

## Safeguarding Policy

What to do if you are concerned about a child/ adult at risk

**Is the person in immediate danger?  
Contact Police Public Protection Unit 020 76012941 (or in an emergency 999)**

**If you are approached by a child/vulnerable adult, with a disclosure that s/he is being or had been harmed or abused**

**If you are concerned that a child/vulnerable adult is, or may be subject to abuse or harm**

**If you are concerned that a student, colleague or visitor is in danger of being radicalised**

**If you have a concern about the behaviour of a member of staff**

**Stay Calm**

Don't promise to keep the information a secret

Don't question the individual except to clarify what they are saying

Record the information on the form in appendix 7 as soon as possible

Include as much information as you can include date, time and persons present.

Inform the Designated Safeguarding Lead in your area and send the report to the Head of Safeguarding as soon as possible (but within 24hrs) who will decide what further action will be taken.

Make a written dated note of observations and inform the Designated Safeguarding Lead in your area or the Head of Safeguarding who will investigate and make referral to external agencies if appropriate.

If you have concerns that people may be vulnerable to radicalisation and recruitment to a terrorist ideology or cause contact the Head of Safeguarding who will decide on the action to take.

If the behaviour of a member of staff or other person is threatening or potentially threatening the well-being of a child or vulnerable adult you must report your concerns immediately to the Safeguarding Lead or in her absence the Head of Safeguarding.

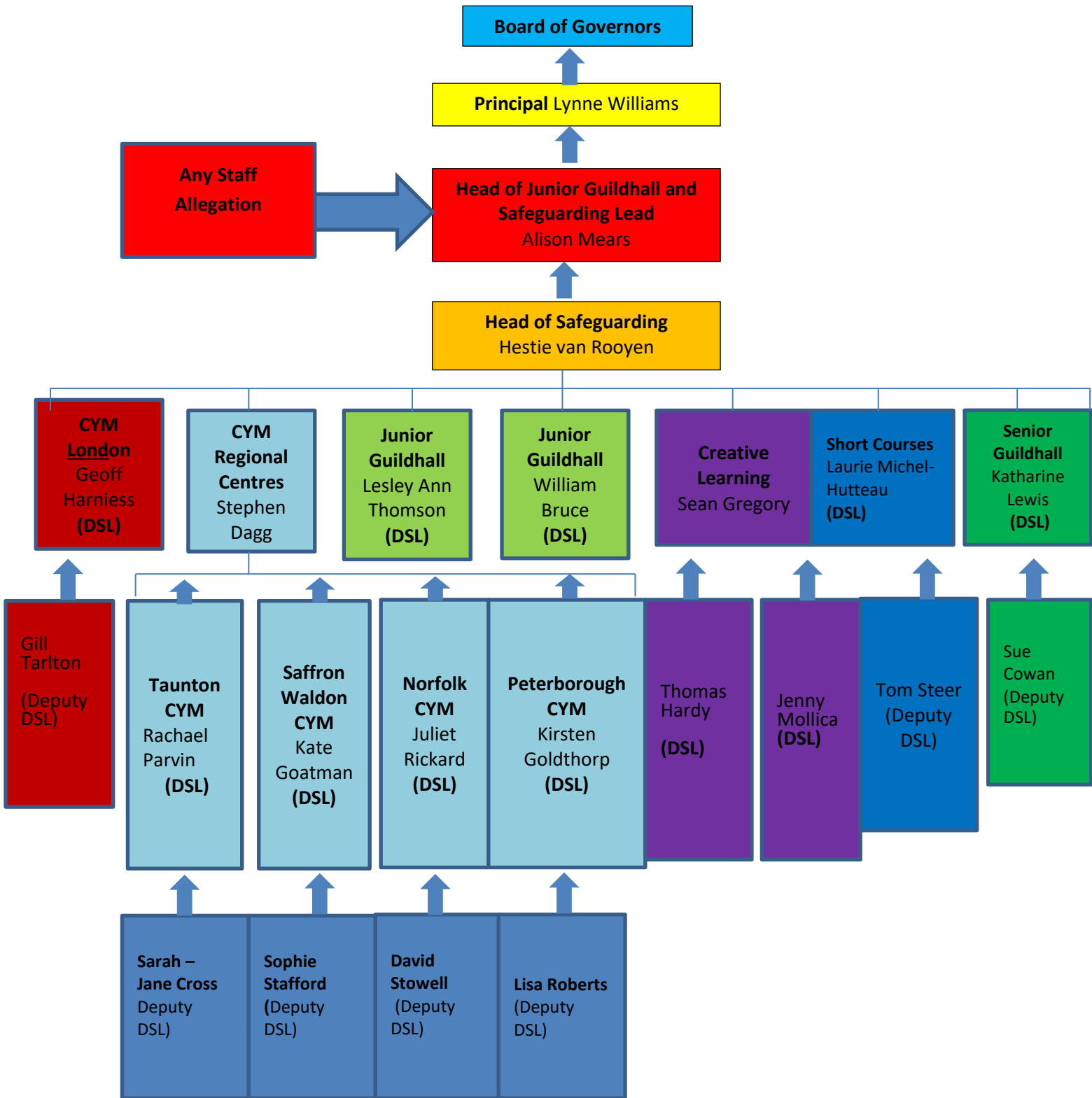
Any allegations concerning a member of staff will be referred to the LADO who will decide on any further action

**Please report any concerns even if you are unsure whether it is a safeguarding issue.**

**If you have a concern and are unable to contact the departmental leads or the Head of Safeguarding, do not hesitate to contact Children's Services, Adult Services or the police and inform the Head of Safeguarding of any referrals.**

**City Children's Services 020 7332 3621  
City Adult Service 020 7332 1224  
City LADO 020 7332 1215  
City Police Protection Unit 020 7601 2941  
City Prevent Team 020 7601 2420  
NSPCC 0808 800 5000**

# Safeguarding and Prevent Organisational and Reporting Chart



**This policy applies to all staff including paid staff, volunteers, students, visitors, casual workers and anyone working with or on behalf of the Guildhall School of Music & Drama. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.**

## 1. Policy context

- 1.1. The Guildhall School of Music & Drama (Guildhall School) is one of the world's leading conservatoires and drama schools, offering musicians, actors, stage managers and theatre technicians an inspiring environment in which to develop as artists and professionals.
- 1.2. In addition to its role as a higher education institution, the School is a leading provider of specialist music training for under 18s with nearly 2,500 students in Junior Guildhall and the Centre for Young Musicians. The School deals with children and young people in a number of contexts:
  - Junior Guildhall
  - Centre for Young Musicians (including regional centres)
  - Creative Learning
  - Enterprise (including Summer Schools)
  - Occasionally there are also young people under the age of 18 enrolled in higher education courses
- 1.3. This policy provides the safeguarding framework for all aspects of the Guildhall School's contact with children and adults at risk. Its primary purpose is to provide a safe creative learning environment for all, but particularly for children and adults at risk. It also aims to protect staff (and students working in professional contexts) by ensuring that they are:
  - fully aware of correct practice in relation to safeguarding matters
  - not placed and do not place themselves in vulnerable situations which might result in misunderstandings or allegations of abuse.
- 1.4. This policy applies to:
  - All staff, casual staff and volunteers who come into contact with children or adults at risk or work on events with children or adults at risk at the Guildhall School or organisations working in partnership
  - All contractors as above, including support staff such as cleaners and caterers and builders.
  - Visitors to the School
  - Freelance artists, workshop leaders and service providers as above
  - Senior School students on work placements as part of an approved programme of study, as above
  - Members of the Board of Governors.
- 1.5. This policy has had regard to:
  - The City of London Safeguarding Policy
  - Keeping Children Safe in Education Statutory guidance for schools and colleges September 2018
  - The Prevent duty June 2015

Relevant legislation, including the Children Act 1989 and 2004, 'Safeguarding Vulnerable Groups Act 2006, Relevant government guidance including Safeguarding Children: Guidance for Higher Education Institutions, "What to do if You are Worried a Child is Being Abused" 2003, Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2005 Department of Health's guidance, "No Secrets" 2000 "Safeguarding Children and Safer Recruitment in Education" January 2007, Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings" March 2009, "Working Together to Safeguard Children" July 2018, "Dealing with Allegations of Abuse Against Teachers and Other Staff" August 2011, and "Use of reasonable force in schools" September 2012, Statement of Government Policy on Adult Safeguarding (2013) Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings

Other relevant standards and guidance including: City and Hackney Child Protection Guidelines 2008, London Child Protection Procedures, 4th edition, 2010, City & Hackney Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse, 2011 The Data Protection Act 1998

- 1.6. This policy has been prepared in consultation with the City of London's Children & Community Services Departments.
- 1.7. The Guildhall School's safeguarding policy is displayed on the School's website and is accessible on the footer of each page. It is distributed to all students, parents and staff and is available on request.

## **2. Statement of Policy**

- 2.1. The Guildhall School recognises that children, young people over the age of 18, and adults at risk, of all races, religions and cultures, with or without disabilities, from any model of family life have an equal right to protection from abuse.
- 2.2. We recognise that it is the collective responsibility of the Board of Governors, all teaching and support staff, and students working in professional contexts, to provide a safe environment, protect children at risk from any form of abuse and to be aware of signs of abuse or neglect in children or adults at risk and report any incident to the Head of Safeguarding.

## **3. Defining children and Adults at Risk**

- 3.1. This policy defines anyone under the age of 18 as a child.
- 3.2. This policy defines an adult at risk as any adult who has a greater than normal risk of abuse owing to old age, infirmity, disability, sensory impairment, or mental health. This vulnerability may be temporary.

## **4. Defining matters of safeguarding concern**

### **Definitions of abuse and neglect**

- 4.1 **Child abuse** is ill-treatment or neglect which causes injury, suffering or "significant" harm. **An abused child** can be a boy or girl under the age of 18 who has suffered from physical injury, physical neglect, failure to thrive, emotional or sexual abuse, which the person who has had custody, charge or care of the child either caused or knowingly failed to prevent. Having custody, charge or care includes any person, in whatever setting who, at the time, is responsible for that child. Child abuse can also occur at the hands of another child.

- 4.2 **Adult at risk abuse** is ill-treatment or neglect which causes injury, suffering or “significant” harm; as well as a violation of a person’s human rights it can also be a violation of a person’s civil rights. Adults at Risk can be abused in the same way as a child, but as an adult could additionally suffer from theft, fraud, the misuse of their property, finances and benefits, including coercion in relation to wills and other forms of inheritance, or they could be electorally disenfranchised.
- 4.3 The Prevent duty is a Government strategy with the aim to stop people becoming involved in, or supporting terrorism. It works at the pre-criminal stage by using early intervention to encourage individual and communities to challenge extremist and terrorist ideology and behavior.

Further information and definitions of abuse can be found in Appendix 3

## 5. Lead Safeguarding Contacts

- 5.1 The overall Safeguarding Lead for the institution is  
**Alison Mears, Head of Junior Guildhall and Safeguarding Lead**

The Head of Safeguarding is **Hetsie van Rooyen**

5.2 Each area of the School has a Designated Safeguarding Lead and deputy who will be responsible for safeguarding in their area and report any concerns in the first instance to the Head of Safeguarding

Contact details can be found in Appendix 1

5.3 In cases of allegations against staff that are in a professional capacity, support staff or contractors, the Lead Safeguarding Contact will consult the Local Authority Designated Officer for the Local Authority in which the alleged abuse occurred, and the City LADO. Where a disclosure is made in respect of a family member or another individual outside the School, the Lead Safeguarding Contact will inform the Police and/or Local Children’s Services. In all cases the Lead Safeguarding Contact will also inform the Principal.

5.4 The Safeguarding Lead and Head of Safeguarding will work in partnership with all relevant agencies for the benefit of the child or Adult at Risk. Consideration will be given to issues of confidentiality, consent and recording in accordance with the City and Hackney Child Protection Guidelines 2008 and section 3.3 of the London Child Protection Procedures, 4<sup>th</sup> edition, 2010.

5.5 The Lead Safeguarding Contact will:

- Have strategic oversight of all safeguarding policies, procedures and operational issues.
- Submit an annual safeguarding report to the Board of Governors highlighting any safeguarding issues and mitigation that has occurred throughout the year.
- Sit on the Senior Management Team, the City of London CHSCB Executive Group and the City Safeguarding Education Forum
- Manage all Safeguarding Risks in the institutional Risk Register

## 5.6 The Head of Safeguarding will

- Ensure that they and the Secondary Safeguarding Contacts, in their roles as named Safeguarding Contacts, receive training on safeguarding every two years to ensure that their knowledge and skills are up to date.
- Ensure that all staff who have regular access to children and/or adults at risk undertake appropriate training to equip them with the knowledge to undertake their safeguarding responsibilities, and that refresher training is undertaken at least every three years.
- Report safeguarding concerns to the Local Authority Designated Officer for the City and Local Authority in which the incident took place.
- Ensure that appropriate records are kept about safeguarding, and that these are separately and confidentially stored.

## 6. Implementing the policy to create a safe and protective environment

### 6.1. Code of conduct

All members of staff<sup>1</sup> and students working in professional contexts<sup>2</sup> have a commitment to follow the guidelines and procedures outlined in this document, and specifically the safeguarding code of conduct included at appendix 4. All staff will be issued with this policy and asked to sign a form declaring that they understand their obligations in respect of safeguarding.

### 6.2. Recruitment of staff

The Guildhall School will implement appropriate recruitment procedures for personnel working on activities with children and/or adults at risk, having substantial access to children and/or adults at risk, access to children's personal information or images, or who through the course of their work are liable to find themselves in a position of trust. These procedures will include:

- Identity and Disclosure and Barring Service checks carried out by HR on offer of a post
- Two reference checks which confirm their suitability to work with children
- Ensuring all staff regularly in contact with children and/or who have access to their registration records will have completed Disclosure and Barring Service checks
- Staff residing overseas also have checks in their home country in addition to DBS
- All contracts to include guidelines on safeguarding children and adults at risk

### 6.3.

All staff or contractors who regularly come into contact with children and/or adults at risk, including contracted support staff such as cleaners and caterers will be required to have an appropriate DBS check.

6.3.1. Contractors must be appropriately supervised while on site. The supervision of contractors is the responsibility of the department employing them.

6.3.2. It is recognised that it is not possible to subject visitors to Disclosure and Barring Service checks, and therefore all visitors must be appropriately supervised by Guildhall School staff at all times. Visitors must not be left alone with children.

### 6.4. The admission of students under 18 years of age to the senior School

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<sup>1</sup> "Staff" Includes temporary, support staff and volunteers

<sup>2</sup> Students on work placements as an approved part of their programme of study.

The senior School is an adult environment and the School has a specific duty of care towards any student admitted to a degree programme who is under the age of 18 at the time of enrolment; special arrangements will be put in place in line with the “Policy in relation to the admission and support for students entering the School under the age of 18”.

#### 6.5. Students working in professional contexts

The Guildhall School will ensure that all senior School students who will work unsupervised with children or adults at risk as part of their programme of studies will complete a disclosure application form and undergo a Disclosure and Barring Service Disclosure (see also the School’s “Admission of Students and Criminal Conviction Policy”). The cost of the DBS disclosure for students will be paid for by the School, through the Registry Department.

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 DBS disclosure, by making alternative study pathways available.

Before a student is sent to a work placement where there are children or adults at risk they will be provided with a briefing by their course tutor(s) and a copy of this policy.

#### 6.6. Induction and training for staff

6.6.1. It is essential that all staff who have access to children and adults at risk understand their safeguarding responsibilities and what to do in the event a disclosure is made to them or they have reason to suspect that abuse is taking place.

6.6.2. All staff will receive training on safeguarding for children as part of their induction. Staff will subsequently receive training and updates on safeguarding at least every three years. Owing to the nature of the School’s staffing body, e-learning has been identified as the best tool for ensuring that staff, (some of who may only be onsite on Saturdays or during the holidays) have access to training.

6.6.3. All members of staff will receive a copy of the safeguarding policy and will be asked to sign a form to confirm they have seen the policy and understand the processes for Safeguarding and what is expected of them.

#### 6.7. Risk assessments of School activities not on School premises (children)

6.7.1. If a missed lesson is to be made up it should ideally take place on School premises. If the lesson has to take place in a teacher’s or students house the parent/carer must sign in. Parents will be asked to sign a document acknowledging this. Staff must follow the guidance contained within the code of conduct.

6.7.2. Risk assessments must be carried out in advance of utilising non-School premises for lessons or activities in line with the Hire of Outside premises policy and risk assessment process.

6.7.3. All travel within the UK and Overseas will be organised in accordance with the relevant travel policy and guidance document and the relevant risk assessment pro forma completed. Travel authorisation must be sought in advance from the Head of Department.

#### 6.8. Arrangements for external hire of School premises:

6.8.1 The hirer has responsibility to promote and safeguard the welfare of children and vulnerable people and take all reasonable steps to prevent harm or abuse taking place

6.8.2 The Guildhall School/Barbican Centre insists that all hirers fully adhere to the principles of the Guildhall School Safeguarding Policy. The Guildhall School/Barbican

Centre expects external organisations using its facilities to have their own safeguarding arrangements in place that support and reflect this policy

All hirers must ensure that:

- They have appropriate policies and procedure for safeguarding
- Staff have received appropriate training in safeguarding in safeguarding and child protection
- The hiring organisation is compliant with its legal duties in undertaking safer recruitment checks on their staff, including those staff who will be responsible for children

6.8.3 The Prevent duty requires the Guildhall School of Music & Drama/Barbican Centre to have due regard for the need to prevent people from being drawn into terrorism. In accordance with this legislation, the Guildhall School/Barbican Centre does not host events or speakers supportive of, or conducive to the promotion of terrorism, extremism or radicalisation, or anything of a similar nature

6.8.4 In order to manage the risk and prevent any extremist activity being undertaken, any controversial activity will be subject to risk assessment being undertaken prior to the booking being confirmed. The event shall only proceed when the Guildhall School/Barbican Centre is satisfied with all arrangements relating to the security or safety of people, property or premises. The Guildhall School/Barbican Centre reserves the right to cancel, prohibit or delay any venue hire booking which is deemed to be too high a risk. The approval procedure can be seen in Appendix 6.

## 6.9. Reporting and recording incidents

- 6.9.1. The overall lead for safeguarding at the Guildhall School is Alison Mears. Additionally a Head of Safeguarding has been appointed and each part of the Guildhall School has an identified Designated Safeguarding Lead (DSL) who will be responsible for safeguarding in their area and report any concerns initially to the Head of Safeguarding. They will also act as act as safeguarding leads in the absence of the Head of Safeguarding
- 6.9.2. Each departmental lead will brief their departments on safeguarding matters and HR will ensure that all relevant personnel have completed Disclosure and Barring Service checks.
- 6.9.3. Any incidents should be referred to and managed by the Head of Safeguarding on the day the incident occurs. The Head of Safeguarding will then refer to the appropriate body and inform the Safeguarding Lead, Principal and the Local Authority Designated Officer for the City and/or Local Authority in which the incident took place if appropriate.
- 6.9.4. Any incidents will be recorded, and the records confidentially and securely stored in accordance with the Data Protection Act 1998 and kept separate from other student records.
- 6.9.5. All referrals and all recording will be in accordance with Local Safeguarding Child Board (or Local Safeguarding Adults Board) procedures and liaison with appropriate welfare agencies will follow on disclosure or suspicion to abuse in accordance with these procedures.
- 6.9.6. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.**

## 6.10. Leadership and Governance



- 6.10.1. The Guildhall School adheres to the principles of all relevant legislation and works in partnership with all agencies involved with child protection. The Lead Safeguarding Contact is responsible for liaising with the other safeguarding contacts within the School and the relevant Local Authority Designated Officers and relevant welfare agencies as appropriate in relation to: policy and practice, on-going training, record keeping and annual reporting to the Board.
- 6.10.2. The Board of Governors of the Guildhall School has overall responsibility for ensuring that there are sufficient measures in place to safeguard children and Adults at Risk. All governors will receive a copy of this policy and training on safeguarding.
- 6.10.3. A suitably qualified Lead Governor will be nominated with overall responsibility for child and adult at risk safeguarding matters. There are currently two nominated safeguarding governors.
- 6.10.4. An annual report will be submitted to the Board of Governors on safeguarding. This report will provide the Board with monitoring information to enable the Board to consider whether the School's child and adult at risk protection duties are effectively discharged. This will include information in respect of staff training and anonymous case details.
- 6.10.5. Governors do not necessarily need to have a Disclosure and Barring Service clearance by virtue of their appointment to the Board of Governors. However, it has been decided that in the City members of boards of all educational establishments will undergo DBS checks.

## 7.1 Procedures to be followed by all staff making disclosures

If you have any concerns about a student or member of staff please follow the procedure outlined on page 1.

What to do if a child or adult at risk makes a disclosure to you alleging they have suffered abuse:

It is very important that anyone concerned, who suspects abuse or to whom it has been disclosed, maintains confidentiality at all times. Other members of staff will be informed on a need-to-know basis.

Notes must be recorded on all concerns relating to child or adult at risk protection and these notes will be contained in a separate file, kept by the Head of Safeguarding.

## 7.2 Procedure for Prevent duty concerns:

7.2.1 All concerns about a student, member of staff or visitor possibly being radicalised should be referred to the Head of Safeguarding or relevant DSL and this will be dealt with in the same way as other safeguarding concerns referring to specialist agencies where appropriate.

7.2.2 The Channel Process is a key part of the Government's Prevent strategy. It identifies vulnerable individuals most at risk of radicalisation with the aim of preventing them from being drawn into terrorism by referring them via the local authority for intervention. Channel is a voluntary procedure and the Head of Safeguarding will discuss with Safeguarding Lead, Principal, Head of HR and Safeguarding Governors before any referrals are made to the Channel Programme.

## **8 Awareness**

- 8.1 Everyone who comes into contact with children and their families has a role to play in safeguarding children. It is the responsibility of each member of staff to raise his/her awareness on matters relating to safeguarding. It is recognised that this is a highly sensitive and difficult area of work which few teachers will have experienced previously. Staff should maintain an attitude of “it could happen here”.
- 8.2 From 18 September 2015 all schools and colleges have a duty under section 26 of the Counter – Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty. Any concern should be reported to the Head of Safeguarding in the first instance. Further information can be found in Appendix 3.
- 8.3 Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty on teachers, social workers and healthcare professionals to report to the police where they discover FGM has been carried out on a girl under 18. Any concern should be reported to the Safeguarding Lead in the first instance. Further information can be found in Appendix 3.

This Safeguarding Policy was submitted to the Board of Governors of the Guildhall School of Music & Drama for approval on 24 September 2018.

Date of next revision August 2019

**Alison Mears**

**September 2018**

## **Appendix 1 – key contact details**

### **Lead Safeguarding Contact – Alison Mears**

#### **Head of Junior Guildhall and Safeguarding Lead**

Alison.Mears@gsmd.ac.uk 020 7382 7160

#### **Head of Safeguarding**

##### **Hetsie van Rooyen**

020 7382 7160

#### **Junior Guildhall**

##### **Head of Junior Music Courses – Lesley -Ann Thomson**

Lesley-Ann.Thomson@gsmd.ac.uk 020 7382 7160

##### **Junior Guildhall Head of Strings William Bruce**

William.bruce@gsmd.ac.uk

#### **Creative Learning**

##### **Director of Learning and Engagement – Sean Gregory**

Sean.Gregory@barbican.org.uk 020 7628 7381

##### **Director of Creative Learning**

Jenny Mollica Jenny.Mollica@barbican.org.uk

##### **Senior Creative Learning Manager**

Thomas Hardy Thomas.Hardy@barbican.org.uk

#### **Centre for Young Musicians**

##### **Head of CYM London - Geoff Harniess**

Geoff@cym.org.uk 020 7928 3844

##### **Director of Guildhall Young Artists (CYM regional centres) – Stephen Dagg**

Stephen@cym.org.uk 0207 928 3844

##### **Head of Saffron Centre**

Kate Goatman kate@saffroncym.org

##### **Head of Taunton Centre**

Rachel Parvin RParvin@cym.org.uk 07754 217 993

**Head of Norfolk Centre**

Juliet Ricard  
[jrickard@cym.org.uk](mailto:jrickard@cym.org.uk)

**Head of Peterborough centre**

**Kirsten Goldthorp**  
[Kirsten.goldthorp@peterborough.gov.uk](mailto:Kirsten.goldthorp@peterborough.gov.uk) 07920 160035

**Senior Guildhall**

**Secretary & Dean of Students – Katharine Lewis**

[Katharine.Lewis@gsmd.ac.uk](mailto:Katharine.Lewis@gsmd.ac.uk) 020 7382 7143

**Enterprise (including Summer Schools and short courses)**

**Short Courses - Laurie Michel-Hutteau**

020 7382 7191

**City of London Local Authority Designated Officer – Pat Dixon**

[Pat.Dixon@cityoflondon.gov.uk](mailto:Pat.Dixon@cityoflondon.gov.uk) 020 7332 1215

City Children’s Social Care Team 020 7332 3621

City Social Care Team Adult Services 0207 332 1224

Out of hours Adult Social Care 020 8356 2579

Police Public Protection Unit 0207 601 2941 (or in an emergency 999)

City Prevent Team [prevent@cityoflondon.gov.uk](mailto:prevent@cityoflondon.gov.uk)

0207 601 2420

Department for Education 020 7340 7264

Extremism helpline [Counter.extremism@education.gsi.gov.uk](mailto:Counter.extremism@education.gsi.gov.uk)

NSPCC 0808 800 5000

NSPCC FGM helpline 0800 028 3550

## **Appendix 2 - The management of allegations against staff**

In the first instance, the Lead Safeguarding Contact should be contacted with reports of inappropriate behaviour or abuse (whether physical, sexual, emotional abuse and neglect). These include concerns relating to inappropriate relationships between members of staff and children for example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if the child is 16 years or older and the relationship is otherwise consensual;
- Initiating a sexual relationship with a student who is vulnerable (e.g. through disability) even if the relationship is otherwise consensual;
- 'Grooming' i.e. meeting a child under the age of 16 with intent to commit a relevant offence;
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text-e-mail messages or images, gifts, socialising etc....);
- Possession of indecent photographs / pseudo-photographs of children.

The Lead Safeguarding Contact (or Secondary Lead Safeguarding Contact) will contact LADO immediately an allegation is made and inform the Principal and Lead Governor. If an allegation is made against the Principal, then the Lead Governor is to be informed immediately.

It is important that appropriate support is offered to staff against whom an allegation is made. The staff member concerned will be advised to consult their union or professional body to ensure they are offered support.

### **General considerations relating to allegations and concerns of abuse**

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should not:

- Investigate or ask leading questions, but only seek clarification of the allegation/concern;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

Advice will be sought from the LADO within one working day and additional advice if needed from the police and/or LA children's social care about how much information should be disclosed to the accused person. Referral should not be delayed in order to gather information.

Failure to report an allegation or concern in accordance with procedures is serious and a potential disciplinary matter.

The LADO will advise on whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, parent/s /carer/s will be contacted. In some cases, however, the parent/s/carer/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).

Subject to restrictions on the information that can be shared, the accused person will be informed as soon as possible about the nature of the allegation, how enquiries will be conducted and the possible outcomes (e.g. disciplinary action, dismissal or referral to a barring list or regulatory body). The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcome of any investigation and the implications for them;
- Be informed about any disciplinary or related process;
- Given the opportunity to be accompanied at meetings by a work place colleague or a recognised trade union representative
- If suspended, be kept up to date about events in the workplace.

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated and considered. Apart from keeping the child, parents/carers and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who 'need to know' in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association. Human resources should be consulted at the earliest opportunity in order that appropriate support can be provided via the organisation's occupational health or employee welfare arrangements. The Principal and Lead Governor should be informed of the allegation.

Suspension will be considered in any case where:

- There is cause to suspect a child or vulnerable adult is at risk of significant harm; or
- The allegation warrants investigation by police; or
- The allegation is so serious that it might be grounds for dismissal.
- Where there is a possibility that the employee may interfere or attempt to influence the outcome of the investigation

If a strategy meeting/discussion is to be held or if LA children's social care or the police are to make enquiries, the LADO should canvas the views of all relevant agencies on suspension; the Lead Safeguarding Contact should liaise with the LADO and other agencies and should be informed by the LADO of the view expressed as to suspension. The lead safeguarding contact should keep the Principal and lead Governor informed.

Only the School has the power to suspend an accused employee and it cannot be required to do so by a local authority or police.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by the School, they should report the matter to the LADO.

It is in everyone's interest for cases to be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be avoided.

### Appendix 3 – Recognising abuse

#### Main Categories of Abuse and Safeguarding Issues - Quick Reference Table

This list is not exhaustive but gives some guidance to help identify possible abuse. The most important thing is to report and changes in behaviours or concerns even if they do not fit in the descriptions below.

Many of the signs of physical abuse and neglect are the same as in child abuse but there are some additional signs of abuse in Adults at Risk.

<p><b>Neglect</b> 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</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>• Hunger</li> <li>• Poor personal hygiene</li> <li>• Inappropriate clothing</li> <li>• Frequent lateness or non-attendance</li> <li>• Untreated medical problems</li> <li>• Poor social relationships</li> <li>• Compulsive stealing or scrounging</li> <li>• Tiredness</li> </ul>	<p><b>Sexual Abuse</b> Forcing or enticing a child to take part in sexual activities, physical contact including non-penetrative act, and non-physical contact including making pornographic material, being exposed to sexual activity, encouraging to behave sexually and verbal sexual abuse</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>• Bruises, scratches, burns or bite marks on the body</li> <li>• Scratches, abrasions or persistent infections in the anal or genital regions</li> <li>• Sexual awareness inappropriate to the child's age</li> <li>• Public masturbation</li> <li>• Teaching other children about sexual activity</li> <li>• Refusing to stay with certain people or go to certain places</li> <li>• Aggressiveness, anger, anxiety, tearfulness</li> <li>• Withdrawal from friends</li> <li>• Pregnancy</li> </ul>
<p><b>Physical Abuse</b> Hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, otherwise causing physical harm, or factitious illness by proxy</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>• Unexplained injuries or burns</li> <li>• Refusal to discuss injuries/improbable</li> </ul>	<p><b>Emotional Abuse</b> Persistent emotional ill-treatment of a child causing severe and persistent adverse effects on child's emotional development</p> <p><b>Indicators</b></p> <ul style="list-style-type: none"> <li>• Continual self-deprecation</li> <li>• Depression, withdrawal</li> </ul>

<p>explanations</p> <ul style="list-style-type: none"> <li>• Untreated injuries/illness</li> <li>• Admission of punishment which appears excessive</li> <li>• Shrinking from physical contact</li> <li>• Fear of returning home or of parents being contacted</li> <li>• Fear of undressing or medical help</li> <li>• Aggression/bullying</li> <li>• Over compliant behaviour or ‘watchful attitude’</li> <li>• Running away</li> <li>• Significant changes in behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate emotional responses to painful situations</li> <li>• Self-harm or mutilation</li> <li>• Compulsive stealing/scrounging</li> <li>• Drug/solvent abuse/eating problems (over-/under-eating)</li> <li>• ‘Neurotic’ behaviour – obsessive rocking, thumb-sucking</li> <li>• ‘Don’t care’ attitude or desperate attention-seeking behaviour</li> <li>• Social isolation – does not join in and has few friends</li> </ul>
<p><b>Female Genital Mutilation (FGM)</b>  FGM comprises all procedures involving the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons.  Warning signs include:</p> <ul style="list-style-type: none"> <li>• Talking about FGM</li> <li>• Disclosure from student to a friend</li> <li>• Student going to a country where FGM is prevalent</li> <li>• Prolonged or unexplained absences from school</li> <li>• Behavioral changes such as withdrawal or depression</li> <li>• Medical problems</li> <li>• Reluctance to visit doctor</li> </ul>	<p><b>Child Sexual Exploitation</b>  Involves exploitative situations and relationships where young people receive a reward as a result of engaging in sexual activities. The perpetrator holds an imbalance of power over the victim. Some people being sexually exploited do not exhibit any external signs</p> <ul style="list-style-type: none"> <li>• Inappropriate or sexualised behaviour</li> <li>• Going to hotels to meet friends</li> <li>• Getting in/out of cars driven by unknown adults</li> <li>• Missing from home or school</li> <li>• Having unaffordable new things</li> <li>• Gang association</li> <li>• Physical injuries</li> <li>• Change in physical appearance</li> <li>• Evidence of sexual bullying or vulnerability through the internet and/or social networking sites.</li> <li>• Estranged from their family</li> <li>• Receipt of gifts from unknown sources.</li> <li>• Recruiting others into exploitative situations.</li> <li>• Poor mental health.</li> <li>• Self-harm.</li> </ul>



<p><b>Radicalisation</b></p> <p>There is no single way of identifying who is likely to be vulnerable in this way. Factors may include:</p> <ul style="list-style-type: none"> <li>• Isolation</li> <li>• Lack of self-esteem</li> <li>• Victim of bullying</li> <li>• Family tensions</li> <li>• Searching for personal identify</li> <li>• Race and hate crime</li> <li>• Use of internet glorifying violence</li> <li>• Political grievances</li> </ul>	<p><b>Other Specific Safeguarding Issues Include:</b></p> <ul style="list-style-type: none"> <li>• Child missing from education</li> <li>• Bullying including cyber bullying</li> <li>• Drugs</li> <li>• Fabricated or induced illness</li> <li>• Faith abuse</li> <li>• Forced Marriage</li> <li>• Gangs and youth violence</li> <li>• Gender based violence</li> <li>• Mental health</li> <li>• Private fostering</li> <li>• Sexting</li> <li>• Teenage relationship abuse</li> <li>• Trafficking</li> </ul>
<p><b>Adults at Risk</b></p> <p><b>Additional signs may include:</b></p> <ul style="list-style-type: none"> <li>• Where there is a carer, frequent arguments between the carer and the adult at risk.</li> <li>• Changes in personality or behaviour in the adult at risk being abused.</li> <li>• Isolation from usual network of friends, family or community</li> <li>• Report of a person taking too much of their medicines or not taking their medicines regularly (a prescription has more remaining than it should).</li> <li>• Not getting to medical appointments</li> <li>• Dirty living conditions: dirt, bugs, soiled bedding and clothes.</li> <li>• Unsafe living conditions (no heat or running water; faulty electrical wiring, other fire hazards).</li> <li>• Significant withdrawals from the adult at risk's bank account.</li> <li>• Bills not being paid</li> <li>• Items or cash missing.</li> <li>• Suspicious changes in wills, power of attorney, policies or other documents.</li> <li>• Suspicious addition of names to the person's signature card.</li> <li>• Unnecessary services, goods or subscriptions.</li> </ul>	

## Appendix 4 – Staff and Student Safeguarding Code of Conduct

This code of conduct is intended not only to protect children but also members of staff from any malicious allegations.

**Staff (and students) shall:**

- **Act in a professional manner at all times.**
- **Dress appropriately at all times, showing respect for pupils and members of the community**
- **Be Vigilant - “Maintain an attitude of *it could happen here*”**
- **Ensure they have read and understand the Safeguarding Policy and KCSIE Summary (2018)**

**Ensure that physical contact is appropriate and kept to a minimum**

- Where physical contact is necessary, tell the child or adult at risk what you are going to do before making contact
- Outward displays of affection are only appropriate in the case of comforting a distressed child and should normally occur only when another adult is present

**Always maintain a professional relationship –**

- Avoid any attempt to develop a relationship with a child or adult at risk outside of the lesson, project or activity. Never exchange personal information or personal contact details with a child. Never offer a child a lift or any kind of gift. Avoid making personal remarks, discussing personal matters or engaging in conversations with adult themes.
- Staff should not confide personal details to children, and should never be party to gossip about colleagues or other children.
- Do not have or perceive to have favourites. Do not develop social relationships with children or adults at risk. If you come into contact with a pupil in a social setting, try and move away. If this is not possible try and maintain a professional distance.
- Any preexisting social relationship with a student or their family should be reported to the Head of department when a student joins the School.
- Do not accept monetary gifts from children or their family and tell those offering such gifts of the School’s policy so they are not offended. If they wish to make a charitable donation, inform them of the School’s fundraising pages on the website. A small, token, thank you gift (such as a box of chocolates) may be accepted from a child or their family however, it is unacceptable to receive gifts on a regular basis or of any significant value and in these cases it should be reported to the relevant departmental child protection lead who will monitor the appropriateness of any gifts received.

### **One-to-one tuition**

Instrumental tuition sometimes takes place on an individual basis and therefore presents a particular risk. Special care therefore needs to be taken to avoid misunderstanding. The following guidelines should be followed:

- One-to-one lessons should take place at School in a room with a window to the corridor. The window must not be covered.

- When lessons necessarily take place off School premises, parents must agree to this in writing and if a lesson takes place in a student's or teacher's home, then the parents/carers must sit in on the lesson.
- One-to-one meetings should take place wherever possible in public or semi-public areas. If in doubt, leave the door open. If a meeting requires confidentiality, it should take place within the School in an office or classroom with a window and another member of staff should be informed in advance.
- Staff should not give a pupil a lift except in exceptional circumstances such as when a group of students are on tour and one becomes ill and needs to get to hospital. It may be in the student's best interests to be driven to hospital by a member of staff. In such circumstances another member of staff will also need to be present if possible.
- If there is a need to touch a student to demonstrate a particular teaching point, the reason must be explained and students asked for consent in advance.

### **Use of phones, electronic communications and e-media**

- Where email correspondence is exchanged with pupils this should always be professional, and parents or carers should be included in the correspondence.
- Where possible all electronic communications between staff and pupils should be done through the School's networking facilities using a School email address
- Over-familiarity or risqué language should be avoided
- Staff should never become "friends" with pupils on Facebook or other social networking sites.
- Pupils' personal data must be kept secure.
- Staff must uphold confidentiality about pupils and their families at all times.
- Safeguarding concerns will be shared with staff on a need to know basis. Staff must respect this.

### **Never put a child or vulnerable adult at risk.**

#### **Good practice in working with images of children/adults at risk**

It is essential that good practice is followed in respect of working with images of children/adults at risk. No photography or filming is carried out without parental or School permission.

The following good practice should be followed:

- Professional photographers and film-makers engaged by the School should be DBS checked or chaperoned and wear badges for identification. They should be accompanied by a member of staff when working with children/adults at risk
- Professional photographers and film-makers engaged by Media or Press should always be accompanied and briefed on guidelines
- Where promotional pictures are taken at School activities every parent or carer should be asked to fill out a photo permission form clearly stating that they give their permission for any images to be used in documentation and publicity in print, in film or on the website by the School. The parent or carer must sign the form and provide contact details. Any parent or carer refusing permission has the right to ask for any images taken inadvertently to be destroyed. Photo permission forms are logged and securely stored for future reference.

- It is essential that no child is named in photographs or films in the public domain and members of the press should be briefed accordingly unless prior consent has been given.
- Access to images of children is restricted to DBS-checked staff in the media and marketing departments who are briefed on good practice.

**Any incidents which could be misinterpreted should be reported to the member of staff's line manager immediately and the Lead Safeguarding Contact as soon as possible.**

## **Appendix 5**

### **– Further information and guidance**

There are a number of guidance documents, nationally and locally.

#### **Guildhall School Policies**

Policy in relation to the admission and support for students entering the School under the age of 18 (Senior School only)

Admission of Students and Criminal Conviction Policy (Senior School only)

Hire of Outside premises policy

UK Travel Policy and Guidance

Overseas Travel Policy and Guidance

Acceptable use and Security of IT. and Telecommunications equipment Policy for Staff and Students

#### **City of London and Hackney**

City of London Safeguarding Policy

City and Hackney Child Protection Guidelines 2008 a

London Child Protection Procedures, 4<sup>th</sup> edition, 2010

City of London Requirements for Off-Site Activities / Visits 2007

City & Hackney Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse, 2011

#### **National Guidance**

Keeping Children Safe in Education Statutory guidance for schools and colleges September 2018  
Safeguarding Children: Guidance for Higher Education Institutions

Working Together to Safeguard Children (2015)

What to do if you are worried a child is being abused (2003)

Keeping children safe in education (2016)

Guidance for safer working practice for adults who work with children and young people in educational settings (2009)

Statement of Government Policy on Adult Safeguarding (2013)

**GUILD**  
**SCHOOL**  
**HALL**

## Appendix 6

### External Events and Speakers procedure and approval process

The Guildhall School of Music and Drama does not generally host “external speaker” type events. Therefore, rather than a separate External Speaker Policy, the Maintaining good campus relations in higher education policy exists in order to protect the rights and freedoms of our students, staff and visitors, and to ensure that the institution balances this with its legal requirement to secure freedom of speech. The policy covers all events hosted by the School, the Students’ Union and events hosted by third party organisations that take place on our premises.

Most events present a low level of risk and the majority of external speaker requests will be straightforward and can be handled entirely at a departmental level. However, some may be complex and may require referral for further consideration. The referral process below will only apply in exceptional circumstances where events or speakers are deemed to be higher-risk. In order to ensure the effective implementation of the policy across the institution, all events will be overseen by the events committee.

The person organising the event must undertake a first assessment of the proposed external speaker or event and if there are any concerns, escalate the decision about whether to invite that speaker as set out in the process below. Local assessment of proposed external speakers or events will consider the following questions:

- Has the speaker previously been prevented from speaking at Guildhall or another similar establishment or previously been known to express views that may be in breach of the Maintaining good campus relations in higher education policy?
- Does the proposed title or theme of the event present a potential risk that views or opinions expressed by speakers may be in breach of the Maintaining good campus relations in higher education policy?
- Is the proposed speaker or theme likely to attract attendance from individuals or groups that have previously been known to express views that may be in breach of the Maintaining good campus relations in higher education policy?

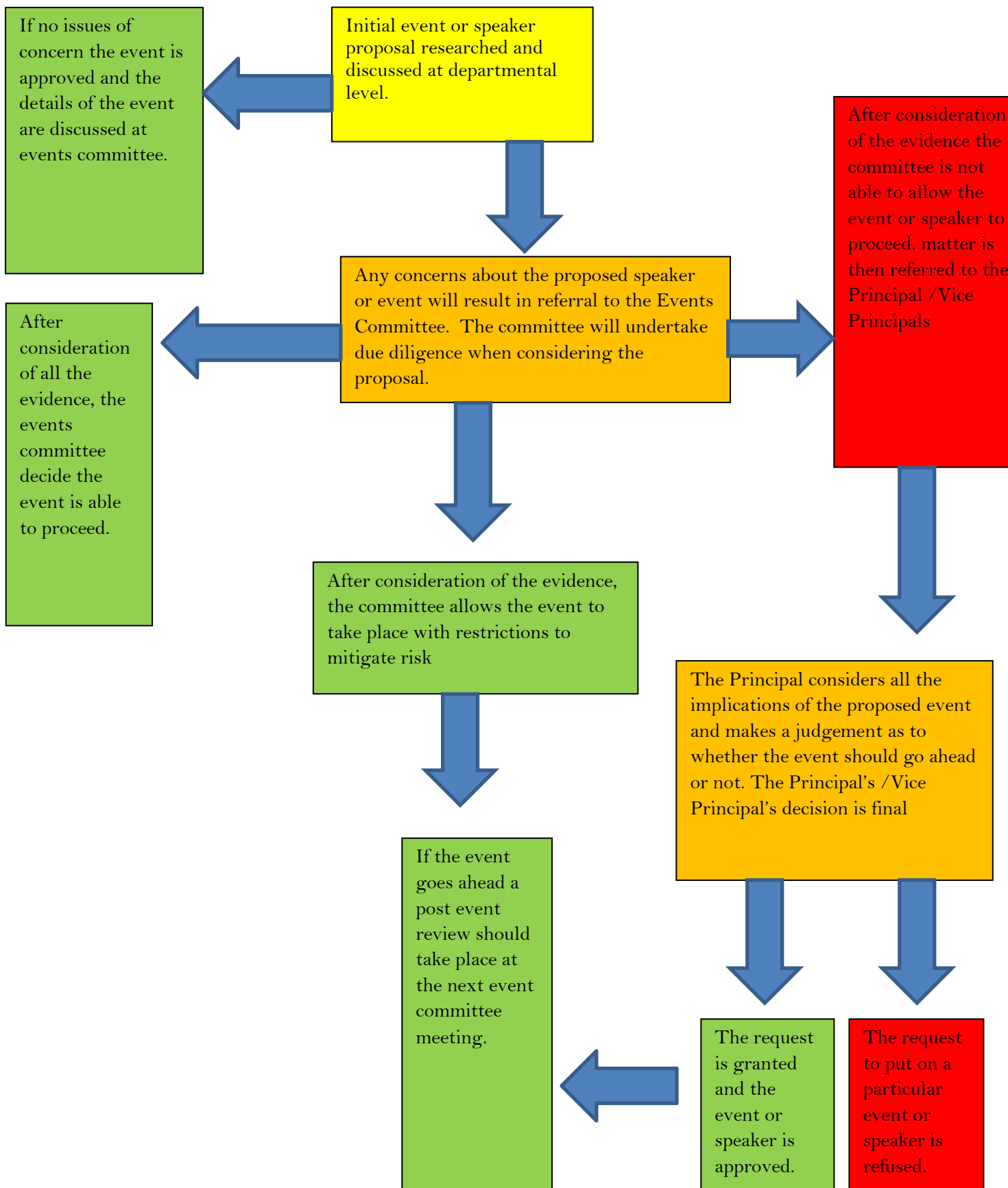
If the answer to any of the questions is yes or unclear, the event organiser must refer the request to the Events committee

Due diligence might include an internet search, review of social media, discussions with institutions who have hosted similar events to see if there were any issues of concern or liaison with local police. Mitigating action could include allowing the event to go ahead with restrictions to reduce risk including observation of the event, restrictions the materials to be distributed at the event, the inclusion of opportunities to debate the opposing view or additional security.

Ideally an event or speaker proposal would be submitted in good time to allow further discussion by the committees. In an emergency a referral can be made directly to the Principal.

Failure by a member of staff or student to comply with this policy will be treated very seriously and may be subject to formal action under the normal disciplinary processes for staff and students.

Appendix 7  
Event Approval Procedure





**Appendix 6 –disclosure form**

Child's or adult at risk's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address of child/adult at risk \_\_\_\_\_

\_\_\_\_\_

Parent/carer contact details (where relevant):

\_\_\_\_\_

\_\_\_\_\_

Note the reason(s) for recording the incident. Ensure the following factual information is included: Who? What? When? Where? Offer an opinion where relevant (how and why might this have happened?) Substantiate the option. Attach a body map or other information if appropriate:

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Check to make sure your report is clear now – and will be clear to a new reader in the future

**Please pass this form to the Lead or Secondary Safeguarding Contact**

Signature: \_\_\_\_\_

Name of staff member<sup>3</sup> (printed) \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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<sup>3</sup> Includes temporary, support staff contractors, volunteers, students on work placements