

SAFEGUARDING CHILDREN GUIDANCE

Merton Music Foundation (MMF) aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

All MMF staff, tutors and volunteers must wear a lanyard and identity badge to indicate that they are accredited members of the MMF team.

Guidelines for MMF staff, tutors and volunteers

If you think a child or young person is in need because they are suffering or likely to suffer significant harm, you **must** do the following:

1. Listen to and believe the child – allow them time to talk freely.
2. Make a note of what you have seen or been told.
3. Don't make assumptions – keep an open mind.
4. Don't ask any leading questions and don't cross examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
5. Don't physically examine the child.
6. Never promise to keep 'secrets'. Explain that you can listen to the child, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe and explain what will happen next.
7. **Act quickly.** If there is an immediate risk, contact the School's Designated Safeguarding Lead (DSL) or the MMF DSL as quickly as possible in person. If they aren't available speak to the office who will support.
8. **Submit your concern in writing to the DSL.** If an incident occurs in a school, please 'dual report' first at the school and then to MMF. You should use the school/MMF concern form, but if this isn't available an email or handwritten letter will suffice. Note the names of everyone involved, the date/time of the incident and disclosure and what the pupil said in their own words.
9. If the disclosure or your concern relates to a member of staff, this must be shared with the Headteacher and/or MMF's Chief Executive as soon as possible.
10. All schools have been made subject to a duty under section 26 of the Counterterrorism and Security Act 2015 in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism' This duty is known as the Prevent duty. If you see/hear/experience any behaviour that you deem to be extremist in any way they must report it to the Prevent Duty Lead, Elisabeth Wigley.

Safeguarding is Everyone's Responsibility: 'It Could Happen Here'

If you have a concern, email: safeguarding@mmf.org.uk

Designated Safeguarding & Prevent Lead: Elisabeth Wigley

Deputy Designated Safeguarding Leads: David Rees / Soo Bishop

Merton Music Foundation's Safeguarding Policy contains more detailed information about safeguarding children and can be provided on request. All staff, visitors and volunteers should protect themselves by following these guidelines. Safe professional practice is vital for ensuring that you do not place yourself at risk.

www.mmf.org.uk/policies

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