



City of Sheffield Youth Orchestra

Safeguarding Young People Policy

Introduction

The City of Sheffield Youth Orchestra (CSYO) was established to advance education in music and orchestral playing of young people in the vicinity of Sheffield up to the age of 21 by discovering and fostering exceptional musical talent and to help provide them with the highest level of tuition and experience in orchestral playing, as well as a holistic range of skills.

As a registered charity working with young people the CSYO through its Friends of City of Sheffield Youth Orchestra (FCSYO) committee, staff 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 ethnicity disability sexuality 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 members of the CSYO whether they are under the age of 18 or not.

The purposes of this policy are:

- To set out how the CSYO will safeguard and provide protection for young people.
- To give guidance to FCSYO committee, staff 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

The CSYO 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 FCSYO committee, staff and volunteers;
- Recruiting FCSYO committee, staff and volunteers safely ensuring all necessary checks are made;
- Sharing information about child protection and good practice with Friends of CSYO members, employees contractors and volunteers
- Providing appropriate support to FCSYO committee, staff and volunteers through supervision and training;

- Assessing risk in relation to all its activities, focusing on prevention and minimising risk.

Good practice

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

- Ensuring that all FCSYO committee, staff and volunteers are aware of this policy and comply with it.
- To secure parental consent in writing for the CSYO to act in loco parentis; to include if the need arises to administer emergency first aid and/or medical treatment, and also if FCSYO committee, staff and volunteers are required to transport young people in cars.
- To risk assess all situations, activities, buildings and trips in accordance with the CSYO Health and Safety Policy to ensure all potential dangers have been identified and risk minimised.
- To have a designated senior person with responsibility for ensuring the CSYO operates within the legislative framework and to co-ordinate action within the organisation and liaise with other agencies in relation to safeguarding.
- For the Director to submit an annual report to the FCSYO committee in relation to the implementation and observance of this policy including that the required training was undertaken.
- The Designated Safeguarding Lead will attend one training session a year and will share good practice.
- Ensuring that before the Director, staff and volunteers commences their engagement with the CSYO 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 membership is offered, including a CSYO Members Behaviour Guidelines. These guidelines must be accepted, with a form returned to the office signed by the young person if over 18 or a parent/guardian/carer if they are under 18, before the young person attends a course/concert.
- To provide parents/guardians/carers with access to CSYO'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 CSYO activities are adequately and properly supported, meeting legal ratios adult / young person.

The role of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has a legal responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the Local Authority, and working with other agencies.

Guidelines

When working with members, participants, other young people and other staff members all FCSYO committee, staff and volunteers are required to comply with the following guidelines at all times.

- Understand the CSYO Members Behaviour Guidelines – all CSYO members are required to engage with this.
- Engage with the CSYO Good Practice guidelines for staff.
- Foster an environment which encourages both young people and adults to feel comfortable and confident in challenging attitudes or behaviour which they feel to be discriminatory, abusive or inappropriate in any way

Practice to be avoided

FCSYO committee, staff and volunteers should never:

- Permit, accept, encourage or ignore abusive or discriminatory behaviour by another person or group of people.
- Trivialise the feelings, concerns, beliefs expressed by any member or young person, which may include suspicion of abuse or discrimination.
- Allow allegations made by a member to go unchallenged, unrecorded or not acted upon.
- Engage in over familiar or inappropriate behaviour towards or contact with or in front of a member or young person (i.e., physical, verbal, sexual, horseplay; rowdy or boisterous play, even in fun). Or allow or encourage fellow employees to do same.
- Engage in sexual contact or relationship with any member or young person, including verbal or gesture suggestion, even in fun.
- Show favouritism in any way / undermine in any way.
- Confide personal details to young people and be party to gossip about staff and CSYO members, including criticism of either group.
- Reduce a member to tears as a form of control.
- Promote a particular belief, religion or political standing.
- Call, text or exchange email addresses with a CSYO member for personal purposes outside of CSYO business.
- Give personal money to a CSYO member.
- Invite any CSYO member to the staff member's private address.
- Rely on the staff member's reputation or track record with the CSYO as protection or guarantee of favourable treatment.

Reasonable force

Reasonable force maybe used to restrain a young person in self-defence 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.

Good Practice – one to one situations

- It is recognised that some CSYO teaching requires individual member – tutor coaching sessions, but employees, contractors and volunteers are advised to avoid spending excessive amounts of

time alone with a single member 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 classrooms or common rooms; leave the door open and / or ensure another member of staff knows the meeting is taking place.
- Encourage and maintain a safe and appropriate physical distance from members.
- If you need to take a young person in your car be sure that you are accompanied by another member of staff or the young persons parents/guardian are aware and the DSL knows what is happening.
- In a residential environment adults should not enter a young person's room or invite a young person into their room. If the need arises to enter a young person's room it should be done with the young person's permission and with a second adult present of the same gender as the young person.
- 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.

Procedures for referral

The following procedures apply to all FCSYO committee, staff and volunteers and the use of 'you' refers to each category of person.

i. 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 exactly 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.

ii. When to be concerned

All FCSYO committee, staff and volunteers should be concerned about a young person if he or she;

- shows changes in behaviour and failure to develop through the contact that they have with young people on residential courses.
- 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 behaviour, performance or attitude.
- indulges in sexualised behaviour which is unusually explicit / inappropriate for their age.
- discloses an experience in which he/she may have been harmed.

iii. Incidents that must be reported

If any of the following occur it must be reported this immediately to the DSL

- If you have had to restrain a young person.
- If you accidentally hurt a child.
- 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.

iv. Dealing with a disclosure

Take any and all allegations, suspicions or concerns about abuse seriously, including matters raised by staff, volunteers, members, parents/guardians of members, etc, and report them as a matter of urgency to the DSL.

- 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.
- Re-assure the young person but do not make promises.
- Do not promise **confidentiality**. Re-assure 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 anyone 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 and disclosed to the DSL. Confidentiality will not be maintained if the withholding of information would prejudice the welfare of the child.
- Re-assure 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 behaviour, and the words. Draw a diagram of injury. Record facts and statements.

- Pass information, including the notes made on to the DSL without delay. It is not your role to investigate the allegations. The DSL will ensure that the FCSYO committee member, staff member, volunteer, CSYO member, parent/guardian of member etc, raising the matter is made aware that the matter is being treated seriously.
- The DSL will liaise with Children's Social Care Services within 24 hours in the Local Authority area where the disclosure was made as well as the team at Sheffield City Council and take advice from those professionals.
- The following details will be recorded by the DSL – names of people involved / names of any witness / reason the incident took place / how the incident began, progressed / young person's behaviour, what was said, non-verbal actions / young person's response / injury or damage.

v. Allegations involving CSYO staff

Any such allegations must be taken seriously. The person to whom the allegation is made must take it seriously and immediately inform the DSL.

If you have reason to suspect that a FCSYO committee member, staff member or volunteer may have abused a young person at CSYO or elsewhere, you must inform the Director 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.

The DSL will not investigate but will assess whether it is necessary to refer to Children's Social Care Services. The DSL will discuss the situation with the Chair of the Friends of CSYO members and the Local Authority Designated Officer (LADO).

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 with the LADO. Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of any investigation.

If a referral is not necessary the DSL will consider if there needs to be an internal investigation. The DSL will discuss the situation with the Chairman of the FCSYO committee, 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 any investigation.

If the concerns are about the DSL or if you feel that policies are not being observed or enforced you should contact the Chair of the Friends of CSYO.

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

vi. Working agreement inclusion

All staff members are required to sign the document which includes the following:

"No relationships of a sexual nature are acceptable with any member of the City of Sheffield Youth Orchestra even though such members may be over the age of consent."

Training

Staff members and volunteers should have access to appropriate training on a regular basis at least every 3 years.

Review

We are committed to reviewing our policy and good practice annually and updated where appropriate.

This policy was last reviewed on 27th February 2018

Contact Details

Designated Safeguarding Lead (DSL) - Cathy Czauderna - Naylor

Deputy Designated Safeguarding Lead (Deputy DSL) - Kathryn Cropper

Deputy Designated Safeguarding Lead (Deputy DSL) - Gemma Wareham

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