

### GUIDANCE

Everyone across Merton Music Foundation works together to ensure that children and young people are kept safe by contributing to:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home, school and at MMF.

**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. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child.
5. 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.
6. Be discreet – do or say nothing that may place the child or yourself at risk.
7. **Act quickly.** Contact the School Reception/Office or the MMF Office in person to record your concerns before leaving the premises. If an incident occurs in a school please 'dual report' first at the school and then to MMF. A member of the office team will contact the Designated Safeguarding Lead (DSL) at the school or at MMF. You will then be asked to provide the reason for your concern so it can be investigated.
8. If the disclosure or your concern relates to a member of staff, this must be shared with the Designated Person as soon as possible and nothing should be said to the colleague involved.
9. All schools have been made subject to a duty under section 26 of the Counter –Terrorism 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 behavior 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

**Designated Safeguarding / Prevent Lead:** [elisabeth.wigley@mmf.org.uk](mailto:elisabeth.wigley@mmf.org.uk)

**Deputy Safeguarding Leads:** [david.rees@mmf.org.uk](mailto:david.rees@mmf.org.uk) / [soo.bishop@mmf.org.uk](mailto:soo.bishop@mmf.org.uk)

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.

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