



# *Promenade*

## *Youth and Junior Choirs*

# Safeguarding Policy

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## **POLICY STATEMENT**

This Policy applies to anyone working on behalf of the Promenade Choirs. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practice and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory duty and responsibility for safeguarding and promoting the welfare of all children and young people that the Promenade Choirs support and interact with. This is paramount in the work we do and takes priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be a victim of child-on-child abuse, bullying, harassment, other abuse (including physical, sexual, emotional) or neglect.

*'Young Person' means those under 18 years old including all of those up to their 18<sup>th</sup> birthday – as designated a 'child' within the terms of the Children's Act 1989.*

The Promenade Choirs recognise that 'it could happen here,' and encourage a culture of ensuring we listen to and engage in dialogue with children, seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up in line with current legislation, policy and guidance that seeks to protect children in England including the Children's Act 1989 and 2004 and "Working Together to Safeguard Children 2018". [Working together to safeguard children \(PDF\)](#) (DfE), 2018 provides the key statutory guidance for anyone working with children and young people.

All procedures and policies pertaining to safeguarding will be regularly reviewed and updated on an annual basis.

This policy was last reviewed on:

Date: 17/01/2023

Signed:



**Christopher Goldsack**  
Designated Safeguarding Lead  
The Promenade Choirs

This policy is due for review on 17/01/2024

## **ORGANISATIONAL RESPONSIBILITIES**

The Promenade Choirs will be initially responsible for the implementation of the Safeguarding Policy and has designated Christopher Goldsack to manage the Safeguarding Policy and its implementation.

It is the responsibility of the Safeguarding Lead to take appropriate action following any expression of concern and make referrals to the appropriate agency.

The Promenade Choirs will ensure that the designated Safeguarding Lead participates in regular safeguarding training so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All staff and volunteers will be made aware of this Safeguarding Policy and related relevant procedures.

All staff and volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding.

The Promenade Choirs will work in accordance with guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: [Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](http://surreyscp.org.uk).

### **Safeguarding Lead Responsibilities**

The Designated Safeguarding Lead for the Promenade Choirs is Christopher Goldsack.

The Deputy Designated Safeguarding Lead is Frances Goldsack.

The Promenade Choirs will ensure that members of staff who have timely and relevant safeguarding training will be in positions of responsibility and present at all times during the choirs' activities. It is the responsibility of the Safeguarding Leads to ensure that members of staff or volunteers with appropriate enhanced DBS checks are present at all times when young people or children are present.

The Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

### **Staff and Volunteer Responsibilities**

Any new member of staff or volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process.

All staff and volunteers, who do not have a verified enhanced DBS check, should ensure that, when in the presence of children and young people, they are at all times also in the presence of members of staff who have the appropriate checks.

All staff and volunteers have a duty to ensure that any suspected incident, allegation, or other manifestation relating to child protection is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, any person with concerns must seek advice from one of the named Safeguarding Leads or, in their absence, should make contact with one of the authorities listed below.

## **Rehearsals and concerts**

The Promenade Choirs exist to help children and young singers to become better singers, and to provide them with exciting and creative performance opportunities. This will often mean joining with professional musicians and other choirs, often adult ensembles.

In accordance with Local Authority guidance, it is not expected that all members of such ensembles be DBS checked. Whilst many of the members of such ensembles will, for the purposes of their work, have been DBS checked, it is not deemed necessary to check all individuals in these ensembles. Instead, when joining with other ensembles, a suitable number of designated responsible adults should be appointed by The Promenade Choirs as supervisors. All such staff and volunteers must have a verified enhanced DBS check. The Surrey County Council [Children in Entertainment \(PDF\)](#) leaflet states that the maximum number of children an individual chaperone may legally supervise in professional events is 12. The Promenade Choirs considers this to be too high a number, and will adhere to what it considers a more appropriate number, 8 – 10 depending on age.

During rehearsals of the Promenade Youth and Junior Choirs, all attendant staff must have verified enhanced DBS checks.

## **SAFEGUARDING INFORMATION**

### **Definitions of harm**

For the purpose of this policy, The Promenade Choirs has defined harm as:

- Neglect - the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- Abandonment - leaving a child alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- Emotional abuse – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of children and young people.
- Physical abuse – hitting, kicking, shaking, slapping, and throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a child or young person within their care.
- Racial abuse – any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- Witnessing ill treatment, including domestic abuse of another person- this may impact the health or development of a child or young person.
- Sexual abuse or sexual exploitation - forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexual inappropriate ways. Sexual acts include penetrative (rape or buggery) and non-penetrative acts such as touching or stroking.

- Child-on-child abuse – including, but not limited to, bullying (including cyberbullying), abuse in intimate personal relationships between children, physical abuse, or sexual violence or harassment.

### **General safeguarding advice for staff and volunteers**

- Remember not to be a young people's friend, always maintain a professional manner when working with them.
- Do not accept a young person as a friend on any social networking site that you use.
- Always keep a record of any text or email exchanges with a young person.
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Do not meet a young person alone, this is for the safety and well-being of the young person but also yourself. Where this is necessary, try to use public spaces for one-to-one meetings if you are not meeting in the context of the choirs' activities.
- Avoid detailed discussions about your personal experiences e.g. drugs, alcohol, sex.
- Never speak to the press or post on social media about a child or young person without permission from The Promenade Choirs and parents.

### **REPORTING PROCEDURES**

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s). *Immediate* action may be necessary in the following situations:

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
- If the child or young person is in immediate danger the police should be contacted by calling 999.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead must record the concern, with the staff member or volunteer, in writing. The Safeguarding Lead is responsible for ensuring that a copy of this record is immediately passed on to the appropriate authority, as detailed below. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Safeguarding Lead, or Deputy, to deal with safeguarding matters. If further referral is necessary, advice will be taken from Surrey Safeguarding Children Partnership/ Surrey Children's services or the Police.

The Safeguarding Lead or Deputy will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

It is also the responsibility of the Safeguarding Lead to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust and endorsed by SSCP. Details can be found here; [Information sharing: advice for practitioners](#)

([publishing.service.gov.uk](http://publishing.service.gov.uk)). In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.

### Responding to a disclosure

If the child or young person is not in immediate danger or requires immediate medical attention, contact:

Christopher Goldsack; Safeguarding Lead  
07905006078 – [goldsack@talktalk.net](mailto:goldsack@talktalk.net)

If unavailable :

Frances Goldsack (Beth): Deputy Safeguarding Lead  
[beth.goldsack@gmail.com](mailto:beth.goldsack@gmail.com)

### Other helpful contacts

- **Children’s Single Point of Access (C-SPA)**, a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families. C-SPA is available **9am-5pm, Monday – Friday**  
**Phone: 0300 470 9100**  
**Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)**
- **Emergency Duty Team (EDT)**, provides an emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please do leave a message and your contact details for someone to get back to you. EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.**  
**Phone: 01483 517898**  
**Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)**
- The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650  
email: **[LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)**
- NSPCC Helpline 0808 800 5000

### Reacting to a disclosure – advice for staff and volunteers

- Listen carefully rather than asking leading questions.
- Never *promise* any particular action or NOT to disclose any information shared.
- Allow silence and/or allow child, young person to be upset.
- Try to relate to the age, understanding or special needs of the child or young person.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told.
- Discuss this as soon as possible with the Safeguarding Lead.
- Any decision not to tell the parents must be discussed with the Safeguarding Lead unless the child or young person is in immediate danger.

## ESCALATION POLICY

Effective working together depends upon an open approach and honest relationships between agencies and a belief in genuine partnership working. Any disputes about the safety and well-being of a child should be resolved in a timely way with all agencies working together in the best interests of the child so that the welfare of the child remains paramount.

The Promenade Choirs recognise that complexity of need and range of intervention/support will not always fit into a simple formula that leads to *'the right solution'*. Often there may be no right or wrong answer and quite legitimately practitioners may exercise their professional judgement differently. It is also the case that exceptionally, the needs of some young people and families may not easily fit within a conventional application of thresholds. The purpose of the SSCP Escalation Policy is to create a transparent process that enables multi-agency practitioners to exercise their professional judgement and provide the best possible service in a timely and safe way.

It is of vital importance that children, young people and their families do not become entangled in professional disagreements. Neither should disputes detract from the focus on the child, delay effective decision making, nor lead to protracted disputes that negatively impact upon the child and/or family and on inter-agency relationships and working practice. In reaching resolution, it is essential that at all times disputes are approached in a considerate manner and one which both respects and seeks to understand the views and concerns of others from their experience and perspective when engaging with the young person/family.

Disagreements should be resolved through child centred discussion between agencies. This escalation policy outlines the process to be followed when professionals are unable to agree about what is in the best interests of the child. The detailed policy can be accessed here: [SSCP-Escalation-Procedure-Final-1.pdf \(surreyscp.org.uk\)](https://www.surreyscp.org.uk/SSCP-Escalation-Procedure-Final-1.pdf)

## ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the Safeguarding Lead or, if necessary, the Local Authority Designated Officer (LADO) should be contacted – see the helpful contacts above.

The senior staff member must report the complaint immediately to the Safeguarding Lead giving details of the circumstances. The Safeguarding Lead may contact the Local Authority Designated Officer. Further information can be found here: [3.2 Managing allegations against people that work or volunteer with children | Surrey Safeguarding Children Partnership \(procedures.org.uk\)](https://www.procedures.org.uk/3-2-Managing-allegations-against-people-that-work-or-volunteer-with-children). They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. The Promenade Choirs will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

*This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.*

It is the responsibility of the Safeguarding Lead or Deputy to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation. In matters of allegations against staff or volunteers working in child protection, information must be provided to the local designated officer.

## **CONFIDENTIALITY AND WHISTLE BLOWING**

- The Promenade Choirs operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child or young person.
- Any staff or volunteers with concerns about anybody providing services to children and young people should report this to the Safeguarding Lead or Deputy as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy published by HM Government, adopted by the Children's Trust and endorsed by SSCP. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child that they will keep secrets/ not disclose potentially harmful information.

## **SAFER RECRUITMENT POLICY STATEMENT**

The Promenade Choirs will apply the Working Together to Safeguard Children 2018 and SSCP Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking unsupervised activities with children and young people during activities organised by the Promenade Choirs.

### **Disclosure and Barring Service (DBS) Checks**

All new staff and volunteers, who will have unsupervised contact with children and young people, are to have an enhanced DBS check verified before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Lead.

A risk assessment will be completed if there is a positive DBS check sent back.

### **References**

- Surrey Safeguarding Children Partnership protocols, guidance and procedures
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018
- Information Sharing Advice for Practitioners' guidance 2018