
- Avoid secluded areas; if unavoidable, notify a colleague and keep session times short with periodic visibility checks.

Appendix D – Photography, Video & Social Media Guidance

- Parental/carer consent required for identifiable images or recordings used beyond educational purposes.
- Follow host school/venue photography policies at events; display signage; provide opt-out mechanism.
- No posting of pupil images to personal social media by staff/tutors/volunteers.
- Store media securely; use BMBC/BMS systems; time-limit retention.

Appendix E – Transport & Late Collection Protocol

- Maintain transport registers; confirmed pickup/drop-off points; staff presence at collection points.
- Late collection: remain with at least one other adult where feasible; attempt contact with parent/carer and emergency contacts; escalate to DSL/Children's Social Care if unable to contact and the child cannot be safely handed over.
- Avoid transporting a child alone in a staff vehicle. If exceptional circumstances apply, obtain DSL/manager approval, record rationale and notify parents/carers.

Appendix F – Event/Performance Supervision Checklist

- Pre-event risk assessment approved by DSL/manager (including venue plan, ratios, first aid).
- Backstage/change-space supervision plan and clear rules communicated to pupils and parents/carers.
- Arrival/departure logistics; signage; collection point; register management; contingency for late pickups.
- Emergency procedures briefed (fire/evacuation, lost child protocol, incident reporting).

Appendix G – Definitions & Indicators of Abuse

Summarises statutory categories of abuse (physical, emotional, sexual, neglect) and common indicators; includes contextual safeguarding and extra-familial harm. Staff must refer to KCSIE for detailed guidance.

Appendix H – DSL Availability & Escalation Arrangements

- A DSL is available during BMS operational hours (in person or by phone).
- If neither DSL is available and there is a safeguarding concern, staff contact the Integrated Front Door (MASH) directly and inform a DSL at the earliest opportunity.
- Out of hours, staff use the Emergency Duty Team where immediate action is required.

Appendix I – References & Local Procedures

- Keeping Children Safe in Education (KCSIE) 2025 (DfE).
- Working Together to Safeguard Children 2023 (DfE).
- Barnsley Safeguarding Children Partnership (BSCP) procedures, thresholds and local contacts.
- Barnsley Council – What to do if you're worried about a child (Integrated Front Door contact details).