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## **JESSIE'S FUND POLICY STATEMENT ON SAFEGUARDING CHILDREN**

Policy became operational: 2003

Major revision approved by board: 15 March 2018

Last reviewed: February 2024

Next review date: February 2025

This document outlines the role of Jessie's Fund in safeguarding and promoting the welfare of the children it seeks to benefit. Jessie's Fund recognises that the children we help are especially vulnerable and that we have a duty of care towards the children with whom the charity has contact. We will take all reasonable measures to ensure that the risks of harm to children's welfare are minimised, and that where there are concerns about children and young people's welfare, appropriate action is taken to address those concerns. This policy applies to all trustees, staff and volunteers who act on behalf of Jessie's Fund. Children and parents will be informed of the policy and procedures as appropriate. Jessie's Fund uses the term 'child' to refer to anyone under the age of 18 as defined by The Children Act 2004.

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

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Equality Act 2010
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and

young people who have special educational needs or disabilities; HM Government 2014

- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018

### **Jessie's Fund recognises that:**

- The welfare of the child is paramount, as enshrined in the Children's Act 1989
- All children and young people have a right to protection from neglect, abuse and exploitation, regardless of gender, ethnicity, disability, sexuality or beliefs
- Many of the children we work with are additionally vulnerable due to their level of dependency and communication issues

### **We seek to keep children and young people safe by:**

- Valuing them, listening to them and respecting them. Their views should always be respected and taken seriously
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Using our procedures and those of the agencies with which we work to manage any allegations against staff and volunteers appropriately

### **General Safeguarding Procedures**

Jessie's Fund is committed to following best practice in working to prevent abuse and protect children. We believe that children have the right to be safe and happy in their activities and that their parents have the right to be confident that the organisations to which they entrust their children will look after them. All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers, and responded to appropriately.

Jessie's Fund aims to benefit children by funding music therapy sessions and creative music projects. The sessions and projects are provided by professional music therapists or trained music workshop leaders at properly controlled venues. They are not employees of Jessie's Fund, but are either self-employed or employees of other organisations. In either situation,

they are responsible to the organisation by which the children have been referred for participation and follow the designated child protection procedures of that organisation.

We recognise that the therapists and workshop leaders funded by Jessie's Fund are well-placed to observe young people and note any symptoms and/or indicators which may suggest a safeguarding concern. We recognise that the relationship between them and the children is one which fosters respect, confidence and trust, and can lead to the disclosure of abuse.

We recognise that abuse and risks to children can take several forms:

- Physical abuse, where physical injury is inflicted or knowingly not prevented
- Sexual abuse, where a child is involved in sexual activity to which they were unable to give informed consent
- Sexual harassment and exploitation
- Emotional abuse, including humiliation, bullying, discrimination and harassment
- Neglect, where severe or persistent neglect causes serious impairment of the child's health or development
- Domestic abuse, including controlling or coercive behaviour
- Exploitation by criminal gangs and organised crime groups
- Trafficking
- Online abuse
- The influences of extremism leading to radicalisation
- Modern day slavery
- Forced marriage
- Female genital mutilation

We take the following precautions to prevent abuse and protect children:

- All music therapists are registered as State Registered Arts Therapists regulated by the Health and Care Professionals Council (HCPC). They are fully trained in safeguarding children and are required to meet the HCPC's Standards of Conduct, Performance and Ethics All the music therapists associated with Jessie's Fund are required to be members of the British Association for Music Therapy, and are required to abide by the Association's professional guidelines
- Jessie's Fund only works with freelance musicians and workshop leaders who are highly trained and experienced at working with children. Freelance musicians contracted by Jessie's Fund are required to undertake safeguarding training and an annual online refresher course

- All music therapists and workshop leaders funded by Jessie's Fund to work with children have been police-checked, which involves an enhanced DBS check
- No untrained or voluntary representative of Jessie's Fund has unsupervised contact with children
- Music sessions funded by Jessie's Fund only take place in designated centres for the care of children, such as children's centres, hospices or schools, or in the child's home where the parent or carer can have access at any time. Professionals working with a child at home must not isolate themselves: they are to ensure that they are in a room where they can at least be seen, e.g. with a window or through a slightly open door
- Therapists and workshop leaders often record their sessions with children on video, and hold sessions in places where they can be observed, whilst still retaining enough privacy so as not to inhibit children's ability to express themselves. Sessions are only recorded where consent is given, and used for record-keeping purposes
- Home visits are organised under the auspices of a hospice or other organisation qualified to carry out referrals
- Jessie's Fund itself does not refer individual children to a music therapist or workshop. Referrals are made by organisations responsible for child assessment
- Jessie's Fund participates in rigorous recruitment and selection procedures for music therapists in conjunction with the organisation who will refer the children. This process includes interviews, references and police checks
- Information about child safeguarding, including this policy, is available for children, parents, teachers and staff from other agencies

## **Policy on Recruitment and Induction of Staff and Freelance Artists**

Jessie's Fund is committed to following safe procedures for recruitment, selection and vetting of staff and volunteers.

Jessie's Fund recognises that anyone may have the potential to abuse children in some way and will take reasonable steps to ensure unsuitable people are prevented from working with children. The following applies to all representatives of the Charity who in some way work with children or vulnerable adults.

### **Permanent Staff**

Pre-selection procedures must include the following:

- Permanent staff applicants should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record
- Consent must be obtained from an applicant to seek information from the Disclosure and Barring Service if appropriate
- Two confidential references should be requested, including one regarding previous work with children where applicable. These references must be taken up and confirmed through telephone contact
- Evidence of qualifications and identity should be provided (e.g. passport or driving license with photo)

### **Freelance Artists**

Pre-selection procedures must include the following:

- Consent must be obtained from artists to seek information from the Disclosure and Barring Service (online update service)
- If the freelance artist is working with Jessie's Fund for the first time and is not known to the Charity, a confidential reference should be requested regarding previous work with children. This reference must be taken up and confirmed through telephone contact
- If the freelance artist is working with Jessie's Fund for the first time and is not known to the Charity evidence of qualifications and identity must be provided (e.g. passport or driving license with photo)

## **Interview and induction**

### **Permanent Staff**

All permanent staff will be required to undergo an interview carried out to acceptable protocol and in line with the Charity's Equality and Diversity Policy. All employees should receive a formal or informal induction, during which:

- A DBS check should be completed if appropriate
- Child safeguarding procedures should be explained and training needs identified

### **Freelance Artists**

Freelance artists should:

- Supply details to allow an online check to be carried out on the online DBS update service
- Register with the DBS online update service if they have not already done so
- Have Child Safeguarding procedures explained to them and training needs identified and undertake online training
- Sign to show that they have read, understood and agreed to follow Jessie's Fund's Code of Conduct and Child Safeguarding procedures as part of their contract. Any breach of the Code of Conduct will be dealt with under Jessie's Fund's Disciplinary Procedures.

### **Volunteer recruitment, interview and induction**

Applicants for a voluntary post will be treated with the same child safeguarding principles in mind as that of permanent or freelance staff. Volunteer staff will not be asked to have direct contact with children. They will still be required to:

- Complete an application form
- Provide two references
- Attend an interview
- Undergo a DBS check if appropriate
- Attend an induction briefing on relevant policies

### **Trustee recruitment, interview and induction**

Applicants for a trustee post will be treated with the same child safeguarding principles in mind as that of permanent or freelance staff. Trustees will still be required to:

- Provide two references
- Attend an interview
- Undergo a DBS check and register with the online update service
- Complete specific safeguarding for trustees training

### **Procedure for reporting concerns:**

Jessie's Fund recognises that information sharing is essential for effective safeguarding and promoting the welfare of children and young people and commits to following the key

principles of sharing data: necessary and proportionate; relevant; accurate; adequate; timely; secure; recorded.

Wherever possible, we will seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. We will seek consent where an individual may not expect their information to be passed on. When we gain consent to share information, it will be explicit, and freely given. There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk. Where a decision to share information without consent is made, a record of what has been shared will be kept.

### Organisational structure and procedure:

- Jessie's Fund will always have a person designated to safeguarding concerns (the Jessie's Fund Safeguarding Officer)
- This person will have Level 3 Safeguarding Children and Level 3 Safeguarding Adults training
- This person will be responsible for managing all safeguarding concerns, communicating quickly and efficiently with Jessie's Fund senior staff, and communicating quickly and efficiently with other organisations who may be involved
- The Safeguarding Officer will also be responsible for managing the recording of any incidents or concerns on the Safeguarding Record database and Safeguarding Record Form
- Safeguarding concerns and issues will be reviewed at every Jessie's Fund Trustee meeting.

Any music therapist or workshop leader who is concerned about a child should follow the child safeguarding procedure of the organisation (e.g. hospice, school) in which they are working. This may require a referral to children's services and in emergencies, the police. The practitioner should keep the designated contact for Jessie's Fund closely informed of any such cases, subject to confidentiality restrictions, from the standpoint of a funder dedicated to keeping the music therapy service functioning smoothly. The Jessie's Fund contact linked with the therapist/project should inform the Jessie's Fund Safeguarding Contact of the concerns and action taken. The Safeguarding Contact should advise on further action if necessary. All concerns reported and action/advice given by Jessie's Fund will be recorded by the Jessie's Fund Safeguarding Contact in the Safeguarding Record.

On the next page is a diagram illustrating the procedure:

## Procedure for reporting concerns





In the event of a therapist or workshop artist funded by Jessie's Fund being subject to an allegation, the Jessie's Fund Safeguarding Contact should immediately contact the person responsible for child safeguarding at the appropriate organisation where the work had been taking place. The following steps should then be taken by the Safeguarding Contact in conjunction with the other organisation's contact:

- i) Receive information from those who have expressed concerns and record it in a signed and dated written or electronic form
- ii) Seek advice from the statutory child protection agency, such as the local social services department, health board or NSPCC
- iii) Make a formal referral to a statutory child protection agency or the police if advised/necessary
- iv) Record all steps in the Jessie's Fund Safeguarding Record

#### **Key Internal Contacts:**

Designated contacts at Jessie's Fund for issues relating to safeguarding children:

##### 1 Designated Safeguarding Officer

Rebecca Ellis, BA, PGCE, MSc, DSL  
Jessie's Fund, 15 Priory Street, YORK, YO1 6ET  
Email: [rebecca@jessiesfund.org.uk](mailto:rebecca@jessiesfund.org.uk)  
Tel: 01904 658189

##### 2 Safeguarding Contact if not able to contact Designated Safeguarding Officer

Lisa Williams, LLB  
Jessie's Fund, 15 Priory Street, YORK, YO1 6ET  
Email: [lisa@jessiesfund.org.uk](mailto:lisa@jessiesfund.org.uk)  
Tel: 01904 658189

##### 3 Designated Safeguarding Trustee

Dr Hannah George, BSc, PhD, DclinPsychol  
*(Consultant Clinical Psychologist and Clinical Lead, National Deaf Child and Adolescent Mental Health Service)*  
Hannah George, Trustee  
Jessie's Fund, 15 Priory Street, York YO1 6ET  
Tel: 01904 658189  
Email: [hannahrgeorge@gmail.com](mailto:hannahrgeorge@gmail.com)

## Key External Contacts:

1 City of York Council Multi-Agency Safeguarding Hub (MASH):

Tel: 01904 551900 and select option 3, or

Email [MASH@york.gov.uk](mailto:MASH@york.gov.uk).

Outside office hours, at weekends and on public holidays contact the emergency duty team on 01609 780780.

2 NSPCC Helpline

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Tel: 0808 800 5000

A review of our Safeguarding Children Policy and Procedures will take place every year and will be ratified at a meeting of the Board of Trustees.

Approved by Chair of Trustees

Steven Burkeman

Dated: 14/03/2024

Related Policies:

Equality & Diversity Policy

Recruitment Policy

DBS Disclosure Policy

Whistleblowing Policy

Disciplinary Procedures

Staff Grievance & Dispute Resolution Policy

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important that Jessie's Fund representatives understand these feelings and do not allow them to interfere with their judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the wider community. Some individuals will actively seek employment or voluntary work with young people in order to harm them. An artist, teacher or workshop leader could have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

## **GOOD PRACTICE GUIDELINES**

All people working for Jessie's Fund should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how Jessie's Fund can create a positive culture and climate. This policy and these guidelines apply to anyone who works for Jessie's Fund on a permanent, temporary or freelance contract.

### **Jessie's Fund should:**

- Undertake to assess risks at the outset of any project with young people or vulnerable adults and monitor risks throughout
- Identify the people with designated protection responsibility at the outset
- Engage in effective recruitment practices, including appropriate vetting of staff and volunteers through the Disclosure and Barring Service
- Know how to get in touch with local authority services, in case there is a need to report a concern to them
- Always ensure that someone from the school/educational establishment or care setting is present at projects where appropriate
- Have agreed procedures for reporting suspicion or allegations of abuse
- Have a policy and set of procedures for taking, using and storing photographs or images of children or young people
- Offer training to staff whose jobs involve working closely with children
- Make clear who is the Designated Person responsible for dealing with any concerns about the protection of children, young people or vulnerable adults
- Ensure confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process

### **Artists and staff should:**

- Treat all children and young people with respect
- Be excellent role models for dealings with other people
- Give enthusiastic and constructive feedback rather than negative criticism
- Put the welfare of each participant first
  - Before achieving goals, ensure that wherever possible there is more than one adult present during activities, or at least that an artist working on their own is within sight or hearing of others, e.g. the door is kept open
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable and care enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret their actions no matter how well intentioned
- Be aware that physical contact with a child or young person may be misinterpreted
- Only touch participants when it is absolutely necessary in relation to the art form and seek agreement from them or a permanent member of staff before doing so
- Recognise that special caution is required when discussing sensitive issues with children or young people
- Be aware of Jessie's Fund's safeguarding principles, guidance and procedures and operate within those procedures
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse

### **Artists and staff should not:**

- Have inappropriate physical or verbal contact with children or young people
- Allow themselves to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks or gestures in front of children
- Jump to conclusions about others without checking facts
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests a more prudent approach

Where a member of staff is deemed to have breached the Code of Conduct, the matter will be dealt with under Jessie's Fund's Disciplinary Procedures.

### **If a child tells me about the abuse they have suffered, what must I remember?**

- Stay calm
- Do not transmit shock, anger or embarrassment
- Reassure the child. Tell them that you are glad that they are speaking to you
- Actively listen to what the child is saying, and do not express disbelief. Children very rarely lie about their abuse, and they may have tried to tell others about their abuse and not have been heard or believed
- Tell them that you know that it is not their fault
- Never enter into a pact of secrecy with the child. Assure them that you will try to help, but let them know that you have to tell other people in order to do this
- Encourage the child to talk, but do not ask “leading questions” or press for information. Listen and remember
- Check that you have understood correctly what the child is trying to tell you
- Praise the child for telling you
- Do not tell the child what happened to them is dirty or naughty
- Do not comment on the offender or their morality – it may be someone the child loves
- Be aware the child may try to retract all they have told you
- As soon as you can afterwards, make a detailed record of the conversation using the child’s own language. Include any questions you have asked, but do not add comments or opinion
- Take your concerns to the relevant contacts in the organisation where the work is taking place and inform the designated contact at Jessie’s Fund

## JESSIE'S FUND PHOTOGRAPHY POLICY

Jessie's Fund recognises that taking images of children should be handled with care and that images should only be taken and used in a responsible way. In using the term "images" we are referring to both photographs and video footage. We acknowledge the need to respect young people's privacy and the rights of privacy of parents and carers. Photographs and video images of children are classed as personal data under the terms of the 1998 Act. Therefore, using such images requires consent. We undertake:

- Only to take images of children with the prior permission of parents/carers/staff
- Never to reproduce an image of a child without the prior permission of the child's parents or carers
- Only to use images of children to illustrate and promote the work of Jessie's Fund
- Never to pass on images of children to other organisations other than for the purpose of illustrating the work of Jessie's Fund
- To store images of children securely
- Not to use the child's full name in connection with any photograph of them used in a publication or on a display, unless it is directly relevant and express permission has been given
- To be clear about the purpose of taking any images (including possible use on a website) and make clear whether or not the images will be retained for further future use

We feel that the most practical method of requesting consent from parents and carers is to ask them to read and sign a consent form which makes it clear:

- How and where the images will be used
- The types of images to be taken and used
- The period of consent
- The storage and deletion/destroying of photographs or other images

## **ONLINE MUSIC DELIVERY – POLICY GUIDANCE FOR MUSICIANS AND THERAPISTS**

Jessie's Fund recognises that safeguarding remains as important in the online environment as anywhere else. This Online Delivery Policy is made available to musicians and music therapists and has been developed with particular regard to privacy and safeguarding issues.

### **Video Calling Apps – General set-up**

Creative music/music therapy sessions can be delivered online via video calling apps such as Zoom and Skype. We recommend using Zoom. We would not recommend using FaceTime, in order to protect personal phone numbers from being shared. It is recommended that practitioners use a dedicated account for music sessions, and neither party should use it for contact outside the session time.

Before delivering online, practitioners should protect themselves from accidental inappropriate contact with clients by restricting their profiles on the video calling app, so that it does not automatically accept contact requests and cannot be viewed by the other party. They should not share any personal information, for example, personal telephone number, email accounts, Facebook and other social media links.

Practitioners should consider the background that children will see and carry out a video check from their camera to see what is visible. A neutral background is best, without anything too personal on display. In some apps you can blur the background setting.

### **Operational Advice**

Sessions must only be delivered where prior written consent (email is accepted) has been given by a parent/guardian, or by arrangement with a school, hospital or hospice, in which case the practitioner should also follow the relevant organisation's policy.

A responsible adult must always be present in the room with the child.

We would advise against the recording of online sessions, as this raises issues around security and compliance with data protection legislation. If there is specific justification for recording a particular session, the following steps should be followed:

- Recordings must only be done with the explicit prior written consent of a parent/guardian (email is accepted), and a copy of the recording should be sent to them
- For reasons of data security, recordings should not be stored on personal devices. Any recordings that are temporarily recorded onto personal devices should be copied to password-protected encrypted cloud storage and deleted from personal devices
- Jessie's Fund should be notified of any recordings taken during work associated with Jessie's Fund, and a log will be kept to record its location and retention history

- Once the purpose of the recording has been fulfilled, practitioners will be asked to delete the recording

Jessie's Fund will not routinely request access to recordings, but may ask for a specific recording in the case of an issue arising, or for purposes of monitoring and developing the effectiveness of our provision. In this situation, recordings will not be kept for longer than 5 years (in line with our general video/photographic policy), after which time they will be deleted. Any withdrawal of consent by a parent/guardian will be responded to by immediate deletion of the content.

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