



Cambridge
Early Music

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

Safeguarding Policy (incorporating Child Protection Policy)

We at Cambridge Early Music (CEM) are committed to a practice which protects children from harm. We use the term 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989, updated in 2004.

Staff and volunteers working for CEM accept and recognise their responsibilities to develop awareness of issues which cause children harm.

We will endeavour to safeguard children by:

- Adopting safeguarding guidelines through a code of behaviour 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.

We are also committed to reviewing our policy and good practice at regular intervals.

CODE OF BEHAVIOUR

Statement of Intent

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

We are committed to creating a safe environment in which children 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 every individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of CEM.

Guidelines for all CEM trustees, staff and volunteers

ATTITUDES

Trustees, staff and volunteers should be committed to:

- Treating children with respect and dignity.
- Always listening to what a child is saying.
- Valuing each child.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child.

BY EXAMPLE

Trustees, staff and volunteers should endeavour to:

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

ONE-TO-ONE CONTACT

Trustees, 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, 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.

PHYSICAL CONTACT

Trustees, staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay.
- Do things of a personal nature for a child that they can do for themselves. If such an incident arises, for example, where a child has limited mobility, CEM representatives 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

Trustees, staff and volunteers should:

- Be aware that someone might misinterpret our 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, even in fun.

RELATIONSHIPS

Trustees, staff and volunteers who are involved in relationships with other trustees, 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, TRUSTEES, STAFF AND VOLUNTEERS

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

It is the responsibility of the Administrator to ensure that information is available to, and exchanged between, all those involved in CEM and its activities. While some information is confidential and should only be shared on a need-to-know basis, GDPR does not 'trump' Safeguarding; fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Children

Children 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 communicating.

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 our work with children.
- Publishing the name of our Designated Safeguarding Officer and how to make a complaint on our internet site www.CambridgeEarlyMusic.org
- Publishing a full copy of the Safeguarding Policy on the internet site www.CambridgeEarlyMusic.org

Trustees, Staff & Volunteers

As CEM is an organisation that offers musical tuition and guidance to children, it is imperative that each trustee, member of staff and volunteer is aware of his/her responsibilities under the Safeguarding legislation and has a working knowledge of CEM's procedures. Each individual must read this policy and agree to observe it. The Administrator must hold a recent Disclosure and Barring Service (DBS) check certificate.

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 CEM has concerns, a record should be made. Details must include, as far as practical:

- Name and age of child
- Home address (if known)
- Date of birth (if known)
- Name/s and address/es of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Whether the person making the report is expressing their own concerns, or passing on those of somebody else.
- What has prompted the concerns: include dates and times of any specific incidents
- Whether the child has been spoken to. If so, provide a record of the conversation.
- Whether anybody has been alleged to be the abuser. If so, record details
- To whom this information is being provided, e.g. Designated Safeguarding Officer, school, social services.
- Whether anyone else has been consulted. If so, record details

RECORD-KEEPING

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

DISCLOSURE

- Never guarantee absolute confidentiality, as Safeguarding will always 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 him/her, 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.

FOLLOWING THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

CEM operates employment and supervision procedures that ensure highest 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.

TRAINING

In CEM, 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.

USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE

KEY CONCERNS

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

- The possible identification of children 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.

RECORDING IMAGES OF CHILDREN

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children 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 featured in recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs.
- The photograph should ideally focus on the activity. Where possible images of children should be recorded in small groups (the group may comprise any combination of adults and children).
- Ensure that 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. A template consent form is provided below.

GUIDELINES FOR PUBLISHING IMAGES

- If the child is named, avoid using the photograph.
- If a photograph is used, avoid naming the child or use their first name only. Personal details of children such as an email address, home address or telephone number should never be revealed on digital media or in print.
- Make children aware that pictures will be taken and how they will be used through a short discussion.
- Ask for parental/carer permission to use an image of a child. This ensures that parents/carers are aware of the way the image of their child is representing Create. A Child Permission Form is the best way of achieving this and can be done at the beginning of the project/event.
- Think about the level of consideration that you give to the use of images in all publications. Apply an increased level of consideration for the images of children used in digital media.
- Try to take photographs that represent the broad range of children participating in the creative arts activity.

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT EVENTS

There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of children. While this might be rare, you still have a duty of care to ensure that this risk is as small as possible. By taking some simple steps you will reduce that risk.

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure that they are clear about CEM's expectations of them in relation to child protection.

- 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 or one-to-one photography at events.
- Do not approve/allow photography sessions outside the event or at a child's home.

Parents/carer and other attendees might also wish to take photographs or record their children 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 expectations.
- Parents/carers should be required to register/book for an event if they wish to use photographic equipment.

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 registered. The Safeguarding Officer might need to refer to the local police force if this person continues to record images.

TEMPLATE CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

(Parents/carers and children)

I understand that this event is being filmed/recorded and photographed, and I hereby grant permission for CEM to include my likeness, in any and all forms, in these records and recordings. I further grant permission for CEM to reproduce these records and recordings, if CEM chooses to, and for CEM 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 full 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 CEM and its partners (funders, community partners, artists) to use my image, voice, and likeness for promotional material. CEM recognises the need to ensure the welfare and safety of all people taking part in its activities.

With regard to the use of photographs, CEM will follow guidance from the ‘Use of Images of Children’ section in our Safeguarding Policy. A copy is available on our website www.CambridgeEarlyMusic.org or from the Administrator.

Name of project/activity:

Name of child *(insert name)*:

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

Signature: _____

Date: _____

DESIGNATED SAFEGUARDING OFFICER

CEM's Designated Safeguarding Officer is:

The Administrator

Cambridge Early Music, 11b King's Parade, Cambridge, CB2 1SJ

Email: info@CambridgeEarlyMusic.org

Telephone: 0844 808 2412

Cambridgeshire Social Services

Telephone: 0345 045 5203

Police

Telephone: 101

NSPCC Helpline

Telephone: 0808 800 5000

ChildLine

Telephone: 0800 1111

REVIEW DATE

This document replaces CEM's Safeguarding Policy 2015. It was reviewed and approved by Cambridge Early Music's Board of Trustees on 15 July 2019, and will be due for review again in July 2022.