

Policy Statement

Classical Sheffield will ensure the safety and protection of all people, including children, young people and vulnerable adults, involved in its activities through adherence to its Safeguarding Policy and guidelines.

A child is defined as a person under the age of 11, young people are aged 11-18 (The Children Act 1989), and a vulnerable adult is a person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The words 'child', 'children' and 'young people' will be used in this document. Throughout, they refer to children, young people, *and* vulnerable adults.

"Staff" in this policy refers to all people engaged by Classical Sheffield in the planning or delivery of activities for children or vulnerable adults, including (but not limited to) employees, workshop leaders, trainees, freelance staff, volunteers, work-placement personnel, and members of the Board.

Classical Sheffield believes that in delivering its programme:

- People's welfare is of paramount importance as is treating them with respect
- There is a duty to safeguard everyone involved in its activities from harm
- Everyone, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, has the right to protection from abuse, harassment and bullying
- All suspicions and allegations of abuse, harassment or bullying should be taken seriously and responded to swiftly and appropriately
- All staff (both paid and unpaid) working for the company have a responsibility to report concerns to the Safeguarding Officer.

Policy aims

Safeguarding and promoting the welfare of children means taking action to:

- protect children and young people from being mistreated
- make sure their health or development is not impaired
- make sure that they grow up in an environment that provides safe and effective care
- help them to have the best possible life chances, and to enter adulthood successfully

The aim of Classical Sheffield's Safeguarding Policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst involved in Classical Sheffield activities

- Enabling all staff to make informed and confident responses to specific safeguarding issues
- Establishing a relaxed and friendly environment in which everyone feels comfortable and confident

Promoting good practice

Abuse can take place within many situations, including the home, school and others (concert/ project venues). Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, workshop leader, teacher or volunteer may have regular contact with children and may be an important link in identifying cases where they need protection. All suspected cases of poor practice should be reported following the guidelines in this document.

Good-practice guidelines

All personnel are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common-sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment, avoiding private or unobserved situations and encouraging open communication.
- Treating everyone equally, and with respect and dignity
- Always putting the welfare of individual participants first
- Maintaining a safe and appropriate distance from participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a participant or to share a room with them)
- Building balanced relationships based on mutual trust and empowering participants to share in decision-making
- Ensuring that if any form of manual/physical contact is required, it should be provided openly, with participants always consulted and their agreement gained. Some parents are becoming increasingly sensitive about physical contact and their views should always be carefully considered
- Involving parents/carers and teachers wherever possible
- Ensuring that if mixed groups are taken away for the day or night, they should always be accompanied by both a male and female member of staff
- Being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the company of participants
- Giving enthusiastic and constructive feedback, and avoiding negative criticism
- Recognising the developmental needs and capacity of participants – avoiding excessive practice and rehearsals and not pushing them against their will

- Securing parent/guardian consent if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if staff are required to transport young people in their cars, such as in an emergency, or if a parent/carer fails to pick a child up at the end of a session

Practices never to be sanctioned

Staff should never:

- Engage in rough physical or sexually provocative games, including horseplay
- Share a room with a child
- Spend excessive amounts of time alone with children away from others
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to visit them at home unsupervised
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Build individual relationships with young people under 18 via social networking sites or any other kind of electronic communications
- Bully, harass or intimidate other people

Incidents that must be reported / recorded

If any of the following occur, staff must report immediately to the Safeguarding Officer (SO) or (if unavailable) the Classical Sheffield Coordinator or another colleague. Account should also be taken of Classical Sheffield's Health & Safety Policy, and advice taken from any qualified First Aiders, in these situations. The incident must also be recorded, with witness statements logged where possible / appropriate. The parents/guardians of the child should also be informed, preferably by the SO:

- If a participant is accidentally hurt
- If he/she seems distressed in any manner

- If a participant appears to be sexually aroused by their actions
- If a participant misunderstands or misinterprets something a member of staff has done

Photography & film

- Classical Sheffield will gain parental permission, via a third party such as a school where appropriate, for anyone under 18 years old who will be photographed or filmed as part of a project or event. Such photos / films will be stored securely in password-protected and limited access files.
- Classical Sheffield will seek photo & film permissions for every under-18 taking part in its projects to be able to build up a stock of permitted images for use in for funding and publicity purposes.
- Classical Sheffield will communicate this requirement clearly to schools and/or parents at the time of booking, and wherever possible will take reasonable steps to accommodate children for whom permission cannot be obtained. Often this will be done through requiring coloured stickers to be worn (which photographers / filmers will then know not to record).
- At public events, our default practice will be to display signs advising that “filming/photography are taking place today. Anyone preferring not to appear should contact a member of staff.” Such individuals will then be [still] photographed by the SO or event manager, and we will use these images solely for the purposes of deleting any images or footage later found to depict those people. These images will then be securely deleted.
- While parents are always welcome, for personal family use, to photograph their own child, and a professional photographer may be employed by CS to make a photographic record of a concert etc, CS cannot allow any other photographing by the general public.
- The ban on photography by the general public will be clearly signed, and staff (both Classical Sheffield and venue) will be encouraged to intervene if such activity occurs, with sensitivity to the production taking place. Exceptions to this rule might be made from time to time, in which case, appropriate signage and announcements will be put in place.
- Anyone taking photos or film in an official capacity for Classical Sheffield will be clearly identified, i.e. with a lanyard, and will receive a briefing that includes any Safeguarding considerations.
- Any children should be identified in public only by a first name, and then only when explicit parental permission has been given (Classical Sheffield or an approved partner, should keep a record of this permission).
- Any incidents which could be misinterpreted should be reported to the relevant member of staff's line manager immediately and the SO as soon as possible.

Recruitment and training of staff and volunteers

Classical Sheffield recognises that anyone may have the potential to abuse children in some way. All reasonable steps will be taken to ensure unsuitable people are prevented from working with children.

Staff and volunteers must be made aware of Classical Sheffield's expectations with regard to conduct

and its approach to bullying and harassment, eg by providing them with copies of this policy and with the Equal Opportunities Policy and Risk Management Policy.

Staff

Anyone working at a supervised one-off event (with different groups of children) will:

- have their job requirements and responsibilities made clear in advance, and monitored as appropriate.
- be required to adhere to Classical Sheffield's Safeguarding, Equal Opportunities and Risk Management Policies
- be trained in Classical Sheffield's Safeguarding and other relevant procedures where necessary

Guidance and Training

Classical Sheffield requires:

- Participating groups to be aware of and have read this Safeguarding Policy and the guidelines for appropriate behavior during the festival.
- Relevant staff to attend training sessions as appropriate, and to ensure that they develop a positive attitude towards good practice and child protection.
- The Safeguarding Officer to communicate new or changing safeguarding policies and regulation to staff, volunteers and participating groups up to date with new or changing policies on child protection.
- Relevant personnel to undergo a recognised First Aid training course (where necessary)

Responding to allegations or suspicions

It is not the responsibility of anyone working in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. Classical Sheffield assures all staff that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff or volunteer, there may be three types of investigation:

- a criminal investigation
- a child-protection investigation
- a disciplinary or misconduct investigation

The results of the police and child-protection investigations may well influence the disciplinary investigation, but not necessarily.

Concerns about poor practice:

If the allegation is clearly about poor practice, the Safeguarding Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair of the Board of Trustees, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by a member of staff should be reported to the Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Safeguarding Officer will refer the allegation to Children and Family Services (CFS) at SCC (which may involve the police), or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from CFS.
- The Safeguarding Officer should also notify the Chair of the Board of Trustees in confidence in order to deal with any media enquiries.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to another Chair of the Board of Trustees who will refer the allegation to CFS.

Concerns outside the immediate environment (e.g. a parent or carer):

Any suspicion that a child has been abused by a person or persons outside the immediate environment should be reported to the Safeguarding Officer, who should contact CFS or the police as soon as possible.

If the Safeguarding Officer is not available, the person being told of or discovering the abuse should, in consultation with the Chair of the Board of Trustees, contact social services or the police as soon as possible.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

The following people might be party to such information and should be especially aware of their duty of confidentiality:

- The Safeguarding Officer
- The Chair of the Board of Trustees
- The parents/carers of the person who is alleged to have been abused

- The person making the allegation
- Sheffield Safeguarding Board/police
- The alleged abuser (and their parents, if the alleged abuser is a child) or person accused of harassment or bullying

Information should be stored in a secure place, access to which is restricted to designated people. In line with data protection laws, in the first instance this shall be the Safeguarding Officer and the Chair of the Board of Trustees, who should ensure that information is accurate, regularly updated, relevant and secure.

Internal enquiries and suspension

The Safeguarding Officer, in consultation with the Board of Trustees at an extraordinary meeting, will make an immediate decision about whether any individual accused of abuse, harassment or bullying should be temporarily suspended pending further inquiries.

Irrespective of the findings of CFS or police inquiries, the Board of Classical Sheffield will assess individual cases to decide whether a member of staff or volunteer can be reinstated and to ensure that this is sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Board must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Information for social services or the police about suspected abuse:

- To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. It should include the following:
 - The child's name, age, date of birth, home address, and telephone number.
 - Whether the person making the report is expressing their own concerns or those of someone else.
 - The nature of the allegation, including dates, times, any special factors and other relevant information
 - Make a clear distinction between fact, opinion, and hearsay
 - A description of any visible bruising or other injuries, and of any indirect signs such as behavioural changes
 - Details of any witnesses.
 - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
 - Whether the parents been contacted; if so, what has been said

- Whether anyone else has been consulted; if so, details should be recorded.
- If the child was not the person who reported the incident, whether the child has been spoken to. What was said?
- Whether anyone has been alleged to be the abuser. Details should be recorded.

Where possible, referral to the police or CFS should be confirmed in writing by the Safeguarding Officer within 24 hours. The name of the contact who took the referral should be recorded.

Anyone worried about sharing concerns about abuse with the Safeguarding Officer can contact social services or the police direct, or the **NSPCC Child Protection** Helpline on **0808 800 5000**, or **Childline** on **0800 1111**.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189

Allegations of previous abuse

Allegations of abuse might be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Classical Sheffield should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside the activities organised by Classical Sheffield, might be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in '**Responding to suspicions or allegations**' above.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Report any concerns to the Safeguarding Officer and/or the school (or other place where the bullying is alleged to be taking place).
- Where appropriate, help the victim to speak out and tell the person in charge or someone in authority, or ask the Safeguarding Officer to do so on your behalf.

- Investigate all allegations and take action to ensure the victim is safe, or ask the Safeguarding Officer to do so on your behalf.
- Reassure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records (written up as soon afterwards as possible) of what is said (including what is said to have happened, who did what, and when). It might be helpful to record contemporaneous verbal notes on a smartphone or other device which can then be written up later.

Action towards the bully / ies:

- Report any concerns to the Safeguarding Officer and/or the school (or other place where the bullying is alleged to be taking place).
- Inform the bully(ies)'s parents or ask the Safeguarding Officer to do so on your behalf
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change their behaviour
- Inform all organisation members of action taken
- Keep a written record of action taken

Duration and review of this policy

This policy shall remain in force until amended at a later date or superseded by a new version. Best practice is that it should be reviewed each year and comprehensively examined and updated every three years.