

WEST NORFOLK JUBILEE YOUTH ORCHESTRA SAFEGUARDING POLICY

Our object is to provide a safe and enjoyable environment for children (defined as persons under 18 years of age) and young adults to make and perform music together. It is the responsibility of everyone involved with WNJYO to protect its members from any form of abuse (physical, sexual, emotional), neglect, harm (including self-harm) and poor practice.

In order to achieve this we will:

- Take all reasonable steps to ensure unsuitable people are prevented from working with our players. All volunteers/coaches/conductors who have regular unsupervised contact with the players will complete and maintain an approved DBS check.
- Participate in safeguarding training courses.
- Maintain and operate a Visits Policy to ensure high safety levels when players are performing at venues beyond our usual rehearsal space.
- Provide Guidelines for the adults who work with the players and sit on our Committee.
- Appoint a Safeguarding Lead (currently xxxx) and Deputy (currently xxxx) to take effective action if any incident, allegation, or suspicion of abuse, neglect, harm, offensive behaviour or communication or poor practice occurs. Everyone is encouraged to report immediately any concern they have that the welfare of a player has been put at risk (even if there is no clear evidence) to the Safeguarding Lead, or, if the concern is about the Safeguarding Lead, to the Deputy. This is called whistleblowing to indicate the need for the alarm to be raised urgently – it is not acceptable to hope that there is nothing to be alarmed about.
- The Safeguarding Lead or Deputy will contact the Local Authority Designated Officer on 1603 223473 within 24 hours. No-one will undertake further investigations before receiving advice from the LADO. Following the LADO's guidance the incident will be logged and assessed and the parent/guardian of the player will be informed. Relevant statutory Welfare agencies, appropriate WNJYO officials and the Police will be notified and the incident will be investigated and statements taken. Every effort will be made to ensure that confidentiality is maintained for all concerned.
- Place Safeguarding upon our Committee Agenda at least once per annum to consider our policy and practice.

PRACTICAL GUIDELINES

CODE OF CONDUCT

- Demonstrate exemplary behaviour in order to protect the players and to protect yourself from a false allegation.
- Treat children equally, with respect and dignity. Watch your language, tone of voice, body language and dress as young people can easily misinterpret adults' behaviour.
- Maintain a safe and appropriate distance and do not invade the privacy of players. Refrain from touching a player in all but the most urgent situations (e.g. medical emergency). If you need to demonstrate technique, adjust posture or change a bow hold, for example, ask for permission and explain what you are going to do and why.
- Ensure, wherever possible, that more than one adult is present during activities with players OR that you are within sight and hearing of others and that someone nearby knows where you are and who you are with.
- If meeting with a player where privacy is important, leave doors open and ensure at least one other adult in the building is visible and the player made aware of their presence.
- Where possible, make sure that another adult is present if, for example, a player needs medical attention. If available the parent/guardian should be called for.
- If possible players should travel with their parents and a situation where a volunteer is alone in a car with a player should be avoided except in emergency. Where it is unavoidable, it should be with the consent of the parent or a Committee member. Take steps when giving lifts to drop two players off at the last point. If a player is unavoidably alone with you in a car, ask them to sit in the back.

DO NOT:

- Engage in sexual contact or relationship with any player, including verbal innuendo or gesture or sharing sexually explicit material.
- Confide personal details to players or be party to gossip about WNJYO adults or players;
- Promote a particular belief, religion or political standing.
- Intimidate, ridicule, reject, undermine or show favouritism to a player.
- Touch players except to demonstrate technique as above.
- Invite a player to your home alone or run groups in your home on your own or meet players outside organised activities without consent of the parent or person in charge of the organisation or spend excessive amounts of time alone with any player or enter into special relationships with a player.
- Engage with players in social contact which is not directly related to WNJYO activities, for example by e-mail or texting. Contact should be made via home telephone numbers. Do not call, text or exchange email addresses with a player for personal purposes or befriend/accept players on social networking sites.
- Enter a player's room or invite a player into your room during a residential event.
- Permit, accept, encourage or ignore abusive or discriminatory behaviour by any player.
- Trivialise the feelings, concerns, beliefs expressed by any player, which may include suspicion of abuse or discrimination.

DEALING WITH DISCLOSURE

- If a player discloses to you that they may be being abused, reassure them that they will be helped and take what they say seriously. Listen willingly and carefully to what is said. Allow the player to tell you at their own pace and ask questions only for clarification. Do not ask leading questions.
- Explain that you will need to share the information with the Safeguarding Lead. Make it clear that s/he will only tell the people who need to know and who will be able to help.
- Reassure the player that they did the right thing in telling you that what has happened was not their fault.
- Document what is said as soon as possible after the disclosing conversation. Note the date, time, and any names that were mentioned. Sign and date your record.
- Speak immediately to the Safeguarding Lead or Deputy and give him/her your document. It is his/her responsibility to liaise with the relevant authorities.