



Out of School Activities

This guidance is for parents and carers. It explains what Lincolnshire Music Service are doing to provide a safe environment for the children and young people that attend any of our out- of-school activities. This includes:

- Holiday Clubs
- Music Centre activities
- County Groups
- Out of School Tuition

This guidance is aligned to the Department for Education document: [Using after-school clubs, tuition and community activities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Using_after-school_clubs_tuition_and_community_activities_-_GOV.UK_(www.gov.uk).pdf)

Lincolnshire Music Service is a Lincolnshire County Council department and receives funding from Department for Education brokered by Arts Council England. We are a member of Music Mark UK which advocates for excellent musical learning in and out of school [Music Mark | Leaders in High Quality Music Education](https://www.musicmark.org.uk/)

Policies

Our policies are available via our website: [Policies | Lincolnshire Music Service \(lincsmusicservice.org\)](https://www.lincsmusicservice.org/policies) and include the following:

- Child Protection and Safeguarding
- Health and Safety
- Performance and Conduct
- Recruitment
- Complaints
- Harassment and Bullying
- Online Safety
- Transport
- GDPR Statement

Each out-of-school activity delivered by LMS always includes has an identified lead staff member:

Boston Music Centre	Vanessa.Hobart@lincolnshire.gov.uk
Bourne Music Centre	Chris.Rogers@lincolnshire.gov.uk
County Groups	malcolm.duckels@lincolnshire.gov.uk
Grantham Music Centre	Jack.Swift@lincolnshire.gov.uk

Holiday Activity and Food Programme	sarah.burn@lincolnshire.gov.uk
Lincoln Music Centre	Alex.Greenfield@lincolnshire.gov.uk
Louth Music Centre	Debbie.Dalgliesh@lincolnshire.gov.uk
Sleaford Music Centre	Heather.Benson@lincolnshire.gov.uk
Spalding Music Centre	Paul.Weston@lincolnshire.gov.uk
Inclusive Choir	Heather.Benson@lincolnshire.gov.uk

Each out-of-school activity delivered by LMS always has an identified lead staff member who ensures all safeguarding procedures are in place and acted upon according to our Safeguarding policy where necessary.

In addition, each activity has the following processes in place:

- Qualified First Aider with access to a First Aid Kit
- Enhanced DBS checks on all staff
- Risk Assessment including the use of Evolve Visits for residential activities (at home and abroad) - [eduFOCUS | EVOLVEvisits](#)
- A safe and clean environment with clear exit routes in case of emergencies
- Qualified LMS staff members
- Public Liability Insurance
- PAT Testing
- Lone Worker processes in place

Raising a safeguarding concern about an activity or tutor

If you believe a child is in immediate danger of harm, call the police on 999.

If you have a safeguarding concern about an LMS activity your child attends, please raise this with Lincolnshire Music Service immediately.

Our Designated Safeguarding Officer (DSO) is Mr. David Chambers:

E-Mail	David.chamber@lincolnshire.gov.uk
Mobile	07767 701654

Our Deputy Designated Safeguarding Officer is Mr. Malcolm Duckels:

E-Mail	Malcolm.duckels@lincolnshire.gov.uk
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Mobile	07795 528783
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Our DSO attends ongoing safeguarding training and support through LCC aligned to the National Competency Framework for Safeguarding Children and Adults.

All LMS staff have been recruited through the LCC safer recruitment process which includes enhanced DBS checks, online safeguarding modules as well as face-to-face training.

If you are unable to contact our DSO or Deputy DSO, then please look at the alternative option outlined below to ensure this issue is escalated:

- Make a referral to the Local Authority Designated Officer (LADO) by filling out the LADO referral form. The LADO has oversight of allegations about practitioners ensuring that the allegations or concerns about adults working or volunteering with children are recorded appropriately, monitored and progressed in a timely and confidential way. [The Managing Allegations of Abuse Made Against Persons who Work with Children and Young People procedure](#) 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.

Raising a general concern about an activity or tutor

If you have a general concern regarding LMS out-of-school activities, you can e-mail the lead staff member for that particular activity or musicservice@lincolnshire.gov.uk where your concern will be directed to the most appropriate person. In many cases we can resolve concerns quickly by putting the problem right straight away. If you are not satisfied with the outcome, then Lincolnshire County Council does have a formal process for submitting complaints. This can be accessed using the following link: [Complaints policy – Introduction - Lincolnshire County Council](#)

Parental Consent and Emergency Details

LMS will collect the following information for children and young people attending our out-of-school activities. We may collect the information through an electronic or printed form. If your child attends the club or activity for more than a year, we will ask you for updated information:

- at least one emergency contact number for the parent or carer (but ideally more than one)
- parent's full name
- the child's home address
- medical concerns or allergies of your child
- Information regarding the identified responsible adult or adults designated to drop-off and pick up the child as part of the rehearsal routine.

The data will be stored in line with Lincolnshire County Council's GDPR policy and procedures.

