Safeguarding Policy

Sheffield Music Hub - Belonging, Sheffield City Council

ACADEMIC YEAR: 2026/27

Sheffield Music Hub is part of the South Yorkshire Music Hub, a collaborative partnership of Local Authority Music Service lead by the South Yorkshire Mayoral Combined Authority. It is made up of music educators and freelance musicians. The safety and well-being of children is central to the work of the Music Hub and it is our statutory duty to care for and ensure that they are healthy, safe, enjoying life and able to achieve their full potential. Everyone who comes into contact with children and families has a role to play. It is our duty to prevent abuse as well as to report it. Every member of staff, partners and volunteers have a duty of care and must follow the guidelines for conduct and behaviour. It is the responsibility of all staff and volunteers to know who the Designated Safeguarding Lead (DSL) is for every school in which they work. Issues and concerns must be reported to a school DSL and the Music Hub DSL or DSD without delay. This may lead to a Cause of Concern form being completed and appropriate action being taken.

This policy has been drawn up using legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from www.nspcc.org.uk/childprotection

Sheffield Music Hub Safeguarding Objectives

- To ensure all people working with the Music Hub know what the procedures are for reporting concerns or allegations and provide relevant training.
- To ensure all our delivery and activities has the well-being of children at its core.
- To communicate and discuss safeguarding values with all families, employees and associates of the Music Hub.
- To ensure safe recruitment is applied when engaging new members of staff and partners

For all information and advice regarding safeguarding of children in Sheffield, please visit www.safeguardingsheffieldchildren.org

Named staff with designated responsibility for Child Protection:
(Serious concerns about a child or young person should **immediately** be reported to the **Designated Safeguarding Lead (DSL) or their Deputies only**)
If you have safeguarding concerns about a child or young person and the DSL is not available then call 0114 2734855

Role	Name and Title	Location	Contact
Designated Safeguarding Lead (DSL)	**Gillian Hume** **Music Hub Manager**	Red Tape Studios 50 Shoreham St, Sheffield S1 4SP	07815 003 622 0114 2761151 Gillian.Hume@sheffield.gov.uk
Designated Safeguarding Deputy (DSD)	**Ian Naylor** **Head of Music Education - Sheffield (Head of Music Hub)**	Red Tape Studios 50 Shoreham St, Sheffield S1 4SP	07989 258886 0114 2761151 ian.naylor@sheffield.gov.uk
Designated Safeguarding Deputy (DSD)	**Heather Burge** **Inclusion Lead/Music Leader**	Red Tape Studios 50 Shoreham St, Sheffield S1 4SP	07815 003 612 0114 276 1151 Heather.burge@sheffield.gov.uk
Local Authority Designated Officer (LADO) **(For guidance and management of allegations made against staff or other persons working with children)**	**LADO TEAM**	Howden House 1 Union Street Sheffield S1 2SH	To make a referral to the LADO you can ring or email (please do this securely) 0114 2734855 option 1 07889737078 LADO@sheffield.gov.uk Safeguarding Sheffield Children Website for the LADO referral form and more information
Line Manager for Head of Music Education – Sheffield (For supervision of Head of Music)	**Bob Cuff** **Education – Sheffield Director Commissioning Inclusion and Learning**	Howden House 1 Union Street Sheffield S1 2SH	07407 683921 Bob.Cuff@sheffield.gov.uk
Data Protection Officer	**Mark Jones**	Howden House 1 Union Street Sheffield S1 2SH	0114 2736388 dataprotectionofficer@sheffield.gov.uk

How Our Setting Safeguards Students

We understand that safeguarding and promoting the welfare of children is everyone's responsibility and fully endorse the core principles of safeguarding:
• Protecting children from maltreatment (A child is anyone under 18 years old)
• Preventing impairment of children's mental & physical health or development
• Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
• Taking action to enable all children to have the best outcomes
We are child-centred & we will always promote students' health, well-being, personal & emotional development

We create a safe, inclusive learning environment where students:
• Are respected and protected from bullying & discrimination
• Can talk & express views, be listened to & get feedback
• Have their needs met & fulfil their potential
• Know how to get help

We work in partnership with families by offering:
• Open, honest, respectful relationships
• Comfort & privacy to talk & get advice
• Involvement & inclusion at all stages of student's education & wellbeing when in our care
• Understanding of culture & diversity
• Clear explanations & use of professional interpreters if/when necessary
• Up to date emergency contact details
• Information about our complaints procedure

We promote early help & support by:
• Prompt identification of additional needs of all students & their families.
• Working in collaboration with schools to provide ongoing support.
• Appropriate information sharing with students, families & agencies
• Prevent concerns from escalating

We store and share information securely by:
• Following legislation & guidance
• Having appropriate IT filters & monitoring systems in place
• Explaining how, what & when information is shared
• Maintaining detailed, accurate & secure written records of discussions, decisions & actions, shared appropriately

Safeguarding policies, procedures & guidance:
• Available publicly for students, families, staff
• Following national & SCSP guidance & arrangements
• Include staff/pupil behaviour & relationships & online communications
• Updated annually

We have a coordinated approach to concerns:
• There is a quick staff response to inform school/Hub DSL/D about student concerns
• There are timely referrals to children's Social Care & Police where risk of significant harm exists at out of hours activity
• We work with all agencies to support students & families through multi-agency meetings e.g. child protection conferences, plans & actions

We have safe recruitment & management practices by ensuring that:
• Unsuitable people do not work with children
• There is a positive, open culture and environment
• Whistle-blowing process for staff concerns about organisational practice are in place
• All allegations of abuse by staff, carers or volunteers are reported using the correct procedures

Our trained volunteers, staff & management have:
• Clear safeguarding roles & responsibilities
• Safeguarding induction & refreshers
• High quality SCSP basic & advanced staff training
• Regular DSL/D staff safeguarding updates of skills & knowledge

Roles and Responsibilities

The Role of the Safeguarding Lead and Deputies (DSL/D)

- To take lead responsibility for safeguarding and child protection (including online safety).
- To attend Advanced Safeguarding Training and an annual refresher course.
- To provide advice and support to others on child welfare, safeguarding and child protection matters.
- To take part in strategy discussions and inter-agency meetings, and/or support other staff to do so, and to contribute to the assessment of children.
- To provide updates throughout the year where necessary.
- To review and update the safeguarding policy annually.

The Role of Music Leaders, Music Tutors and Accredited Teachers

- To adhere to this policy and these procedures and any updates.
- To have an enhanced DBS check every three years.
- To attend a basic safeguarding course every 3 years and complete any other training as required.

The Role of Volunteers

- To adhere to this policy and these procedures.
- To have an enhanced DBS check every three years.
- To attend a safeguarding briefing annually

The Role of Partners

- Must have an up-to-date safeguarding policy which must be shared with the Music Hub annually and stored digitally.
- Are required to carry out DBS checks for any staff who work directly with young people.
- Are expected to provide their staff and volunteers with training and to adhere to all statutory responsibilities for the safeguarding of children.

Reporting a concern

Discuss your concerns **immediately** with the class teacher/school DSL/D and Music Hub DSL/D if:

- You think something is wrong with a child and you are not sure what to do
- You see an injury (and you do not have any other information)
- A child reveals information to you which may indicate abuse, neglect, bullying, participation in or victimisation by gang activity
- A child reveals information about contact with an adult or another child which may pose a risk such as radicalisation and/or extremist views.

You will be asked to record any of the above scenarios and subsequent actions on the Hub's *Cause for Concern* sheet. Any safeguarding records should be sent only through safe electronic means. Write the report timely and accurately. Further guidance can be found in the first supporting document.

Supporting Documents

This policy should be read alongside our organisational policies, procedures, guidance and other related documents, some of which can be found on our website.

- Behaviour Codes for Children and Young People
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Domestic Abuse and Sexual Violence resources for professionals
- Extremism and Radicalisation
- Failure to Collect Protocol
- Female Genital Mutilation
- First Aid Policy
- Photography and Sharing Image Guidance
- Reporting a concern
- Safeguarding Do's and Don'ts
- Safer Recruitment
- Single Central Record Letter of Assurance
- Spotting the signs
- Teaching Online
- Types of Abuse
- Use of personal electronic devices
- Whistleblowing
- Young Carers