

Royal Northern College of Music
Child Protection Procedure
Policy & Procedure
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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Context

- 1.1 The RNCM is committed to the safety of all the under 18's within its community and expects the highest level of support and good conduct of staff who interact with them.
- 1.2 This procedure seeks to support the College and its staff in meeting the commitments outlined in the Safeguarding Policy and within the Code of Conduct (Working with under 18's).
- 1.3 The College is mindful, and will remain mindful when implementing this policy, of its legal obligations. The College adheres to the principles outlined in the Out of School Setting (OOSS) DfE 2023 and guidance issued by the Government regarding child protection and *Working Together to Safeguard Children* (HM Government, 2018).

2. Scope of the Procedure

- 2.1 This procedure applies to all individuals working for or with the College, including all workers and employees (at all levels and grades and including trainees, homeworkers, part-time and fixed-term employees, casual workers and agency staff), officers, governors, volunteers, consultants and contractors (collectively referred to as 'staff' in this policy). This policy applies to all work and activities undertaken, including at the College's premises and elsewhere.

Please note: Staff are not allowed to conduct RNCM contracted teaching of any student (under 18 or those over 18), from theirs or the student's home. Private tuition arrangements are strongly discouraged and must be discussed with the tutor's line manager.

- 2.2 References in this policy to 'child' and 'children' are to persons under the age of 18. Adults at Risk are referenced within our over-arching Safeguarding Policy.

3. Recruitment

- 3.1 The College will take appropriate steps, including in relation to the recruitment of staff, to ensure that unsuitable people are prevented from working with children. The recruitment checks carried out by the College will include, where appropriate:

- An appropriate identity check
- An appropriate Disclosure and Barring Service check
- A check regarding eligibility to work in the UK
- Obtaining satisfactory references, with specific reference to child protection.

4. Procedure

- 4.1 If a member of staff has suspicions or is concerned that a child has been abused or is at risk of abuse they must immediately inform a Child Protection Liaison Officer (CPLO) or Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in person. These roles are defined within the Safeguarding Policy, which includes key contacts. However, the CPLO is always the activity/ project lead and will have informed their team that they are the CPLO. Appendix 3 provides a flow chart for reporting concerns and has a list of CPLOs.

- 4.2 If there is a suspicion that a member of staff may be abusing a child this must be reported immediately in accordance with the Procedure for Handling Allegations Against Staff.
- 4.3 The member of staff will be asked to complete a written record of the suspicions or concerns using Form CP1 (**Appendix 1**) and pass this to the CPLO/ DSL/ DDSL or Principal (if the concerns are regarding the DSL or DDSL), as soon as possible. CPLOs completing referral forms, must not email them. All forms must be securely uploaded to the activity file on the Safeguarding Under 18's Teams pages.
- 4.4 Members of staff should report any such suspicions or concerns regardless of the perceived severity, potential cause(s) or source(s) of such abuse and must not carry out their own investigations.
- 4.5 The CPLO/ DSL/ DDSL who is informed of the suspicions or concerns will assess the information disclosed and take appropriate action. The CPLO/ DSL/ DDSL will convene a case meeting other appropriate staff, to assess whether the suspicions or concerns should be referred to social services and/or the police and/or the College's Human Resources Department for consideration. Any decisions taken, including the reason(s) for the decisions, will be clearly recorded. The DSL or DDSL makes the decision to refer the suspicions or concerns to social services and/or the police. When this happens, DSL/ DDSL will complete and update Form CP2 (**Appendix 2**). Appendix 2a includes information on when an external referral may be made.
- 4.6 Reports to external agencies must be made within 24 hours and this timescale must be considered when operating steps in paragraphs 6.1 to 6.6. The DSL/DDS� may access advice on referrals from the NSPCC Helpline on 0808 800 5000.
- 4.7 Anyone can make an immediate referral where there is an immediate risk of harm and the contacts are:
- Police 999.
 - [Child Exploitation and Online Protection](#)
 - NSPCC 0808 800 5000
 - Manchester Children's Services – 0161 225 9293 (out of hours 0161 234 5001)

Note: Manchester Children's Services deal with children with a Manchester address only. They will offer advice on the other authorities in the Greater Manchester area, but if you do not know the child's address, call the police in an emergency.

- 4.8 If a child discloses issues to a member of staff which indicate potential abuse, the member of staff should:
- Listen carefully and stay calm;
 - Not interview the child or challenge any information disclosed, but question normally and without pressure, in order to be sure that they understand what the child is telling them;
 - Not examine a child for signs of abuse or invite them to show signs of abuse;

- Not put words into the child's mouth;
- Reassure the child that by telling them, they have done the right thing;
- Inform the child that they must pass the information on, but that only those that need to know about it will be told;
- Not promise to keep the information disclosed confidential (as it may be necessary for this to be disclosed internally and/or to the relevant authorities and appropriate external agencies on a need-to-know basis);
- Inform them of to whom they will report the matter;
- Note the main points carefully;
- Make a detailed note as soon as possible of the date, time, place, what the child said, did and their questions using Form CP1 (**Appendix 1**) and immediately inform a CPLO of the matters disclosed (and provide the CPLO with the completed Form CP1).

5. Confidentiality and Information Sharing

- 5.1 The safety of children will be central to all decision related to information sharing and information will be shared in accordance with GDPR and the Children's Act 2024 (Section 14B). Information should be handled and disseminated by staff on a need to know basis only.

Members of staff must be mindful, and remain mindful, of the importance of ensuring that confidentiality is, where possible, maintained for all concerned

CPLOs completing referral forms, must not email them. All forms must be securely uploaded to the activity file on the Safeguarding Under 18's Teams pages.

6. Filming and Photography of Children and Young People

- 6.1 The College is committed to ensuring that any photography or filming involving children, young people and vulnerable adults is carried out safely, respectfully and in line with safeguarding and data protection requirements.
- 6.2 Staff must follow the Photography and Filming Appendix 4, including consent procedures, storage requirements, and restrictions on the use of personal devices. No images of U18s may be taken or used without explicit authorisation.

7. Complaints about Referrals to outside Agencies

- 7.1 The DSL/ DDSL will act as the institutional liaison for complaints about the outcomes of referrals to outside agencies.

- Complaints regarding a Local Authority Designated Lead (LADO) are via the Manchester City Council, Complaints Procedure and then the Local Government Ombudsmen, based in Coventry.
- Complaints regarding Child Services are via Manchester City Council, Child Services Complaints Procedure.
- Complaints regarding the police are via the GMP Complaints Procedure.

Note: These contacts only apply to referrals made for children within Manchester. The DSL/ DDSL can advise on complaints for referrals to other authorities within Greater Manchester.

8. Related Policies and monitoring and Review of Procedure

8.1 The College policies listed below are also relevant in seeking to ensure the safety and welfare of children:

- Safeguarding Policy
- Code of Conduct (Working with Under 18's)
- Code of Conduct (General)
- Recruitment and Selection Policy
- Disclosure and Barring Service Policy
- Induction Policy
- Policy on relationships between College staff and students
- Policy on physical contact between College staff and students
- Public Interest Disclosure (Whistle Blowing)

8.2 The College's Executive Committee and Board of Governors shall be responsible for reviewing this policy to ensure that it meets legal requirements and reflects best practice.

9. Freedom of Speech, Academic Freedom and Safeguarding

9.1 This Procedure shall be interpreted and applied consistently with the Royal Northern College of Music's statutory duties under the Freedom of Speech (Higher Education) Act 2023, and with the College's commitment to academic freedom, artistic freedom, and lawful freedom of expression.

9.2 Nothing in this Procedure is intended to restrict, discourage, or sanction lawful Freedom of speech, academic inquiry, artistic expression, or lawful participation in public debate. This Procedure is concerned solely with the safeguarding and welfare of children and young people, and with the management of conduct and risk where there is a safeguarding concern.

9.3 Safeguarding responsibilities operate in parallel with, and do not override, lawful freedom of expression. The existence of controversial, unpopular, or critical speech, teaching, research, or artistic activity does not in itself constitute a safeguarding concern and shall not trigger action under this Procedure unless there is a genuine risk of harm, abuse, neglect, or exploitation of a child.

9.4 Decisions taken under this Procedure shall be based on evidence of safeguarding risk, in accordance with law and statutory guidance, and shall not be influenced by

reputational considerations, public perception, disagreement with lawful views, or the lawful exercise of academic or artistic judgment.

ROYAL NORTHERN COLLEGE OF MUSIC

Policy APPROVAL/Review Process

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Author: Emma Hilton-Wood
Document Number:

AMENDMENTS SINCE DRAFT

ISSUE No	PAGE	DETAILS	DATE	ISSUED BY
1		First draft	June 2024	Emma Hilton-Wood
2		Final – ready for publication	27 November 2024	Emma Hilton-Wood
3		Minor updates in accordance with UNIAC internal Audit	May 2025	Emma Hilton-Wood
4		<u>Minor updates, relating to role changes and responsibilities clarity. FOS/E statement added.</u>	<u>May 2026</u>	<u>Emma Hilton-Wood</u>

Approvals

This document requires the following approvals.

Name/Committee	Date	Version
Executive Committee	July 2024	1
Board of Governors	27 November 2024	2
Executive Committee	June 2025	3
Board of Governors	July 2025	3
<u>Executive Committee</u>	<u>June 2026</u>	<u>4</u>
<u>Board of Governors</u>	<u>July 2026</u>	<u>4</u>

APPENDIX 1

FORM CP1 STRICTLY RESTRICTED CHILD PROTECTION RECORDING FORM

IMPORTANT NOTE: CPLOs completing referral forms, must not email them. All forms must be securely uploaded to the activity file on the Safeguarding Under 18's Teams pages.

For

a) Disclosure between.....and.....

or

b) Cause for concern raised by (& Job Role).....

Date and time.....

Persons Present (full names and Job titles):

Full Name of Child/ Children and Date of Birth/s:

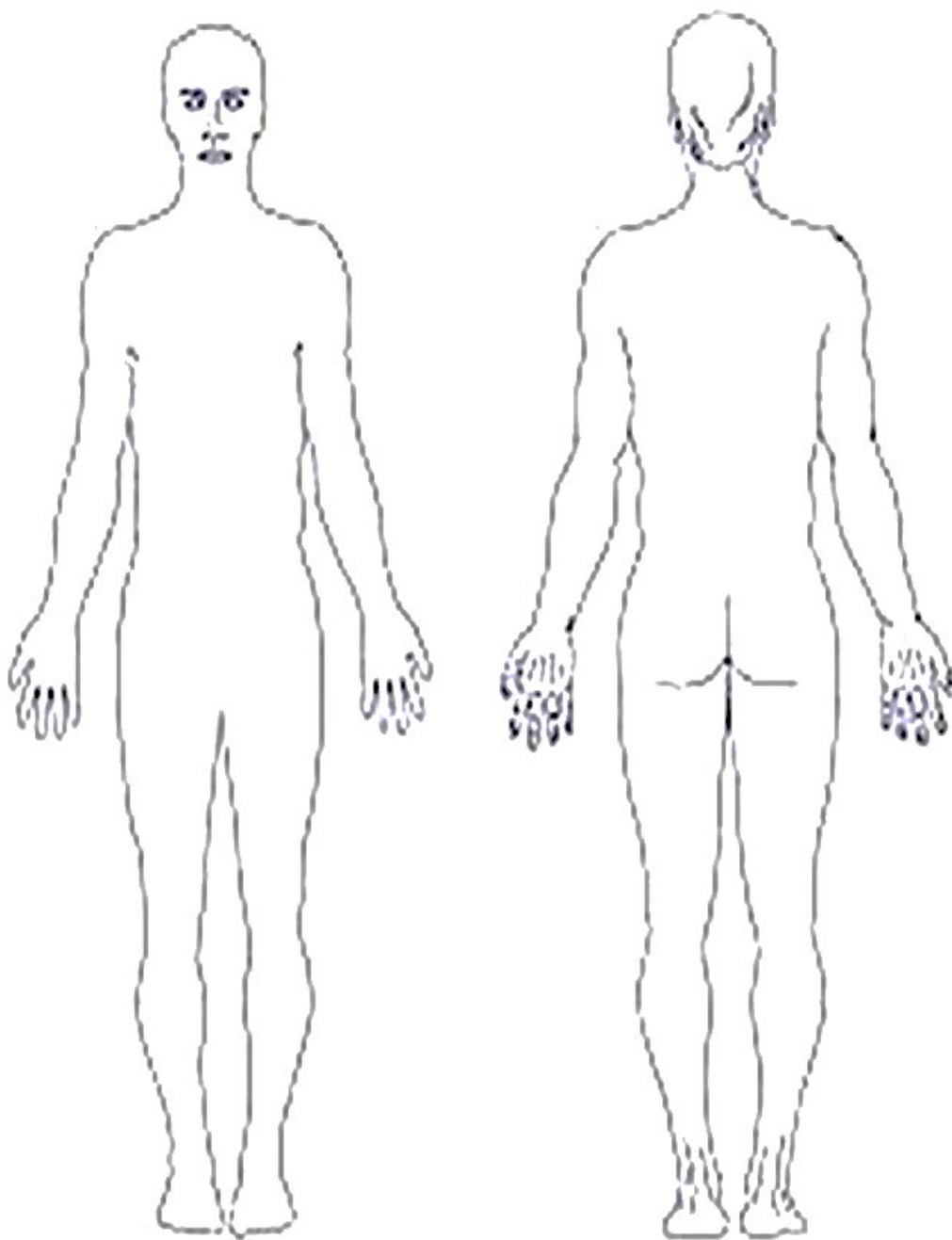
Circumstances:

Disclosure/Concern and details of any action already taken:

Contacts on File (Parents/ Carers):

Any signs of injury: Yes / No

If Yes, please complete details on the body map included in this form.



Signed
Date/time

Report passed to CPLO
Report passed to relevant authority by..... on.....

APPENDIX 2

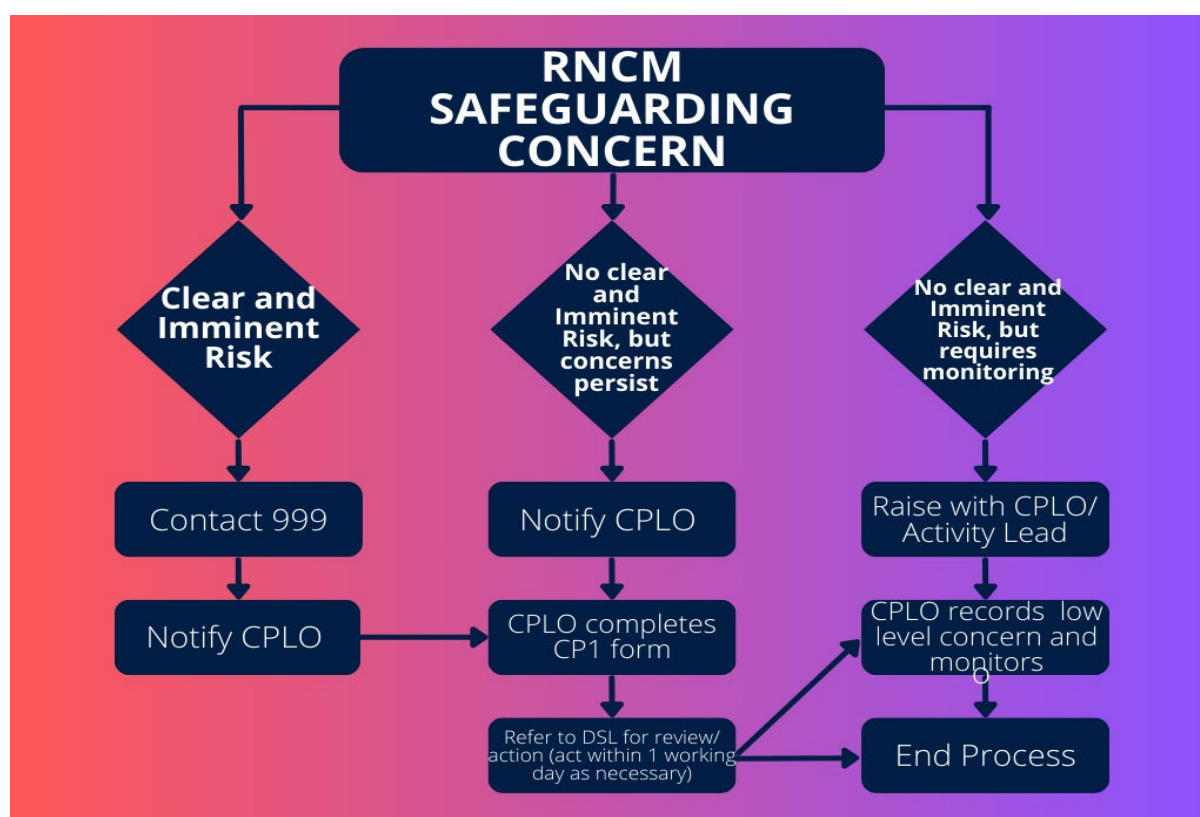
**FORM CP2
STRICTLY RESTRICTED
DSL REFERRAL/ACTION**

IMPORTANT NOTE: Staff completing forms, must not email them. All forms must be securely uploaded to the activity file on the Safeguarding Under 18's Teams pages.

Name of Child.....**DoB**.....

Date and Time	Record of Conversation	Action

APPENDIX 3: REPORTING CONCERNS FLOW CHART



Activity	Exec Lead	CPLO
JRNCM	Jennie Henley	Eugene Montieth
Pathfinder	JH	Rachel Jones
Young Projects	JH	Rachel Jones
Young Strings	JH	Sarah Crooks
Young Artists	JH	Tosin Akindele
Engage Cumbria	JH	Phil Goodwin
Children's Opera	Manus Carey	Fiona Stuart
Family Fun Day	MC	Fiona Stuart
Festivals (Brass/ Sax etc.)	MC	Matt Whitham
Open Days	Simon Oldknow	Ash Rice
Young Guitars	MC	Sam Rodwell
Advice Aud/ Consultation Lessons	SO	Ash Rice
Pop Summer School	JH	Andy Stott
SKS Piano tuition	MC	Adam Swayne
Under 18 on Degree Prog	Emma Hilton Wood	HoS/DHoS
Placements (seniors going out)	JH	Sarah Crooks

APPENDIX 4: PHOTOGRAPHY AND FILMING STATEMENT (Under 18s)

1.1 The purpose and scope

The Royal Northern College of Music (RNCM) works with children, young people and families as part of its education programmes and activities and is dedicated to ensuring the safety and wellbeing of all individuals within its community.

The Filming and Photography requirements apply to all Junior Programmes and Creative Engagement activity, where the RNCM is responsible for the care of unaccompanied children.

This does not apply to publicly programmed events or festivals, which may include accompanied children who remain the responsibility of the attending carer/ parent.

The purpose is to:

- Protect children and young people who take part in the RNCM's Junior Programmes and Creative Engagement events and other activities, specifically those where, photographs and videos may be taken;
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities; and
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This statement applies to all individuals working for or with the RNCM, collectively referred to as staff in this guidance.

1.2 We recognise that:

- The welfare of the children and young people taking part in our activities is paramount.
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used.
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online.
- That the children and young people may take photographs and film themselves and each other.
- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation.

1.3 We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.

- Not using or changing the names of children whose images are being used in our published material (and only using first names if we do need to identify them).
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo).
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- Making sure children, their parents and carers understand the dangers of taking and distributing their own photographs and videos, taken without permission.
- Reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing.
 - using images that positively reflect young people's involvement in the activity.
 - using RNCM approved equipment to take photographs and videos which are securely stored and labelled at the RNCM.
- When sharing images of group performances with parents and carers, we will ensure that privacy settings are in place to prevent images being shared and downloaded.
- Making sure children, their parents and carers understand that no group images are to be shared on personal social media accounts with identifiable personal data.

We will ensure everyone involved in our activity knows the procedures to follow to keep children safe. Staff or students who do not comply with best practice may be subject to disciplinary procedures.

2.1 Photography and/or filming for personal use

Under no circumstances are children, parents, carers, or spectators permitted to take photographs or film at any of our events and any shared images are not to be stored for personal use.

If anybody is found photographing or filming any young person they will be asked to:

- a) Delete any photographs and videos and be issued with a verbal warning.
- b) Leave the venue immediately if you continue to photograph or film.
- c) Any further breaches may result in the young person related to the person breaching the rules being prevented from participating in all future activities.

We will publish clear guidelines about photography and filming, and image sharing before each event and in event programmes. We will also announce details of our photography and filming statement before the start of each event, including children and young people.

2.2 Photography and/or filming for RNCM's use

We recognise that our staff may use photography and filming to promote activities. However, this should only be done with the permission of the Activity Leads and using our organisational equipment.

Children, young people, parents, and carers must also be made aware that photography and filming is part of the programme and give written consent.

The RNCM will adhere to a clear social media policy when promoting activities with children on their social media accounts and website.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Ensuring the photographer has been directly hired by RNCM and is one of the organisation's approved DBS-checked photographers or is supervised at all times.
- Broadcasters, Film crews, Local journalists and professional photographers not hired by the RNCM should not be permitted to record our events unless agreed well in advance with the appropriate Executive Lead, in consultation with the Designated Safeguarding Lead.
- Providing the photographer (Broadcaster, Film crew, journalist) with a clear brief about appropriate content and behaviour from a safeguarding perspective.
- Ensuring the photographer wears identification at all times.
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children.
- Not allowing the photographer to carry out sessions outside the event or at a child's home.
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

3.1 If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

4.1 Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored in accordance with our records retention schedule.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

The RNCM does not permit staff to use any personal equipment to take photos and recordings of children. **Only cameras or devices belonging to the RNCM should be used.**

5.1 Related policies and procedures

This statement should be read alongside the RNCM's organisational policies and procedures, including:

- Safeguarding Staff Code of Conduct Under 18s
- Social Media Policy