

Royal Northern College of Music

Child Protection Procedure

Policy & Procedure

Department: Safeguarding

Document owner: Academic Registrar

Approval Committee: Executive Committee

Introduced: July 2002

Revised: June 2024

Period of Approval: Annual

Review Date: June 2025

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: the teaching of any student (under 18 or those over 18) from the tutor's or student's home is not allowed.

- 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). 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.

- 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.
- 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**).
- 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.

6. Complaints about Referrals to outside Agencies

- 6.1 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.

7. Related Policies and monitoring and Review of Procedure

- 7.1 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)

7.2 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.

APPENDIX 1
FORM CP1
STRICTLY RESTRICTED
CHILD PROTECTION RECORDING FORM

For

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

or

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

Date and time.....

Persons Present (full names and Job titles):

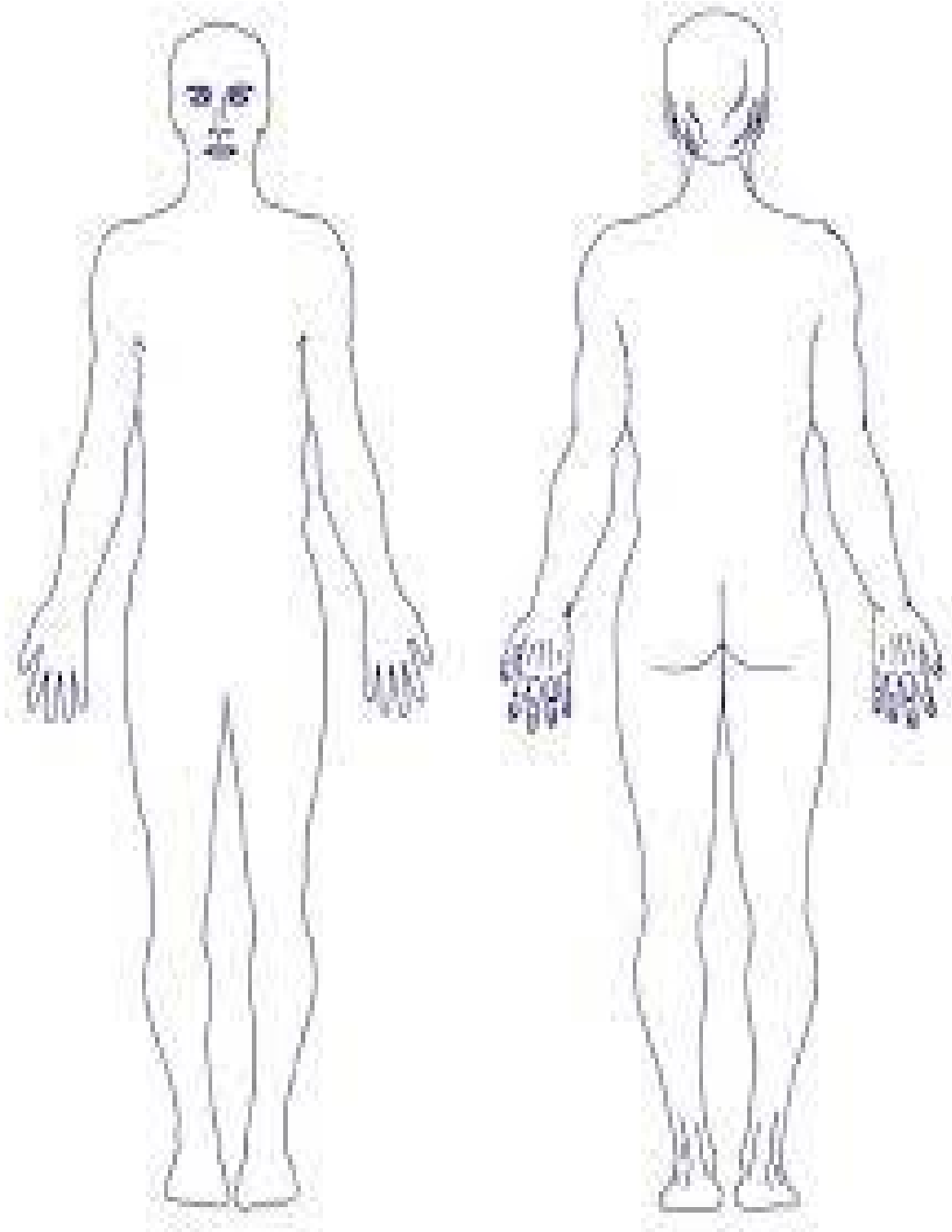
Full Name of Child/ Children and Date of Birth/s:
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Circumstances:

Disclosure/Concern and details of any action already taken:
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Contacts on File (Parents/ Carers):
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Any signs of injury: Yes / No If Yes, please complete details on the body map included in this form.
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Signed

Date/time

Report passed to CPLO

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

APPENDIX 2
FORM CP2
STRICTLY RESTRICTED
CHILD PROTECTION LIAISON OFFICER
REFERRAL/ACTION

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

Date and Time	Record of Conversation	Action