**NORTHWOOD MUSIC ACADEMY**

**CHILD PROTECTION POLICY**

Northwood Music Academy (“**NMA**”) promotes the welfare and safety of every child and young person who attends lessons at NMA. Each member of the teaching team is a sole trader and is responsible for ensuring that he/she adheres to this Child Protection Policy.

This policy has been drawn up on the basis of law and guidance that seeks to protect the children, namely:

* Children Act 1989
* United Convention of the Rights of the Child 1991
* Data Protection Act 1998
* Sexual Offences Act 2003
* Children Act 2004
* Protection of Freedoms Act 2012
* Relevant government guidance on safeguarding children.

The aim of this Policy is:

* to promote the safeguarding of children and young people, and
* to create a warm, supportive environment for the children and young people who attend lessons at NMA.

**Procedures for ensuring that children and young persons are protection**

All NMA teaching staff must:

* undertake child protection training, which must be refreshed at least every three years; and
* be on the Disclose and Barring Service (“**DBS**”) Update Service, or hold a DBS disclosure certificate which is no more than three years old.

Any suspicion of child abuse, and any other child protection issue must be reported immediately to the Safeguarding Officer. The NMA designated Safeguarding Officer is Miffy Hirsch info@northwoodmusicacademy.com

All new members of NMA teaching staff will be given a copy of this Child Protection Policy.

NMA will review and update this Policy every two years.

**Roles and responsibilities**

**Each member of NMA teaching staff** will be responsible for:

* maintaining their child protection training, which must be refreshed at least every three years. Training be accessed on line at: [www.musiciansunion.org.uk](http://www.musiciansunion.org.uk) or <http://platinum.educare.co.uk/music>. Each member of NMA teaching staff must retain a record of their training, and notify the Safeguarding Officer promptly when they refresh their training;
* ensuring that they are on the DBS Update Service, or hold a DBS disclosure certificate which is no more than three years old;
* reporting any suspicion of child abuse, and any other child protection issue, immediately to the Safeguarding Officer;
* keeping the Safeguarding Officer up to date with any child protection concerns in respect of individual pupils;
* notifying the Safeguarding Officer immediately they become aware of any information which may affect their suitability to work with children and young persons.

The **Safeguarding Officer** will be responsible for:

* ensuring that lessons for children and young persons are only arranged with members of NMA teaching staff who are on the DBS Update Service, or hold a DBS disclosure certificate which is no more than three years old;
* maintaining a written record of any suspicions of child abuse and any other child protection concerns;
* advising and supporting NMA teaching staff members in handling any child protection concerns; and
* making a referral to a local authority, the police, or other agency, where a child protection concern should be brought to the attention of the relevant organisation.

**Confidentiality**

All matters relating to child protection are confidential and may only be shared on a need-to-know basis.

All NMA teaching staff must be aware that they have a responsibility to report child protections concerns to the Safeguarding Officer, and that information will be shared as appropriate with relevant organisations in order to safeguard and protect children.

All child protection records must be kept confidentially and securely and separate from pupil and financial records.

All NMA teaching staff must be aware that they cannot promise child confidentiality.

**Allegations against NMA teaching staff**

There may be times when a child or young person makes an allegation against a member of NMA teaching staff. In this situation, the Safeguarding Officer will determine the appropriate course of action, which may include a referral to a local authority, the police, or other relevant agency.

NMA aims to provide an environment in which children and adults feel confident enough to express concerns regarding the behaviour of a member of NMA teaching staff.

This policy was last reviewed on 23 March 2018