



# POINT BLANK

## MUSIC SCHOOL

### POLICY 040

### SAFEGUARDING POLICY

#### DOCUMENT CONTROL BOX

<b>People in scope:</b>					
<b>All students</b>	<b>HE Students</b>	<b>Professional Students</b>	<b>All staff and students</b>	<b>Staff only</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Sites in scope:</b>			<b>Publication:</b>		
<b>All</b>	<b>London</b>	<b>Online</b>	<b>Internal</b>	<b>Public</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Version:</b>	3.1	<b>Date Approved / Committee:</b>	4 <sup>th</sup> November 2024 / QSC	<b>Date of next review:</b>	August 2025

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### Document Revision History

#### Version Log

<b>Committee / Approval Date</b>	<b>Author</b>	<b>Version</b>	<b>Publication Date</b>	<b>Page Reference &amp; Summary</b>
Quality and Standards Committee – 4 <sup>th</sup> November 2024	Registrar	3.1	11 <sup>th</sup> November 2024	Updated to include Prevent duty and policy on lanyards and ID cards.

### Related Documentation

<b>Document Reference No. (Policy version / Supporting doc. #)</b>	<b>Document Type</b>	<b>Link or Dept. Owner</b>	<b>Document Title</b>

## 1. PURPOSE

- 1.1 The purpose of this policy is to outline Point Blank's approach to meeting its duties and commitments in 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.
- 1.3 This policy incorporates our responsibilities under the Prevent duty. We are committed to providing the right level of support to all students and staff and view our duty to prevent those within our community being drawn into terrorism as a safeguarding issue. As such, we do not operate any single overarching Prevent policy that identifies criteria for concerns, choosing instead to take a supportive approach which incorporates safeguarding into all we do.

## 2. POLICY DETAILS

- 2.1 Point Blank is committed to safeguarding and promoting the welfare of all its students, staff, visitors and guests and acknowledges its responsibilities to children, young people and adults at risk.
- 2.2 All staff within Point Blank have a responsibility to be involved in contributing to a culture in which safeguarding is embedded, discussed openly and ensures that risk is proactively reduced.
- 2.3 This policy is underpinned by the following guiding principles:
  - To ensure our processes and procedures support and promote safeguarding
  - To ensure our colleagues and students understand how to report any concerns
  - To ensure our teaching encourages respectful debate amongst the student body
  - To share information about concerns with agencies who need to know in a timely fashion
  - To ensure relevant legislation is considered e.g., Safety, health and wellbeing, Prevent Duty
- 2.4 Point Blank adopts a broad approach to its safeguarding responsibilities which encompasses well recognised forms of risk and abuse but also considers issues such as self-harm and the causes and risks of radicalisation.
- 2.5 Point Blank will ensure that there are established governance structures in place to ensure that all aspects relating to safeguarding are regularly audited, reviewed and monitored.
- 2.6 All Point Blank staff undergo a Disclosure and Barring Service (DBS) check prior to commencing their employment. These are renewed on a cyclical basis.
- 2.7 All Point Blank staff are required to undergo Safeguarding and Prevent training at least every two years. Safeguarding training is delivered by our internal Safeguarding Team, and the Prevent training is normally completed via the UK Government platform.

- 2.8 A Designated Safeguarding Lead is appointed and supported by Deputy Designated Safeguarding Leads. These members of staff form the Safeguarding Team.

### **Responsibilities of the Safeguarding Team**

- 2.9 The Safeguarding Team will:
- Ensure that the Point Blank Safeguarding Policy and accompanying procedures, advice and guidance are fit for purpose and sufficient to ensure that Point Blank meets its statutory obligations and complies generally with good practice and where reasonably possible, with safeguarding guidance issued by relevant statutory bodies concerned with such matters.
  - Ensure that Academic and Professional Service Departments are aware of their duties under the Safeguarding Policy and wider Prevent Duty and receive any assistance that they may require to arrange appropriate training and guidance on meeting those duties.
  - Ensure that routes to report or escalate safeguarding concerns are clearly “signposted”, accessible and appropriately monitored.
  - Ensure that reported safeguarding concerns are reviewed, specialist guidance sought, and appropriate action taken to escalate internally and / or to the relevant external agency within statutory time frames.
  - Prepare and submit referrals as appropriate to Ofsted, the Local Authority Designated Officer (LADO), the Multi Agency Safeguarding Hub (MASH) and / or Local Authority Children’s or Adults Safeguarding Board.

### **Responsibilities of Individual Staff**

- 2.10 In line with Point Blank’s principles, every member of staff has a duty to ensure that they treat everyone with respect, they should therefore report any concerns they have about the safety and wellbeing of a student or member of staff.
- 2.11 Individual members of the Point Blank community must:
- Ensure that all students and staff are treated with respect and supported when engaging with a Point Blank led activity;
  - Ensure that they are aware of their responsibilities to safeguard students, particularly children and adults at risk;
  - Ensure that they are aware how to report a safeguarding concern to the Safeguarding Team. Any such concerns can be reported via Point Blank’s Safeguarding Concern reporting procedure.

### **ID Cards**

- 2.12 Students and staff are issued with lanyards and ID cards upon enrolment or onboarding, respectively.
- 2.13 All Point Blank students and staff are required to always wear their Point Blank-issued lanyard and ID card when on campus. This is to allow staff to quickly identify whether an individual should or should not be in the building(s).
- 2.14 Lost lanyards and/ or ID cards must be reported to the Student Experience Team either by visiting the desk or contacting them at [support@pointblankmusicschool.com](mailto:support@pointblankmusicschool.com). A new lanyard/ ID card must be requested and this will normally incur a fee of £3(GBP).

- 2.15 Visitors of Point Blank must report to reception to sign in and receive a visitor lanyard.
- 2.16 Some visitors may be required to be escorted around the buildings depending on:
- The nature of their visit;
  - Any other activities that may be running at the time (e.g. summer school involving under 18s).

### 3. DEFINITIONS

**Child:** References to “child” or “children” in this policy means anyone under the age of 18 years.

**Adult at Risk:** Point Blank bases its definition of an “Adult at Risk” on that used within the Care Act 2014 and defines an Adult at Risk as someone over 18 years of age who

- (i) has needs for care and support; and
- (ii) is experiencing, or is at risk of abuse or neglect; and
- (iii) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Safeguarding Children:** In defining our approach towards children, Point Blank draws on the definition used by the DfE in Keeping Children Safe in Education 2022 (KCSE). While KCSE only applies to Schools and Colleges, we will play our part in:

- Protecting children from maltreatment.
- Preventing impairment of children’s mental or physical health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

**Safeguarding Adults at Risk:** While Point Blank is not subject to the provisions of the Care Act 2014, the University draws broadly on this act to inform its policy on safeguarding Adults at Risk. We will play our part to:

- Ensure that the rights of Adults at Risk are protected to enable them to live in safety, free from abuse and neglect.
- Ensure that the wellbeing of the Adult at Risk is promoted and that in deciding on any action to be taken we will take into account their views, wishes, feelings and beliefs, for example when considering whether to refer concerns to statutory bodies or when seeking support from charitable organisations.

However, we recognise that Adults at Risk sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and may not fully appreciate potential risks to their safety or well-being and therefore it may not always be possible to fully defer to their wishes when seeking the best way forward.

**Staff:** References to ‘staff’ include all paid Point Blank staff whether working on a permanent or temporary contract, apprentices, or engaged as “third party contract staff” working directly for Point Blank.

**Student:** References to “student” includes all students registered with Point Blank, including those on programmes to gain a professional qualification.

**“Work with children or Adults at Risk”:** Within this policy “Work with children or Adults at Risk” includes all engagement with children and Adults at Risk whether in a professional

capacity in connection with the work Point Blank, or in the course of other provider-led activities supported by members of Point Blank whether working in a paid or unpaid capacity.

#### **4. POLICY SCOPE**

- 4.1 This policy applies to all students and all staff involved with all Point Blank led activities, or otherwise part of the Point Blank community.
- 4.2 This policy also applies to any children and adults at risk who may be involved in certain Point Blank led activities such as outreach programmes and workshops.

#### **5. RELATED POLICIES**

- Fitness to Study policy
- Extenuating Circumstances policy
- Freedom of Speech Code (external speakers)
- Under 18s policy

#### **6. POLICY OWNER**

- 6.1 This policy is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.
- 6.2 The Student Engagement and Experience Committee delegates the operational responsibility of this policy to the following staff:
- Designated Safeguarding Lead
  - Prevent Lead
  - Deputy Designated Safeguarding Leads
  - General Manager
  - Registrar
  - Student Support Officers
  - Counsellors

#### **7. PROCEDURES**

- 7.1 The relevant procedure which accompany this policy is titled Procedure 040 Safeguarding Procedure and can be found at [www.pointblankmusicschool.com/legal/public-policies/](http://www.pointblankmusicschool.com/legal/public-policies/).

#### **8. EXHIBITS, APPENDICES AND FORMS**

- Safeguarding Disclosure Form

#### **9. REFERENCES AND SUPPORTING INFORMATION**

- 9.1 Internal
- Student Risk Intervention Framework.
- 9.2 External
- Keeping Children Safe in Education (2022)
  - Care Act (2014)