

(1.1) April 2022

# Breathe Music Child Protection and Safeguarding Policy and Code of Practice

The responsibility for this policy is with the DSO (Designated Safeguarding Officer) of Breathe Music, Joanne Green, who is contactable by mobile number +44 7966195452.

## 1.0 Background – Breathe Music

Breathe Music is an organisation in Somerset UK established to support and enhance the experience of music-making and music appreciation of local children, young people and adults. Breathe Music exists as a hybrid in-person/online platform.

Breathe Music exists to:

- Inspire the next generation of music-makers
- Support the need for more easily accessible music education in rural areas
- Provide a 'hub' for private music teachers to share resources, and a space where their students can share musical experiences, socialise and have fun
- Offer online classes relating to music and complementary subjects
- Provide an events page promoting and selling tickets for local concerts

## 2.0 Policy objectives

Breathe Music is committed to safeguarding and promoting the welfare and safety of all the young people it works with and expects all staff and volunteers to share this commitment.

Breathe Music also recognises that good child protection policies and procedures are of benefit to everyone involved with Breathe Music's work, especially staff, as they can help protect them from erroneous or malicious allegations.

Breathe Music's staff are committed to practices that protect children from harm. The organisation has designated Joanne Green to take leadership responsibility for safeguarding arrangements, working with other staff to ensure a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children.

This policy applies to all applicants for volunteering and employment, all new starters and all existing staff.

All staff and volunteers who have unsupervised access to, or contact with, children are required to:

- develop and maintain an awareness of the issues which can cause children harm
- report concerns following the procedures described in this policy document
- hold a current enhanced level Disclosure and Barring Service (DBS) check (formerly known as CRB)

Breathe Music will endeavour to safeguard children by:

- adopting Child Protection Procedures and a Code of Practice which all who work on behalf of the organisation will be required to follow
- keeping parents/carers informed of any child protection or other concerns as appropriate
- reporting any concerns to the authorities as appropriate (e.g. NSPCC, police, social/welfare agencies)
- carefully following Safer Recruitment procedures for recruitment and selection of staff and volunteers
- providing effective management for all staff and volunteers through support and training.
- Breathe Music is also committed to reviewing its Child Protection and Safeguarding Policy and Code of Practice annually.

### **3.0 Policy Statement**

It is Breathe Music's policy to:

- foster a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the planning and provision of services
- ensure that staff and volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where they feel able to raise concerns and feel supported in their safeguarding role
- remind staff that they should never put themselves at risk and should avoid interaction with a child in any circumstances which might be misinterpreted. Breathe Music undertakes that:
  - All staff and volunteers working on behalf of Breathe Music accept responsibility for the welfare and safety of children in their care, for reporting any concerns, and for adhering to the Code of Practice
  - The DSO will make appropriate referrals to child protection agencies and/or Local Authority Designated Officers (LADOs) as and when appropriate and required
  - Information relating to any allegation or disclosure will be clearly recorded and passed on to the DCPD as soon as possible
  - All staff and volunteers working on behalf of Breathe Music will be reminded that any disclosure from a child to an adult must be reported to the Designated Safeguarding Officer (DSO) and it is for the DSO to determine the action to be taken. Particular care must be taken with confidentiality. The principle is that confidentiality should be maintained where possible, remembering that where an allegation has been made and is being investigated information must of necessity be shared with others (such as social services or the police). In these circumstances however, information will be shared on a need to know basis. Breathe Music is aware that a vulnerable child must clearly understand the circumstances where information might be shared in order to establish that child's confidence and ensure that any further information is forthcoming.
- A culture of mutual respect between children and those who represent Breathe Music in all its activities will be encouraged, with adults modelling good practice in this context
- All staff and volunteers with unsupervised access to children will have current enhanced DBS checks
- Anybody who encounters child protection concerns in the context of their work on behalf of Breathe Music will be supported when they report their

- concerns in good faith
- Breathe Music's policy will be made available to staff and volunteers and actively promoted within the organisation

## **4.0 Code of Practice**

Breathe Music expects that all staff and volunteers will read and absorb this Code of Practice and adhere to its principles in their approach to children at all times. The Code of Practice is based on the Government document *Guidance for Safer Working Practice* (updated October 2015) and has been reviewed in light of the document *Keeping Children Safe in Education* published by the Department for Education in April 2014.

It is Breathe Music's code of practice that:

### **4.1 Classes, concerts and other events**

- As a general rule staff must act to ensure that they are not in a situation where they are vulnerable to their actions being misinterpreted. For example, if staff are in a situation when they find themselves alone with a child, they should immediately move the conversation to a public place or take action (such as opening doors or curtains) to ensure that the interaction is public and/or witnessed
- Great care and careful judgement must be exercised with physical contact between adults and children, and the general rule is that it should be avoided. However it may be appropriate for example (particularly with the youngest children) for a member of staff to offer a comforting hug to a child in distress – this however must be administered by a member of staff in the presence of another adult and should not be unnecessarily prolonged. It may also be appropriate for music staff to touch a child to assist for example with posture or musical technique. This must however take place in the context of sectional rehearsals or group lessons where other children and/or another adult are present as witnesses and never when the teaching adult is alone with a child
- No member of staff is permitted to use any personal device to take or store images of children attending lessons or events. Only authorised staff using Breathe Music equipment may take and store such images (see 8.0 for exceptions and further guidance)
- Breathe Music's policy on illegal drugs is absolute - no such substances

are allowed in the possession of any staff member on site in a lesson, course, concert or event. All members of staff are also made aware of the risks of alcohol misuse to staff's ability to supervise children in an emergency, as well as the obvious risk of a staff member under the influence alcohol directly harming a child

- HM Government's 'Prevent' Strategy (published June 2011): whilst Breathe Music considers that given the relatively short period of time for which children attend lessons it is extremely difficult to observe and assess patterns of behaviour that might give rise to concern, care will be taken to note any causes for concern. The DSO will note the Government's aim of challenging ideology that might facilitate radicalism and recruitment to terrorist organisations as a prompt to staff to raise any concerns
- Female Genital Mutilation (FGM) – as in the case of the "prevent" strategy above, there is likely to be limited opportunities within a Breathe Music lesson or course to identify FGM cases or children at risk, however course staff will be made aware of the need to be vigilant.

### **4.3 Online Safeguarding**

Breathe Music delivers some of its musical education and support for young musicians online. We believe that no child taking part in Breathe Music activities should ever experience abuse of any kind, including when they are online. Children should be able to use the internet to assist their personal development and access Breathe Music lessons and musical education programmes; however, we also realise that safeguards need to be in place to ensure children are kept safe at all times when they are online.

Breathe Music appreciates that there are different risks attached to delivering musical education online rather than in person. We have a duty of care to all children we work with to protect them and keep them safe from harm when they use an online platform to take part in our work. We also have a duty of care to our employees to keep them safe when they are delivering work online.

We have undertaken detailed safeguarding risk assessments of all the online applications we will use to keep in touch with musicians and deliver musical education. Completing these risk assessments highlighted the potential risks and enabled us to put in place a number of measures to limit risk and keep everyone safe when they are taking part in Breathe Music activity online.

Breathe Music will keep children and staff safe online by...

- Providing children with an information sheet all about safeguarding online.
- Providing parents/carers with a guidance document that informs them on how to get their child set up on different online apps safely.
- Ensuring that user names, logins, online session invitations and passwords are used effectively.
- Ensuring that the settings for each online video/audio call will reduce risk of uninvited people joining the private/closed session.
- Developing an online safety agreement to use with children, parents/carers and Breathe Music staff that will work to create and maintain clear boundaries.
- Implementing a clear code of conduct for Breathe Music employees specifically around delivering programmes online.
- Ensuring there are specific pastoral staff on each group online session to keep track of who is online and manage behaviour while the tutors focus on teaching.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person.
- Reviewing and updating our online security regularly.
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate (For more information about this see our GDPR and Data Protection Policy).
- Providing supervision, support and training for staff and volunteers about online safety. Breathe Music will examine and risk assess any further social media platform, online communication application and new technology we intend to use before we use it. If any online abuse occurs, we will respond to it by:
  - Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
  - Providing support and appropriate training for all staff dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
  - Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.

- Reviewing the plan developed to address potential online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term. If you have any questions about online safety please contact Joanne Green admin@breathe-music.co.uk

#### 4.4 General provisions

- Any images or personal information concerning children in membership will be held in accordance with General Data Protection Regulation legislation and guidelines and destroyed after an appropriate period of time
- No contact is permitted between Breathe Music members of staff and a child under the age of 16 in membership via telephone, email or any social media platform. Where a prior contact exists, for example through a family connection or teaching relationship, the member of staff is contractually obliged to disclose this to Breathe Music so that appropriate measures can be considered and put in place
- Staff must not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted
- It is important not to deter children from making a 'disclosure' of abuse. Staff and volunteers must listen to what children have to say. No member of staff may take steps themselves to investigate any child protection concerns but must follow this guidance
- Good practice excludes bullying, shouting, racism, sectarianism or sexism

## 5.0 Dissemination of Policy and Code of Practice

This Policy and Code of Practice will be disseminated to all staff and volunteers as follows:

- A copy will be given to staff and volunteers prior to their first period of employment or voluntary work with Breathe Music in any year and prior to any subsequent period of employment
- Every member of staff will be issued with a simple guidance sheet – **What should I do?** (Appendix 1) – which advises them to report any concern about a child or the behaviour of an adult to a DSL, and gives contact details for the Single Point of Access.

## **6.0 Recruitment and Selection Procedures**

### **6.1 Equal Opportunities and Diversity**

Breathe Music is committed to ensuring that it provides equal opportunities to all at all times. Breathe Music is an equal opportunities employer and strives to ensure that no one is unfairly discriminated against in our recruitment, selection and general procedures.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records provided that the offence(s) are minor and not relating in any way to a child. We select all candidates for interview based on their skills, qualifications and experience.

### **6.2 Recruitment of new staff and volunteers**

All members of staff working with children are required to have a current enhanced DBS check.

If the individual is registered with the Update Service, with their prior consent Breathe Music will carry out an online check of their DBS certificate. For those who are not registered with the Update service Breathe Music will provide a DBS application form and leaflet of explanation.

### **6.3 Existing staff and volunteers**

All staff and volunteers should disclose in confidence to their line manager their involvement in any criminal matter. This is preferable to discovery at the next DBS Disclosure and promotes trust and honesty between Breathe Music and our staff and volunteers.

Depending on their role, staff and volunteers will be required to undergo further DBS Disclosures during their employment at Breathe Music every 3 years.

## **7.0 Training**

Breathe Music will ensure that appropriate training is provided to staff and volunteers where appropriate in accordance with the Department of Education's *Working Together to Safeguard Children* guidance (updated March 2015), and refreshed as appropriate or at least every three years:

Role	Training content	Training methods
Music Staff	<p><b>Level 1 training</b></p> <ul style="list-style-type: none"> <li>• What is child abuse and neglect?</li> <li>• Signs and indicators of abuse and neglect.</li> <li>• Normal child development.</li> <li>• Maintaining a child focus.</li> <li>• What to do in response to concerns.</li> <li>• Documentation and sharing of information regarding concerns.</li> </ul>	Workshop delivered by an agency recognised by Breathe Music

Designated Safeguarding Leads	<p><b>Level 2 training</b></p> <ul style="list-style-type: none"> <li>• The above, dealing with complexity etc. plus particular focus on:</li> <li>• Using the Framework for the Assessment of Children in Need and their Families: Own safeguarding roles and responsibilities</li> <li>• Promoting effective, professional practice</li> <li>• Advising others</li> <li>• Have detailed knowledge about how the various agencies fulfill their safeguarding duties in practice</li> </ul>	2 day inter-agency training (local authority)
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	<ul style="list-style-type: none"> <li>• Have experience of some of the dilemmas which have to be resolved in the child protection system</li> <li>• Be aware of some of the personal, professional and organisational issues which accompany child protection work</li> <li>• Have had an opportunity to review practice</li> </ul>	
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Staff member and volunteer induction procedures will include familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare, and staff will be issued with a copy of *Guidance for Safer Working Practice* (updated October 2015).

## **8.0 Acceptable use of media (including social media) policy and guidance**

The use of social media platforms (including but not limited to Facebook, Twitter and Snapchat) is an increasingly important mechanism for sharing Breathe Music news and raising the profile of the organisation and its work. Breathe Music wishes to continue to develop its use of social media platforms for these purposes and anticipates capturing a wider variety of material on a more frequent basis.

Some members of Breathe Music staff may of necessity be asked to take photographs or produce news items or other material using personal devices (such as smartphones) for uploading onto Breathe Music social media platforms.

This guidance covers use of personal devices to capture material for uploading to and distribution on Breathe Music social media platforms. It is intended to provide a clear framework for the benefit of both Breathe Music and the member of staff concerned.

These provisions should be read in conjunction with the whole of Breathe Music’s Child Protection and Safeguarding Policy, and are intended to be consistent with the letter and spirit of the same.

## 8.1 Principles

- Personal devices should not be used to take pictures or images of children engaged in Breathe Music activities in any way or form. Personal devices should not be used to record Breathe Music events. No pictures, text or any other material should be uploaded from a personal device to a Breathe Music social media platform.
- Exceptions to this rule will be made in specific circumstances in recognition of the practical difficulties noted above.
- Breathe Music wishes to project consistent messages and a 'house style' in respect of promoting Breathe Music and accordingly only members of the Marketing and Development team are authorised to post material on Breathe Music social media platforms.
- Breathe Music material which features children should not be posted on personal social media accounts. Comments on Breathe Music posts/content should be appropriate or preferably limited to 'likes', retweets or similar. Personal social media accounts should make it clear that views expressed are personal and not those of Breathe Music.

## 8.2 Practical guidance

- Any material that is captured should be within the scope agreed beforehand, should be done in public, and the guidance in Breathe Music's Child Protection and Safeguarding Policy regarding interactions with children strictly observed at all times.
- The individual member of staff is responsible for ensuring that any material captured is appropriate and consistent with the image, aims and ethos of Breathe Music
- Members of staff should be aware that it may be appropriate to explain to the children/ Breathe Music personnel concerned, or any parents in the vicinity, that their personal device is being used with permission for a specific purpose.
- All material should be routed to the office of Breathe Music to post and not posted directly.
- It is the responsibility of the member of staff capturing the material to ensure that it is deleted from their personal device as soon as reasonably practicable. No material may be stored beyond a reasonable time period

in any circumstances.

## **9.0 Designated Safeguarding Officer (DSO)**

### **9.1 DSO responsibilities**

The Breathe Music Designated Safeguarding Officer (DSO) is responsible for:

- Updating and reviewing this Policy and Code of Practice in light of changes to guidance, practice or legislation by Government or other lead agencies
- dealing with any concerns about the protection of children
- ensuring that all staff, and in particular staff with a specific lead responsibility or responsibility for the dissemination of this Policy and Code of Practice to others fulfil their responsibilities

The DSO with responsibility for this policy is Joanne Green contactable by mobile number **+44 7966195452**

### **9.2 DSO role**

The role of the DSO is to:

- Be the first point of contact for staff wishing to report an incident in the absence of the DSLs or if a DSL is involved in the incident or the subject of a complaint
- Determine the action to be taken in the event of a concern or complaint being raised, including whether it is appropriate to remove the adult who is the subject of the concern or complaint immediately from the course venue
- Keep parents/carers informed, as appropriate of any child protection concern coming to the notice of Breathe Music
- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of Breathe Music
- Provide information and advice on child protection within Breathe Music

- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover
- Liaise with the police, local social services and other agencies, as appropriate
- Keep the Board and relevant people within the NCO informed about any action taken and any further action required; for example, disciplinary action against a member of staff
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence
- Identify training needs and provide training to DSLs and others as required in a timely manner before classes, courses, concerts or other activities take place
- Review the operation of this Policy and Code of Practice regularly to ensure the procedures are working effectively and that it complies with current best practice

## **10.0 Reporting concerns**

Staff and volunteers could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of a member of Breathe Music staff;
- a child “disclosing” abuse;
- bruising or evidence of physical hurt; which may or may not be accompanied by
- unusual behaviour by a child.

Concerns about a specific child should be reported immediately in person or by telephone to the DSO and confirmed in writing as soon as practically possible and in any event within 12 hours. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff, these should be reported in person or by phone to the DSO at the earliest opportunity. (See Appendix 1)

The DSO is responsible for determining whether the adult in question should be removed immediately from the site pending further investigation. In making this assessment the DSO will consider all factors including the particular circumstances, the nature of the concern or complaint, and the possibility of future harm to the child.

The DSO will consider the report and either refer this immediately to the relevant authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but keep a full record of the concerns. Should the DSO wish to report a matter, or seek advice, then they should contact their Local Authority Designated Officer (LADO) for advice.

In all cases, the DSO will ensure that the parents/guardians are kept informed, as appropriate.

## **10.1 Responding appropriately to a child making an allegation of abuse**

The following advice is concerning how to respond to a child making an allegation of abuse:

- Stay calm
- Listen carefully to what is said
- Remember that you are not investigating the complaint yourself but are listening and gathering information
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Tell the child that the matter will only be disclosed to those who need to know about it
- Allow the child to continue at her/his own pace
- Ask questions for clarification only, and at all times avoid asking questions that are leading, suggestive or might prompt a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next, and with whom the information will be shared
- Record in writing what was said, using the child's own words **as soon as possible** – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the DSO;
- The DSO will ensure that the parents/guardians are informed/involved, as appropriate.

An incident record form will help the DSO to report effectively to the LADO which is included as an addendum to this policy document.

## **10.2 Whistle blowing procedure**

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

Breathe Music is committed to ensuring that all staff and volunteers are able to share in confidence concerns they may have without fear of sanction or penalty and undertakes that their employment rights will be protected should they do so.

If a member of staff has such concerns they should be reported to the DSO. Any staff who report any concerns about safeguarding or child protection in good faith will be fully supported.

Breathe Music intends that members of staff should feel able to discuss with the DSO any difficulties or problems that may affect their relationship with or behaviour towards children in membership, so that appropriate support can be provided and/or action can be taken.

Staff should recognise their individual responsibilities to bring matters of concern to the attention of the DSO, or relevant external agencies and that to not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

## **10.3 Child on child safeguarding**

All of us should remember that safeguarding encompasses not only interactions between children and adults, but also interactions between children.

## **10.4 Dealing with allegations of abuse against a staff member or volunteer**

An allegation may relate to a person who works with children who has:

- 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 they may pose a risk of harm to children.

Any allegations of abuse will be fully recorded and reported to the DSO. The LADO will be informed as soon as practically possible, and in any event within 12 hours of any allegation that comes to Breathe Music’s attention.

Every effort will be made to maintain confidentiality for all concerned. Appropriate support will be offered to the child, parents and staff or volunteers. If Breathe Music removes a staff member or unpaid volunteer from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, Breathe Music will make a referral to the Disclosure and Barring Service.

## 11.0 Definitions

Child / Children	Anyone who has not yet reached their 18 <sup>th</sup> birthday.
Safeguarding and promoting the welfare of children	<p>Defined for the purposes of this policy as:</p> <ul style="list-style-type: none"> <li>• Protecting children from maltreatment;</li> <li>• Preventing impairment of children’s health or development;</li> <li>• Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;</li> <li>• Taking action to enable all children to have the best life chances.</li> </ul>
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	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. Children may be

	<p>abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.</p>
<b>Physical abuse</b>	<p>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.</p>
<b>Emotional Abuse</b>	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent 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. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature 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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>

<p>Sexual Abuse</p>	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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. They may also include 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males.</p> <p>Women can also commit acts of sexual abuse, as can other children.</p>
<p>Neglect</p>	<p>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:</p> <ul style="list-style-type: none"><li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li><li>• protect a child from physical and emotional harm or danger;</li><li>• ensure adequate supervision (including the use of inadequate care-givers); or</li><li>• ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</li></ul>

## Possible signs of abuse

<p>Physical abuse</p>	<p>Look for clusters of these signs:</p> <ul style="list-style-type: none"> <li>• Unexplained burns, broken bones, bite marks, cuts, bruises, or welts in the shape of an object</li> <li>• Resistance to going home</li> <li>• Fear of adults</li> </ul> <p>Consider the possibility of physical abuse when the parent or other adult caregiver:</p> <ul style="list-style-type: none"> <li>• Offers conflicting, unconvincing, or no explanation for the child's injury</li> <li>• Describes the child as 'evil' or in some other very negative way</li> <li>• Uses harsh physical discipline with the child</li> <li>• Has a history of abuse as a child</li> </ul>
<p>Emotional abuse</p>	<ul style="list-style-type: none"> <li>• Apathy, depression</li> <li>• Hostility</li> <li>• Difficulty concentrating</li> <li>• Overly compliant or demanding behaviour, extreme passivity, or aggression</li> <li>• Extremes in behaviour, such as being either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)</li> <li>• Delayed in physical or emotional development</li> <li>• Has attempted suicide</li> <li>• Reports a lack of attachment to the parent</li> </ul> <p>Consider the possibility of emotional abuse when the parent or other adult caregiver:</p> <ul style="list-style-type: none"> <li>• Constantly blames, belittles or berates the child</li> <li>• Is unconcerned about the child and refuses to consider offers of help for the child's problems</li> <li>• Overtly rejects the child</li> </ul>
<p>Sexual abuse</p>	<ul style="list-style-type: none"> <li>• Inappropriate interest in or knowledge of sexual acts</li> <li>• Seductiveness</li> <li>• Avoidance of things related to sexuality, or rejection of own genitals or body</li> <li>• Either over compliance or excessive aggression</li> <li>• Fear of a particular person or family member</li> <li>• Difficulty walking or sitting</li> </ul>

	<ul style="list-style-type: none"> <li>• Suddenly refuses to participate in physical activities</li> </ul> <p>Consider the possibility of sexual abuse when the parent or other adult caregiver:</p> <ul style="list-style-type: none"> <li>• Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex</li> <li>• Is secretive and isolated</li> <li>• Is jealous or controlling with family members</li> </ul>
Neglect	<ul style="list-style-type: none"> <li>• Clothing unsuited to weather</li> <li>• Child dirty or unbathed</li> <li>• Extreme hunger</li> <li>• Apparent lack of supervision</li> <li>• Has not received help for physical or medical problems brought to the parent/guardian's attention</li> <li>• Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes</li> <li>• Is always watchful, as though preparing for something bad to happen</li> <li>• Lacks adult supervision</li> <li>• Is overly compliant, passive or withdrawn</li> <li>• Comes to activities early, stays late and does not want to go home</li> <li>• Is frequently absent from school</li> <li>• Begs or steals food or money</li> <li>• Lacks needed medical or dental care, immunizations or glasses</li> <li>• States that there is no one at home to provide care</li> </ul> <p>Consider the possibility of neglect when the parent or other adult caregiver:</p> <ul style="list-style-type: none"> <li>• And child rarely touch or look at each other</li> <li>• Shows little concern for the child</li> <li>• Denies the existence of – or blames the child for – the child's problems in school or at home</li> <li>• Asks teachers or other caretakers to use harsh discipline if the child misbehaves</li> <li>• Sees the child as entirely bad, worthless or burdensome</li> <li>• Demands a level of physical or academic performance the child cannot achieve</li> <li>• Looks primarily to the child for care, attention and satisfaction of emotional needs</li> </ul>

## Breathe Music

### What should I do? Child Protection Incident Form

**This form should be completed as fully as possible and as soon as possible after a concern is raised with you by a child. The information on this form should be passed to the DSL or DSO as soon as practicable.**

Your name	
Your position	
Child's name	
Child's address	
Parents/Carers name and address	
Child's date of birth	
Date and time of incident	
Your observations	

Exactly what the child said and what you said (record actual details. Continue on a separate sheet if necessary)

Action taken so far

External agencies contacted (date and time)	
Police  Yes/No	If yes – which?  Name and contact number  Details of advice received
Social services  Yes/No	If yes – which?  Name and contact number  Details of advice received

<p>Local authority</p>	<p>If yes – which?</p> <p>Name and contact number</p> <p>Details of advice received</p>
<p>Other eg. NSPCC</p>	<p>If yes – which?</p> <p>Name and contact number</p> <p>Details of advice received</p>

