



PercWorks' policy for staff and volunteers

PercWorks fully recognises its responsibilities for safeguarding of children and vulnerable adults. Our policy applies to all staff and volunteers working within the organisation and is based on 'Keeping Children Safe in Education'.

PercWorks will:

1. Ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children, for example:
 - Staff delivering regulated activities with regular unsupervised access to children and vulnerable adults are required to undergo an enhanced DBS check prior to employment.
 - Previous employer references, identity checks and evidence of qualifications are fully checked for all staff as part of the recruitment procedure.
 - At least one question about safeguarding is included at all interviews.
2. Raise awareness of safeguarding issues amongst staff and volunteers and promote a culture of vigilance. Guidelines and advice are issued to staff. Safeguarding issues will be discussed as part of the induction/training programme for all new staff. Safeguarding issues will be discussed with volunteers.
3. Ensure a safe environment in which children can learn and develop musically. Guidelines are given to staff/volunteers regarding how to maintain a safe environment for children and young people. This includes guidance on retaining a professional 'distance', common situations (including working in a 1:1 situation), advice on physical contact, and avoiding actions and behaviours that may be misinterpreted.
4. Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse. Advice is given in guidance to staff and volunteers, who are also required to read: [Keeping children safe in education – Part 1: Information for all school and college staff \(GOV.UK\)](#).
5. Recognise that PercWorks staff are well placed to observe the outward signs of abuse. PercWorks will therefore:
 - Seek to establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
 - Ensure children know that there are adults in their school and in PercWorks whom they can approach if they are worried.
6. Follow the advice of the Local Safeguarding Children Board and draw on nationally recognised good practice to:
 - Ensure we have a designated member of the Senior Management Team to be responsible for safeguarding matters.

- Ensure every member of staff, volunteer and board member knows the name of the designated person responsible for safeguarding and their role. A copy of this Safeguarding Policy will be provided for all staff along with practical guidelines.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person responsible for safeguarding.
- Ensure that parents have an understanding of the responsibility placed on PercWorks and its staff for safeguarding. PercWorks obligations relating to safeguarding are included in information for parents.
- Co-operate as required with relevant agencies regarding safeguarding matters.
- Keep written records of concerns about children and vulnerable young people.
- Follow up a concern reported to a school by a member of our staff by contacting the school separately to ensure the relevant member of school staff is fully aware of the concern.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer. In the event of an allegation against a member of staff, the Head of PercWorks may suspend that member of staff pending an initial investigation. All allegations relating to safeguarding issues will be reported to the Local Authority Designated Officer (LADO) who will provide advice and liaise/coordinate with the appropriate authorities. PercWorks will co-operate fully in any investigation. Where a school has received a complaint, the investigation will be carried out jointly with the school and both parties will attend investigatory meetings. In the event of an allegation against a volunteer, the volunteer's services will be suspended pending an initial investigation by PercWorks.