



Safeguarding - Child and Vulnerable Adult Protection Policy for Sunderland Youth & Community Orchestra CIC (SYCO CIC)

1. Policy Statement

SYCO CIC believes that it is always unacceptable for a child or young person to experience abuse of any kind, and recognises its responsibility to safeguard all children and young people and to promote their welfare with a commitment to practice which protects them.

SYCO CIC recognises that:

- The welfare of the child / young person / vulnerable adult is paramount
- All children and vulnerable adults, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers, vulnerable adults, and other agencies is essential in promoting the welfare of young people and vulnerable adults.

The purpose of the policy:

- To provide protection for the children, young people, and vulnerable adults who receive SYCO CIC's services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of harm.

This policy applies to all staff, including senior managers and the board of directors, paid staff, volunteers and sessional workers, agency staff, students, or anyone working on behalf of SYCO CIC.

We will seek to safeguard children, young people, and vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks (including DBS checks) are made
- Sharing information about child protection and good practice with children, parents, staff, and volunteers

- Sharing information about concerns with agencies who need to know, and involving children and parents appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

2. Procedures for referral

2.1 All action is taken in line with the following legislation / guidance:

- Safeguarding Children and Safer Recruitment in Education (2007)
- Working Together to Safeguard Children (2010)
- What to do if you're worried a child is being abused (2006)

2.2 Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection (Mrs Karen Louise Gallon) or, if unavailable, to the deputy designated person (Fiona Raine). In the absence of either of the above, the matter should be brought to the attention of Musical Director Emma Mapplebeck or the most senior member of staff.

2.3 The designated person will immediately inform the Children Services Referral Team by telephone.

Telephone number: 0191 520 5560

Out of hours: 0191 520 5552

Further information is available at:

<https://www.togetherforchildren.org.uk/what-we-do/concerned>

2.4 Confidentiality must be maintained and information relating to individual children and young people / families shared with staff on a strictly need-to-know basis.

3. Alleged abuse by staff, managers, volunteers or trustees

3.1 When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for child protection (Mrs Karen Louise Gallon) or their deputy (Fiona Raine), or, if the allegation concerns them both, direct to the Local Authority designated officer (see below).

3.2 Your designated person for child protection should contact one of the local authority designated officers for consultation.

Local Authority Designated Officer, on 0191 561 3901

- or by filling out the referral form available at:

<https://www.togetherforchildren.org.uk/professionals/LADO>

and returning it to designatedofficer@togetherforchildren.org.uk.

Please note, this form should be used only when there is a concern about a person who works or volunteers with children within the Sunderland area.

The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

4. Record keeping

- 4.1 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.
- 4.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.
- 4.3 Written records of concerns about children should be kept, even where there is no need to make a referral immediately.
- 4.4 All records relating to child protection concerns will be kept in a secure place and will remain confidential.

5. Parental involvement

- 5.1 This organisation is committed to helping parents / carers understand its responsibility for the welfare of all children, young people, and vulnerable adults.
- 5.2 Parents / carers will be given information about the organisation's child protection procedures.
- 5.3 Where possible, concerns should be discussed with parents / carers and the designated person should seek agreement to making a referral unless to do so would place the child / young person at increased risk of significant harm.

6. Training

- 6.1 The designated person and his / her deputy must receive training **every three years** in child protection.
- 6.2 All staff and volunteers shall have access to induction training on commencing, and appropriate refresher training on a regular basis, **at least every three years**.

7. The role of the board of CIC Directors

- 7.1 The designated person for child and vulnerable adult protection (Emma Mapplebeck) should provide an annual report for the Steering Group and Directors on changes to child protection policy or procedures; training undertaken by the designated person, other staff, volunteers and governors; the number of child protection incidents / cases (without detail or name) and the place of child protection issues in planning.

8. Review

- 8.1 This policy will be reviewed on an annual basis, and updated where appropriate.

Signed: _____

Mrs Karen Louise Gallon
(Director, Designated Safeguarding Lead)

Date: 2021

Signed: _____

Fiona Raine (Director, Deputy Safeguarding Officer)

Date: 2021

Appendix 1 - Notice to be posted in a prominent position where clearly visible to all participants in SYCO CIC activities:

SYCO CIC - Safeguarding - What to do if you have a concern

- We want everyone to feel safe, protected and happy at orchestra.
- Please let Emma Mapplebeck or Fiona Raine know if you are ever worried about the safety or security of yourself or others while attending orchestra.
- We promise to deal with any concerns immediately.
- If you feel uncomfortable with anything, please speak to Emma Mapplebeck. Other people you can talk to are: Fiona Raine and Karen Gallon.
- If you are under 18, you should also talk to your parent or the adult who is responsible for you at orchestra.
- If you are under 18, we will always share any concerns with your parent or guardian unless the issue raised concerns them.
- Rehearsal and performance spaces are often in large buildings. You may need to use the kitchen and toilets. Please do not go beyond these areas, or the areas where the orchestra is working unless by invitation by the leaders of the orchestra and in a group.
- For your own comfort and security it is wise not to be alone in any part of the building.
- If any member of the orchestra asks or tells you something worrying, you should immediately report it to Karen Gallon (designated Safeguarding lead), Fiona Raine (deputy), or Emma Mapplebeck, Musical Director.
- You may also phone Emma Mapplebeck on 07929 403 544.
- In an emergency, if you cannot contact any of the above named people, you can contact the Children's Services Referral Team on:
 - **Telephone number: 0191 520 5560**
 - **Out of hours: 0191 520 5552**

Further information is available at:

<https://www.togetherforchildren.org.uk/what-we-do/concerned>

Appendix 2 - Pandemic social distancing restrictions - additional safeguarding provisions to be applied when pandemic health and safety restrictions are deployed nationally.

Note 1: A completed risk assessment taking into consideration pandemic health and safety restrictions will need to be completed for each orchestral meeting or teaching venue (see Appendix 3).

Note 2: Government guidance for teaching music in schools states that music should continue as part of the school curriculum. Peripatetic teachers can move between settings and teach pupils individually or in groups. The same guidance offers extensive recommendations on how instrumental and vocal teaching should be managed, including by:

- Maintaining social distancing, especially where teachers are moving between pupil 'bubbles', and taking extra care where pupils are mixing in different groups
- Avoiding singing, wind and brass playing in larger groups unless there is sufficient space and ventilation or the activity can take place outdoors
- Positioning pupils back-to-back or side-to-side to minimise aerosol transmission from wind/brass instruments and singing
- Avoiding sharing instruments and equipment where possible and ensuring that cleaning and good hygiene are practised where sharing cannot be avoided
- No performances should take place in front of audiences at the current time. Live streaming and recorded performances are permitted, subject to safeguarding

Under pandemic social distancing restrictions and where the meeting of the Sunderland Youth and Community Orchestra is permitted within national health and safety legislation and / or guidance, we expect the same conditions to apply to the orchestra as those which are applied for teaching music in schools.

Pandemic health and safety guidelines. The following provisions should be considered in the drafting of a Risk Assessment for each orchestral venue, and applied appropriately:

- Clear signage throughout the workplace to encourage at least two metre's social distancing. Areas could be marked using tape to identify two-metre rules, with an internal pedestrian one-way system for any aisles less than one metre, with agreed flow.
- Cleaning of all touch points at least once a day (more regularly where required) and daily cleaning of all other areas. Full facilities for personal cleaning with instructions (including visual aids) and waste disposal facilities.
- Provision of hand washing facilities and sanitisers, particularly at entrances and exits.
- Provision of adequate facilities (e.g. toilets, changing areas, rest areas).
- Refreshment and rest-area chair numbers limited to maintain one-metre control at all times.
- An individual risk assessment for any air extraction or air conditioning.
- Where limited catering facilities are provided, food to be wrapped and disposable cutlery and cups provided.

- Rooms labelled to identify the maximum number of people to respect social distancing requirements. Minimise the number of meeting rooms / spaces available where possible.
- Provision of an isolation area where those showing symptoms or feeling unwell can wait until they are able to leave.
- Staggered start and finish times to reduce contact at work and while travelling to and from work.
- Controlled and limited access for people visiting or delivering to the place of work.
- Management of deliveries to minimise contact with other people while loading and unloading. Access for visitors / deliverers to hand washing facilities.

Social distancing

The current default remains two metres. Aim to maximise the distance between participants in the venue. Consider the route into the room for participants and make access as safe as possible. Aim to keep any groups as small as possible, taking into account the space available.

The teaching / learning / practice / performance space

Aim to have adequate ventilation in place, using natural ventilation where possible. Position players side to side or back to back (rather than face to face) if possible, and consider the use of barriers or screens. Avoid any physical contact with anyone. Gloves may be advisable in some circumstances and masks can be considered if practical.

Cleaning

It is absolutely vital to ensure the highest cleanliness standards. Surfaces must be fully cleaned before and after sessions along with door handles, switches, plugs, any instruments used etc. Toilets and wash basins must be cleaned before and after sessions (when used) with hand cleanser and sanitisers or wipes available in the teaching area (wipes to be disposed of in a foot pedal swing bin). It is advisable to carry hand sanitiser or wipes with you.

Instruments

Usually the player will use only their own instrument. Do not share instruments, mouthpieces, reeds etc. Where large instruments are used, such as pianos/keyboards/double bass etc., then strict cleanliness regimes are necessary.

Players and Participants

Consider the issues surrounding players who are in vulnerable groups, including those with underlying health conditions and those over 70. Check with players about their health and their situation at home and how they travelled to the venue. Participants should avoid public transport if possible. Encourage players to pay subscriptions using bank transfers to avoid cash transactions. If the player is under 18, always make arrangements with the parents / guardian.

Managing arrival and departure times

Aim to schedule sessions so that there is time to clean the venue between sessions, as well as minimising the risk of contact of different participants and any accompanying persons. Establish how participants will enter and exit the premises.

Additional considerations

Aim to minimise the joint handling of sheet music, and explore using personal phones, tablets etc. The Government advises use of masks, face coverings and gloves in different situations (e.g. when using public transport). Gloves can protect against contact with surfaces in a work area. If masks are worn they need to be changed regularly and, if they are not disposable, fully cleaned between use periods.

Risk Assessment

A risk assessment must be completed in written for for every orchestral venue (See below, Appendix 3).