

## **SAFEGUARDING POLICY**

Ealing Youth Orchestra (EYO) gives young musicians aged 13-19 the experience of rehearsing and performing orchestral music to a high standard. It is a limited charitable company registered with the Charities Commission and governed by a Board of Trustees.

The purpose of this policy is:

- To protect children and young people who participate in EYO activities
- To provide players, parents, staff and volunteers with the overarching principles that guide our approach to child protection
- To provide players, parents, staff and volunteers with clarity about their safeguarding responsibilities

This policy applies to anyone working on behalf of EYO or taking part in EYO activities including the Board of Trustees, paid staff (whether employed or freelance and including summer Tour staff), volunteers and students

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England - see Appendix 1 **Legislation, Policy and Guidance**

EYO believes that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them

EYO recognises that:

- The welfare of the child and young person is paramount
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have a right to equal protection from all forms of harm or abuse
- Some children and young people 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, parents, carers and other agencies when appropriate is essential in promoting the welfare of children and young people

EYO seeks to keep children and young people safe by:

- Ensuring that staff and volunteers are recruited safely with the appropriate level of DBS check requested - see Appendix 2 **Safe Recruitment Policy and DBS checking**
- Ensuring staff and volunteers understand and accept responsibility for safeguarding

- Appointing a Designated Safeguarding Lead and a Deputy Safeguarding Lead - see Appendix 3 **Role of the Designated Safeguarding Lead**. The Designated Safeguarding Lead is Mike Watts ([safeguarding@eyo.org.uk](mailto:safeguarding@eyo.org.uk)) and the Deputy Safeguarding Lead is Bruce King ([deputy-safeguarding@eyo.org.uk](mailto:deputy-safeguarding@eyo.org.uk)). Specifically for the summer Tour the Designated Safeguarding Lead is Lee Marchant.
- Adhering, in so far as possible, to the NSPCC suggested guidelines for staff/student ratios during rehearsals and other activities
- Having at least one trained First Aider on the summer Tour. A First Aid kit is available at all EYO activities and a list of children and young people who have particular medical problems is kept confidentially - see Appendix 4 **Health & Safety and Medical Policy**
- Providing 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 and ensuring that risk assessments are carried out at rehearsal and concert venues. Additional security protocols are in operation for the summer Tour.
- Creating and maintaining an anti-bullying environment - see Appendix 5 **Anti-bullying Policy**
- Ensuring that we operate in line with our safeguarding values when creating and sharing images of children and young people - see Appendix 6 **Photography and Filming Policy**
- Being alert to the potential need for early help for a child or young person who is disabled and has additional needs, has special educational needs, is showing signs of being drawn into antisocial or criminal behaviour, is at risk of being radicalised or exploited, is in a family circumstance presenting challenges such as drug and alcohol misuse, adult mental health issues and domestic abuse, is misusing drugs or alcohol themselves
- Ensuring we have procedures for raising and dealing with safeguarding concerns and incidents of abuse. All concerns and allegations of abuse will be taken seriously and responded to appropriately - see Appendix 7 **Procedures and guidelines to follow in the event of suspicion or disclosure of child abuse**
- Recording and storing information professionally and securely and in line with current GDPR regulations

## Appendix 1 - **Legislation, Policy and Guidance**

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Children Act 2004
- Equality Act 2010

- Children and Families Act 2014
- Data Protection Act 2018
- Working Together to Safeguard Children 2018

## **Appendix 2 - Safe Recruitment Policy and DBS Checking**

### **Staff and Volunteers**

All EYO staff and volunteers will be DBS checked annually.

The EYO Trustees will receive appropriate Safeguarding training which will be organised by the DSL and will receive an annual Safeguarding report from the DSL.

All new members of staff and volunteers will agree to the EYO Safeguarding policy and will receive induction training from the DSL. They will be required to undergo a DBS check prior to appointment and annually thereafter.

### **Recruitment of players**

EYO will only select players according to published criteria which include being able to play an orchestral instrument usually to ABRSM Grade 6 or higher, are between 13 and 18 years of age (usually) and commitment to attend rehearsals and concerts. Places will be offered following audition.

Auditions will be held in a suitable venue and will be supported by EYO trustees, staff and volunteers along with professional musicians all of whom will have been DBS checked according to the EYO Safeguarding policy.

### **DBS Checks**

DBS checks will be undertaken by the DSL or their deputy for all EYO members of staff, trustees and volunteers who come into regular contact with the players. DBS checks will be carried out on an annual basis and included in the annual report to the Trustees.

## Appendix 3 - **Role of the Designated Safeguarding Lead (DSL and Deputy DSL)**

The Trustees should ensure that EYO designates an appropriate and experienced member of staff to take lead responsibility for safeguarding, the DSL. This person should have the status and authority within the organisation to carry out the duties of the post, including access to needed resources and, where appropriate, supporting and directing other staff and volunteers.

The broad areas of responsibility for the DSL include:

- ensure that all cases of suspected abuse are referred to the local referral agency, or if the concerns involve staff, the Local Authority Designated Officer (DO) directly, and the Disclosure and Barring Service, and/or the Police;
- if, after a referral, the child's or young person's situation does not appear to be improving, press for reconsideration to ensure their concerns have been addressed and, most importantly, that the child's or young person's situation improves;
- act as a source of support, advice, expertise and direction to staff on safeguarding matters;
- be able to keep and manage detailed, accurate, secure written records of concerns and referrals;
- ensure the safeguarding policies and procedures are shared with all staff and volunteers and are accessible to them;
- organise and ensure the attendance of safeguarding training of all staff;
- alert staff to the specific needs of and risks facing children and young people with special educational needs, young carers and other vulnerable groups;
- encourage a culture of listening to children and young people and taking account of their wishes and feelings;
- deal with initial allegations and complaints about staff;
- manage Risk Assessments, including those undertaken for Online safety, Outings, First Aid, Meeting Medical Needs, Fire, Lockdown and Radicalisation;
- undertake DBS checks for all EYO members of staff, trustees and volunteers who come into regular contact with the players. DBS checks will be carried out on an annual basis and included in the annual report to the Trustees;
- ensure that these duties can be carried out by the Deputy DSL in their absence.

### **Role of the Trustees**

The Trustees have overall responsibility for ensuring that there are sufficient measures in place to safeguard the children and young people within EYO. All the Trustees have an important safeguarding role and should be DBS certificated every year.

In particular all Trustees must:

- be alert to their responsibilities to protect those with whom our charity comes into contact;
- understand that prevention is primarily the responsibility of trustees taking all reasonable steps to ensure that any children and young people we work with and who come into contact with EYO do not, as a result, come to harm;
- have adequate measures in place to assess and address safeguarding risks;
- have adequate safeguarding policies and procedures in place which reflect both the law, national and local guidance and best practice;
- make sure that these policies and procedures are effectively implemented and regularly reviewed;
- appoint and support a DST;
- discuss and appraise the annual safeguarding report;
- identify deficiencies or weaknesses in our safeguarding policies and ensure they are reviewed annually; and
- react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure they and the people working for our organisation know how to deal with these, including managing initial reports, identifying and managing risk, liaising with the police, social services and other agencies (including the Charity Commission) and recording and storing reports securely and in accordance with relevant legislation.

### **Role of the Designated Safeguarding Trustee (DST)**

A non-staff member of the Trustees should be nominated and appointed annually as the DST.

The broad areas of responsibility for the DST should be to:

- support the work of the DSLs;
- receive reports from the DSL of any occasions when there are safeguarding concerns or issues;
- ensure that safeguarding is a standing agenda item at Trustee meetings;
- give regular verbal updates to the Trustees concerning safeguarding matters; and
- provide the annual review of safeguarding to the Trustees, stating:
  - any changes to the safeguarding policies;
  - safeguarding training undertaken by the DSL and Deputy DSLs, other staff, volunteers and Trustees;

- the number of child protection incidents and cases (without name or detail); and
- any other safeguarding issues.

### **Chair of Trustees**

The Chair of Trustees has the responsibility of contacting the Local Authority DO directly if there is an allegation of abuse made against the DSL.

### **All staff, part time staff, freelance staff and volunteers working with children and young people**

All EYO staff, part time staff, freelance staff and volunteers:

- recognise their key role in the safeguarding of children and young people;
- read, understand and adhere to all our safeguarding policies;
- provide a safe environment in which children and young people can enjoy music-making;
- understand and input into the provision of early intervention services to ensure that children and young people receive the right help at the right time to address risks and prevent issues escalating;
- be alert to the signs of abuse and respond appropriately to direct disclosures of abuse;
- contribute to effective record keeping on safeguarding of children and young people;
- report concerns to the DSL, and when in doubt consult with the DSL;
- ensure that if, at any point, there is a risk of immediate serious harm to a child that they make a referral to the emergency services immediately and report to the DSL after the event;
- follow up their referral if necessary with the DSL or social care directly;
- refer any safeguarding concerns about colleagues to the DSL or the Local Authority (DO) directly. If the concern relates to the DSL refer to the DST, the Chair of Trustees or the Local Authority (DO) directly;
- support social workers and other agencies following any referral;
- raise concerns about poor or unsafe practice and potential failures in our safeguarding regime using appropriate whistleblowing procedures;
- be DBS certificated every 1 year; and
- attend safeguarding training and update their ongoing knowledge of safeguarding matters under the direction of the DSL

### **Appendix 4 - Health & Safety and Medical Policy**

EYO is committed to taking all reasonable steps to safeguard the health and safety of everyone involved with the orchestra – particularly the players. However, EYO also depends on other organisations to play their part – for example concert and rehearsal venues carry out risk assessments and have emergency drills in place. We will not duplicate these measures but will satisfy ourselves that appropriate measures are in place.

### **First Aid.**

We aim to ensure that an up to date First Aid Kit is available at all times and that parental permission has been obtained to administer first aid should the need arise. EYO does not hold any medicines as part of the first aid procedures and will not administer medicines to players on request.

There will be at least one trained First Aider on the summer Tour and one First Aider present at EYO rehearsals and other activities.

Parents/guardians and players are expected to ensure that emergency contact details are up to date and readily available. EYO will hold these on record whilst the players are members of the orchestra.

Where a player has a chronic medical condition, it remains the responsibility of the parents and the players to make sure details of any specific medical needs or conditions are up to date and readily available to EYO staff. Any medicines required such as asthma inhalers or adrenaline auto-injectors should be carried by the player and it remains their responsibility and that of their parents to ensure that these are in date. EYO reserves the right to check this at the start of any EYO activity.

During EYO activities a mobile phone will be available, and the lead member of staff will contact parents/guardians using the details provided in the event of an emergency. EYO holds an incident book and details of any first aid administered will be recorded. In the event of illness or accident if we are unable to contact the parent/guardian EYO staff will take whatever steps are considered necessary to ensure safe transport of a player to A&E.

### **Emergency evacuation of building.**

The buildings we use have procedures in place and these will be followed. A fire drill is carried out annually by the EYO Trustees and parents and players are reminded that it is their responsibility to familiarise themselves with the procedures and the assembly points. The lead EYO staff member at rehearsals is responsible for taking an accurate register and will be responsible for taking the register with them in case of the building being evacuated, in order to ascertain that everyone has exited the building safely.

## Appendix 5 - Anti-bullying Policy

### **Bullying is defined as behaviour that is:**

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, because of race, religion, gender or sexual orientation.

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (e.g. email, social networks and instant messenger)

EYO actively promotes positive interpersonal relations. We are completely opposed to bullying and will not tolerate it. It is contrary to our values and principles. All members of EYO have a right to experience music-making and to socialise in a secure and caring environment. They also have a responsibility to contribute in whatever way they can, to the protection and maintenance of such an environment.

### **EYO supports the following principles:**

- Members have a right to play music in an environment free from intimidation and fear.
- The needs of the victim are paramount.
- EYO will not tolerate bullying behaviour.
- Bullied individuals will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.
- Action will be taken if anyone is found to be behaving in this way during EYO time.

### **Examples of bullying might include:**

- physical violence such as hitting, pushing or spitting at another player.
- interfering with another player's property, by stealing, hiding or damaging it.
- using offensive names when addressing another player.
- teasing or spreading rumours about another player or his/her family.
- belittling another player's abilities and achievements.

- writing offensive notes or graffiti about another player.
- excluding another player from a group activity.
- ridiculing another player's appearance, way of speaking or personal mannerisms.
- misusing technology (internet or mobiles) to hurt or humiliate another player.

### **The Responsibilities of EYO Staff.**

We expect our staff to:

- foster in our players self-esteem, self-respect and respect for others.
- demonstrate by example the high standards of personal and social behaviour we expect of our players.
- be alert to signs of distress and other possible indications of bullying.
- listen to players who have been bullied, take what they say seriously and act to support and protect them.
- report suspected cases of bullying to the DSL and Chair of Trustees.
- follow up any complaint by a parent about bullying, and report back promptly and fully on the action that has been taken.
- deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

### **The Responsibilities of EYO players:**

We expect our players to:

- refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- intervene to protect the player who is being bullied, unless it is unsafe to do so.
- report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets. Action to stop bullying can be taken by talking to the DSL, the Chair of EYO or any EYO staff member or volunteer.

### **The Responsibilities of EYO Parents and Guardians:**

We ask our parents and guardians to support their children and EYO by:

- watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.

- advising their children to report any bullying to the DSL or the Chair of EYO and explain the implications of allowing the bullying to continue unchecked, for themselves and for other players.
- advising their children not to retaliate violently to any forms of bullying.
- being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- keep a written record of any reported instances of bullying
- informing EYO of any suspected bullying, even if their children are not involved;
- co-operating with EYO, if their children are accused of bullying, in trying to ascertain the truth; and pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves.

## Appendix 6 - **Photography and Filming Policy**

As part of our remit to keep children and young people safe, EYO will

- ask for written consent before taking and using a child's image
- never publish personal information about individual children
- only use images that positively reflect children's and young people's involvement in EYO activities
- take reasonable steps to ensure that photos and videos of children and young people are held securely
- remind children, young people, carers and parents that they can talk to the Nominated Safeguarding Lead, the Deputy Safeguarding Lead, the EYO Chair or any other trusted adult if they have any concerns about images being shared

### **Photography and/or filming for EYO use**

If we hire a photographer for one of our events we will:

- provide the photographer with a clear brief about appropriate content and behaviour
- ensure the photographer wears identification at all times
- inform children, young people, parents and carers that a photographer will be at the event
- not allow the photographer to have unsupervised access to children and young people

### **Photography and/or filming for personal use**

Photographs and/or video recordings taken by parents and carers during EYO activities are for personal use only and are not to be shared on social media if containing images of children other than their own

## Appendix 7 - Procedures and guidelines to follow in the event of suspicion or disclosure of child abuse

Child abuse encompasses:

### Physical abuse

Physical chastisement, deliberate or malicious injuries, inappropriate restraint, lack of supervision which results in accidents causing harm

### Neglect

Persistent failure to meet a young person's physical and psychological needs. Includes the failure to protect them from exposure to any kind of danger resulting in the significant impairment of their health or development

### Emotional abuse

Persistent ridicule; rejection; humiliation in an atmosphere of fear and intimidation; bullying and scapegoating; excessive criticism of a personal nature

### Sexual abuse

Involving a child or young person in adult sexual activities; giving them access to pornographic materials; touching or talking to them in a sexually explicit way; talking to them about sex in ways that inappropriate for that child or young person; engaging in any sexual activity or relationship with a child or young person, even if consent appears to have been given

### Suspicion of abuse

This is when you have growing concerns based on a number of signs and symptoms that a child or young person could be being abused. These possible 'indicators' however should be regarded as a guide.

There may also be occasions when a child or young person will disclose historic abuse (of any of the above categories) which occurred in their childhood or in the more recent past. This information should be treated in exactly the same way as suspicion of current abuse since the abuser may still represent a risk to young people now. Remember that abusers can be both adults and other young adults.

Staff and volunteers should be concerned about a child or young person if they

- show significant changes in behaviour, performance or attitude
- become uncharacteristically withdrawn
- have regular injuries which are not satisfactorily explained

- disclose an experience in which they may have been harmed or put at risk

If you have concerns or suspicions about a young person in EYO:

- do not attempt to follow up these concerns on your own — share them with the DSL
- along with seeking advice it is important to record your suspicions. This should include your observations and anything the young person says. Sign and date this record and give to the DSL.
- having discussed your concerns, the DSL will ensure that the situation continues to be observed and any further concerns recorded. They may also ask for advice from the local authority safeguarding agency. Depending on the outcome of these discussions, there may be a formal report of suspicion of abuse to local authority safeguarding authorities.

Incidents that must be reported

If any of the following occur, it must be reported immediately to the EYO DSL.

- if you have had to restrain a young person
- if you accidentally hurt a young person
- if a player seems distressed in any way
- if a young person appears to be sexually aroused by your actions
- if a young person misunderstands or misinterprets something you have said or done
- a player discloses an issue to you that raises concerns
- if there is a serious and immediate threat to a young person

Disclosure of abuse

This is when a young person tells another person about a situation which indicates that abuse may have taken place. This information could also be given by a friend of the young person. This is something you should be prepared for and must handle carefully.

The DSL will support you throughout. For the safety and well-being of the young person it is vital that anyone implicated in the abuse is not involved in any way. You must not attempt to confront or challenge any named adult. You must maintain confidentiality and follow the correct procedure.

If a young person has disclosed to you that they may be being abused, then you must reassure them and take what they say seriously. Remember that children very rarely lie about abuse. If he/she has disclosed to you, then some form of abuse is likely to have occurred.

Action to be taken following a disclosure of abuse by a young person:

- remain calm and in control but don't delay acting.
- listen carefully to what is said. Allow the person to tell you at their own pace and ask questions only for clarification. **DO NOT ASK QUESTIONS WHICH SUGGEST A PARTICULAR ANSWER.**
- **DON'T PROMISE TO KEEP IT A SECRET.** Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- reassure the young person that they did the right thing in telling you.
- speak immediately to the DSL. It is his/her responsibility to liaise with the relevant authorities.
- as soon as possible after the disclosing conversation, make a note of what was said, using the young person's own words. Note the date, time, and any names that were mentioned, and to whom you gave the information. Make sure that you sign and date your record, and that you have it witnessed.

#### Extreme circumstances

A child may or may not be in immediate danger due to extreme circumstances. To help you decide what are "extreme circumstances"; you may find this helpful. Childline describes "extreme circumstances" as:

- an individual so physically damaged that immediate medical treatment is necessary;
- the next time the individual meets the abuser there is real danger of severe physical damage or death;
- the individual is so desperate that they will possibly:
  - take their own life;
  - take on major new risk (e.g. run away);
  - make a call from a highly unsafe environment (e.g. late at night from a call box, or where there is danger of interruption).

#### Allegations involving EYO staff & volunteers

Any such allegations must be taken seriously. The person to whom the allegation is made must take it seriously and immediately inform the DSL or if the allegation concerns them the Chair of Trustees.

If you have reason to believe that a tutor, employee or volunteer may have abused a young person at EYO or elsewhere, you must inform the DSL immediately. You should record your concerns, including a note of anyone else who witnessed/has information about the alleged incident.

If a referral is made, the member of staff against whom the allegation has been made should not be informed of the allegation until action has been agreed. Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of the investigation.

A young person's parents would be informed of a false allegation as this may be an indicator of problems elsewhere.

## Appendix 8 – Recruitment of Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Ealing Youth Orchestra (herein after referred to as EYO) complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

EYO undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

EYO can only ask an individual to provide details of convictions and cautions that EYO are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

EYO can only ask an individual about convictions and cautions that are not protected

EYO is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

EYO has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

EYO actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

EYO select all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application

forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

EYO ensures that all those in EYO who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

EYO also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

At interview, or in a separate discussion, EYO ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

EYO makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

EYO undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

