

SAFEGUARDING POLICY FOR KITCHEN JAM



Last reviewed 20/09/2025

1. SCOPE

Kitchen Jam is committed to providing a safe and secure environment for all individuals, including children and vulnerable adults, who participate in our music lessons.

This comprehensive Safeguarding Policy outlines our commitment to the welfare and protection of all individuals associated with our school. It applies to all staff, volunteers, contractors, and anyone else involved in our operations

2. PURPOSE

Our Safeguarding Policy aims to:

- Protect children and vulnerable adults from harm, abuse, or exploitation while under our care.
- Foster their well-being by providing a positive and nurturing environment.
- Establish clear safeguarding guidelines and procedures for our team and stakeholders.

3. DEFINITIONS

- **Child:** Any individual under the age of 18 years.
- **Vulnerable Adult:** Any individual aged 18 or older who is, or may be, in need of community care services due to age, illness, disability, or any other circumstances that may make them vulnerable.

4. RESPONSIBILITIES

The School Management

- Will ensure the implementation and review of this policy.
- Will appoint a designated safeguarding lead (DSL) who will oversee the implementation of this policy and act as the main point of contact for safeguarding matters.
- Will provide appropriate training and support to staff and volunteers to ensure they understand and can effectively implement this policy.

Designated Safeguarding Lead

- Will be responsible for coordinating and overseeing all safeguarding activities.
- Will be the main point of contact for staff, volunteers, and external agencies regarding safeguarding concerns.
- Will ensure that all staff and volunteers are aware of their responsibilities and receive appropriate training.

Staff and Volunteers

- Must familiarise themselves with this policy and actively comply with its requirements.
- Must report any concerns about the welfare or safety of a child or vulnerable adult to the DSL.
- Must treat all individuals with respect, dignity, and kindness, promoting an inclusive and supportive learning environment.

5. SAFER RECRUITMENT

- All staff and volunteers will undergo a thorough recruitment process, including background checks, reference checks, and verification of qualifications, to ensure their suitability to work with children and vulnerable adults.
- Relevant staff and volunteers will be required to obtain valid clearances or certifications, such as a DBS (Disclosure and Barring Service) check.

6. CODE OF CONDUCT

- All staff and volunteers are expected to adhere to a strict code of conduct when interacting with children and vulnerable adults.
- This includes maintaining appropriate professional boundaries, avoiding any form of physical, emotional, or verbal abuse, and respecting privacy and confidentiality.

7. PHOTOGRAPHY AND IMAGES

- Written consent from parents or guardians will be obtained before taking photographs or videos of children or vulnerable adults participating in our music lessons.
- Images will be stored securely and used only for legitimate purposes related to promoting the activities of Kitchen Jam.
- Any concerns or complaints regarding the use of images should be reported to the DSL.

8. SOCIAL MEDIA

- Staff and volunteers must adhere to our social media policy, which prohibits the sharing of personal or confidential information about students on social media platforms.
- Social media interactions with students should be conducted in a professional and appropriate manner.
- Any concerns regarding the online behaviour of staff or volunteers should be reported to the DSL.

9. BULLYING

- Kitchen Jam has a zero-tolerance policy towards bullying.
- All instances of bullying, whether verbal, physical, or online, should be reported immediately to a staff member or the DSL.
- Appropriate actions will be taken to address and resolve bullying incidents, following our Anti-Bullying Policy.

10. ONLINE SAFETY

While our music school primarily focuses on in-person lessons and may not directly involve the internet in our teaching, the digital wellbeing of our students remains a priority. Recognising that our students are active online outside of our lessons, it's important for us to contribute to their overall online safety.

- Kitchen Jam is committed to ensuring a safe online environment for all students and staff members.
- Any incidents of online harassment, cyberbullying, or inappropriate online conduct should be reported immediately to a staff member or the DSL.
- We will take prompt and appropriate action to address and resolve any online safety concerns.

11. RECOGNISING AND RESPONDING TO KNIFE CRIME CONCERNS

We are aware of the increasing concerns around knife crime, particularly in urban areas like East London. It's essential for our staff to be vigilant and equipped to recognise potential signs of involvement in knife crime among our students, as well as to understand the steps to take should such concerns arise.

RECOGNISING SIGNS OF INVOLVEMENT IN KNIFE CRIME

- **Behavioural Changes:** Uncharacteristic aggression, withdrawal, or anxiety can be indicative of involvement in or exposure to knife-related activities.
- **Physical Signs:** Discovering weapons in a student's possession or noticing injuries that could be related to knife incidents.

- **Social Changes:** Significant changes in a student's peer group, particularly if the new group is known or suspected to be involved in risky behaviours, including knife carrying.
- **Attendance and Performance:** Sudden and unexplained drops in attendance or a decline in engagement and performance could signal wider issues, including possible involvement in knife crime.

STAFF RESPONSE PROTOCOL

- **Immediate Concerns:** If a member of staff discovers a knife or another weapon, they must prioritise their safety and that of others. They should not attempt to intervene physically but should follow the school's emergency procedures, which may include retreating and alerting the designated safeguarding lead (DSL) or management immediately.
- **Reporting Concerns:** Concerns about a student's potential involvement in knife crime should be reported to the DSL without delay, using the school's standard reporting forms and procedures (See "Reporting and Recording Concerns" below). Staff should document their observations and any relevant information that led to the concern.
- **Confidentiality:** Staff must maintain confidentiality and share information on a need-to-know basis only, under the guidance of the DSL.
- **Risk Assessment:** The DSL will assess the information and, if necessary, collaborate with external agencies such as the local police, social services, or other relevant organisations to ensure a coordinated and effective response.

STAFF TRAINING

- Regular safeguarding training sessions will be provided to ensure all staff are aware of the signs of knife crime involvement and understand the procedures to follow if they have concerns.

13. DROP OFF AND COLLECTIONS

LITTLE GUITAR GROOVERS (AGES 0-4)

- A parent or guardian must remain with their child throughout the entire lesson.

MINI MUSICIANS (AGES 4-10)

- Children must be brought into the guitar school building by a parent/guardian and handed over to staff.
- Collection must occur inside the guitar school or directly outside the front door where staff can verify the authorised adult.
- Children will only be released to individuals named on their authorised pickup list.
- No child in this age group may arrive or leave unaccompanied under any circumstances.

ROCKERS PROGRAM (AGES 10-17)

- Parents/guardians must provide written consent for teenagers who wish to arrive or leave independently.
- Without written permission, teenagers must be collected by an authorised adult inside the guitar school or directly outside the front door.

REGISTRATION REQUIREMENTS

- ALL students under 18 must have complete parent/guardian contact information on file, including:
 - Full name of parent(s)/guardian(s)
 - Home address
 - Primary contact number
 - Secondary contact number
 - Email address
 - At least one emergency contact (different from parent/guardian)
- This requirement applies even if a teenager registers and pays for lessons independently.

CHANGES TO PICKUP ARRANGEMENTS

- Any change to the usual pickup arrangement must be communicated to staff in advance.
- Staff must be notified in writing of any additions to authorised pickup persons.
- In emergency situations, parents may call the school to authorise an alternative pickup person, who will be required to show identification.

UNCOLLECTED CHILD PROCEDURE

1. If a child is not collected within 15 minutes of the scheduled end time, staff will attempt to contact the parent/guardian using the contact information provided.
2. If unsuccessful, staff will try the emergency contact(s).
3. While waiting, the child will remain under supervision of at least two staff members.
4. After 30 minutes, if contact has not been established, the manager will be informed.
5. After 1 hour, if all attempts to contact authorised persons have failed, the Designated Safeguarding Lead will contact the Local Authority Children's Services or, outside office hours, the Emergency Duty Team. In certain circumstances, the police may also be contacted on 101 (or 999 in an emergency situation).
6. The incident will be fully documented, including all attempts to reach contacts.
7. Under no circumstances will staff take a child to another location or to their own home.

SAFETY MEASURES

- Staff reserve the right to refuse release of a student if there are any safety concerns.
- Staff will not release students to anyone appearing to be under the influence of alcohol or

- All incidents or concerns will be documented and reported to the designated safeguarding lead.
- Regular reviews of pickup and drop-off arrangements will be conducted to ensure policy effectiveness.

WRITTEN PERMISSIONS

- Written permission forms for independent arrival/departure must be completed annually or when circumstances change.
- Any changes to usual pickup arrangements must be communicated to a member of staff.
- Staff reserve the right to refuse release if there are safety concerns.

14. RECOGNISING AND RESPONDING TO ABUSE

Recognising signs of abuse and neglect in children and vulnerable adults is crucial for early intervention and safeguarding their welfare. The indicators can vary widely and might not always be obvious. Below are some signs to be aware of:

PHYSICAL ABUSE

- Unexplained Injuries: Bruises, burns, cuts, or fractures that don't have a clear or believable explanation.
- Injury Patterns: Marks that suggest the use of an object, handprints, or belt marks.
- Behavioural Changes: Sudden aggression or fearfulness, reluctance to return home, or flinching at sudden movements.
- Wearing Inappropriate Clothing: Dressing in a manner to conceal injuries, even during warm weather.

EMOTIONAL ABUSE

- Extreme Behaviours: Significant withdrawal, fearfulness, or aggression towards others.
- Delayed Emotional Development: Lack of self-assurance, low self-esteem, and heightened anxiety.
- Negative Self-Perception: Using self-deprecating language or appearing overly eager to please others.
- Changes in Achievement: Noticeable decline in academic performance or a sudden disinterest in previously enjoyed activities.

SEXUAL ABUSE

- Inappropriate Knowledge or Behaviour: Demonstrating knowledge or interest in sexual acts that are inappropriate for their age group.
- Physical Symptoms: Experiencing pain or discomfort in the genital area, difficulty with sitting or walking, or unexplained bleeding.
- Behavioural Signs: Showing fear towards specific individuals, sudden changes in eating habits, or developing phobias.

NEGLECT

- **Physical Condition:** Being consistently dirty, malnourished, or inadequately dressed for the weather.
- **Medical Neglect:** Unattended physical or dental health problems.
- **Attendance Issues:** Frequent absences from school or other activities without explanation.
- **Lack of Supervision:** Being left alone or without appropriate care repeatedly.

Recognising these signs requires sensitivity and vigilance. It's important to approach the situation with care and follow the appropriate safeguarding procedures detailed below if you suspect abuse or neglect.

IF YOU ARE WORRIED A CHILD OR VULNERABLE ADULT IS BEING ABUSED, FOLLOW THESE STEPS:

- Stay calm and listen carefully.
- Do not promise confidentiality. Explain that you have a duty to report concerns to the DSL.
- Record the details of the conversation or observation as accurately as possible. Write down exactly what was said/told to you in the exact language used by the child, not in your own paraphrased words.
- Reassure the child that you will take what is said seriously.
- Do not prejudice anything by making judgements.
- Be aware that the child may have been threatened, intimidated, or made to promise secrecy.
- Never push for more information than has been freely given or ask leading questions.
- Report your concerns immediately to the DSL or, in their absence, to another senior staff member.
- Do not investigate the situation independently or confront the alleged abuser.
- Refer the case to the correct person immediately. (See above).
- Do not discuss the case with anyone else apart from the school's DSL.

15. REPORTING AND RECORDING CONCERNS

- All concerns about the welfare or safety of a child or vulnerable adult should be reported immediately to the DSL.
- The DSL will follow the appropriate procedures, including contacting the relevant authorities if necessary.
- Kitchen Jam will cooperate fully with any investigations conducted by the relevant authorities
- Records of all concerns, actions taken, and relevant communications will be maintained securely and confidentially.

16. TRAINING AND AWARENESS

- All staff and volunteers will receive regular safeguarding training to ensure they are aware of the signs of abuse, reporting procedures, and their responsibilities.
- Parents, guardians, and students will be provided with information on our safeguarding policy and how to report concerns.

17. MENTAL HEALTH AND WELLBEING

Kitchen Jam is committed to supporting the mental health and emotional wellbeing of our students, staff, and volunteers. We promote an environment where individuals are encouraged to speak openly about mental health and seek support without judgement.

SUPPORTING WELLBEING

- Staff receive training to identify signs of mental distress and provide initial support.
- Concerns about an individual's mental health are addressed with discretion and compassion, with additional support as needed.

REVIEW AND ACTION

- The effectiveness of our mental health support is regularly reviewed.
- Our DSL is responsible for overseeing the implementation of this wellbeing policy and for being a point of contact for concerns regarding mental health.

18. POLICY REVIEW

This policy will be reviewed annually, or sooner if required, to ensure its effectiveness and compliance with legal and regulatory requirements.

19. IMPORTANT CONTACTS

KITCHEN JAM - SAFEGUARDING TEAM

- **Designated Safeguarding Lead (DSL):** Carys Jones
Email address: carys@kitchenjam.com
Telephone number: 07480066529
- **Deputy Designated Safeguarding Lead (DDSL):** Darryl Powis
Email address: darryl@kitchenjam.com
Telephone number: 07919148006

NEWHAM CHILDREN'S SOCIAL CARE REFERRAL TEAM MASH (MULTI-AGENCY SAFEGUARDING HUB)

020 3373 4600 (9am - 5.15pm)

020 8430 2000 (other times)

If you are making a referral on behalf of a parent and the child does not have a social worker, you would need to complete an online referral form by using the link below:

Online Professional Referral Form

However, if you think a child is in immediate danger, phone the police immediately on 999.

POLICE

- Emergency - 999
- Non-emergency - 101

NSPCC HELPLINE

0808 800 5000

CHILDLINE

0800 1111