

Policy 0101: Safeguarding Policy

1. Purpose and Scope

1.1. This policy describes how the Academy of Contemporary Music (ACM) ensures that there is a consistent and supportive approach in the manner which matters relating to safeguarding are addressed.

1.2. This policy describes how the Academy of Contemporary Music (ACM) considers, supports and makes use of appropriate referral mechanisms where there are issues of safeguarding the wellbeing of all children, young people or adults at risk attending any of the ACM sites.

1.3 This policy applies to all students and staff and is designed to ensure that students are treated in a fair and equitable manner and feel safe, secure and listened to whilst studying at ACM.

1.4 This policy is implemented with due regard to the provisions for Keeping Children Safe in Education: For Schools and Colleges, published by the Department for Education, and the Revised Prevent duty guidance: for England and Wales published by the home office.

2. Policy Statement

2.1. ACM believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard their welfare by commitment to practice which protects them.

2.2. ACM recognises that it has a moral and statutory duty under the Education Act 2002, the Children's Act 2006, the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014 and various government initiatives, to promote and safeguard the welfare of its students, with specific reference to Working Together to Safeguard Children 2015 and Keeping Children Safe in Education 2016, and the Prevent Duty under the Counter-Terrorism and Security Act 2014;

- the welfare of the child/young person/vulnerable adult is paramount;
- all children/vulnerable adults regardless of age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people/vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare;
- have regard to the Prevent Duty ensuring that there is awareness and active responses to the threat of radicalisation of any individuals, and in particular vulnerable adults and children.

ACM's Safeguarding Responsibilities

2.3 ACM ensures that all new staff are checked with the Disclosure and Barring Service (DBS).

2.4. All ACM staff are provided with training at the recommended level (every year for Designated Safeguarding Leads and safeguarding team members and internal delivered training every 2 years for all other staff) to ensure staff are aware of the issue of protection from abuse and the procedures to follow starting from their initial induction.

- 2.5. Ensure at least one member of any interview panel has had Safer Recruitment training delivered via an online portal.
- 2.6 ACM Staff are provided with a copy of the Staff Code of Conduct as part of their induction
- 2.7. All staff are given a copy of 'Keeping Children Safe in Education (Part One) 2016' as part of their induction.
- 2.8. ACM ensures that a risk assessment is undertaken in admitting a student who may pose a threat to others or themselves.
- 2.9. ACM reserves the right to refuse admission to FE Courses, and Degree programmes to any person who may pose a risk to young people or vulnerable adults.
- 2.10. ACM ensures that there are designated staff members with responsibility for child protection; including a member of the Senior Management Team.
- 2.11. Support staff have responsibilities for handling a disclosure relating to safeguarding. This may include offering support on correct policy, procedure and guidelines and further emotional support offered thereafter.
- 2.12 Any concerns in relation to Prevent must be referred to the ACM Prevent Lead immediately. The Prevent Lead will liaise with the Regional Prevent Coordinators and the relevant MASH unit to identify strategies and actions that need to be taken with regard to any Prevent related concerns.
- 2.13. ACM is committed to ensuring that a person who discloses abuse is offered all possible appropriate support around the time of and after disclosure.
- 2.14. All records of a disclosure are kept in a confidential file.
- 2.15. Staff take steps to ensure students are aware of the mechanisms for reporting bullying and abuse on site at ACM and online.
- 2.16. ACM ensures that all policies and procedures are available to all staff and students via the ACM website and the MyACM App.
- 2.17. ACM raises awareness of the policy and procedures to those outside ACM via the prospectus and ACM website.
- 2.18. The policy and its procedures are reviewed and monitored annually.
- 2.19. There is a procedure for dealing with allegations of abuse made against members of staff, including allegations made against the Executive and Senior Management Team and allegations against other students.
- 2.20. There are established child protection protocols and effective communication with schools, when pupils on their rolls seek admission and attend ACM.

2.21. ACM refers any young person or vulnerable adult to Children's Social Care, Adult Social Care or other appropriate agency e.g. the Police or NSPCC, when the person requests it or the situation necessitates it.

2.22. ACM works collaboratively with the East Surrey College/ Local Safeguarding Children's Board (LSCB), Multi Agency Safeguarding Hub (MASH) and Adult Protection Committees in the local area.

2.23. Within ACM's duty of care, it has a responsibility to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any action. ACM has a responsibility to provide information to MASH about a student or family, if required for a child/vulnerable adult protection enquiry/assessment.

2.24. ACM may also provide help or a specific service to a student as part of a protection plan agreed at a Child Protection Case Conference and could also contribute to reviewing a student's progress in this regard.

2.25. ACM keeps a contact list of all MASH contacts and local support groups.

Areas of Risk at ACM

2.26. Staff and students should be particularly aware of the risks inherent in some of the activities that are unique to ACM and its students. During these activities, students will usually be located away from ACM sites. These include:

- Creative Industry Development activities
- Gigs and tours
- Recording studio/music business site visits
- Extra curricular or curricular led off site trips (day and overnight)

2.27 ACM does not permit students under the age of 18 or vulnerable adults to make overnight visits for the purpose of marketing ACM.

2.28 ACM students engaged in industry based activities and volunteering are under the duty of care of ACM. ACM staff involved in these activities should:

- be aware of this Policy and its supporting Procedure;
- thoroughly brief students of potential situations of risk;
- advise students to be accompanied by a parent or guardian where possible; and
- make students aware of this Policy and Procedure and the support available from ACM.

2.29 ACM students who are under the age of 18 or are vulnerable adults and are living away from home may come into contact with older students who could pose various risks as determined by this Policy. ACM has policies and procedures in place to address illegal or anti-social behaviour, as well as the code of conduct included in the contract which students sign before enrolment, and reference should be made to these.

3. Responsible Parties

3.1 The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance and Enhancement Manager. The Safeguarding Policy lead is:

- Head of Student Services

3.2 Decisions and appropriate actions in support of the implementation of the Policy will be authorised by the following designated staff:

- Designated Safeguarding Lead
- Prevent Lead
- Education Guidance Staff
- Student Support and Wellbeing Officers
- Safeguarding team members
- Head of Education
- Head of Learning and Teaching

4. References

4.1 Internal:

- Equality and Diversity
- Health and Safety
- Staff Recruitment
- Staff Disciplinary
- Student Complaints & Grievances
- Student Disciplinary
- Student Disciplinary Appeals
- The Prevent Policy
- Acceptable Use of IT and E-Safety

4.2 External:

- The Charity Commission: Safeguarding children and young people
- The Children Act 1989
- The Children Act 2004
- Education Act 2002
- Mental Capacity Act 2005
- The Prevent Duty
- Safeguarding Vulnerable Groups 2006
- Protection of Freedoms Act 2012
- Local Government Act 2000
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education 2016

5. Date of Approval and Next Review

Version:	1.1
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