

Guildhall School of Music & Drama

Title:	POLICY ON SAFEGUARDING THE WELFARE OF CHILDREN
Date of approval:	16 June, 2003, amended
Approved by:	Directorate
Amendments:	23/05/06 Dec 09
Source of policy:	Registry
Information Copies:	Directors Heads of Department Heads of Programme Programme Managers Assistant Registrar - Admissions & Enrolment Student Life Officer SU President

Background: This policy statement sets out the principles upon which the Guildhall School of Music & Drama meets its responsibilities for safeguarding the welfare of children and young persons under 18 with whom its staff and students work in the context of degree programmes at the School. The policy recognises that the Children Act 1989 places specific duties on agencies to co-operate in the interests of vulnerable children:

1. This policy acknowledges that:

- Child abuse exists and can present itself in any of its forms, physical, emotional, neglect or sexual, alone or in combination
- Children may be abused and/or neglected by their parents, carers, guardians or other trusted adults as well as by strangers
- Abuse may be perpetrated by individuals, groups or networks of individuals
- Children may also be abused by other children.

2. Children and young persons under the age of 18 of all races, religions and cultures, with or without disabilities, from any model of family life have an equal right to protection from abuse.

3. Local authorities have the legal responsibility for the protection of children and normally have policies in place for those working with children within the authority. Guildhall staff and students have a responsibility to be aware of the specific child protection policies of the boroughs within which they work as part of a programme of study.

4. The School recognises the lead responsibility of its partner organisations to report all allegations of abuse to the designated officer of the Local Authority's Children's Social Care service in which the allegation has occurred who will investigate what action to take including reporting to the police and to the ISA¹ if required.

5. Record keeping is essential in relation to child protection issues. Records will be kept of all incidences related to child abuse, both allegations and

¹ Following the implementation of the Safeguarding Vulnerable Groups Act 2006

concerns. These records will be kept in a separate file by the teacher with designated lead responsibility for modules incorporating work with children and young people, and copied to the designated School Officer for child protection (Director of Student and Corporate Affairs).

6. To ensure compliance with LA policies, the School will ensure that all students/staff who will work unsupervised with children, as part of their studies/responsibilities, complete a disclosure application form and undergo an enhanced Criminal Records Bureau Disclosure and ISA registration² (see policy on admissions and criminal conviction). The cost of the CRB disclosure and ISA registration for students will be paid for by the School, through the Registry department.
7. The School will ensure that all students have the opportunity to achieve the award for which they have registered, regardless of the outcome of the CRB disclosure, by making alternative study pathways available.
8. The School will undertake to observe principles of confidentiality in all procedures related to child protection.
9. The School will provide guidance and support, to all staff/students working with children and young people.

² ISA registration phased in from July 2010

CHILD PROTECTION GUIDANCE NOTE (1)
Criminal Record Bureau Disclosures and ISA Registration for Staff and Students
Working in Independent and Community Organisations

Why is it necessary for me to have a CRB Disclosure and ISA registration?

During your programme you will undertake activities in schools and communities where you will be working with children and young persons under the age of 18, for whom there are legal safeguards against the risk of abuse. The local authorities are the legally responsible bodies, and these normally have policies in place which require all those individuals working with children within the authority to undergo a CRB Disclosure and ISA registration. This includes staff and students of the School.

So, the Disclosure is to protect children and young people?

Primarily yes, but it protects you too.

What are CRB Disclosures and ISA registration?

1. Criminal Records Bureau Disclosure

There are two levels of Disclosure: Standard and Enhanced. A CRB Disclosure provides access to:

- i) information held on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The CRB reserves the right to add new data sources);
- ii) information held on Children and Vulnerable Adults lists maintained by the Independent Safeguarding Authority (ISA);
- ii) any relevant and proportionate information held by the local police forces (enhanced check only).

2. ISA Registration

ISA Registration is being phased in from July 2010. Once an individual is ISA-registered, subsequent employers can check a person's ISA registration status, online and free of charge, with the consent of the individual.

The ISA consists of trained case workers, who will decide on a case-by-case basis whether a person poses a potential on-going risk and if necessary, bar an individual from working with vulnerable groups, and will:

- 1. Assess the risk of harm that an individual would pose should they work with vulnerable groups, based on information held about that individual.
- 2. Use information from a number of sources including the Police, Local authorities and employers.
- 3. Support the case workers with a continuous training and support programme and a board of public appointees with many years experience in the field of safeguarding.

ISA-registered means:

- No information is held that demonstrates the person poses a risk of harm to children or vulnerable adults.
- A person's registration status will be continuously monitored and if any new information such as a relevant caution or conviction, or information from an employer comes to light, the ISA will be informed and they will re-assess the person's potential risk to vulnerable groups and may choose to bar the individual.

ISA-registered does not mean:

- That someone is "safe" or has been "cleared to work"
- That the ISA has scrutinised all information held on them, not least because new information may be coming in all the time.

Which disclosure does Guildhall School require?

The Criminal Records Bureau Enhanced Disclosure and ISA Registration.

Why does the School do the more detailed disclosure?

It is the policy of some of the boroughs with whom the School works that all their employees and volunteers undergo the Enhanced Disclosure.

What if I already have a CRB Disclosure or ISA Registration

If you are already ISA registered, please provide your Registration number when prompted and confirm that you consent to this being validated by the School. CRB Disclosures are not generally considered to be portable, so if you already have a disclosure then you will be asked to apply for a new one with the School.

What about students resident outside the UK

Students resident outside the UK must obtain a criminal records check from their own country using the guidance available from the CRB:

http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/overseas.aspx

Where a criminal records check is unobtainable, the School will request a character reference.

A CRB Disclosure and ISA Registration will still be required, however this can be undertaken after the student has arrived in the UK and can provide proof of address. Please note that you will immediately require proof of your address such as a bank statement or phone bill, so you should make arrangements to ensure that you will receive this as soon as you find accommodation.

Why is it advised that the student disclosure and ISA Registration is done before enrolment?

If the Disclosure and ISA Registration is complete before a programme starts, it means that it is in place in advance of the time when you will work in community settings. This ensures there are no barriers to engaging with all aspects of the programme and provides reassurance for our partners.

Who is responsible for ensuring staff Disclosures and ISA Registration are done?

The Head of a Programme or the Head of a Department is responsible for identifying staff who, as part of their responsibilities, will be either working

with children or supervising Guildhall School students working with children and notifying the names of these staff to the Human Resources department in advance of the year in which the teaching will take place. The HR department is responsible for ensuring a Disclosure and ISA Registration is carried out on the individual member of staff, and notifying the Head of Programme/Department when this is complete. The HR department shall maintain a record of which Disclosures and ISA Registrations have been done, when and their outcome.

How often is the Disclosure and ISA Registration done?

ISA Registration is only required once. Once an individual is ISA-registered, subsequent employers can check a person's ISA registration status, online and free of charge, with the consent of the individual.

The Enhanced Disclosure is required once and updated every three years or on request.

I want to know more

For more information, see www.crb.homeoffice.gov.uk

Or contact:

Jennifer Kay

Assistant Registrar – Admissions & Enrolment

OR

Caroline Brookes, HR Administrator

for information on processing the CRB Forms for employees

CHILD PROTECTION GUIDANCE NOTE (2) Defining, recognising and dealing with abuse

What is abuse and neglect?

The definitions of abuse outlined below are taken from 'Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children', HM Government 2006.³

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. They may be abused by an adult or adults, or another child or children.

Physical Abuse:

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

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 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, 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.

Sexual Abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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

³<http://www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/workingtogether/workingtogethertosafeguardchildren/>

maternal substance abuse. Once a child is born, neglect may involve a parent or carer 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.

Complex (organised or multiple) Abuse

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved.

Note: Children whose situations do not currently fit the above categories may also be at significant risk of harm. This could include situations where another child in the household has been harmed or the household contains a known child abuser.

How do I identify child abuse?

Child abuse can take place in a number of different settings, of which the following are examples:

- It is likely to occur most commonly where the young person knows the individual/s and is trusted. This can be a parent, carer, babysitter, sibling, relative, or friend of the child or of the family.
- The abuser is sometimes someone in authority such as a teacher, youth leader, children's worker or church worker/leader.
- The abuser is sometimes a paedophile or other person who sets out to join organisations to obtain access to children.

Staff and students of the Guildhall School in their work with children and young people have a responsibility act if they have concerns about the welfare of a child (including children living away from home) and, in particular, has concerns that a child may be suffering, or may be at risk of suffering, significant harm.

What are the signs of abuse?

Extreme care should be taken as misreading signs of abuse can result in significant harm or trauma to the child and their family. In general you will not have the expertise to diagnose child abuse but you do have a responsibility to be alert and aware of the signs.

Just because a child exhibits one of the signs listed below, this does not mean that they have been abused. Nevertheless, the presence of one or more of the signs, or their repeated presence, might raise concerns and you should share these with your Guildhall School teacher and /or the staff member designated to deal with matters of child protection in the School/community setting where you are working.

Physical signs

- any injuries, bruises, bites, burns, fractures, etc, which are not consistent with the explanation given for them
- injuries which occur to the body in places which are not normally exposed to falls, rough games, etc .
- injuries which appear to have been caused by a weapon e.g. cuts, welts, etc
- injuries which have not received medical attention
- instances where children are kept away from the group inappropriately or without explanation
- self-mutilation or self-harm e.g. Cutting, slashing, drug abuse

Emotional signs

- Changes or regression in mood and behavior, particularly where a child withdraws or becomes clinging. Also depression/aggression
- nervousness/inappropriate fear of particular adults e.g. frozen watchfulness
- sudden changes in behavior e.g. under-achievement or lack of concentration
- inappropriate relationships with peers and/or adults e.g. excessive dependence
- attention-seeking behavior
- persistent tiredness
- a wetting or soiling of bed or clothes by an older child

Neglect signs

- regular poor hygiene
- persistent tiredness
- inadequate clothing
- excessive appetite
- failure to thrive e.g. poor weight gain
- consistently being left alone and unsupervised

Sexual signs

- any direct disclosure made by a child concerning sexual abuse
- child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behavior, or who regularly engages in age inappropriate sexual play
- preoccupation with sexual activity through words, play or drawing
- child who is sexually provocative or seductive with adults
- inappropriate bed-sharing arrangements at home
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- other emotional signs (see above) may be indicative of sexual or some other form of abuse

How should I respond to allegations/concerns regarding abuse?

1. You should report it immediately to your supervising teacher and/or the person in the school/community setting designated to deal with matters of child protection. You should not discuss your suspicions or allegations with anyone else
2. Under no circumstances attempt to carry out any investigation into allegations or suspicions of abuse. It is the task of the Local Authority's

Children's Social Care service to investigate the matter under Section 47 of the Children Act 1989.

3. Referrals may lead to:

- a. no further action
- b. directly to the provision of services or other help and/or
- c. a fuller assessment of the needs and circumstances of the child which may in turn lead to child protection inquiries
- d. emergency action to safeguard the child
- e. Child protection inquiries being undertaken

General Points

- Keep calm - do not appear shocked or disgusted
- Accept what the child says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the child
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the child may have been threatened and fear reprisals for having spoken to you
- 'Never push for information or question the child as this can undermine any subsequent criminal ,investigation. If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the child says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate, "it isn't your fault and you are not to blame at all"
- "I am sorry that happened to you"
- "I will help you"

Things not to say

- "Why didn't you say something before?"
- "I really can't believe it"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"
- Don't make false promises to the child - like confidentiality - be honest now, any lies will be further abuse and betrayal
- Never make statements such as 'I am shocked!' or 'don't tell anyone else'.

Concluding the conversation

- Reassure the child that they were right to tell you
- Let the child know what you are going to do next and tell them that you will let them know what is happening at each stage.

What to do after the conversation

- Make notes about the conversation as soon as possible after the discussion. Record exactly what the child said and when he or she said it and what was happening immediately beforehand e.g. (description of the activity). Note

the time, date and place of the conversation and the name of any other person present. If the initial note is handwritten, keep it if it is subsequently typed up.

- Inform the designated Child Protection employee, immediately. You will be advised of this prior to the placement.
- The designated Child Protection employee should contact the Local Authority's Children's Social Care service.
- Do not be tempted to try to investigate further the claims - this could lead to contamination of the evidence and could jeopardize any Police investigation and criminal prosecution activity.

What are the boundaries when I am with children?

You are responsible for establishing and maintaining appropriate boundaries and/or ensuring that meeting your own emotional needs is not dependent on your relationships with children and young people. Keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Touch should be related to a child's needs not your own. Touch should be age appropriate and generally be initiated by the child rather than you. Avoid any physical activity, which is, or may be construed as, sexually stimulating the adult or child. For example, fondling, touching private parts of the body.

What does the School do if concerned about a member of staff or student's conduct in relation to Child Protection

The Guildhall School's Code of Conduct and Disciplinary Procedure outlines the processes by which a student misconduct will be addressed, and item 4 particularly refers to the duty to refer individuals to the ISA for consideration for barring in relevant circumstances.

Employees are covered by City of London Disciplinary Policy and Code of Conduct Policy

Guildhall School of Music & Drama

Admission of Students and Criminal Conviction Policy

The School is committed to extending the opportunities of higher education to students who meet the entrance requirements specified by the School and who are able to benefit from it. The School welcomes applications from diverse candidates. However to reduce the risk of harm or injury to students and staff, criminal records will be taken into account only where the conviction is relevant.

If a person does not re-offend during their rehabilitation period their conviction becomes 'spent'.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant except where the nature of the programme of study involves work with children or vulnerable adults (e.g. Music Therapy and Leadership).

Applicants for School programmes of study are asked to disclose criminal convictions on the Equal Opportunities Form which accompanies the application form. This will not normally apply to those convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Applicants for programmes of study which require a greater level of disclosure of conviction under the CRB scheme will be notified. This will only be:

- a) where the nature of the programme of study has special requirements relating to professional registration e.g. music therapy or leadership;
- b) where a criminal conviction might raise particular concerns in the context of activities associated with the programme;
- c) the prospect of employment at the end of a professionally or vocationally related programme would be substantively compromised by a criminal conviction;
- d) it is judged that the safety of the School community and/or property will be at risk.

Process

1. Where an applicant declares a criminal conviction on an application form, the Assistant Registrar - Admissions & Enrolment will write to the applicant and will invite him or her to supply information about the record which will be kept strictly confidential and only shared on a need to know basis. The information supplied will be considered in confidence by the Director of Student and Corporate Affairs, the Principal, the Director of the area in which the applicant wishes to study and the Head of Department in the case of Music. A previous conviction will not normally debar the offer of a place unless issues relating to the nature of the programme or the security of the School community apply.

2. In making the assessment, the above team will consider
 - The seriousness of the offence and its relevance to the safety of the School community and property
 - The length of time since the offence occurred
 - Any relevant information offered by the applicant about the circumstances which led to the offence
 - The country in which the offence took place
 - Whether the offence has been de-criminalised by Parliament
 - Whether there is any history of repeat offending
 - Whether the offence will effectively debar the applicant from employment opportunities associated with a programme leading to professional registration or with direct vocational links
 - Whether the offence raises difficulties associated with the nature of the programme where professional registration is not an issue.
3. Where a programme of study is subject to the requirement for disclosure of all criminal record information through the disclosure process, this will be notified to potential applicants in programme publicity and at the time that a programme offer is made (see below).
4. Applicants will be invited to embark on the CRB Disclosure and ISA registration process once the offer of a place has been accepted. The fee associated with Disclosure and Registration will be paid by the School.
6. If a criminal record has been disclosed voluntarily on the application for such a programme, an initial assessment of the case will be made according to the principles above. A programme offer will be made subject to engaging in the disclosure process. The applicant will be informed that the offer will stand subject to no material additional information emerging from the disclosure process.
7. Should additional information emerge from the disclosure process which appears to contradict earlier information, the School will contact the applicant who will be given the opportunity to comment on the situation. This discussion will be with the Assistant Registrar – Admissions & Enrolment. The information offered under the disclosure process will be shared with the Principal, Director for the relevant area of study and the Head of Department in the case of music who will, along with the Director of Student and Corporate Affairs, determine whether a place on the programme of study can be confirmed (subject to academic conditions also being met).
8. The School makes admissions decisions in good faith based on the information supplied on application forms and signed off as accurate and truthful by an applicant. The School reserves the right to terminate a student's programme of study without notice⁴ if it is discovered that while he or she is on programme he or she has deliberately with-held or falsified information on criminal convictions requested in the application process.

⁴ Under Admission, Enrolment and Registration Regulation 7

Data security

10. No information regarding criminal convictions or disclosure will be released to any individual or organisation not authorised to receive it under Section 124 of the Police Act Part V 1977.

11. The Countersignatory (for CRB disclosures and ISA registration) will ensure that information supplied will only be released to the Director of Student and Corporate Affairs, the Principal, Director for the relevant area of study and the Head of Department in the case of music who are empowered to make the admissions decision.

12. All disclosure information will be stored securely under the direct supervision of the Countersignatory in Registry.

13. Disclosures will be held for a period of no more than six months after the date of the recruitment decision. After this time the information will be shredded under the direct supervision of the Countersignatory in Registry.

14. No copy or other image of a disclosure will be retained.

15. A record that a satisfactory disclosure has been obtained will be retained in the student file. This will include

- Name
- Date of disclosure
- Unique CRB disclosure and ISA registration number

16. These files will be stored securely within Registry but it is recognised that the files will be consulted by Registry staff in connection with their duties.

17. Annual ISA registration checks on returning students on designated courses will also be retained on file.

18. Where information concerning a criminal conviction has been supplied voluntarily in connection with an admission and outside the disclosure scheme, the information will subject to the same treatment as information supplied under disclosure. The information supplied will be stored securely and separately and will be destroyed 6 months after the admissions decision has been taken. No record will be retained unless the programme of study is also covered by the requirement for disclosure.

Appeal

19. An Applicant is entitled to appeal to the Criminal Records Bureau if he or she believes that the information supplied is inaccurate. He or she may also complain to the Criminal Records Bureau if he or she believes that the School has not complied with the CRB Code of Practice.

www.crb.homeoffice.gov.uk

20. If an applicant considers that the School has reached an unreasonable decision in connection with admission in the context of a disclosure of criminal record, he or she is entitled to appeal to the Chair of the Board of Governors. The Chair of the Board of Governors will determine whether the decision was taken on reasonable grounds. If he or she considers that the decision was not reasonable, he will refer the matter back to the Principal for reconsideration, advising the Principal of the reasons. The decision of the Principal on reconsideration of the case will be final.

GUILDHALL SCHOOL OF MUSIC & DRAMA

Summary of procedures in relation to Police Disclosures & Criminal Convictions

ADMISSIONS

All Application forms require a declaration of a criminal conviction.

The Assistant Registrar - Admissions & Enrolment checks applications, identifies students with a criminal record and organises a meeting with Principal, Director of Student and Corporate Affairs, Director of the area of study to which the student is applying, and Head of Department in the case of Music to discuss the offer of a place.

Offers of a place may be made but subject to engaging in the disclosure process. The admission decision will be based on the information supplied by the candidate and from the disclosure process.

The School reserves the right to terminate a student programme of study if it becomes apparent that she/he has deliberately withheld or falsified information in relation to any convictions.

CHILD PROTECTION

All potential applicants to programmes which include unsupervised working with children will be notified in programme publicity and at the time an offer of a place is made that they will be required to undergo a disclosure for all criminal record information and registration with the ISA. The School will pay for the disclosure and registration.

The Assistant Registrar - Admissions & Enrolment ensures all new students have completed a disclosure/Registration application form at enrolment.

The Assistant Registrar - Admissions & Enrolment is responsible for ensuring disclosures have been completed and checking responses. Disclosures of criminal activity will be considered by the Director of Student and Corporate Affairs, the Principal, the Director of the area of study applied for and Head of Department in music. (As above). A decision will be made about the continuation of the students programme or the adjustment of the students programme if a conviction related to child abuse has emerged. Any change in programme to be approved by the City University.

DATA SECURITY

No information regarding criminal convictions or disclosure will be released to any individual or organisation not authorised to receive it under Section 124 of the Police Act, Part V, 1977.

All disclosure information to be secured securely under the direct supervision of the Countersignatory. Annual ISA registration checks will also be retained on file.