**Annex 1**



**Safeguarding and Child Protection Policy**

**COVID-19 arrangements for**

Peterborough Music Hub & Peterborough Centre for Young Musicians

August 2020

**Covid-19 Arrangements**

*This policy has been adapted from the LA model for Covid-19 arrangements*

Peterborough Music Hub and Peterborough Centre for Young Musicians Covid arrangements have been carefully planned with reference to Department for Education guidance:

* Actions for education and childcare settings to prepare for wider opening from 1st June 2020
* Implementing Protective Measures in Education and Childcare Settings
* Covid-19 Safeguarding in Schools, Colleges and Other Providers

This revised addendum of the Peterborough Music Hub and Peterborough Centre for Young Musicians Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time, to protect all children, whether attending school, other childcare settings or remaining at home, from harm and abuse.

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians is committed to ensuring the safety and wellbeing of all its students and will ensure compliance with our safeguarding policy of August 2020 which remains in force throughout the response to coronavirus (Covid-19)

The following safeguarding principles therefore remain unchanged:

* The best interests of children must always continue to come first;
* If anyone has a safeguarding concern about any child they should continue to act and act immediately;
* A DSL or deputy should be available;
* It is essential that unsuitable people are not allowed to enter the children’s workforce and/or gain access to children;
* Children should continue to be protected when they are online.

**Key contacts**

|  |  |  |
| --- | --- | --- |
| Role | Name | Sign/Date |
| Hub Manager | Kirsten Goldthorp |  |
| Hub Officer | Morag Richardson |  |
| PMH/PCYM Chair of Board | Lisa Roberts |  |

Key Contact list for Safeguarding in Peterborough Music Hub and Peterborough Centre for Young Musicians

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Telephone | email |
| Designated Safeguarding Lead | Kirsten Goldthorp | 07920 160035 | [kirsten.goldthorp@peterborough.gov.uk](mailto:kirsten.goldthorp@peterborough.gov.uk) |
| Assistant Designated Safeguarding Lead | Morag Richardson | 07908 223670 | [morag.richardson@peterborough.gov.uk](mailto:morag.richardson@peterborough.gov.uk) |

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians is committed to ensuring the safety and wellbeing of all its students.

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Peterborough Centre for Young Musicians will continue to be a safe space for all children to attend and flourish. We recognise that for some children the return to PCYM after an extended period of time at home will be challenging and staff will support children to adjust to the necessary changes to the Centre’s environment and routines. Supporting student wellbeing will be at the forefront of our approach and Centre staff will seek to provide reassurance to pupils as we manage the transition period. Staff will talk to the children about the changes to the Centre’s day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand the altered routines.

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians recognises that the current circumstances may adversely affect the mental health of children and their parents. Staff have been briefed to look out for changes in behaviour or in a child’s emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, student wellbeing is at the heart of our work, and Centre staff will seek to provide appropriate support for students.

Peterborough Music Hub and Peterborough Music Hub and Peterborough Centre for Young Musicians recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to PCYM. Staff have been reminded of the need to respond sensitively to students’ differing experiences during the period of closure. Staff have been asked to be particularly vigilant, as more children return to PCYM, for signs and indicators that a child may have experienced abuse or neglect. Staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of PCYM closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Prior to children returning to PCYM, parents and carers will be asked to ensure that all personal details held by PCYM, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise PCYM if there are any changes regarding the child’s welfare, health and wellbeing that it would help to be made aware of. Where PCYM is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

# 

# Attendance monitoring

PCYM will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend. Non-attendance will be followed up in line with the centre’s normal attendance protocols.

# Designated Safeguarding Lead Arrangements

It is important that all PCYM staff and volunteers have access to a trained DSL (or deputy). All staff on site will be made aware of who that person is and how to contact them.

**Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the PMH/PCYM Safeguarding Policy (August 2020) Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children at PCYM they should report the concern to the Centre Manager according to the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the

Concerns around the Centre Manager should be directed to the Chair of PMH and PCYM Board – Lisa Roberts.

***Please Note: Both Peterborough Music Hub and Peterborough Centre for Young Musicians have individual Boards. Peterborough Music Hub and Peterborough Centre for Young Musicians have an Executive Board.***

# Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. In the interim, Designated Safeguarding Leads continue to keep themselves up to date with safeguarding developments through updates from the Education Safeguarding Team, accessing the Knowledge Hub and via the Safeguarding Children Partnership Board communications and website.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, through a dedicated helpline.

All existing staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter PMH/PCYM, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting’s Safeguarding and Child Protection Policy, guidance on local processes and confirmation of DSL arrangements.

# Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. When recruiting new staff, PMH/PCYM will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school have concerns about an individual, new checks will be obtained in the usual way.

PMH/PCYM will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 179 of KCSIE.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any setting is aware, on any given day, which staff/volunteers will be in the centre, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

# Online safety

Peterborough Music Hub and Peterborough Centre for Young Musicians will continue to provide a safe environment, including online.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy.

School closures bring lots of challenges for both staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

Peterborough Music Hub and Peterborough Centre for Young Musicians will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

# 

**Peer on Peer Abuse**

Peterborough Music Hub and Peterborough Centre for Young Musicians recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where PMH/PCYM receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding Policy (August 2020).

Concerns and actions must be recorded and appropriate referrals made.

**This policy will be revied annually, the next review will be August 2021.**