

# Safeguarding Policy Front Sheet

**Name of Education Setting: Sheffield Music Hub**

We all have a statutory duty to “safeguard and promote the welfare of children”, ([Working together to safeguard children, DfE 2015, page 5](#))

If you have any concerns about the health and safety of a child or young person at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues such as a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry about reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

**However, if you think that a child, a young person or an adult who cares for them has been or might be harmed; please talk to one of the people below immediately.**

**You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.**

**The people you can talk to are:**



**Our Designated Safeguarding Lead is:**

Name: Gillian Hume

Their office is located at Red Tape Central

Their tel. no is 07815 003622



**Our Designated Safeguarding Deputy is:**

Name: Ian Naylor

Their office is located at Red Tape Central

Their tel. no is 07989 258886

An allegation or disclosure involving someone working with children in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.



## The Safeguarding Children Team in your setting includes:

**Senior Manager:** responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Ian Naylor (Head of Music Education - Sheffield)      Tel no:      mobile no: 07989 258886

**Designated Safeguarding Lead (DSL):** a member of the leadership team (in a post which requires assessment of children) with appropriate authority, responsible for dealing with safeguarding issues, providing advice & support to other staff, liaising with the local authority, & working with other agencies. Cannot be an administrative or finance worker.

Name: Gillian Hume      Tel no:      mobile no: 07815 003622

**Designated Safeguarding Deputy (DSD):** a member of the teaching, support or pastoral staff, (in a post which requires assessment of children), with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: Ian Naylor      Tel no:      mobile no: 07989 258886

**Special Educational Needs Coordinator (SENCo):** staff member who provides advice, liaison & support for school staff & other agencies working with pupils with special education needs & their mothers, fathers or carers.

Name:      Tel no:      mobile no:

**Learning Mentor (or equivalent):** addresses difficulties preventing a child/young person from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, & develops strategies to overcome these barriers.

Name:      Tel no:      mobile no:

**Looked After Children (LAC) Designated Teacher:** promotes the educational achievement of 'looked after' children/young people who are on the school roll, helping staff understand issues that affect how they learn & achieve. Ensures appropriate staff have the information they need to effectively support 'looked after' children/young people.

Name: Heather Burge      Tel no:      mobile no: 07815 003612

**Online-Safety Coordinator:** develops & maintains a safe online culture within a setting.

Name: Kelly Dwyer      Tel no:      mobile no: 07896 807708

**Child Sexual Exploitation (CSE) Lead:** responsible for ensuring that staff understand CSE indicators & how to refer; & that children/young people are taught about CSE & related topics, plus how to protect themselves & others.

Responsibilities of DSL/DSDs (see above)

## Your Safeguarding Children Team also links in with the:

### Line Manager for Head of Music Education - Sheffield:

Name: Kim Wilson      Tel no:      mobile no: 07876846788