



MUSIC LEARNING COLLECTIVE

---

# **MLC Child Protection and Safeguarding Policy**

**Version 1.2**

**Approved: November 2023**

**Owner: Director of Operations**

**Approved by: Board of Directors**

---

---

## Content

<b>CONTENT</b> .....	<b>2</b>
<b>KEY PURPOSE AND OBJECTIVES</b> .....	<b>3</b>
<b>KEY RESPONSIBILITIES</b> .....	<b>3</b>
<b>POLICY AND LEGISLATIVE CONNECTIONS</b> .....	<b>3</b>
<b>ABOUT THE MUSIC LEARNING COLLECTIVE</b> .....	<b>4</b>
<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>OUR SAFEGUARDING POLICY STATEMENT</b> .....	<b>4</b>
<b>OUR POLICY</b> .....	<b>4</b>
<b>TEACHERS AND EXAMINERS</b> .....	<b>5</b>
<b>CENTRES</b> .....	<b>5</b>
<b>EMPLOYMENT</b> .....	<b>5</b>
<b>TYPES OF ABUSE</b> .....	<b>6</b>
<b>INFORMATION SHARING AND CONFIDENTIALITY</b> .....	<b>7</b>
<b>DEALING WITH DISCLOSURES OF ABUSE AND REPORTING CONCERNS</b> .....	<b>8</b>
<b>REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF</b> .....	<b>10</b>
<b>MONITORING</b> .....	<b>11</b>
<b>CONTACT DETAILS</b> .....	<b>12</b>
<b>APPENDIX 1: FLOWCHART FOR DEALING WITH CONCERNS, SUSPICIONS OR DISCLOSURES OF HARM OR ABUSE.</b> .....	<b>13</b>
<b>APPENDIX 2: FLOWCHART OF WHEN AND HOW TO SHARE INFORMATION.</b> .....	<b>14</b>
<b>APPENDIX 3: CONTACT NUMBERS FOR LOCAL AUTHORITY REFERRALS</b> .....	<b>15</b>

## Key Purpose and Objectives

The Music Learning Collective (MLC) has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of young people receiving education and training at MLC.

This Policy outlines MLC's procedures for dealing with the protection of children, young people and vulnerable adults.

It clarifies roles and responsibilities within the organisation and the processes which should be followed to safeguard all learners.

The policy covers all MLC sites and students, including the Marseille campus.

The Nottinghamshire Safeguarding Children Partnership (NSCP) have produced Child Protection Interagency Procedures and Practice Guidelines which MLC will adopt and will be accessed for advice and guidance.

## Key Responsibilities

The Chief Executive Officer (CEO) is ultimately responsible for safeguarding issues and compliance, alongside the Board of Directors.

The designated senior member of staff with lead responsibility for safeguarding is the Director of Operations.

The Director of Operations is responsible for the safe recruitment of staff and teachers, managing the process for allegations against a member of staff or teacher and the completion and recording of training.

Other staff with specific responsibility are detailed below.

## Policy and Legislative Connections

- The Children Act 1989 places a duty on Local Authorities to take steps to protect children and gives certain powers to the Police so that they may take action to protect children.
- Working Together to Safeguard Children September 2018
- Nottinghamshire Safeguarding Children Partnership Child Protection Procedures and Guidelines
- Keeping Children Safe in Education September 2023

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively. References to 'staff' should be read as employed staff members of MLC, as well as directors, teachers, non-executive partners, and volunteers inclusively.

## About the Music Learning Collective

The Music Learning Collective (MLC) is an out-of-school setting based in the East Midlands. Since opening our doors in 2007, we have helped thousands of people to realise their potential throughout the UK, France, Italy and beyond.

Our teachers work across our centres, in schools, colleges and universities, to deliver music education to the highest standards, all supported by our unique online platform.

We support musicians at every stage of their journey but, above all else, we make it fun!

## Mission Statement

“To be a world-leading provider of experiences, education and training that is centred within the creative industries by inspiring and nurturing our collective—one community, one person and one note at a time.”  
— Paul Hose, MLC’s Founder & CEO

## Our Safeguarding Policy Statement

The Music Learning Collective acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and NSPCC requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience at the Music Learning Collective in a safe and child centred environment
- are protected from abuse whilst participating in musical experiences, education and training or outside of any such activity.

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

## Our Policy

As part of our safeguarding policy, we will:

- promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff, teachers and volunteers
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

- provide effective management for staff, teachers and volunteers through supervision, support, training and quality assurance measures so that all staff, teachers and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of all incidents or concerns, both lower-level and concerns of abuse, and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- record and store information securely, in line with data protection legislation and guidance
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- appoint a designated safeguarding lead (DSP) for children and young people, and at least one other designated safeguarding person (DSP).
- develop and implement an effective online safety policy and related procedures
- make sure that children, young people and their parents know where to go for help if they have a concern.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the Music Learning Collective. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

## Teachers

- All UK Teachers hold a full Enhanced DBS check, and these are re-taken every 3 years
- All UK Teachers have been checked as suitable to work with children on the Barred Persons List 99
- Teachers have also stated in writing that they agree to abide by the 'Keeping Children Safe in Education Part 1' document
- As part of their training, all UK Teachers have completed a Level 2 Safeguarding course
- MLC provides regular training: ensuring that all staff members are trained in recognising signs of abuse, responding to disclosures, and following MLC's safeguarding procedures
- MLC promotes a culture of vigilance: fostering an environment where staff members are encouraged to report concerns and are aware of their duty to safeguard the well-being of individuals.

## Centres

- All MLC Stewards working for centres that MLC hire obtain an enhanced DBS check
- All Stewards must also follow a set procedure to minimise any potential situations arising
- All MLC centres must have visibility into the exam room, for example glass in the exam room door, internal windows, or silent CCTV monitoring (through webcam or similar) which that steward undertakes to check regularly.

## Employment

All application forms are scrutinised to ensure:

- They are fully and properly completed
- The information is consistent and does not contain any discrepancies
- Gaps in employment/training or a history of repeated changes of employment are identified.

The electronic version of this policy will always supersede any printed version.

- Incomplete applications will not be accepted.

Any anomalies, discrepancies or gaps in employment and the reasons for this should be noted, so that they can be taken up as part of the consideration of whether to shortlist the applicant, as well as a history of repeated changes of employment without any clear career or salary progression or a mid-career move from a permanent to temporary post.

MLC notes and will adhere to the advice given in ***Keeping Children Safe in Education*** that states:

*'In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.'*

In addition:

- All staff are expected to provide evidence of their right to work in the UK and/or EU.
- All key MLC employers of Examiners, Teachers and Moderators have received Level 2 Safeguarding training and where this has not been possible, MLC will include such people in any employment interviews.
- All examiners and moderators are made aware when offered a position of employment with MLC that this is subject to appropriate DBS vetting and barring arrangements.

## Types of Abuse

MLC recognises the following as definitions of abuse and neglect as defined within ***Keeping Children Safe in Education***:

**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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may

involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, ***Keeping Children Safe in Education*** identifies that there are wider safeguarding issues that we need to consider and act upon. Some of these include:

- Child Sexual Exploitation
- Bullying including Cyberbullying
- Domestic Violence
- Drugs and Alcohol Misuse
- Child on Child Abuse
- Fabricated or Induced Illness
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Mental Health
- Preventing Radicalisation
- Child Criminal and Sexual Exploitation
- Sexting and e-safety
- Sexual Harassment and Sexual Violence
- Children Missing Education
- Children Missing from Home or Care
- Trafficking
- Hate Crime
- Missing Children and Adults
- Serious Violence
- Contextual Safeguarding
- Suicidal ideation/Attempts

## Information Sharing and Confidentiality

### Sharing Information

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk.

Where there are concerns about the safety of a child, young person or a vulnerable adult, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst UKGDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child, young person or vulnerable adult being placed at risk of harm.

Staff should use their judgement when making decisions on what information to share and when. A flowchart on when and how to share information is available in Appendix 2. If any member of staff is in doubt, they should contact the Designated Safeguarding Lead.

### The principles of sharing information

The Data Protection Act 2018 and UKGDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

MLC adopts the 'seven golden rules to sharing information' as outlined in the HM Government document *'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers'*. Information should not be shared before consulting a safeguarding lead, except in emergency situations. Full details on when and what to share can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## Dealing with Disclosures of Abuse and Reporting Concerns

### Disclosures

If a member of staff suspects or receives information, or an individual discloses that they are at risk of harm or abuse may be occurring, they have a responsibility to refer to one of the Designated Safeguarding People. The safety and welfare of the individual is the primary objective and a member of staff should not delay in seeking medical help in an emergency situation or in contacting other staff to assist if immediate protection is needed.

Members of staff should be aware that their duty to refer such suspicions or allegations overrides the concept of confidentiality and this should be explained to the student in a manner best suited to the individual student.

### Procedure for referral

Any allegation, disclosure or suspicion of abuse needs to be taken seriously and handled in a sensitive manner. Individual members of staff should never deal with disclosures in isolation, and should always refer to a Designated Safeguarding Person, who will undertake the interview. Information should be strictly limited to those who need to know.



However, as outlined in Part One of Keeping Children Safe in Education ‘**Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children’s social care (and if appropriate the police) is made immediately.**’

Staff should **ALWAYS** make it clear to a young person that they cannot make guarantees of confidentiality. If possible, they should warn the individual about this **before** they are given an opportunity to disclose.

**1. If the young person does not wish to continue:**

- Encourage them to access support services within MLC via their Centre Manager
- State that you may have to pass on any disclosure.

**2. If the young person wishes to continue:**

a. Stay Calm and Reassuring:

- When someone discloses abuse, it is crucial to remain calm and reassure them that they have done the right thing by speaking up. Avoid showing shock or disbelief, as this may discourage further disclosure.

b. Listen Actively and Empathetically:

- Allow the individual to speak freely and listen attentively without interrupting. Demonstrate empathy, understanding, and respect for their feelings. Avoid making judgments or offering immediate solutions.

c. Do Not Promise Confidentiality:

- Explain that while confidentiality is important, there are limits to it when someone's safety is at risk. Assure them that any information shared will be handled with the utmost discretion, and only those who need to know will be informed.

d. Avoid Leading Questions:

- Refrain from asking leading questions that may influence the individual's account. Instead, ask open-ended questions to gather information in a neutral manner.

**3. Reporting Concerns (see Appendix 1 and 2):**

a. Immediate Action:

- If the individual is in immediate danger, take steps to ensure their safety. If necessary, contact emergency services without delay.

b. Designated Safeguarding Lead:

- Identify and contact the Designated Safeguarding Lead within MLC. This person is responsible for coordinating and overseeing safeguarding procedures. If the designated lead is unavailable, report to the next senior staff member.

c. Document the Disclosure:

- Record details of the disclosure, including the date, time, location, individuals involved, and a detailed account of what was disclosed. This information should be kept confidential and stored securely.

d. Consultation and Decision-Making:

- The Designated Safeguarding Lead will assess the information and, if necessary, consult with relevant authorities. Decisions regarding the next steps will be made with the best interests of the individual in mind.

e. Report to External Agencies:

- If required, MLC will report the concerns to the appropriate external agencies, such as child protective services, law enforcement, or other relevant authorities.

**4. Support for Individuals:**

a. Offer Support Services:

- The DSL will provide information on support services available to individuals who disclose abuse. This may include counselling, medical assistance, or legal support.

b. Regular Monitoring and Follow-Up:

- The DSL will ensure that the individual receives appropriate follow-up and support. Monitoring their well-being and provide ongoing assistance as needed.

c. Communication with Families or Caregivers:

- The DSL will communicate appropriately with the families or caregivers of individuals involved, keeping in mind the need to balance confidentiality with the well-being of the individual.

By adhering to these procedures, MLC are committed to creating a safe and supportive environment for all individuals within our organisation, promoting their welfare and safeguarding their rights.

Appendix 1 provides a flowchart that details how to deal with concerns, suspicions or disclosures of harm or abuse.

## Reporting and Dealing with Allegations of Abuse against Members of Staff

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Our organisation is dedicated to maintaining a safe and secure environment for all individuals, and we take allegations of abuse against members of staff with the utmost seriousness. It is imperative to follow clear procedures when such allegations arise to ensure a thorough and fair investigation, safeguarding the well-being of those involved.

**1. Reporting Allegations:**

a. Designated Safeguarding Lead:

- Any allegations of abuse against a staff member must be immediately reported to the Designated Safeguarding Lead. If the DSL is implicated in the allegations, the report should be directed to the next Designated Safeguarding People or senior staff member.

b. Confidentiality:

- MLC recognises that the Children’s Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual’s reputation, confidence and career. Therefore, those dealing with such allegations within MLC will do so with sensitivity and will act in a careful, measured way.

## **2. Initial Response:**

### **a. Temporary Removal if Necessary:**

- In cases where the safety of individuals is at immediate risk, MLC will consider temporarily removing the staff member from their position pending the outcome of the investigation. This decision will be made in consultation with relevant authorities.

### **b. Documenting the Allegation:**

- The details of the allegation, including the date, time, location, and nature of the alleged abuse will be recorded. Any available evidence will be collected, and this information will be stored securely.

## **3. Investigation Process:**

### **a. Independent Investigation:**

- MLC will ensure that an independent and impartial investigation is conducted promptly. This may involve external agencies, as appropriate, to maintain objectivity.

### **b. Interview Process:**

- We will interview all relevant parties, including the individual making the allegations, the accused staff member, and any witnesses. These interviews will be conducted in a fair and respectful manner, emphasising the importance of honesty.

### **c. Legal Consultation:**

- Legal advice might be sought to ensure that the investigation adheres to all legal requirements. MLC will cooperate fully with any external investigations conducted by law enforcement or other relevant authorities.

## **4. Disciplinary Action:**

### **a. Decision-Making Process:**

- Based on the findings of the investigation, we will determine appropriate disciplinary action if the allegations are substantiated. This decision will be made in accordance with organisational policies and relevant employment laws.

### **b. Support for All Parties:**

- We will provide support services for both the individual making the allegations and the accused staff member. This may include counselling, guidance, or other resources to address the emotional and practical implications of the situation.

## **Monitoring**

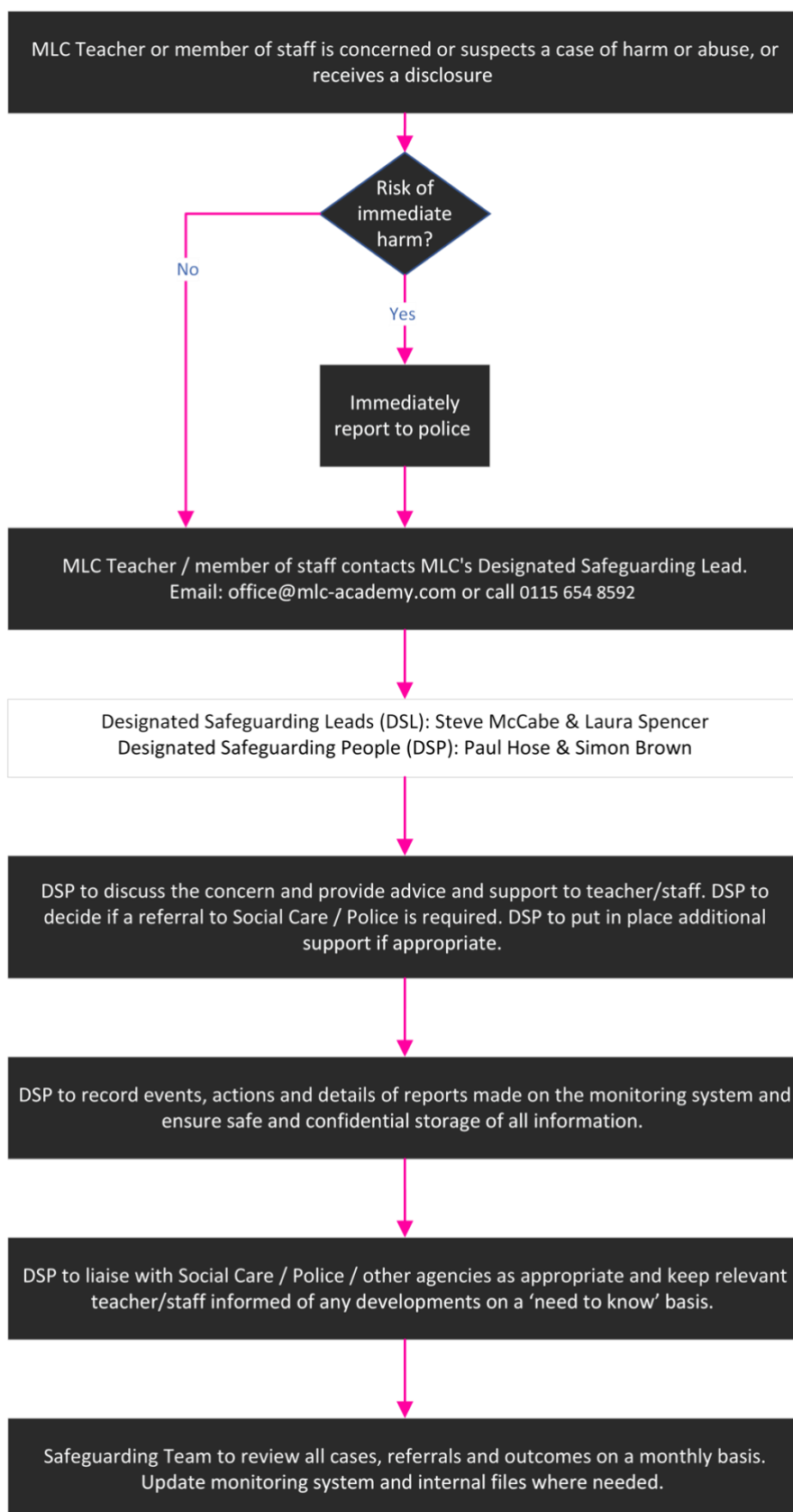
This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by local safeguarding partnerships
- as a result of any other significant change or event.

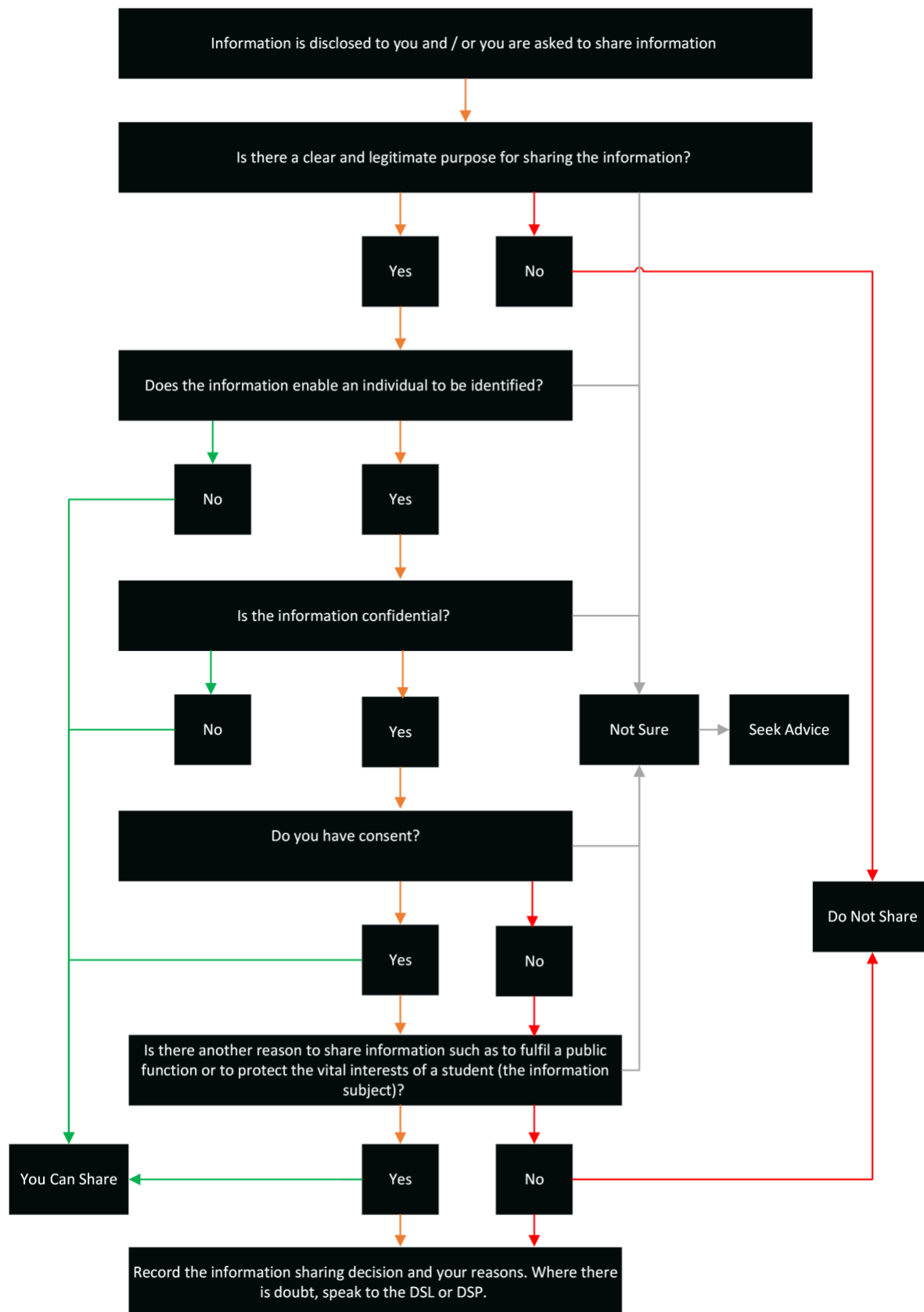
## Contact Details

<b>Designated Safeguarding Leads</b>
Name: Steve McCabe & Laura Spencer Tel: +44 (0) 115 6548592 Email: office@mlc-academy.com
<b>Designated Safeguarding People</b>
Name: Paul Hose & Simon Brown Tel: +44 (0) 115 6548592 Email: office@mlc-academy.com

## Appendix 1: Flowchart for dealing with concerns, suspicions or disclosures of harm or abuse.



## Appendix 2: Flowchart of when and how to share information.



If there are concerns that a child, young person or vulnerable adult is suffering or likely to suffer harm, then follow MLC's relevant safeguarding procedures. If you are unsure about what to do at any point, please seek advice from one of MLC's Safeguarding Team.

## Appendix 3: Contact Numbers for Local Authority Referrals

For use by the MLC Safeguarding Team

### NOTTINGHAM CITY

Children's Social Care	Adult Social Care
<p>Within office Hours: (Mon - Thurs 8.30a.m. - 5.00 p.m. Fri 8.30am – 4.30pm) - 0115 876 4800</p> <p>Outside Office Hours (including weekends &amp; bank holidays):</p> <p>Emergency Duty Team: 0115 876 5600</p>	<p>Office hours: Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm - 0300 131 0300</p> <p>Outside Office Hours (including weekends &amp; bank holidays): 0115 876 1000</p>

### NOTTINGHAMSHIRE

Children's Social Care	Adult Social Care
<p>Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm</p> <p>Multi-agency Safeguarding Hub (MASH) – 0300 500 80 90</p> <p>Out of office hours - Emergency Duty Team: 0300 456 4546</p>	<p>Monday – Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm</p> <p>Customer Service Centre – 0300 500 8080</p> <p>Out of office hours - Emergency duty team: 0300 456 4546</p>

### DERBY CITY

Children's Social Care	Adult Social Care
<p>Monday – Friday 9.00am to 5.00pm</p> <p>Social Care Services – 01332 641172</p> <p>Outside Office Hours - Careline: 01332 956606</p>	<p>Monday – Friday 9.00am to 5.00pm</p> <p>Social Care Services – 01332 642855</p> <p>Outside Office Hours - Careline: 01332 956606</p>

### DERBYSHIRE

Children's Social Care	Adult Social Care
01629 533190	01629 533190

**LEICESTER CITY**

Children's Social Care	Adult Social Care
0116 454 1004	0116 255 1606

**LEICESTERSHIRE**

Children's Social Care	Adult Social Care
0116 305 0005	0116 305 0004