Our Safeguarding Policy

November 2026

Key Terms

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday. All Pupils using Harrogate Music School, including over-18s in the sixth form, follow the remit of the Policy. Teachers and other adults are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, Pupils, parents/carers and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

1.1 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/carer fabricates the symptoms of, or deliberately induces, illness in a child.

1.2 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 and 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.

1.3 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 nonpenetrative 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 a sexually inappropriate way, 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.

1.4 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 parents/carers 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.

1.5 North Yorkshire Safeguarding Children Board (NYSCB)

Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that should be represented on LSCBs. Working Together to Safeguard Children (2015) provides guidance as to the role and responsibilities of LSCBs and the functions they undertake. This is available from http://www.workingtogetheronline.co.uk/chapters/chapter_three.html.

This policy applies to all children taking music tuition or being involved with ensembles or activities with Harrogate Music School.

The purpose of this policy:

- To protect children and young people who receive Harrogate Music School services. This includes the children of adults who use our services;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Harrogate Music School believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 2004
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Appointing a Designated Safeguarding Lead (DSL) for children and young people and two Designated Safeguarding Persons (DSP's)
- Adopting child protection and safeguarding practices through appropriate procedures for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely.
- Recording and storing information professionally and securely.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Creating and maintaining an anti-bullying environment.
- Ensuring we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- All staff and volunteers are aware of and committed to the Safeguarding policy.
- All staff know what to do if a child tells them he/she is being abused or neglected.
- Staff know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care.
- Staff never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.

Procedures in place

Recruitment -All recruitment is made and maintained by Harrogate Music School. Teachers hold a current Enhanced DBS certificate. Most of the teachers also subscribe to the DBS Update service which is checked periodically. All new teachers produce an original copy of their DBS document and provide details of 2 referees.

Health & Safety – All rooms used for tuition have a window in the door and are on a main corridor.

Safeguarding Arrangements - Harrogate Grammar School (HGS) Students
The external doors to the music block are remotely controlled by the HGS site team to be locked until 5pm each weekday. No adults are allowed within the Harrogate Grammar School buildings before 5pm. Teachers have access badges to open the doors for access and exit. Teachers also have a badge identifying themselves as working on behalf of Harrogate Music School.
All students are requested to attend their lesson no more than 5 minutes early to avoid long waiting times outside or inside and to ensure they have their teacher's mobile phone number with them.

It is requested that all students of Primary school age are escorted to and from the music block by a parent / carer.

Harrogate Music School students only use the HGS toilet facilities, located within the Harrogate Music School area.

In the event of a safeguarding problem arising, students are advised to contact one of the designated teachers below.

What staff should do if they suspect abuse.
It is not the responsibility of staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. They must not assume that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration. They must remain alert to the fact that children with SEN and disabilities can be disproportionally impacted by things like bullying- without outwardly showing any signs. Accordingly, all concerns indicating possible abuse or neglect will be recorded and discussed with the DSL (or in his/her absence with either of the DSP's) prior to any discussion with parents.

Staff must immediately report:
• any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
• any explanation given which appears inconsistent or suspicious;
• any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play);
• any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
• any concerns that a child is presenting signs or symptoms of abuse or neglect;
• any significant changes in a child's presentation, including non-attendance;
• any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people;
• any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Harrogate Music School staff must report concerns as soon as possible to the DSL to act on behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. If it is an emergency, and none of the designated people can be contacted, the concern should be raised with the Head teacher of the relevant school, with Social Care or the Police should be contacted.

If the suspicions relate to a designated person, then the other designated people need to be contacted, and a referral should be made directly to NYCC Social Care team 01609 780780.

Suspicions should not be discussed with anyone, other than those named above.
It is the right of any individual to make direct referrals to the child protection agencies. If you feel that Harrogate Music School has not responded appropriately to your concerns, it is open to you to contact the child protection agencies direct.

Responding to Disclosure

Disclosures or information may be received from Pupils, parents/carers or other members of the public. Harrogate Music School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity (to ensure that any HGS students with significant communication difficulties are able to express themselves, the relevant SENCO at Harrogate Grammar School will be involved in such cases by the designated person). Such information cannot remain confidential, and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record. Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated senior person in order that s/he can make an informed decision of what to do next.

What to do once a pupil has talked to you about abuse:
(a) listen to and take seriously any disclosure or information that a pupil may be at risk of harm
(b) clarify the information
(c) try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell, explain and describe what happened?' rather than 'Did x hit you?'
(d) try not to show signs of shock, horror or surprise
(e) do not express feelings or judgements regarding any person alleged to have harmed the pupil
(f) explain sensitively to the pupil that you have a responsibility to refer the information to a senior designated person
(g) reassure and support the pupil as far as possible
(h) explain what will happen next and that the pupil will be involved as appropriate and be informed of what action is to be taken
(i) report your discussion as soon as possible to the designated person
(j) allegations against staff or volunteers will be investigated. Where there are concerns that a pupil has been put in danger of abuse, or has suffered abuse owing to the actions of a member of staff or volunteer, Social Care or the Police will be contacted

Action by the DSL (or DSP in their absence):

(a) Following any information raising concern, the senior designated person will consider:
• whether to make an enquiry to the Children's Social Care Customer Contact Centre 01609 780780 to establish if the child is or has been subject of a Child Protection Plan.
• any urgent medical needs of the child
• if it is safe for a pupil to return home to a potentially abusive situation. On a rare occasion it might be necessary to take immediate action to contact Social Care and/or the Police to discuss putting into effect safety measures for the pupil so that they do not return home
• discussing the matter with other agencies involved with the family
• consulting with appropriate persons e.g. prevention service, Social Care
• the child's wishes and any fears or concerns he/she may have

(b) Then decide:
• whether to talk to parents/carers, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
• whether to make a child protection referral to Social Care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately
OR
• not to make a referral at this stage
• if further monitoring is necessary
• if it would be appropriate to undertake an assessment (e.g. CAF) or contact prevention service (prevention.services@northyorks.gov.uk)
• all information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

Contact details

Designated Safeguarding Lead (DSL)

Name Andy Kemp

Phone 07887608906 / email harrogatemusicschool@gmail.com

Designated Safeguarding Person (DSP)

Name Sam Laverick

Phone 07939533538 / email samanthalaverick75@yahoo.co.uk

Designated Safeguarding Person (DSP)

Name Greg Vincent

Phone 07792105639 / email gregjvincent@gmail.com

Senior lead for Safeguarding

Name Andy Kemp

Phone 078876-08906 / email harrogatemusicschool@gmail.com

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:…5th November 2026…

Digitally signed:

Andy Kemp
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Andy Kemp

Samantha Laverick
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Samantha Laverick

Greg Vincent
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Greg Vincent