

The Janice Thompson Performance Trust (JTPTrust) exists to promote, improve, develop and maintain standards of singing in Swindon and the surrounding areas. Our main activities in connection with this purpose are to offer classes, exam and festival preparation workshops and performances to singers up to the age of 21 years. We also offer occasional workshops and masterclasses for Adult Singers.

The purpose and scope of this Policy Statement is

- To protect children and young people who receive services from the JTPTrust from harm. This includes the children of adults who also use our services.
- To provide staff and volunteers, as well as children and young people and their families with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of the JTPTrust, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from **learning.nspcc.org.uk**

Supporting documents:

As well as reading “Keeping Children Safe in Education 2024”, this policy should be read alongside our organisational policies, procedures, guidance and other related documents, including:

Page 4	APPENDIX 1: Safeguarding Contact Information
Page 5	APPENDIX 2: Designated Safeguarding Lead (DSL) role description
Page 9-11	APPENDIX 3: Incident Forms, Body Chart and Prompts
Page 12	APPENDIX 4: Staff & Volunteers: Responding to Disclosures and Concerns
Page 15	APPENDIX 5: Managing Allegations against Staff and Volunteers
Page 17	APPENDIX 6: Recording concerns and information sharing and record keeping
Page 19	APPENDIX 7: Code of Conduct for Staff, Trustees and Volunteers
Page 21	APPENDIX 8: Behaviour Codes for Children and Young People
Page 21	APPENDIX 9: Antibullying procedures
Page 23	APPENDIX 10: Whistleblowing Procedure
Page 25	APPENDIX 11: Photography and sharing images guidance
Page 27	APPENDIX 12: General Online Safety
Page 28	APPENDIX 13: Safer Recruitment
Page 29	APPENDIX 14: Adult to child supervision ratios

The JTPTrust believes that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

The JTPTrust recognises that:

- The welfare of children is paramount in all the work that we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief. Sex or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will keep children safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, two deputies and a lead trustee/board member for safeguarding
- adopting safeguarding and child protection best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection, legislation and guidance (more information about this is available from the Information Commissioner's Office ico.org.uk/for-organisations)
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- ensuring that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment
- ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistle-blowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- building a safeguarding culture where staff and volunteers, children, young people and their families treat each other with respect and are comfortable with sharing concerns.

SEE NEXT PAGE FOR OUR SAFEGUARDING CONTACT ADDRESSES

This JTPTrust Policy came into force on: September 2024

We are committed to reviewing our policy and good practice annually.
This policy statement and accompanying procedures were last reviewed on

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SIGNED : 

NAME: VAL WESTON, CHAIR, JTPTRUST

DATE: September 2024

This policy is based on the NSPCC Example of a Safeguarding Policy Statement 2019

APPENDIX 1: Safeguarding Contact Information

Designated Safeguarding Lead (JTPTrust Director)	Janice Thompson (Trust Director) jtpacademy@gmail.com Mobile: 07919 373416
Deputy Designated Safeguarding Lead	Lorraine Pearson (Trust Secretary) secretaryjtptrust@gmail.com Mobile: 07508214026
Deputy Designated Safeguarding Lead	Flora Wilkins (Trust Associate) fdora9@aol.com Mobile: 07722256056
Deputy Designated Safeguarding Lead	Jessie Thompson (Trust Team Teacher) jessiemusictompson@gmail.com Mobile: 07815107330
Deputy Designated Safeguarding Lead	Andrea Lockwood (Trust Team Teacher) Alockwood1983@aol.com Mobile: 07551655154
Deputy Designated Safeguarding Lead	Shelley Morgan (Trust Team Teacher) morganpeople@live.com Mobile: 07968067329
Safeguarding Advisor	Laura Hunter (Trustee) hunterl@abbeyparcschool.org.uk Mobile: 07507 537285
Chair of JTPTrust (Senior Lead for Safeguarding and Child Protection)	Val Weston (Trust Chair) chairjtptrust@gmail.com
NSPCC Helpline NSPCC Whistle Blowing Helpline	0808 800 5000 0800 028 0285
Police	101 or 999
Children and Families contact Swindon (normal working hours)	01793 464646
Emergency Duty Care (outside office hours)	01793 436699

APPENDIX 2: Designated Safeguarding Lead (DSL) role description

SAFEGUARDING CONTACT DETAILS

DESIGNATED SAFEGUARDING LEAD (DSL) ROLE DESCRIPTION AND PROCEDURES

The purpose of the DSL is:

- To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the JTPTrust
- To promote the safety and welfare of children and young people involved in the JTPTrust's activities at all times.

The duties and responsibilities of the DSL are to:

1. Take a lead role in developing and reviewing the JTPTrust's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing the JTPTrust's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection concerning children and young people who take part in [insert name of organisation]'s activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at the JTPTrust, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at the JTPTrust and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in the JTPTrust's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with the JTPTrust may present a risk to children or young people. This includes:
 1. assessing and clarifying the information
 2. making referrals to statutory organisations as appropriate
 3. consulting with and informing the relevant members of the organisation's management
 4. following the organisation's safeguarding policy and procedures. (see Appendix 2)
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 1. The local authority child protection services
 2. The police.
 3. This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing help@nspcc.org.uk
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures (see procedures below)
10. Work closely with the deputy safeguarding leads where necessary also the senior safeguarding lead to ensure they are kept up to date with safeguarding issues, are certain of disclosure

procedures, and are fully informed of any concerns about organisational safeguarding and child protection practice.

11. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at the JTPTrust.
15. Attend team meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.

Child protection leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly, and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

- Training for nominated child protection leads: learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses.

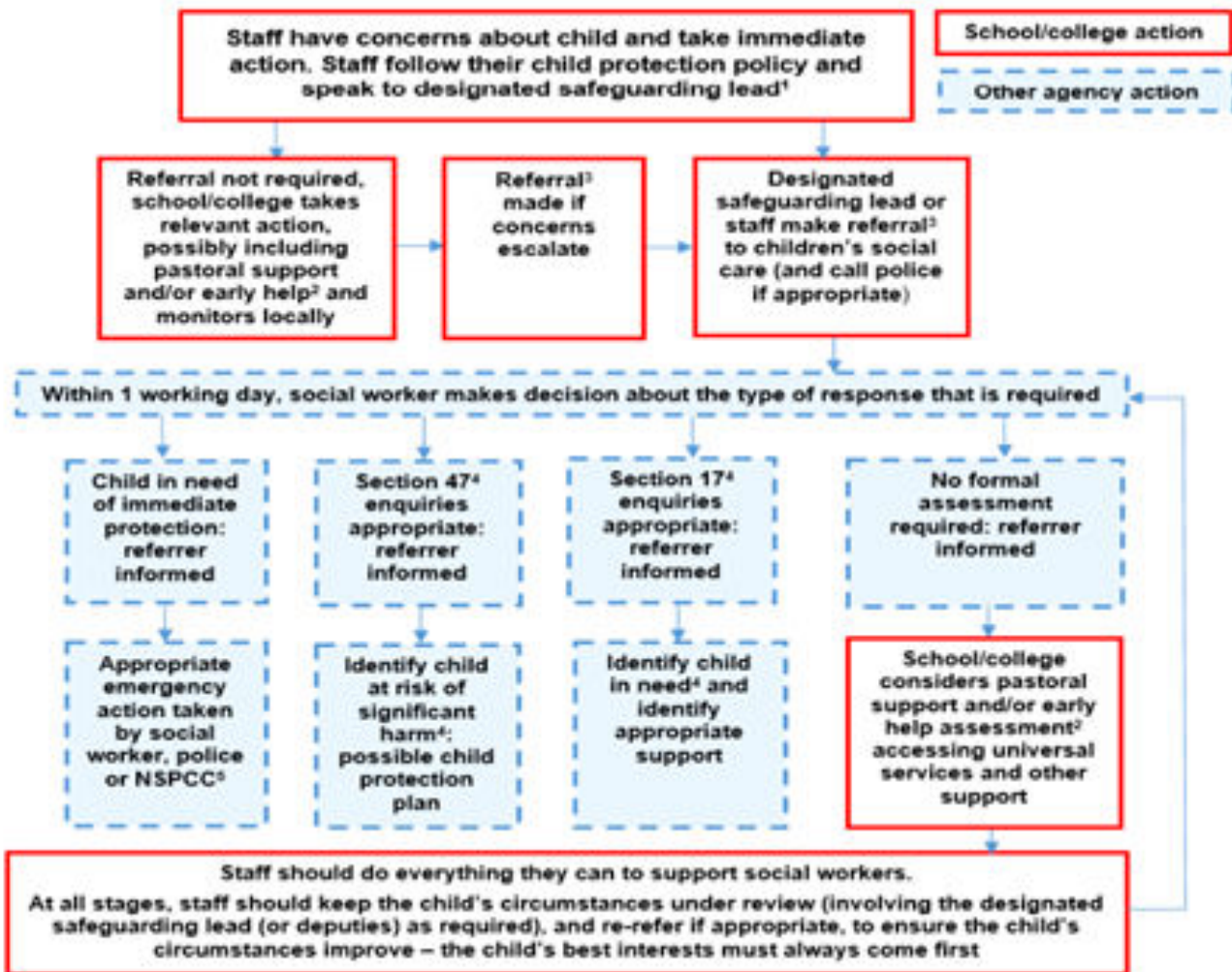
Helpful resources for a nominated child protection lead:

- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse [learning.nspcc.org.uk/child-abuse-and-](https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/)

[neglect/recognising-and-responding-to-abuse/](https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/)

- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding/Child-protection/

Actions where there are concerns about a child



Flowchart taken from 'Keeping Children Safe In Education' Sept 24

DESIGNATED SAFEGUARDING LEAD PROCEDURES ON RECEIVING REPORT OF DISCLOSURE/CONCERNS

Step 1

- Do you need to take immediate action to secure the safety of the child?
- If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act **immediately** Contact 'Children and Families Contact Swindon' on 01793 464646. or the Police on 999

Step 2

- If you feel the concern has met threshold contact Children and Families Contact Swindon for advice.
- Contact the parent/s or carer/s of the child concerned, if this has not already been done.
- If, having sought advice, you believe that sharing this information may increase the risk of harm to the child do not share with parents at this stage.

- You must document your decision-making here, if the decision is made not to share information with parents/carers
- In the majority of cases informing the parents/carers of the concern / disclosure which has been reported will not increase risk. Ask for any additional information from the parent/carer if applicable.
- Ensure that the parent/carer understands that a record will be kept by the JTPTrust.

Step 3

- If the concern does not require immediate contact then there should be consideration of this latest concern within the context of any wider concerns / disclosures. This may mean further discussion with the child's teacher and/or referring to safeguarding or child protection records if they exist.
- What are the risks to the child? Are they familial; posed by someone in the child's family? Are they extra-familial; posed by adults or peers outside of the home? (See Part 1 of KCSIE for further information)
- Refer to the local authority threshold document 'The right help at the right time' for action to support decision-making about what action is now required.

Step 4

- Ensure that the member of staff or volunteer reporting the initial concern has received feedback about actions and outcomes (if appropriate).

Step 5

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if applicable).
- The DSL should keep written records of all concerns, discussions and decisions, including the rationale for those decisions. This should include instances where referrals were or were not made to another agency, such as Children's social care or the prevent programme.

APPENDIX 3: Incident Forms, Body Chart and Prompts

Date:		Name and role of person completing form	
Time:		Date and time read by DSL / Deputy DSL	
Name of child:		DOB:	
Location (if applicable)			
<u>What have I seen/heard/noticed which concerns me?</u>			
<u>What am I worried about?</u>			
<u>Is this concern linked to any previous concerns I have reported?</u>			
<u>Action I have taken</u>			

To be completed by a member of the safeguarding team

Include reference here to other members of the safeguarding team you may have discussed the case with

Discussion of next steps agreed with:

Record of discussion with another professional, external to the trust (giving full name/ role and agency)

Detail of decision / action agreed by DSL or deputy:

Has the local authority threshold guidance been referred to at this point? Yes /

No Has the person who reported the initial concern been provided with feedback?

Yes /No

Reason(s) for this decision or action by DSL or deputy:

Does the child need to be monitored? Yes/No If yes, when will the case be reviewed?

Is Early Help support appropriate? Yes / No

Reason for decision

Is a referral to children's social care required? Yes/No

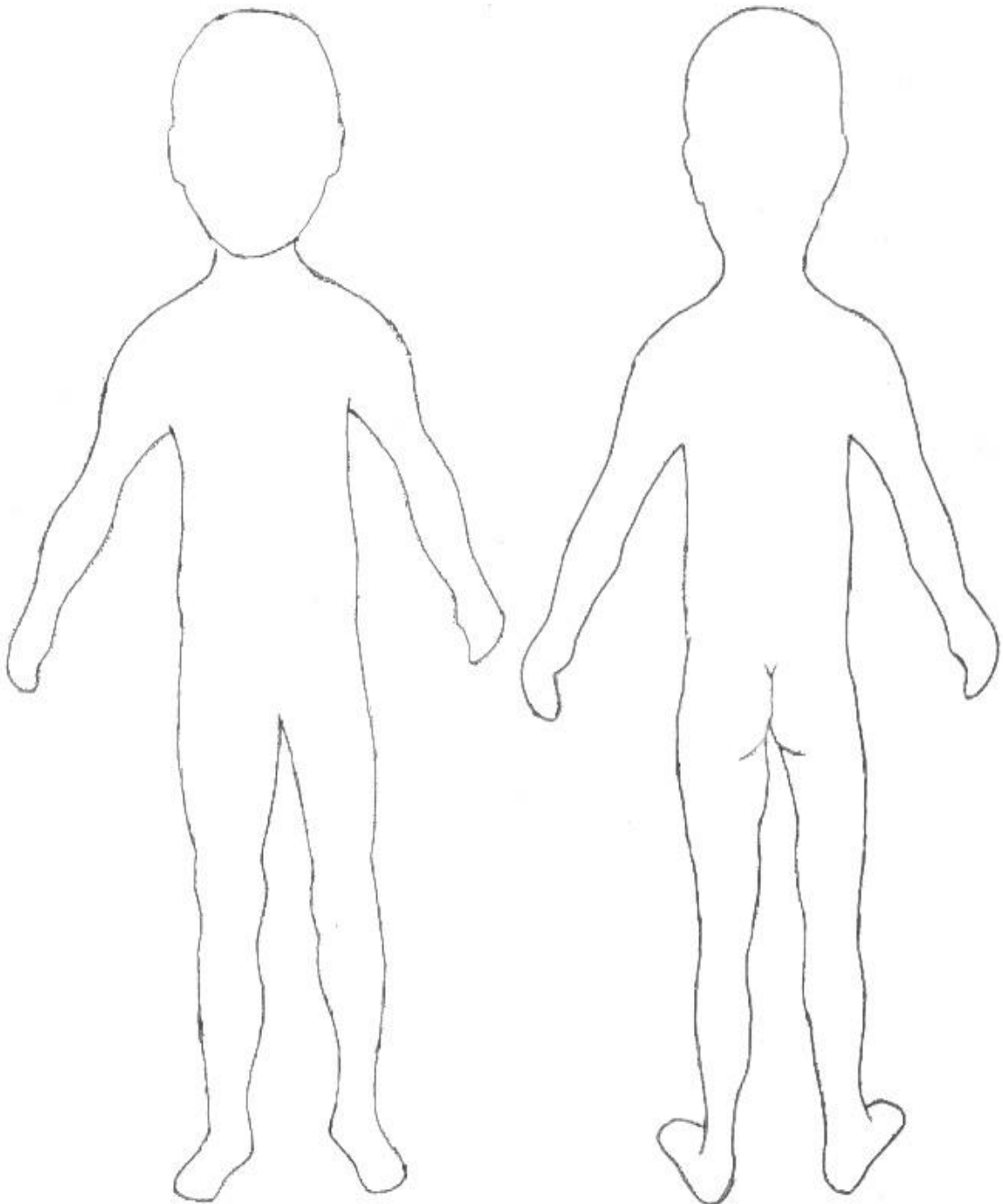
Does the trust have evidence that the threshold for significant harm has been met? (child protection) Yes/No

Reason for decision

Tick to confirm added to child's chronology and copy placed on file

FIRST NAME:

SURNAME:



This form is intended to be used, alongside the concern/incident form, to support staff with the recording of safeguarding and child protection concerns/incidents.

Have you remembered to include:

- 1. What is it that you have seen/heard/noticed which concerns you?** Remember if you have noticed a mark on the child, it is really important to complete an attached body map, giving an indication of the shape, size and location of the mark.
- 2. Clear and factual information about what you have seen/heard/noticed?** If you have included your opinion in your report, have you made it clear that this is your opinion?
- 3.** Full names of those involved and where possible, reference to staff roles?
- 4. Why what you have seen/heard/noticed concerns you?** What are worried will happen if this concern/incident is not responded to?
- 5.** Any actions you have already taken?

Whether you have spoken to parents/carers about the concern/incident? Remember, you may need to seek advice from a member of the safeguarding team if you are unsure about whether speaking to the parent may increase the risk to the pupil. If the parent is the alleged perpetrator, you must always seek advice from the safeguarding team before.

APPENDIX 4: Staf & Volunteers: Responding to disclosure and concerns

1. Disclosure of Abuse

If a child comes to speak to you directly and tells you information which may suggest they are at risk of abuse, this is known as a **disclosure**. If a child discloses to you, you should:

- **Listen** to what the child is saying, without displaying any signs of shock or disbelief
- **Allow** the child to talk freely without interrupting
- Reassure the child but do not make promises about keeping the information a secret
- **Reassure** the child that this is not their fault
- **Ask** questions only if you need to clarify, take care not to put words in their mouth by asking leading questions
- **Explain** to the child that they have done the right thing by telling you and explain what you will do next, in line with the procedures outlined below.

2. Concern about a child

You may not have received a direct disclosure, but you have over-heard a conversation which worries you. You may have seen a mark on a child which worries you or noticed a change in behaviour.

You have a responsibility to follow the steps below:

WHAT YOU SHOULD DO:

If you are concerned that a child might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the child?

STEP 1

- Report your concerns directly to a member of the safeguarding team, as soon as you are able.
- If no-one from your safeguarding team is available, speak to the most senior member of the Trust on site. This will normally be the Designated Safeguarding Lead, or the Deputy Safeguarding Lead. (If this is you, then, please refer to 'Role description of DSL')
- If an allegation is made against a member of staff or volunteer report your concerns to the Director of JTPT – if unavailable report to DSL.
- If an allegation is made against the DSL or the Director of the JTPTrust report your concern to the JTPTrust Chair (Senior Lead for Safeguarding and Child Protection)

STEP 2 RECORDING YOUR CONCERNS:

The JTPTRUST Safeguarding/Child protection concern/incident form can be obtained as follows:

- Under the www.jtptrust.org website, Contact and Policies Tab
- From Designated Safeguarding Lead (Janice Thompson)
- From any of the Deputy Safeguarding Leads and Safeguarding Advisor Laura Hunter.

PATHWAY 1

Recording your concerns on site at JTPTRUST Lessons

- Request a JTPT safeguarding/child protection form from the DSL or, if absent, the DSL on site
- Record your concerns in your own handwriting using the JTPTrust's safeguarding/child protection form BEFORE you leave the building.
- If a safeguarding/child protection concern/incident form is unavailable, handwritten notes can be made on a piece of paper
- Record the full date and time, location, your name and role and keep your record as factual as possible.
- Use full names, not initials - we need to be able to identify who individuals are.
- Use the child's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on a body map. (Do not take photographs).
- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.
- Hand the completed form to the DSL who will seal it in an envelope.
- If the DSL is unavailable the hand the form to the DSO. The DSO will seal the form in an envelope and take it in person to the DSL within 24 hours
- The DSL will retain a copy of your form on her password protected computer and decide on any further necessary action.
- The DSL will retain your original form (or notes if a form was unavailable)

- You should not keep a copy of the form.

PATHWAY 2

Recording your concerns using the JTPTRUST online incident form

- The JTPTrust online incident form can be obtained from www.jtptrust.org, under the *CONTACT AND POLICIES* Tab.
- Record the full date and time, location, your name and role and keep your record as factual as possible.
- Use full names, not initials - we need to be able to identify who individuals are.
- Use the child's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on a body map. (Do not take photographs).
- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.
- Email the completed form to the DSL, Janice Thompson, on childprotection@jtptrust.org
- The DSL will acknowledge receipt, at which point please delete the form from your computer.
- The DSL will retain a copy of your form on her password protected computer and decide on any further necessary action.
- ***You should not keep a copy of the form.***

WAIT FOR FEEDBACK

- You should receive feedback about what action, if any, is being taken in response to your concern.
- A recommended timescale for this is within 24 hours. If you do not receive feedback or you feel that the situation is not improving for the pupil, you have a duty to challenge the DSL / Deputy DSL. [See also Whistle-blowing Policy.](#)

ADDITIONAL CONSIDERATIONS

- Additional consideration needs to be given to any child with communication difficulties and for those whose preferred language is not English.
- It is important to communicate with any child with the above considerations in a way that is appropriate to their age, understanding and preference.

FOR YOUR INFORMATION

WHEN ARE PARENTS/CARERS CONTACTED?

- Concerns about the welfare or safety of child will be discussed with the parent/carer, unless, having reviewed the information of concern **UNLESS** is the view of the safeguarding team that this may increase the risk to the child.
- Our first priority is the child's welfare and therefore there may be occasions when concerns about a child means that we have to consult other agencies before we contact the parent/carer.
- If a referral is to be made to Children and Families Contact Swindon, the parent/carer will be contacted and the information within the referral will be shared. There are some occasions when the JTPTrust will be advised not to share the content of the referral with

the parent/ carer as to do so may increase the risk of harm to the child.

- Where reports are written about child as part of the child protection process, the JTPTrust will provide opportunity prior to the conference to share the content with parents and carers.

WHAT HAPPENS NEXT? –

The JTPTrust DSL or DDSL will follow the steps listed under Appendix 1 (The Role of the Designated Safeguarding Lead) and duplicated on page 5 of this document. You should receive feedback about actions and outcomes if applicable.

APPENDIX 5: Managing allegations against staff and volunteers

1. Introduction

If you are worried about the actions of an adult who is working/volunteering with the JTPTRUST we have procedures in place so you can report your concerns

These procedures apply to all staff and volunteers, regardless of position or role within the agency. It is separate and in addition to the process for immediate (same day) reporting of serious incident to the Designated Safeguarding Lead (DSL)

The aim of these procedures is:

- To ensure that children and adults at risk are protected and supported following an allegation that they may have been abused by an adult working for or on behalf of the JTPTRUST
- To ensure that there is a fair, consistent and robust response to any safeguarding allegation made, so that any risk posed to other children or adults at risk by an abusive individual is managed effectively
- To ensure that an appropriate level of investigation into concerns or allegations takes place when the allegation is recent, or at any time the person in question has been employed or volunteered with the JTPTRUST
- To ensure that the JTPTRUST continues to fulfil its responsibilities towards members of staff, or volunteers who may be subject to such investigations
- To ensure JTPTRUST acts in accordance with legislation and guidance and the requirements of the Charity Commission

All concerns must be reported following the steps below:

Step 1 (SEE APPENDIX 1 for Safeguarding Contact Addresses)

- Report your concerns directly and immediately to the **JTPTrust Director**
- If the JTPTrust Director is not available, report to the most senior member of the onsite Teaching Team (i.e., the DSL or Deputy Safeguarding Lead)
- If your concerns relate to the JTPTrust Director or Designated Safeguarding Lead, then report to the **JTPTrust Chair of Trustees**

Step 2

- Record your concerns using the JTPTrust Incident form (Appendix 3)
- Remember to record the full date and time, your name and your role and keep your record as factual as possible
- If a concern/disclosure form is unavailable, handwritten notes can be made on a piece of

paper

- **The JTPTrust Director** will retain these notes
- You must not make a copy

Step 3

- Record what action you are taking, (for example, record the name of the member of the JTPTrust you have to whom you have reported)
- If the concern/allegation concerns the JTPTrust Director or the DSL, then you should pass your allegation straight to the Chair of Trustees
- If the person to whom you have reported your concern does not take your concern seriously, you must
- either escalate your concern to the LOCAL AUTHORITY SAFEGUARDING OFFICER (LADO) for Allegations OR contact the NSPCC Whistleblowing help line 0808 8005000

If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately.

WHAT SHOULD HAPPEN NEXT?

Step 1

- *The DSL will consider the information in the report and initial consideration will be given as to whether this indicates that the person would pose a risk of harm if they continue to work in close or regular contact with children in their present position or in any capacity.*

This will be done by assessing whether there is evidence to suggest that:

- the person has behaved in a way that has harmed a child, or may have harmed a child;
- the person has possibly committed a criminal offence against or related to a child; or
- the person has behaved towards a child or children in a way that indicates that he/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.

Criteria listed above taken from Part 4 of 'Keeping Children Safe In education' Sept 2024

Step 2

- *The JTPTrust Director and/or Chair of Trustees may need to complete internal enquires to establish whether further action/training/additional staff supervision//risk assessment is required.*
- *Written records must be made of the subsequent decision-making process and reason for decision making together with actions and outcomes*

Step 3

If it is decided that there is evidence to suggest the concern meets one or more of the above criteria the JTPTRUST DIRECTOR/CHAIR OF TRUSTEES should contact the LOCAL AUTHORITY DESIGNATED OFFICER for Allegations immediately

Step 4

The LADO will decide on further action:-

- strategy discussion/meeting, or
- advice and follow up from LADO, or
- no further action by the LADO after initial consideration and closure

If further action is agreed, the LADO will agree with the police whether or not a strategy discussion/meeting needs to take place. If it is agreed that the threshold has not been met for a strategy discussion/meeting, an allegations management meeting may be held. The main purpose of this is to ensure the safety of the children and ensure the process is concluded promptly, ensuring the accused staff member has adequate support.

At the conclusion of investigations, an outcome will be agreed by the LADO:-

- Substantiated: there is sufficient evidence to prove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove 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 person subject of the allegation
- False: there is sufficient evidence to disprove the allegation
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

A record of the outcome of all allegations involving the LADO is held.

All concerns raised about an adult working in the JTPTRUST, including allegations, are recorded and held confidentially. Where a strategy discussion/meeting has been held involving the LADO the JTPTRUST will be sent a copy of the minutes of the meeting

Where an allegation is substantiated, this will be referred to in references provided by the JTPTrust for the individual if and when they apply for new positions.

The JTPTRUST recognises its Duty of Care to its Staff. The DIRECTOR/CHAIR OF TRUSTEES will put in place support for the adult at the centre of the concern/allegation.

The JTPTRUST Safeguarding/Child protection concern/incident form can be obtained as follows:

- **Under the www.jtptrust.org website, Contact and Policies Tab**
- **From Designated Safeguarding Lead**
- **From the Deputy Safeguarding Leads**

APPENDIX 6: Recording concerns and information sharing and record keeping

PATHWAY 1: Recording your concerns on site during JTPTrust Class time

- Request a JTPT Incident form (Appendix 3) from the DSL or, if absent, the DSL on site
- Record your concerns in your own handwriting using the JTPTrust's safeguarding/child protection form BEFORE you leave the building.
- If a safeguarding/child protection concern/incident form is unavailable, handwritten notes can be made on a piece of paper
- Record the full date and time, location, your name and role and keep your record as factual

as possible.

- Use full names, not initials - we need to be able to identify who individuals are.
- Use the child's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on the Incident Form body map (Do not take photographs).
- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.
- Hand the completed form to the DSL who will seal it in an envelope.
- If the DSL is unavailable the hand the form to the DSL. The DSL will seal the form in an envelope and take it in person to the DSL within 24 hours
- The DSL will retain a copy of your form on her password protected computer and decide on any further necessary action.
- The DSL will retain your original form (or notes if a form was unavailable)
- ***You should not keep a copy of the form yourself***

PATHWAY 2

RECORDING YOUR CONCERNS USING THE JTPTRUST ONLINE INCIDENT FORM

- The JTPTrust online incident form (Appendix 3) can be obtained from www.jtptrust.org, under the *CONTACT AND POLICIES* Tab.
- Record the full date and time, location, your name and role and keep your record as factual as possible.
- Use full names, not initials - we need to be able to identify who individuals are.
- Use the child's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on the body map provided in Appendix 3 (Do not take photographs).
- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.
- Email the completed form to the DSL, Janice Thompson, on childprotection@jtptrust.org
- The DSL will acknowledge receipt, at which point please delete the form from your computer.
- The DSL will retain a copy of your form on her password protected computer and decide on any further necessary action.
- ***You should not keep a copy of the form.***

RECORDS RETENTION AND STORAGE: DESIGNATED SAFEGUARDING LEAD

Records of concern or disclosures will be kept by the DSL (even if there is no need to make a referral immediately). These records are stored confidentially and securely. They do not form part of the child's vocal progress records and are stored separately. Confidentiality will be maintained and information relating to individual pupil/families shared with staff on a need-to-know basis.

- Electronic records will be stored securely in a password protected computer file
- Paper records will be stored securely in a locked cupboard
- Each record will be compiled and labelled carefully and stored in a separate file
- only be kept for a clear purpose

- adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- Kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019)

This Code is formulated in accordance with the NSPCC Example Behaviour Code for Adults working with Children, February 2022

PART 1: JTPTRUST STATEMENT OF CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

At the JTP Trust, we ensure that through our vision, values, rules, curriculum and teaching

- We promote tolerance and respect for all cultures, faiths and lifestyles.
- We recognise that children who attend the JTPTrust have the right to learn in safety
- We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.
- Visitors who are invited to speak to children will be informed about our ethos and safeguarding procedures and relevant vetting checks are undertaken.
- We undertake due diligence to ensure that visiting speakers are appropriate. Speakers will be supervised at all times and will not be allowed to speak to children without a member of staff being present.
- As a charity, we recognise that children who have special educational needs and disabilities can face additional safeguarding and child protection challenges and will commit to providing appropriate support when required
- As a charity, we will provide pupils with a range of support for mental health issues. This will include, where appropriate, pastoral support, working in partnership with parents and working with the child's school.
- Prioritise the welfare of children and young people
- Provide a safe environment for children and young people
- Protect and take action when appropriate.
- Stay within the law at all times
- Model good behaviour for children and young people to follow
- Challenge all inappropriate behaviour
- Report all concerns about abusive behaviour, following our safeguarding and child protection procedures (this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age)

APPENDIX 7: Code of conduct for Staff, Trustees and Volunteers

PART 2: INFORMATION FOR STAFF, TRUSTEES AND VOLUNTEERS

In your role at the JTPTrust you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

You are responsible for:

- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting and reporting any breaches of the behaviour code to the Designated Safeguarding Lead, Janice Thompson

- Reporting all concerns about abusive behaviour
- Following our safeguarding and child protection procedures
- This includes behaviour being displayed by an adult or child and directed at anybody at any age

You should:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.
- If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- If a child specifically asks for or needs some individual time with you ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

You should:

- Listen to and respect children at all times.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible.
- Of you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.

- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave the JTPTrust. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to our Designated Safeguarding Lead, Janice Thompson (See Appendix 1). If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

APPENDIX 8 & 9: Behaviour codes for children and young people, antibullying procedure

The JTPTRUST classes are run on principles of tolerance, support and respect.

We ask all our young people to:

- Treat one another with dignity, respect and tolerance, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Be supportive of your peers and their singing development.
- Respect our teaching team and student helpers.
- Bring a positive learning attitude to your lessons.
- Arrive on time for your lessons.
- Come correctly equipped for your lessons.
- Wear appropriate clothing and shoes to your lesson.
- Complete tasks at home when requested to do so.
- Look after books and equipment assigned to you.
- Talk to our teachers about problems and difficulties.
- Never verbally or physically abuse your peers or teachers.
- Support fellow singers by not accepting bullying and abuse.
- Report bullying and abuse if you see it happening.
- Always 'think of the other person.

The JTPTrust works with children and families as a major part of its activities. These include: Classes, graded examinations, and general public performances and events.

The purpose of this policy statement is:

- To prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities.
- Ensure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.
- To provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of the JTPTrust including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

We recognise that children are capable of abusing other children. This can happen both inside and outside of classes and online. A child may not find it easy to report child on child abuse and we recognise that they might show signs or act in ways that they hope an adult will notice, including a change in behaviour. Even if there are no reported cases of child-on-child abuse, we recognise that abuse may still be taking place but not being reported. We understand that the pupil who is perpetrating the abuse may also be at risk of harm and we will make every effort to ensure that the perpetrator is supported appropriately. A form of Child-on-child abuse is bullying.

Bullying includes a range of abusive behaviour that is

- Repeated
- Intended to hurt someone either physically or emotionally.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- Holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it.

These discussions will focus on:

- Practising skills such as listening to each other.

- Respecting the fact that we are all different.
- Making sure that no one is without friends.
- Dealing with problems in a positive way.
- Checking that the anti-bullying measures are working well.
- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying.
- Putting clear and robust anti-bullying procedures in place.
- Making sure our response to incidents takes into account the needs of the person being bullied and the needs of the person displaying bullying behaviour, the needs of bystanders and our organisation as a whole.

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- Seeking opportunities to learn about and celebrate difference.
- Increasing diversity within our staff, volunteers, children and young people.
- Welcoming new members to our organisation.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. The NSPCC provides summaries of the key legislation and guidance:

- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)

child protection [learning.nspcc.org.uk/child-protection-system](https://www.learning.nspcc.org.uk/child-protection-system)

Further information about responding effectively to bullying is available: protecting children from bullying and cyberbullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/bullying)

Recognising and responding to abuse [learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse)

[Related policies and procedures](#)

This policy statement should be read alongside our organisational policies and procedures including:

Child protection/safeguarding policy statement

[APPENDIX 10: Whistleblowing Procedure](#)

Code of Behaviour

The JTPTrust expects the highest standards of conduct from all Teachers, Managers, Trustees and Volunteers and will treat seriously any concern raised about illegal or improper conduct. The law provides protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by the employee who has a reasonable belief that:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any legal obligation
- A concealment of any of the above is being, has been, or is likely to be, committed.

A reasonable belief is sufficient to register a complaint. The complainant employee has no responsibility for investigating the matter; it is the JTPTrust's responsibility to ensure that an investigation takes place.

All persons working within the JTPTrust are encouraged to raise concerns about poor or unsafe practice and potential failings in the school's safeguarding regime via:

- the Code of conduct
- Whistle blowing policy

In the first instance, unless the complainant reasonably believes the Director of the JTPTrust to be involved in the wrongdoing, any concerns should be raised with the JTPTrust Director. If the complainant believes the Director to be involved, then staff should proceed straight to the Chair of Trustees.

Where a member of staff feels unable to raise a concern with either of the individuals identified above the NSPCC whistle-blowing helpline 0808 800 5000

The purpose of this policy statement is to

- Protect children and young people who take part in the events and activities of the JTP Trust, including public events where photographs and videos may be taken for publicity purposes
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with the JTP Trust.

THE JTP TRUST REGISTRATION FORM STATEMENT

The JTP Trust works with children and families as part of its activities. live public performances and events. Often parents and families would like to keep photographic records of their child's performances and activities. However, we recognise that some parents and families are not happy with their images being shared.

Therefore, as part of our registration form, we include the following statement:

'On occasion we would like to take photographs and/or videos of our classes and concerts for publicity purposes. These will be used to demonstrate the work and successes of the Trust in printed publications, on our website, and/or on social media. Photographs/videos are normally taken in groups. If photographs are to take place either in class or online, we will inform you in advance. We will

not include personal details of any child without consulting you. Photographs can be viewed on the JTP Trust website and copies and videos are stored by the JTP Trust Director. Publicity material normally falls out of use after two years.

Before taking any photographs or videos of your child we need your signature of consent below:

LEGAL FRAMEWORK AND OFFICIAL POLICY

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Summaries of key legislation and guidance are available on:

- online abuse **[learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse)**
- child protection **[learning.nspcc.org.uk/child-protection-system](https://www.nspcc.org.uk/child-protection-system)**

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

APPENDIX 11: Photography and sharing images guidance

JTP TRUST OFFICIAL EVENT PHOTOGRAPHY AND/OR FILMING PRACTICE AND STORAGE

- *We ask parents and guardians to sign a Photograph/Video release agreement as part of our registration form*
- *We engage a DBS checked official photographer at our public events*
- *We always advise singers, parents and carers in advance if a photographic/video occasion is to happen.*
- *We always advise parents and carers of the purpose of the photograph/video occasion*
- *Any photography or video taken by the JTP Trust will always be an ‘opt-in’ activity (ie optional)*

JTP TRUST STORAGE OF PHOTOGRAPHS AND VIDEOS

- *Photographs and videos are vetted and stored securely under password by the JTP Trust Director*
- *Parents can view all photographs on our website www.jtptrust.org*
- *Publicity material normally falls out of use after two years.*
- *Photographs and videos are normally deleted after 5 years.*

NB: Exceptionally, photographs and videos from high profile performances (eg “Brunel the Little Man in the Tall Hat”), where DVDs have been bought by the general public and remain in the public domain, will be retained beyond the above date.

JTP TRUST PHOTOGRAPHY AND/OR FILMING FOR EDUCATIONAL PURPOSES

We recognise that our Teaching Team may occasionally use photography and filming as an aid in activities such as music or drama. Teachers wishing to photograph or film lessons for short-term educational purposes should always seek prior permission from the JTP Trust Director who will:

1. Inform all class members and parents prior to the lesson in question.
2. Request written consent from the children, young people, parents and carers.
3. Delete the photographs/videos as soon as the educational purpose is completed.

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

Under usual circumstances, the JTP Trust operates a general public ‘no photograph or filming’ policy at concerts and events. However, on occasion we offer parents and families the opportunity to take images and videos of their own children only, in specifically controlled circumstances. (for example, at a pre-exam lesson and at the JTP Trust festival).

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will:

- Publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.
- Ask for any photos taken during the event not to be shared on social media.
- If circumstantially relevant, ask people to gain permission from other children, their parents and carers before sharing photographs and videos that include them.
- Recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
- Remind children, parents and carers who they can talk to if they have any concerns about images being shared.

PROCEDURE FOR HIRING AN INDEPENDENT PROFESSIONAL PHOTOGRAPHER/VIDEOGRAPHER

In the event that the JTP Trust hires an independent professional photographer, the JTP Trust Team will:

- Provide the photographer with a clear brief about appropriate content and behaviour. .
- Inform the children, their parents and carers that a photographer will be present.
- Ensure that parents have given written consent to images which feature their child being taken and shared.
- Ensure the photographer is clearly identifiable to the children.
- Not allow the photographer to have unsupervised access to children.
- Not allow the photographer to carry out sessions outside the event or at a child’s home.
- Report any concerns regarding inappropriate or intrusive photography, following our child protection procedures.

PHOTOGRAPHY AND FILMING FOR WIDER USE

Occasionally, the media or other professional photographers not hired by the JTP Trust may wish to record our singers at local events and share the images with the wider world. In this circumstance the organisation in question should:

- Seek permission of the JTP Trust Director in advance.
- Provide the name and address of the person using the camera.

- Provide the names of children they wish to take images of (if applicable).
- Explain the reason for taking the images and/or what the images will be used for.
- Complete a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The JTP Trust will:

- Verify the above details and decide whether to grant permission for photographs/films to be taken.
- Seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- Inform children, parents and carers that an external photographer is present.
- Ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If the JTP Trust is concerned that someone unknown to us is using our sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

JTP Trust does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the group/organisation should be used.

RELATED POLICIES AND PROCEDURES

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person’s wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse. [More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection].

Contact details

Photography and images co-ordinator

Name: Phone/email: Janice Thompson JTP Trust Director.

Senior lead for safeguarding and child protection

Name: Phone/email: Janice Thompson JTP Trust Director

We are committed to reviewing our policy and good practice **annually**.

This policy was implemented on: 8th October 2023.....(date)

This policy was last reviewed on: 31st January 2025.....(date)

Signed:Janice Thompson.....

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Signed: [J V Thompson](#)

Date:

APPENDIX 12: Online Safety

‘Governing bodies and proprietors should ensure that children are taught about safeguarding, including Online safety’ (‘Keeping Children Safe in Education’ (Sept 19)

Singers in the JTPTrust use technology to access Online Lessons, vocal music recordings and copies of class repertoire.

JTPTrust recognises:

- The increasing role technology has to play in education and children's daily lives.
- The wide range of content which is available to children via the internet.
- That alongside the benefits of technology, there are also risks.
- The importance of directing children to use the internet safely.
- The importance of keeping up to date with the tools, apps and devices children are using.

APPENDIX 12: Safer Recruitment

- Our singers are taught in all lessons to be critically aware of the materials and content they access on-line and understand that not everything they see online is true.
- Singers are supported in building resilience to radicalisation.
- The JTPTrust Team is made up of the JTPTrust Director plus five music teachers and a Registrar. We use volunteers to help us with special events.
- In line with Keeping Children Safe in Education (Sept 2024) we complete checks on all staff and volunteers, visitors and externally employed presenters.

Team Teacher and regular volunteers

- An enhanced DBS certificate, which includes barred list information, is required for all Team Teachers and Volunteers who will be engaging in regulated activity (working unsupervised with children).
- Identity checks are completed on recruitment, together with proof of right to work in the UK
- Qualifications are checked.
- If an individual has lived or worked outside of the UK an overseas police check / certificate of good conduct may be required. A check of visa/work permit will also be required here.
- Also, Visitors and Externally Employed Presenters.
- The JTPTrust very occasionally invites external presenters to work with our singers for up to 5 hours only. In this instance we will ask for proof of DBS clearance.
- A Teaching Team member will be present at all times as supervisor.
- Single Central Record.
- The JTPTrust maintains an up-to-date single central record of all safer recruitment checks. This is in line with the requirements as set out in ‘Keeping Children Safe in Education (Sept 24).’ The

JTPTrust Director /Designated safeguarding lead will monitor this record *three times per year* to ensure it is in line with statutory requirements (Part 3 'Keeping Children Safe in Education' Sept 24).

- JTPTrust is to consider using online searches in line with current KCSIE guidance.

Induction of New Teaching Team and Volunteers

Following appointment, the school offers new Team Teachers and a programme of safeguarding and child protection induction. This includes:

- • Face to face session with the DSL
- • Key documents to read
- • H&S briefing with the JTPT Director

New members of the JTPTrust will receive ongoing supervision and support from the JTPTrust Director and all members of the Team.

APPENDIX 14: Adult to child supervision ratios

The JTPTrust Adult to Child Ratio is based on the recommendations on the nspcc.org.uk website

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Wherever possible we aim to have two adults present plus one 16+ Student Leader, regardless of class size.

Under 18 Student Leaders are not however included in our adult: child ratio figures.