

**Safeguarding Children and Young People:
Policy and Procedures
October 2025**

If you require this document in an alternative format, please contact the office.

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Main Legislation and Methodology

This Policy has been developed with reference to:

- The Children Act 1989 and the Protection of Children Act 1999.
- “Working Together To Safeguard Children” – HM Government 2023
- Children and Social Work Act 2017
- Recommendations from the NSPCC, Arts Council England and Music for Youth
- London Safeguarding Children Partnership – London Child Protection Procedures and Practice Guidance – September 2023
- The Care Act 2014 and The Social Services and Wellbeing Act 2014
- Human Rights Act 1998
- The Mental Capacity Act 2005
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Homeless Reduction Act 2017
- Strategy for dealing with safeguarding issues in charities - HM Government 2017

This current policy has been reviewed and revised by Jake Tily (Creative Programmes Director) on behalf of The Irene Taylor Trust (ITT) and approved by the board of trustees in October 2025.

While this Policy refers to and has been informed by guidance, recommendations and policies published by a number of other organisations, it is the responsibility of ITT and its trustees to ensure the policy remains appropriate and up to date.

Jake Tily
Creative Programmes Director

Statement

The Irene Taylor Trust (ITT) acknowledges its duty of care to safeguard and promote the welfare of children, young people and adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Charity Commission requirements. ITT believes that it is always unacceptable for any person to experience harm, abuse or exploitation of any kind and recognises that it is everyone's responsibility to safeguard the welfare of all people equally by committing to practices which protect them. This policy sets out measures to ensure that all people with whom we work with are protected from harm and are encouraged to feel valued and safe. It aims to ensure that all directors, staff, volunteers and affiliates of ITT behave in a responsible manner that prevents abuse occurring and that a safe, confidential, transparent and accessible complaint mechanism is in place, to enable concerns that are raised about the safety or wellbeing of a child or young person to be swiftly and effectively addressed.

This Safeguarding Children and Young People Policy should be read in conjunction with ITT's other policies especially: Safety Policy; Equal Opportunities, Grievance; Disciplinary; and Health & Safety.

It is underpinned by a considerable body of legislation, government guidance and standards, designed to ensure that children are protected from harm including: The Children Act 1989 and 2004, Human Rights Act 1998 and The United Nations Convention on the Rights of the Child (ratified by the UK Government in 1991) Safeguarding Vulnerable Groups Act (2006), Equalities Act (2010), The Protection of Freedom Act (2012), Children and Social Work Act 2017, London Safeguarding Children Partnership 2023, "Working Together To Safeguard Children" – HM Government 2023, recommendations from the NSPCC, Arts Council England and Music for Youth.

The policy is approved and endorsed by the board of trustees.

Contact Information

Designated Safeguarding Leads

ITT's Designated Safeguarding Lead (DSL) is Jake Tily, Creative Programmes Director
Rich Mix, 35-47 Bethnal Green Road, London E1 6LA
Tel: 020 70590306

In his absence, please contact the Deputy Designated Safeguarding Lead (DDSL) Kitya Mark,
Creative Engagement & Progression Manager
Rich Mix, 35-47 Bethnal Green Road, London E1 6LA
Tel: 020 70590306

ITT's Trustees responsible for Safeguarding are Carolyn Taylor and Helen Sychta

In the event of members of staff being unable to contact either representative, staff must report any urgent concerns directly to the social services of the borough the young person is from. If the borough is unknown contact Tower Hamlets Social Services or the police.

Tower Hamlets Social Services or the Police.

Tower Hamlets Multi-Agency Safeguarding Hub (MASH)

Email: Mash@towerhamlets.gov.uk

Tel: 020 7364 5601 (weekdays 9am to 5pm) or 020 7364 5606 (after 5pm on weekdays and any time on weekends or bank holidays).

Bethnal Green Police Station

12 Victoria Park Square, London E2 9NZ

NSPCC Child Protection Helpline

The Child Protection Helpline is for adults but can pass children on to Childline. Childline is for children.

10am-4pm Monday to Friday

Tel: 0808 800 5000

E-mail: help@nspcc.org.uk

In the case of an emergency please ring 999. For reporting crimes or concerns that do not require an emergency response ring 101.

Definitions

Children (as defined legally) – Young people under the age of 18 – specifically those held in custody and in the community. This may include:

- **Looked after children** – a child who has been in the care of their local authority for more than 24 hours. Also referred to as children in care.
- **Child in need** – a child that is unlikely to achieve or maintain a reasonable standard of health or development without provision of services from the Local Authority.

Staff - refers to all individuals working on behalf of ITT including, but not limited to, trustees, employees, volunteers, student placements, temporary and freelance workers or any other person working on behalf of ITT.

ITT endeavours to safeguard children and adults by:

Adopting safeguarding guidelines through procedures and a Code of Conduct for staff and volunteers:

- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training.
- Sharing information about concerns with relevant professional agencies.
- Reviewing its policies and practice at every year.

If a complaint is made against, or criminal proceedings are commenced in respect of any individual representing ITT, ITT will treat the situation with gravity and the utmost urgency.

Procedures

Aims

The purpose of the policy is to:

- Provide protection for the people who receive ITT's services
- Provide staff and volunteers with guidance on the procedures they should adopt in the event that they suspect someone may be experiencing, or be at risk of, harm from either ITT staff or from external sources;¹

It is mandatory for all ITT staff, including senior managers and trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working with or on behalf of ITT to abide by the guidelines laid out in this policy.

ITT recognises that:

- The welfare of people is always the most important concern;
- All people regardless of age, disability, language, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm, abuse and exploitation;
- Working in partnership with the people we support, and other agencies is essential in promoting their welfare.²

Principles

ITT is committed to delivering creative music projects in prisons and the community. ITT is committed to ensuring that everyone is given access to the highest quality experience and ensuring that their personal safety and wellbeing is maintained at all times. This Policy is based on the following principles:³

- The welfare of the people we work with is our primary concern.
- All people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.

¹ HM Government, 'Working Together To Safeguard Children' 2023

https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

² Children Act 2004, s 11. See also: HM Government, 'Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children'. (2023).

https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

³ HM Government, 'Safeguarding Children and Young People', s 4. (Updated 2022).

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#charities-working-directly-with-children-abroad>

- It is everyone's responsibility to report any concerns about abuse to the appropriate prison/ITT staff member.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998 and The General Data Protection Regulation (GDPR) 2018.

Responsibilities

All issues concerning Safeguarding should be referred to the Designated Safeguarding Lead (DSL) who is responsible for dealing with such issues. The Trustees of ITT assume general responsibility for overseeing the implication of its Safeguarding Policy. ITT will:

- Promote the health and welfare of the people we work with by providing opportunities for them to take part in creative music projects safely.
- Respect and promote the rights, wishes and feelings of everyone.
- Promote and implement appropriate procedures to safeguard the well-being of people and protect them from abuse.
- Recruit, train, support and supervise its staff and trainees to adopt best practice to safeguard and protect people from abuse and to minimise risk to themselves.
- Require all staff to adopt and abide by this Safeguarding Policy
- Respond to any allegations of misconduct or abuse in line with this Policy as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy every year.
- Keep a record of every complaint and/or child protection concern that have been raised during the year

Project Planning and Risk Assessment

ITT aims to reduce the risk of abuse to the young people it works with through careful project planning and risk assessment. Responsibility for project planning and risk assessment lies with the Creative Programmes Director. All project planning and risk assessment is to be carried out in partnership with the relevant prison/community venue.

Partnership Work

When working with partners it is vital to ensure that they have adequate Safeguarding policies in place and that we work together with them to implement the policy. The individual and collaborative responsibilities of both parties should be clearly agreed prior to commencement of the project. ITT's policy will take precedence, with staff abiding by our guidelines.

Recruitment and Training

ITT will ensure that all employees that will be working with young people adhere to the following recruitment and training procedures:

- Permanent members of staff are openly recruited with clear information regarding their role.⁴
- They will be subject to a thorough interview and completion of 2 written references from people who are not family members that have recent and first-hand knowledge of the artist's work experience or contact with children, young people or vulnerable adults. Referees will be asked if there is no reason why they would be considered unsuitable to work with these groups of people and to declare all previous convictions.
- Delivery staff will be subject to relevant checks by the Disclosure and Barring Service (DBS), and if working in prisons, His Majesty's Prison Service national vetting system. A new Enhanced DBS check will need to be completed every 2 years unless they are on the update service⁵ The Creative Programmes Director will keep a log of DBS numbers and expiry dates. No physical or digital copies of the DBS certificate will be kept.
- Delivery staff can submit an Enhanced DBS certificate already held as long as the certificate has all the correct personal details and was issued not more than 2 years prior to the post starting date.
- Staff members and volunteers who are waiting for an Enhanced DBS certificate to be returned, will have no independent, and unsupervised access to any young person.
- On the return of the Enhanced DBS certificate, if an offence against a child or children be revealed then the applicant will be informed that they are unsuitable for the post after the Artistic Director has sought the relevant advice (e.g. NSPCC, Local Safeguarding Children's Boards or Police).⁶
- All staff, trustees and volunteers are expected to become familiar with the Safeguarding Policy.
- Regular Child Protection Training will be a requirement for staff and trustees to undertake. The DSL and DDSL are trained up to Level 3, and all other staff are trained to Level 1 standard. The Creative Programmes Director will keep a log of all training and ask people to refresh their knowledge every two years.

Project Delivery

During the projects, members of ITT and project team are responsible for ensuring the Safeguarding of people by:

⁴ Children Act 2004, s 11. See also: HM Government, 'Working together to safeguard children: A guide to inter-agency https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

⁵ HM Government, 'Disclosure and Barring Service (DBS)'. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

⁶ HM Government, 'Safeguarding Children and Young People', s 5. (2022). <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#charities-working-directly-with-children-abroad>

- Ensuring that project staff are not left alone with participants unless it's a 1-1 session. (For 1-1 sessions, a door must be left open.)
- Providing a supportive and safe environment for the participants to develop in.
- Sharing information between members of ITT and reporting any concerns to the DSL.
- Securing full permission before any photography takes place and fully explaining the purpose of the photographs and any future uses of the photographs.
- Ensuring that no unsuitable physical contact takes place. Contact should only take place with the consent of the child or young person and the purpose of the contact should be made clear.
- Encouraging young people to feel safe and empowered, so that they feel able to speak up about anything that is concerning them.⁷
- The Safeguarding and Safety Policies will be shared before each project with project staff.
- Before starting work as a Musician In Residence, The Safeguarding and Safety Policies will be shared with them, and they will be reminded of our guidelines every quarter.

Code of Conduct

The following behaviour is not acceptable, but this list is by no means exhaustive. ITT staff and Trustees should not:

- Allow the use of inappropriate language or intimidating behaviour go unchallenged. This could be anything that is deemed offensive, threatening, demeaning or that is being used to make another person feel unsafe or uncomfortable.
- Use inappropriate language themselves or words that can be misunderstood when taken out of context.
- Be out of sight with a participant.
- Spend excessive amounts of time alone with an individual, away from others.
- Invite a participant to visit or stay with them at home unsupervised.
- Take someone alone on a car journey, however short.
- Meet outside organised activities for any purpose after the end of a project, unless organised by Irene Taylor Trust.
- Tell personal information about themselves.
- Exchange personal contact details of any kind directly with the participants or engage in any form of communication other than in the context of the project situation. This includes communication through personal social networking sites such as Facebook, Instagram, Tik Tok and X . Any

⁷ NSPCC, 'Safeguarding in the Performing Arts: Advice on keeping children safe in music, drama, dance, television and theatre'. <https://www.nspcc.org.uk/preventing-abuse/safeguarding/safeguarding-in-the-performing-arts/>. See also: The Children (Performances and Activities) (England) Regulations 2019.

communication participants may wish to make should only happen through ITT email addresses or phone numbers held by the office staff.

- Let allegations or intimations someone makes be ignored or go unrecorded or deter someone from making allegations through fear of not being believed.
- Show preference for anyone over another or discriminate on the basis of age, disability, gender, language, racial heritage, religious belief or sexual orientation.
- Engage in sexually provocative or rough physical games, including horseplay.
- Make sexually suggestive comments in front of, about, or to someone in any given situation.
- Discipline a young person if their parent or carer is present and instead ask them to intervene (applicable in community settings). If it is necessary to discipline a young person, do so in a way that is fair, humane and does not involve corporal punishment or humiliation.

If you see another member of staff or a member of the public contravening these guidelines you are obliged to report the incident, even if you believe it to be of an innocent nature. Any member of staff who contravenes these rules will immediately be prevented from further contact and the incident will be reported to the appropriate authorities. They will also be subject to internal disciplinary procedures at the Trustees' discretion.⁸

Additional Guidance for Online Working

Before the session

- Make sure you feel comfortable with the technology you are using. Please test it before the session so it doesn't eat into the time available.
- Make sure your surroundings are appropriate for the video call. Ideally position your camera facing a plain wall or background. If it isn't plain then make sure any posters, books or objects in shot are appropriate. If you are taking the call in your bedroom, please position the camera away from the bed. If these things cannot be prevented, then please use a virtual background.
- If you are going to share your screen during the call, make sure everything visible is appropriate and you're not sharing any personal information. This includes files on your desktop, tabs open on your browser and search history that may appear when you type into the address bar.
- Make sure your clothing is appropriate for a working environment.
- If sessions are recorded or live streamed, then consent needs to be gained by everyone involved. If this is necessary for your session, please let the ITT office staff member know in advance of the session.

During the session

- An ITT office staff member will always be present on the call with you. Do not continue with the call if they are not present. If a musician is not present, then two ITT office staff members need to be on the call.
- An ITT office staff member will always initiate the call and use a platform that doesn't show participant's usernames or email addresses.

⁸ Music for Youth, 'Safeguarding and Child Protection Policy and Procedures', s 3.1. (2022).
<https://www.mfy.org.uk/media/50yo0ha0/14-updated-mfy-safeguarding-policy-and-procedures-1.pdf>

- If you need to send a file to a participant, it needs to be sent to the ITT office staff member who will send it to the participant. The same applies if you need to receive a file from a participant. Never use your own email address or phone call to contact a participant.
- Some participants may prefer not to be visible or may not want to share images of their homes. Offer everyone the option to use audio only.
- Make sure you finish the meeting properly so that everyone has a sense of closure.

If you are concerned about the welfare of someone in prison:

- Speak to the DSL at ITT immediately. They will decide whether to escalate the concern. If they are not available then please do the following:
 - Ring the prison's main switchboard and ask to be put through to the Safer Custody team. Most of them only operate between 10-4pm Mon-Fri.
 - If you are unable to speak to anyone or it is outside of those times then ring the main switchboard and say that you have an 'urgent safeguarding concern,' and you would like to be put through to the Duty Governor, Oscar 1 or the Control Room. They will then record your concern and send a member of staff to check on the person. Make sure you have their full name and ideally prison number and wing to hand when you make the call.
 - Please then complete a cause for concern form and email it to ITT's DSL.

Policy for communicating with participants

Consideration must be given to the following forms of communication which might occur between office staff members and participants:

- Emails** – The use of blind copying when communicating with groups of people should be best practice to maintain everyone's privacy. It is best practice to save emails as a record of communication that has taken place; staff should be aware of the use of appropriate language in their email communications.
- Phone calls and text messages** should be kept to a minimum and where possible during normal working hours whilst using communication devices provided by ITT. It is inappropriate for staff to be contacting people at other times of the day and to distribute their personal contact details. Staff should be aware how text language may be misconceived. In addition, staff should clearly state the appropriate hours young people can contact them.
- Social networking sites:** Staff must not accept invitations to connect on their personal social media accounts with any of the people we work with.

The Rehabilitation of Offenders Act

ITT supports the rehabilitation of offenders by not prohibiting those previously convicted of criminal offences from applying for work if they have not engaged in criminal activity for significant periods of time and do not pose a threat to the safety of any client group, staff member or associate of the organisation. Each applicant will be assessed on its merits. ITT will not employ those who have committed criminal offences related to children or young people, or any sex related crimes.

Confidentiality Policy

The legal principle that the 'welfare of the child' is paramount means that the considerations of confidentiality, which might apply to other situations at ITT, should not be allowed to over-ride the right of children to be protected from harm. However, every effort will be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.⁹

Disclosure and Barring Service

Disclosure and Barring replaces the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). It is an executive, non-departmental public body of the Home Office. Disclosure and Barring provides an information service to enable employers to make decisions about the staff that they employ in order to protect the safety of vulnerable groups, including children. A Disclosure is an impartial and confidential document that details an individual's criminal record, and where appropriate, details of those who are banned from working with children and other vulnerable groups. For further information regarding Disclosure, please visit the Disclosures and Barring website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Under the Protection of Children Act of 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 or vulnerable adults to anyone who is included on the DBS children's barred list and the adults' barred list for England, Wales and Northern Ireland. It is also an offence for people convicted of such offences to apply for work with young people.

Candidates applying for posts involving contact with children are informed in writing that an Enhanced Disclosure check will be carried out, and that any offer of employment is conditional upon them having no conviction relevant to working with children. Disclosure check should not be carried out in advance of an offer of employment, but recruitment must be planned so as to allow time for the check to be completed before the candidate takes up the post.

Under new guidance from the Government (2015,) staff can legally only be checked against the Adult Barred List if they give intimate or personal care activities (for example feeding, bathing or clothing vulnerable adults.) There are currently no roles at ITT that provide this kind of support, so therefore no one will need to be checked against the Adult Barred List. If this changes, the DSL will ensure anyone providing this service has the relevant checks carried out.

⁹ Music for Youth, 'Safeguarding and Child Protection Policy and Procedures', s 3.1. (2022).

<https://www.mfy.org.uk/media/50yo0ha0/14-updated-mfy-safeguarding-policy-and-procedures-1.pdf>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf

Recognising Abuse

ITT recognises that abuse can include:

- 1. Physical abuse**
- 2. Emotional abuse**
- 3. Sexual abuse**
- 4. Neglect**
- 5. Economic Abuse**

It is not the responsibility of ITT's trustees, staff or volunteers to decide whether or not child abuse has taken place, or if a child or young person is at significant risk: that is a task for professional child protection agencies. However, it is their responsibility to act if there is a concern. Everyone has a responsibility to report suspected or alleged child abuse. Here are some potential signs that abuse may have occurred:

1. Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. In adults and young adults, these kinds of small injuries (cuts and bruises) are less easily explained and so may be a potential sign of abuse. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on people with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones

- Scalds

Changes in behaviour, which can also indicate physical abuse:

- Fear of parents, friends, or partners being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Leaving their home or choosing precarious housing (ie sofa surfing) over returning home

2. Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

In adults, emotional abuse may include elements of coercive control, and other acts of disempowerment and stalking by the perpetrator, causing distress and fear. This can be by an intimate partner but could also be by friends, or parents of adults.

The signs of emotional abuse may include:

- Failure to thrive or grow, particularly if a child puts on weight in other circumstances, e.g. in hospital or away from their parents' care.
- Sudden speech disorders.
- Developmental delay, either in terms of physical or emotional progress.
- An adult referring to things they are 'allowed' or 'not allowed' to do.
- Indicating another person is controlling what that adult can eat, who they can see, and/or what they can spend their money on.

Changes in behaviour, which can also indicate emotional abuse, include:

- Neurotic behaviour e.g. hair twisting, rocking.

- Being unable to play.
- Fear of making mistakes.
- Self-harm.
- Fear of parent or professional being approached regarding their behaviour.

3. Sexual abuse

Adults who use children to meet their own sexual desires abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously. Adults can also sexually abuse each other, and being in a relationship does not excuse unwanted sexual contact

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas.
- Bruising or bleeding near genital/anal areas.
- Sexually transmitted disease.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

Changes in behaviour that can indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Having nightmares.
- Running away from home.
- Sexual knowledge which is beyond their age and developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.

- Saying they have secrets they cannot tell anyone about.
- Substance or drug abuse.
- Suddenly having unexplained sources of money.
- Not being allowed to have friends (particularly in adolescence.)
- For children, acting in a sexually explicit way towards adults.

4. Neglect

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

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other people.
- Constantly dirty or 'smelly.'
- Loss of weight or being constantly underweight.
- Inappropriate dress for the conditions.

Changes in behaviour, which can also indicate neglect, may include:

- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments.
- Having few friends.
- Mentioning their being left alone or unsupervised.

5. Economic Abuse

Economic Abuse is an area of domestic abuse which can be split into three categories:

Control: where the perpetrator has total control of the finances e.g. oversees all the bank accounts and retains passwords. They may demand to know exactly how their partner is spending money so they may have to provide receipts for everything they spend.

Sabotage: The perpetrator may sabotage their partners capacity to earn money: this may be by destroying their property eg. Reading glasses or hiding their car keys so they can't go to work, or picking an argument just before they go to work so that they are late.

Exploitation: the perpetrator may force the partner to be the main bread winner, or they may take out loans/debts in the partners name without telling them.

Economic abuse can have long term consequences so that even when the relationship ends, there may be many financial barriers in the way of enabling the survivor to fully separate from their abuser.

The above list is not meant to be definitive but as a good guide to assist you. It is important to remember that many people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as a death or the birth of a new baby in their family, relationship problems at home etc.¹⁰

Responding to Allegations of Abuse

Guidance on responding to someone disclosing abuse:

- * **Stay calm**
- * **Listen** carefully to what is said
- * **Do not promise to keep secrets** – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- * **Allow them to continue at their own pace**
- * **Only ask questions for clarification purposes** – always avoid asking questions that suggest a particular answer
- * **Reassure** them 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 their own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated.¹¹

In the event that someone discloses, or you have concerns that abuse has taken place, ITT staff members are required to:

1. Respond in a supportive, calm and reassuring manner.
2. Inform the person that ITT must inform the relevant people who can help.

¹⁰ Music for Youth, 'Safeguarding and Child Protection Policy and Procedures', s 3.1. (2022).
<https://www.mfy.org.uk/media/50yo0ha0/14-updated-mfy-safeguarding-policy-and-procedures-1.pdf>

See also: HM Government, 'Working Together To Safeguard Children' 2023

¹¹ Music for Youth, 'Safeguarding and Child Protection Policy and Procedures', s 3.1. (2022).
<https://www.mfy.org.uk/media/50yo0ha0/14-updated-mfy-safeguarding-policy-and-procedures-1.pdf>

3. Inform the relevant member of staff at the prison/community setting who is responsible for duty of care.
4. Complete a Disclosure/Concern Form detailing the concern or disclosure including dates, times and names and the action taken.
5. Inform the (DSL) or in the event that they are not available then the DDSL , and email them the Disclosure/Concern Form. This must be done within 24hours of the concern or disclosure taking place.
6. ITT's DSL will then email a copy to the DSL at the community setting, as well as keeping a version of the document secured in a locked cupboard at the premises of ITT. ¹²

In the event that an allegation is made against a member of ITT, ITT is required to:

- Ask that staff member to take leave from their duties on full pay until an investigation has been completed. It should be made clear that suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken.
- If an allegation of child abuse is made involving a member of ITT staff, this allegation, together with a record of the investigation undertaken and the outcome, will be recorded in their personal files.
- Retain the confidentiality under the Data Protection Act 1998 and from May 2018 The General Data Protection Regulation (GDPR) of both the accuser and the accused. Confidentiality regarding these records will be scrupulously maintained and information will only be released to the line management of the staff member concerned or to those in positions of authority externally who have reason to need it for the protection of children. Records will be kept for 50 years.
- Assess the information promptly and carefully and collect more information where necessary.
- Consult initially with a statutory child protection agency. (NSPCC Helpline: 0808 800 5000, currently Mon-Fri 10-4pm)
- Make a formal referral to the relevant member of staff at the prison/community setting and to the police.
- If a member of ITT's staff or anyone closely associated with their work in some recognisable capacity is found to have committed acts in relation to children which are criminal or which contravene in a serious way the principles and standards set out in this policy, ITT will take disciplinary action and/or any other action which may be appropriate to the circumstances. If volunteers are found to have committed such acts, the volunteering relationship will be ended. ¹³

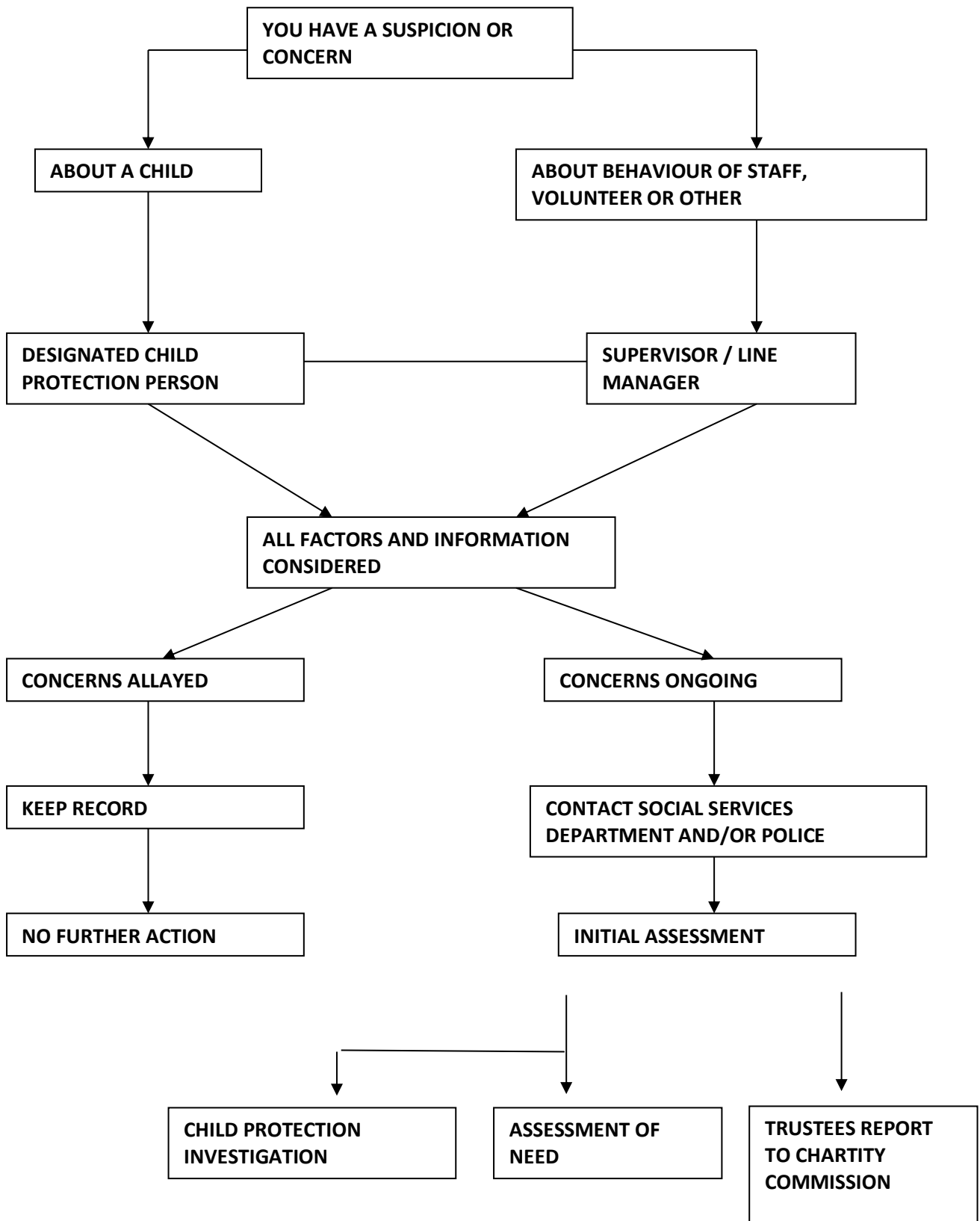
¹² Music for Youth, 'Safeguarding and Child Protection Policy and Procedures', s 3.1. (2022).

<https://www.mfy.org.uk/media/50yo0ha0/14-updated-mfy-safeguarding-policy-and-procedures-1.pdf>

¹³ Children Act 2004, s 11. See also: HM Government, 'Working Together To Safeguard Children' 2023

https://assets.publishing.service.gov.uk/media/65803fe31c0c2a00d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

Reporting Child Protection Concerns



Review and Evaluation

To ensure that the Safeguarding Children and Young People Policy remains relevant and is being effectively implemented, it will be reviewed every year.

The next review will take place in October 2026. Prior to the review there will be:

- A thorough examination of any new laws or recommendations so as to ensure that this policy is still relevant and comprehensive.
- Collation of any complaints and/or child protection concerns that have been raised during the year.
- Analysis of practice and any failures to follow procedures, codes of practice etc.

Every two years there will also be:

- An analysis of how well the managed the implementation of policies and procedures has been.

ITT Disclosure or Cause for Concern Form

As a member of ITT staff you are obliged to report any concerns that are brought to you or that you yourself have, whether they concern the safety of a young person, the behaviour of an adult or the conduct of a fellow staff member.

The information recorded on this form will be treated confidentially. When the form has been completed, please email it to the Designated Safeguarding Lead (DSL) and then delete it from your records (including sent items.)

Give your report directly to the DSL or, if the report concerns the DSL, to the Trustees. The DSL will only share this information as is necessary and will always act with the young person's safety and protection as their first concern. This record will be stored securely.

Date:
Your Name:
Your Position:
I am writing this report on the behalf of another. Their name is _____ / I am reporting my own concerns. (delete as appropriate)
Summary of the concern:
Please give details of the event, suspicious circumstance or other indicator that has led to your concern. Where possible include full names of those involved, their full contact details, the place the incident occurred, date and time, who was present, the circumstances in which it occurred and any other details. If you don't have their name please describe them in as much detail as possible.
If required, please continue on a blank page and attach the page securely to this form.