

## **Allegations of Abuse against a Member of Staff or Volunteer**

If an allegation of abuse is made against anyone working for or with Sheffield Music Hub, National Safeguarding guidelines will be followed as specified below:

### **Responding to a Complaint or an Allegation made to an Employer**

The person to whom an allegation is made or to whom a concern is reported should not question the child or investigate the matter further themselves. Instead, they should:

- treat the matter seriously
- avoid asking leading questions; keep an open mind
- communicate with the child (if the complainant) in a way that is appropriate to the child's age, understanding and preferred language or communication style
- make a written record of the information (where possible in the child's own words), including:
  - when the alleged incident took place (time and date)
  - who was present
  - what was said to have happened
  - sign and date the written record
- report the matter immediately to the designated senior manager (Headteacher if in a school and Head of Music Education – Sheffield), or deputy in their absence or where the senior manager is the subject of the allegation

### **Witnessing an Incident Involving Another Member of Staff or Volunteer:**

- if you witness an incident which may be inappropriate or abusive involving an adult to a child, you have a duty to report this to the Headteacher if in a school and the Head of Music Education - Sheffield. If unsure you should not hesitate to take advice.
- if necessary you must take immediate steps to safeguard the child/children involved before reporting.

### **In Response to a Complaint, the Head of Music Education – Sheffield will:**

- notify the Local Authority Designated Officer (LADO) within 1 working day of receipt of the allegation. The LADO will determine the nature and scope of the investigation
- inform the member of staff
- collect evidence, make basic checks (e.g. whether the member of staff was in that school on that day), take records (but no statements are taken at this stage)
- contact SCC HR to determine procedures.

**If a member of staff or volunteer thinks an allegation may be made or feels they may have behaved inappropriately they should:**

- contact Ian Naylor, Head of Music Education – Sheffield **immediately**

### **Scope of Procedures**

Procedures will apply where a person who works with children has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed an offence against or related to a child
- behaved towards a child/children in a way that indicates that they are unsuitable to work with children.

They will also apply where:

- concerns arise about the person's behaviour with regard to their own children
- concerns arise about the behaviour in private or community life of a partner, member of the family or other household member.