



Green Room Place (GRP) Safeguarding & Child Protection Policy

Updated & Approved by Company Directors and Qualified Senior Pastoral Staff on January 27th, 2025.

1 Policy Statement

GRP is a limited company set up for the benefit of young people aged from 10 – 20 interested in furthering their musical education. Its core activity is the running of music courses (including online, residential, and day courses) and associated concerts.

Throughout this document the word “child” refers to anyone under the age of 18. In general terms, however, the word “student” applies to any young person attending the courses and excursions, or playing in the concerts staged by GRP. “Residences” means the residences at which the relevant residency takes place.

GRP’s Child Protection Policy is fundamentally based on listening to the concerns of our students. Concerns are kept confidential and are taken very seriously. They will be dealt with within a timely manner, involving only the necessary and appropriate parties.

For the purposes of this policy, “team members” includes all music coaches (including visiting coaches), directors and all pastoral team members. All team members who are likely to have supervised or unsupervised access to, or contact with, children are instructed on the subject of child protection and how to develop awareness as well as best practice to adopt to avoid any danger of abuse to the students in the temporary care of GRP.

GRP believes that everyone has a responsibility to promote the welfare of all children and young people, and will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. In all the work we do, the rights, safety and welfare of children are paramount. Musicianship requires collaboration, self-discipline, courtesy and respect among all taking part. This is central to the ethos of GRP and applies at all times to everyone in the residences.

GRP undertakes to review its policies annually.

This policy is publicly available on any official GRP website (these include greenroomplace.com, greenroomtheory.com, greenroompianofestival.com). All parents and anyone associated with GRP have access to this policy in order to facilitate open and effective communication between parents, children, coaches and those outside agencies responsible for the well being of children.

2 Nominated Child Protection Officer

A team member will be nominated in advance as the Nominated Child Protection Officer (NCPO) to be responsible for the Safeguarding and Child Protection Policy for each residency and to whom any concerns should be reported. This team member will be the Designated Safeguarding Lead or “DSL” for the residency and will have the required training and qualifications for the position. The “NCPO” could choose to nominate some other suitable person on the residency to take the role of “DSL”, if that is felt to be desirable. If this is the case, all students and team members on the residency will be clearly notified and it will be made public knowledge. Any team member who takes on the role will have the required training and qualifications. **The NCPO for 2025 residences is Will Fowler (email - willfowler@greenroomplace.com).**

For each residency the student notice board will have on it the name of the NCPO for the residency and the name of a second person whom students or their families may contact by telephone if they have concerns.

3 Training

GRP will provide all the appropriate and required safeguarding and child protection training from a CDC accredited source for the NCPO. In addition, all team members will have completed appropriate safeguarding, health and safety training before a residency and must ensure that they understand and comply with the relevant requirements set out in the most current

version of Keeping Children Safe in Education. All team members are required to have Paediatric First Aid training, and separate fire safety training.

4 Information and Feedback

1. A public notice will be posted on the Residency Notice Board at the beginning of each residency setting out the basic concepts for behaviour and the process for reporting potential abuse for students, team members and parents to read. The full Safeguarding & Child Protection Policy will be displayed on all official GRP websites (these include greenroomplace.com, greenroomtheory.com, greenroompianofestival.com). There will be a copy of the policy held by the NCPO on the residency and it will be mentioned in the introductory meeting at the beginning of the residency as well as displayed on the notice board. It is important that all students, team members, parents and carers know how to contact the NCPO with a concern.
2. Feedback questionnaires will be sent to all students at the end of each residency. Responses to this questionnaire will be completely confidential and anonymous.

5 GRP Team Member Recruitment Policy

1. A clear definition of the role the candidate would play will be provided so that the most suitable appointee can be identified. At an interview, at least one representative from GRP will discuss the Child Protection Policy and explore the candidate's attitude towards working with children.
2. GRP will consider a selection of possible candidates to ensure equal opportunities, bearing in mind that the requirements for the residences are specific and this will often restrict choice from a wide field.
3. Two written references will be required for any prospective new member of the team together with evidence of their right to work in the UK.
4. There is a requirement for a current clear enhanced disclosure DBS and Barred List check to be made available to, or requested and sought by, GRP before the appointment is finalised.
5. A clear guarantee will be given that disclosed information will be treated in confidence.
6. Team members must on arrival at the residency verify their identity with an official document such as a passport or driving licence.
7. Visitors: for visitors (i.e. for the purpose of masterclasses etc.) from overseas, an overseas police check (OSPC) is required (e.g. FBI Identification Record) in addition to the visitor being accompanied by a senior team member at all times. Visitor sign in and sign out will also be required.

6 Instructions to GRP team members to be included with the contract of engagement for each residency

1. Every team member must conduct themselves in a professional manner at all times during the residency and comply with any reasonable code of conduct or instruction in relation to safeguarding issued from time to time by GRP or by the residences.
2. Every activity should be as open as possible, and it is important that no more time should be spent alone with individual students than is necessary. If one-to-one teaching takes place it must always be in public rooms. Curtains or blinds should not be closed and doors must remain unlocked and the lights switched on if daylight is naturally dim.
3. Unnecessary physical contact with students must be avoided. Examples of exceptional circumstances under which physical contact may be considered acceptable are: providing assistance to an injured student, providing reassurance in distress, or adjusting a hand position in relation to playing a musical instrument, but only if the student is comfortable with this.
4. No team member should take a child alone in a car. If a journey is deemed essential the team member and the child must have a companion and permission from the NCPO, the pastoral team, and the student's parent(s) before the journey takes place. In case of an emergency the NCPO and pastoral team may give sole permission for the journey to take place.
5. Children should never be prevented or discouraged from speaking of concerns they may have to any team member. However, it is essential it be made clear that it may not be possible to keep the discussion private and that, if action is necessary, it will be taken. It must also be made clear that this will only involve the necessary people.

6. Teaching and learning are based on mutual respect and consideration for individual needs. Team members should never apply bullying tactics or make remarks, even in jest, which could be misconstrued, to obtain a desired response. Team members must never use abusive language or make suggestions which could cause loss of self-respect. It is important that everyone (students and team members) treats each other with courtesy and respect.
7. Those who abuse children can be of any age (even other children), gender, ethnic background or social background. Personal preconceptions about people must never prevent appropriate action being taken.

7 Existing Safeguarding Concerns

In relation to any child in respect of whom there are, at the start of a residency, existing safeguarding concerns, the NCPO shall, in conjunction with the relevant team members and the residences, put in place such measures as they consider appropriate to the circumstances.

8 Raising Concerns and Complaints

Concerns and complaints as to safeguarding (whether a specific incident, an observation or report or a concern about compliance by GRP or team members with their responsibilities or otherwise) may be raised by students, their families, team members or the residences.

If there may be cause for a safeguarding concern, a team member or student must never attempt to deal with it alone and should raise it promptly with the NCPO or another team member. The team member or the student should write a clear account detailing their concerns, and any reasons for them, as soon as appropriately possible. This must be signed and dated and given to the NCPO to be dealt with appropriately.

If someone has a concern or complaint relating to safeguarding they should raise it with the NCPO. If they are uncomfortable about raising it with the NCPO or it is inappropriate to do so, they may raise it with the "second person" referred to in Section 2 above (whose identity all parents/guardians will be notified of prior to the residency). The NCPO (or that other person) will also promptly inform the directors of the company.

Any concern about the conduct or behaviour of a team member or student which relates to an allegation of abuse or neglect of a child will be notified to the residences within 24 hours and be referred to the Local Authority Designated Office (LADO) for children or to the police or other applicable body.

If GRP or the residences determine for any reason that any team member or student is unsuitable to be present at the residency, that team member or student may be excluded from the residences.

9 Appropriate response of team members

It is important to remember that the person who first encounters or is told of a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies following a referral from the NCPO.

For more detailed procedures for GRP team members, please refer to GRP's 'Staff Behaviour Code'. This will be provided to all staff as part of a residency information pack a minimum of two weeks prior to any residency.

If approached by a student with concerns the team member should:

1. Remain calm; listen carefully to what is said and find the earliest appropriate opportunity to explain that it is likely that the information will need to be shared; but only with those who need to know about these concerns - **do not promise to keep secrets**, but tell the child that the matter will only be disclosed to those who need to know about it.
2. Allow the student to continue at their own pace; ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. Reassure the student that they have done the right thing in telling you.
3. Record in writing what was said using the child's own words as soon as possible - note the date, time, any names mentioned, to whom the information was given, and ensure that the record is signed and dated by you.

10 Reporting concerns not passed on by students

Team members could have their suspicions or concerns raised in a number of ways, some of which could be:

1. unusual or inappropriate conduct of another GRP team member or another student;
2. bruising or evidence of physical hurt, which may or may not be accompanied by:
3. unusual or inappropriate behaviour by a child.

No preconceptions should colour the investigation.

It is important to remember that a child's demeanour may or may not provide clues and none of the above prove that abuse is occurring. In the case of GRP residential courses, children may show evidence of home-sickness which could confuse the team member. Sometimes children tell another person of abuse directly, though not necessarily a professional. A child's message may not be clear. Children are inclined to give up if their messages are not well received. Sometimes children may try to communicate through actions rather than words (e.g. running away).

Children cannot be relied upon to challenge explanations offered by older people or parent figures especially when the latter are present. Direct, sympathetic but objective, communication with children is extremely important but may be difficult when both have conflicting and fluctuating feelings. Disbelief: all team members must be aware that their own reluctance to believe, record, or report an allegation made against a colleague could put a child at risk.

11 Definitions of Abuse

1. **Physical Abuse** - causing actual physical harm.
2. **Emotional Abuse** - usually verbal insults or implications of inability of the victim to achieve in some way. It may occur face to face or online.
3. **Sexual Abuse** - usually insinuation but may lead to actual physical sexual abuse. It may occur face to face or online.
4. **Neglect** - in the context of the residencies when young people are in the temporary care of GRP, team members should ensure that students are appropriately fed and that they eat normally. Normal sleep patterns are to be catered for to prevent students suffering from undue disturbance or insomnia. Anxiety can also be a problem in a competitive environment.

12 Role and responsibilities of the Nominated Child Protection Officer (NCPO)

The role of the designated person(s) is to:

1. receive information from students, team members, family and the residences who have child protection concerns and to record it appropriately, safely and confidentially;
2. assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate;
3. know which outside child protection agency to contact in the event of a child protection concern; to liaise with outside agencies, the family, course directors and company directors, and the residences as appropriate and to advise on appropriate actions to take;
4. provide information and advice on child protection within GRP;
5. ensure that appropriate information is available at the time of any referral and that the referral is confirmed in writing, under confidential cover;
6. liaise with the residences where appropriate in relation to safeguarding during the residency.

13 Local Authority Contact Details

In the town of Stamford, the following are the contact details/instructions for Lincolnshire's safeguarding contacts/LADO services:

- Lincolnshire Safeguarding - Report a concern:

<https://www.lincolnshire.gov.uk/safeguarding/report-concern>

- Make a safeguarding referral:

<https://www.lincolnshire.gov.uk/xfp/form/224>

- LADO referral form:

<https://www.lincolnshire.gov.uk/xfp/form/696>

If you believe that a child may be a victim of neglect, abuse or cruelty call:

- Children's safeguarding - **01522 782111** (Monday to Friday, 8am to 6pm)
- Or 01522 782333 (outside office hours)

If you are unsure whether a LADO referral form should be completed, make contact with the LADO service on **01522 554674** to discuss your concerns.

This policy will be reviewed in March 2026.