

Child Protection and Safeguarding Policy

September 2026

This Policy is in line with the quality and standards expected from Oldham Council and will be monitored by the Designated Safeguarding Lead.

It is based on the Model Safeguarding Policy for schools which was written by the Safeguarding Advisor for Education, Oldham Safeguarding Children's Partnership, Oldham Council. (Issue Date: August 2026, v.2)

It is also informed by the guidance set out in [Out-of-school settings: safeguarding guidance for providers - GOV.UK](#)

Date of Last Review (to be used when policy is updated during the academic year in response to legislative/policy changes): September 2026

This policy has been revised to reflect the changes to Keeping Children Safe in Education 2026: DfE statutory guidance. Although KCSIE applies to schools and colleges, Oldham Music Service recognises it as a model of best practice.

More details are appended.

Many musicians... one harmony

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Oldham Council Music Service



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Policy Statement

This policy exists to enable all paid members of staff, associates and volunteers involved with the Music Service to work with and around children and young people (CYP) whilst being confident in safeguarding welfare. It is vital that Music Service staff and volunteers are aware of the safety of CYP involved in our activities at all times. The Music Service believes that all CYP have the right to be treated with respect and dignity. This policy gives guidelines for good practice.

The Music Service enables all staff and those who work with us to make informed and confident decisions regarding safeguarding issues and takes all concerns and allegations of abuse seriously. The Music Service expects everyone (staff, Executive Board, partners, agency staff, volunteers and anyone working on behalf of the Music Service) to have read, understood and adhere to this policy and related procedures, except where it has been formally agreed that another appropriate policy provides greater protection for CYP.

The Music Service will ensure that a culture of openness exists within the organisation and with its partners; if a member of Music Service staff is at all unsure at any time, they should ask the Designated Safeguarding Leads for advice.

The Music Service understands the importance of effective safeguarding arrangements in every local area and the purpose of our policy is to ensure every child who we come into contact with is safe and protected from harm. This means we will always work to:

Provide help and support to meet the needs of children as soon as problems emerge

Protect children from maltreatment, whether that is within or outside the home, including online

Prevent the impairment of children's mental and physical health or development

Make sure that children grow up in circumstances consistent with the provision of safe and effective care

Take action to enable all children to have the best outcomes of the needs and views of CYP.

The Music Service understands the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act 2010
- Public Sector Equality Duty
- Working Together to Safeguard Children 2026

This means we do not unlawfully discriminate against children and young people because of their sex, race, disability, religion or belief, gender reassignment, pregnancy/maternity or sexual orientation.

This policy outlines the commitment to our legal duties to safeguard children, the responsibilities for all our staff and the specific roles and responsibilities for our key Designated Safeguarding Leads.

1. Definitions

1.1 Children and Young People

CYP is anyone under the age of 18¹.

The Music Service recognises that there may be additional needs associated for CYP with protected characteristics as defined by the Equality Act of 2010, including those CYP from within the LGBT community, and/or who may be excluded from mainstream services, including those CYP who are lesbian, gay, bisexual or gender questioning

1.2 Staff

For the purpose of this policy, the term 'staff' will be used to describe anybody working on behalf of the Music Service in either a paid or an unpaid capacity. This includes:

- Permanent staff
- Temporary/Freelance
- Volunteers
- Anybody working on behalf of the Music Service and undertaking Music Service directed activity

2. Our Ethos

Everyone who comes into contact with CYP and their families has a role to play in safeguarding children. We recognise that Music Service staff play a particularly important role as they are in a position to identify concerns early and report any concerns to prevent any escalation. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. At all times we will work in partnership and endeavour to establish effective working relationships with schools, parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children 2023 and Oldham's Multi Agency Safeguarding Partnership arrangements.

¹ Working Together to Safeguard Children, 2026, The Children Act 1989, 2004 & Safeguarding Vulnerable Groups Act 2006

3. Good Practice

All Music Service staff should demonstrate best practice when working with or around CYP.

The following list contains examples of best practice to protect the welfare of CYP and to protect Music Service staff from allegations of misconduct:

- Always work in an open environment
- Avoid private or unobserved situations
- Encourage open communication without secrets
- Be aware of situations which may present risks and manage these risks as described in this policy
- Be aware that others might misinterpret your actions, no matter how well intentioned those actions may have been
- Ensure that a culture of openness exists
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unnoticed and can be challenged
- Never permit abusive peer activities (such as ridiculing or bullying)
- Avoid physical contact with CYP
- Never make suggestive comments or remarks - even in jest
- Never accompany CYP to the toilet without another staff member present
- Never discriminate against, show differential treatment or favour particular individuals to the exclusion of others
- Adhere to Safer Working Practice document, copies of which are provided to all staff
- Speak to the Designated Safeguarding Leads or Head of Music Service directly with any concerns involving CYP

The Music Service is committed to ensuring that partners and participants have an enriching, positive and beneficial experience through engagement facilitated by the Service.

The Music Service believes that all partners and participants have a right to feel safe while taking part in Music Service-facilitated projects, programmes and activities.

The Music Service will:

- Ensure that all Music Service staff are aware of responsibilities, roles and expectations
- Always put partners' and CYP's needs first
- Undertake online due diligence checks as part of the safer recruitment process
- Treat all CYP fairly – tutors will not have favourites
- Ensure learning is interesting and creative
- Take steps to ensure activities are as safe as possible
- Not tolerate bullying in any shape or form
- Ensure that partners and CYP are clear in their responsibilities, roles and expectations
- Ensure that its staff do not promise secrecy to CYP under any circumstances: Tutors cannot ensure confidentiality with CYP even if the disclosure is found to be innocent
- Listen to what CYP and partners disclose
- Ask partners' and CYP's permission if physical contact is required
- If it becomes essential to touch a pupil (e.g. to change a pupil's stance or place hands in a correct position) you must:

- Ask the pupil for permission
- Announce your intention very clearly
- Involve other pupils to watch
- It is never acceptable to touch the chest, waist, diaphragm or ribs of a pupil under any circumstances
- It is never acceptable for you to ask pupils to touch your body
- It is never acceptable to ask pupils to touch each other
- Do not tap out a rhythm on a pupil's body.

Teaching Outside of School Hours and/or School Setting

If a child safeguarding issue arises whilst delivering work at a school, the Music Service will defer to the school's safeguarding policy. The incident/s should be reported to the organisation's/school's named/designated safeguarding person in addition to the Music Service Designated Safeguarding Leads.

Under no circumstances should any staff member of the Music Service make private arrangements to teach pupils outside of a school setting.

Pupils should not be taught in any residential setting at any time regardless of the situation (e.g. extra exam preparation etc.)

If pupils are unable to have lessons during school hours, you must:

- Inform your Line Manager well in advance of the session so that an appropriate risk assessment can be created
- Have written consent from the parent/guardian of the young person
- Have access to means of calling for help in the event of emergencies

Transporting Students

Pupils should not be transported in staff cars except in exceptional circumstances and only when permission from the parent and Strategic Lead has been granted. In such an instance, wherever possible and practicable, it is advisable that transport is undertaken with at least one additional adult to the driver.

Staff must ensure their vehicle is appropriately insured for Business use and that the car is fitted with age-appropriate car seats if necessary. In these instances, you must telephone the Educational Visits Co-ordinator to confirm departure and arrival.

4. Important Safeguarding Contacts

4.1 Music Service Contacts

Organisation / Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Kate Campbell-Green	Kate.campbell-green@oldham.gov.uk M: 07483 135 249 Working Pattern: Monday-Friday
Designated Safeguarding Lead (DSL)	Angela Preen	Angela.preen@oldham.gov.uk M: 07483 135244 Working Pattern: Monday-Friday including Wednesday & Thursday evenings
Deputy Designated Safeguarding Lead (DDSL)	Duncan Byers	Duncan.byers@oldham.gov.uk M: 07483 135 248 Working Pattern: Monday-Friday including Monday evening
Deputy Designated Safeguarding Lead (DDSL)	Richard Lord	Richard.lord@oldham.gov.uk M: 07483 135 247 Working Pattern: Monday-Friday including Tuesday evening

4.2 Non-Music Service Contacts

Organisation / Role	Name	Contact details
Local Authority Designated Officer (LADO)	Colette Morris Wendy Nicholls	Tel: 0161 770 8870 or 07583101863 Email: colette.morris@oldham.gov.uk Tel: 0161 770 0008 or 07974619094 Email: wendy.nicholls@oldham.gov.uk
Oldham Children's Social Care	Duty and Advice	Tel: 0161 770 7777 Email: child.mash@oldham.gov.uk **only referrals made via telephone will be accepted Out-of-hours: Tel: 0161 770 6936 or the Police on 101 (999 in emergencies).
Safeguarding Advisor for Education	Stacey Brackenridge	Tel: 0161 770 8868 or 07753715566 Email: Stacey.brackenridge@oldham.gov.uk

Oldham Safeguarding Children's Partnership (OSCP)	Jayne Haigh (OSCP Business Manager)	Jayne.haigh@oldham.gov.uk OSCP.group@oldham.gov.uk
Prevent Co-ordinator	Nicole Lamont	Nicole.lamont@oldham.gov.uk Referrals do not come through the Prevent Co-ordinator, information about referral is on page 35.
Family Help Partnership Officers	North district: Farhat Nazir (07980755733), Louise Holt (07811720838) and Emily Johnson (07974898054). Central district: Aziza Khatun (07791611907), Shabina Khatun (07791611907) and Andrea Johnson (07866989396). West district: Farhat Nazir (07980755733), Louise Holt (07811720838) and Emily Johnson (07974898054). East district: Casey Stewart (07811720949) and Kymberli Spratt (07974898062) South district: Lauren Shaw (07483937439)	
NSPCC Helpline	N/A	Call: 0808 800 5000 Email help@NSPCC.org.uk .
Police	N/A	Emergency 999 Non-emergency 101
Multi-Agency Safeguarding Hub (MASH)	Duty Officer	Call: 0161 770 7777 Email: child.mash@oldham.gov.uk For urgent concerns outside office hours, you can call the Emergency Duty Team: Phone: 0161 770 6936

Professionals working with a child or young person in a formal or voluntary setting and not a family member or member of the public can contact the Multi-Agency Safeguarding Hub (MASH) and ask to speak to the Duty Officer.

If you suspect a child might be being abused but are not 100% sure, it is still best to make the call.

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- All of the details known to you/your agency about the child
- The family composition including siblings, and where possible extended family members and anyone important in the child's life
- The nature of the concern and how immediate it is
- Any and what kind of work/support you have provided to the child or family to date
- They will also need to know where the child is now and whether you have informed parents/carers of your concern.

5. Roles and Responsibilities

Safeguarding is **everyone's** responsibility at Oldham Music Service. This policy applies to all of our staff including permanent, temporary and supply, volunteers and contractors.

We have a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia and sexual violence/harassment. This will be underpinned by our:

- Staff Code of Conduct
- Student Code of Conduct

5.1 Role and Responsibilities of all staff (permanent, casual, supply), volunteers and contractors.

All staff will be required to:

- read Part One of [Keeping Children Safe in Education](#), and the reviewed version of this guidance at least annually.

Translated versions of Part One Keeping Children Safe in Education can be found at [Keeping Children Safe in Education Part 1 Translations | LGFL for staff, volunteers, parents and carers](#) whose first language may not be English, should they wish to use this

- sign an annual declaration to state that they have read the expected sections according to their role, have understood the content and their roles and responsibilities in our Oldham Music Service approach to safeguarding
- understand the **mandatory reporting** duty for Female Genital Mutilation (FGM). Teachers have a statutory duty to report to the Police where, in the course of their professional duties, they either discover that an act of FGM appears to have been carried out on a girl under the age of 18 or a girl under 18 discloses that she has been subjected to FGM. This duty is mandatory and should be carried out in accordance with statutory guidance, while also informing the Designated Safeguarding Lead;
- understand the **statutory mandatory** reporting duty for child sexual abuse under the Crime and Policing Act 2026. Where staff who undertake regulated activity with children are made aware by a child that they have been sexually abused, or they witness a child being sexually abused, they must comply with the statutory reporting duty without delay. Staff must immediately inform the Designated Safeguarding Lead, who will ensure that appropriate referrals are made to Children's Social Care and/or the Police in line with statutory guidance. This duty sits alongside, and does not replace, existing safeguarding responsibilities;
- promote and raise awareness about the importance of online safety when communicating with parents and carers. This includes making parents and carers aware of what we ask children to do online (e.g. sites they need to visit or who they will be interacting with online)
- contribute to creating a culture for pupils who are lesbian, gay, bisexual, or gender questioning to speak out and share their concerns

- contribute to creating a culture for any child defined as having a protected characteristic to speak out and share their concerns (see Section 5).

All staff will be aware of:

- Oldham Music Service's safeguarding arrangements and systems which are explained to staff as part of their induction and annual update training for Keeping Children safe in Education. As part of staff induction new staff/ volunteers are provided with the following key guidance and information provided by our senior leadership team:
 - safeguarding and child protection policy
 - staff behaviour policy/code of conduct
 - the role and identity of the Designated Safeguarding Lead (DSL) and deputies
 - the behaviour policy
 - Mobile Phone and Smart Device Policy;
 - Allergy and Medical Needs Policy;
 - Whistleblowing Policy (See Oldham Council's 'Whistleblowing Policy')
 - Safer Recruitment (See Oldham Council's Policy 'Safer Recruitment Guidance')
- our expected safeguarding response to children who are absent from Music Centre activities on repeat occasions and/or for prolonged periods
- signs of vulnerabilities to look out for in children who may benefit from Family Help support, we explain to staff the Family Help process for children and their families and what their role is in this to support DSLs in ensuring children and their families receive support as soon as problems emerge
- what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- the process for recording and sharing information internally to DSLs and on children's safeguarding records
- the process of making referrals to the Local Authority Children's Social Care and/or Police where required and the statutory processes that may follow
- the signs of specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines)
- how to support and speak to children when they may share their worries or make disclosures of abuse, neglect or exploitation and contribute to creating a culture where children feel able to speak with the relevant safeguarding leads
- the importance of reassuring children that they are being taken seriously and that they will be supported and kept safe

- the importance of supporting families and providing a culture of support to encourage parents/carers to seek support and engage with our Music Service and professionals when issues emerge or become a concern
- children can be at risk of harm inside the home (familial harm) and outside of their home (extra familial harms) and that any form of harm can happen directly or online
- the fact that children who are (or who are perceived to be) lesbian, gay, bisexual (LGBTQ+) can be targeted by other children
- what to look for to identify children who need help or protection in accordance with statutory provisions under the children act section 17 (child in need) and section 47 (significant harm).

5.2 Role and Responsibilities of the Designated Safeguarding Lead (DSL)

Our DSLs and DDSLs are all members of our senior leadership team. Whilst one of the DSLs is referred to the 'lead' and will coordinate the DSL team, they are all trained at the same level to ensure that at all times one or more of them are available to carry out all of their designated functions in safeguarding.

The DSL takes lead responsibility for Oldham Music Service's child protection and wider safeguarding arrangements.

The role of the safeguarding lead staff is to:

1. Assume overall responsibility for safeguarding and child protection for the organisation
 - Act as the main point of contact for safeguarding concerns.
 - Receive, record and assess concerns raised by staff, tutors, volunteers, parents, or pupils.
 - Decide when referrals to Children's Social Care, the Police, or other agencies are required
 - Consult with the statutory agencies to discuss any doubts or uncertainty about the concerns for CYP
 - Maintain oversight of all safeguarding cases
2. Develop and maintain safeguarding policies
 - Ensure safeguarding and child protection policies are up to date.
 - Review procedures regularly to reflect current legislation and local safeguarding partnership requirements.
 - Ensure policies cover music-specific risks such as:
 - One-to-one teaching
 - Online lessons
 - Performances and residentials
 - Photography and recordings

- Transport arrangements
 - Working in schools and community venues
3. Train and Support Staff
- Ensure all staff, peripatetic tutors, conductors, accompanists and volunteers receive appropriate safeguarding training.
 - Deliver or coordinate safeguarding updates and briefings.
 - Support staff in recognising signs of abuse, neglect, exploitation and other safeguarding concerns.
 - Promote a culture where safeguarding concerns are reported promptly
 - Be a point of contact within the organisation for staff
4. Manage Safeguarding Records
- Maintain secure, confidential records of concerns, disclosures and referrals.
 - Ensure information is shared appropriately and lawfully.
 - Keep accurate records when working across multiple schools and organisations.
5. Liaise with schools and local agencies
- Work closely with school DSLs when delivering music education in schools.
 - Liaise with local authority safeguarding teams, social care, police and health services where necessary.
 - Participate in multi-agency meetings when required.
6. Be aware of local statutory safeguarding procedures and networks
- Oldham Safeguarding Children's Partnership (OSCP)
7. Ensure that Safer Recruitment and Workforce Safeguards are in place
- Support safer recruitment processes.
 - Ensure appropriate DBS checks and vetting arrangements are in place.
 - Monitor allegations or concerns relating to staff and volunteers and follow local procedures
8. Promote a Safe Culture
- Champion safeguarding throughout the service.
 - Ensure children know how to raise concerns.
 - Monitor safeguarding practice across ensembles, Music Centre, concerts, trips and online activities.
 - Encourage a child-centred approach where the welfare of the child is paramount

5.3 Contacting the DSL/DDSL

During term time, the DSL will be available during OMS operational hours for staff to discuss any safeguarding concerns. DSLs are available in the evenings and at weekends/school holidays for emergency Safeguarding concerns.

In the event that non-urgent matters arise out of operational hours, our DSL can be contacted, if necessary **by email** kate.campbell-green@oldham.gov.uk or angela.preen@oldham.gov.uk

When the DSL is absent, the Deputy DSLs will be available. Please refer to the Contacts List provided earlier in this document and to the Safeguarding Posters that are placed around the Music Centre building

- If the school's DSL and deputies are not available or cannot be reached, *please* contact musicservice@oldham.gov.uk 0161 770 5660 and ask for the DSL

5.4 DSL Support

The DSL will be given the time, funding, training, resources and support to fulfil their duties as outlined in section 5.2

6. Staff Training

All staff will have access to training and updates as legislation and national policies are updated.

This policy will be regularly updated by the Designated Safeguarding Leads and training needs audited annually.

It is necessary for all staff to read and sign Keeping Children Safe in Education 2026.

The updated Keeping Children Safe in Education details the need for all staff to have received appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) at induction. The training should be regularly updated.

In addition, all staff should receive safeguarding and child protection (including online safety) updates as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

7. Confidentiality and Sharing Information

At Oldham Music Service, trusted relationships are at the heart of working with children and their families. We strive to uphold good practice and work in partnership with children and families, communicating effectively and listening well so that we have sufficient information to understand and be able to meet their needs.

Privacy and confidentiality should be respected where possible, but if doing this leaves a CYP at risk of harm then the child's safety must come first. The right of a child to protection takes precedence over his/her right to confidentiality.

If a Music Service staff member believes a child has been abused, neglected or exploited it must be reported.

It is important to observe confidentiality within the Music Service.

The Music Service will ensure:

- Confidentiality concerning the names of CYP or staff members about whom there are concerns
- All information on families/CYP is confidential unless there are safeguarding concerns whereby information must be shared to safeguard a child
- Any paper records obtained by the Music Service in relation to adults will be stored in a central, lockable cabinet (The government recommends that records should be kept for 6 years and then destroyed)
- Any electronic records will be password protected in compliance with the Data Protection Act 1998
- Both paper and electronic files will only be accessible to the Designated Safeguarding Leads
- DSLs will keep written records of all concerns, discussions and decisions, including the rationale for those decisions. This will include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent programme.

8. Recognise and Respond to Abuse, Neglect and Exploitation (what all staff must know and do if they have concerns)

Abuse, neglect and exploitation

All our staff are aware of what abuse, neglect and exploitation is and have an understanding of the different types of indicators which could suggest a child is suffering or likely to suffer harm.

We encourage our staff to be professionally curious about what to look out for as this is vital for the early identification of abuse, neglect and exploitation so that we are able to identify children who may be in need of help or protection at the earliest opportunity.

Abuse: this is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. Children may also cause harm to other family members, often referred to as child to parent or care giver abuse.

Our staff are aware that children may be abused by an adult or adults or by another child or children.

Physical Abuse

Physical abuse is a form of abuse which may involve:

- hitting
- shaking
- throwing
- poisoning
- burning or scalding
- drowning
- suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated Induced Illness).

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person

- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- a child seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying)
- causing a child to feel frightened or in danger
- exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. It can be difficult to recognise emotional abuse and children may not always realise they are experiencing it. However, there may be indicators in the way a child behaves and reacts to certain situations.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve:

- **Physical contact:** including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing
- **Non-contact activities:** such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse
- **Online abuse:** sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

[The CSA Centre Child Sexual Abuse Response Pathway](#) is designed to support professionals in identifying and responding to child sexual abuse and to empower them to understand the role they, and their colleagues, play in protecting and supporting children. The Response Pathway sets out how to respond to concerns of child sexual abuse at key points, from first concerns and Family Help safeguarding through to child protection and criminal justice responses. Throughout, it focuses on meeting the needs of children and their families.

Mandatory Reporting of Child Sexual Abuse

Under the Crime and Policing Act 2026, a statutory duty requires certain individuals undertaking regulated activity with children, including school staff, to make a report where they are made aware by a child that they have been sexually abused, or where they witness a child being sexually abused. Failure to fulfil this duty without a reasonable excuse may constitute a criminal offence.

In accordance with this duty, all staff must immediately report any disclosure or witnessed incident of child sexual abuse to the Designated Safeguarding Lead (DSL). The DSL will ensure that an immediate referral is made to Children's Social Care and/or the Police, as appropriate, and that all concerns are recorded accurately in line with statutory guidance and local safeguarding procedures. Staff must not promise confidentiality to a child making a disclosure and should always act in the child's best interests to ensure they receive appropriate protection and support.

The mandatory reporting duty sits alongside, and does not replace, existing safeguarding responsibilities. All concerns relating to child sexual abuse or suspected child sex offences must be reported immediately to the Designated Safeguarding Lead (DSL), who will ensure that appropriate referrals are made to Children's Social Care and/or the Police in accordance with statutory guidance and local safeguarding procedures.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding Issues and Specific Forms of Abuse

All our staff understand that children can be at risk of abuse or exploitation in situations outside their families. They are aware that extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse - - including physical, sexual, emotional abuse and stalking), drug taking and/or alcohol misuse, criminal exploitation, child sexual exploitation, serious youth violence, county lines, radicalisation, consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as youth produced sexual imagery) and can put children in danger.

Staff are aware that Extra Familial Harms can present online, in a child's environment/neighbourhood, school and any place/space that children occupy or access such as:

- Child abduction
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Children and the Court system
- Children absent from education
- Children with family members in prison

- Cybercrime
- Domestic abuse
- Homelessness
- Mental health
- Modern Slavery and the National Referral Mechanism
- Preventing radicalisation
- The Prevent Duty
- Channel
- Sexual violence and Sexual harassment between children in schools
- Serious Violence
- FGM and the mandatory reporting duty for teachers
- Forced marriage.

Child-on-Child Abuse

At Oldham Music Service, we know that children can cause harm to other children. As an organisation, we have a zero acceptance of child-on-child abuse and create a culture of keeping an open mind and attitude that “it could happen here.” Our staff are aware that even if no reports are being made in our setting, it does not mean it is not happening.

Our staff understand that it is important to challenge inappropriate behaviours between children that are abusive in nature, and we have clear expectations that incidents are not downplayed or should never be passed off as “banter”, “just having a laugh”, “a part of growing up” or “boys being boys”, as this can lead to a culture of unacceptable behaviours and unsafe environments for children and young people.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- physical assault and harm, or the threat of harm with a weapon
- harmful sexual behaviour, sexual violence, sexual harassment which may include misogyny/misandry. More about this is in Part five of [Keeping Children Safe in Education](#)
- consensual and non-consensual sharing of nude and semi-nude images and/or videos, including those generated using AI
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Residential Visits and Overnight Accommodation

As part of our arrangements to prevent child-on-child abuse and protect the safety, privacy and dignity of all pupils, we will ensure that overnight accommodation on residential visits and other overnight activities is allocated appropriately. Children will not share overnight accommodation with a child of the opposite biological sex. Where a child is unwilling to share accommodation with another child of the same biological sex, we will consider appropriate alternative arrangements where reasonably practicable, provided these do not compromise the safety, privacy, dignity or wellbeing of any child. Decisions will be made on a case-by-case basis, taking account of the Oldham Music Service's safeguarding responsibilities and relevant legal duties.

Child-on-Child Abuse (Including Harmful Sexual Behaviour, Sexual Harassment and Sexual Violence)

At Oldham Music Service, we recognise that child-on-child abuse can occur between children of any age and gender, both inside and outside of school, including online. It may include bullying (including cyberbullying and prejudice-based bullying), physical abuse, abuse within intimate personal relationships, initiation or hazing-type violence, harmful sexual behaviour (HSB), sexual harassment, sexual violence, upskirting, the consensual and non-consensual sharing of nude and semi-nude images and/or videos and causing someone to engage in sexual activity without consent.

Harmful sexual behaviour exists on a continuum and may range from inappropriate or problematic behaviour to sexual harassment and sexual violence. Such behaviours are never acceptable. We maintain a zero-tolerance approach to all forms of child-on-child abuse and will never dismiss sexual harassment or sexual violence as "banter", "part of growing up", "just having a laugh" or "boys being boys". We recognise that failing to challenge inappropriate behaviour can create an unsafe environment, reinforce harmful attitudes and normalise abuse. The school is committed to creating a culture where all children feel safe, respected and able to report concerns. We recognise that the absence of reported incidents does not necessarily mean abuse is not occurring.

Staff receive safeguarding training to recognise, respond to and report concerns at the earliest opportunity, including identifying misogynistic attitudes and behaviours. They are expected to challenge inappropriate conduct and respond promptly to behaviours such as sexualised comments, unwanted touching, grabbing, lifting clothing or any other behaviour that may constitute harmful sexual behaviour, sexual harassment or sexual violence.

The sharing of nude or semi-nude images or videos by children will always be treated as a safeguarding concern. All incidents will be assessed on a case-by-case basis, taking account of the age, developmental stage and circumstances of the children involved, together with any indicators of coercion, exploitation, abuse or vulnerability. The welfare of all children involved, including victims, alleged perpetrators and other affected pupils, will remain central to decision-making.

The Designated Safeguarding Lead (DSL) and deputies will ensure that staff are aware of the Oldham Music Service procedures for responding to child-on-child abuse and that concerns are recognised, reported and managed promptly and effectively. The DSL will maintain up-to-date knowledge of local specialist support services and referral pathways to ensure appropriate support is available for victims, alleged perpetrators and any other children affected by an incident. Where appropriate, the DSL will work with the Police, Children's Social

Care and other safeguarding partners to ensure a coordinated response, effective risk management and ongoing support.

Harmful Sexual Behaviour (HSB)

We recognise that Harmful Sexual Behaviour (HSB) is a safeguarding and child protection issue that can occur both online and offline. Children's sexual behaviour exists on a continuum from developmentally appropriate and expected behaviours through to inappropriate, problematic, abusive or violent behaviours. In Oldham, we use the Hackett Continuum to support the assessment and understanding of sexualised behaviours displayed by children and young people. The continuum helps professionals distinguish between behaviours that are developmentally typical and those that may be harmful, ensuring that concerns are responded to proportionately and that appropriate safeguarding measures and support are put in place.

We recognise that HSB may involve children of the same age or different ages and that power imbalances, vulnerability, disability, social status or physical size may influence the nature and impact of the behaviour. Early identification and intervention are essential, as inappropriate behaviours such as sexist language, misogyny or unwanted sexualised behaviour can escalate into more serious forms of abuse, including sexual harassment and sexual violence if left unchallenged.

The Designated Safeguarding Lead (DSL) and deputy DSLs maintain an appropriate understanding of harmful sexual behaviour (HSB) and use Oldham's [Harmful Sexual Behaviour Protocol](#) to ensure that concerns are identified, assessed and responded to effectively. We adopt a whole-service approach to prevention, education and safeguarding and recognise that children who display harmful sexual behaviour may have experienced abuse, trauma or other adverse childhood experiences. As such, our response focuses on safeguarding, support and appropriate intervention for all children involved, whilst ensuring that victims are protected, supported and listened to. We work with relevant agencies where appropriate to assess risk, reduce harm and promote positive outcomes for children and young people.

Sexual harassment

We also recognise that sexual harassment is a form of child-on-child abuse and will not be tolerated. Sexual harassment refers to unwanted conduct of a sexual nature and can occur both online and offline, inside and outside of school. Such behaviour can violate a child's dignity, make them feel intimidated, degraded or humiliated, and create a hostile, offensive or sexualised environment.

Sexual harassment may include, but is not limited to:

- Sexual comments, remarks, jokes, gestures or taunting.
- Making comments about someone's appearance, body, clothing or sexual activity.
- Using sexualised language or inappropriate sexualised names.
- Deliberate physical contact of a sexual nature, including brushing against another person or interfering with their clothing.
- Displaying, sharing or circulating sexual images, photographs or drawings.

- Upskirting, which is a criminal offence.
- Online sexual harassment, including unwanted sexual comments or messages, sexualised online bullying, sharing unwanted explicit content, sexual coercion, exploitation or threats.
- The consensual or non-consensual creation or sharing of nude or semi-nude images and videos.
- Pressuring, coercing or manipulating others into sharing images of themselves or engaging in online activity that makes them feel uncomfortable.

We recognise that sexual harassment can occur as a standalone incident or as part of a wider pattern of harmful sexual behaviour, and that if left unchallenged it can normalise inappropriate conduct and contribute to a culture in which sexual violence and abuse are more likely to occur.

All allegations and concerns relating to sexual harassment will be taken seriously, addressed promptly and managed in line with our safeguarding and child protection procedures. The wishes, feelings and lived experience of the child affected will be central to all decision-making, and appropriate support will be provided to both victims and, where appropriate, those displaying the behaviour.

Sexual violence

We recognise that sexual violence is also a form of child-on-child abuse and that it can occur both inside and outside of school, including online. Sexual violence is never acceptable and all reports, disclosures or concerns will be taken seriously and responded to promptly, fairly and in accordance with statutory safeguarding guidance.

Sexual violence includes a range of sexual offences under the Sexual Offences Act 2003, including:

- Rape: intentional penetration of the vagina, anus or mouth of another person with a penis without their consent.
- Assault by Penetration: intentional sexual penetration of the vagina or anus with a part of the body or an object without consent.
- Sexual Assault: intentional sexual touching of another person without their consent. This can include behaviours such as unwanted kissing or intentionally touching another person's breasts, buttocks or genitalia.
- Causing Someone to Engage in Sexual Activity Without Consent: intentionally causing or forcing another person to participate in a sexual activity without their consent. This may include forcing someone to remove clothing, touch themselves sexually or engage in sexual activity with another person.

We recognise that consent is about having the freedom, choice and capacity to agree to a specific sexual activity. Consent may be withdrawn at any time and agreeing to one type of activity does not imply consent to another. A child under the age of 13 can never legally consent to any sexual activity, and the legal age of consent is 16.

We are committed to maintaining a culture where sexual violence is not tolerated, where victims are believed, supported and protected, and where children feel safe to report concerns. All incidents will be managed using a child-centred and trauma-informed approach, with the welfare of the victim as the primary consideration. Appropriate action will be taken to assess and manage risk, support all children involved, and work with parents, carers and external agencies where necessary. Staff will never dismiss sexual violence as banter, part of growing up, or normal behaviour, and will challenge attitudes and behaviours that may contribute to a culture of abuse.

More information about Harmful sexual behaviour (HSB), sexual harassment and sexual violence can be found in Part five of [Keeping Children Safe in Education](#)

Child Exploitation

Exploitation in relation to children refers to the use of children for someone else's advantage, gratification, or profit often resulting in unjust, cruel, and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

Our staff are aware that there are several types of child exploitation, including, but not limited to:

Child Sexual Exploitation (CSE):

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or penetration with an object) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge, for example through others sharing videos or images of them on social media.

CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. This can be committed by an individual or an organised network and most sexual abuse is committed by those previously known to the victim. Some children do not realise they are being exploited and may believe they are in a genuine romantic relationship. As with CCE, victims are not always recognised and can be criminalised for actions they take whilst under coercion. This remains a significant concern, as professionals continue to encounter cases where children are manipulated, groomed, and exploited without fully understanding the abuse they are experiencing.

Child Criminal Exploitation (CCE):

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. Children who are criminally exploited should have their vulnerabilities recognised by adults and professionals (particularly older children) and should be treated as victims. It is not possible for a child to consent to be exploited, abused or trafficked, and they may not recognise that it is happening to them.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Both CCE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in criminal or sexual activity. It may involve an exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. This can be committed or facilitated by an organised network or gang, and the victim may identify as being part of this group. CCE and CSE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation. This may constitute modern slavery, and further information is available in the Modern Slavery statutory guidance. In accordance with this guidance, a relevant child protection and modern slavery referral should be completed where a potential victim of CCE or CSE is identified.

Modern Slavery:

Modern slavery encompasses a range of offences, including human trafficking, slavery, servitude, and forced or compulsory labour. It involves the exploitation of children and adults for a variety of purposes, including sexual exploitation, criminal exploitation (including financial exploitation), forced labour, domestic servitude, forced criminality and the removal of organs. Children may be recruited, transported, transferred, harboured or received for the purpose of exploitation. Exploitation may be committed or facilitated by an individual, an organised criminal network or a gang. Child trafficking and exploitation can occur within the UK as well as across international borders and do not always involve a child being moved over long distances.

The [National Referral Mechanism](#) (NRM) is the UK framework for identifying and supporting potential victims of modern slavery and human trafficking. All staff should be aware of the indicators that a child may be a victim of exploitation or modern slavery, the support available to victims, and the process for making a referral to the NRM where appropriate. Further information is available in the statutory guidance [Modern slavery: how to identify and support victims](#).

Domestic Abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. They may also experience it within their own intimate relationships.

Our staff understand that these experiences can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. The statutory definition of domestic

abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members.

Our staff are aware that domestic abuse can include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse and that anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Oldham are committed to supporting families with domestic abuse and have listed where support can be found on their [website](#).

Operation Encompass

Oldham schools participate in Operation Encompass, the national information-sharing scheme between the police and education settings. Under the statutory duty introduced in November 2025, the police will notify the child's school when they have reasonable grounds to believe that a child has been affected by a domestic abuse incident. This enables the school to provide timely and appropriate support, taking account of the child's individual needs. Oldham Music Service is not a school and is, therefore, not directly participating in Operation Encompass.

Female Genital Mutilation (FGM)

Keeping Children Safe in Education explains that FGM includes '*all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs.*'

FGM is illegal in the UK and is considered as a form of child abuse that has significantly harmful and long-lasting consequences. It can also be referred to as 'female genital cutting,' 'circumcision' or 'initiation.'

Our teachers are aware of their **mandatory reporting duty** and the requirement to immediately contact the Police if they are

- informed by a girl under 18 that an act of FGM has been carried out on her
- observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 (and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth).

The duty for teachers above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. In these circumstances, teachers know they must report to the DSL who will follow local safeguarding procedures.

Our members of staff who are not teachers, are aware that if they suspect a child is at risk or that FGM has been carried out, they should report this to the DSL immediately.

Serious Violence

Serious violence is a significant safeguarding concern that can have a profound impact on a child's safety, wellbeing and future outcomes. It may involve physical assault, carrying, threatening with or using weapons, and can occur in the context of peer conflict, bullying,

criminal exploitation or organised violence. Children involved in serious violence may be victims, perpetrators or both.

All staff should be alert to the indicators and risk factors associated with serious violence and understand that some children may be at increased risk, including those with disrupted education, repeated suspensions or permanent exclusion, attendance at alternative provision, involvement in offending behaviour or experiences of exploitation. Staff should also be aware that children may be at greater risk at particular times of the day, for example, when travelling to and from school/to Music Centre. We will use the advice provided by the Home Office: [Preventing youth violence and gang involvement](#) to inform our approach to serious violence at Oldham Music Service.

Any concerns that a child is carrying or using a weapon, or has expressed an intention to do so, must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL. The DSL will assess the level of risk to the child and others, taking account of any wider safeguarding information, and will take appropriate action. This may include developing a safety and support plan, implementing measures to reduce conflict, making referrals to Children's Social Care or other agencies, and involving the Police where necessary.

Prevent and concerns about extremism

Oldham Music Service is aware of our duty under section 26 of the [Counter-Terrorism and Security Act 2015](#), in the exercise of our functions, to have “*due regard to the need to prevent people from becoming terrorists or supporting terrorism*” (known as the Prevent duty).

The Prevent duty is one of our wider safeguarding obligations. Our DSLs and senior leaders are aware of the revised [Prevent duty guidance: England and Wales \(2023\)](#) for England and Wales, especially paragraphs 141-210, which focus on education and childcare. The guidance covers 3 general themes: leadership and partnership, capabilities, and reducing permissive environments.

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, which aims to:

- negate or destroy the fundamental rights and freedoms of others; or
- undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
- intentionally create a permissive environment for others to achieve the results in (1) or (2)

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to Children's Services or [Channel](#), the Government's programme for identifying and supporting individuals at risk of being drawn into terrorism.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which all staff and governors can call to raise concerns about extremism for a pupil. In non-emergency situations DSLs can also email counter.extremism@education.gov.uk. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321.

If you are a practitioner and want to make a safeguarding referral because you have concerns that someone you work with or know is being drawn into terrorism or extremism, you can have an initial discussion with the Duty and Advice Team on 0161 770 7777. Alternatively, you need to complete and submit the online form to make a [Prevent referral](#) in Oldham.

Oldham Safeguarding Children's Partnership have developed a Prevent handbook for educational settings to access so that they can use this as a reference tool to help safeguard children and young people at risk of being drawn into terrorism, or extremism leading to terrorism.

Concerns about mental health

Mental health difficulties can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Poor or deteriorating mental health can also be a safeguarding concern in its own right. Our staff know to be alert to behavioural signs that suggest a child may be experiencing mental health difficulties or be at risk of developing one.

If a staff member has a concern about a child's mental health, no matter the level of the child's emotional difficulties, they must speak to the DSL who will evaluate if the child is at risk of immediate harm, and if so, will refer to the appropriate agencies.

If a child is experiencing low moods, low self-esteem and general anxiety, we will encourage the child and their parent/carer to speak to their school mental health lead who will be able to provide some advice about some self-accessed support through relevant approved wellbeing websites and apps.

If a child/young person is at immediate risk, we will recommend they need to be sent to A&E or dial 999.

In Oldham, mental health and well-being is considered of high importance and there is a dedicated [webpage](#) where professionals can find out how to signpost to agencies and what support is available for educational settings for Mental Health in Education.

Early Help Indicators

Early Help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. All Music Service staff will be alert to any child who:

- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit
- Has a parent or carer in custody or is affected by parental offending

- Is frequently missing/goes missing from education, home or care

Further Information

Further information about specific safeguarding issues can be found in Annex A of this policy. Annex A contains important guidance on a range of forms of abuse and safeguarding concerns. School leaders and all staff who work directly with children are expected to read and be familiar with the contents of Annex A.

What all staff need to do to respond if abuse, neglect and exploitation is suspected or been disclosed.

At Oldham Music Service, we adopt a whole service approach and safeguarding is everyone's responsibility. Staff and volunteers must comply with our safeguarding procedures as set out below:

Concerns about child-on-child abuse

In most circumstances, incidences of pupils hurting other pupils will be dealt with under our OMS behaviour policy. Our safeguarding and child protection policy will apply to all incidents that raise safeguarding concerns where the alleged behaviour: is serious, and potentially a criminal offence

- could put pupils in the school at risk
- is violent
- involves pupils being forced to use drugs or alcohol
- involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including consensual and non-consensual sharing of nude and semi-nude images and/or videos, including those generated using AI).

If a pupil makes an allegation of abuse against another pupil:

- staff must record the allegation and report to the DSL, staff should not investigate the matter
- the DSL will assess and consider the relevant next steps which may include, speaking with the child and parents, accessing relevant consultation lines provided by the Local Authority, making a request for support to Children's Services as well as the Police if the allegation involves a potential criminal offence or the Child and Adolescent Mental Health Service (CAMHS), if appropriate
- if the incident is a criminal offence, OMS have a duty to report this and thereafter work closely with the Police (and other agencies as required) while protecting children and/or taking any measures to manage risk. For incidences which involve significant harm and/or a potential criminal offence, the DSL will endeavour to gain consent but may override this should not gaining consent increase the risk to a child
- our DSLs are committed to ensuring that where concerns are raised about child-on-child abuse, incidences are taken seriously and dealt with fairly. DSLs will consider all information available to them and ensure that any action or decision is proportionate for all children involved

- If the disclosure relates to a suspected child sex offence, including sexual abuse or, where applicable, sexual exploitation that constitutes a child sex offence, the statutory mandatory reporting duty under the Crime and Policing Act 2026 applies. Individuals undertaking regulated activity with children, including OMS staff, have a statutory duty to make a report where, in the course of their work, they become aware of a suspected child sex offence involving a child. Failure to comply with this duty, without a reasonable excuse, may constitute a criminal offence.

This duty applies irrespective of whether the alleged perpetrator is an adult or another child. However, it does not apply to consensual sexual activity between children of a similar age where there is no evidence of abuse, coercion, exploitation or any other criminal offence.

The mandatory reporting duty sits alongside, and does not replace, existing safeguarding responsibilities. All concerns relating to child sexual abuse or suspected child sex offences must be reported immediately to the Designated Safeguarding Lead (DSL), who will ensure that appropriate referrals are made to Children's Social Care and/or the Police in accordance with statutory guidance and local safeguarding procedures.

Creating a culture where children feel safe in and minimising the risk of all forms of abuse.

We recognise the importance of taking proactive action to minimise the risk of any form of abuse, neglect and exploitation irrespective of from whom and where this comes from, including child-on-child abuse. Creating a supportive environment where children can feel confident in reporting incidents is key to our safeguarding culture in Oldham Music Service.

We expect all staff to:

- challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- be vigilant to issues that particularly affect different genders, for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- ensure pupils are able to easily and confidently report abuse using our reporting systems, using their group conductor or trusted adult as a first point of contact.
- reassure victims that they are being taken seriously
- be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems in the Music Service or elsewhere that could be addressed by us updating policies and processes, or could reflect wider issues in the local area that should be shared with our safeguarding partners
- support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, and alleged perpetrator(s) and any witnesses are not bullied or harassed
- consider intra-familial harms (adults close to the child and family) and any necessary support for siblings following a report of sexual violence and/or harassment.

Our staff are trained to understand:

- how to recognise the signs of child-on-child abuse, and know how to identify it and respond to reports
- even if there are no reports of child-on-child abuse at OMS, it does not mean it is not happening – staff should maintain an open mind and attitude of “it could happen here”
- if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told; and always speak to the DSL should they be unclear
- children may not always make a direct disclosure and therefore they must be aware that:
 - children can show signs or act in ways they hope adults will notice and react to; it may be that their difficulties emerge from behaviour when they do not have the language to express themselves
 - a friend of the child may share information to a staff member or make comments; professionally curiosity is key, do not fear exploring the information and asking open ended questions
 - staff overhear a conversation between children
 - a child’s behaviour may change suddenly with no clear reason or precipitating event that might offer some explanation
 - some children can face additional barriers to telling someone, for example they have a disability, special educational need, age gender, ethnicity and/or sexual orientation etc.
 - one child’s concerning/abusive behaviour towards another could be an indicator of that child having been harmed themselves.

If a child makes a disclosure to a member of staff or volunteer

All staff are aware they should always be prepared as children can disclose spontaneously to anyone anywhere.

We understand the importance that all children should feel heard and understood. Therefore, designated safeguarding leads (and deputies) ensure that Oldham Music Service:

- encourages a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the service may put in place to protect them, and
- understands the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Oldham Music Service is situated within Oldham which has a rich and diverse population. We cannot, and do not, assume that all children and their families have the ability, understanding, language and resilience to convey any difficulties they may experience. It is key to our OMS ethos to recognise the needs of children and their families and to recognise and provide

support where English may not be their first language and/or the children or family members have special educational needs; and without doing so may impede their ability to represent their voice, wishes and feelings.

We also understand the 'voice of the child' is a phrase that is used to describe the real involvement of children and young people. It does not only refer to what children say directly but it refers to many other aspects of their presentation. It means seeing their experiences from their point of view and taking into account the child's daily lived experience. Staff will use the acronym '**VOICE**' when working with a child or young person:

- **Value** the views and opinions of children by listening to them
- **Open**, friendly and non-judgemental in our engagement, developing trusting relationships
- **Involve** children in the planning, design and delivery of services
- **Communication** through a wide range of methods in a manner that is understood
- **Ensure** that views are captured through different mediums so that children and young people know that we take the approach 'nothing about me, without me'.

All staff know that we place the voice of children at the centre of everything we do and endeavour to place their best interests at heart. We ensure we know who our children are, staff are encouraged to be curious by speaking and listening to children whilst respecting any protected characteristics. We hope our children have confidence and trust in our staff, believing they will be taken seriously and be supported with their issues or concerns sensitively.

Staff also know that children may not always feel ready or know how to tell someone that they are being abused, neglected or exploited and do not always recognise their experiences as harmful. At Oldham Music Service, if staff have a concern about a child, they follow the OMS's procedures for reporting concerns. These procedures are reflected in the flowchart in Appendix B.

Staff recognise that a child or young person may seek a trusted adult out to share information about abuse or neglect or talk spontaneously individually or in a group when a member of staff is present. In these situations, staff know that they need to:

Listen to children by:

- showing patience regardless of a child's age as we know they can find it hard to find the words to express themselves
- encouraging children to tell their account in their own words
- avoiding the use of leading questions or suggesting what may have happened, instead we maintain genuine curiosity, and only ask open-ended questions/prompts

- giving the child the necessary time needed to give them a voice and ensure they are listened to without being judged

Reassure children by:

- making sure a child does not feel they are in trouble and that they have done the right thing in speaking to staff
- we let a child know it is not their fault as children are often made to feel blame by those harming them
- never promising confidentiality and being transparent about our obligations to share information if we are concerned that they are at risk of harm
- helping children to understand how we plan to support them and their family and let them know what action we will need to take next to support them.

It is important that staff are sensitive to giving children with additional needs a 'voice'. Therefore, staff need to be aware of subtle indicators of abuse and neglect, especially where children have complex needs or multiple disabilities. Research and national guidance make it clear that for some children it is not yet possible to proscribe techniques for communicating about possible harm that they have experienced, that are reliable and evidentially safe. We should be mindful of the following when seeking to give children with additional needs and disabilities a 'voice'.

- if possible, involve someone that knows the young person well and who has a good overview of their level of understanding so that they can communicate with them
- think about the environment where the disclosure is taking place or where the child is based if you are carrying out direct work to ascertain what has happened. Unfamiliar, noisy or busy places create added distractions and/or anxiety
- more time may be needed for any prompts, questions or information to be processed
- language and symbols need to be clear and specific as possible. Questions or prompts shouldn't be rephrased for any questions that you need to ask to find out the child's lived experience to understand the harm or risk they have been exposed to
- if you are able to, use visual supports to help reinforce what you are saying or to help when asking questions. This could be symbols or a communication systems (Widgets or Picture Exchange Communication System), pictures, writing or other tools that a child uses to communicate with others

Professional curiosity

Staff recognise their responsibility to remain vigilant and to monitor children who may be at risk or who are experiencing neglect closely and holistically. For example, at breaktimes, before and after rehearsals as well as in the rehearsal room. Professional curiosity is about enquiring more deeply, using proactive questioning and challenge. Staff will use their skills to understand what is happening within a family rather than making assumptions or accepting things at face value. We acknowledge that curious professionals engage with individuals and families through visits, conversations, observations and asking relevant questions to gather historical and current information. This does mean potentially asking difficult and challenging questions with parents and other professionals involved with the family.

Professional curiosity is key to safeguarding children and young people and staff at Oldham Music Service receive training to triangulate information that they receive, seek independent confirmation of individual accounts and evaluate the details provided from a range of sources. Staff also know that the child is the key focus and is the centre of every decision made and action taken. They focus on the need, voice and lived experience of the child and family.

Recording concerns

Staff know that reporting concerns is a procedural requirement when safeguarding and promoting the welfare of children. Staff are clear that they must:

- record all conversations relating to any level of concerns on our recording systems; ensuring that the record is as detailed as possible, is factual, does not contain assumptions or personal judgement and captures the child's account in their own words
- inform the DSL about their concern as soon as possible; where the concern involves a disclosure or concern that the child is at risk of harm they must inform the DSL immediately.
- Refer to Appendix B for the Recording Arrangements for OMS
- Use the body map to highlight where an injury has occurred, these may not be visible, but a child or young person may have detailed where they are. Staff know not to check injuries or take photographs but when they are recording the incident they will note the location on the body map or describe its location. Staff know that they must only report factual points regarding the injury so they will report its size, colour and shape. They know that they must not make assumptions about the age of the injury or how it was caused. More information about the use of body maps is in Appendix C
- Visitors and volunteers can fill out a cause for concern form in Appendix D, outlining the safeguarding incident they have witnessed. This will be passed onto the DSL so that it can be analysed and action taken.

Our staff are aware that such information is confidential and should be shared with the DSL only who may hold additional information about the child and their family and therefore can form a view on its significance and whether any action is required. Staff will not share information amongst themselves and will not share the information outside of the formal reporting process unless asked to by the DSL. This ensures that information is shared without delay enabling the DSL to carry out any necessary functions of their role whilst upholding confidentiality for the child and their family.

What staff should do if they have concerns about a child

Oldham Music Service is committed to ensuring that all children feel safe and comfortable to share and report any concerns and/or allegations about their personal experiences at home, in the community, online or regarding a member of staff or other children in the setting. As outlined above, all our staff are clear on the importance of listening to and supporting children when making disclosures, and the need to reassure them.

Our staff are aware that children can share information with anyone in our Music Service, but there are clear reporting processes when such information sharing raises concern about their welfare. Children may talk about worries and anxieties around friendships and school life which they need support with but on other occasions they may share information about their family life which indicates that the children and their family may be in need of help and/or fear or experiences which cause staff to be concerned about whether they have been harmed or are at risk of being harmed. Where such situation arises, our staff are clear on the reporting processes.

Any member of staff, including casual teachers, contract workers, volunteers and visitors at Oldham Music Service who has any concerns about a child's welfare should:

- maintain an attitude of 'it could happen here' where safeguarding is concerned and always act in the best interests of the child. Never promise a child confidentiality
- reassure the child they have done nothing wrong and if appropriate explain to them how they will be supported and who you will need to share information with
- record what the child or others have disclosed using their language - or describe what you have seen or suspect and your rationale for this. Also ensure you make a note of any injuries observed or described by the child (*if it is the latter two*)
- consider if the child needs medical attention and if so, prioritise ensuring they receive this
- you must never delay reporting your concerns about the welfare of a child and always act immediately by reporting/speaking to the OMS DSL/deputies
- record what the child or other has disclosed in their language or describe what you have seen or suspect and your rationale for this (*if it is the latter two*)

The DSL or deputy will:

- assess the concerns raised and consider the impact on the child's welfare, at the same time their safety. They will also review the child's record in order to establish if there has been any previous concerns (records help to establish relevant history and risk factors for example even if a concern appears low level on the surface, a series of incidents can highlight patterns of ongoing abuse and neglect.) The DSL will use the Continuum of Need to support their analysis and rationale for any decision
- DSL or deputy will speak to the child to verify their wishes and feelings, contact the child's parents or carers to either inform them of the concerns and also to gauge their view (it will be at the discretion of the DSL team to carefully consider if this action may place a child at further risk, e.g. if the child has disclosed abuse and neglect caused in the family home)
- if it is immediately apparent that a child has suffered significant harm or is at risk of harm e.g. suffered abuse, neglect and/or exploitation, the DSL will make a referral to

Children's Social Care to request support at the earliest opportunity; consent will be gained where appropriate. If there has been a crime committed within the circumstances of the abuse, they will also report this to the Police.

What will the Local Authority Children's Social Care do?

Within one working day of a referral being made, a social worker should acknowledge its receipt to the DSL and make a decision about the next steps and the type of response that is required. This will include determining whether:

- the child requires immediate protection and urgent action is required
- any services are required by the child and family and what type of services
- the child is in need and should be assessed under section 17 of the Children Act 1989. Working Together to Safeguard Children provides details of the assessment process
- there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made, and the child assessed under section 47 of the Children Act 1989. Working Together to Safeguard Children provides details of the assessment process
- Further information may be required by the Local Authority to determine the level of intervention required in deciding what further action is needed. As part of this, Children's Social Care may request that the Music Service provides additional information or evidence, which may include photographs of visible injuries to assist with the assessment. Before taking or sharing any photographs, staff must seek parental consent unless doing so would place the child at increased risk of significant harm or compromise a child protection or police investigation. Staff must always consult with the Designated Safeguarding Lead (DSL) and follow local safeguarding procedures. Any photographs must be taken and stored securely using Oldham Council-approved devices and systems, in accordance with the OMS Code of Conduct, Acceptable Use of IT Policy, Data Protection requirements and local authority guidance. Under no circumstances should personal mobile phones or personal devices be used to take, store or transmit images of a child.
- The DSL or deputies should follow up if this information is not forthcoming.

Anyone working/volunteering with children can make a referral, if in an emergency staff are unable to locate or do not have time to inform DSL of a serious concern, the following process must be followed without delay.

Making a referral to Children's Services and/or requesting support

What children and young People need to know and do to report safeguarding concerns (abuse neglect and exploitation)

At Oldham Music Service, we cultivate a culture of openness and transparency and want to make it clear to all our pupils/students that we are available at any time to listen to you and will always take your concerns seriously, however small you may consider them to be.

Our pledge is:

- we will ensure we provide you with the space away from public areas for you to talk
- we will listen without judgement and endeavour to respect your wishes and feelings
- we want you to feel safe and we will be honest about our duty to prioritise your wellbeing and longer term safety, this means, depending on the circumstances, we cannot offer you total confidentiality. We understand that this may create uncertainty, but we are confident that often when matters are dealt with as they emerge the longer-term prospects can be much improved for you and your family
- we will respect your place but if we consider that you have suffered significant harm or are at risk of harm, we will need to share this information so that you and your family can be offered the right support. We will be clear on what information needs to be shared, with whom and how it might be used
- when the concerns suggest you may benefit from Family Help support this may include considering support to your parents and carers with matters that will improve your situation
- we will provide a named mentor for you so that you can have the confidence and trust to know that you have someone to go to at Music Centre if you are feeling vulnerable and experiencing difficulties
- your education and welfare is important to us and we want to reassure you that your experience at Music Centre remains positive and you feel safe.

What you can do to report concerns:

- you can speak to any member of staff of your choice. Those staff will listen and support you but we have a team of DSLs in our Music Service who have a specific role to support children and therefore it is likely that the staff members will talk to them or arrange for you to.

If you are being abused, neglected or exploited you can call Children's Services (the details are on page 6). Only referrals made via a telephone call will be accepted.

If you are in immediate danger and/or think a crime has/is being committed, you can call the Police on **999**.

You can contact the NSPCC Helpline by calling 0808 800 5000 or email: help@nspcc.org.uk

The Safeguarding Poster is displayed clearly around the building so that children know who to report to. We are working towards developing a child-friendly version outlining the options

available to them. This will be in place during the Autumn Term 2026. We will also undertake a student survey to find out how safe children feel at Oldham Music Centre.

Risk management and safety planning

The DSL, with support from deputy DSL, will take the lead role in managing any proposed risk by the alleged perpetrator(s) and will provide support at the same time, it is not our intention to villainise children, but it is everyone's responsibility to uphold the Behaviour Policy and standards within Oldham Music Centre to maintain a safe environment. Such assessments or plans will be robust but sensitive to the individual needs of the children to ensure any identified risk is managed as effectively as possible whilst also supporting them to continue accessing Music Centre activities.

Risk management strategies can be put in place while other investigations are going on, e.g. by the Police. Although another agency such as the Police or Children's Services is or has investigated an incident, it is our duty here at Oldham Music Service to ensure we identify and implement our own assessment and management of the concerns, informed by the needs of our setting and the children we care for and the advice and outcomes of those agency's actions. This is to ensure that all children and staff are supported and always protected. We will consider these matters on a case-by-case basis, considering whether:

- taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the Police and/or Children's Services to determine this
- there are circumstances that make it unreasonable or inappropriate for us to reach our own view about what happened while an independent investigation is ongoing.

9. Online Safety and Filtering

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, Oldham Music Service aims to:

- have robust processes (including filtering and monitoring systems) in place to ensure the online safety of pupils, staff and volunteers
- protect and educate the whole OMS community to be safe and responsibly use technology, including mobile and smart technology
- set clear guidelines for the use of mobile phones for the whole Music Service community
- establish clear mechanisms to identify, intervene in, and escalate any incidents or concerns, where appropriate.

Our approach to online safety is based on addressing the following 4 categories of risk as identified in Keeping Children Safe in Education:

Content – being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.

Contact – being subjected to harmful online interaction with other users or generative AI applications that simulate this; for example: child-on-child pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – online behaviour that increases the likelihood of, or causes harm, for example: making, sending and receiving explicit images, including those generated using AI and online bullying

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams. These can be reported to the [Anti-Phishing Working Group](#)

Online Safety is taught in all schools. In addition, to meet our aims and address the risks above, when possible and relevant, we will educate pupils about online safety. For example:

- the safe use of social media, the internet and technology
- keeping personal information private
- how to recognise unacceptable behaviour online
- ensuring children know not to meet up with a person they have met online without a safe adult
- how to report any incidents of cyber-bullying, ensuring pupils are encouraged to do so, including where they are a witness rather than a victim.

We will also:

- train staff, as part of their induction, on how to keep themselves safe online as well as children, in line with the Oldham Council's online safety policy
- make sure staff are aware of any restrictions placed on them with regards to the use of their personal mobile phone and cameras, for example that:
 - staff are allowed to bring their personal phones to Music Centre for their own use, but will limit such use to non-contact time when pupils are not present
 - staff will not take pictures or recordings of pupils on their personal phones or cameras.
- take appropriate action to meet the cybersecurity standards and guidance on generative AI for users in education settings
- carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our OMS community
- provide regular safeguarding and child protection updates including online safety to all staff, at least annually, in order to continue to provide them with the relevant skills and knowledge to safeguard effectively
- review the child protection and safeguarding policy, including online safety, annually and ensure the procedures and implementation are updated and reviewed regularly.

If young people are utilising devices in Music lessons, this must be cleared with each individual school and setting to ensure that young people are not accessing any inappropriate content or material.

The DSL has the lead role in managing online safety, ensuring we have clear procedures to address any safeguarding concerns and uphold our prevent duty obligations. If any staff members have any concerns in relation to keeping young people safe whilst utilising online teaching methods, then this should be addressed with both the school/setting and the Music Service DSL in the first instance.

Mobile Phones

At Oldham Music Service, we expect pupils to abide by our Mobile Phone policy. Mobile phones are permitted in some circumstances because they can support musical learning and independent practice. Their use should enhance, rather than distract from, the educational and musical experience of all students. Clear guidelines are in place to ensure safeguarding of all CYP. Our policy reflects our commitment to safeguarding and promoting the welfare of all pupils by reducing the risks associated with mobile phone use, including online harms, cyberbullying, inappropriate content and distractions from learning, whilst balancing this with the benefits for musical learning.

Filtering and Monitoring

As part of our responsibility to safeguard and promote the welfare of children and provide a safe learning environment, Oldham Music Service has appropriate filtering and monitoring systems in place across all Oldham Council-owned devices and networks. Our filtering and monitoring arrangements are informed by the Department for Education's [filtering and monitoring standards](#) and are further supported by risk assessments undertaken as part of our wider safeguarding responsibilities, including those required under the Prevent Duty.

Cyber Security and Data Protection

We recognise that cyber security forms an important part of our wider safeguarding responsibilities. To protect children, staff and sensitive information, Oldham Council has appropriate cyber security measures in place to reduce the risk of unauthorised access, data breaches, system disruption and safeguarding incidents.

We take reasonable steps to strengthen our resilience against cyber threats. This includes implementing appropriate technical controls, regularly reviewing cyber security arrangements, promoting staff awareness, and ensuring that personal information is handled securely and in accordance with data protection requirements.

Through these measures, we aim to maintain a secure digital environment that supports teaching and learning while safeguarding the welfare and personal information of all members of the Oldham Music Service community.

Digital Interaction with CYP

Any communication between Music Service staff with CYP shall be professional in tone, content and intention.

Think about how your personal social media networking affects the reputation of the Service.

Use appropriate security and privacy settings on any personal Social Media Account.

Please seek advice from the Designated Safeguarding Leads if you receive or notice postings of a sensitive nature.

The KCSIE 2020 update added an additional paragraph on pupils accessing music making digitally from home and there are links to information and support to keep CYP safe online. To best protect yourself, CYP and the Music Service:

- DO NOT interact with members of the press
- If approached by members of the press, please forward queries to the Strategic Lead
- DO NOT post negative comments about any artists, players, performances, lessons, pupils, teachers, parents/guardians or schools
- DO NOT enter into discussion about national education policy or decisions that individual schools have made regarding their music provision
- DO NOT write negative comments about MPs or policy makers
- DO NOT comment on legal cases at any time
- DO NOT accept requests to connect from any students at all, regardless of age
- Do be cautious about accepting requests from colleagues and/or parents/guardians
- DO NOT post photographs or videos to social media without permission from the Designated Safeguarding Leads
- If approved, DO NOT identify/tag children in photos
- DO NOT allow young people access to content that is not age appropriate

Appropriate Digital Sharing of Content and Images

The Music Service will ensure frequent moderation of shared digital content of CYP. All appropriate permissions must be sought before disclosing any information digital or otherwise about a project, programme or rehearsal.

Image Permissions for Photography and Videography for Projects in Schools or Institutions

To take or use images/videos of CYP participating in Music Service projects the Music Service will first gain the permission of parents/carers.

In schools, the Music Service will ask the Headteacher to sign a form to declare that the Music Service has obtained the correct permissions.

The following guidelines have been directed from 'Developing a photography policy', NSPCC, 2019.

- The Music Service will not use names in image/video captions. If a nametag is visible in the image/video, the Music Service will not use the image/video
- The Music Service will only use images of CYP in suitable clothing to reduce the risk of inappropriate use
- The Music Service will not use images accompanied by personal information as it could be used to learn more about a child prior to grooming them for abuse
- The Music Service will provide written expectations to photographers/press
- The Music Service will not allow photographers unsupervised access to CYP
- The Music Service will not approve photography sessions outside of a Music Service event
- The Music Service will store images/recordings of CYP securely

When requesting permission for use of an image/video the Music Service will indicate what purpose(s) they are to be used for and will state that the Music Service intends to use any image(s)/video(s) on file for future publications with the Music Service, with no limit on time. If the Music Service seeks permission for anything other than single use, the Music Service will ensure that an Image Consent Form specifies the variety of different media to be used, for example, printed publications, presentations, banners, social media and other marketing materials.

In accepting schools' declarations that they have sought and gained permission, the Music Service will be aware that a school cannot grant usage that contradicts that which they have gained from parents and carers. If the Music Service wishes to use the images/videos in ways that are not covered by the school's original consent form, the Headteacher will need to acquire further permission from parents and carers before granting this usage.

Photography and Videography Permissions for Public and Private Performances

The Music Service will use signage at all performances with a photographer or videographer present to make sure that all CYP and their responsible adult/ carer are aware that their picture/image might be taken and used in the future by the Music Service. All Music Service staff and volunteers will be briefed before events and performances that have a photographer/videographer present. In the event that an audience member declines for their picture/image being taken or used by the Music Service, the audience member should then be pointed out by the Music Service staff to the photographer/videographer and no longer photographed/filmed.

10. Safer Recruitment

At Oldham Music Service, we comply with the statutory requirements of Keeping Children Safe in Education (KCSIE) and local multi-agency safeguarding arrangements. We operate robust safer recruitment procedures to help deter, identify and reject applicants who may pose a risk of harm to children and to ensure that those appointed are suitable to work with children.

All recruitment information will make clear Oldham Music Service's commitment to safeguarding and promoting the welfare of children. Applicants will be informed that safeguarding checks form part of the recruitment process and that the successful applicant will be required to undergo all appropriate pre-employment checks before commencing employment.

Oldham Council will carry out all required pre-appointment checks and verify, where applicable:

- identity;
- right to work in the UK;
- professional qualifications;
- employment history;
- references;
- criminal record information;
- prohibition from teaching checks;
- Section 128 checks for management positions, where applicable;
- overseas checks, where appropriate;
- health and physical capacity for the role; and
- overall suitability to work with children.

In accordance with Keeping Children Safe in Education, shortlisted candidates will be asked to complete a self-declaration of their criminal record and other information relevant to safeguarding. Oldham Council will also undertake an online search of shortlisted candidates to identify incidents or issues that are publicly available online which may be explored with the applicant at interview. Information obtained through online searches will only be considered where it is relevant to the individual's suitability to work with children.

- At least one member of every recruitment panel will have successfully completed appropriate safer recruitment training.
- OMS obtains written confirmation from supply agencies or third-party organisations that agency staff and other individuals supplied to work at OMS have undergone all appropriate pre-employment checks.
- OMS will satisfy itself that the individual presenting for work is the same person on whom the checks have been completed.
- Trainee teachers will be checked either by OMS or by the initial teacher training provider. Written confirmation will be obtained where the provider is responsible for undertaking the checks.
- Where a trainee teacher is fee-funded, the training provider will be responsible for carrying out the required checks. OMS will obtain written confirmation that the checks have been completed and that the trainee has been judged suitable to work with children.
- OMS will not knowingly permit a barred person to engage in regulated activity with children.

The Strategic Lead will ensure that relevant staff are aware of the requirements relating to disqualification under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) Regulations 2018, where these apply to their role, including their obligation to disclose relevant information.

Volunteers

All volunteer roles will be assessed before the individual begins work. OMS will determine whether the role amounts to regulated activity and what checks are required.

From 1 September 2026, a volunteer who teaches, trains, instructs or supervises children frequently (on more than three days in any 30-day period) or overnight will be regarded as engaging in regulated activity, even where they are supervised. In these circumstances, OMS will obtain an enhanced DBS check with children's barred list information before the volunteer begins the role. A volunteer will not undertake regulated activity until their children's barred list status has been confirmed.

OMS will review the roles of existing volunteers to identify any individual who becomes engaged in regulated activity because of the changes introduced from 1 September 2026. Where this applies, OMS will obtain the appropriate enhanced DBS check with children's barred list information and update their records accordingly.

Where a volunteer meets the frequency requirement through volunteering across more than one school or setting, OMS will work with the other settings to determine which organisation will obtain the enhanced DBS check with children's barred list information. Where a volunteer is not engaged in regulated activity, OMS will undertake and record a written risk assessment to determine what checks, if any, are appropriate.

The assessment will take account of:

- the nature of the work with children;
- the level and frequency of contact with children;
- what is known about the volunteer, including information provided by staff, parents, referees or other volunteers;
- whether the individual undertakes other paid or voluntary work where a referee can comment on their suitability; and
- whether an enhanced DBS check without children's barred list information, or another level of check, is appropriate.

Under no circumstances will a volunteer for whom no checks have been obtained be left unsupervised or permitted to undertake regulated activity.

Where the statutory criteria are met, OMS will make a referral to the Disclosure and Barring Service (DBS) in relation to a volunteer who is removed from regulated activity, or who ceases volunteering before they can be removed.

Work Experience

Oldham Music Service recognises its responsibility to safeguard pupils undertaking work experience placements. Before a placement is agreed, we will ensure that the appropriate safeguarding, child protection, health and safety, and supervision arrangements are in place to protect young people from harm when they are on a placement with us.

Where work experience takes place within our Music Service/Music Centre and the placement provides opportunities for contact with children, we will consider whether an Enhanced DBS check is appropriate for the young person undertaking the placement. DBS checks cannot be obtained for children under the age of 16.

The Designated Safeguarding Lead (DSL) will provide advice where safeguarding concerns arise in relation to work experience placements and will ensure that any concerns are managed in accordance with the OMS's child protection procedures.

Third-Party Staff (Contractors)

Oldham Music Service will ensure that contractors and other third-party staff working on the premises have undergone the appropriate checks for the work they will undertake. The level of DBS check required will be determined through a written risk assessment, taking account of whether the individual will be engaging in regulated activity, the frequency of contact with children and the level of supervision.

Where a contractor will engage in regulated activity, an enhanced DBS check with children's barred list information will be required. Where a contractor will not engage in regulated activity but may have regular opportunity for contact with children, an enhanced DBS check without children's barred list information may be required.

Where a contractor has not undergone the appropriate checks, they will not be permitted to work unsupervised or undertake regulated activity while children are present.

Oldham Music Service will:

- obtain written confirmation from the contractor's employer that the appropriate checks have been completed;
- verify the identity of contractors and third-party staff when they arrive at the Music Centre; and
- ensure that the individual presenting for work is the same person on whom the checks were completed.

Where a self-employed contractor is engaged, Oldham Music Service will obtain the appropriate checks directly or verify that the individual holds a suitable and current DBS certificate where this is permissible and appropriate.

Site Security and Visitors

Visitors to the Music Centre, including contractors, will be required to sign in and will be issued with an identification badge confirming that they have permission to be on the premises.

Parents and carers who are only delivering or collecting children or an instrument will not normally be required to sign in.

All visitors are expected to comply with the Oldham Music Service safeguarding arrangements, visitor procedures, staff instructions and health and safety requirements. Visitors will be provided with safeguarding information appropriate to the purpose of their visit, including what to do if they have concerns about a child or the behaviour of an adult working with children.

For visitors attending in a professional capacity, Oldham Music Service will verify their identity and obtain assurance that the appropriate safeguarding checks have been completed by their employer, where relevant. OMS will not normally ask to see the DBS certificate itself where satisfactory written assurance has been provided.

Oldham Music Service will not request DBS or children's barred list checks for visitors such as relatives attending performances or similar events where such checks are neither legally permitted nor necessary.

The Strategic Lead will exercise professional judgement when deciding whether a visitor should be escorted or supervised whilst on the premises, taking account of the purpose of the visit, the visitor's level of contact with children and any checks that have been completed.

Single Central Record

The Senior Leadership team check the single central record regularly and keep a record of this check with the actions clearly identified. For this exercise the Single Central Record Checklist for Practice and Monitoring Form is used as recommended by NCC Safeguarding Team. The Senior Managers are:

Kate Campbell Green (Strategic Lead) kate.campbell-green@oldham.gov.uk

Angela Preen (Deputy Head) angela.preen@oldham.gov.uk

11.1 Managing Safeguarding Concerns or Allegations made about staff, including casual tutors, trainee teachers, volunteers and contractors

Section 11 of the 2004 Children's Act places an expectation on Oldham Music Service to have a clear policy in line with the OSCP Child Protection & Safeguarding procedures for dealing with allegations against staff who work with children. All staff who work at Oldham Music Service will be considered to be in either a position of trust or working with children.

A 'position of trust' is one in which a teacher or other member of staff/volunteer is in a position of power or influence over a child, by virtue of the work or nature of activity being undertaken. [The Sexual Offences Act 2003 \(ss.16-24\)](#) and/or [Crown Prosecution Service Website](#) sets out detailed definitions and a range of criminal offences associated with abuse of such a position.

A person aged 18 or over is said to be in a position of trust in relation to students at the school/college if they:

- look after children at the school/college. "Looking after" is defined as regularly involved in caring for, training, supervising or being in sole charge of such persons
- a professional who has power and authority in a child's life and may have a key influence on their future is regarded as being in a 'position of trust'
- such a person will have regular contact with the child and may be acting in loco parentis.

The Police, Crime, Sentences and Court Act (August 2022) extended the roles which fall into the definition of 'Position of Trust' within the Sexual Offences Act (2003). The new legislation makes it an offence for anyone who coaches, teaches, trains, supervises or instructs a child under 18, on a regular basis, in a sport or a religion to engage in inappropriate relationships with those children/young people. In line with *Keeping Children Safe in Education 2026*, this section has been extended to include trainee teachers, who are also subject to the same expectations and restrictions while undertaking their training.

On receipt of any information which raises a concern about any of our staff, the Strategic Lead or Assistant Director of Education, will consider whether the information suggests it is the following:

Allegation is a claim or assertion that someone has done something illegal or wrong, typically one made without proof. The threshold for an allegation that is considered by the LADO is wider than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, harm. The LADO threshold is, in respect of all people working or volunteering with children in a position of trust, where they have:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any information or concern which meets the above threshold should be referred to the LADO service prior to Oldham Music Service taking any action.

Concern about the Quality of Care/Practice is an accusation, not of a child protection nature, that the care/practice provided to a child does not meet the standards expected and is about the level of value provided by any care/practice resource, as determined by some measurement. As with quality in other fields, it is an assessment of whether something is good enough and whether it is suitable for its purpose.

These types of concerns should be addressed internally using performance management processes.

Complaint is a statement that something is unsatisfactory or unacceptable. A concern may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought.' A complaint therefore can be defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action.'

These issues must be addressed through internal complaints policy and procedures.

When concerns/allegations meet the harm threshold Oldham Music Service are required to comply with both Part Four of KCSiE and also the LADO referral form on [Oldham Safeguarding Children Partnership](#).

All staff and volunteers at Oldham Music Service are required to immediately report any level of concerns about behaviour and/or conduct of adult working/volunteering with children towards a child to leadership and management. This includes reporting adults who are providing out of school activities/leasing the school's facilities.

What happens next

The Strategic Lead/Assistant Director of Education may undertake initial inquiries to gather key information. They will assess whether the allegation meets the LADO threshold, if it does they will make a referral to LADO giving consideration to our staff code of conduct, managing allegations policy and [OSCP Allegations Against Staff or Volunteers procedures](#). If necessary, they will complete a LADO referral within one working day.

If the allegation does not meet the harm threshold for LADO, our Strategic Lead/Assistant Director of Education will follow the service's Low Level Concerns policy.

Role of LADO

- **Case management** - oversee the process and ensure it is working, not to investigate.
- **Consultation** - provide advice and guidance to employers and voluntary organisations.
- **Monitoring** - the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

- **Liaison** -with the Police, Children's Services and other partner agencies (managers of the subject of allegation).

Role of Oldham Music Service's Case Manager, includes:

- clarify facts of the concerns/allegation (not investigate) before contacting the LADO
- take part in Strategy Meetings to liaise with other partner agencies
- undertake internal planned inquiries/fact finding
- take part to review the progress of the case in which there is a Police officer investigation
- operate a thorough disciplinary process when appropriate
- ensure a properly managed conclusion and outcome to process.

LADO Principles and Response

Timeliness - any allegation of abuse must be dealt with fairly, quickly and consistently in accordance with the safeguarding and child protection procedures, this is best practice to provide immediate safety for child/ren and make safe arrangements for the person who is the subject of the allegation. It is crucial that employers **make a referral to LADO within one working day**.

Objectivity - it is not permissible for a member of staff to conduct (though their involvement may still be required) an enquiry about suspicion or allegation of abuse with respect to a:

- relative
- friend
- colleague, supervisor/supervisee or someone who has worked with her/him previously in any of these capacities.

If, following the conclusion of child protection processes, further enquiries are pursued for the purpose of disciplinary, regulatory or complaint investigation, they should be arranged in a way that avoids the repeated interviewing of children or other vulnerable witnesses.

Confidentiality - information about an allegation must be restricted to those who have a need to know in order to:

- protect children
- facilitate enquiries
- avoid victimisation

- safeguard the rights of the person about whom the allegation has been made and others who might be affected
- manage disciplinary/complaints aspects.
- A media strategy should be developed with no improper or inadvertent releases of information to the media, in accordance with the Association of Chief Police Officers (ACPO) guidance (now known as [The National Police Chiefs' Council \(NPCC\)](#))

Concerns that DO NOT meet the harm threshold - Low-Level Concerns (LLC)

Schools and Oldham Music Service must have a policy in place which outlines the relevant processes and procedures for dealing with concerns raised to them that do not meet the LADO threshold, these concerns are referred to as low-level concerns. The term low-level does not seek to minimise the seriousness of any concerns, the term low-level indicates that it is a concern that is lower than the LADO threshold, but they are still practice concerns that need to be considered with a safeguarding lens and require suitable action through internal procedures of the school. It is important these are managed robustly as a repeated low-level concern or a pattern of concerns which may not meet the LADO threshold individually may together indicate a concern about the person's suitability and potential risk to children in the capacity of their role.

At Oldham Music Service, leadership manage LLC using our Oldham Council internal due process, if we consider a member of staff has breached our code of conduct, depending on the seriousness and impact on a child, we will also liaise with our human resource service:

- ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- empowering staff to share any low-level safeguarding concerns
- addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- helping identify any weakness in the school's or college's safeguarding system.

Our low-level concerns policy is a reflection and extension of Oldham Music Service's wider relevant staff behaviour guidance and code of conduct.

Concerns may arise from a range of scenarios, e.g. suspicion; complaint or disclosure made by a child, parent or other adult within or outside of the organisation or as a result of vetting checks undertaken.

All staff should know that in line with our Oldham Music Service culture we encourage staff to have the confidence and trust to confide in leadership if they have concerns about adults working or volunteering with children.

We share information responsibly and understand this is on a need-to-know basis

We apply our protocols for recording and storing information confidentially.

We encourage an open and transparent culture, to identify concerning, problematic or inappropriate behaviour early so that we are able to minimise the risk of abuse; and ensure that adults working in or on behalf of the Music Service are clear about professional boundaries and in accordance with the ethos and values of the institution.

The role of our Music Service's case manager and the principles for managing LLC is the same as set out above reporting process parallel to what is set out within the section where concerns meet harm threshold, for example the principles and practice.

If we are uncertain of threshold criteria for either LADO referral or LLC we consult with Oldham Council HR and the LADO. At Oldham Music Service, we have clear codes of conduct and processes in place to deal with any concerns or allegations which do not meet the LADO threshold. Such concerns may arise from suspicion, complaint, safeguarding concerns, or allegation from another member of staff, disclosure made by a child, parent or another outside of the school or pre-employment vetting checks.

Outcome of Allegations and Concerns

Following the conclusion of an allegation or concern that meets the harms threshold, the Music Service will record the outcome using the following definitions:

- Substantiated – there is sufficient evidence to prove the allegation.
- Malicious – there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the individual concerned.
- False – there is sufficient evidence to disprove the allegation.
- Unsubstantiated – there is insufficient evidence to either prove or disprove the allegation. This does not imply guilt or innocence.
- Unfounded – there is no evidence or proper basis to support the allegation.

Where an allegation is substantiated and the individual is dismissed, resigns, ceases to provide their services, or the Music Service ceases to use their services because they have harmed, or pose a risk of harm to, a child, the Strategic Lead (or Assistant Director for Education where appropriate) will ensure that the appropriate referrals are made to the Disclosure and Barring Service (DBS) where there is a legal duty to do so. Where the individual is a qualified teacher, the service will also consider whether a referral should be made to the Teaching Regulation Agency (TRA) to determine whether the individual should be prohibited from teaching.

The Music Service will maintain confidential records of all allegations and concerns in accordance with statutory guidance, employment law and data protection requirements.

Physical Intervention and Use of Reasonable Force

There may be exceptional circumstances where it is necessary for staff to use reasonable force to safeguard a child, young person or another person from harm. Reasonable force refers to the minimum physical intervention necessary to prevent injury, protect a child or others from immediate danger, prevent serious damage to property, or guide a child to safety.

Any use of reasonable force will be lawful, proportionate and reasonable in the circumstances. No more force than is necessary will be used and only for the shortest time required. The decision to use reasonable force is a matter of professional judgement and will depend upon the individual circumstances and the level of risk presented at the time.

The Music Service does not operate a 'no contact' policy. Appropriate physical contact may, on occasion, be necessary to ensure the safety and wellbeing of children and young people. This may include guiding a child away from danger, preventing injury, or providing assistance where appropriate.

Staff are expected to act in accordance with relevant legislation, safeguarding requirements, Council policies and procedures, and any guidance relating to physical intervention. Wherever possible, de-escalation strategies should be used before physical intervention is considered.

Any incident involving the use of reasonable force will be recorded, reported and reviewed in accordance with Oldham Music Service and Oldham Council procedures.

The use of reasonable force can, on occasion, result in concerns, complaints or allegations being made against staff. Where this occurs, the matter will be managed fairly, proportionately and in accordance with safeguarding procedures, the staff Code of Conduct and procedures for managing allegations and low-level concerns. Consideration will be given to the circumstances leading to the intervention, the actions taken, any witness accounts or other available evidence, and whether the actions were reasonable, proportionate and necessary in the circumstances.

Where Music Service staff are working within school premises, they will also comply with the relevant safeguarding, behaviour-management and physical intervention policies of the host school.

Community activities and tuition: safeguarding guidance for providers

Oldham Music Service have a legal duty of care to ensure we maintain a safe environment for children. If we receive an allegation or concern relating to an incident that has happened when an outside individual or organisation are using our Music Centre premises, we will ensure that we follow our safeguarding and child protection procedures, which includes reporting allegations to the LADO, Children's Social Care and Police if a crime has been committed.

Oldham Music Service will ensure that any organisation that hires the our premises is compliant with the guidance set out in [Out-of-school settings: safeguarding guidance for providers - GOV.UK](#) In particular we have embedded within our lease agreement with external organisations the standards and expectations for them to provide evidence and assurance of their safeguarding and child protection procedures.

Other complaints

If any of our stakeholders are not satisfied with any aspects of how we implement and comply with safeguarding policies and procedures, please e-mail the Music Service for the attention of the Strategic Lead. We will endeavour to acknowledge your complaint within two working days and provide a full response within 10 working days.

Dealing with allegations involving supply teachers, trainee teachers and all contracted staff

Safeguarding allegations or concerns relating to supply teachers, trainee teachers, contractors or other staff provided by an employment agency or third-party organisation will be managed in accordance with Keeping Children Safe in Education and local safeguarding procedures. Although these individuals may not be directly employed by Oldham Council Music Service, the Service remains responsible for ensuring that all safeguarding concerns and allegations are managed appropriately, that the facts are established, and that referrals are made to the Local Authority Designated Officer (LADO) where the allegation meets the relevant threshold.

The Service will work closely with the employment agency, training provider or contractor throughout the process. The agency or provider will normally be responsible for any employment or disciplinary action, while the Service will lead on the safeguarding investigation and information gathering.

The Service will not cease to use a supply teacher or other agency worker solely because safeguarding concerns have been raised without first establishing the facts and consulting the LADO where appropriate. Where necessary, discussions will take place with the agency regarding appropriate interim safeguarding measures, including whether the individual should be suspended, redeployed or otherwise prevented from working with children while enquiries are undertaken.

Employment agencies, contractors and initial teacher training providers are expected to cooperate fully with any enquiries undertaken by the Service, the LADO, Children's Social Care and the Police. Relevant information will be shared, where lawful and appropriate, to support a thorough safeguarding investigation and to ensure that any previous concerns known to the agency or provider are taken into account.

Oldham Music Service will ensure that employment agencies and other providers are aware of its procedures for managing allegations and will expect them to fulfil their own statutory responsibilities, including making referrals to the Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA) or other relevant bodies where required.

11.2 Whistleblowing

At Oldham Music Service we strive to create a culture of openness, trust and transparency to encourage all staff to confidentially share any concerns they have about poor or unsafe practice, concerns or allegations against staff or the service's safeguarding practice and arrangements so they can be addressed appropriately.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the service's safeguarding procedures and arrangements.

We adhere to the Oldham Council Whistleblowing policy, a copy of which can be obtained on the intranet: [HR Policies](#)

Examples where Whistleblowing may apply:

- Pupil's, adult members or staff member's health and safety are being put in danger
- failure to comply with a legal obligation or statutory requirement
- attempts to cover up the above, or any other wrongdoing that is in the public/service interest

At Oldham Music Service, staff concerns will be taken seriously and investigated, and your confidentiality respected.

Staff are encouraged to report their concern to the Strategic Lead/other member of staff on the SLT, and if the concerns are about the Strategic Lead, report to the Assistant Director of Education.

If, for any reason, there are difficulties with following the above procedure, you can whistle blow directly to Children's Services and/or the Police on 999, or to the NSPCC Whistleblowing Helpline 0800 028 0285 help@nspcc.org.uk

12. Record Keeping

Oldham Music Service will hold records confidentially, safely, securely and in line with our records retention schedule.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached, and the outcome.

Concerns and referrals will be kept in a separate child protection file for each child (either paper recorded or electronically).

Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to know/access them.

Safeguarding records will be retained in accordance with Oldham Council's Records Retention Schedule and information governance requirements. Where safeguarding records relate to children and young people, retention periods will reflect current records management guidance and statutory requirements

Records relating to safeguarding concerns, including allegations of child sexual abuse, will be retained in accordance with Oldham Council's Records Retention Schedule, information governance requirements and any national guidance or statutory requirements in force at the time. Where records are subject to specific retention requirements arising from child protection, public inquiries or statutory guidance, these will be applied as directed by the Council

Appendix A: Response Procedure

1. What do to upon Suspicion or Disclosure

Do	Don't
Stay calm Listen, hear and believe Take what the person says seriously, recognising difficulties inherent in interpreting what is said by a CYP with speech and/or hearing impairment, and/or differences in language Tell the CYP what you will do next and with whom the information will be shared Record in writing exactly what has been said using the young person's words. Do this as soon as possible Sign, time and date (DD/MM/YYYY) the report in ink Seek advice immediately from Music Service Designated Safeguarding Leads	Panic - It is extremely unlikely that the CYP is in immediate danger Probe for more information - Questioning the CYP may affect how the disclosure is received at a later date Make assumptions Paraphrase Offer alternative explanations Promise confidentiality or that everything will be okay Try to handle the disclosure alone Make negative comments about the alleged abuser Gossip with colleagues Ask the CYP to repeat a disclosure unnecessarily

2. Reporting a CYP Safeguarding Concern

The Music Service will ensure and emphasise that all staff understand and know to share concerns immediately with Music Service Designated Safeguarding Leads.

It is the duty of anyone who works with CYP (whether directly or indirectly) to report disclosure of abuse.

Staff should never try to deal with a suspicion, allegation or actual incident of abuse by themselves. It is not for staff to decide whether a suspicion or allegation is true.

All suspicions or allegations must be taken seriously and dealt with according to this procedure.

Appendix B: Flowchart for reporting disclosure of abuse

Do not delay, do not investigate and always seek advice.

All Music Service staff including Designated Safeguarding Leads will deal with concerns using the following flowcharts for concerns detailing how a concern is to be reported and escalated:

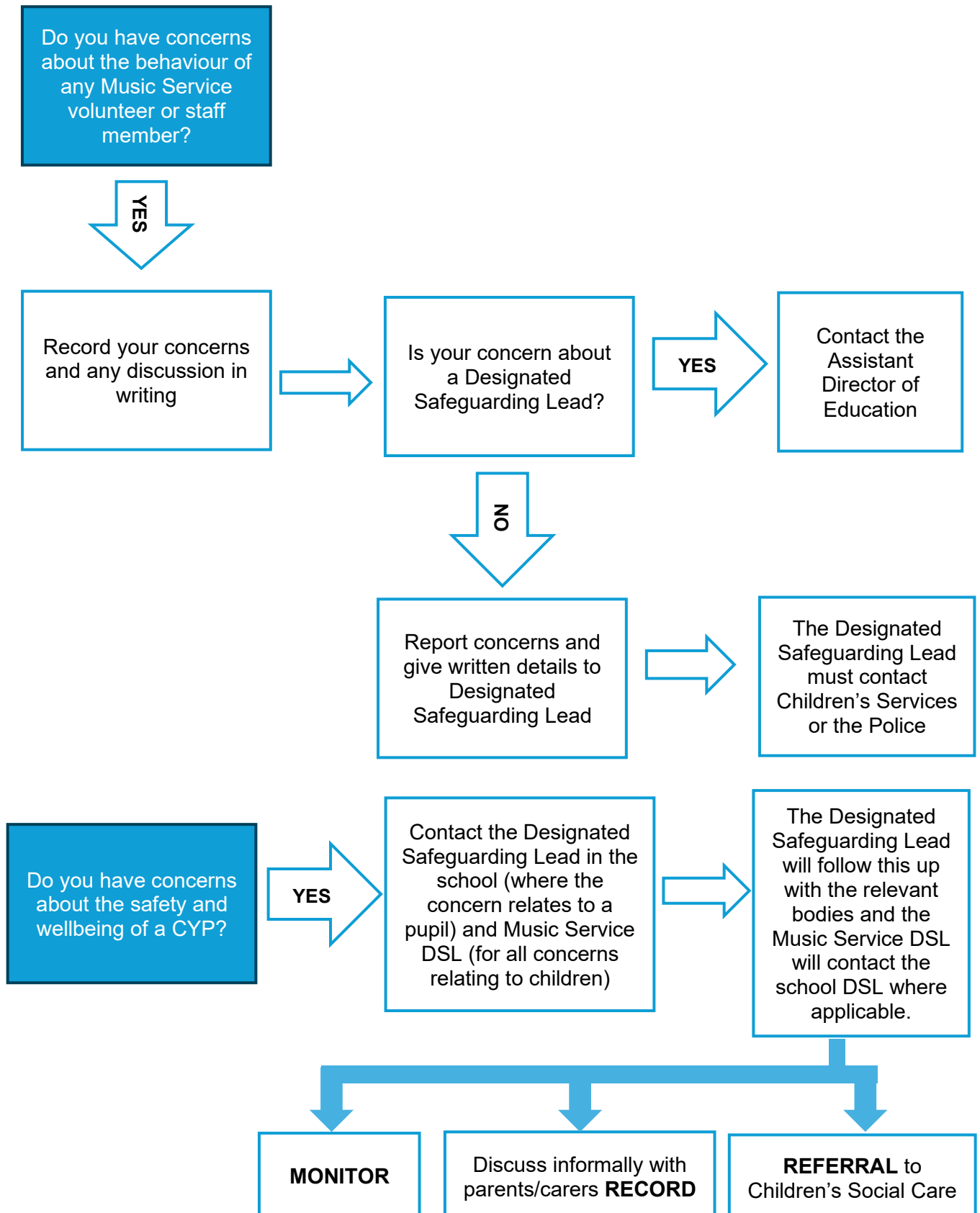
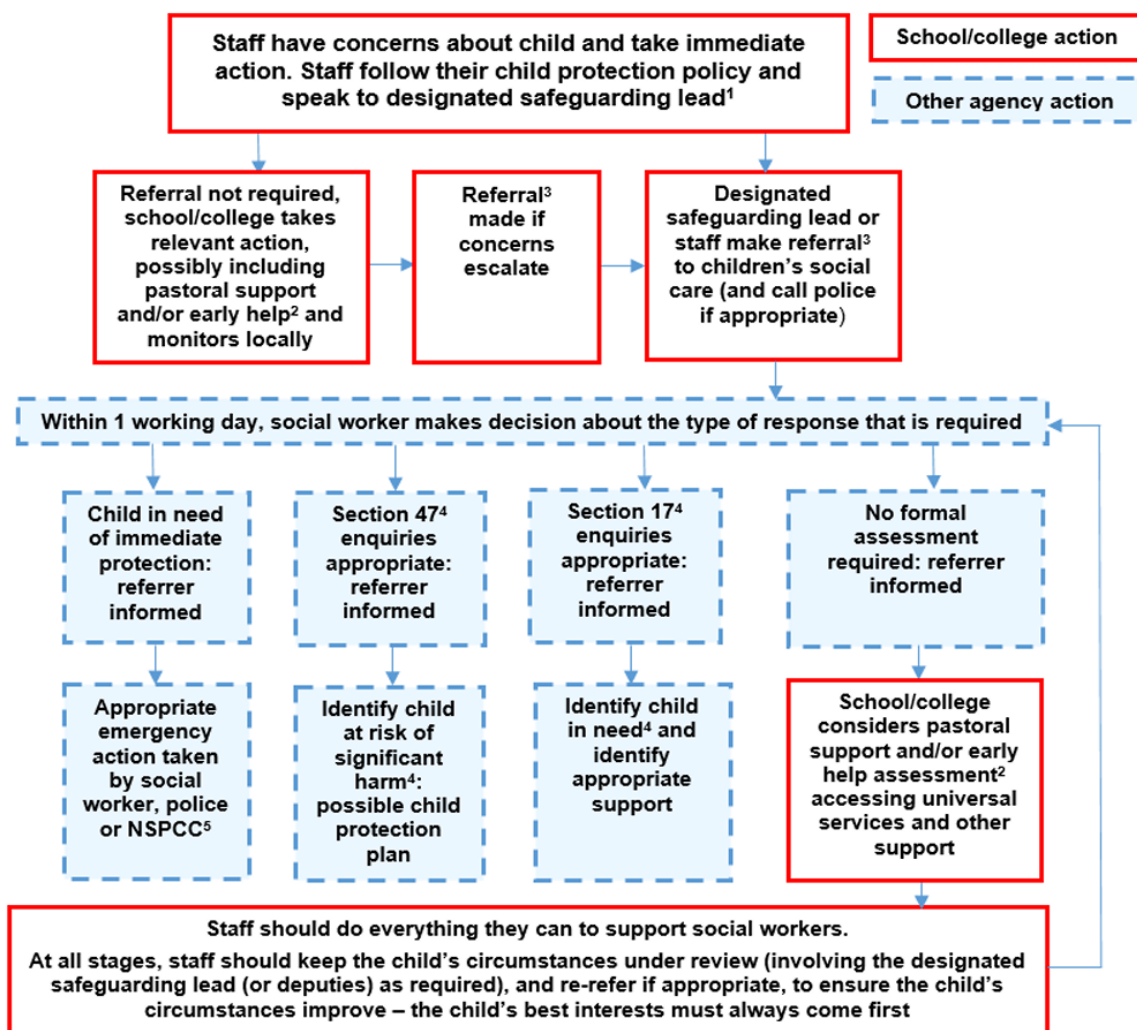


Figure 1: Flowchart setting out the actions taken where there are concerns about a child



Source: [Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#)

Appendix C: Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination.

At no time should an individual teacher/member of staff, school or educational establishment take photographic evidence of any injuries or marks to a child's person; the body map on the following pages should be used.

Any concerns should be reported and recorded without delay to the Designated Safeguarding Leads.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

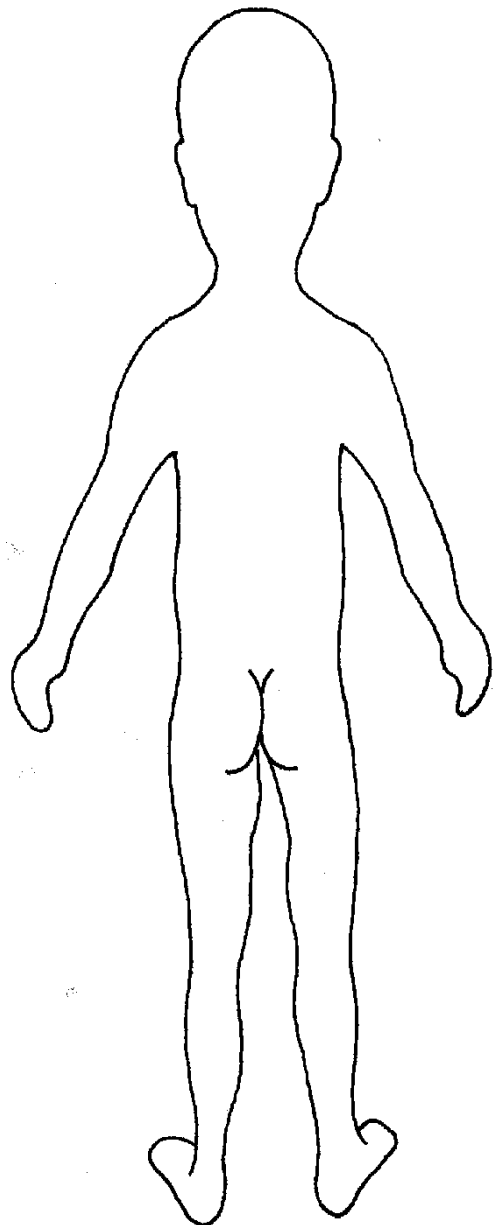
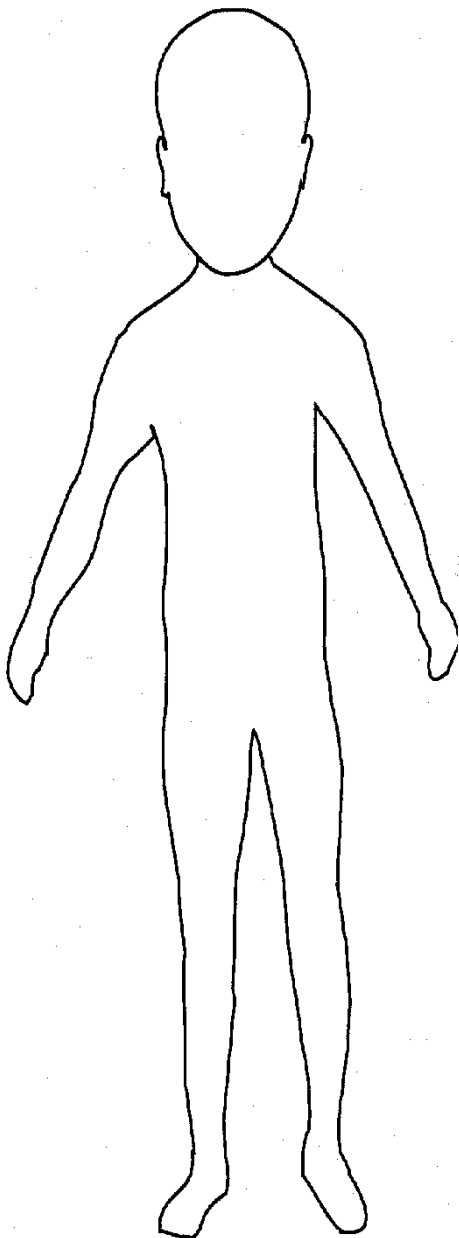
- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Has First Aid been provided?
- Colour of injury - if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

The date and time of the recording must be stated as well as the name and designation of the person making the record.

Add any further comments as required.

Body Map

Name of Pupil		Date of Birth	
Name of staff member		Job Title	
Date and time of observation			



Appendix D: Record of Concern

Pupil's Name:
Year Group:
Date and Time of incident:
Date and time concern recorded:
Incident: Record the following factually: • Who: • What – if recording a verbal disclosure by a child, use their word: • Where: • When: (day and time) • Were there any witnesses?
What is the pupil's account and/or perspective?
Any other relevant information (distinguish between fact and opinion): *E.g., previous concerns
Who have you reported this to?
Your name: Signature:

~ Check to make sure your report is clear to someone else reading it ~

Please pass this form to your Designated Safeguarding Lead.

Part 2 – for use by DSL (optional)

Time and date information received and from whom:	
Any advice sought (if required):	Date, time, name, role, organisation & advice given:
Action Taken (including rationale for decision making)	Referral to children's social care/monitoring, advice given to appropriate staff or EHA with reasons: Note time, date, names, who the information was shared with etc.
Parents/carers informed?	Yes/No Reasons:
Outcome	Record names of individuals and agencies who have given information regarding outcome of any referral (if made):
Additional Information	Where can additional information regarding the child/incident be found (e.g. student file, serious incident book etc.)
Has the concern been put on the CPoms recording system?	Yes/No Why – state reasons:
Signed	
Print Name	
Date	

Appendix E: Additional Advice and Support

There is a wealth of guidance and resources available to support schools and educational settings in safeguarding and promoting the welfare of children.

Annex A of Keeping Children Safe in Education contains important information, together with links to additional advice and support, on a range of specific forms of abuse and safeguarding issues. School leaders and all staff who work directly with children are expected to read, understand and be familiar with the contents of Annex A.

Throughout this policy, links to relevant national guidance and local policies and procedures have been included to support Designated Safeguarding Leads (DSLs) and senior leaders in implementing effective safeguarding practice and ensuring compliance with statutory guidance. Schools and educational settings, including Oldham Council Music Service, should ensure they are familiar with, and follow, their local safeguarding partnership procedures and any other guidance relevant to their role.

Local Policies and Procedures:

[Harmful Sexual Behaviour Protocol](#)

[Oldham's Continuum of Need](#)

[Educational Neglect Guidance](#)

Prevent:

[Prevent Handbook for Education](#) – Oldham Safeguarding Children's Partnership

Other local policies and procedures can be found on [Oldham Safeguarding Children's Partnership](#)

Resources for professionals can be found in the [Education](#) section of Oldham Safeguarding Children's Partnership