



The Melody Nest Safeguarding Policy

1. Policy Statement

The Melody Nest is committed to providing a safe, supportive, and nurturing environment for all children, young people, and vulnerable adults who take part in our activities. Safeguarding is everyone's responsibility, and the welfare of the child is paramount in all that we do.

We aim to:

- Protect all children and young people from harm.
- Ensure that all staff, tutors, and volunteers understand their safeguarding responsibilities.
- Provide clear guidance on reporting concerns.
- Create safe learning environments in group, 1:1, and online teaching contexts.
- Follow the Northamptonshire Safeguarding Children Partnership (NSCP) procedures and North Northamptonshire Council (NNCC) guidance.

2. Legal Framework

This policy has been developed in line with the following legislation and statutory guidance:

- Children Act 1989 & 2004 – promoting the welfare of children and safeguarding their rights.
- Working Together to Safeguard Children 2018 (updated statutory guidance) – outlines inter-agency responsibilities.
- Education Act 2002 – duty of care in educational settings.
- Keeping Children Safe in Education 2025 – statutory guidance for schools and educational providers.
- Safeguarding Vulnerable Groups Act 2006 – guidance on vetting and barring unsuitable individuals.
- Data Protection Act 2018 & UK GDPR – secure handling of personal and safeguarding records.
- Prevent Duty Guidance 2015 – requirements to prevent children being drawn into extremism.

- Northamptonshire Safeguarding Children Partnership (NSCP) & North Northamptonshire Council (NNCC) procedures – local multi-agency safeguarding guidance.
- Sexual Offences Act 2003 – protection of children from sexual offences.
- Children and Families Act 2014 – supporting children with special educational needs and safeguarding provisions.

This policy aligns with both statutory and local safeguarding guidance, ensuring The Melody Nest meets all legal and regulatory obligations.

3. Safeguarding Leads

- Designated Safeguarding Lead (DSL): Lyndsey Crosby
- Deputy Safeguarding Lead (DDSL): Gene Crosby

Responsibilities include:

- Responding to safeguarding concerns and referrals.
 - Liaising with NNCC's Multi-Agency Safeguarding Hub (MASH).
 - Ensuring staff are trained in line with NNCC and NSCP requirements.
 - Acting as points of contact for children, parents, and staff.
 - Overseeing safeguarding records and safe recruitment practices.
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4. Code of Conduct for Staff and Tutors

All adults working with children and young people at The Melody Nest must:

- Treat all children with dignity and respect.
- Prioritise the welfare and safety of the child.
- Maintain professional boundaries at all times.
- Follow safe practice when teaching alone with children (1:1 or group).
- Use appropriate language and behaviour.
- Never engage in physical punishment, humiliation, or favouritism.
- Challenge and report unsafe behaviour.

- Be alert to safeguarding concerns including **private fostering**, and escalate these through MASH as per NNCC guidance.
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5. Safeguarding in Different Settings

Group Teaching

- Teachers may be the only adult present with the group.
- Registers must be taken at the beginning and end of sessions.
- Clear start and finish times must be communicated to parents/carers.
- Teachers should remain vigilant for signs of peer bullying or unsafe interactions.
- Sessions should, where possible, take place in visible spaces (doors/windows).

1:1 Teaching (Face-to-Face)

- Teachers may be alone with a student.
- Parents must be informed of session time and location.
- Sessions should be conducted in visible spaces (doors with windows, blinds open).
- A log of all 1:1 sessions must be maintained.

Online Teaching

- Lessons may take place with only teacher and student(s) present.
 - Parents must be aware of lesson timings and platform used.
 - Approved platforms only; no private messaging outside arrangements.
 - Teacher and student must dress appropriately and use neutral backgrounds.
 - No recordings unless with explicit parental consent.
 - Staff must complete **online safety training** in line with **UKCIS/GOV.UK guidance** and NNCC recommendations.
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6. Recognising Abuse

All staff must be alert to signs of:

- Physical abuse
- Emotional abuse
- Sexual abuse

- Neglect
- Child exploitation (CSE/CCE)
- Radicalisation or extremist influence (Prevent Duty)
- Private fostering arrangements (as defined by NNCC: a child under 16—or under 18 if disabled—being cared for by someone other than a parent/close relative for 28+ days).

Any concern in these areas must be reported immediately to the DSL/DDSL, who may escalate to MASH.

7. Recruitment and Training

- All staff and volunteers must undergo **safer recruitment** including:
 - Enhanced DBS checks.
 - Verification of identity and references.
 - Safer recruitment training (as available through NNCC/NSCP).
 - Ongoing safeguarding and Prevent training will be provided, using NNCC and NSCP-approved resources.
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8. Reporting Concerns

If a member of staff has a safeguarding concern:

1. Report immediately to the DSL (Lyndsey Crosby).
2. If DSL unavailable, report to the DDSL (Gene Crosby).
3. Complete a Safeguarding Concern Form (signed and dated).
4. DSL will decide whether to escalate to NNCC's **MASH team**.

In an emergency where a child is at immediate risk, call **999**.

9. Allegations Against Staff

- Report immediately to the DSL.
- If the allegation concerns the DSL, report to the DDSL.
- DSL/DDSL will contact the **Local Authority Designated Officer (LADO)** via NNCC.

10. Confidentiality and Record Keeping

- All safeguarding records are confidential, stored securely (locked cabinet/digital password-protected system).
- Records kept in line with NNCC guidance: until the child turns **25**.
- Records are shared only on a **need-to-know basis**.
- When a child moves to another setting, safeguarding files will be securely transferred to the receiving DSL, with a transfer record kept.

11. Policy Review

This policy will be reviewed annually or sooner if legislation, NNCC, or NSCP guidance changes.

Date of Policy: August 2025

Next Review Due: August 2026

Appendix A – Safe Practice Checklist for Tutors

(To be completed before/during each session as appropriate)

General

- Register taken at start and end of session
 - Clear start and finish times communicated to parents/carers
 - Parent/carer contact details available in case of emergency
 - Safeguarding concerns (if any) noted and passed to DSL/DDSL
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Group Sessions

- Group register completed
 - Behaviour and interactions monitored (bullying, exclusion, unsafe behaviour challenged)
 - Children dismissed only to parent/carer or authorised adult
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1:1 Face-to-Face Teaching

- Parent/carer aware of session time and location
 - Session recorded in the lesson log (time, date, student name)
 - Room door/window panel visible (or blinds open where possible)
 - Session conducted in a professional and appropriate manner
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Online Teaching

- Parent/carer aware of session and expected timing
 - Only approved platform used for teaching
 - Teacher and student dressed appropriately
 - Background neutral and appropriate
 - No private messaging outside of agreed arrangements
 - Session not recorded (unless with parental consent)
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✓ At End of Session

- Student safely dismissed (in-person: collected by parent/carer; online: confirmed end of call)
 - Lesson log updated
 - Any safeguarding concern immediately reported to DSL/DDSL
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Signed (Tutor): _____

Date: _____