



Child Protection Procedure

September 2025

If you have any concerns or information about child abuse, **don't delay**:

- 1) Contact the relevant Designated Safeguarding Lead immediately
- 2) Always inform the Southwark Music Designated Safeguarding Lead
- 3) If you are unable or unwilling to contact them, for whatever reason, contact the Southwark Multi Agency Safeguarding Hub (MASH), Local Authority Designated Officer (LADO) or the Police if the child is in imminent danger
- 4) Do not give name / details of the disclosure to anyone else

Southwark Music Lead	Gordon Maguire	07786 844 705 gordon.maguire@southwark.gov.uk
Southwark Music Deputy	Jennifer Cable	07752 330064 jennifer.cable@southwark.gov.uk
Saturday Centre Designated Lead	Andy Grappy	07973 165621 andy.grappy@southwark.gov.uk
Southwark Multi Agency Safeguarding Hub (MASH)		020 7525 1921 or 020 7525 5000(out of hours) MASH@southwark.gov.uk
Southwark Local Authority Designated Officer	Eva Simcock	020 7525 0689, 020 7525 3297, gau.safeguarding@southwark.gov.uk



If a child confides in you

- Never make a promise to a student that information given to them by a student will be confidential.
- Pass on any information of this type that gives cause for concern – you are obliged to do this. See below for who you must report to.
- Do not question closely or make statements to a student as this may prejudice any inquiry.
- Encourage the pupil to speak in their own words – do not prompt or lead. Listen but do not investigate.
- Always take what a child says seriously
- Encourage the child to speak to their parents or carers (if appropriate)
- Report factually, record, date, time and sign any concerns you may have and speak to the appropriate child protection officer (see below). Ensure they take responsibility to inform the relevant agencies without delay.
- Observe confidentially with colleagues, family and friends.

Conduct of Adults

- If you have concerns about the conduct of an adult who works with children or young people, inform the lead person (or deputy) for safeguarding immediately. They will refer to MASH(Multi Agency Safeguarding Hub) and a LADO (Local Authority Designated Officer) will coordinate any further actions.
- In the rare cases of the named or deputy person being implicated, anyone can refer to the MASH or LADO directly.
- It is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be.



Be Aware!

Monitor the areas you work in by:

- Being observant of children and adults together.
- Being aware of children who may be alone and in the area a long while, particularly if young.
- Know and observe health and safety regulations in your place of work.
- Not accepting swearing, bullying or other behaviours from the public when children are either involved or in close proximity.
- Being alert to members of the public/staff approaching, videoing, or taking photographs of children who are alone or not seemingly related to them.
- Reporting any such behaviours /incidents to the lead person (or deputy) for safeguarding.
- Seeking help from management or dialling 999 without delay if such behaviours are criminal or dangerous.
- Being aware of visitors seemingly having no business on the premises.

Further Guidance: Abuse and spotting the signs

It is estimated that 1 in 10 children experience abuse; some research suggests this figure is higher particularly for children with physical or learning disabilities.

What is abuse?

Physical: Where a child's body is deliberately hurt or injured

Sexual: Where adults use children, or their images, to satisfy sexual desires; other children can also be abusers

Emotional: Where children may be deprived of love, continually shamed and taunted, given responsibility beyond their years, or witness the ill treatment of another

Neglect: A persistent failure to meet a child's physical and / or psychological needs



Some examples signs of abuse might be:

- Aggressive or violent behaviour of adults towards children (physical and verbal)
- Very young, unsupervised children
- Vandalism or fire setting
- Bullying behaviour or fighting
- Physical signs e.g bruising, scarring, poor personal hygiene

You may also be concerned if you find the following, especially in or near children's areas:

- Sexually explicit material with children's images
- Smearing or vandalism / fire setting in toilets
- Discarded needles, alcohol bottles, condoms in inappropriate places
- Meals / food discarded on a regular basis

Your working environment

Your teaching room should be open and accessible by anyone, with a clear view of the outside (windows / window in the door). If these criteria are not met in the working space you are offered, contact Southwark Music immediately.

Physical Contact

Avoid touching pupils whenever possible. It is sometimes necessary to make physical contact with pupils in order to teach effectively and efficiently. Should this be the case:

- Firstly consider if touching is really necessary – avoid it if possible.
- Consider where you are touching the pupil. Using one finger to move a finger to the right place is less intrusive than placing a hand on a pupil's diaphragm. Touching the torso should be avoided.
- Always ask the pupil before you touch them, and explain what and why you are doing so (eg 'Can I move your fingers into the right place?')
- Stand in front of the pupil, and as much at arm's length as possible.



Data Protection, Contact Information and Social Networking

All staff are required to adhere to the following procedures:

Teachers will be in receipt of personal information about pupils, other teachers and school staff. This must be kept confidential and used only for the purpose for which it was given. Personal information must not be given to any other person for any other reason. This includes other Music Service staff, schools and their teachers and parents/carers. Any requests for personal details should be directed to the Music Service.

Under no circumstances should teachers ask for personal contact details for pupils. This includes mobile phone numbers, email address or any other form of communication. Where teachers need contact details for pupils (e.g. out of hours activities or trips) these will be provided by the Music Service.

Teachers must not under any circumstances make links with students via social networking sites or other methods of communication. If a teacher uses social networking sites, you must not tell any pupils about it, or in any way encourage them to associate with your site.

E-Safety

Your safeguarding responsibilities apply when teaching online. Please review the [Southwark Music Online Safety Policy](#) for further information on this.



Mobile Phones In Schools

Southwark Music tutors use mobile phones in many schools and at our Saturday Centre as part of their everyday teaching. Be aware that schools across the borough have different policies and guidelines regarding phone usage. It is essential that you know, understand and adhere to guidelines set by each school you work in.

In addition to your school policy, the following measures will help maintain a professional environment and ensure that mobile phones are used appropriately and safely.

1. **Professional Use Only:** Mobile phones should be used strictly for professional purposes.
2. **Silent Mode:** When not in use for teaching, phones should be set to silent or switched off during lessons to avoid distractions.
3. **Contacting Students:** Tutors must not contact students or their families. This should always be done through your school or Saturday Centre admin.
4. **Recording Restrictions:** Tutors must not use their phones to record students or share images unless using school-provided equipment for legitimate purposes.

If you are in any doubt as to mobile phone usage, seek advice from your school or Southwark Music manager.

Additional Reading:

[Working Together to Safeguard Children](#)

[Keeping Children Safe in Education](#)