



Derby Music Centre

**Safeguarding Children
Policy**

November 2019

Introduction

Derby Music Centre functions under the direction and control of the Derby Music Association Trust, and is one of the centres participating in the Derbyshire Music Education Hub.

This Policy has been informed by good practice guidance and is compliant with the Derby & Derbyshire Safeguarding Children Boards Procedures, Working Together 2013 and Keeping Children Safe In Education 2015.

Statement of Intent

In supporting and promoting the making of music and providing opportunities for all young people, Derby Music Centre is committed to doing all it can to ensure the safety and wellbeing of all students attending Derby Music Centre. Derby Music Centre staff are expected to provide the highest standards of professionalism when working with students and aim to respond appropriately to any concern for the safety of a child that is brought to our attention.

All students at Derby Music Centre have a right to learn in a safe, secure environment, free from intimidation and bullying or other forms of abuse.

Derby Music Centre is committed to providing access and will promote full inclusion in the activities provided, by having awareness of additional needs, making reasonable adjustment when needed and providing specific support where necessary and possible.

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Safeguarding Children Policy

Derby Music Centre

Derby Music Centre recognises the importance of having a clear simple policy which both children and adults can easily understand, accompanied by a number of supporting procedural documents to provide guidance in specific circumstances. The Staff and Trustees at Derby Music Centre are committed to ensuring the highest standards in respect of safeguarding the children and young people in our care and where there is a concern for the safety of any child or young person the Derby Music Centre, will do all it can to ensure that the matter is properly addressed. To this end Derby Music Centre will uphold the following principles;

1. Children have the right to a happy, healthy and secure childhood and we aim to ensure that all reasonable steps are taken to reduce the likelihood of any child or young person being hurt through their attendance at Derby Music Centre.
2. Take all concerns regarding the safety and wellbeing of children and young people seriously. Child abuse is never acceptable.
3. Make suitable enquiries to gather only relevant information and pass it on to the statutory agencies to investigate where applicable.
4. Ensure that there is no delay in gathering and sharing information that might cause a child or young person to be left in a situation of risk.
5. Ensure that any actions taken by Derby Music Centre are appropriately recorded and any records made are kept securely in line with local arrangements as outlined in the Derby & Derbyshire Safeguarding Children Board's (LSCB) Procedures.
6. All staff working at Derby Music Centre will have an up to date Disclosure and Barring Service Certificate that is clear and they will confirm that they have received LSCB approved Safeguarding Training every three years.

This policy demands the highest standards of professional practice in all work with children and young people. It describes the values and principles that must underpin our approach to working with students so that they can achieve their full potential.

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'A. P. ...', is written over a light grey rectangular background.

Date

13/11/2019

1 A Safe Environment

Derby Music Centre expects that all staff, children and young people take individual responsibility for ensuring that their actions do not endanger others using the Centre and to report any potential or actual hazards to the Director of the Derby Music Centre or to the Centre Co-ordinator.

1.1 The buildings

The buildings used are appropriate, fit for purpose and maintained by Saint Benedict's School. Any defects should be reported to the Derby Music Centre Director who will inform St Benedict's School.

1.2 Disabled Access

All buildings in use by the Centre are on the ground floor and provide adequate disabled access.

1.3 Equipment

The equipment used by the children is suitable for purpose and members of the Derby Music Centre staff will provide instruction on use as appropriate. Children and young people are expected to treat all equipment with respect and report any damage to the relevant member of staff.

1.4 PAT Testing

All electrical equipment used by the Derby Music Centre is PAT tested annually.

1.5 Heavy lifting

Heavy lifting remains the responsibility of the staff. Carrying-cases have been purchased to assist in the safe moving of music stands. They are designed to be carried by two handlers. Staff will provide appropriate instruction if young people are requested to assist in moving music stands.

1.6 Hot liquids

Hot liquids should always be carried and consumed from safely lidded cups. Food and drinks should be consumed by students only during break times, with the exception of water.

1.7 Ladders/Steps

The use of steps and /or ladders is only authorised for staff/helpers who have completed the required training. Assistance will be sought when needed.

1.8 Emergency Evacuation Procedures

Procedures for the safe evacuation in the case of an emergency are displayed at Derby Music Centre and on the web-site (See Appendix A).

Members of Derby Music Centre staff will read and discuss the procedures with the students in their care, in readiness for any practices. Full practices will be held for both sessions, before and after Break, in the Autumn and for one of the sessions in the Spring and Summer terms. A copy of the procedures is contained in each of their registers.

1.9 Risk Assessment & Management

All activities offered by the Derby Music Centre are subject to either a general or event specific risk assessment.

The General Risk Assessment is completed annually to cover all rehearsal and activities that take place regularly at the Derby Music Centre. The assessment, when completed, is signed off by the Director of Music and the Board of Trustees prior to the Autumn Term commencing.

Event-specific risk assessments are an essential way of reducing the likelihood of any child or young person being hurt while at the Derby Music Centre but away from its main base. A standard Risk Assessment tool is used (see Appendix B) with suitable adjustments for the occasion, activity or venue.

Where a venue is used for the first time, a site visit will be made prior to the event and the Risk Assessment completed accordingly.

A copy of the Risk Assessment is sent to staff prior to each event and will be published on the web-site.

Where an event includes visiting groups or schools, they will remain responsible for providing and implementing their own Risk Assessment.

2 Staffing

2.1 Recruitment

All the Derby Music Centre staff have a valid Disclosure and Barring Service (DBS) certificate. The certificate must be 'clear' and have been issued within the past two years for it to be portable from another setting. The Director of Music will ensure that an up-to-date list is maintained of all staff required to have a DBS certificate.

2.2 Training

All staff who work at the Derby Music Centre must complete a basic Safeguarding Children Training at least every three years. Members of staff must provide evidence of attendance at an approved LSCB via a sight of an original certificate of attendance.

2.3 Induction

New members of staff will be inducted by the Director of Music before starting to teach at the Derby Music Centre. The Induction will include the member of staff signing that they have received and read the safeguarding Policy and have had a discussion on the implementation of the procedural guidance.

2.4 Safeguarding Lead

While the Derby Music Centre supports the view that Safeguarding children and young people is everyone's responsibility (Working Together 2013) the Derby Music Centre has appointed the Director of Derby Music Centre to be the designated Safeguarding Lead. The Safeguarding Lead is responsible for ensuring that the Derby Music Centre has an up-to-date Safeguarding Policy & Procedures and that all staff are made aware of their responsibilities within them.

2.5 Code of Conduct

All members of staff are expected to read and sign up to their acceptance of a code of conduct. The code of conduct sets out the standards expected of each staff member while working for or at the Derby Music Centre.

3 Safeguarding Children & Young People

3.1 To whom do these procedures apply?

Young people can access Derby Music Centre for a number of years and so the age range to which these procedures apply will be wide. The definition of a child within Working Together is any child under the age of 18 years. In line with Government Guidance (Keeping Children Safe in Education March 2015) these procedures are extended to those young people who are over 18 years and still in full-time statutory education.

The Derby Music Centre encourages older teenagers who have attended the Centre previously to continue to support younger students through appropriate role modelling. Therefore children and young people will potentially come into contact with young adults from time to time. Adults in their gap year or students in their first year of Higher Education will sometimes continue to attend the Derby Music Centre. They are not included in any staff / student ratios and are not subject to reporting requirements by the LSCB. However the Derby Music Centre will respond to any concerns in relation to young adults attending and, where an individual is considered to be vulnerable, action will be taken to ensure their safety through the Care Act 2014 and corresponding Adult Protection Procedures of the Local Safeguarding Adults Board. All students, aged 18 who have left full time schooling but remain at the Derby Music Centre will be issued with a separate Code of Conduct which they will be expected to sign and adhere to whilst at the Centre.

3.2 Definitions

Derby Music Centre uses the definitions of significant harm, categories and definitions of abuse and additional information as described in the LSCB Safeguarding Children's Procedures. The following link should be used for anyone wanting to know the meanings of the different definitions used: <https://www.ddscp.org.uk/>

3.3 Code of Conduct

All students at the Derby Music Centre will be issued with an age appropriate Code of Conduct that sets out the expectation in respect of behaviour whilst at the Centre or while engaged on a Derby Music Centre activity.

3.4 Photos and Publicity

The Derby Music Centre recognises that not all parents and students will consent to their photographs being used and that for some young people doing so could place them at risk. Therefore at the beginning of each academic year parental consent will be sought for the taking of photographs used for publicity and promotion of the Derby Music Centre.

Permission will include identifying the name of any student as well as the use of the materials in promotional leaflets and articles for the local press.

Any image taken of a student by staff at the Derby Music Centre will only be used for the above purpose and will be stored securely so that access is restricted only for use by the Derby Music Centre.

3.5 Equal Opportunities

The Derby Music Centre aims to provide opportunities for all without prejudice. Where any student feels that they are not being given fair access to activities at the Derby Music Centre the Director of Music will ensure that the concern is taken seriously and investigated.

3.6 Disability

We aim to meet the needs of anyone with a disability by responding to individual needs and wherever possible making reasonable adjustments to enable their participation. Any decision to make adjustment will be made after discussion with parents or any appropriate agency. The Derby Music Centre is fully accessible and risk assessments are completed on all outside venues used by the Centre.

3.7 Looked After Children

The registration process promotes understanding of individual needs and circumstances and no student will be disadvantaged because they are looked after by a Local Authority. Information about an individual student's Looked After status will remain confidential

3.8 Ethnic origin

The Derby Music Centre welcomes all children and its activities are promoted widely in order to reach as many students as possible, regardless of ethnicity or social background.

Any incident of racism will not be tolerated and will be recorded and reported to the Director of Music. The Trustees and parents of students involved will be contacted and will be expected to support the staff in eliminating any future incidents.

3.9 Financial

The Derby Music Centre operates a policy of reduced or waived fees for those whose parents or carers have difficulty meeting the costs of membership. Each case is reviewed independently and information remains confidential to the Director of Music.

4 Safeguarding Children: What to do

All staff, volunteers and other representatives of Derby Music Centre must be familiar with the policy and be aware of the problem of abuse and the risks to children.

Through its emphasis on prevention, the policy aims to minimise the risks of children and young people being abused. Derby Music Centre will also do all it can to ensure that any child or young person who is thought to have been abused, or who are at risk of abuse, is supported and given protection. It is also possible that, on occasions, staff and others engaged by Derby Music Centre or its partners to work with children, may pose a risk to children and young people by abusing their position of trust.

4.1 Being aware

Staff at Derby Music Centre and students who have sufficient age and understanding should be aware that abuse of children and young people is wrong and always an abuse of power within a relationship between two or more individuals. They should also be aware that children can be abused by adults they know, strangers and other young people. In all instances of concern that a child or young person might have been abused, the matter is taken seriously and dealt with appropriately in line with the safeguarding procedures by using the following link <https://www.ddscp.org.uk/>

4.2 Presentation

There are only four ways in which a concern about a child will be noticed. They are as follows;

- Physical Marks
- Physical Symptoms
- Behaviour
- Disclosure

In each instance the concern should be shared immediately with the Designated Safeguarding Lead. Sometimes disclosure might be by a third party or suggestive of a past allegation (historic situations). In each case the response will be the same.

3. What you should do

If you are a child or young person and you are concerned that you or another child or young person is being harmed, you should tell a trusted adult at the earliest opportunity. That person may be a parent or carer, a teacher or the Director of Music. The important thing to remember is to tell someone you trust.

If you feel unable to speak to someone face to face you can ring **Childline on 0800 11 11** and speak to a specially trained call handler. They will help you decide what to do next. The most important thing is not to keep the information to yourself.

If you are a member of staff or an adult associated with Derby Music Centre then you should contact the Designated Safeguarding Lead immediately and share your concerns. Do not investigate as that is not your role but it is important that any information shared with the Designated Lead is as accurate as you can make it (see Appendix D Tips on talking to children).

If you are a parent of a student at Derby Music Centre we would ask that you follow the process described above as your first option. However if you feel that you cannot share the information with Derby Music Centre it is still important to share the concern with someone who can take action to ensure that the student is safe. You can share your concerns about the child with Children's Social Care, the Police or the NSPCC (See Appendix C Useful Contact Numbers). The important thing is that you take action to pass on the information to the appropriate organisation who can act to investigate.

4. Gathering Information

It is important to distinguish between gathering and recording the relevant information and undertaking an investigation. It is not the responsibility of Derby Music Centre Staff to undertake an investigation. It is important that any information that is shared with the statutory agencies is as accurate as possible. However where there is immediate concern for the safety of a child delay should not be incurred while additional information is gathered or checked for accuracy. Any such action can happen alongside and with the agreement of the statutory agencies responsible for investigating abuse.

4.5 What will Derby Music Centre do?

Upon receipt of information that suggests a child or young person is at risk of harm or has been abused, the Designated Safeguarding Lead will ensure that the information is passed to the relevant Social Care Department. The Designated Safeguarding Lead will also ensure that an accurate record of anything the child has said or behaviour seen is recorded and signed and dated by the member of staff making the record.

4.6 Referrals to the Local Authority Designated Officer (LADO)

Where the concern relates to a member of the Derby Music Centre Staff, the Designated Safeguarding Lead will also advise the LADO who will consider whether other children might also be at risk and how best the matter will be investigated.

4.7 Suspension

Where there is a concern relating to a member of the Derby Music Centre Staff, the Designated Safeguarding Lead should seek advice from the County HR section on whether the member of staff should be suspended. Suspension is a neutral act and does not imply guilt but ensures the safety of children and young people and enables the member of staff to be placed in a situation where the risk of additional allegations being made is reduced.

4.8 Informing Parents and carers

Where the information clearly indicates that a parent or carer is not implicated in the concern, then it is important that parents or carers are advised of the concerns at the earliest opportunity. If there is any doubt about this or it is suggested that to inform the parent or carer might place the child or the member of staff at further risk then the Designated Safeguarding Lead should seek advice from Children's Social Care before sharing any information.

4.9 Record retention

Information recorded by Derby Music Centre in relation to any Safeguarding File will be stored and kept secure by the Designated Safeguarding Lead. Restriction of the information contained within any retained record will be purely on a need to know basis and will only be shared to ensure the future protection of the child or young person while they attend the Derby Music Centre. Any information

shared will be the minimum information required for the person receiving the information to enable them to carry out their specific role.

4.10 Information Sharing

The Designated Safeguarding Lead will take advice from the Local Authority about who else might need to be advised of an allegation of abuse or a concern that a child or young person has been harmed. It may be necessary to inform the Trustees or the Safeguarding Lead at St Benedict's School depending on the specific circumstances and seriousness of the concern. In all instances that information is shared it will be done so in confidence and in line with LSCB guidance on sharing information.

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Appendix A

Emergency Evacuation Procedures

General

- Conductors must take the register before a session begins. Registers must be returned to the office at the first opportunity.
- All staff and volunteers must sign in upon arrival.
- Private tutors must keep written records of students attending and times of arrival.
- Parents intending to remain in the building during rehearsals must sign in.
- The unbroken continuous ringing of bells signifies a fire on the premises in which the alarm is activated.

Emergency Evacuation from the building

In the event of a fire or other emergency requiring an evacuation:

Students should always report to the staff they registered with.

The member of staff will:-

- Line students up **inside** the room. Instruct them as to the nearest exit and Assembly Area **before** they leave the room.
- Please encourage children to leave their instruments and belongings behind.
- **Lead** your group out by the most appropriate available exit to the Assembly Area – ensure everyone walks on the pavement, never on the road.
- Notify the office, who will call emergency services.
- Doors should be closed behind you, but **not** locked.
- Group members will stay with their tutor/conductor for registering
- Parents should evacuate the building, assemble near the gate and register with the administrator. **Parents should not attempt to locate their children during evacuation or registration period.**

**EVERYONE MUST LEAVE THE BUILDING;
NO-ONE SHOULD ENTER ANY BUILDING IF AN ALARM IS
SOUNDING.
NO ONE IS TO RE-ENTER THE BUILDING UNTIL THE 'ALL-CLEAR'
IS GIVEN**

If Alarm sounds:

Staff should assume responsibility for orderly evacuation of the building.

DESIGNATED FIRE OFFICER: **Christine Blackmore**

ASSEMBLY AREA: Grassed/gravelled area to the right of the gate

BEHAVIOUR

Students are reminded of the need to remain in the Assembly Area and of the need to remain calm and silent in order to hear any instructions given. The roadway is to be kept clear in order to allow free access to emergency vehicles.

Staff are required to complete registers before the start of each rehearsal. Students arriving late for a rehearsal, or leaving early, must also be accounted for and the register maintained through the rehearsal. All students should be accounted for upon arriving at the assembly point. The names of any students missing must be given to the Designated Fire Officer without delay.

Staff are required to inform the Designated Fire Officer immediately of any students unaccounted for who turn up safe and well.

The Designated Fire Officer will advise staff and parents when it is safe to re-enter the building and resume rehearsal or collect any personal belongings left in the practice rooms during the evacuation.

Regular practice drills aim to ensure that students are confident in the knowledge of what is expected of them. Practice drills are carried out in varying formats in order to prepare students and staff for unexpected eventualities.

Parents are informed about the practices through the newsletters and the website. Parents are also made aware that it is essential to write their details in the signing-in book if remaining at the centre. The book is always positioned in the DMC Office during Saturday session. Visitor identification badges are also issued at this point.

Appendix B

Risk Assessment Template

Derby Music Centre Risk Assessment

Management of Health & Safety at Work Regulations 1999

Title of Activity: Derby Music Centre Concerts		Date: 5 April 2014 Time:
Group Leader:		Number of Pupils :
Number of Music Centre staff accompanying pupils:		Age Range of Pupils : : Primary/Secondary
HAZARD / RISK	CONTROL / ACTION	Person(s) responsible for implementation
<i>e.g. Transport arrangements for outside venue</i>	<ul style="list-style-type: none"> • <i>Players make their own way to venue.</i> • <i>DMC provide directions and parking instructions and meeting arrangements via web-site and e-mail</i> 	<i>Parents CB</i>

ACCOMPANYING STAFF ARE RESPONSIBLE FOR READING AND ACTING UPON THE RISK ASSESSMENT.

THE HOST SCHOOL WILL HAVE THEIR OWN RISK ASSESSMENT AND WILL BE RESPONSIBLE FOR THE SAFE SUPERVISION OF THEIR OWN PUPILS

Signed: Christine Blackmore

Date

Revised JH/CB May 2015

Appendix C

Useful Contact Details

The main contacts are as follows:

Director	Rebecca Maiden	Rebecca.maiden@derbyshire.gov.uk 07979 214827
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Co-ordinator	Christine Blackmore	cblackmore@saintben.derby.sch.uk
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Chair of Trustees	Matt Walters	mattwalters@doctors.org.uk 07917 650872
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Derby City Children's Social Care	
Weekdays 9am-5pm	01332 641172
Evenings and Weekends	01332 786968

Derbyshire Children's Social Care	
Call Derbyshire	01629 533190

Derbyshire Police Force	101
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NSPCC	0808 800 5000
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Revised MW Nov 2019

Appendix D

Tips for Talking to Children

- Treat children age appropriately so they understand what **you** are talking about.
- Be respectful and polite at all times.
- Be careful if using humour that you understand; others might not!
- Even if they are aggressive towards you – stay calm so it will encourage them to remain calm when talking.
- Give them time to talk / respond and don't rush them, work at their pace
- Speak clearly to the child in a way that won't be patronising.
- Listen carefully and ask questions if **you** don't understand; don't make assumptions. Try not to ask leading questions.
- Don't appear shocked.
- Take all allegations seriously.
- Reassure them they have done the right thing.
- Advise them about what will happen next.
- Make notes as soon as possible, using their words and date and sign it.
- Pass the information to the Designated Safeguarding Lead.

Appendix E

Anti-Bullying Policy

Bullying of any kind is unacceptable at our Centre. If bullying does occur, all students should be able to report it and know that incidents will be dealt with promptly and effectively.

Objectives of this Policy

- Bullying will not be tolerated.
- All Trustees, staff, volunteers, students and parents should have an understanding of what is bullying.
- All Trustees, staff and volunteers should know what the Derby Music Centre procedure is on bullying, and follow it when bullying is reported.
- All students and parents should also be aware of Derby Music Centre's procedure is on bullying, and what they can do if bullying arises.
- Derby Music Centre will take all incidents of bullying seriously; it is a form of abuse. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying may happen between an adult and child, between children or more anonymously through things like social media.

Procedures

1. Parents and students should report bullying incidents to a member of staff. The key contact people are the Director of Music, Coordinator / Safeguarding Lead or any of the Trustees.
2. Wherever possible staff will attempt to deal with incident as they arise informally but in cases of more serious bullying, or where an informal approach has not resolved the issue, then the incidents will be recorded by staff and passed to the Safeguarding Lead for further action.
3. In the more serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
5. An attempt will be made to help the bully (bullies) change their behaviour, recognising that many bullies may have been subjected to some form of abuse themselves in the past.
6. This will not be used to minimise their behaviour but to understand it and seek any appropriate help that might be required.

Outcomes

- 1) The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- 2) In serious cases, suspension or even exclusion will be considered.
- 3) If possible, the students will be reconciled.
- 4) After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 5) If necessary and appropriate, the police or Children's Social Care may be consulted.
- 6) A record of the incident and all actions taken will be kept confidentially and securely by the Designated Safeguarding Lead.

Organisations offering help and advice:

Advisory Centre for Education (ACE)	03000 115 142
Children's Legal Centre	08088 020 088
KIDSCAPE Parents Helpline	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	www.bullying.co.uk

Revised JH/CB May 2015

Appendix F

Health Matters

Medical Information

It is essential that our information regarding medical and health issues is continually updated. Parents are requested to help us to do this in every Newsletter, our Derby Music Centre banner on display at Centre and on the website. Information provided by parents should be confirmed in writing.

Medical information is accessible to staff at all times, at the back of registers along with other essential information. Where a medical condition is of a serious or sensitive nature, this information is kept separately and communicated directly to staff on a need to know basis.

Derby Music Centre will consult with parents where there is a need to make reasonable adjustments to enable the child to benefit from the activities at the Music Centre. Where needed this information will be discussed between members of staff and the Director or Co-ordinator when appropriate in order to keep children and young person safe. Every effort will be made to respect the child's right to privacy and all staff will respect the child's dignity in dealing with confidential medical information.

Cover staff are always be made aware of this information on a need to know basis.

All medical information is stored and available on our secure data base, which is maintained continually.

This information is always accessible at events taking place outside the Centre also.

The Derby Music Centre website includes a clear disclaimer that we cannot take responsibility for ensuring that students carry any medication included on their registration data. This is the responsibility of the student and their family.

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