

# Safeguarding

**SUMMARY GUIDE FOR  
TEACHING STAFF**



[rncm.ac.uk](http://rncm.ac.uk)

**RNCM**  
ROYAL NORTHERN  
COLLEGE OF MUSIC

Safeguarding is concerned with protecting children from abuse and neglect. Children are defined as anyone under the age of 18 and this may include students in the senior school who have not yet reached their 18th birthday. All teaching staff must have DBS clearance before they are permitted to teach anyone under 18.

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## YOUR RESPONSIBILITIES

HR will provide basic child protection training as part of the initial induction session. If you did not attend the HR induction session you must read and understand these safeguarding guidelines. You must also read and understand your responsibilities under the following policies: Child Protection, Disclosure and Barring Service, Relationships Between College Staff and Students, and Physical Contact Between Staff and Students (policies available on the RNCM safeguarding web page).

You should not use social media to communicate with students or prospective students under the age of 18.

## WHAT IS ABUSE AND NEGLECT AND HOW TO RECOGNISE THE SIGNS

**Abuse includes:** physical abuse (hitting, shaking, burning etc), emotional abuse (emotional maltreatment, saying a child is worthless, inadequate, making fun of them, over-protection etc), sexual abuse (forcing or enticing a child to take part in or watch sexual acts, grooming etc) and neglect (persistent failure to meet basic needs, failure to protect from physical or emotional harm, use of inadequate carers etc). Abusers can be women as well as men.

**Signs of child abuse include:** sudden change of behaviour (more withdrawn, hyperactive, mood swings); self-harm; unkempt appearance; failure to engage/make eye contact; low self-esteem; reduced interest in music; and unusual bruising (soft tissue areas).

## WHAT TO DO IF A CHILD DISCLOSES SOMETHING TO YOU

Listen and be supportive but do not directly question the child or push them to tell you more than they want to. Allow the child to freely recall events. Say they were right to tell you. Do not promise to keep the information confidential – you will only advise those who need to know. You do not need a second person present but record the conversation (including time and date) immediately afterwards. Do not write notes during the meeting as the child may think you are not listening to them.

## WHAT TO DO IF YOU SUSPECT A MEMBER OF STAFF IS UNDERTAKING ABUSE

Contact the Principal immediately

## WHAT DO YOU DO NEXT?

Contact one of the following staff as soon as possible. Do not attempt to undertake an investigation yourself.

### SENIOR DESIGNATED PERSON

**Fiona Chiang**  
0161 907 5230 | [fiona.chiang@rncm.ac.uk](mailto:fiona.chiang@rncm.ac.uk)

### DEPUTY SENIOR DESIGNATED PERSON

**Paul Hynes**  
0161 907 5231 | [paul.hynes@rncm.ac.uk](mailto:paul.hynes@rncm.ac.uk)

### CHILD PROTECTION LIAISON OFFICERS

**Karen Humphreys**  
0161 907 5373 | [karen.humphreys@rncm.ac.uk](mailto:karen.humphreys@rncm.ac.uk)

**David Jones**  
0161 907 5262 | [david.jones@rncm.ac.uk](mailto:david.jones@rncm.ac.uk)

**Sarah Crooks**  
[sarah.crooks@rncm.ac.uk](mailto:sarah.crooks@rncm.ac.uk)

## INTERNSHIPS/WORK EXPERIENCE

If you have been approached to provide work experience or an internship please contact HR for advice.