

Safeguarding and Child Protection Policy

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Name of author	Version 8 – Ellie Dunachie DSL
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Record of alterations

Version 1-5 – Created with support from NSPCC guidelines

Version 6 – Updated to reflect COVID-19 pandemic and online/virtual working

Version 7 – Updated to reflect new ways of working and full review of document by newly appointed Safeguarding Team

Version 8 – Updated guidance for social media and communication technology, as well as a new flow chart for reporting concerns and a new missing child policy

Safeguarding and Child Protection Policy

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Section One: General overview of safeguarding and child protection at Orchestras for All

Orchestras for All (OFA) is committed to practice which, above all, protects children (those aged under 18 years) young people and vulnerable adults from harm. Our safeguarding culture at Orchestras for All is that all staff, volunteers and young people should ‘**ignore nothing, report everything**’ when it comes to observations and worries. When we refer to ‘volunteers’ within this policy, this includes Orchestras for All trustees and NOFA ambassadors.

For National Orchestra for All (NOFA) projects, we run residential courses. This requires a more comprehensive approach to safeguarding. In order to facilitate this safeguarding culture at NOFA projects, all staff receive annual safeguarding training and an induction session before each residential to recap on the four fundamental Rs that are embedded into our safeguarding culture: Recognise, Respond, Refer, Record.

Orchestras for All is committed to training all staff, regardless of job role. We deliver a comprehensive safeguarding course through an Educare training package and in addition to this, offer a bespoke session delivered by the Designated Safeguarding Leaders (DSL) team to all staff before each residential activity with NOFA.

Before attending residentials, NOFA staff must also read our safeguarding policy and submit a ‘Statement of Understanding’ form. By completing this form, staff agree to adhere to the Orchestras for All Safeguarding and Child Protection policy whilst engaging in any form of paid or voluntary work with the organisation.

Before Modulo events, all staff attend online safeguarding training, delivered by the DSL. Staff must also read Orchestras for All’s safeguarding policy and submit a ‘Statement of Understanding’ form in advance of all activity. By completing this form, staff agree to adhere to the Orchestras for All Safeguarding and Child Protection

(OFAS&CP) policy whilst engaging in any form of paid or voluntary work with the organisation.

Orchestras for All is also committed to ensuring that it has a high level of safeguarding expertise at Trustee level. OFA offers Educare training to all Trustees and at least annually there is a dedicated Board discussion designed to raise understanding of the safeguarding policy and the Trustees' role in it.

How safeguarding and promoting the welfare of children is defined by NSPCC¹

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

Principles upon which this policy is based

- We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them;
- The welfare of a child, young person or vulnerable adult will always be paramount. The welfare of families will be promoted;
- The rights, wishes, and feelings of children, young people, vulnerable adults and their families will be respected and listened to;
- We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender including gender reassignment, race, religion or belief, sex or sexual orientation;
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children, young people and vulnerable adults and will follow the policy outlined below, and

¹ <https://learning.nspcc.org.uk/safeguarding-child-protection>

- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone. Orchestras for All recognise the potential additional vulnerability of children (for example those from ethnically diverse groups, and disabled, neurodivergent and LGBTQ+ children) and the barriers they may face, for example with communication, disadvantage or the impact of racism, transphobia and other types of discrimination.

Safeguarding children, young people and vulnerable adults

We will endeavour to safeguard children, young people and vulnerable adults by:

- Listening to children and young people and respecting them at all times;
- Appointing a designated safeguarding lead and a member of the trustee board who takes lead responsibility for safeguarding at the highest level in the organisation;
- Adopting safeguarding and child protection guidelines through a code of behaviour for staff and volunteers;
- Ensuring appropriate police checks have been made on all adults working with children, young people and vulnerable adults;
- Creating an open and honest culture where young people and adults feel comfortable sharing their concerns with the leadership team;
- Sharing information about safeguarding and child protection good practice with children, parents, staff and volunteers;
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately, and
- Following carefully the procedures for the recruitment and selection of staff and volunteers.

Safeguarding vulnerable adults

We have a responsibility to safeguard vulnerable adults involved in the delivery of our work (e.g. vulnerable young people who have moved into staff roles through the NOFA Ambassador programme). The guidance laid out in this document relating to young people should be followed where appropriate in relation to vulnerable adults.

Our definition of a vulnerable adult is in line with the Department of Health and Social Care: a vulnerable adult is a person who is aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation.

Orchestras for All staff and volunteer teams will be made aware of any Orchestras for All participants or volunteers defined as a vulnerable adult in order to ensure Safeguarding Policy is followed as below. Our policy and good practice will be reviewed annually and shared through regular training with Orchestras for All staff and volunteers.

Designated Safeguarding Lead (DSL) Team







The DSL (Ellie Dunachie) is an OFA Core Team senior leader. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.

The wider DSL team should help promote educational outcomes by working closely with their wellbeing tutors, orchestral tutors and other staff about their wellbeing, welfare, safeguarding and child protection concerns.

The Executive Director (Nick Thorne) and OFA Board of Trustees should ensure that the DSL role is explicit in the role-holder's job description and appropriate time is made available to the DSL and deputy DSL(s) to allow them to undertake their duties.

- OFA Designated Safeguarding Lead, Ellie Dunachie DSL:
ellie.dunachie@orchestrasforall.org
- NOFA Operational Safeguarding Lead, Sasha Mattock DDSL:
sasha.mattock@orchestrasforall.org
- Trustee Lead for Safeguarding, Rachel Adediran:
radediran@skinersacademy.org.uk

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OFA Staff with key safeguarding responsibilities and training log:

Name	Job Role	Training Undertaken
Ellie Dunachie	OFA Head of Programmes and Partnerships/Designated Safeguarding Lead	Designated Safeguarding Officer Training – NSPCC October 2022
Nick Thorne	Executive Director	Educare training: Safeguarding Young People, 2023 Child Protection in Education (Music), 2021 Safer Recruitment, 2021
Beth Goldsack	NOFA wellbeing and Safeguarding Tutor	DSL training – Buckinghamshire NOFA Safeguarding Training led by DSL/DDSL
Rachael Adediran	Trustee for Safeguarding	DSL Training – Hackney Learning Partnership
Sasha Mattock	Wellbeing Lead Lead/Operational Lead during NOFA residentials	Training with Educare: Safeguarding Young People (2023) Designated Safeguarding Officer Training – NSPCC January 2024
Helen Cordina	Operations Manager Leading on DBS checks	NOFA Safeguarding Training led by DSL/DDSL Training with Educare: Child Protection in Education (Music) (10 August 2021) Safeguarding Young People (22 July 2021) Safer Recruitment (12 August 2021) Adverse Childhood Experiences (ACEs) (13 September 2021)

Section Two: NOFA Group Agreement — Young People

National Orchestra for All — NOFA Group Agreement

Orchestras for All has created a 'NOFA Group Agreement' – which is similar to a code of conduct – in collaboration with the Youth Board, in order to set clear expectations and essential boundaries to ensure young people's safety during NOFA residential.

Young people participating in our residential programmes will be required to read this in advance of all events, to ensure there is a clear understanding of their responsibilities and the consequences of breaching the code of conduct.

The NOFA Group Agreement is reviewed and updated annually.

Section Three: Safer Recruitment and Staff Code of Conduct

It is the policy of Orchestras for All to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional, neglect and sexual harm.

We are committed to creating a safe environment in which everyone can feel comfortable and secure whilst engaged in any of Orchestras for All's activities, residential courses, or workshops.

Staff and volunteers should at all times show respect and understanding for individuals' rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Orchestras for All.

All staff, freelancers, volunteers and regular visitors, including trustees, must be familiar with:

- This Safeguarding and Child Protection Policy;
- The OFA Anti-bullying Policy;
- The role of the DSL Team (including the identity of the designated safeguarding lead and any deputies), and
- The NOFA Group Agreement and Code of Conduct for staff – clearly detailing rules and expectations during residential.

All staff are expected to:

- Understand their role in relation to safeguarding;
- Be alert to signs and indicators of possible abuse;
- **Recognise, Respond, Refer and Record** all concerns regarding safeguarding using the culture of ‘Ignore nothing, record everything’. Record concerns and give the record to the DSL or deputy DSL.







Visitors (other than regular volunteers) will be made familiar with their requirement to report any safeguarding concern to the DSL. Please see section six of this policy, which details how safeguarding concerns should be reported at Orchestras for All.

Safer Recruitment

At OFA, we take steps to ensure that all available steps are taken to ensure that all children, young people and vulnerable adults are kept safe and protected from harm. This extends to our recruitment process of all staff and volunteers.

Our safe working culture is one where everyone is committed to ensuring that practice is undertaken in the best and most appropriate way to ensure that the young people taking part in an OFA event are safe. In addition, staff are supported by our DSL Team and know how to respond to concerns regarding the behaviour or practice of other practitioners.

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DBS checks

All new staff and volunteers (including trustees) involved in activity with Orchestras for All are required to provide a valid DBS check (conducted within the last 12 months). Where possible, OFA will process a new enhanced DBS check for all staff and volunteers before they begin working with us. Existing staff members and volunteers must have enhanced DBS checks conducted within the last three years.

Should a member of staff or volunteer not hold a current DBS check, Orchestras for All will pay for and organise this check to be completed. However, in cases where there is insufficient time before an event for a member of staff or volunteer to have a DBS check completed (usually up to six weeks), it will be made clear to the staff team and the individual in question that they must not be left solely responsible for or with young people without a DBS-checked member of staff or volunteer.

On an individual basis the DSL/Safeguarding team will risk assess each individual member of staff/volunteer if they are not fully DBS checked before a NOFA event. If a member of staff or volunteer's DBS check has not been completed before residential activity begins, they will not be allowed to stay in on-site accommodation unless a risk assessment has been carried out and signed off by the Trustees in advance.

Our Safer Recruitment culture at OFA

- An open culture, with no secrets;
- A belief that abuse could happen here (staff and young people can be victims and perpetrators of abuse);
- Clear procedures to report concerns about the behaviour of staff or young people;
- Support for children and adults who raise concerns, and commitment to act on them;
- A code of conduct clearly outlining acceptable and unacceptable behaviour;

- Policies, procedures and codes of conduct are used, and people are made accountable for their use;
- Good induction and use of probationary periods, and
- A commitment from all who work at OFA to safeguard and protect children and to maintain an ongoing culture of vigilance.

Guidelines for Orchestras for All staff and volunteers

Orchestras for All staff and volunteers are committed to:

Attitudes and values

- Treating children and young people with respect and dignity;
- Always listening to what a child or young person is saying;
- Valuing each child and young person;
- Recognising the unique contribution each individual can make, and
- Encouraging and supporting each child or young person.






Leading by example

- Provide an example which we would wish others to follow;
- Use appropriate language with children and young people;
- Challenge any inappropriate language used by a child or young person, or an adult working with young people, and
- Respect a child or young person's right to privacy.

One to one contact

- Orchestras for All staff and volunteers should never be alone with a child in person or online;
- If a private conversation is necessary, aim to have another adult present or conduct the conversation in an open area in sight of other Orchestras for All staff and volunteers;
- During a residential, if there is a need for staff to enter a young person's room or to support a young person with intimate care, then this should be done with a second member of staff present;

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- We follow the NSPCC guideline of a ratio of at least 1 adult to 10 children during all activities, and
- There may be occasions, such as using lifts or toilets, or during 1-1 instrumental lessons, which could mean that it is impractical to be with a second adult and we ask that staff use professional judgment in these situations. As OFA shares venues with members of the public/other organisations, it is not always practical for two staff to always be present in these sorts of situations. These situations are risk assessed before residential and discussed at the full team briefing before residential to ensure that expectations are clear.

Physical contact

No OFA staff member or young person shall, at any time:

- Engage in sexually provocative or rough physical games;
- Do things of a personal nature for a child or young person that they can do for themselves. If a child or young person requires support with personal care, for example if they have limited mobility, Orchestras for All should assign an experienced one-to-one staff member and make a plan in partnership with the parent or carer and the young person to agree what tasks require support and how support should be offered, and
- Allow, or engage in, inappropriate touching of any kind.

If brief physical contact is necessary for example, to correct instrument technique always ask the child if they consent to this. **Physical contact should be the last resort in this case;** we suggest using verbal description, modelling, or demonstration in place of touch where possible.

Use of social media and communication technology

General principles

- Staff and volunteers should be aware of their digital footprint. Children, young people and families may look up the personal social media accounts of people who are working with them so these should be free of inappropriate or harmful content

and not provide any personal information such as personal email addresses or phone numbers. Where possible, staff and volunteers should have private social media profiles.

- Staff and volunteers should be aware that not all young people use their full name or picture on social media, and are therefore not always identifiable. Where possible, staff and volunteers should only accept requests from known contacts.

Under 18-year-olds

- Orchestras for All staff and volunteers must never share their personal phone number or email address with Orchestras for All members past or present aged under 18 years old;
- Orchestras for All staff and volunteers must never contact or accept requests from Orchestras for All members past or present aged under 18 years old using their personal social media profiles (e.g. Facebook, Twitter, Instagram, all other social media platforms);
- Orchestras for All may use official Orchestras for All social media profiles and emails to formally share course information and interact with Orchestras for All members regarding official Orchestras for All activities; however, social media interactions should be monitored by several members of the Orchestras for All staff team to ensure accountability.

Alumni and Ambassadors aged 18+

- Orchestras for All staff and volunteers must never share their personal phone number with Orchestras for All Alumni or Ambassadors (NOFA Alumni who have joined the staffing team) aged 18+ where their primary contact is through Orchestras for All activities. However, staff and volunteers may contact Ambassadors through official work-related WhatsApp groups created solely to communicate during Orchestras for All activities. These WhatsApp groups are regulated by at least two members of the Orchestras for All's core team;
- Orchestras for All staff and volunteers must never directly contact or accept requests from Orchestras for All Alumni or Ambassadors (NOFA Alumni) aged over







18 using personal social media profiles (e.g. Facebook, Twitter, Instagram) where their primary contact is through Orchestras for All activities;

- Staff and volunteers may accept requests from alumni aged over 18 on LinkedIn: LinkedIn is a business and employment-focussed social media platform. However, staff and volunteers should not use LinkedIn to communicate with or contact alumni; ongoing communication with alumni must be done via the Orchestras for All core team;
- In the case of Orchestras for All members becoming part of the staff or volunteer team after their 18th birthday (e.g. through the NOFA Ambassador programme), the relevant staff members or volunteers must be briefed in advance of events so the expectations and responsibilities in their new roles are clear, particularly in relation to contact with current Orchestras for All members and staff. For example, they may already be friends with NOFA Members aged under 18 on social media, or via phone or email. Ambassadors will not be asked to delete contacts, but they must not communicate with Members during Orchestras for All activity, and must adhere to Orchestras for All's safeguarding and child protection policy at all times;
- In the case of Orchestras for All members becoming part of the staff or volunteer team aged 18+ they must follow the staff code of conduct at all times and act in a professional manner. This includes acting and communicating professionally with other staff members or volunteers who may also be an alumnus of the programmes.
- Where Orchestras for All members who are vulnerable adults become part of the staff or volunteer team after their eighteenth birthday (e.g. through the NOFA Ambassador programme), the Orchestras for All team must risk-assess and decide upon appropriate forms of communication on a case-by-case basis;
- Where appropriate, guidance from the vulnerable adult's carer should be sought to support any ongoing social contact with other NOFA Ambassadors outside of Orchestras for All programmes.

General guidance

OFA staff, trustees and volunteers should:

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- Be aware that someone might misinterpret their actions no matter how well intentioned;
- Never draw any conclusions about others without checking the facts;
- Never allow themselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes;
- Never exaggerate or trivialise child abuse issues, and
- Never make suggestive remarks or gestures about or to a child or young person.

Raising concerns about conduct of staff

There may be occasions where staff or volunteers conduct themselves in a way that is not deemed professional or appropriate on a residential setting. This is not acceptable for any adult who is working with NOFA and must therefore be addressed. Furthermore, on some occasions, staff or volunteers may breach parts of the Code of Conduct.

When this is witnessed, it is the responsibility of **all** to report these concerns to the DSL or DDSL as soon as possible so that a decision can be made as how to resolve the concern. This may be through some extra training or a conversation with the member of staff or volunteer, or could be dealt with in a more serious or disciplinary way.

Should the incident raise a safeguarding concern and it is deemed that the individual has conducted themselves in a way that is not appropriate for safe working with young people, then the DSL or DDSL would consult the Local Authority Designated Officer (LADO) for the area that they are based in, to log the concern and to seek advice. Should the incident be significant, then the member of staff would immediately have their NOFA responsibilities and contact with children or vulnerable adults removed until further investigation can take place.

Examples of these concerns will be shared with all staff and volunteers on an annual basis as part of Safeguarding Training and all will be reminded to **ignore nothing, report everything** when it comes to safeguarding concerns.

Safeguarding in a residential course setting

Orchestras for All staff and volunteers must continue to follow the Safeguarding Policy when working for Orchestras for All outside of music-making activities, for example during residential course evening activities and bedtime routines.

Staff working in a residential pastoral care role with young people must adhere to the following guidelines:

- Staff and volunteers should work in pairs when supervising wake-up and bedtime;
- Staff and volunteers should avoid entering a young person's bedroom alone. If necessary, ensure the door is propped open and another staff member (ideally of a different gender) is present;
- Young people should not use bedrooms as social spaces, i.e. only people sleeping in the room should be in the room;
- Make use of common areas within residential facilities for any wind-down or social activities;
- Designate separate young person and adult bathroom/toilet facilities where possible;
- Ensure young people know where to find an adult overnight and make all young people aware of the emergency phone number to ring should they have a safeguarding concern or problem that needs immediate help and support, and
- Ensure young people know what to do if the fire alarm sounds.

Safeguarding in an online course setting

Orchestras for All staff and volunteers should continue to follow the Safeguarding Policy when working for Orchestras for All in online course contexts, including full orchestra sessions, instrument, and pastoral breakouts.

Where one-to-one instrumental or pastoral sessions take place, a member of the Orchestras for All core team must moderate the session, unless a risk assessment is carried out and explicit parental or guardian consent is gained. Parents should follow

the Online Safeguarding Guidelines for Parents document, shared with parents prior to all online events.

Parents must consent to their child participating in online activities with Orchestras for All, be aware of the time and content of the session and support their child to access it safely and share feedback with the Orchestras for All team in the event of any issues. They should follow the guidelines set out in the online Safeguarding document.

Section Four: Immediate action to ensure safety

Immediate action may be necessary at any stage when involved with children and families. In all cases it is vital to take whatever action is needed to safeguard the child or young person:

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department, and
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via the Police Protection Order.

The DSL/Deputy DSL will work with the young person's family, school, or other professionals involved in their care to recommend support from the Early Help and Support framework. This will differ by Local Authority and will be dependent on where the young person resides.

It is the responsibility of OFA DSL Team staff to pass onto families/other agencies such as schools their concerns. Should it be felt that a more urgent response is needed, the DSL/Deputy will contact the Duty & Advice Team/MASH (Multi Agency Safeguarding Hub) for the Local Authority where the young person resides, or for the location of the event if there is a significant risk of harm, in which case it may be the Police who can take action to protect the young person.

The DSL/Deputy will then oversee the agreed intervention from OFA as part of the multiagency safeguarding response and will pass on the relevant information to family/other agencies working with the young person (such as their school).

Section Five: Recognising abuse or neglect

Abuse or neglect of a child or young person is caused by inflicting harm, or by failing to act to prevent them. Children may be abused in family or in an institutional or community setting by those known to them, or by a stranger. Children can be abused by other young people as well as adults (peer-on-peer abuse).

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.







Awareness and response

Orchestras for All staff and volunteers need to be alert to the potential abuse of children both within their families and also from other sources including abuse by other Orchestras for All staff and volunteers.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children (Peer on Peer/Child on Child abuse). There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures. The ultimate responsibility of staff is to **'ignore nothing, report everything'** when it comes to low- or high-level concerns or worries to the DSL/Deputy using the Four Rs as a toolkit (Recognise, Respond, Refer, Record).

If a member of staff contacts a parent regarding a safeguarding concern it should be following consultation with the DSL/Deputy and using the OFA safeguarding mobile

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phone. The DSL/Deputy may contact the parent/carer themselves or may delegate that to another member of staff. It is good practice to be as open and honest as possible with parents/carers about any concerns. However, staff members and volunteers **must not** discuss their concerns with parents/carers in the following circumstances:

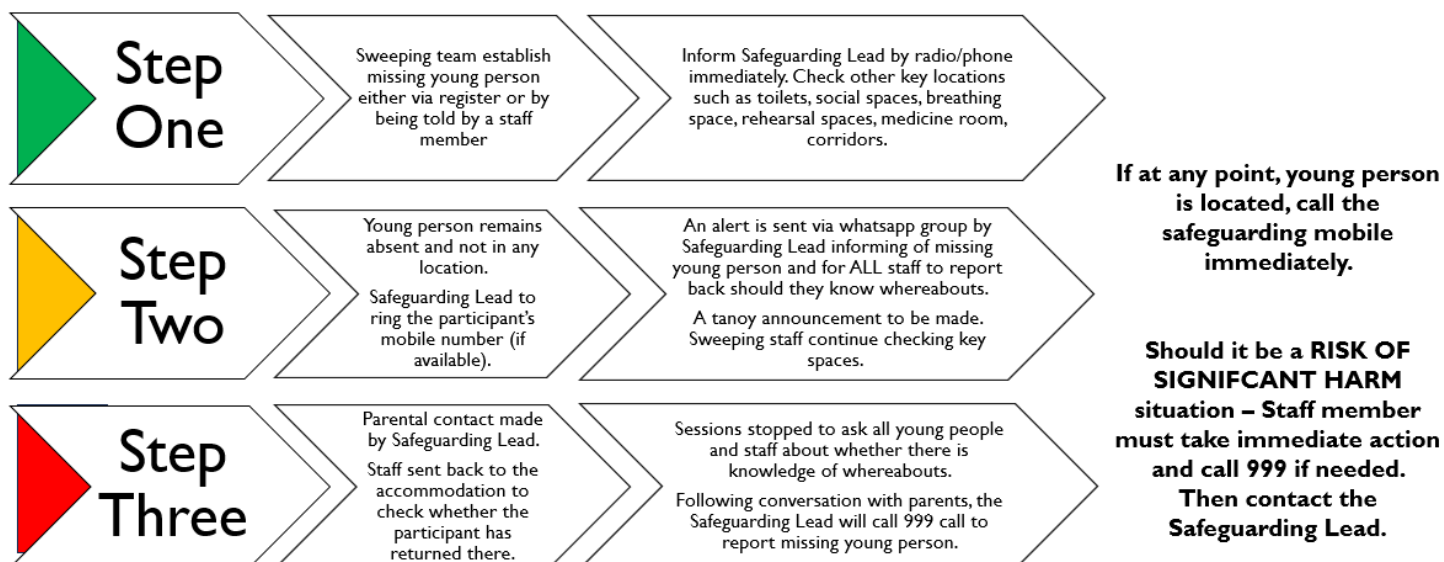
- Where sexual abuse is suspected;
- Where organised or multiple abuse is suspected;
- Where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected, and
- Where contacting parents/carers would place a child, staff members or volunteers, or any others at immediate risk.

Missing Child Policy

For NOFA Residential, we have created a protocol for ensuring all young people are accounted for at all times. This includes:

- Registers and check-ins that are structured throughout each day and night.
- Protocol, response and flowchart for dealing with a 'missing young person' during NOFA Residential.

Missing Child Policy: NOFA Residentials



Section Six: What to do if you have a safeguarding concern or disclosure

It is recognised that a child may seek out staff members and volunteers to share information about abuse or neglect, or talk spontaneously individually or in groups when they are present. Equally, it is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk. This practice can help clarify vague concerns and result in appropriate action.

What to do in this situation

- Listen carefully to the child. Do not ask direct or leading questions;
- Explain that you cannot promise not to speak to others about the information the child has shared;
- Give the child time and attention. Do not make notes while the child is talking;

- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events;
- Explain that you need to share the information to help keep the child safe
- Reassure the child:
 - that they have done the right thing by sharing the information;
 - that they have not done anything wrong, and
 - what will happen next.
- Do not ask the child to repeat their account of events to anyone unless necessary.

Immediately after the conversation with the child

- Write down an accurate record of the information you have been given on a Report a Concern form;
- Always write down:
 - The timing;
 - The setting;
 - The people present;
 - The child's presentation (i.e. appearance, behaviour and emotional state), and
 - What was said, as close as possible to verbatim, using the child's own words. Do not paraphrase.
 - Do not throw this away as it may later be needed as evidence.

The same recording process should be followed if a staff member or volunteer has any other reason to suspect a child protection or safeguarding concern.

Reporting a concern or disclosure

Recognise

Recognise types of abuse (neglect, sexual, physical, emotional) and when a disclosure has been made. No matter how small something might seem, you **must** respond.



Respond

Emergency: if someone needs immediate attention from emergency services, **respond** by calling **999** and then contact the Designated Safeguarding Lead.

Disclosure: If a young person or vulnerable adult discloses to you, **respond** by listening carefully and without sharing your own opinions. Do not promise confidentiality, do not confront an alleged abuser, and explain what you will do next.



Refer

Concern: if you observe or identify signs of abuse, or are concerned about a young person's welfare, you must **respond**.



Record

Contact the Designated Safeguarding Lead and **refer** what has happened as soon as possible by mobile or in-person.

Once you have spoken with Designated Safeguarding Lead, we will ask you to complete our 'report a concern' form to **record** the facts. Try to use the exact words used, avoid para-phrasing or including your own opinions.

The Safeguarding Team will then discuss next steps with you.

Who is our Safeguarding Team



Ellie Dunachie

Designated Safeguarding Lead (DSL)



Sasha Mattock

DDSL and Wellbeing Lead

Nick Thorne
Executive Director

Rachael Adediran
Trustee (safeguarding)

Beth Goldsack
Safeguarding & Wellbeing
Tutor

Section Seven: Who to tell if you have a safeguarding concern or disclosure

As soon as possible and within one hour of the disclosure or recognition of concern, the incident should be reported to one of the Designated Safeguarding Leads in person or via the safeguarding mobile number.

The DSL/DDSL will ask staff to formally write up the concern using the 'report a concern' form embedded within OFA's website, or by using a paper copy which will then be digitised and immediately destroyed or stored securely.

The Designated Safeguarding Lead Team

- OFA Designated Safeguarding Lead, Ellie Dunachie DSL:
ellie.dunachie@orchestrasforall.org
- NOFA Operational Lead, Sasha Mattock DDSL:
sasha.mattock@orchestrasforall.org
- Trustee for Safeguarding, Rachael Adediran:
radediran@skiddersacademy.org.uk

If the DSL or Deputy are implicated in the safeguarding concern, then the concern should be raised with the OFA Trustee for Safeguarding or the Executive Director Nick Thorne. In this instance, the Co-Chairs of the Board of Trustees, Susanna Eastburn and Beth White, will be informed and the response will be agreed together. The Co-Chairs have ultimate responsibility for the effective governance of the charity.

If this is not possible, then these concerns should be discussed directly with Multi Agency Safeguarding Hubs (MASHs) / Children's Social Care Services/Local Authority Designated Officer (LADO), or with the NSPCC helpline: 0808 800 5000.

To find contact details for the local authorities in which OFA activities take place, please go to: <https://www.gov.uk/report-child-abuse-to-local-council>

Orchestras for All staff members and volunteers should consult externally with the local Multi Agency Safeguarding Hubs (MASHs) or Children’s Social Care Services in the following circumstances:

- When there is an inability to consult promptly or at all with a Designated Safeguarding Lead or Deputy;
- When there is uncertainty after internal consultation as to whether child protection concerns exist;
- When there is disagreement as to whether child protection concerns exist, and
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Multi Agency Safeguarding Hubs (MASHs) or Children’s Social Care Services or the police should progress. Regardless of the outcome, the statement of safeguarding or child protection concern will be kept in a password-protected folder for 10 years following the incident.

Making a referral

A referral involves giving Multi Agency Safeguarding Hubs (MASHs) or Children’s Social Care Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action. In certain cases, the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except in the circumstances outlined in Section Three. The inability to inform parents, however, should not prevent a referral being made. It would then become a joint decision with Multi Agency Safeguarding Hubs (MASHs) or Children’s Social Care Services about how and when the parents should be approached and by whom.

For initial advice, refer to the social care services where the event is taking place. The appropriate phone number can be found by typing in the postcode of the Orchestras for All event location: <https://www.gov.uk/report-child-abuse-to-local-council>
If ever in any doubt about what to do, staff are encouraged to discuss safeguarding concerns by calling the NSPCC helpline: **0808 800 5000**

Information required

As much of the following information as possible should be given (the unavailability of some information should not prevent a referral being made):







- The name, telephone number, and position of the staff member of the volunteer making the referral;
- Full name and address of the child or young person, and their age and date of birth;
- Names and address of parents/carers, and their telephone numbers;
- Details of the child's gender, ethnicity, first language, and any special needs;
- The names of professionals known to be involved with the child and/or family. e.g. GP, Health Visitor, School;
- The nature of the concern; and foundation for them (including dates and times of any specific incidents);
- Whether the child or young person has been spoken to? And if so, what was said;
- An opinion on whether the child may need urgent action to make them safe;
- A view on what appears to be the needs of the child or the family;
- Whether the consent of a parent/carer has been given to the referral being made, and
- Whether this information has been passed on to anyone, and if anyone else has been consulted.

Post-referral action

Following a referral, Orchestras for All staff members and volunteers must:

- Ensure that an accurate record of the concern(s) made at the time is kept and saved in a password-protected document;

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info@orchestrasforall.org | 0207 267 4141 | orchestrasforall.org |      

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- Put the concerns in writing to Multi Agency Safeguarding Hubs (MASHs) or Children's Social Care Services within 24 hours, and
- Record the action agreed or that no further action is to be taken, and the reasons for this decision.

Whistleblowing

Whistleblowing at Orchestras for All describes when an employee (or a group of employees) raises a concern about malpractice or wrongdoing or provide information usually about illegal or dishonest practices within our work. The information, which should have come to the individual's attention through their work, is provided to Orchestras for All or a regulator.

You should call the NSPCC Whistleblowing Advice Line (0800 028 0285) after exhausting the procedures outlined in this policy. The NSPCC Whistleblowing Advice Line will support you if:

- you have concerns about the competence of the Designated Safeguarding Lead;
- you think your concern won't be dealt with properly or may be covered up;
- you've raised a concern, but it hasn't been acted upon, and
- you're worried about being treated unfairly.

You can call about an incident that happened in the past, is happening now or you believe may happen in the future. When calling the Advice Line, one of the NSPCC call handlers will connect you with a trained practitioner. They will discuss your concerns with you and:

- talk you through the whistleblowing process;
- take details of your concern;
- explain the protection available to you if you need it, and
- get relevant agencies to take action on your concern.

You don't have to tell the NSPCC who you are if you don't want to you can remain anonymous. If you do give your name and contact details, you can ask the NSPCC not to share these with other agencies.

Section Eight: Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept in a password protected document on the shared Orchestras for All shared drive for 10 years following the submission of the referral. The DSLs will be responsible for managing the password for these documents.

Information in relation to child protection concerns should be shared on a need-to-know basis. However, the sharing of information is vital to child protection and therefore the issue of confidentiality is secondary to a child's need for protection.

Children and young people

Children and young people have a right to information, especially any information that could increase their safety.

When sharing information, Orchestras for All staff members and volunteers should be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the child or young person with whom they are sharing.

Other bodies

A copy of Orchestras for All's Safeguarding Policy will be made available to any other appropriate body.