

CHILD PROTECTION POLICY

Preliminary Statement

The trustees, senior management team and staff of the London Youth Choir believe that every child and young person who comes into contact with the choir has at all times and in all situations a right to feel safe and to be protected from any abusive or potentially abusive situation or practice.

This Child Protection Policy has been assembled with this statement in mind. It is also intended to be a means of giving guidance to trustees, senior management team and staff as to the best way of achieving our objectives by providing a secure and safe environment in which all young persons may flourish and feel comfortable.

All London Youth Choir staff members are issued with a copy of the Choir's Child Protection Policy and Procedures. Parents are informed of the Choir's duties and responsibilities under the Child Protection Policy and Procedures through the incorporation of a statement of intent on our website and by means of direct explanation when their child joins LYC. Where it is believed that a child is suffering from, or is at risk of, significant harm, we shall follow our LYC procedure for this, which is in line with *Working Together* guidance and the multi-agency procedures set out by the LSCB.

Legal framework

This policy and set of procedures have been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- GDPR 2018, Data Protection Act 1998 and subsequent guidance and regulations
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant local and government guidance on safeguarding children; specifically, LSCB (Local Safeguarding Children's Board) Child Protection Procedures and the statutory multi-agency guidance, '*Working Together to Safeguard Children*'
- Legislation governing children as performers, child licensing and the use of chaperones (Children and Young Persons Acts 1933 and 1963; and the Children (Performances and Activities) (England) Regulations 2014 and 2018 update

LYC COMMITMENT

London Youth Choir was established for the benefit of children and young people (including young adults), and will therefore ensure that in all safeguarding matters, the best interests of children, young people and young adult members will remain paramount.

London Youth Choir will meet its commitment to safeguarding children by the following means:

Awareness: Ensuring that all staff and volunteers are aware of the dangers of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and others minimise the risk to children and act in a way that promotes their best interests.

Reporting: Ensuring that staff and volunteers are clear as to the steps which need to be taken where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

London Youth Choir will ensure that it meets the above standards of awareness, preventing, reporting and responding by:

- Valuing children and young people, listening and respecting them, and taking seriously any concerns raised
- Taking positive steps via the adoption and implementation of child protection procedures and a code of conduct for all LYC members
- Appointing a designated person for safeguarding, a deputy and a lead trustee
- Working in partnership with parents/carers and/or other professionals to ensure the protection of children
- Developing and implementing an effective e-safety policy and related procedures
- Keeping abreast of training and approaches in safeguarding, child protection and prevention of child mental health developments
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about child protection and good practice with children, parents, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving parents and children appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Ensuring that we comply with legal and regulatory requirements as set out in child licensing legislation and guidance on the use of chaperones

This policy should be read alongside

- Recruitment, induction and training
- Role of the Designated Safeguarding Officer (included)
- Dealing with disclosures and concerns about a child (included)
- Managing concerns or allegations about staff and volunteers

- Recording, record storage and retention (included)
- Confidentiality and information sharing
- Code of conduct for staff and volunteers
- E-safety, use of images and film, and Social Media (included)
- Anti-bullying
- Complaints
- Grievance
- Whistleblowing
- Adult: child ratio
- Health and safety
- Supervision and support
- Policy and procedures for safeguarding young adults
- Procedure for Youth Mental Health First Aid

Contact details:

Designated Safeguarding Person (DSP)

Name: Cathy Phillips Brady, Head of Safeguarding and Wellbeing (HoSW)
pastoral@londonyouthchoir.com / cathy.alghabra@londonyouthchoir.com
 07845614666

Deputy DSP

Name: Florence Bavanandan
pastoral@londonyouthchoir.com
 07809737459

Choirs Manager (for contact if neither DSP nor Deputy is available)

Name: Jenny Forsyth
pastoral@londonyouthchoir.com / office@londonyouthchoir.com
 07542 109851

Senior Lead for Safeguarding

Name: George Wills, Lead Trustee for Safeguarding
george.wills@drystone.com

Executive Director (LYC)

Name: Nina Camilleri
nina.camilleri@londonyouthchoir.com
 07979 806218

Children's Social Care (City of London)

020 7332 3621 / 020 8356 2710

Emergency duty team in Children's Social Care

020 7332 3621

Designated person in local authority for managing allegations against staff

LADO@cityoflondon.gov.uk
 020 7332 1215

City of London Police
0800 389 5909 / 101 / 999

CEOP
www.ceop.police.uk

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation.

This policy was last reviewed on: **Wednesday 19 September 2018**

Person/s responsible for overseeing review:

Cathy Phillips Brady, Head of Safeguarding and Wellbeing
George Wills, Senior Lead for Safeguarding
Nina Camilleri, Executive Director

DESIGNATED PERSON FOR SAFEGUARDING

Our Designated Person role is shared:

Cathy Phillips Brady, Head of Safeguarding and Wellbeing (HoSW), is the first port of call if there are safeguarding concerns about a child or young person. She also has the following safeguarding duties in relation to children and young people:

- managing the development, updating and implementation of our safeguarding policies and procedures
- ensure that these policies and procedures are consistent with LSCB policies and procedures
- ensure that all staff and volunteers are aware of these policies and procedures;
- ensure that all staff members know to whom they must pass on concerns;
- organise safeguarding training and awareness raising for staff and volunteers
- act as a source of expertise and advice within the London Youth Choir, keeping up to date with training and law changes
- co-ordinate action within the London Youth Choir and develop an effective working relationship with other agencies
- attend child protection conferences where necessary or submit reports on the behalf of London Youth Choir to such conferences

The HoSW role is supported by Deputy Designated Safeguarding Person, Florence Bavanandan, who acts as Deputy Designated Person if Cathy is not available and a safeguarding concern emerges about a child or young person who is a member of LYC; or concerns about the behaviour or information relating to a staff member or volunteer of LYC who could pose a safeguarding risk

If neither of these people is available, Choirs Manager, Jenny Forsyth, carries DSP responsibility.

TYPES OF ABUSE

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance '*Working Together to Safeguard Children*' (2015) defines various forms of abuse, including:

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 fabricates the symptoms of, or deliberately induces, illness in a child.

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emerging forms of abuse

As suggested under the 'Sexual Abuse' heading above, it should be noted that perpetrators are increasingly using online methods to access children and young people as well as to indulge in abuse by creating or downloading abusive images of them. Other forms of abuse that have come to public attention relatively recently have included the sexual exploitation of children and young people for commercial gain, forms of modern slavery, and abuse linked to cultural or religious belief (such as female genital mutilation, honour violence, forced marriage, radicalisation or abuse associated with a belief in spiritual possession)

Abuse of a position of trust

This is a legal concept within The Sexual Offences Act 2003. It involves an adult of 18 or over engaging in sexual activity with or in the presence of a child or young person under 18, where the older person is in a position of responsibility towards the child or young person in one of a variety of settings, including a 'workplace setting'. The concept also covers 'causing or inciting a child' to engage in sexual activity, and 'causing a child to watch a sexual act'

Responsibilities under *Working Together to Safeguard Children* Under Chapter 1 of this statutory guidance it is the responsibility for staff and volunteers working for or on behalf of LYC to share information and work together with statutory partners if they have concerns that a child or young person may be at risk of abuse or neglect. Once a referral has been received by a local authority children's social care team, they should, within one working day, make a decision about the type of response that is required and acknowledge receipt to the referrer. Feedback should also be provided to the referrer on decisions taken by the local authority. For example, the local authority, may take the view that the child and family are in need of support services, or may decide that the child is in need of protection. If LYC believes that the position taken by the local authority is inadequate to protect the child or young person, we will consider escalating the referral within the Local Authority. It is not the job of LYC to take a view on whether abuse has taken place or is at risk of taking place, nor is it the job of LYC to conduct an assessment on this matter; this is the role of the statutory agencies such as the local authority and police.

WHEN TO BE CONCERNED

Concerns about a child or young person might arise in a number of ways

- A child may disclose abuse or exhibit behaviour or physical symptoms that suggests that they or someone else is being abused or at risk of significant harm
- It should be noted that a child may report abuse or risk to a third party when in fact they may be talking about themselves and testing what will happen or the type of response they may receive
- A family member or carer may raise concerns about a child

- Another staff member, volunteer, mentor or third party colleague may raise concerns about a child
- A family member or carer may behave in a way that raises concerns that they might present a risk to a child
- There may be concerns that a member of staff, volunteer or someone in a partner agency may have abused a child or may present a risk
- A child or young person (or an older relative or carer) may disclose historical abuse that suggests either or both that the person is still suffering harm as a result of the abuse or that other members of the family or social circle are still at risk or long-term survivors of the abuse

RECOGNISING SIGNS OF ABUSE

It is not always easy to spot physical or behavioural signs that a child has been abused: some abused children show no outward signs of what is happening to them; on the other hand, some of the signs below may have other explanations that do not involve abuse. However, it is helpful to be aware of some of the more typical signs and indicators which should trigger suspicions, particularly if they occur in clusters, or represent a change in the norm for that child, or do not fit with what might be considered 'normal' development. These indicators include:

Physical Abuse

- Unexplained or untreated injuries
- Injuries that are unusual in appearance or are on unusual parts of the body, for example, marks that look like cigarette burns, bites, belt marks or scalds
- Fear of parents being contacted, going home or receiving medical attention
- Flinching when touched, refusal to discuss injury
- Covering arms or legs
- Aggressive or withdrawn
- Fear of one person

Emotional Abuse

- Over-reaction to mistakes
- Sudden speech disorders
- Extremes of emotions
- Self-harm
- Poor personal hygiene
- A normally outgoing child becoming unusually quiet or withdrawn

Sexual Abuse

- Pain, itching, bruising or bleeding to genital areas
- Stomach pains
- Discomfort when walking
- Unexplained source of money or gifts
- Inappropriate sexual drawings/language/behaviour

In addition, signs of possible **sexual exploitation** may include:

- Preoccupation with a new group of friends or a new, often older, boyfriend or girlfriend – sometimes to the exclusion of more established family or social networks.
- Going missing or staying out late
- Skipping school

- Sexually transmitted infections
- Pregnancy
- Uncharacteristic use of alcohol or drugs

Abuse by Neglect

- Constantly hungry
- Inappropriate clothing or dress
- Constantly tired, lonely, no friends
- Underweight
- No parental support or interest
- Dishevelled appearance

For more information about signs and indicators of abuse of children and young people, go to the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Dealing with a direct disclosure from a child or young person

If a child discloses that s/he has been abused, the member of staff should:

- Listen carefully to what the child says without displaying shock or disbelief;
- Accept what is being said;
- Allow the child to talk freely;
- Reassure the child but do not make promises which it may not be possible to keep;
- Not promise confidentiality – it may well be necessary to inform Children’s Social Care;
- Reassure the child that it is not his or her fault;
- Stress that it is right to tell;
- Listen and do not ask direct or leading questions;
- Not criticise the perpetrator – the child may well still love him or her;
- Explain what you have to do next;
- Thank him or her for confiding in you.

Procedure to follow in cases where there is a concern that a child or young person may have been abused or be at risk of abuse

- If any volunteer or member of staff is concerned about a child, he or she must inform the Designated Safeguarding Officer immediately (within the same working day). In the absence of the Designated Safeguarding Officer, the Deputy Safeguarding Officer, Choirs Manager or Artistic Director must be informed.
- Notes should be made about the concerns as quickly as possible and within one working day of their coming to light; the standard form should be used for this.
- The Designated Safeguarding Officer will decide whether an immediate referral is necessary. S/he may decide to seek advice from Children’s Social Care or the NSPCC Helpline.
- After a verbal referral has been made to Children’s Social Care, the Designated Safeguarding Officer will, within 48 hours, forward a written report to Children’s Social Care, confirming the telephone conversation.
- Particular attention will be paid to the physical, social and emotional development of any child who has been identified as being at possible risk. If a child is in immediate danger (for example, to the extent that they cannot safely return home), the Police should be

contacted. If he or she requires emergency medical attention, first aid should be administered and an ambulance should be called.

- The child's parents or carers should be informed if a referral has been made or is to be made to Children's Social Care **unless**: a family member might be responsible for abusing the child; or someone may be put in danger by the family being informed; or informing the family might interfere with a criminal investigation. If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.
- If the staff member/volunteer and DSO/HPC decide that the concern does not warrant a referral to children's social care, they should, with the consent of the young person and family, decide what else, if anything, needs to be done to support the child and their family. For example, they might decide to discuss the concern with other services (eg school) to ensure that the child's needs are being met.
- **Remember**: if in doubt, seek advice from Children's Social Care or the NSPCC Helpline; it is not the job of LYC to decide whether a child has been abused or is at risk of abuse; but it is the job of LYC to pass on relevant information if there is a concern that this may be the case

Notes on the storage of records

- Notes made relating to a child protection concern must not be destroyed, even if a more detailed report is later written. They may be needed in Court.
- All Child Protection files must be marked 'Strictly Confidential' and kept in secure conditions, separate from other Choir records.
- Each child for whom a child protection/safeguarding record has been made should have a separate file to ensure that personal details of children and families are not at risk of being shared inappropriately
- Parents who request access to Child Protection files will be asked to put their request in writing for consideration by the DSO. A decision about access will normally be made within 10 working days of the written request being received. Such access will not be granted if it would in any way place the child or another child at risk, or if the file contains confidential information provided by the child where consent to share the information with parents has not been obtained. Any third party information should be removed from the file prior to access being granted.
- Child Protection files will be kept by the Choir for seven years and then destroyed securely.

Support

Dealing with child protection is always difficult and stressful. Members of staff should consider seeking support for themselves, initially from the Designated Person or their line manager.

Allegations Involving a Member of Staff

- When an allegation is made against a colleague, or where a member of staff or volunteer has a concern that a colleague may pose a risk to children, immediate advice must be sought from the Designated Person or line manager.
- The **Procedure for Managing Concerns or Allegations against a Member of Staff or Volunteer** will then be followed

E-safety, use of photographs and film, and Social Media

- Staff members, whether paid or unpaid, are expected to abide by the aspects of the **Staff Code of Conduct** that relate to the use of social media. This includes the requirement that no member of staff or volunteer may be in contact with a member of the London Youth Choir on Facebook, Twitter, or any other social media network.
- Unauthorised creation or use of photography and video images is prohibited by LYC; official photography and film for use on our website or in other publicity will be subject to strict ethical **Guidelines** that ensure compliance with data protection legislation and the safeguarding of children and young people
- Written parental consent and consent from children and young people themselves will be sought when children and young people join LYC; this does not preclude parents or children withdrawing their consent either altogether or for specific events/projects

Weekly rehearsal procedures

- LYC has clear physical contact guidelines setting out the circumstances in which physical contact is and is not appropriate for any member of staff may have any physical contact with a member of the London Youth Choir except where this is necessary in an emergency and/or can be justified (for example, if contact is necessary to prevent harm to a child or someone else, or if a child is in distress and would like a hug as a form of comfort); in such situations a record will be made as soon as possible after the event, shared with the DSO and kept on the member's file.
- Members of staff should not normally be alone with a member of the London Youth Choir. Exceptions to this rule may, however, occur in unforeseen or emergency situations and may on such occasions be in the interests of the child or young person. In such situations a record will be made as soon as possible after the event, shared with the DSO and kept on the member's file. If a situation arises in which a member of the choir has to be alone with a member of staff, the member of staff should if possible make another member of staff aware of this beforehand, and should, if possible, remain within hearing of another member of staff.
- Contact details of the young people will be kept confidential and will only be used by London Youth Choir staff for London Youth Choir administration.
- The **Staff Code of Conduct** provides further information about staff behaviour at weekly rehearsals
- LYC will be implementing a new 'Wellbeing Week' once per month at rehearsals, in order to create and maintain a safe atmosphere, and encourage good youth mental health practise. This will be trialled in Autumn term 2018.

Residential Courses, Visits away from usual venue, Tours and Work with other groups

- Our safeguarding and child protection policy and procedures apply in any situation involving the London Youth Choir, whether in its normal venue of St City of London Boys' School, or when working, visiting or travelling elsewhere.

- In addition, prior to any activity away from its usual base or any activity involving work with a third party (for example, a school, professional choir or orchestra) a health and safety risk assessment will be carried out.
- For day trips, tours and residential events, the **Safeguarding on Trips Guidance** will be used
- For any activity involving a third party, the **Safeguarding Protocol Checklist** will be used

Aspire

- Our safeguarding and child protection policy and procedures also apply to any LYC staff member or volunteer working as part of our Aspire programme
- This is a clear instance where third party organisations such as schools are involved, and we will therefore liaise with them closely prior to entering into an agreement with them, making use of our **Safeguarding Protocol Checklist**. This enables us to be clear about where safeguarding responsibilities lie in the event of a concern or in relation to general safe practice such as health and safety risk assessments, information provided to parents, consent issues etc.
- If the LYC becomes concerned about the safety or welfare of any child or young person involved in the **Aspire** programme via a partnership with the child's school, we will automatically discuss the matter with the Safeguarding Officer at the school at the earliest opportunity.
- We also ask that the child's school inform the DSO at LYC if a child involved in the programme becomes the subject of a safeguarding concern.

Child performance licenses

- When planning any event that may be considered a performance and involving children and young people under the age of 18, the LYC will always consider at the earliest possible stage whether the child will require licensing. Child performance license regulations and the guidance issued by NNCEE set out the requirements for organisers of events where children are performers, in order to ensure that the children in question are properly safeguarded. Where possible, in instances requiring licences, LYC will seek "body of persons" approval by the local authority in whose area the performance takes place.

Chaperones

- Where required to do so, LYC will use local authority approved licensed chaperones to act in loco parentis for children and young people, whenever those children are involved in an activity under licence. This will not, however, be necessary if children are under the direct supervision of their parent or their teacher.
- LYC has begun to establish a database of local authority approved licensed chaperones for the safe travelling of select Junior Apprentices from NW London who have opted for

this service. This is under trial in the Autumn Term 2018 and will be reviewed at the end of term for further development by Cathy and Jenny.

Mandatory agreement from all LYC Staff

The trustees and musical directors of the London Youth Choir need to ensure that all members of staff have read, understood, and agreed to abide by all agreed policies and procedures.

To assure themselves that this is the case, all members of staff have to confirm this in writing. A copy of this confirmation will be retained by the Choirs Manager.

Any queries regarding this policy, or any other relevant policies and procedures, should be addressed to Cathy Phillips Brady, Head of Safeguarding and Wellbeing at pastoral@londonyouthchoir.com or Jenny Forsyth, Choirs Manager at office@londonyouthchoir.com

I have read, understood and agree to abide by the London Youth Choir's child protection procedures and policies.

Name of Member of staff

Signature of Member of Staff

Date