Salisbury Area Young Musicians, Friends of Salisbury Area Young Musicians and FSAYM Ltd

Child Safeguarding (and Child Protection) Policy

For the purposes of this document, Salisbury Area Young Musicians (SAYM) includes Friends of Salisbury Area Young Musicians (FSAYM) and FSAYM Ltd except where specifically stated

In this document, a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

1 Introduction

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual, emotional or through neglect, which can be just as damaging to a child as physical abuse

SAYM is committed to ensuring that children and young people are protected and kept safe from abuse or significant harm whilst involved in any activity carried out by our organisation and that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual orientation or gender identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all contractors and volunteers have a responsibility to report concerns to the appropriate person
- contractors and volunteers attend suitable training and understand that it is not their role to decide if abuse or significant harm has occurred, but to report any concerns to the appropriate authority or colleague
- The Board of Directors of FSAYM Ltd oversee this policy, and have Safeguarding as a standing item on meeting agendas. There is a nominated member of the Directors of FSAYM Ltd for Safeguarding, however safeguarding remains the responsibility of all directors.

2 Policy statement/aims

This policy is based on "Working Together to Safeguard Children 2018" and the Charity Commission's Policy Paper "Safeguarding children and young people" 2017 (updated 2019)

- This policy should be read alongside the following other SAYM Policies
    - Health and Safety
    - Equalities Policy
    - Data Protection
    - Recruitment
- SAYM has a duty of care to safeguard all children from harm

- All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account
- SAYM will ensure the safety and protection of all children involved through adherence to Wiltshire Safeguarding Vulnerable People Partnership (WSVPP) procedures (https://wiltshiresvpp.org.uk) in respect of concerns about a child or allegations against contractors and volunteers
- The aim of the SAYM child safeguarding policy is to promote good practice by:
    - providing children and young people with appropriate safety and protection whilst in their care
    - training and supporting all contractors and volunteers to make informed and confident responses to specific child protection issues

3 Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgments about the appropriate action to take.

Significant harm can occur within many situations including the home, school and the childcare environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Contractors and volunteers will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice and or abuse should be reported to the Designated Safeguarding Lead (DSL) who is the SAYM Manager following the guidelines in this document.

When a child enters SAYM having been subjected to child abuse, support and an open, safe environment can play a crucial role in improving the child's self-esteem. In such instances the SAYM Manager should aim to work with the parents/carers and appropriate agencies (if applicable) to ensure the child receives the required support and that contractors and volunteers are well informed

4 Good practice guidelines

All contractors and volunteers should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate

4a Good practice means:

- Always working in a safe learning environment
    - In any room, contractors and volunteers should ensure that the exit for children is unobstructed either by people or by objects and particularly by themselves.
    - In the unfortunate situation of rehearsals being given in a room that other people cannot easily see into, contractors and volunteers should:
        - leave the door open when possible and practical to do so
        - positively invite the others to visit at any time

    - establish a "knock and walk in" rule rather than having club members waiting outside
- Treating all children with equal concern and with respect and dignity
- Always putting the welfare of each child first.
- Building balanced relationships based on mutual trust
- Making activities enjoyable and age appropriate
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the child's needs as identified in partnership working with parents and other relevant professionals involved in the child's care
- Ensuring that contractors and volunteers have appropriate qualifications and training
- Ensuring that at least one contractor or volunteer at each venue has a basic first aid qualification
- Being an excellent role model
- Giving enthusiastic and constructive feedback rather than negative criticism to children
- Recognising the developmental needs and capacity of children including those with additional needs
- Providing opportunities that will challenge but are achievable.
- Ensuring that up to date contact details are available
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Completing a register early on in each session
- Not leaving a child unattended at an SAYM venue after sessions have finished

4b Physical Contact

With respect to physical contact:

- The basic rule is ***only touch when there is a good reason to touch.*** Wherever possible, 'model' good practice. (e.g. good posture)
- All those working with SAYM should find ways of encouraging and congratulating club members without physical contact
- If it is considered **essential** to touch a club member, for instance, to administer first aid or to support the teaching of physical actions, all those working with SAYM should as much as possible:
    - ensure that the club members is comfortable with the physical contact (ask) AND
    - announce his/her intention very clearly and involve the other club members so they can see exactly what is happening AND
    - plan the activity to take place as a group activity with a parent or colleague in the room wherever possible
- All those working with SAYM should **never** touch the chest, waist, diaphragm or ribs of club members in order to teach breathing.
- Further, it is not acceptable to ask club members to touch them, nor is it acceptable to ask them to touch each other

4c Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- If spending time alone with a child away from others, for example giving individual lessons, follow the Good Practice guidelines in 4a, above
- Avoid taking or dropping off a child to an event or activity
- Avoid taking photographs of children unless written permission has been given by parent/carer
- Avoid leaving your ensemble/children in the care of a volunteer or other adult except where specific arrangements have been made for that adult to supervise children

4d Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children that they can do for themselves
- Invite or allow children to meet or stay with you at your home
- Invite children to 'become friends' on social networking sites such as Facebook
- Use private phone numbers, personal email addresses and social networking sites for communicating with children
- Hold children's mobile phone numbers on your personal mobile phone or give your personal mobile phone number to children

5 Incidents that must be reported/recorded

If any of the following occur you should report this immediately to SAYM's Designated Safeguarding Lead (DSL) who is the SAYM Manager, and record the incident. You should also ensure the parents of the child are informed unless doing so puts the child at additional risk:

- If you accidentally hurt a child
- If a child appears to be sexually aroused by your actions or displays sexual activity
- If a child discloses abuse of any kind – physical, emotional, sexual, neglect
- If any adult behaves in a way that is inappropriate or may pose a threat to the safety of children

6 Use of photographic equipment.

Written permission should be sought from parents to take photographs and they should be aware of how they will be used by the SAYM

7 Recruitment and training of contractors and volunteers

SAYM recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

For all contractors, unsupervised volunteers and trustees a Disclosure and Barring Service (DBS) check or update service check will be carried out at the highest level eligible for the work to be carried out.

See the SAYM Recruitment Policy for further details.

All contractors are required to have read and abide by this Child Safeguarding Policy

8 Training

Contractors and volunteers should maintain up to date safeguarding training at a level commensurate with their responsibilities

SAYM is committed to Safeguarding and requires that:

- Contractors and any volunteers working directly with children and young people should complete an accredited basic level safeguarding training
- The SAYM Manager must compete accredited safeguarding training equivalent to at least previously Level 2 multi-agency or the advanced multiagency child protection training
- The SAYM Manager or a member of the interviewing panel should have completed the Safer Recruitment training
- The SAYM Manager will be the DSL. Contractors and volunteers should also be aware that if they have safeguarding concerns about that named individual then they know how to report these concerns
- Contractors will be supported to identify training needs as part of their continuous professional development

9 Responding to allegations or suspicions

It is not the responsibility of anyone working in SAYM, in a paid or unpaid capacity, to decide whether or not child abuse or significant harm has taken place.

However, there **is** a responsibility to act on any concerns by reporting these to the DSL and following the Wiltshire Safeguarding Vulnerable People Partnership guidance (https://wiltshiresvpp.org.uk/)

SAYM should reassure all contractors and volunteers that it will fully support and protect anyone, who, in good faith reports his or her concern that a colleague is, or may be, abusing a child.

10 Action if there are concerns

10a Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the DSL will deal with it as a conduct issue
- If the allegation is about the poor practice of the DSL, or if the matter has been handled inadequately and concerns remain, any person may report directly to the Wiltshire Designated Officer for Allegations at Wiltshire Council (see flow chart 'Allegations against Adults Who Work With Children '), who will decide how to deal with the allegation and advise regarding whether to initiate disciplinary proceedings

10b Concerns about suspected abuse or significant harm:

- Any suspicion that a child has experienced or is at risk of significant harm by/from either a contractor or volunteer must be reported to the DSL, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- The DSL must follow the Wiltshire Safeguarding Vulnerable People Partnership guidance (see flow chart 'What to do if you are worried a child is being abused or neglected' at https://wiltshiresvpp.org.uk/), referring the allegation to the social services department who may involve the police
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department or the Designated Officer for Allegations and providing this will not put the child at risk of further harm
- If the DSL is the subject of the suspicion/allegation, the report must be made directly to the Director of FSAYM Ltd responsible for Safeguarding or in his/her absence the Wiltshire Designated Officer for Allegations at Wiltshire Council (see flow chart 'Allegations against Adults Who Work With Children' https://wiltshiresvpp.org.uk/)

11 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only. This includes the following people:

- The DSL
- The parents of the person who is alleged to have been abused
- The person making the allegation

In English law, where there are concerns that a child is, or may be, at risk of significant harm, the prevailing consideration is to safeguard the child and confidentiality may be overridden in such situations

Any information should be stored in a secure place with limited access to designated people, in line with data protection laws (i.e. that information is accurate, regularly updated, relevant and secure)

12 Allegations of previous (historical) abuse

Allegations of abuse may be made some time after the event (for example by an adult who was abused as a child or an allegation of abuse by someone who is still currently working with children)

Where such an allegation is made, SAYM should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside SAYM, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999

13 Action if bullying is suspected

Bullying, including online or cyber bullying, is also classed as abuse and the procedures should also be followed

- If the allegation is against a contractor or volunteer then the procedures should be followed in the flow chart 'Allegations against Adults who work with Children'
- If the allegation is against another child then the WSVPP flow chart 'What to do if you are worried a child is being abused or neglected' can be used and confidential advice sought in the first instance regarding the most appropriate action to take

13a Action to help the victim and prevent bullying:

Bullying can lead to serious consequences including self-harm and suicide, so if anyone talks about or threatens suicide, seek professional help immediately.

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns
- Help the victim to speak out and make all children aware of the importance to tell the person in charge or someone in authority
- Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to SAYM's DSL

13b Action towards the bully (where the bully is another child):

- Talk with the bully, explain the situation, and try to get the bully to understand the consequences of their behaviour
- Seek an apology to the victim(s)
- Inform the bully's parents
- Insist on the return of 'borrowed' items and that the bully compensates the victim
- Impose sanctions as necessary
- Encourage and support the bully to change behaviour
- Where possible, hold meetings with the families to support and report on progress
- Inform all staff members of action taken
- Keep a written record of action taken

- Most 'low level' incidents will be dealt with at the time by contractors and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the DSL and may lead to criminal charges

14 Concerns outside the immediate club environment (e.g. a parent or carer)

- Report your concerns to the DSL who should contact social services or the police as soon as possible
- If the DSL is not available, the person being told of or discovering the abuse should follow the guidance on the WSVPP flow chart 'What to do if you are worried a child is being abused or neglected'. Social Services will decide how to proceed
- Maintain confidentiality on a **need to know** basis only

15 Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation
    - Include dates, times, any special factors and other relevant information
    - Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries
- Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
    - If so what has been said?
- Has anyone else been consulted?
    - If so record details
- If the child was not the person who reported the incident, has the child been spoken to?
    - If so what was said?
    - Has anyone been alleged to be the abuser?
    - Record details

The name of the person who took the referral should be recorded.

Where possible referral to the police or social services should be confirmed in writing within 24 hours

Further confidential advice can be sought from the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.

IMPORTANT: If you think a child or young person is at immediate risk of significant harm, or is injured, contact the Integrated Front Door service, which consists of Multi-Agency Safeguarding Hub (MASH), Early Support Hub (ESH) and Out of Hours Service (EDS) on 0300 4560108 or if there is immediate danger phone 999.

Integrated Front Door (out of hours service) – 0300 4560100

Integrated Front Door (IFD)
0300 4560108 Integratedfrontdoor@wiltshire.gov.uk

IMPORTANT: Emails containing personal or confidential information must be sent to: Integratedfrontdoor@wiltshire.gov.uk

Remember: Information sharing with consent from the parent (or young person if appropriate) is required unless there is evidence of serious harm or neglect.

Wiltshire Safeguarding Children Board
https://www.wiltshire.gov.uk/children-young-people-protection

16 SAYM Designated Persons

The Designated Safeguarding Lead (DSL) for SAYM is the SAYM manager:
Sarah Freestone
07973 333230
Nominated member of the Directors of FSAYM Ltd for Safeguarding:
Isabel Wood
07899897791

17 Information and resources

SAYM will ensure that the content of this policy is available to all contractors and volunteers, parents and the young musicians

This policy will be held on the SAYM Website

18 Reporting to the Charity Commission

Serious safeguarding risks need to be reported to the Charity Commission including

- incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and:

- this happened while they were under the care of the charity
- someone connected with the charity, for example a trustee, staff member or volunteer, was responsible for the abuse or mistreatment (alleged or actual)

- other incidents of abuse or mistreatment (alleged or actual) which have resulted in or risk significant harm to them and are connected to the charity's activities
- breaches of procedures or policies at the charity which have put people who come into contact with it through its work at significant risk of harm

It is the duty of the trustee to report to the Charity Commission, so report would usually be made by the FSAYM Director with responsibility for Safeguarding in consultation with the DSL and all other Directors.

19 Monitoring and review of the Policy

This policy will be monitored by FSAYM Ltd and reviewed annually

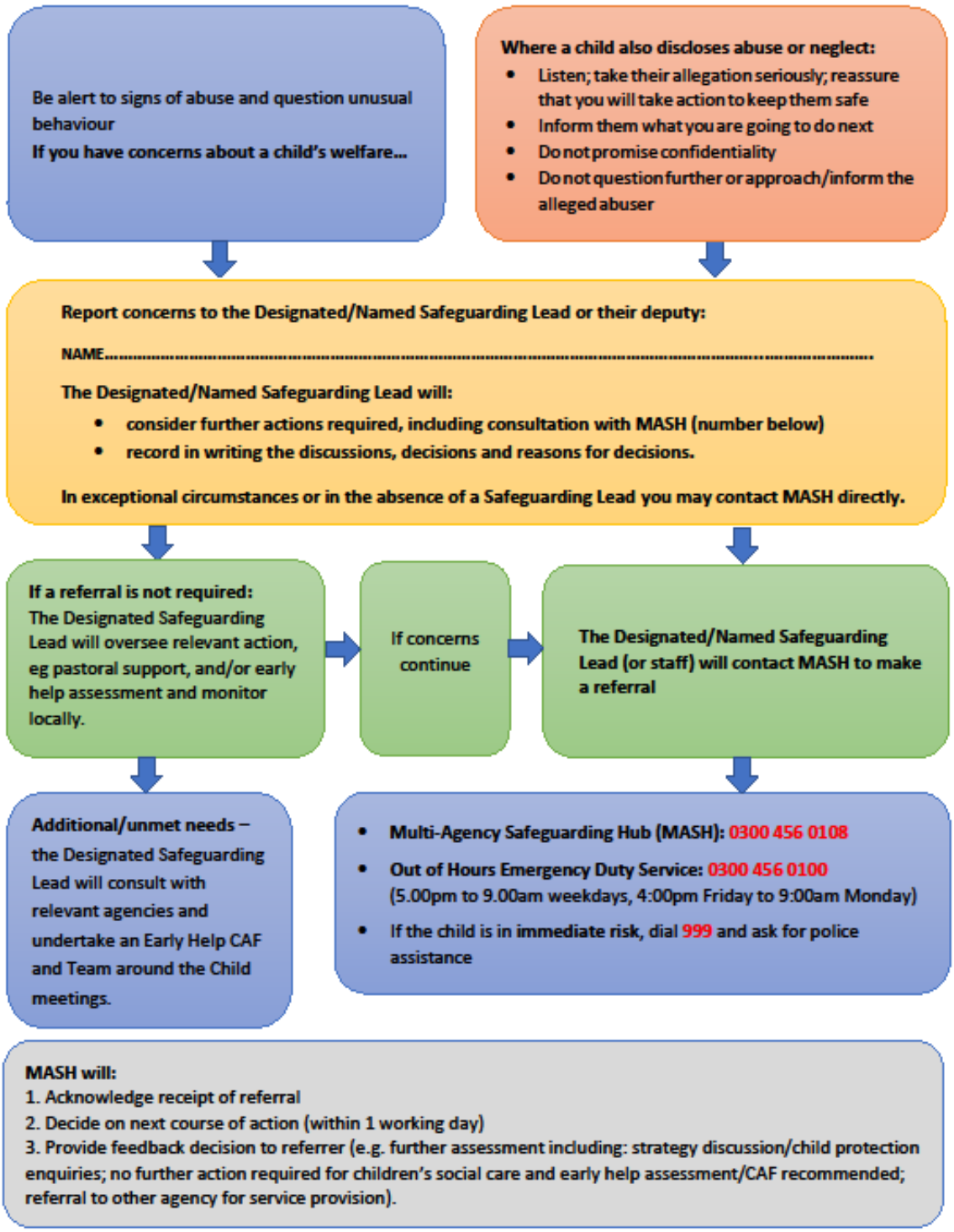
This policy last reviewed on:
17 September 2026

The Designated Safeguarding Lead for SAYM is the SAYM manager:
Sarah Freestone
07973 333230
The Nominated member of the Directors of FSAYM Ltd for Safeguarding:
Isabel Wood 07899 897791

Where there are additional/unmet needs the Designated Safeguarding Lead will signpost to other sources of support, rather than undertake Early Help CAF or Team around the Child Meetings.

What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings



This flowchart is intended for use as a brief guide. Refer to the DfE Guidance What to do if you are worried a child is being abused for more information, definitions and possible indicators of abuse (including child sexual exploitation).

SVPP website: www.wiltshirescb.org.uk

Reviewed: September 2020

Allegations against adults who work with children

If you become aware that a member of staff/volunteer may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to a child
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report immediately to your /a senior manager/safeguarding lead.
Unless there is clear evidence to prove that the allegation is incorrect the manager/safeguarding lead must:

Report the allegation within one working day to the Designated Officer for Allegations or DOFA (formerly known as LADO):

- **Contact the Multi-agency Safeguarding Hub (MASH): 0300 456 0108 and Select Option 3 then Option 4**
- **Or email dofaservice@wiltshire.gov.uk**
- **Out of Hours Emergency Duty Service (5.00pm to 9.00am Weekdays, 4:00pm Friday to 9:00am Monday): 0300 456 0100**

The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is NOT met, the Designated Officer will agree with you an appropriate response *(e.g. for the agency to undertake further enquiries or undertake an internal investigation).*

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

www.wiltshirescb.org.uk.

Reviewed: September 2020