



Safeguarding Young People Policy

Introduction

The Coventry and Warwickshire Youth Orchestra (CWYO) was established to advance education in music and orchestral playing of young people under the age of 23 in Coventry & Warwickshire. It aims to discover and foster musical talent and to help provide young musicians with the highest level of tuition and experience in orchestral playing, as well as a broad range of related skills.

As a registered charity working with young people, CWYO through its trustees, contractors and volunteers is committed to practices that aim to protect young people from harm, in particular:

To establish and maintain an environment in which the welfare of the young person is paramount;

To ensure that its policies and procedures protect young people from harm regardless of their gender race, ability/disability, sexuality, gender reassignment, religion or beliefs; and to ensure that all concerns and allegations of abuse will be taken seriously and responded to appropriately.

*A child is defined as a person under the age of 18 (Children Act 1989). The use of the term "young person" throughout this policy includes not only a child but all CWYO Musicians whether they are under the age of 18 or not.

The purposes of this policy are:

To set out how CWYO will safeguard and provide protection for young people.

To give guidance to trustees, contractors and volunteers about what procedures they should adopt in the event they suspect a young person may be experiencing or is at risk of harm.

Safeguarding principles

CWYO will seek to safeguard young people by:

Valuing, listening to and respecting young people

Adopting child protection guidelines through procedures and a code of conduct for trustees, employees, contractors and volunteers

Recruiting trustees, contractors and volunteers safely ensuring all necessary checks are made

Sharing information about child protection and good practice with trustees, contractors and volunteers

Providing appropriate support to trustees, contractors and volunteers through supervision and training

Assessing risk in relation to all its activities, focusing on prevention and minimizing risk

Required practice

In line with these principles CWYO is committed to the following good practice:

Ensuring that all CWYO trustees, contractors and volunteers are aware of this Policy and comply with it.

To secure parental consent in writing for CWYO to act in loco parentis; to include, if the need arises, to administer emergency first aid and/or medical treatment, and if trustees, contractors and volunteers are required to transport young people in cars.

To risk assess all situations, activities, buildings and trips in accordance with the CWYO Health and Safety Policy to ensure all potential dangers have been identified and risk minimized.

To have a designated senior person (Designated Safeguarding Children Officer/DSCO) with responsibility for ensuring CWYO operates within the legislative framework and to co-ordinate action within the organization and liaise with other agencies in relation to safeguarding.

For the DSCO to report to the committee in relation to the implementation and observance of this policy including that the required training was undertaken. The DCSO and appropriate officers of the organization will attend one relevant training session each year and share good practice.

Ensuring that before any trustee, contractor or volunteer commences their engagement with CWYO that appropriate checks as to their suitability to work with young people have been carried out and are satisfactory. No person shall be engaged if they are deemed a risk to young people.

To provide information for young people/parents/guardians/carers when a place in the orchestra is offered, including CWYO Musicians Behavior Guidelines. These guidelines must be accepted by a parent/guardian/carer if they are under 18, before the young person attends a rehearsal/concert.

To provide parents/guardians/carers with access to CWYO's Safeguarding Young People Policy, and the fact that this may require circumstances to be referred to investigative agencies in the interest of the young person.

To ensure that all CWYO activities are adequately and properly supported by the 'Support Team', meeting legal ratios adult/young person as recommended by the NSPCC (see *Guidelines*, below).

Guidelines

When working with CWYO Musicians, participants, other young people and other staff members all trustees, contractors and volunteers are required to comply with the following guidelines at all times.

Understand the CWYO Musicians behavior guidelines- all our Musicians are required to engage with this.

Engage with The CWYO Good Practice guidelines for staff.

Engage with The CWYO Guidelines for Supporting and Managing Young People's behavior.

Foster an environment which encourages both young people and adults to feel comfortable and confident in challenging attitudes or behavior which they feel to be discriminatory, abusive or inappropriate in anyway, and to deal with these situations in a restorative manner, using extensive knowledge of and training in Restorative Justice methods

Keep to NSPCC suggested guidelines for staff/young person ratios.

Practice to be avoided

Trustees, contractors and volunteers should never:

Permit, accept, encourage or ignore abusive or discriminatory behavior by another person or group of people.

Trivialise the feelings, concerns, beliefs expressed by any CWYO Musician or young person, which may include suspicion of abuse or discrimination.

Allow allegations made by an CWYO Musician to go unchallenged, unrecorded or not acted upon.
Engage in overfamiliar or inappropriate behavior towards or contact with or in front of an CWYO Musician or young person (i.e. physical, verbal, sexual horseplay, rowdy or boisterous play, even in fun), or allow/ encourage fellow employees to do the same.

Engage in sexual contact or relationship with any an CWYO Musician or young person, including verbal or gesture suggestion, even in fun.

Show favoritism in anyway/undermine in anyway.

Confide personal details to young people and be party to gossip about staff and CWYO Musicians, including criticism of either group.

Reduce an CWYO Musician to tears as a form of control.

Promote a belief, religion or political standing.

Call, text or exchange email addresses with an CWYO Musician for personal purposes outside of CWYO business or contact an CWYO Musician over Facebook or any other social media network. CWYO does not endorse any such communication and under no circumstances should contact details be exchanged between CWYO Musicians and CWYO staff while under CWYO engagement

Give personal money to a CWYO Musician.

Invite any CWYO Musician to the staff member's private address.

Rely on the staff member's reputation or track record with CWYO as protection or guarantee of favourable treatment.

Personal Contact and Social Media Code of Conduct

CWYO recognizes that due to the nature of the classical music sector, tutors and students will often cross paths with one another, whether it be in a peripatetic setting; at school, or in a Music Hub setting. However, if tutors develop a relationship with a player as a result of their involvement all CWYO tutors are asked not to further develop their relationship with students through any forum including all social networking sites or phone/email exchange. Tutors are asked not to accept Facebook friend requests and not to give out or accept any personal contact information. This is in place to protect tutors and staff from conduct that may be deemed inappropriate from any side.

If discussion around musician's development or engagement with CWYO are needed outside of CWYO rehearsals/concerts, the tutor should contact the DCSO/deputy DCSO to initiate the conversation. Emails to players must be sent from CWYO email accounts only and communication via phones belonging to CWYO management. Conversations about players' engagement with CWYO should not take place with any other parties outside of CWYO.

Pre-existing relationships-CWYO acknowledges that CWYO tutors may already have a pre-existing relationship with CWYO Musicians established in another environment. On appointment, CWYO asks tutors to declare any relationships with CWYO Musicians, how those relationships were established (e.g. teaching) and in what forums they exist, be it via phone, email, or social media. In these cases, although natural conversations may happen, we ask tutors to still bring the DCSO/deputy DCSO into any conversations relating to CWYO activity.

Pre-existing relationships with CWYO Musicians or networks that may affect tutors' responsibilities-In some circumstances, tutors may feel that their pre-existing relationship with the CWYO Musician/auditionee or their networks may compromise CWYO processes. For example, in audition, tutors may feel that the relationship with the auditionee may affect their impartiality or their decision may impact upon their relationships outside of CWYO. CWYO is committed to supporting and resolving these concerns and therefore we now require tutors involved with auditions to declare any relationships with auditionees before auditions take place.

Reasonable force

Reasonable force maybe used to restrain a young person in self-defense or because of imminent risk of injury. Before intervening tell the young person to stop, and what will happen if they do not stop. Make it clear that physical contact maybe necessary. Keep communicating about what is happening.

Required Practice - one to one situations

It is recognized that some CWYO teaching requires individual musician/tutor coaching sessions, but contractors and volunteers are advised to avoid spending excessive amounts of time alone with a single

musician away from others, and encouraged to work in an open environment avoiding private or secret situations.

One to one meetings should take place in public or semi-public areas, such as sectional rooms or rehearsal area - leave the door open and/ or ensure the Designated Safeguarding Children's Officer (see below) knows the meeting is taking place. The place/time should be specified and recorded by the DSCO.

Touching- Encourage and maintain a safe and appropriate physical distance from CWYO Musicians. If tutors feel they need to touch a young person in order to rearrange finger positions/help with breathing (for example), they must ask permission from the young person first. If the tutor feels that touching is necessary in a one-to-one meeting, they must also make sure that a member of Support Team is there to observe. Their presence will not be obtrusive.

If a Tutor is alone with a young person after a rehearsal, they must make sure the door to the room is open. If conversation extends beyond 2 minutes, the tutor and young person must leave the room and carry on the conversation in a public space. If it is not appropriate for the conversation to happen in a public space, the procedure outlined above for a one-to-one meeting must be adhered to.

If you need to take a young person in your car, be sure that you are accompanied by another member of staff or the Designated Safeguarding Children's Officer (see below) know what is happening.

Outward displays of affection are only appropriate in the case of comforting a young person and should normally occur only when another adult is present, or in a public area.

Auditions- CWYO recognizes that there may be exceptional cases during auditions in which a young person is in a room with only one adult present, as is standard practice in some audition scenarios. In this case, the adult present will ensure that they do not spend more time than is necessary with the young person.

The Designated Safeguarding Children Officer (DSCO)

The Designated Safeguarding Children's Officer for CWYO is Katie McLean, with Deputy Safeguarding Children's Officer, Natalie Snodgrass.

The CWYO Safeguarding Committee

The CWYO Safeguarding Committee includes the DSCO, the deputy DSCO and the Senior Tutor (Julie Robinson). This committee will meet annually to assess the Safeguarding Policy and address any issues. Recommendations will then be presented to the committee.

Procedures for referral

The following procedures apply to all trustees, contractors and volunteers and the use of 'you' refers to each category of person.

What is abuse?

There are four categories of abuse (as defined under The Children Act 1989);

Physical abuse	Includes physical chastisement; deliberate, malicious injuries; inappropriate restraint; lack of supervision resulting in accidents causing harm
Neglect	Persistent failure to meet a young person's needs - physical and psychological. Includes the failure to protect a child from exposure to any kind of danger resulting in the significant impairment of a child's health or development
Emotional abuse	Includes; persistent ridicule, rejection, humiliation an atmosphere of fear and intimidation, inappropriate expectations; bullying and scapegoating, low warmth and high criticism
Sexual abuse	Includes; giving child access to pornographic materials, involving them in sexual activity of adults; touching or talking in sexually explicit ways; speaking to the child about sex in ways that are inappropriate for the child and which seek to gratify the needs of someone else.

In addition, there may be occasions when a young person will disclose historic abuse (either sexual or physical), which occurred in the past during their childhood. This information needs to be treated in the same way as a disclosure or suspicion of current child abuse. The reason for this is that the abuser may still represent a risk to children now. Abusers can be both adults and other young people, and it is important to recognize this.

When to be concerned

All trustees, contractors and volunteers should be concerned about a young person if he or she;

- shows changes in behavior and fails to develop through the contact that they have with young people.
 - has an injury which is not typical of a young person's bumps and scrapes, regularly has unexplained injuries, or frequently has injuries and/or gives confused or conflicting explanations of how injuries were sustained.
 - exhibits significant changes in behavior, performance or attitude.
 - indulges in sexualized behavior which is unusually explicit /inappropriate for their age.
- discloses an experience in which he/she may have been harmed.

If you are concerned about a child, or are worried about a child's behavior/safely, yet they have not specifically disclosed any abuse, this should be discussed privately with the Designated Safeguarding Children Officer or Deputy DCSO. Advice can then be sought from the NSPCC Adult Helpline (call 0808 8005000). Always record the concerns, no matter what, and pass this onto the DCSO.

Incidents that must be reported

If any of the following occur, it must be reported this immediately to the CWYO Designated Safeguarding Children Officer (DSCO) or deputy DSCO

If you have had to restrain a young person.

If you accidentally hurt a young person.

If he/she seems distressed in any manner.

If a child appears to be sexually aroused by your actions.

If a child misunderstands or misinterprets something you have done.

Dealing with a disclosure

If there is a serious and immediate threat to a child, The Designated Safeguarding Children Officer must be informed, together with Children's Social Care and/or the police.

Take any and all allegations, suspicions or concerns about abuse seriously, including matters raised by contractors, volunteers, CWYO Musicians, parents/guardians of CWYO Musicians, etc, and report them as a matter of urgency to the Designated Safeguarding Children Officer.

Listen to what is said without displaying shock or disbelief. Do not ask direct questions.

Accept what is being said.

Allow the young person to talk freely.

Reassure the young person but do not make promises.

Do not promise confidentiality. Reassure the child that the matter will only be discussed with people who need to know about it. Confidentiality is crucial to all our relationships - but the welfare of the young person is paramount. The law does not allow CWYO to keep concerns relating to child abuse to themselves. Any young person making a disclosure must first be informed that the information will be passed on the information disclosed to the Director. Confidentiality will not be maintained if the withholding of information would prejudice the welfare of the child.

Reassure that what has happened was not the fault of the young person.

Stress that it was the right thing to tell.

Explain what has to happen next and who has to be told.

Make a written record, with time and date, place and note non-verbal behavior, and the words. Draw a diagram of injury. Record facts and statements.

Pass information, including the notes made on to the DSCO without delay. It is not your role to investigate the allegations. The DSCO will ensure that the contractor, volunteer, member of staff, CWYO Musician, parent/guardian of CWYO Musician etc. raising the matter is made aware that the matter is being treated seriously.

The DSCO will liaise with the Local Children's Services teams, or the most relevant local authority, within 24 hours, in the area in which the disclosure is made and to the team at city and county, and if advised to do so by these professionals, will transfer appropriate records to the young person's school in a secure manner.

The following details will be recorded by the DSCO- names of people involved/names of any witness / reason the incident took place/ how the incident began, progressed/young person's behavior, what was said, non-verbal actions/young person's response/injury or damage.

Records will be kept in the locked filing cabinet at a designated CWYO Trustee address, together with a copy of this policy and any other child protection information. Access to these documents will be restricted to the DSCO, deputy DSCO and Senior Tutor. Staff should be alerted to its whereabouts. Records will be kept for 20 years.

Allegations involving CWYO staff

Any such allegations must be taken seriously. The person to whom the allegation is made must take it seriously and immediately inform the DSCO, deputy DCSO or Senior Tutor.

If you have reason to suspect that a trustee, contractor or volunteer, may have abused a young person at CWYO or elsewhere, you must inform the Designated Safeguarding Children Officer immediately. You should make a record of the concerns, including a note of anyone else who witnessed/has information about the incident or alleged incident. If the concerns are about the DSCO, or if you feel that policies are not being observed or enforced, you should contact the Deputy DSCO in the first instance.

The DCSO will *not investigate* but will *assess* (with the assistance and input of the staff directly associated with the CWYO Musician/employee) whether it is necessary to refer to the Local Children's Services Team. The Chief Executive will discuss the situation with the CWYO Safeguarding Committee minus the DSCO.

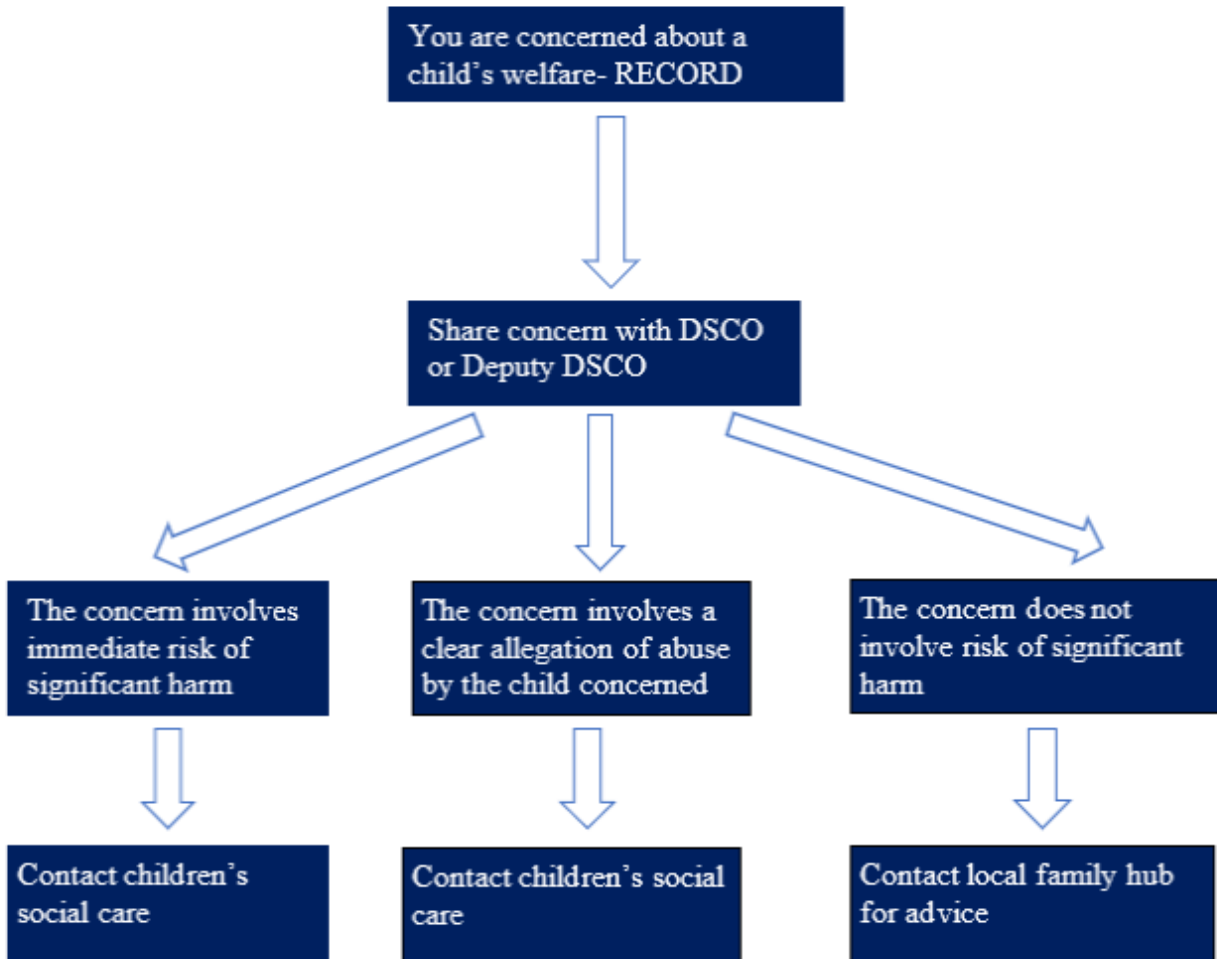
If a referral is made, the member of staff against whom the allegation has been made should not be informed of the allegation until action is agreed. Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of such investigation.

If a referral is not necessary, the DCSO will consider if there needs to be an internal investigation. The DCSO will discuss the situation with the trustees and they may find it necessary to suspend the member of staff at any stage during an investigation. Internal disciplinary action may follow the conclusion of such investigation.

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

Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. In the first instance, concerns should be raised with the Senior Tutor, or DCSO/deputy DCSO. If an employee feels that they cannot report wrongdoing to a member of the Safeguarding Team, they may contact the Children's Commissioner (details found at the end of this document) for advice. Employees cannot be dismissed for whistleblowing. If they are, they can claim unfair dismissal, and they will be protected by law provided certain criteria are met (i.e. The employee is not breaking the law when they are whistleblowing).

The LADO (Local Authority Designated Officer) for Coventry City Council must be informed if any concerns are raised or any action is taken regarding a member of staff. The LADO helps co-ordinate information sharing with the right people and will also monitor and track any investigation, with the aim to resolve as quickly as possible.



Training

The trustees should receive safeguarding training biannually.

Tutors will sign a contract agreeing to the principles in the Safeguarding Policy with every CWYO engagement. They will also receive a live safeguarding brief at the beginning of every course from The Designated Safeguarding Children's Officer or Deputy DCSO.

Medical emergencies

If a medical emergency occurs, any responsible adults should ring 999.

Communication with parents/carers

The Senior Tutor or representative, will be responsible for talking with parents/carers and ensuring that they are aware of their child's medical condition throughout.

Review

This policy will be reviewed on a yearly basis (September) by the Safeguarding Team and updated where appropriate.

Designated Children Officers Safeguarding

DSCO Katie McLean
Deputy DSCO Natalie Snodgrass
Senior Tutor Julie Robinson

If you have any concerns and need some advice on what to do

For any incidents involving any member of staff:

Local Authority Designated Officer information

Coventry LADO 02476 975483 or online reporting via <https://www.coventry.gov.uk/ladorefferral>

Warwickshire LADO use this online form

<https://api.warwickshire.gov.uk/documents/WCCC-1642278725-5220.docx>

and email directly to lado@warwickshire.gov.uk

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