

Safeguarding Policy

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

Is the person in immediate danger?

Contact Police Public Protection Unit 020 7601 2941 (or in an emergency 999)

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

Stay Calm

Don't promise to keep the information a secret

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

Report immediately & record the information as per the procedure on page 2.

Include as much information as you can (date, time, persons present etc)

If you suspect or are concerned that a child/adult is, or may be subject to risk / neglect / abuse or harm

Immediately inform the Designated Safeguarding Lead in your area following the procedure on page 2.

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

If you have concerns that someone may be vulnerable to radicalisation and/or recruitment to a terrorist ideology / immediately contact the Head of Safeguarding who will advise on next actions.

If you have a safeguarding concern about a member of staff

If the behaviour / comments of a member of staff / volunteer is inappropriate / threatening or potentially putting a child or adult at risk, you must report your concerns immediately to the Director of Guildhall Young Artists or in her absence the Head of Safeguarding.

Any safeguarding allegations concerning a member of staff will be referred to the LADO who will decide on 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 reach the Designated Safeguarding 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 such referrals.

Contact details can be found on page 4.

HOW TO REPORT A CONCERN ABOUT A CHILD / ADULT AT RISK

- You receive a direct report of **current** or **historical** abuse / harm / potential risk / concerns of radicalisation etc:
- You observe / hear something, but you are not sure it is a safeguarding issue;
- You receive third party information indicating potential safeguarding risk / harm

Report **immediately** to a DSL or HoS on the **same day** the concern was received. You can also ask advice or report concerns to the HoS at **Guildhall School Safeguarding Helpline: 074739 612 79**

Immediate danger or emergencies: Agree with the DSL to ring Police / Emergency Services (See next page)

Designated Safeguarding Lead (DSL) to alert the Head of Safeguarding (HoS) **on the same day** of receiving information of a safeguarding nature. **Please do not delay reporting, as this may increase risk.**

Safeguarding Incident Form (Appendix 2) to be completed by DSL or staff member and emailed to the HoS **within 24 hours** of the date the concern was identified. HoS to alert Director of GYA & Safeguarding and/or Senior School where applicable.

Feedback & support from the HoS to DSL and staff member to agree next actions / potential referrals to other partner agencies / support to the student or staff member or closure of the notification (if safeguarding remit was not met). HoS to keep a robust record of all notifications received (regardless of remit).

EMERGENCY NUMBERS

City Children's Social Care Team

020 7332 3621

City Social Care Adult Services

0207 332 1224

Out of hours Adult Social Care

020 8356 2579

Out of hours Children's Social Care: Hackney Emergency Duty Team

020 8356 2710

Police Public Protection Unit

0207 601 2941 (or in an emergency 999)

City Prevent Team

prevent@cityoflondon.gov.uk

0207 601 2420

Extremism email helpline

counter.extremism@education.gsi.gov.uk

Guildhall School Head of Safeguarding

Hetsie van Rooyen

Guildhall School Safeguarding Helpline: 074739 612 79

Email: hetsie.vanrooyen@gsmd.ac.uk

Phone: 0207 628 2571 ext 3088

City of London Local Authority Designated Officer:

Name: Pat Dixon

Email: pat.dixon@cityoflondon.gov.uk

Phone: 020 7332 1215

NSPCC HELPLINE

0808 800 5000

Female Genital Mutilation Helpline

Email: fgmhelp@nspcc.org.uk.

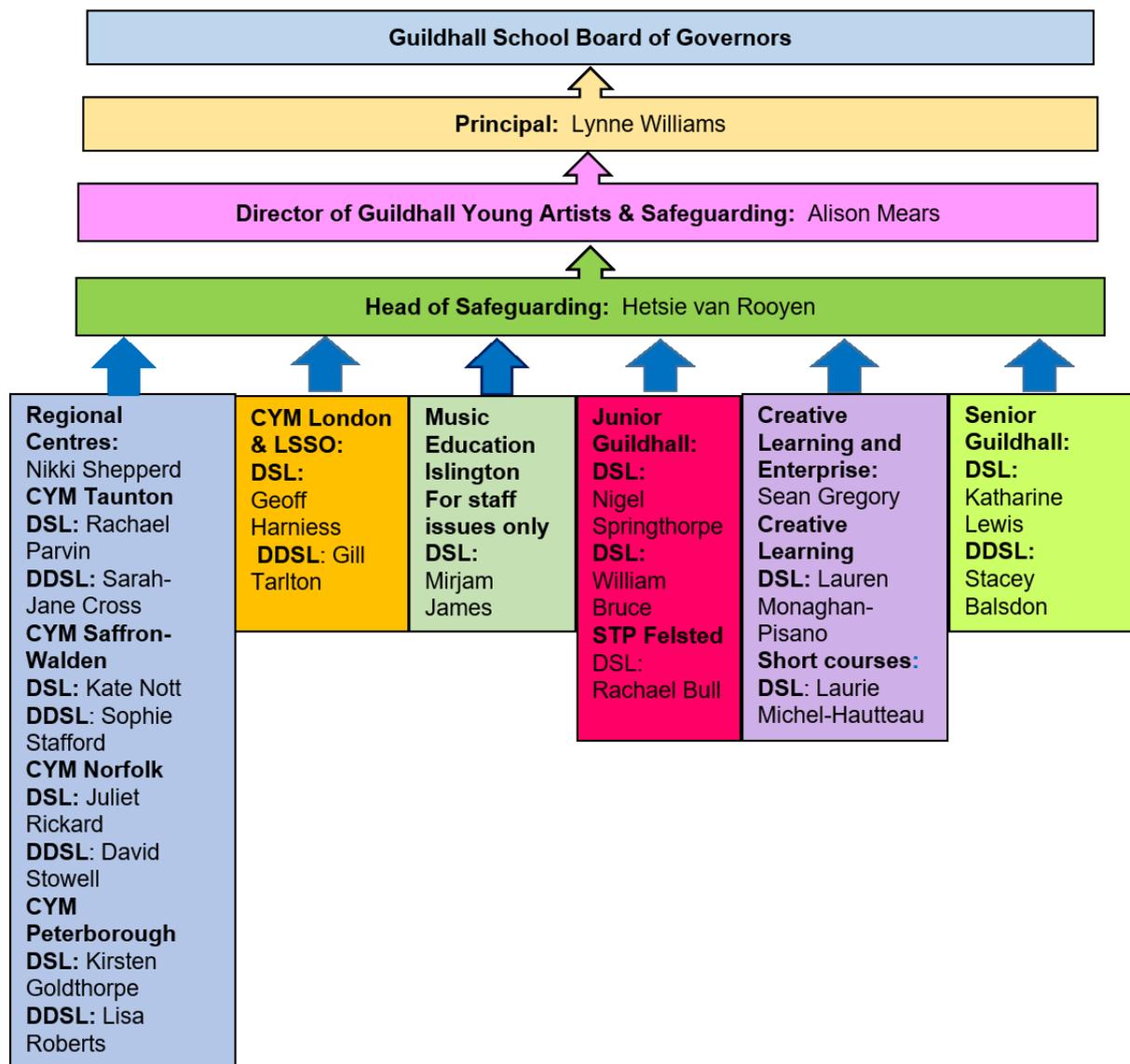
Phone: 0800 028 3550

Forced Marriage Unit

Phone: 020 7008 0151

Email: fmfco.gov.uk

GUILDHALL SCHOOL SAFEGUARDING & PREVENT REPORTING CHART



DSL = Designated Safeguarding Lead

DDSL = Deputy Designated Safeguarding Lead

Guildhall School Safeguarding Policy 2020

1. The purpose and scope of this policy

This policy applies to anyone working on behalf of Guildhall School of Music & Drama including Guildhall School Board of Governors, Senior Managers, the Board of Trustees, paid staff, volunteers, sessional workers, agency staff and students. It also includes contractors, support staff (such as cleaners / caterers / builders), visitors to the school, workshop leaders, freelance artists and Senior School students on work placements.

Guildhall School works with children and adults as part of its activities.

The purpose of this policy statement is:

- to protect children and adults at risk who take part in our various programmes;
- to provide parents, staff and volunteers with the overarching principles that guide our approach to safeguarding.

2. Legal Framework underpinning the Guildhall School Safeguarding Policy

This policy has been developed based on legislation, policy and guidance that seeks to protect children and adults in England. A summary of the key legislation and guidance:

- Keeping Children Safe in Education (Statutory guidance for schools and colleges) September 2020;
- The Prevent duty: Framework for monitoring in higher education in England 2018-19 onwards;
- Children Act 1989 and 2004,
- Safeguarding Vulnerable Groups Act 2006;
- Working Together to Safeguard Children, February 2019;
- The Care Act, 2014 (Adult Safeguarding)
- Data Protection Act 2018 & the General Data Protection Regulation (May 2018).

3. Safeguarding Related Policies and procedures: online links

This policy should be read alongside Guildhall School and the City of London's organisational policies and procedures, including:

- [Safer Recruitment policy](#)
- [Whistleblowing policy](#)
- [Code of Conduct](#)
- [Staff / Student Relationship policy](#)
- [External hire of school premises](#)

- Adult Safeguarding guidance / The Care Act
- If you are worried about a child or an adult
 - CoL: Worried About a Child Contact Us
 - CoL: Social Care for Adults
- Adult to child supervision ratios
- Online Teaching Safeguarding Protocol for adults and under 18's
- London Child Protection Procedures, 5th edition, 2017
- Policy for the admission of students under 18 years of age to the Senior School
 - Guildhall 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”*.

4. Our commitment to safeguarding and equality

Guildhall School strives to ensure the safeguarding of all students through robust safeguarding policies, training to staff, compliance with statutory guidance and stringent quality assurance processes. We are also committed to diversity, equality and creating a safe space for students and staff, free from bullying, racism or discriminating behaviour.

Guildhall School recognises that:

- All children and adults, regardless of age, disability, gender identity, race, religion, belief, or sexual orientation have a right to equal protection from all types of harm or abuse;
- Guildhall school respect difference and welcome diversity in our students and staff. We strive to ensure that our activities and programmes are inclusive.
- Guildhall students and staff have the right to feel safe, secure and valued when they attend our programmes and therefore, we will have zero tolerance for bullying, racist or any discriminating behaviour.
- We will promote a range of positive and supportive strategies to deal with any reports regarding bullying, racist or discriminating behaviour.
- Any staff member, student or short course participant who has a concern about bullying, racism or discrimination will be encouraged to report the matter, and it will be considered under the relevant policy and procedure.
- Some students are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other significant issues such as environmental and discrimination factors for the BAME (Black, Asian and Minority Ethnic) community;
- Working in partnership with children, adults at risk, their families and other agencies is essential in promoting students' welfare.

- We protect students by recruiting staff and volunteers safely, ensuring all necessary pre-appointment checks are made;
- We provide effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- We have a Code of Conduct for staff and volunteers and use our safeguarding procedures to manage any allegations against staff and volunteers appropriately;
- We review processes regularly to ensure that we have effective complaints and whistleblowing measures in place;
- We record and store information professionally and securely in line with Data Protection requirements.

5. How to report a concern about a child / young person / adult at risk

Please see the reporting process charts on pages 2-3 of this document and the definitions of abuse page at the back of the document.

5.1 What all staff need to look out for when working with under 18's:

Guildhall School staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- has a mental health need;
- has been a victim of discrimination / racism / harassment;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is at risk of honour based abuse such as Female Genital Mutilation or forced marriage;
- is a privately fostered child; and
- is persistently absent from education.

5.2 What staff need to know about Adult Safeguarding:

5.2.1 Who is an Adult at Risk?

- A student / person aged 18 years or over;
- Who may be in need of community care services by reason of :
 - mental or other disability,
 - age or illness; and
 - who is or may be unable to take care of him or herself, or
 - unable to protect him or herself against significant harm or exploitation.

Guildhall Staff must act when they have “reasonable cause to suspect” that an adult:

- has needs for care and support,
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself / herself against the abuse or neglect or the risk of it.’ (Care Act 2014, section 42)

5.2.2 Forms of Adult Abuse:

- **Physical abuse** – including hitting, slapping, pushing, unnecessary restraint or misusing medications.
- **Domestic violence** – including all types of abuse between family members or partners; so called ‘honour’ based violence.
- **Sexual abuse** – including inappropriate touching, indecent exposure, rape, harassment or any sexual acts the adult has not consented to.
- **Psychological abuse** – including emotional abuse, threats of harm, attempts to control, coercion, verbal abuse and bullying.
- **'Cuckooing'** is a term used where criminals exploit vulnerable people by taking over their homes to deal drugs and commit other crimes
- **Financial or material abuse** – including theft, fraud, coercion with regard to financial affairs
- **Modern slavery** – including forced labour and human trafficking. (*Modern Slavery is a serious and brutal crime in which people are treated as commodities and exploited for criminal gain. The true extent of modern slavery in the UK, and indeed globally, is unknown - Home Office*)
- **Discriminatory abuse** – harassment or slurs due to someone's race, gender, age, disability, sexual orientation, religion or gender identity.
- **Organisational abuse** – including neglect and poor care practice within a care setting or in relation to care provided in one's own home.
- **Neglect and Acts of Omission** – failure to act or ignoring medical, emotional or physical care needs.
- **Self-neglect** – neglecting to care for your own health, hygiene or surroundings. This can include hoarding.

Please Also see Appendix 1 for Safeguarding Adult Student topics.

5.3 Reporting Safeguarding Concerns: Guildhall School Safeguarding Leads

The Director of Guildhall Young Artists and Safeguarding has overall strategic responsibility for Safeguarding and Prevent for the School.

The Director of Guildhall Young Artists and Safeguarding will attend Board of Governors meetings, provide the Annual Safeguarding Report to the Board of Governors, attend the Senior Management Team meetings and be responsible for all Safeguarding Risks in the Institutional Risk Register.

The operational lead for safeguarding at Guildhall School is the Head of Safeguarding (HoS).

This role covers reporting of all safeguarding matters to the Director of Guildhall Young Artists and Safeguarding, developing and ensuring quality assurance processes for safeguarding across the school's programmes, monitoring of safeguarding training to staff, support to Designated Safeguarding Leads and direct interface with students, parents, staff and outside agencies. This role is line managed by the Director of Guildhall Young Artists and Safeguarding.

Each department has an identified Designated Safeguarding Lead (DSL) who will be responsible for safeguarding in their area. Each DSL will brief their departments on relevant safeguarding matters including training requirements. The DSL will report any safeguarding concerns directly to the HoS.

In the absence of the HoS the Director of Guildhall Young Artists and Safeguarding will be the main safeguarding contact. Should both the HoS and Director of GYA and Safeguarding be absent the Head of Junior Music Courses will act as the main safeguarding contact.

5.4 Process for reporting a concern:

Any incidents / disclosures / suspicions of safeguarding concerns should immediately be referred to the DSL who then will alert the Head of Safeguarding **on the day the incident occurs, or the disclosure is made.**

As an additional measure the **Guildhall School Safeguarding Helpline** can be used to access safeguarding advice or to make a report.

The **Safeguarding Incident Form** (please see Appendix 2) needs to be completed by the DSL and sent to the Head of Safeguarding within **24 hours** of the safeguarding information being received. If there was a direct disclosure to a staff member / professional / volunteer the professional would need to complete the Safeguarding Incident Form instead of the DSL, as they received the information first-hand.

Once notified of safeguarding information the Head of Safeguarding will assess risk and ascertain next actions (for instance whether to refer to the relevant Local Authority or other support agencies). The Head of Safeguarding will inform the Director of Guildhall Young Artists and Safeguarding of all safeguarding incidents.

In all cases of allegations against staff and volunteers the Head of Safeguarding will notify the Director for Guildhall Young Artists & Safeguarding, Guildhall School Principal and the Local Authority Designated Officer (LADO) for the City of London (and/or the Local Authority in which the incident took place).

All safeguarding referrals / incident forms to the Head of Safeguarding will be recorded and confidentially stored in accordance with the Data Protection Act 2018.

If, at any point, there is a concern of immediate and/or ongoing serious risk of harm to a child a referral should be made to Children's Services or the Police **immediately**. Anybody can make such a referral however an alert should then be made on the **same day** to the Head of Safeguarding and the relevant Designated Safeguarding Lead to make them aware of the concerns. This will ensure vital follow up work will be completed for further support and protection of the student.

6. Prevent Duty and referrals:

The 2011 Prevent Strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
- work with sectors and institutions where there are risks of radicalisation that we need to address.

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.

Concerns about a student, member of staff or visitor possibly being radicalised should be referred to the Head of Safeguarding or in the HoS absence to the Director of Guildhall Young Artists and Safeguarding immediately as per the above process.

This will be dealt with in the same way as other safeguarding concerns referring to specialist agencies where appropriate. The Head of Safeguarding will seek consultation on a case by case basis with the City of London Prevent Team, the FE/HE Regional Prevent coordinators for London, the Director of Guildhall Young Artists and Safeguarding and where appropriate Children Services / Adult Safeguarding prior to any referrals. The Director of Guildhall Young Artists and Safeguarding will also alert the Principal; Head of Human Resources (where appropriate) and Safeguarding Lead Governors about any potential referrals to the Channel Programme (the Channel process is a key part of the Government's Prevent Strategy).

7. Safer Recruitment

Safer recruitment is a set of safe practices which Guildhall School uses to recruit staff and volunteers who are suitable to work with children and adults.

Part of Guildhall School's safeguarding culture is to adopt recruitment procedures that help deter, reject or identify people who might abuse children or adults at risk. Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service checks), Barred List checks and Prohibition checks, together with references and interview information.

8. Managing Allegations against professionals and volunteers

Guildhall School will ensure that current or historical safeguarding concerns or complaints regarding Guildhall School staff / volunteers reported by students, staff or the public are taken seriously. Procedures for managing such safeguarding allegations should be followed as per national statutory guidance (see Keeping Children Safe in Education, 2020 and Working Together to Safeguard Children, 2019).

If you have a safeguarding concern regarding a staff member (full time / part-time / deputy staff) or volunteer, please report this immediately to the Director of GYA & Safeguarding or to the Head of Safeguarding. All safeguarding reports regarding staff / volunteers need to be collated by the Head of Safeguarding – therefore it is imperative that staff who have received such a concern will alert the Head of Safeguarding on the same day of receiving the concern. Historical abuse concerns will be reported in exactly the same way.

9. Creating a Safeguarding Culture at Guildhall School

9.1 Safeguarding Inductions for new staff and mandatory safeguarding training for all staff:

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.

All staff will receive training in safeguarding and Prevent as part of their induction. Staff will subsequently receive training and updates on safeguarding at least every three years. Designated Safeguarding Leads (DSLs) require the following training every two years: DSL Training, Safer Recruitment Training, Safeguarding Training and Prevent.

9.2 Risk assessments of School activities not on School premises (children)

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 student's house the parent/carer must sit in. Parents will be asked to sign a document acknowledging this. Staff must furthermore follow the guidance contained within the Code of Conduct policy.

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

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

9.3 Mental Health for Students and Staff

All staff should be aware that mental health problems can, in some cases, be an indicator that a student has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe students day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is important that staff are aware of how these children's experiences, and their high prevalence of special educational needs and mental health needs, can impact on their behaviour and education.

If staff have a mental health concern about a student that is also a safeguarding concern, immediate action should be taken, following this policy by talking to the Designated Safeguarding Lead and/or the Head of Safeguarding. **All staff have to report disclosures or observations of self-harm and/or suicide ideation immediately to the DSL / HoS. This includes the student expressing risk of harm to others.**

9.4 Peer on Peer and online abuse

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is true for adult students too. These concerns have to be reported and is most likely to include, but may not be limited to:

- abuse in intimate personal relationships between peers;
- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence); sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- sharing self-generated indecent images (also known as sexting);
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element); and

- “upskirting”, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- Racial and/or gender identity abuse / discrimination (this can be direct or indirect).
- Guildhall staff should also be alert to the fact that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as in day to day life. In many cases abuse will take place concurrently via online channels and in daily life.

9.5 Safeguarding Protocol for Remote / Online Teaching

Guildhall School’s online teaching protocol is underpinned by the following DfE guidance:

- Safeguarding and remote education during coronavirus (COVID-19), May 2020
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers
- Guidance for schools and colleges to support them keeping children safe, including online, during the coronavirus (COVID-19) outbreak, May 2020

As advice about the current environment and situation may change, please make sure to look on MyGuildhall for our most up to date online safeguarding guidance:

- [Safeguarding Protocol for Remote / Online Teaching for all students under 18](#)
- [Safeguarding Protocol for Remote / Online teaching for Senior School students](#)

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

This Safeguarding Policy was submitted to the Board of Governors of the Guildhall School of Music & Drama for approval on 24th September 2020.

Date of next revision August 2021.

HVR/AM August 2020

Appendices

Appendix 1

Key contact details

Director of Guildhall Young Artists and Safeguarding

Name: Alison Mears

Phone: 0207 382 7160

Email: alison.mears@gsmd.ac.uk

Head of Safeguarding

Name: Hetsie van Rooyen

SAFEGUARDING HELPLINE: 074 739 612 79

Phone - Office: 0207 628 2571 ext 3088

Email: hetsie.vanrooyen@gsmd.ac.uk

Designated leads for safeguarding (DSLs)

Junior Guildhall

Head of Junior Guildhall

Rosie Whitfield

Phone: 020 7628 2571 ext 5183

Email: rosie.whitfield@gsmd.ac.uk

DSL: Head of Junior Music Courses

Name: Nigel Springthorpe

Phone: 0207 382 7160

Email: nigel.springthorpe@gsmd.ac.uk

DSL: Head of Strings

Name: William Bruce

Phone: 07590 826518

Email: William.Bruce@gsmd.ac.uk

DSL: STP Felsted

Name: Rachael Bull

Phone: 020 7382 7160

Email: Rachael.Bull@gsmd.ac.uk

LADO SERVICES ESSEX: 03330 139 797.

CYM London

London CYM DSL:

Name: Geoff Harniess

Phone: 0207 928 3844

Email: gharniess@cym.org.uk

Deputy DSL

Name: Gill Tarlton

Phone: 0207 928 3844

Email: gtarlton@cym.org.uk

LADO SERVICES LAMBETH: 020 7926 4679 or email LADO@lambeth.gov.uk

CYM Regional Centres

Head of Regional Centres

Name: Nikki Shepperd

Phone: 0208 819 9040

Email: nikki.shepperd@gsmd.ac.uk

Taunton CYM DSL:

Name: Rachael Parvin

Phone: 07754217993

Email: RParvin@cym.org.uk

Deputy DSL

Name: Sarah-Jane Cross

Phone: 07754217993

Email: sjcross@cym.org.uk

LADO SERVICES TAUNTON: Phone Somerset Direct on 0300 123 2224 for a referral

Saffron Walden CYM DSL:

Name: Kate Nott

Phone: 07527754671

Email: knott@cym.org.uk

Deputy DSL:

Name: Sophie Stafford

Email: sstafford@cym.org.uk

LADO SERVICES SAFFRON WALDEN: Essex duty LADO on 03330 139 797

Norfolk CYM DSL:

Name: Juliet Rickard

Phone: 07786 122374.

Email: jrickard@cym.org.uk

Deputy DSL:

Name: David Stowell

Phone: 07766 163576

Email: dstowell@cym.org.uk

LADO SERVICES NORFOLK: 01603 223473 or email query to LADO@norfolk.gov.uk

Peterborough CYM DSL:

Name: Kirsten Goldthorp

Phone: 07920160035

Email: Kirsten.Goldthorp@peterborough.gov.uk

Deputy DSL:

Name: Morag Richardson

Phone: 07908 223670

Email: morag.richardson@peterborough.gov.uk

LADO SERVICES PETERBOROUGH: 01733 864038

Creative Learning and Enterprise

Director of Learning and Engagement

Name: Sean Gregory

Phone: 0207 628 7381

Email: sean.gregory@barbican.org.uk

DSL : Senior Producer Creative Learning

Name: Lauren Monaghan-Pisano

Phone: 0207 382 6153

Email: lauren.monaghan-pisano@barbican.org.uk

DSL: Open Programmes Manager:

Name: Laurie Michel-Hutteau

Phone: 0207 382 7191

Email: laurie.michel-hutteau@gsmd.ac.uk

Music Education Islington

Name: Mirjam James

Phone: 0207 354 2456

Email: Mirjam.james@gsmd.ac.uk

Senior Guildhall School DSL (for Senior School student concerns):

Secretary & Dean of Students (DSL)

Name: Katharine Lewis

Phone: 020 7382 7143

Email: katharine.lewis@gsmd.ac.uk

Deputy DSL:

Name: Dr Stacey Balsdon

Phone: 0207 382 5272

Email: stacey.balsdon@gsmd.ac.uk

Appendix 2

GSMD Safeguarding Incident & Disclosure Form

Date concern is reported or disclosed:

Child /Young Person / Adult at risk's Full Name:

Date of birth:

Address of child/adult at risk:

Parent/carer contact details (where relevant):

1. RECORD THE FOLLOWING IN THE CHILD / ADULT'S OWN WORDS:

DATE OF THE ALLEGED INCIDENT:

WHO WAS INVOLVED?

WHERE DID IT HAPPEN?

ANY VISIBLE INJURIES OBSERVED? **YES / NO**

IF YES, WHERE ARE THE INJURIES LOCATED AND WHAT DOES IT LOOK LIKE?

ANY OTHER OBSERVATIONS WHICH WILL ASSIST RISK ASSESSMENTS?

2. ACTIONS TAKEN

WHO DID YOU REPORT THIS CONCERN TO?

DATE YOU REPORTED THE CONCERN:

ARE THE PARENTS OF THE CHILD / YOUNG PERSON AWARE OF THE DISCLOSURE OR CONCERN? **YES / NO**

IS THE CHILD AT IMMEDIATE RISK OF HARM? **YES / NO** (PLEASE PROVIDE REASONS FOR THIS)

3. DATE FORM SENT TO THE HEAD OF SAFEGUARDING:

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

PLEASE PASS THIS FORM ON THE SAME DAY TO THE DESIGNATED LEAD FOR SAFEGUARDING WITH A COPY TO THE HEAD OF SAFEGUARDING WITHIN 24 HOURS OF THE DATE THE CONCERN WAS REPORTED.

IN THE ABSENCE OF THE HEAD OF SAFEGUARDING PLEASE COPY TO THE DIRECTOR OF GUILDHALL YOUNG ARTISTS AND SAFEGUARDING.

Signature of Staff Member:

Name of staff member* (printed):

Position:

Date:

Time:

*Includes temporary, support staff contractors, volunteers, students on work placements

Appendix 3

DEFINITIONS OF ABUSE & SAFEGUARDING TOPICS

Adult Student Safeguarding:

Following the publication of the Universities UK (UUK) Harassment Taskforce's report 'Changing the Culture' the Office for Students has been working with universities and colleges to support the development of good practice to safeguard students on campus.

Their work currently focuses on tackling:

- sexual violence
- hate crime
- online harassment.

For further information on safeguarding adult students please also refer to [Office for Students](#)

Safeguarding for under 18's:

'Working Together to Safeguard Children' 2019 and 'Keeping Children Safe in Education' September 2020 define under 18 abuse and safeguarding topics as:

Abuse

A form 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 others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent 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 effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations 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;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;

- Exploiting and corrupting 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse also includes non-contact activities, such as involving children in looking at sexual images, including online or on mobile phones, or involving them in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Please note that perpetrators of sexual abuse could be peer on peer or adults regardless of gender.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution for young people of similar age (as consenting partners) is not usual. However, where a child is under the age of 13 it is classified as rape under s5 of the **Sexual Offences Act 2003**.

Neglect

Neglect is the persistent failure to meet a child's basic mental health, physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Neglect may involve a parent 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, social and educational needs.

Domestic Abuse / Violence:

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as **domestic abuse**. Children can be affected by seeing, hearing and living with domestic abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the

age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic abuse in their peer relationships.

The Home Office definition of Domestic Violence and Abuse (May 2018) is:

“Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.”

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

Working Together to Safeguard Children 2019 explains that **Contextual Safeguarding** recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

Female Genital Mutilation: The term FGM covers all harmful procedures to the female genitalia for non-medical purposes. There are 4 types - **all are illegal** and have serious health and safeguarding risks. Regulated health and social care professionals, teachers and staff in England and Wales **must** report ‘known’ cases of FGM in under 18’s to the police (Home Office, 2016). Statutory guidance on the responsibility to report FGM can be found in “*Mandatory reporting of female genital mutilation: procedural information, 2015*” and also in: “*Multi-agency statutory guidance on female genital mutilation, April 2016*”.

Forced Marriage: A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.

The pressure put on people to marry against their will may be:

- physical – for example, threats, physical violence or sexual violence
- emotional and psychological – for example, making someone feel like they are bringing ‘shame’ on their family
- financial abuse, for example taking someone’s wages, may also be a factor.

Child sexual exploitation (CSE) is a type of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

Sexual violence and sexual harassment between children in schools and colleges Guidance, 2018:

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate.

Appendix 4

Managing Allegations against professionals and volunteers

This process should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

Please note that though the above definition is as per statutory guidance for children (Keeping Children Safe in Education, 2020) Guildhall school includes adults at risk in identifying allegations against staff.

In the first instance, the Head of Safeguarding 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 Head of Safeguarding will alert the Director of Guildhall Young Artists & Safeguarding of all allegations and a decision will be made to contact the LADO immediately on the day that an allegation is made. The Director of Guildhall Young Artists & Safeguarding will also inform the Principal and Chair of Governors. If an allegation is made against the Principal, then the Chair of Governors 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.

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. **A LADO 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.

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

The HoS should liaise closely with the LADO and other agencies during the investigation process and should keep the Director of Guildhall Young Artists, the Principal and Chair of Governors informed of the progress and LADO outcomes.

Only Guildhall School has the power to suspend an accused employee and it cannot be required to do so by Local Authority professionals 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 5

Leadership and governance information

The Board of Governors of Guildhall School has overall responsibility for ensuring that there are sufficient measures in place to safeguard all students at risk. Governors will receive a copy of this policy and training in safeguarding.

Guildhall School adheres to the principles of all relevant legislation and works in partnership with various agencies involved with child protection. Two suitably qualified Lead Safeguarding Governors have been nominated with overall oversight responsibility for students at risk and other safeguarding matters.

The Director of Guildhall Young Artists and Safeguarding will submit an annual report 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 safeguarding duties are effectively discharged. This report will include information in respect of staff training; anonymous case details and safeguarding quality assurance processes.

The Head of Safeguarding provides a bi-weekly Safeguarding Report to the Director of Guildhall Young Artists which is then presented to the Senior Management Team. This ensures transparency through case updates and risk assessments. The Head of Safeguarding is furthermore responsible for liaising with the other safeguarding contacts within Guildhall School, the relevant Local Authority Designated Officers and welfare agencies as appropriate in relation to: policy and practice, on-going training, record keeping and providing this data to inform the Director of Guildhall Young Artists and Safeguarding's annual reporting to the Board.

All members of the Guildhall School Board of Governors will undergo suitable DBS checks.

Appendix 6

Contractors and additional student information

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.

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

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 never be left alone with under 18 year old students.

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.

One-to-one / Individual Teaching off campus

It is recognised that, occasionally, Music Professors contracted by the Senior School of the Guildhall School of Music & Drama, and where permitted by their department* will teach 1-1 lessons off campus in their own home/studio.

It is noted that this is a limited and occasional practice.

Students should be made aware – in advance and preferably at the consultation lesson stage – if the professor may fall into the above category.

As no reimbursement is given to students for travel to professors' homes for 1-1 lessons, students should take this into consideration if they wish to study with a professor who may – at times – teach at home or when accepting or arranging lessons which will take place off campus. Under no circumstances would students be expected to change teacher, should their teacher conduct some classes off site.

All Professors, whether occasionally teaching at home or not, will have completed the online Child Protection in Education training

It is noted that any student attending a 1-1 lesson in premises off the School campus will be over the age of 18 and that no student who has gained non-standard entry to the School via the "Under 18 Admissions Policy" will receive 1-1 lessons off campus unless special arrangements are put in place.

The Chamberlain's Department has confirmed that any professor carrying out School contracted work off Campus is covered by the School's Public and Employers Liability Insurance: "If the tutors are CoL/GSMD/Barbican employees rather than contractors, then our Public and Employers Liability policy covers lessons taking place at the tutors home, if the lessons are given during the course of the tutors employment, not if they are private lessons for which the tutor charges a separate fee"

A generic Risk assessment will be in place on the City Risk Assessment Register

*please note that some department do not permit teaching off Campus. Departments, where occasional teaching from home is permitted, will take issues of practicability (e.g distance of travel) into account when approving this practice.

Appendix 7

Recommendations to staff / volunteers working with Guildhall School students

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 Guildhall Safeguarding Policy 2020; Keeping Children Safe in Education, 2020; Working Together to Safeguard Children, 2019 and the Care Act 2014.

General Safe conduct:

- Never share confidential or sensitive information about a child or their family unless within a safeguarding context to the safeguarding leads.
- Do not take photos / videos of children: This can't be done without the expressed consent from parents as per the Photo Permission Forms Guildhall School uses. Sharing photos and videos of students on your personal online social media platforms is not allowed.
- Do not make suggestive or inappropriate remarks to or about a student, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
- Communication with students: If you email under 18 year old students make sure to always copy their parent into ALL emails. You are only permitted to send emails to students via your professional, staff email address – never use your private, personal email address.
- Communication with students via text messages / personal phone or video calls or any social media platform (Whatsapp / Snapchat / Twitter, Facebook etc) is not permitted. Video calls are only allowed via the approved apps used by Guildhall School and for the purposes of Guildhall School teaching.
- Do not engage in behaviour which could be construed as ‘grooming’ a student (for example giving a student money, presents, favours)
- It is not unusual for pupils or, sometimes, their parents to develop infatuations or “crushes” on staff. Staff must not keep this a secret. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening has to be reported to the Head of Safeguarding immediately.
- It is not permissible to take children alone in a car on journeys, however short.

Safeguarding recommendations for managing Student Disclosures:

- Always have a vigilant attitude of ‘it could happen here’ where safeguarding is concerned.

- When a disclosure is made to you stay calm, listen carefully and take the information provided by a student seriously. It is important not to deter students from making a disclosure of abuse through fear of not being believed.
- Never promise to keep a disclosure of abuse a secret but explain why and to whom you would need to share the information with.
- Ask open questions only (Who? When? Where? How? What happened?) avoiding questions that can only suggest a particular answer.
- Please always reassure any student that they have done the right thing to disclose a concern. Explain what you will do next and how you will keep them informed of the progress of actions.
- Always remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

Safeguarding recommendations to reduce the risk of allegations against staff

- All adults who work with children are potentially at risk from accusations of abuse or inappropriate behaviour. Therefore, all staff are advised to exercise common-sense and caution to ensure as far as possible that their behaviour is never open to misinterpretation.
- Guildhall school does not wish for general positive aspects of student life to be replaced by excessive formality, or for there to be a climate of suspicion and distrust, but it is essential that a proper professional distance is maintained between staff and students.
- **Some top tips to staff:** If you are alone with a student in a room, ensure there is no obstruction of view into the room. Most rooms at Guildhall and other sites have glass panels in the door or screens outside the room – please ensure these windows remain unobstructed and that the screen outside the door is fully functioning. If not, please report any faults immediately to Facilities.
- If you do need to touch a student as part of the lesson, explain in advance that you are going to do so, why you need to do this and make sure you have the student's permission to proceed.
- Take care when commenting on a student's appearance. A casual remark can also be misinterpreted or misrepresented.
- If you are asked to give a student under 18 extra tuition or a private lesson in their own home, you should consult your Head of Department before agreeing to this.
- Staff should never give alcoholic drinks to under 18 students and should avoid situations in which their presence could be interpreted as permitting or encouraging students to drink.
- Declare any gifts / presents given to you to your Head of Department.

- Please do not be afraid to ask for advice from the Head of Safeguarding or your department's DSL if you are unsure if a situation is safe.
- All Staff must follow the City of London Corporation's Social Media policy.
- For staff who has a school email address: please use your school email address and students' school email addresses when communicating with students by email.

Appendix 8

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.

Event Approval Procedure

