



# Abingdon Music Centre Trust

The Old Magistrates' Court, Abbey Close, Abingdon, OX14 3JD  
Charity No. 309181

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## Safeguarding and Counter-Extremism Policy

**Abingdon Music Centre Trust (AMCT) is a charity set up to**

**"... establish a centre for the performance teaching and appreciation of music both to children and adults ..."**

The Trustees of AMCT acknowledge that they have a responsibility for the safety and wellbeing of all those taking part in Abingdon Music Centre activities. They recognise that good safeguarding and counter-extremism policies and practices are beneficial to all who work with AMCT, and to parents, as well as to the children and adults participating activities.

Throughout this Policy and associated Codes of Practice, the term "Staff" includes all those working for AMCT, whether employees of AMCT, self-employed, unpaid volunteers or trustees.

### 1. Babies and Children

#### 1.1. Involvement with Babies and Children, and Commitment to Safeguarding them from Harm

Courses and workshops for children, from babies upwards, form a core group of Abingdon Music Centre's activities. Parents or carers are always present with the youngest children, but not necessarily during events for school-age children.

AMCT will endeavour to safeguard children from harm by applying the following procedures and Codes of Practice.

### 2. Adults

AMCT organises a range of events for adults of all ages, including the elderly.

The majority of activities **do not require** interaction with adults in ways which might render them vulnerable: AMCT will not, therefore, require safeguarding disclosures for all staff working with adults. DBS Disclosures will be obtained for those working with adult groups where, in the opinion of Trustees, a Disclosure is considered appropriate.

### 3. Safeguarding Disclosures

Satisfactory safeguarding disclosures from the Disclosure and Barring Service (DBS) are required for all those who will:-

- supervise children's groups in the absence of parents or carers staying with the group
  - work with adults groups which qualify according to "A guide to eligibility for DBS checks" published by the Disclosure and Barring Service.
- or
- will be working in association with any of our partner organisations who require such disclosures.

Disclosures will be obtained either:-

- directly through AMCT
- by Trustees checking an applicant's Disclosure using the DBS Update Service if the applicant has registered for this service and the original disclosure was obtained for activities with similar responsibilities to those proposed within AMCT.

**3.1.** Appointment of an applicant whose Disclosure is not "clear" will be considered in confidence by the Safeguarding Coordinator and Chair of Trustees, or by the partner organisation where appropriate.

3.2. Disclosures will be reviewed on a triennial basis

#### 4. Staffing of activities involving babies, children or adults who may be vulnerable

It will be made clear to everyone working with, or considering working for Abingdon Music Centre Trust with these groups that their appointment is exempt from some of the provisions of the Rehabilitation of Offenders Act 1974.

The appointment procedure for teachers and other staff supervising these groups, will include:-

- an interview with either two Trustees or one Trustee and the Director before the appointment is made
- acceptance of least one reference from a person not closely connected with AMCT
- a signed declaration by the applicant that he/she has no previous convictions relevant to the proposed work with children or vulnerable adults.

The exception to the above is for

[a] occasional helpers on events supervised by established AMCT teachers.

[b] occasional stewarding where unsupervised involvement with children is only for brief periods

In such cases:-

- no formal interview or references will be sought but the helper must be well known to at least one of the event leaders.
- the helper(s) must be closely supervised by the "leader" at all times.

All appointments, whether paid or voluntary will be subject to a probationary period and will not be confirmed or renewed unless the Trustees are confident that the applicant can be confidently entrusted with group.

The Safeguarding Coordinator shall maintain a record of relevant appointment checks.

#### 5. Prevent — Counter-extremism

- all staff agree to not incite racial hatred, etc. when involved with AMC activities
- all hirers of our premises must agree to not incite racial hatred, etc.(as in OCC policy) during sessions at Abingdon Music Centre.

#### 6. Training

##### 6.1. Safeguarding

All those who supervise activities for babies, children or young people must complete safeguarding training at least to the standard of the basic on-line training offered by Oxfordshire Safeguarding Children Board.[1]

##### 6.2. Prevent — Counter-extremism

We ask staff who have contact with the public in our activities to undertake Channel General Awareness or equivalent training every 3 years.[2]

#### 7. Safeguarding Coordinator

A Safeguarding Coordinator shall be appointed by the Trustees. The Safeguarding Coordinator shall be a person who has no routine direct involvement with children taking part in AMCT events and is not closely connected with any Staff involved with children in AMCT activities. The name and contact details of the Safeguarding Coordinator shall be displayed with other safety notices at the Music Centre. AMCT encourages any person, either adult or child, who has cause for suspicion of child abuse, whether physical or psychological to put their concern to the Safeguarding Coordinator. The Safeguarding Coordinator shall

- record and act immediately on any concerns relating to safeguarding or counter-terrorism issues brought to him/her.
- report concerns relating to safeguarding or extremism promptly by phone to:-  
**0845 050 7666 (0800 833 408 out-of-hours emergency)** and ask for  
— Oxfordshire Multi-Agency Safeguarding Hub (MASH), for children

or

**Thames Valley Police** - Tel: **999** for immediate response; 101 if less urgent.

- keep relevant people within AMCT informed about any action taken and any further action required.
- ensure that a proper record is kept of any referral and action taken, and that this is kept securely and in confidence.
- maintain a confidential record of staff and teacher appointment checks relevant to child protection.

## **8. Codes of Practice**

### **8.1. Code of Practice for Organisation of Activities for Babies and Children**

**This Code applies to all AMCT events *i.e.* excludes lessons and events where AMCT premises are hired for private use..**

- A minimum of two approved staff members must be present at all AMCT events where parents or carers do not stay with the children.
- In any period of 12 months, AMCT will not organise more than five events lasting over two hours in any day for children under 8-years of age where parents or carers are not expected to be present.
- Registration forms shall include a request for information regarding participants' health conditions of which the leaders should be aware.
- The event leader must ensure that an appropriate First Aid kit is available at the event.
- The event leader must ensure that no unauthorised person has unsupervised access to the children.

### **8.2. Code of Practice for Staff involved with children**

- All staff should be as open as possible in dealing with children, and it is important that no more time should be spent alone with children than is necessary .
- Do not to have physical contact with children except as needed in a group activity, in which case the parent's or carer's permission must be obtained (verbally) beforehand .
- Do not take children out of a group activity room unless unavoidable e.g. for the toilet. If it is necessary to take a child out , ensure that
  - other adults in the group are aware
  - doors are left open between the group and destination
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- Do not to deter children from making a "disclosure" of abuse through fear of not being believed, and to listen to what they have to say.
- Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, intimidation, shouting, racism, sectarianism or sexism.

### **8.3. Code of Practice for those working with Adults**

- ALWAYS treat people with respect.
- ALWAYS ensure that other adults are present close personal assistance is given, particularly to the elderly.
- NEVER offer, or be drawn into, helping with financial or other matters through which a person may be vulnerable.

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Approved by Trustees

May 2016

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[1] Online Safeguarding training at [www.oscb.org.uk/booking-training](http://www.oscb.org.uk/booking-training)

[2] Online Channel training at [course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)