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Cambridge Early Music is Registered Charity No. 1127932; Private Limited Company No. 6463812

Safeguarding Policy

Cambridge Early Music (CEM) is committed to a practice which protects all young people and vulnerable adults from harm.

Staff and volunteers in this organisation accept and recognise responsibilities to develop awareness of issues which cause all young people and vulnerable adults harm.

CEM will endeavour to safeguard all young people and vulnerable adults by –

- Adopting safeguarding guidelines through a code of conduct for staff and volunteers.
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Staff working with children and vulnerable adults will have the necessary DRB checks

The policy and good practice guidelines will be reviewed at regular intervals.

CODE OF BEHAVIOUR

Statement of Intent

It is the policy of CEM to safeguard the welfare of all children and young people by protecting them from all forms of abuse, including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of CEM's programmes, training events or workshops. Personnel should at all times show respect and understanding for individual rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of CEM.

Guidelines for all CEM staff and volunteers

ATTITUDES

Staff and volunteers should be committed to:

- Treating children and young people with respect and dignity.
- Demonstrating correct behaviour at all times in line with the Code of Practice.
- Using appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respecting all rights to privacy.

ONE TO ONE CONTACT

Staff and volunteers should:

- Not spend excessive amounts of time alone with children, away from others.
- In the unlikely event of having to meet with an individual child or young person, make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts and are in the vicinity.

PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, CEM staff should seek a member of school staff or leader of the youth organisation to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

GENERAL

Staff and volunteers should:

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

RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within CEM or the work of CEM.

SHARING INFORMATION ABOUT SAFEGUARDING AND GOOD PRACTICE WITH, CHILDREN, STAFF AND VOLUNTEERS

Good communication is essential in any organisation. In CEM every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between, all those involved in CEM and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. CEM will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, CEM personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

CEM achieves this by:

- Publicising information on all primary, post-primary, youth and family work.

- Publishing the name and contact details of the designated Safeguarding Officer and how to make a complaint on the website www.CambridgeEarlyMusic.org
- Publishing a full copy of the Safeguarding Policy on the website www.CambridgeEarlyMusic.org

Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the CEM staff is aware of their responsibilities under the Safeguarding Policy and procedures. Each member of staff will receive updated training in safeguarding procedures as necessary.

Other Bodies

A copy of CEM's Safeguarding Policy will be made available to any other appropriate body as required.

SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in *Cambridge Early Music* has concerns, a record should be made in the appropriate log book. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details

ACTION TAKEN

ATTITUDES & APPROACH

- It may not be possible to guarantee absolute confidentiality, but Safeguarding will normally have precedence over any other issues.
- Listen to the child, rather than question him or her directly. Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption. Accept what is said – it is not your role to investigate or question. Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact the CEM Designated Safeguarding Officer for advice / guidance.
- The Designated Safeguarding Officer may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If the Designated Safeguarding Officer is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves
- Record any discussions or actions taken within 24 hours.

DESIGNATED SAFEGUARDING OFFICER

For reasons of confidentiality the only person who need to know this information is the following designated Safeguarding Officer:

Christopher Roberts (Dr)

Administrator
Cambridge Early Music
Box 111
23 King Street
Cambridge
CB1 1AH
Email: info@CambridgeEarlyMusic.org
Telephone: 0844 808 2412

The Designated Officer will inform the relevant outside organisation of the incident, including as necessary:

Cambridgeshire Social Services

Telephone: 0345 045 5203

Police

Telephone: 101

NSPCC Helpline

Telephone: 0808 800 5000

ChildLine

Telephone: 0800 1111

RECORD-KEEPING

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Safeguarding Officer will have access to these files.

PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

CEM operates employment and supervision procedures that ensure priority is given to issues relating to safeguarding.

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

CEM encourages the development of staff and volunteers through its ongoing support, supervision and training.

INDUCTION

Each new member of staff or volunteer is made familiar with CEM's policies and procedures including the Safeguarding Policy and Code of Behaviour during their induction.

APPRAISALS

Each new member of staff undergoes 12 month appraisals.

MENTORING SCHEMES

Each new member of staff is assigned to a mentor for the duration of 1 year. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

TRAINING

In *Cambridge Early Music* the Board of Trustees take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in, and should bring them to the attention of the appropriate person.

USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE

KEY CONCERNS

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children/young people when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children/young people
- There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children/young people when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

GUIDELINES FOR RECORDING IMAGES

- All children/young people featured in recordings must be appropriately dressed with garments covering their torso from at least the bottom of their neck to their thighs (ie: a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children).
- Images of those under a court order are not recorded or published.
- Any instances of use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- There is no intention to prevent artists and project managers using video equipment or photographs as part of a creative arts activity. However, performers and their parents/carers should be made aware that this is part of the artistic programme and parental consent should be secured in writing.
- Parental/carer consent must be given for recording and publishing images. A Child/Young Person Permission Form is the best way of achieving this and can be done at the beginning of the project/event.

GUIDELINES FOR PUBLISHING IMAGES

- If the child/young person is named, avoid using the photograph.
- If a photograph is used, avoid naming the child/young person or use their first name only. Personal details of children/young people such as an email address, home address or telephone number should never be revealed on digital media or in print.

- Make children/adults aware that pictures will be taken and how they will be used through a short discussion.
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure. Apply an increased level of consideration for the images of young people/young people used in digital media.
- Try to take photographs that represent the broad range of children and young people participating in the creative arts activity. This might include:
 - Male and female participants
 - Different ethnic communities
 - A range of clothing
 - Girls with covered hair e.g.: hat or scarf
 - Disabled people
 - Glasses

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT EVENTS

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Inform participants and parents/carers that a photographer will be in attendance at an event and ensure that they consent in writing both to the taking and publication of films or photographs.
- Do not allow unsupervised access to children/young people or one-to-one photography sessions at events.
- Do not approve/allow photography sessions outside the event or at a child's/vulnerable adult's home.

Parents/carer and other attendees might also wish to take photographs or record their children/adults participating at the activity/event:

- If parents/carers or other attendees are intending to photograph or video at an event they should also be made aware of CEM's policies

In addition:

- Parents/carers should be informed that if they have concerns about inappropriate or intrusive photography these should be reported to CEM's Safeguarding Officer and recorded in the same manner as any other child and young person safeguarding concern.
- The Safeguarding Officer should approach and challenge any person taking photographs who has not been given permission. The Safeguarding Officer might need to tell the person that he/she will be referred to the local police force if recording images continues.

CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

(Parents/carers, young people and children)

I understand that this event is being filmed/recorded and photographed, and I hereby grant permission for Cambridge Early Music to include my likeness, in any and all forms, in these records and recordings. I further grant permission for Cambridge Early Music to reproduce these records and recordings, if Cambridge Early Music chooses to, and for Cambridge Early Music to distribute (not for monetary gain) these records and recordings, in complete or partial form, in all promotional materials, including websites, print and all digital and electronic media now or hereafter known. I understand that my likeness or that of my child, in any and all forms, will be not identified or any names used.

All permissions granted by me and all releases by me herein shall be effective in perpetuity and throughout the universe. All permissions and releases herein extend and apply to Cambridge Early Music and its partners (funders, community partners, artists) to use my image, voice, and likeness for promotional material. Cambridge Early Music recognises the need to ensure the welfare and safety of all people taking part in its activities.

Name of project/activity: _____

Name of child/adult (insert name): _____

I (parent/carer) consent to Cambridge Early Music photographing or videoing the above named child/adult.

Signature: _____ Date: _____

With regard to the use of photographs and videos, Cambridge Early Music will follow guidance from the 'Use of Images of Children/Young People' section in the safeguarding policy. A copy is available on the website www.CambridgeEarlyMusic.org or from:

Christopher Roberts, Administrator
Cambridge Early Music
Box 111
23 King Street
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Email: info@CambridgeEarlyMusic.org
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SIGNED ON BEHALF OF CAMBRIDGE EARLY MUSIC

Signature:  _____ Date: _____