



Lamp House Music Safeguarding Policies and Procedures

Lamp House Music has produced this set of policies and procedures to cover the safeguarding of children, young people and adults at risk.

Music can have a very positive influence on lives, and can offer individuals the opportunity to participate and achieve success in stimulating environments. Music is fun and enjoyable and supports the development of life skills such as independence, social interaction, improved self-esteem, teamwork and confidence.

This will only be successful and positive if the well-being and safety of individuals is the number one priority. Those in responsible positions must adopt practices and follow procedures that are supportive, empowering, protective and motivate individuals to give their best.

Definitions

“Child”: under the Children and Young People (Scotland) Act 2014 a child is defined as anyone who has not reached the age of 18. For the purposes of this policy, **“child”**, **“children”** and **“young person”** refer to persons up to the age of 18.

“Adult”: a person aged 16 years and above, however anyone aged under 18 years will be covered under **“child”** as well.

“Adult at risk”: under the Adult Support and Protection (Scotland) Act 2007, an adult at risk is defined as someone who cannot safeguard themselves, their wellbeing, their property or their rights; is at risk of harm; and is experiencing a disability, a mental disorder, illness or physical or mental infirmity. An adult is at risk of harm if: the conduct of another person is causing, or is likely to be causing, the adult to be harmed; or the adult themselves engages in conduct that is causing, or is likely to cause, self-harm.

This policy is based on the following principles:

- The wellbeing of children and adults at risk is the primary concern.
- All children and adults at risk, whatever their age, culture, disability, sex, language, racial origin, socio-economic status, religious belief and/or sexual orientation or gender identity, have the right to protection from all forms of harm, poor practice, exploitation, bullying and abuse.
- Children and adults at risk have the right to express views on all matters which affect them, should they wish to do so.
- Wellbeing and protection are everyone’s responsibility.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Adults working with children and adults at risk are provided with opportunities for education and training to ensure best practice becomes the norm.

Promoting Good Practice

By adhering to these recommendations for good practice, staff will ensure that the environment is safe and fun for everyone, while those undertaking roles will be protected.

The meaning of good practice:

- Putting the child/adult's welfare, safety, and enjoyment first.
- Treating all children/adults at risk equally, and with respect and dignity.
- Building balanced relationships based on mutual trust, which empowers children/adults at risk to share in the decision-making process.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback.
- Planning and preparing appropriately so that each lesson suits the needs of the individual or group (e.g. activities are age-appropriate and allow each person to participate in an enjoyable way).
- Recognising the developmental needs and capacity of individuals.

Challenge sensitively any inappropriate behaviour from a child/adult at risk, such as a crush on an instructor or attention seeking behaviour. If this is focused on you, seek support and inform Lamp House Music.

Following any incident where a member of staff feels their actions could be misinterpreted, a written report should be submitted.

First Aid and the Treatment of Injuries

All staff must ensure:

- There is a first aid kit at the venue.
- A note is taken if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

Managing Challenging Behaviour

Staff/volunteers delivering activities to children may, from time to time, require to deal with a child's challenging behaviour.

These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.

Planning Activities

Good teaching practice requires planning sessions around the individual or group. As part of a risk assessment, tutors should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the lesson, the other participants or the environment.

Where staff identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of a group and the staff involved.

All those delivering teaching to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour.

Issues of behaviour and control should regularly be discussed with staff, parents/carers and children in the context of rights and responsibilities.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.

Collection by Parents/Carers

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Lamp House Music to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the lesson is running then tutors and staff have a duty of care to the children that are in their charge.
- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult. For these reasons, it is imperative that children are not dropped off early for their lessons and are collected timeously at the scheduled lesson end time.

Make sure that literature, application forms and consent forms:

- Are clear about starting and finishing times of lessons.
- Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when lessons finish.
- Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
- Have a late collection telephone contact and number.

Use of Photographic and Video Equipment

We will sometimes use videos and/or cameras during lessons and concerts. We will take photographs for appropriate media coverage including newspapers, social media or websites from time to time. This will only take place with the express consent of both the student and their parent/guardian.

Children, Young People and Adults at Risk in Publications and on the Internet

Websites, social media and publications provide excellent opportunities to broadcast achievements and to provide a showcase for music. In some cases, however, displaying certain information about children, young people and adults could place them at risk. The following procedures must be followed to ensure Lamp House Music publications and information on the internet do not place any individual at risk.

Publications or information on an internet site may include some personal data but will never include more than a first name.

The matter of consent should be ascertained by asking the parents/guardians to give, or withhold, written consent for such a caption to appear alongside any photograph that may be published. This will require an approach to the parent/guardian of every person participating. The written instructions of the parents/guardians must be retained by Lamp House Music for so long as the person is connected with us.

Important note: any concerns or enquiries about publications or internet information should be reported to Lamp House Music.

Safe Recruitment

Lamp House Music will take all reasonable steps to ensure unsuitable people are prevented from undertaking work with children. Interviews are carried out for all positions.

Once an individual is in position, Lamp House music will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two years. This ensures the organisation is continually risk assessing staff to keep individuals safe.

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