

TVMS Child Protection Policy – 2025-26

Purpose and Aim

Tees Valley Music Service's Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. The policy also aims to make explicit the service's commitment to the development of good practice and sound procedures to keep children safe.

The purpose of the policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where child protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

TVMS staff are committed to safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our pupils' parents and visitors to share this commitment and understanding.

Introduction

Tees Valley Music Service (Hub Lead Organisation) fully recognises the contribution it can make to keeping children safe and supporting the pupils in its care. There are four main elements to Tees Valley Music Service's child protection policy:

1. **Prevention** (positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models and the identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying, victimisation, exploitation, radicalisation and issues such as Honour Based Violence Female Genital Mutilation and Forced Marriage.)
2. **Protection** (following agreed procedures, ensuring all staff respond appropriately and sensitively to child protection concerns and that every member of staff has regular training and updates at least annually and are supported to refer their concerns to the Designated Safeguarding Lead Susan Robertson or Deputy Designated Safeguarding Leads Jeff Sawdon, Jud Down, Phil McFarlane and Nikki Lycett-Findlay or The Children's Hub (01429 284284) directly IF NECESSARY. In certain specific cases such as Female Genital Mutilation (Mandatory reporting of FGM from October 2015), Radicalisation or Forced Marriage there are SPOCS/named teams and individuals within the police who can be contacted).
3. **Reconsideration** (following and challenging the progress of new referrals and existing cases to ensure that individual cases are reconsidered if there remains no improvement to a child's circumstances).

4. **Support** (to pupils and TVMS staff and to children who maybe vulnerable due to their individual circumstances).

All Staff have a responsibility to recognise child abuse, neglect and peer on peer abuse in its many forms. Additional guidance on how our service supports the following areas of need, additional need or harm are either hyperlinked to the areas identified below from Keeping Children Safe in Education, 2025 or a named school policy these must be read in conjunction with our Child Protection Policy.

The areas include:

- [Bullying including cyberbullying](#)
- [Children missing education](#) Keeping Children Safe 2025 (Annex A)
- [Children missing Home or care](#)
- [Child sexual exploitation – \(CSE\)](#) & Keeping Children Safe 2025 (Annex A)
- [Domestic Violence](#)
- [Drugs](#)
- [Fabricated or induced Illness](#)
- [Faith Abuse](#)
- [Female genital mutilation \(FGM\)](#) Keeping Children Safe updated June 2023, (Annex A)
- [Forced Marriage](#) – Keeping Children Safe updated June 2023, (Annex A)
- [Gangs and youth violence](#)
- [Gender Based Violence/violence against Women and Girls \(VAWG\)](#)
- [Hate](#)
- [Mental Health](#)
- [Missing children and adult strategy](#)
- [Private fostering](#)
- [Preventing radicalisation](#) Keeping Children Safe updated June 2023, (Annex A)
- [Relationship abuse](#)
- [Sexting new guidance from DfE](#)
- [Trafficking](#)
- [Peer on Peer Abuse](#)

In the event of any of these issues being recognised, information should be shared directly with the Designated Safeguarding Leads which may result in the situation being monitored and supported or the pupil/s being referred to specific services.

This policy applies to Tees Valley Music Service's whole workforce

[Keeping children safe in education 2025](#)

Framework and Legislation

No schools or organisations working with children operate in isolation. Keeping children safe from significant harm is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Stockton Local Safeguarding Children Board, which includes the partnership of several agencies who work with children and families across the Borough.

Tees Valley Music Service is committed to respond in accordance with Child Protection: Tees Local Safeguarding Children Board procedures <http://www.teescpp.org.uk> and partner agencies in all cases where there is a concern about significant harm.

Significant Harm is defined in The Children's Act 1989 as the ill-treatment (including sexual abuse and physical abuse) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.

Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person.
(*Adoption and Children Act 2002*)

Local Authorities have a duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. The Children's Hub undertakes this responsibility on behalf of the Local Authority once a referral has been made.

Keeping Children Safe in Education contains information on what schools, colleges and other organisations working with children **should** do and sets out the legal duties with which schools, colleges and other organisations **must** comply. It should be read alongside Working Together to Safeguard Children 2015 which applies to all the schools, including maintained nursery schools. The Children Act 1989 sets out the Legal Framework.

Roles and Responsibilities for all staff

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting ALL children from maltreatment and abuse; (including in addition to the four categories of harm, issues such as child sexual exploitation (CSE), Honour based violence (HBV) inclusive of Female Genital Mutilation (FGM) and Forced Marriage, preventing radicalisation and extremism, harassment, bullying and victimisation) preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. This includes everyone under the age of 18.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to the regular contact with children all staff at TVMS have, we hold a particularly important role in safeguarding as we are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Children can make disclosures or show signs of abuse at any time and to any individual and safeguarding incidents can occur within schools and during TVMS activities and events. Therefore, it is important that ALL staff:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child.
- Ensure that they report ANY concerns of harm to any child to the Designated Safeguarding Lead immediately. (However, ALL staff can refer their concerns directly to The Children's Hub if necessary and the police in the stated incidents above. They should inform the Designated Safeguarding Lead as soon as possible if they have reported concerns directly.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies. All discussions decisions and reasons for them should be recorded in writing adhering to the service's recording and information sharing policy/ procedure.
- Ensure that they maintain an attitude of '**it could happen here**' and report any concerns regarding the behaviour of a child /an adult/staff member in school or during TVMS activities directly to the Designated Safeguarding Lead.
- Ensure that they feel able to raise concerns about poor or unsafe practices of staff and potential failures in a school's or the service's safeguarding regime through whistleblowing procedures and the staff behaviour/code of conduct policy.

- Ensure that they attend regular formal training/updates at least annually to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of need or risk to the child.
- Ensure (from the 1st July 2015 for schools, or 18th September 2015 for Colleges) that under the Counter Terrorism and Security Act, April 2015 that the school has 'Due regard' To Prevent' and to assess risk of children and young people being radicalised drawn into extremism (based upon potential risks in local area and that clear protocols in place for all visitors so that views are appropriate and not an opportunity to influence others).
- Ensure that there is mandatory reporting to the police in all cases where teachers discover that an act of FGM appears to have been carried out.
- Ensure that staff understand through online and face to face safety training the additional risks for pupils online and continue to promote TVMS' Online Safety Policy in the protection of all pupils.

Tees Valley Music Service will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

The Designated Safeguarding Lead

Tees Valley Music Service has appointed Susan Robertson, Service Manager, to be our Designated Safeguarding Lead. This person has the overall responsibility for safeguarding and Child Protection and has the appropriate authority and training to undertake such a role and is able to provide advice and support to other staff on child welfare and child protection matters. This person is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children. Deputy Safeguarding Leads are also appointed (since June 2022) - Jeff Sawdon, Jud Down, Phil McFarlane and Nikki Lycett-Findlay. All have undergone the Certificated Training for Safeguarding Leads.

Role of the Designated Safeguarding Lead

Tees Valley Music Service has appointed the following Deputy Designated Leads, Jeff Sawdon, Jud Down, Phil McFarlane and Nikki Lycett-Findlay who are part of the safeguarding team. These individuals are trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies the ultimate **LEAD RESPONSIBILITY** for child protection will not be delegated and remains with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has a very detailed role, (see below)

However, if there is an **IMMEDIATE** safeguarding concern and the Designated Safeguarding Leads or relevant officer on site are unavailable, please seek immediate support via The Children's Hub (01429 284284)

The broad areas of responsibility for the Designated Safeguarding Leads are identified here:

Manage referrals

- Refer cases of suspected abuse to The Children's Hub.
- Refer cases to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Refer to the Police (cases where a crime may have been committed including Sexual Exploitation (VEMT lead), Radicalisation (through the Single Point of Contact for the Channel Panel) Female Genital Mutilation and Forced Marriage).
- Support staff who make referrals to The Children's Hub, Channel Panel or Police as appropriate.

Work with others

- Liaise with the Headteacher or Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required liaise with the case manager (Headteacher, Principal, or where the Headteacher or Principal is the subject of the allegations the Chair of Governors, Chair of Management Committee or Proprietor of an Independent School) and the DO at the Local Authority for child protection concerns (all cases which concern a staff member)

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Undertake Training

The Designated Safeguarding Lead and any deputies should receive appropriate training updated every two years (done June 2022). They should undertake prevent awareness raising and in addition to the formal training their knowledge and skills should be refreshed at regular intervals but at least annually so they:

- Understand and keep up with any developments to their role
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments (Single Assessment Continuum of Need).
- The **Local Assessment Protocol** which sits alongside the **Continuum of Need and Services**
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the Tees Valley Music Service's Child Protection Policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure, written records of concerns and referrals.
- Understand and support the service with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the service may put in place to protect them.

Raise Awareness

The designated safeguarding lead should ensure the service's policies are known understood and used appropriately:

- Ensure that the TVMS Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors and the workforce in this regard to ensure its effectiveness. This includes ensuring that all staff receive the policy on their induction. (See page 14, TVMS Staff Handbook)
- Ensure the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the service in this.
- Link with the SLSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

- Where children leave the school or college ensure their child protection file is transferred appropriately for any new school or college as soon as possible but transferred separately from the main pupil file. Ensuring secure transit and confirmation of receipt. This may be through an electronic system. (For schools and colleges TVMS works with)

Availability

- During term time the designated safeguarding lead (or a deputy) should always be available (during service hours) for staff in the school or college to discuss any safeguarding concerns.
- Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools, college and organisations working with the designated safeguarding lead, to consider whether in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.
- The designated safeguarding lead and service should arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Taken from Keeping Children Safe in Education, 2025:

In addition, PG: Safeguarding First Ltd recommend as best practice that the Designated Safeguarding Lead's:

- Ensure each member of staff has access to and understands the service's suite of safeguarding policies particularly the Child Protection Policy and the Staff Behaviour Policy, especially new or part-time staff who may work with different establishments.
- Be aware of all service excursions and residential and clarify with educational visit co-ordinator/group leader(s) their role and responsibility in connection with safeguarding/child protection.
- Ensure a whole service policy about managing behaviour and discipline including the use of reasonable force, is in place.
- Ensure an effective service policy against bullying/cyber-bullying inclusive of measures to prevent all forms of bullying among pupils, is in place.
- Inform LA of any pupil to be deleted from school admission register and follow missing from Education protocols (for schools and colleges)
- Inform the LA of any pupil who fails to attend school regularly, or has been absent without school's permission for a continuous period of 10 days or more. (for schools and colleges)

Responsibilities of Tees Valley Music Service's Management

Best practice would advise that a Local Authority Officer is appointed to support the Designated Safeguarding Lead in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity, challenge the safeguarding activity and ensure both the self-assessment tool and the Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.

At Tees Valley Music Service, the senior Local Authority Officers within Stockton Borough Council responsible for this are Diane McConnell and Anne Rix.

The role of these individuals is to:

- Ensure that staff receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- Ensure that they liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against any staff.
- Ensure that in the event of allegations of abuse being made against the Service Manager allegations should be reported directly to the Designated Officer (DO).
- Ensure that the LA Officer holds the Service Manager of TVMS to account on all matters involving safeguarding through an effective Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.

Tours & Residential Events

- TVMS Tour/Residential staff will all have Enhanced DBS Certification and will include trained First Aiders.
- Accommodation: Rooms and toilet facilities will be allocated on the basis of Male and Female gender. Children and Young People will not be allowed to use the facilities allocated to a different gender group.
- In cases on Non-Binary, Transgender, Gender-Fluid or any other identity or issue, TVMS will make a bespoke plan for the participant/s in conjunction with parents and carers and any other agency with responsibility for the individual or individuals concerned. This plan will aim to ensure the comfort and safety of those individuals along with the group as a whole and must be agreed in writing in advance of the tour or visit.
- It is allowed for siblings of any age, even male and female, to share rooms if they and their parents/carers prefer.
- Where possible over 18s will be allocated separate facilities to the younger participants. If this is not possible adult supervision will be provided.

- Adults will not share toilet/bathroom facilities wherever possible. If this is not possible other appropriate arrangements will be made on site.
- Adults should not enter a young person's room unless it is to provide help (such as medical help) or unless specifically requested by the young person for support of another kind.
- Curfew: young people will be expected to be in their room by a specified time of night. They will not be allowed to leave until the specified time the next morning unless there are exceptional circumstances, in which case staff supervision will be provided.
- Adult staff in pairs will operate a room check/lights out inspection at bed times

Information for Parents

At Tees Valley Music Service, the staff are committed to safeguarding and promoting the welfare of the pupils/children in our care and will take any reasonable action to safeguarding their welfare. In cases where the service has reason to be concerned that a child maybe suffering significant harm, ill treatment, neglect or other forms of harm, staff have no alternative but to follow Stockton Safeguarding Children Board procedures and inform The Children's Hub or police of their concern.

Procedures

The designated safeguarding lead (or deputy DSL) will be informed immediately by an employee of the service or a school, pupil, parent or other persons, in the following circumstances:

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The Designated Safeguarding Lead will keep a full record of concerns raised and make referrals to The Children's Hub if necessary. Relevant staff within a school TVMS is working in where a concern is raised will also be informed.

COMMUNITY

PARENTAL INVOLVEMENT AT MUSIC CENTRE

Since the 2019 pandemic, it is standard practice for no adults to be allowed to wait inside the TVMS building during rehearsals. Music Centre staff are responsible for the safety of all children.

Adult Learners & Adult Learners with Children.

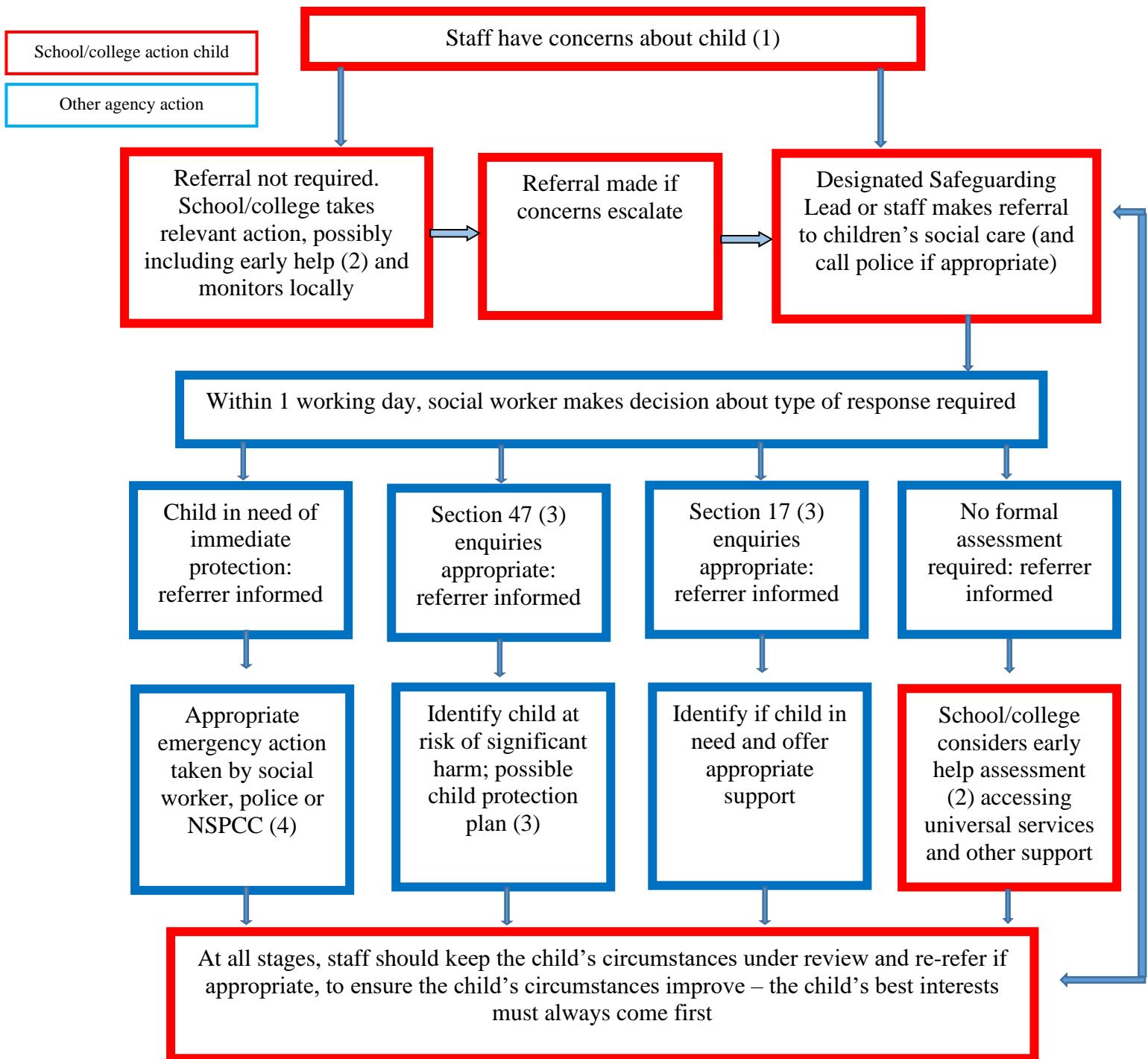
Adults and Adult Learners

1. Adult Learners in general are a totally separate entity.
2. They can attend one of our three adult choirs and if there are enough compatible players, we would offer an adult ensemble.
3. Adult Learners are only allowed in the building to attend their lessons and remain under supervision of their teacher the whole time. They should be issued with an ID for this, signed by TVMS management.
4. Non-student adults are not allowed in at all and collect their children from the exit.

Exceptions

1. Where parents or siblings provide transport and have lessons at the same time as their children, they are allowed to attend ensembles under the following conditions:
 - a. A Risk Assessment is prepared for each adult learner, signed off by a TVMS Manager and Ensemble Leader
 - b. They must have or apply for a DBS and should be issued with an ID card, signed by TVMS management.
 - c. Adult Learners sign a Safeguarding Agreement (to be drafted based on the Returning Student Form) with copies held centrally and by the Ensemble Leader.
 - d. A Safeguarding Induction takes place with the ensemble leader and the date is noted on the above form.
 - e. Parents whose children have additional needs may be allowed to attend lessons until the child settles, under the same agreement. This to be agreed on a case-by-case basis and reviewed weekly between the parent and teacher.

Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and S47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working Together to Safeguarding Children](#)
4. This could include applying for an Emergency Protection Order (EPO)

Safe Educational Organisations/Safe Staff

TVMS Management and Stockton LA Senior Officers have agreed and ratified the following policies, procedures, processes or systems which must be read and considered in conjunction with this policy:

Whistle Blowing/Confidential Reporting

Tees Valley Music Service's (based on Stockton Borough Council policy) whistle blowing/confidential reporting policies provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken, when staff have concerns about any adult's behaviour.

Complaints / Allegation Management Towards or with a Child or Adult

A Safeguarding complaint involving a member of staff must be reported to the Service Manager immediately. If the complaint involves the Service Principle then the next most senior member of staff must be informed – Vanessa Housley, Service Lead for Education & Wellbeing for SBC.

Consultation without delay with the **DOTel: 01429 284284 or Direct Line: 01429 401844** will determine what action follows. A multi-agency strategy meeting may be arranged to look at the complaint in its widest context, the Service Manager/Member of the Management Team must attend this meeting, which will be arranged by the DO. All issues must be recorded on the allegation management form and the outcome reached must be noted to ensure closure.

www.teescpp.org.uk/allegationsandconcernsagainststaff

External Organisations

TVMS works closely with partner organisations to ensure proper safeguarding is in place. TVMS has no authority or duty to monitor or police external private organisations in this or any other regard. Should any specific concerns about ANY child be reported to TVMS staff however, it should be reported to the DSL team and it is still prudent to contact the LADO for advice.

Training and Support

All staff members should be aware of the systems within TVMS which support safeguarding and these should be explained to them as part of their induction into the service to ensure they can discharge their responsibilities effectively. This includes: The Child Protection Policy; Staff Behaviour Policy (sometimes called a code of conduct); Safer Working Practice Document and the Names of the Designated Safeguarding Lead and their deputies)

All staff members should also receive appropriate safeguarding and child protection training which is regularly updated. TVMS Management Team and

Senior Officers of SBC in consultation with SSLB will decide the frequency and content of this CPD. In addition, all staff members should receive regular safeguarding and child protection updates as required but at least annually to provide them with relevant skills and knowledge to safeguard children effectively with opportunities to contribute to reviewing and shaping the safeguarding arrangements.

Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of safeguarding. Tees Valley Music Service recognises that the only purpose of confidentiality in this respect is to benefit the child. (Child Protection Tees Local Safeguarding Children Board procedures <http://www.teescpp.org.uk/>).

Record Keeping

Well-kept records are essential to good safeguarding practice. Tees Valley Music Service is clear about the need to record any concerns, discussions held, decisions made and reasons for those decisions about a child or children within its care. All staff will follow the service's information sharing and recording polices to ensure record keeping is compliant.

Safeguarding Recording within Tees Valley Music Service is through a paper based system. Following a child leaving tuition within the service we follow the appropriate transfer procedures and retention guidelines.

Attendance at Safeguarding Conferences

In the event of Tees Valley Music Service being invited to attend child protection conferences, the Designated Safeguarding Lead or deputies) will represent the service and/or identify the most appropriate trained member of staff to provide information relevant to child protection conference (initial/review).

Supporting Children

Tees Valley Music Service recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. The child's school and the work of TVMS may be the only stable, secure and predictable elements in the lives of some of the children in its care. The service, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

As an Operation Encompass partner, we work closely with the (Operation Encompass Lead) with regards to Domestic Violence incidents.

Tees Valley Music Service also recognises that children are capable of abusing their peers. Peer on peer abuse can take many forms and any concerns raised will be investigated and dealt with appropriately. No peer-on-peer abuse should be tolerated or minimised as part of growing up and all those involved will be provided with an appropriate level of support. It is understood that those pupils who have experienced abuse in their own lives may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support. See Peer on Peer abuse policy for detailed information.

Therefore, Tees Valley Music Service will endeavour to support all its pupils through:

- Its tuition and activities to encourage self-esteem, self-motivation, self-protection.
- The service ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- Approaches which allow children and young people to develop critical thinking, literacy skills and musical literacy skills.
- An approach underpinning human rights, equality, democracy and tolerance and prepares children and young people fully for life in modern Britain.
- A coherent management of behaviour and discipline policy & procedures inclusive of the use of reasonable force.
- Liaison with other professionals and agencies who support children and parents.
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so.
- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in all safeguarding situations.

Tees Valley Music Service recognises that, statistically, children with behavioural difficulties and disabilities are the most vulnerable to abuse. Service staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse. TVMS staff must consider children who are subject to a statement of special needs, an

education health and care plan or have a medical condition, as these can mask safeguarding issues and must not be dismissed.

Tees Valley Music Service also recognises that in a home environment where there is domestic violence, drug or alcohol misuse or mental health issues children may also be vulnerable and in need of support and protection.

This policy MUST be read in conjunction with other related policies.

These include:

- **Robust Recruitment and Selection policy**-inclusive of safer recruitment guidance and regulation for example a **single central record** which demonstrates the pre-employment vetting checks for all staff (e.g. identity, professional qualifications, right to work in the UK, further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions and restrictions), for the workforce who are in regulatory activity (enhanced DBS, children's/adult barred list, prohibition from teaching check, section 128 check) and supervision of those who don't meet this requirement.
- Clear recruitment procedures which embeds safeguarding across every aspect from vacancy to conditional appointments, induction and an on-going culture of vigilance.
- Trained members of the TVMS Management Team who ensure that the policy works in practice in all recruitment and selection within the service.
- School Staffing (England) Regulations 2009, Regulation 9: require governing bodies of maintained schools to ensure at least one member of a recruitment panel must undertake safer recruitment training to satisfy all requirements in the statutory guidance Keeping Children Safe in Education 2025 and Working Together 2024. TVMS adheres to this guidance.
- Tees Valley Music Service's Staff Handbook and Human Resources policies and procedures.
- **Staff Behaviour Policy** (code of conduct) Safer Recruitment Consortium Guidance for Safer Working Practices for those working with Young People in education settings, October 2015 (updated September 2025). The service will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people and agree to work within all policies and procedures to safeguard both children and adults.
- The service will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings being taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).

- **Behaviour & Discipline Policy** – inclusive of the Use of Reasonable Force/positive handling.
- **Anti-bullying Policy/Cyber bullying.**
- **Online Safety Policy** inclusive of appropriate usage documentation (covering the use of mobile phones, cameras and all other technology within the school or setting)
- **Inclusion & Special Education Needs Policy.**
- **TVMS Educational Visits/Off Site Policy** (reviewed annually) reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking trips, workshops, events, tours and concerts.
- **Peer on Peer Abuse Policy.**
- **Photographic & Digital Imagery Policy** with parental consent forms annually signed.
- **Administration of Medicines Policy and Procedures** with trained staff who manage this.
- **Pupils with Medical Needs Policy** and implications for your workforce, pupils and partnership with parents.
- **Attendance Management Policy**- school management for attendance and the partnership with the LA in reporting children missing from education and those deleted from the school's admission register. (schools and colleges)
- **Missing Children Policy** – inclusive of runaways, missing, and children missing from education, ensuring appropriate safeguarding responses. (schools and colleges)
- **Complaints Policy**
- **Allegation Management Policy**
- **Confidentiality and Whistle Blowing Policy.**
- **Information Sharing Policy** (internal and external exchange of information)
- **Looked After Children Policy** inclusive of named LA teacher whose role is to champion the achievement of Looked After Children in each school

and work closely with **the** Designated Safeguarding Lead and the Virtual Head Teacher within the LA who has responsibility for the LAC.

- **Intimate Care and Care Plan Policy** – inclusive of procedure to support pupils who have an accident and either wet, soil or menstruate and need assistance.
- **Unaccompanied Travel To and From School** procedure to ensure pupils safety.
- Single equality scheme.
- **Spiritual, Moral, Social and Cultural Curriculum** inclusive of Female Genital Mutilation, Domestic abuse, Child Sexual Exploitation, Mental Health and Well-being and Fundamental British Values. (School and college based, supported through the work of TV MS)

This template was originally developed by members of CAPE (The National Group of Education Leads for Safeguarding and Child Protection across the North West/East), Sunderland City Council Education Safeguarding Team remodelled and adapted it to suit local/regional need. In 2014, 2015 and 2016 this template was again revised in partnership with Pam Gartland: Safeguarding First Ltd to provide a guidance tool for schools in light of the new statutory DfE guidance Keeping Children Safe in Education. This policy is updated annually or sooner in light of any changes or developments in related policy or guidance.

It has been informed by the following legislation and national & local guidance

Education Act 2002 Section 175

www.legislation.gov.uk/ukpga/2002/32/section/175

Education (Independent School Standards) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/3283/schedule/made>

Non-Maintained Special Schools (England) Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/728/made>

Keeping Children Safe in Education 2025

[Keeping children safe in education 2025](http://www.legislation.gov.uk/ukgca/2025/1/contents)

Statutory Framework for the Early Years Foundation Stage, September 2014

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Children Act 1989/2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Working together to safeguard children HM GOV (2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Stockton Safeguarding Children Board Procedures
<http://www.teesccp.org.uk>

What to do if you are worried a child is being abused 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Data Protection Act 1998
<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Sexual Offences Act 2003
<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Safeguarding Vulnerable Groups Act 2006
<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Freedom of Information Act 2000
http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf

This Policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy must be ratified by the Management Team and signed/dated by both the Service Manager and the Designated Safeguarding Leads

Whole-Service Policy: Child Protection

Children and Young People

Educational Organisation: Tees Valley Music Service

Academic Year	Designated Safeguarding Lead	Deputies	Senior Officer Leads
2016-2017	Susan Robertson	Jeff Sawdon	Diane McConnell
		Chris Lewis	Anne Rix
2017-2018	Susan Robertson	Chris Lewis	Jane Wright
		Jeff Sawdon	
2018-2019	Susan Robertson	Chris Lewis	Deborah Merritt
		Jeff Sawdon	
2019-2021	Susan Robertson	Jeff Sawdon Chris Lewis	Deborah Merritt
2021-2022	Susan Robertson	Jeff Sawdon, Jud Down, Nikki Lycett- Findlay	Deborah Merritt
2023-2024	Susan Robertson	Jeff Sawdon, Jud Down, Nikki Lycett- Findlay	Vanessa Housley
2024-2025	Susan Robertson	Jeff Sawdon, Jud Down, Nikki Lycett- Findlay	Vanessa Housley
2025-2026	Susan Robertson	Jeff Sawdon, Jud Down, Nikki Lycett- Findlay	Vanessa Housley

Review Date	Changes made	Ratification Date Senior
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		Officers
July 2026	Refreshed in line with LA template	September 2026