

Safeguarding Policy

The purpose of this policy statement is:

- to protect children and young people who receive Ensemble OrQuesta's (EOrQ's) services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of EOrQ, including management and the board of trustees, paid staff, and volunteers.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe at rehearsals and concerts by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
 - using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
 - using our procedures to manage any allegations against staff and volunteers appropriately
 - creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
 - ensuring that we have effective complaints and whistleblowing measures in place
 - ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
 - building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Designated Safeguarding Person: Marcio da Silva phone/email marcio_da_silva@yahoo.com.br.

Deputy Safeguarding Lead: Helen May phone/email: hfmay13@gmail.com

Trustee/Senior Lead for Safeguarding: Dr Carolyn May phone/email: carolyn.may@mac.com

EOrQ- Extended policy statement and full guidance for staff

All EOrQ staff and volunteers who have access to or contact with children must recognise and accept that they have a responsibility:

- to protect any children within their sphere of work and care;
- to develop awareness of the issues which can cause children harm and have knowledge of and be able to recognise signs of the four most common types of abuse (emotional, physical, sexual, neglect);
- be aware of 'grooming' behaviour (the befriending of children as a precursor to abuse); and
- immediately report any concerns using recognised procedures for reporting safeguarding concerns.

EOrQ and its Trustees will endeavour to safeguard children by:

1. adopting a Safeguarding Code of Practice for all its staff;
2. adopting a procedure for reporting safeguarding concerns; and
3. reporting concerns to the relevant authorities.

The EOrQ Trustees commit to keeping the Safeguarding & Child Protection Policy and Code of Practice under constant review.

EOrQ Child Protection Policy

It is the policy of EOrQ that:

1. All EOrQ staff and volunteers accept responsibility for the welfare of children with whom they come into contact in the course of their work, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There is a Designated Safeguarding Person (DSP) and a Senior Lead for Safeguarding within EOrQ who will take action following any expression of concern, and the lines of responsibility in respect of child protection are clear.
3. The EOrQ DSP and the Senior Lead for Safeguarding know how to make appropriate referrals to statutory child protection agencies.
4. All EOrQ staff who have contact with children during their professional activities must adhere to the EOrQ Safeguarding **Code of Practice**, and the procedure for **Reporting Safeguarding Concerns**.
5. Information relating to any allegation or disclosure must be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time scales for passing it on.
6. The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. This Safeguarding and Child Protection Policy will be referred to or included in recruitment, training, and policy materials, where appropriate, and this policy will be openly and widely made available to staff.
8. A culture of mutual respect between children and EOrQ staff will be encouraged, with adults modelling good practice in this context.
9. It is part of EOrQ's acceptance of its responsibility of duty of care towards children that EOrQ staff or volunteers who encounter child protection concerns in the context of their work will be supported when they report their concerns in good faith.

EOrQ Code of Practice

1. Inappropriate physical contact with children must be avoided. Physical contact is only appropriate in very limited circumstances.
2. It is not good practice to take children alone in a car on journeys, however short, unless with the prior consent of the child's parent or guardian, and then only in exceptional circumstances.

3. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
4. Other than in exceptional circumstances, do not communicate directly with children by email or text messages and only then with the prior consent of the child's parent or guardian. If electronic communication is necessary, best practice would be to communicate directly with parents or guardians.
5. Never communicate with children via Twitter, Facebook, or other social media.
6. Do not engage in behaviour which could be construed as 'grooming' a child (for example giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards children).
7. Do take a disclosure of abuse from a child seriously. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out below. If the allegation gives rise to a child protection concern it is important to follow the correct procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
8. Always report any concerns immediately to EOrQ's Designated Safeguarding Person regarding the conduct of another EOrQ member in relation to children or vulnerable adults.
9. Remember that those who abuse children can be of any age (even other children), gender, ethnic background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
10. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism, or sexism.

Guidance on responding to a child making an allegation of abuse

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you. Praise them for sharing and being brave.
8. Tell them what you will do next, and with whom the information will be shared (if this is in a school it will need to be the designated person within that school).
9. Make no judgment about what you have heard.
10. Once you are away from the child, record in writing what was said, using the child's own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
11. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Person or Senior Safeguarding Lead in the organisation.

How to report your concerns - reporting procedures

EOrQ staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of another music professional or adult;
2. a child "disclosing" abuse;
3. bruising or evidence of physical hurt;
4. unusual behaviour by a child.

If such concerns arise where an EOrQ staff member is teaching within a school choir, school orchestra, or music service context, then the EOrQ staff member should report their concerns immediately to the

appropriate person in the organisation within which the concern has arisen. If a concern arises where the EOrQ staff member is working independently of any organisation – specifically in a EOrQ context (i.e., where they are teaching privately) the EOrQ staff member should immediately contact the EOrQ Designated Safeguarding Person or the Senior Safeguarding Lead (07506444178) or email (carolyn.may@mac.com) in the first instance. If a child in your care has suffered a serious injury as a result of abuse, seek medical attention immediately and then inform your Local Authority Children’s Social Care Department. If you have a concern out of office hours you can seek advice from the NSPCC free 24-hour Child Protection Helpline (0808 800 5000). Support or advice from the NSPCC can also be secured via email on: help@nspcc.org.uk.

EOrQ staff must report to the EOrQ Senior Safeguarding Lead any concerns they may have about the conduct of another EOrQ staff member in relation to children. The most common examples of the types of concerns that must be reported immediately are:

- someone has behaved in a way that has harmed a child or may have harmed a child;
- someone has possibly committed a criminal offence against or related to a child; or
- someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.

The Senior Safeguarding Lead will consider the concerns raised and refer them immediately to the EOrQ Trustees. The EOrQ Trustees will consider the matter and then, if appropriate, will then decide whether to report the matter to the Local Authority Designated Officer (LADO). If further information comes to light at a later stage which warrants a referral to the LADO, the HPO Trustees will make this referral.

Contact details

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