



POLICY 010: SAFEGUARDING POLICY

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Policy 010: SAFEGUARDING POLICY

1. PURPOSE

1.1 The purpose of the policy is to assist ACM in discharging its duties and commitments in respect of safeguarding students, staff and the wider community in institution-led activities fully, effectively and in accordance with statutory guidance and legislation.

1.2 It is the intention of this Policy to promote high standards of personal and professional practice across the institution and outlines the procedures for staff to follow when concerns arise.

1.2 This Policy has been written in accordance with, and with reference to, the statutory guidance and legislation as outlined in Item 8.

2. POLICY DETAILS

2.1 The Academy of Contemporary Music is committed to safeguarding and promoting the welfare of all students, staff, visitors and guests and acknowledges its particular responsibilities to children, young people and adults at risk.

2.2 All staff within ACM have a responsibility to be involved in contributing to a culture in which safeguarding is embedded, discussed openly and risk proactively reduced. Every member of staff is DBS checked prior to commencing employment, and again every three years, and all staff members must complete training in the following areas:

- Safeguarding Young People
- Mental Health Awareness in Children & Young People
- An introduction to GDPR
- Health and Safety in Education Awareness
- The Prevent Duty
- First Aid Essentials

2.3 All suspicions and allegations of abuse or concerns about radicalisation will be taken seriously by ACM and responded to appropriately involving referral to external agencies when deemed necessary. These suspicions and allegations will be acted upon immediately.

2.4 ACM will ensure that there are established governance structures in place to ensure that all aspects relating to safeguarding are regularly audited, reviewed and monitored.

2.5 All ACM students and staff are required to wear ID cards and lanyards at all times whilst on ACM premises. Any person or persons found to be on ACM premises without a valid ACM ID will be removed. The main doors to ACM buildings are key card access only to ensure access is only granted to ACM students and staff, or supervised contractors. Any member of the ACM community found to be abusing this system (e.g. by granting access to another person by using their ID card), may be subject to staff or student disciplinary

procedures.

2.6 All visitors, guests and contractors etc. are required to register at the Campus Reception on arrival. They will be issued with, and must display at all times, a Visitor Pass and are required to return it on leaving the premises.

2.7 ACM's safeguarding policy and procedure are supported by the Safeguarding Team. The safeguarding team must remain aware of all safeguarding policies and procedures and be able to communicate them effectively to all staff. They are responsible for providing comprehensive safeguarding inductions and reinforcing staff responsibility to recognise, report and respond to concerns.

2.8 The safeguarding team is responsible for responding to safeguarding disclosures under the direction of the DSL. Such actions may include, referring allegations to the relevant investigating agencies such as Local Council, Police, Channel; Attending Child In Need meetings and Child Protection conferences.

3. POLICY SCOPE

3.1 The policy applies to all members of the ACM community, including students at all levels and campuses, staff, applicants, associate members, visitors, contractors and volunteers.

4. RELATED POLICIES

- Safeguarding Procedures
- Staff Code of Conduct
- Student Charter
- Data Protection Policy
- Prevent Policy
- External Speaker and Events Policy
- Acceptable Use of IT and E-Safety Policy
- Social Media Policy
- Student Disciplinary Policy
- Student Complaints and Grievances Policy
- Equality & Diversity Policy
- Staff Recruitment Policy
- Health & Safety Policy
- Whistleblowing Policy
- Criminal Convictions Policy

5. POLICY OWNER

The responsibility for this Policy falls under the remit of the Designated Safeguarding Lead, overseen by the Student Experience and Quality Committee. This role is supported under the Integrated Services Division.

The responsible committee will ensure the cyclical review of this Policy is carried out under ACM's Quality Assurance Framework.

6. DEFINITIONS

Safeguarding: Safeguarding is the action that is taken to promote the welfare of all people and protect them from harm.

Abuse: any action that intentionally harms or injures another person

DSL: Designated Safeguarding Lead is the member of staff that coordinates all safeguarding concerns and oversees all referrals.

DDSL: Deputy Designated Safeguarding Lead is the member of staff who supports the DSL in maintaining the function of safeguarding throughout all campuses.

LADO: Local Authority Designated Officer

7. PROCEDURES

The procedures that accompany this policy can be found at acm.ac.uk/policies.

8. EXHIBITS/ APPENDICES/ FORMS

This Policy has been written in accordance with, and with reference to, the following statutory guidance and legislation:

- Keeping Children Safe in Education (DfE, 2020)
- Working Together to Safeguard Children (HM Government, 2018)
- What to do if you're worried a child is being abused (DfE, 2015)
- The Prevent Duty (DfE, 2015, updated 2019)
- Child sexual exploitation; definition and guide for practitioners (DfE, 2017)
- Sexual violence and harassment between children in schools and colleges (DfE, 2018)
- The Children Act 2004 (with later amendments),
- Safeguarding Vulnerable Groups Act 2006,
- The Sexual Offences Act 2003,
- Guidance for English Higher Education Institutions (HEIs) (DIUS, 2007);
- Protection of Freedoms Act 2012;
- Children and Families Act 2014;
- Care Act 2014;
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, July 2018)

9. SUPPORTING DOCUMENTATION

There are no further supporting documents to this Policy.

10. DOCUMENT HISTORY AND NEXT REVIEW

Version: 5.0

Approved on: 07 September 2020

Approved by: Integrated Executive

Date of next review: August 2021