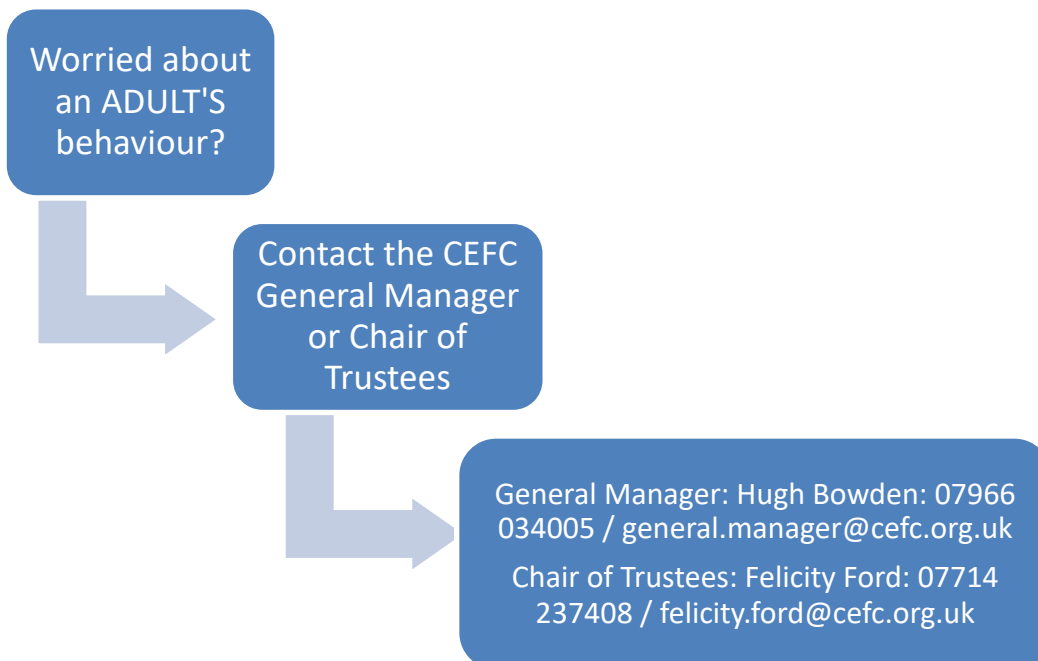




Child Safeguarding Policy and Procedures



Purpose

Crouch End Festival Chorus (CEFC) is a voluntary music organisation that occasionally involves children and young people in our concerts and workshops. This policy supports the implementation of our legal duty to safeguard the welfare of children and young people who take part in our activities.

Scope

This policy applies to all members of CEFC, permanent and occasional contractors, volunteers and members of partner organisations.

CEFC shares child welfare and safeguarding responsibilities with the children's teachers, parents, guardians and carers. We are aware of the possible risks to children in relation to the activities they undertake. These include the behaviour of adults involved in the choir; travel arrangements; rehearsal and performance duration; and standards of health and safety in the buildings used by the choir.

CEFC's commitment to protecting the welfare of children is underpinned by two documents: first, CEFC 'Working with Children Procedures', which sets out good practice, aiming to minimise the risk of harm when children are involved in CEFC activities, and second, the present document, CEFC 'Child Safeguarding Policy and Procedures', which sets out how to respond if a safeguarding concern should arise.

All adults involved with CEFC are required to abide by the CEFC Child Safeguarding Policy and Procedures, to take all allegations of abuse seriously, and to report concerns immediately to the people listed in the diagram on page 1 of this policy.

This policy should be read in conjunction with the following policies and procedures (on the singers' pages of the website):

- [CEFC Working with Children Procedures](#)
- [CEFC Equality Diversity and Inclusion Policy](#)
- [CEFC Prevention of Harassment and Bullying Policy](#)

Principles

CEFC upholds the principle that all children have the right to be protected from all forms of harm and abuse, and takes all reasonable measures to minimise risks to children's welfare.

CEFC is committed to providing safe environments in which children can thrive, and to treating all children and young people with dignity and respect, being mindful of their rights and needs with regards to age, sex, disability, ethnicity, religion or belief, sexual orientation and gender identity.

CEFC will be proactive and take appropriate action when a safeguarding concern arises, and support any individuals who raise or disclose a concern. The welfare of the child will always be placed at the centre of the safeguarding process.

Children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with each other. CEFC will co-operate fully with other organisations and agencies to keep children safe in accordance with the legal framework set out in Appendix 1.

Definitions

Safeguarding and promoting the welfare of children is defined by *Keeping Children Safe in Education*, 12 September 2020, as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It is our intention that every young person involved in choir activities should feel safe and protected from any form of abuse, including neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment and radicalisation.

The legal definition of a **child** is a person under the age of 18.

Definitions and examples of different types of **abuse**, and their signs and indicators, are given in Appendix 2.

Procedures

1. Roles and responsibilities: guidance for all members of CEFC and adults involved in CEFC activities

THE GUIDING PRINCIPLE FOR CHOIR MEMBERS AT ALL TIMES IS TO REFER ANY SUCH CONCERN IMMEDIATELY. MEMBERS SHOULD NOT TRY TO DEAL WITH IT THEMSELVES. HOW TO REFER IS EXPLAINED BELOW AND ON PAGE 1.

The roles and responsibilities for safeguarding within CEFC divide into two strands:

- 1. Dealing with concerns about children:** the Designated Safeguarding Lead (DSL) and two Deputy Designated Safeguarding Officers (DDSLs), forming the DSL team.
- 2. Dealing with concerns about adults:** the General Manager and Chair of Trustees.

1.1 Concerns about a child must be brought to the attention of the DSL or, in their absence, one of the DDSLs, who will take action as detailed below. Contact:

Lead: Sarah Proudlove: 07872 969702 / sarah.proudlove@gmail.com
Deputy: Paula Miller: 07973 469150 / paulamiller.pm@gmail.com
Deputy: Katharine Duncan: 07749 753742 / kduncansemail@gmail.com

It is *not* the role of the individual reporting a concern, or of the DSL/DDSL, to decide whether a child has been abused or not. This is the task of the MASH/MASA (Multi Agency Safeguarding Hub/Multi Agency Safeguarding Arrangements) team within the local authority, who have the legal responsibility. The responsibility of the DSL/DDSL is to ensure that concerns about a child are shared with this team if they consider it necessary and that appropriate action is taken.

The DSL/DDSL will ensure that the General Manager and the Chair of Trustees are aware that such a process has been initiated, although there is no need for them to be involved in the case. Safeguarding is confidential and on a need-to-know basis.

The DSL/DDSL will take appropriate action, including:

- taking a written note of your concerns;
- reporting the matter to the DSL of the child's organisation (choir/school/other group);
- if necessary after the above, reporting the matter to the MASH/MASA team of the local authority – this will probably be Haringey in our case – who will advise the CEFC DSL on how to proceed;
- following up the matter with the child's DSL or MASH/MASA; and
- keeping a log of the case and its outcome if appropriate.

1.2 Concerns about an adult must be brought to the attention of the General Manager, or in their absence, the Chair of Trustees. For the purposes of this policy an adult means anyone over the age of 18 who takes part in any choir event that also involves children under 18.

If you have any concern about an adult, or become aware of any suspicion or allegation (even without firm evidence) that could indicate abuse by anyone involved in a choir activity, such as a member of the choir, a permanent or occasional contractor, a volunteer or trustee, you must immediately report these concerns. Contact:

General Manager: Hugh Bowden: 07966 034005 / general.manager@cefc.org.uk
Chair of Trustees: Felicity Ford: 07714 237408 / felicity.ford@cefc.org.uk

Such concerns might arise if a member, or other adult involved in choir activities, appears to have:

- behaved in a way that has harmed or may harm a child;
- committed a criminal offence against or related to a child; or
- behaved towards a child in a way that indicates he or she may be unsuitable to work or take part in activities with children and young people.

CEFC assures all members that it will fully support and protect anyone who in good faith reports their concerns about the behaviour of another member or other adult involved with the choir. Allegations against others may also be raised through the CEFC Prevention of Harassment and Bullying Policy and/or the CEFC Disciplinary Procedure. If this is the case, safeguarding procedures will take precedence and other procedures will be suspended while any statutory safeguarding investigation is completed.

All reports will be taken seriously and thoroughly investigated. CEFC acknowledges that this will be a distressing and stressful situation for all involved, and will support all parties involved throughout the process.

Any adult may make a referral direct to the LADO (for adults) or MASH/MASA (for children), but it is recommended that they do this through the CEFC DSL team or General Manager/Chair of Trustees as appropriate (see above, paras 1.1 to 1.2, for the right person to contact). If the allegation concerns a DDSL, the matter should be reported to the General Manager. If the allegation concerns the DSL and/or the General Manager, the matter should be reported to the Chair of Trustees.

1.3 Training: all DSL/DDSLs, the General Manager and the Chair of Trustees will receive appropriate training in safeguarding every two years, and will receive regular briefings from either the DSL or the General Manager, whichever has advanced safeguarding training.

Contact details for the DSL/DDSLs, the General Manager and the Chair of Trustees can be found on pages 1 and 4 of this document, and in Appendix 4. Appendix 4 also gives information and contact details for referrals to local safeguarding services.

In advance of any event involving children under 18 there will be an informal briefing by the DSL for all choir members taking part.

2. Guidance for CEFC Designated Safeguarding Leads, General Manager and Chair of Trustees

THIS SECTION APPLIES ONLY TO PEOPLE WHO ARE PART OF THE CEFC SAFEGUARDING TEAM. GUIDANCE FOR CHOIR MEMBERS AND OTHER ADULTS WHO ARE NOT PART OF THE CEFC SAFEGUARDING TEAM IS GIVEN IN SECTION 1.

This section describes what the **CEFC safeguarding team, General Manager and Chair of Trustees** should do in the event of a concern expressed to them by a choir member or other adult involved in a CEFC activity.

2.1 Responding to disclosure, suspicion or allegations

Receive

- Listen carefully and take the information seriously; do so without signs of shock or disbelief.
- Repeat the words of the person who is disclosing information or reporting a suspicion to clarify if necessary and to assist in accurate recall.

Reassure

- Remain calm and reassuring, accepting of what is said, but without making any specific promises.
- DO NOT promise that you can keep the disclosure/alleged abuse a secret.

React

- DO NOT attempt to investigate the matter yourself as this could jeopardise any future legal proceedings, and it is potentially a statutory responsibility to investigate fully.
- DO NOT express any opinion on the information being disclosed but do confirm that you have heard what has been said and reassure by stating e.g. 'I am glad you told me'.
- If you need to clarify the concern, do not ask leading questions; aim to gather and record factual information, for example, ask 'can you tell me/describe what happened', rather than 'what did he/she do next'.
- Explain and give some information, as appropriate, as to what you will do next and who you will talk to.
- Continue to support the person.
- DO NOT contact or confront those alleged to be involved or make comments regarding the allegation to the child/adult making the disclosure.

Record

- It is the Designated Safeguarding Lead's duty to write down all observations, discussions, decisions and actions taken.
- Keep a brief and accurate note immediately, during or following the conversation, and as soon as possible afterwards, record your notes in written form. Record the actual words used by the person disclosing information, along with the date/time/location of the disclosure.
- Even seemingly minor incidents should be noted as this can contribute to an emerging understanding of potential risk or patterns of behaviour or concerns.
- Also note the behaviour of any child/young person disclosing at the time, and if appropriate, use a drawing/ body map to indicate the position of any injuries/ bruising/ marks (see Appendix 5). Ensure all records are kept, recognising that these are likely to be required for investigation and are of a highly sensitive nature, so they need to be stored appropriately.

Refer

- Follow this policy and procedure in making the appropriate internal and external notifications, as outlined below (paras 2.2 to 2.4.)

2.2 Deciding to make a safeguarding referral

Dealing with concerns about possible abuse is rarely straightforward; in some cases, an injury or the behaviour of a child may suggest abuse. In some situations, however, the signs will not be clear cut and decisions to refer a case can be difficult.

There can at times be a reluctance to refer because there is a fear that if the suspicions are unfounded, the ensuing investigation might be upsetting and might negatively affect relationships within the organisation or with external partners. If choir members or other adults have checked out their suspicions and are still concerned, it is important to trust their judgement rather than fear over-reaction.

2.3 Referral about a child

If a safeguarding concern is raised **about a child**, the DSL will inform the DSL of the child's organisation, unless it is inappropriate to do so (i.e. the person concerned is the subject of the allegation). The DSLs will if necessary take advice from the local MASH/MASA as to whether to make a safeguarding referral, and whether to inform the parents/carers/teachers. The DSL will keep records of all allegations and the action taken.

Referrals must be made to the MASH/MASA in the local authority in which the child or young person resides, although if this is not known, referrals must be made to the Haringey MASH. Procedures may differ slightly from one borough to another; details can be found on local authority websites. Appendix 4 gives contact details for safeguarding teams in Haringey and nearby boroughs.

When making the referral the DSL will need to state clearly that this is a Child Safeguarding referral and be prepared to provide the following information:

- The DSL's own details
- Known information about the child or young person
- The child's name, address, date of birth and other primary information
- Details of the concern
- The source of the information
- The parent's or carer's response to the concerns, if aware
- Whether the child or their family are already aware of the referral or have asked the DSL to make it
- Dates and any other relevant facts or sources.

When making the referral the DSL should record the name and job title of the social worker to whom details have been passed.

It is a legal requirement that all referrals should be confirmed in writing to the local MASH/MASA within two working days.

It is the responsibility of the DSL to contact the MASH/MASA after reporting the case in order to find out what action has been taken and to record this. If the DSL considers their response is

unsatisfactory, the DSL must inform the CEFC General Manager in order to agree whether to escalate the issue by reporting concerns to a senior manager within MASH/MASA.

If a crime is alleged to have taken place, the DSL will immediately inform the police.

2.4 Referral about an adult

If a safeguarding concern is raised **about an adult**, the General Manager will decide whether to refer the matter to the Local Authority Designated Officer (LADO). The role of the LADO is set out in 'Working Together to Safeguard Children' (2018), and is governed by the local authority's duties under section 11 of the Children Act 2004.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- 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;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

The LADO is responsible for:

- providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers;
- managing and overseeing individual cases from all partner agencies;
- ensuring the child's voice is heard and that they are safeguarded;
- ensuring there is a consistent, fair and thorough process for all persons against whom an allegation is made;
- monitoring the progress of cases to ensure they are dealt with as quickly as possible;
- recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

The LADO is involved from the initial phase of the allegation being made through to the conclusion of the case. The LADO is available to discuss any concerns and to provide guidance on whether a referral needs to be made, and whether any other immediate steps need to be taken to protect a child. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Suspension and/or disciplinary procedures

The General Manager, in consultation with the relevant committee members and trustees, will assess whether disciplinary procedures should be applied, and will also undertake or delegate any follow-up actions requested by the police or the LADO.

When making a decision about suspension or disciplinary action, primary consideration must be given to supporting the child or the person making the allegation. In such cases suspension can be used as a neutral act which is designed to protect both the child and the person against whom the allegation is made.

The LADO should be approached prior to a decision on suspension. If there is the possibility of a criminal investigation, then the police must be consulted before the person who is the subject of the allegation is informed; this will enable consideration of any previous allegations known to the authorities. Disciplinary procedures may be suspended at the request of the police or the LADO if

there are concerns that internal investigations and procedures may impede a statutory or criminal investigation. In this case, the General Manager must inform CEFC's insurers.

3. CEFC case review

If a safeguarding concern is raised **about a child**, the DSL team will review the case at a specially convened meeting to consider the process and outcome and to follow up on any lessons learned.

If a safeguarding concern is raised **about an adult**, the General Manager and Chair of Trustees will review the case to consider the process and outcome and to follow up on any lessons learned.

Information reviewed will include the nature of the alleged abuse, any risk factors which have been identified, what action has been taken to mitigate these risks, and how quickly the concern was dealt with in relation to the required reporting timescales. Any lessons learned from a safeguarding incident will be taken into consideration during the annual review of the CEFC Child Safeguarding Policy and Procedures, and the CEFC Working with Children Procedures.

4. Serious incident report to the Charity Commission

If a safeguarding referral is made, or a 'serious safeguarding risk' comes to light, this must be reported to the Charity Commission as a Serious Incident, following the guidance outlined here: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Appendices

- Appendix 1: Legislative framework**
- Appendix 2: Categories and signs of abuse**
- Appendix 3: Review checklist**
- Appendix 4: Contacts**
- Appendix 5: Concern recording form**

Review

This policy and procedures document will be reviewed annually by the CEFC Trustees, and updated in line with legislation and best practice. The document will be posted on the CEFC public website, and will be included in the pack given to all new members.

Policy title	Child Safeguarding Policy and Procedures
Date adopted	September 2014
Frequency of review	Annual
Last reviewed	February 2021
Last approved	February 2021
Next review due	February 2022

Crouch End Festival Chorus is a registered charity number 1110790, limited by guarantee and registered in England number 5052052. Registered office: 18 Stanhope Gardens, London N4 1HT

Appendix 1: Legislative framework

The NSPCC website gives a good overview of the relevant legislation and statutory guidance:

<https://learning.nspcc.org.uk/child-protection-system/england/>

Key legislation and statutory guidance:

- Working Together to Safeguard Children (2018)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping Children Safe in Education (2019)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Children Act (1989) as amended
<http://www.legislation.gov.uk/ukpga/1989/41/contents>
- The Children Act - Every Child Matters (2004)
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- Children and Social Work Act 2017
<http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>
- Safeguarding Vulnerable Groups Act (2006)
<http://www.legislation.gov.uk/ukpga/2006/47/contents>
- Data Protection Act (2018) (incorporates GDPR)
<https://www.gov.uk/data-protection>
- Information sharing: advice for practitioners providing safeguarding services
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Equalities Act (2010)
<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Guidance on licensing legislation for including children in performances can be found here:

<https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>

Appendix 2: Categories and signs of abuse

The main categories of abuse are **physical, sexual, psychological/emotional** and **financial abuse**, and **neglect**. These and other categories of abuse are briefly defined below.

The possible signs of **abuse/neglect** include:

- Unexplained or repeated injuries
- Appearing anxious, frightened or distressed
- Changes in behaviour, for example becoming withdrawn or aggressive
- Loss of weight without a medical explanation, and/or eating problems
- Someone else expressing concern about their welfare

Physical abuse is non-accidental harm to a person caused by the use of force.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence.

Psychological or emotional abuse is behaviour that has a harmful effect on the person's emotional health and development. This can include the use of threats, humiliation, intimidation, coercion, or verbal abuse and bullying.

Financial abuse involves an individual's funds or resources being inappropriately used by a third person.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of health or development.

Discriminatory abuse occurs when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals. It includes discrimination based on race, culture, gender, sexuality, faith/religion or disability.

Institutional abuse is the collective failure of an organisation to provide an appropriate and professional service to children. It includes failure to ensure the necessary safeguards are in place, and it may be part of the accepted 'custom, culture and practices' within an organisation.

Organised or multiple abuse is abuse involving one or more abusers and a number of abused children.

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Children may suffer significant harm by seeing or hearing the ill-treatment of others (Children Act 2004). It is important to be mindful of any exposure to domestic abuse, even where children are not the immediate victims.

Some children may be at risk of other forms of abuse instigated by family members, including forced marriage, female genital mutilation or 'honour-based' violence.

Modern slavery is defined in the UK within the Modern Slavery Act 2015, and includes human trafficking, forced labour, debt bondage, forced prostitution, forced marriage.

Radicalisation or being influenced by extremism can also be a threat to children. Although this has recently been commonly associated with religious factors, children may also be subject to radicalisation from other sources such as far right-wing organisations.

Appendix 3: Review checklist

Information to be kept by CEFC

- the nature of the alleged abuse
- any risk factors which have been identified
- what action has been taken to mitigate these risks
- how quickly the concern was dealt with
- lessons learned

Any lessons learned from a safeguarding incident will be taken into consideration during the annual review of the CEFC Child Safeguarding Policy and Procedures, and the CEFC Working with Children Procedures.

Appendix 4: Contacts

The initial contacts in CEFC are always the DSL/DDSL (concerns about children) or the General Manager/ Chair of Trustees (concerns about adults). See below, and also pages 1 and 4 for contact details.

1. How to contact local children's services

If you have concerns that a child or young person under the age of 18 might be being harmed, please contact the appropriate local council MASH/MASA **in the borough where the child is resident**. **If a child is in immediate danger, phone emergency services on 999.**

Haringey

Concerns about a child: contact the Haringey Multi Agency Safeguarding Hub (MASH).

Telephone: 020 8489 4470

After 5pm, overnight and any time at weekends: 020 8489 0000 for the Emergency out-of-hours duty team

Email: if you are making a referral: MashReferral@haringey.gov.uk

For further information and guidance about making a MASH referral, see:

<https://haringeyscp.org.uk/p/what-to-do-if-you-are-worried-about-a-child>

Concerns about an adult: contact the Haringey Local Authority Designated Officer (LADO).

Email: LADO@haringey.gov.uk

Telephone: 020 8489 2968

Mobile: 07980 316 571

Alternative numbers: 020 8489 1031 / 020 8489 5432 / 020 8489 3205

For further information about the Haringey LADO, and for a referral form, go to:

<https://haringeyscp.org.uk/guidance/allegations-against-staff>

Further information on child safeguarding in Haringey:

Haringey Safeguarding Children's Partnership

7th Floor, River Park House

225 High Road

London N22 8HQ

<https://haringeyscp.org.uk>

Other boroughs

If the child or young person is resident in another borough, search online for *Child Safeguarding* [+ name of borough]

Camden: <https://www.camden.gov.uk/safeguarding-children>

Barnet: <https://www.barnet.gov.uk/children-and-families/keeping-children-safe>

Hackney: <https://hackney.gov.uk/child-protection>

Islington: <https://www.islingtoncs.org/node/2580>

NSPCC

You can also contact the **NSPCC Helpline** on 0808 800 5000 or by emailing help@nspcc.org.uk, where trained professionals will talk through your concerns with you and give you expert advice.

2. Who to contact in CEFC

CEFC Designated Safeguarding Lead (DSL)

Sarah Proudlove

Tel: 07872 969702

Email: sarah.proudlove@gmail.com

CEFC Deputy Designated Safeguarding Leads (DDSLs)

Paula Miller

Tel: 07973 469150

Email: paulamiller.pm@gmail.com

Katharine Duncan

Tel: 07749 753742

Email: kduncansemail@gmail.com

CEFC General Manager

Hugh Bowden

Tel: 07966 034005

Email: general.manager@cefc.org.uk

CEFC Chair of Trustees

Felicity Ford

Tel: 07714 237408

Email: felicity.ford@cefc.org.uk

Appendix 5: Concern recording form

Please complete this form if you have any concerns about a child.

Child's Name (if known)		Date of Birth (if known)	
Date and time of recording concern			
Person noting concern	Print Name		
	Signature		

Concern (Please describe as fully as possible)

Continue on a new form if necessary, ensuring the pages are numbered and stapled together.

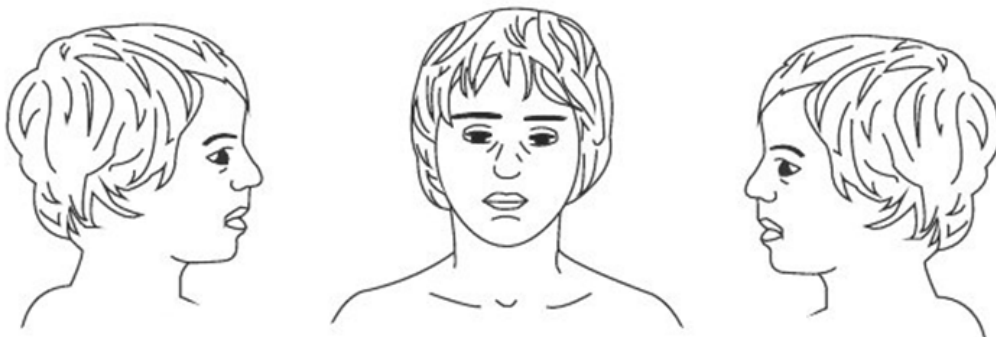
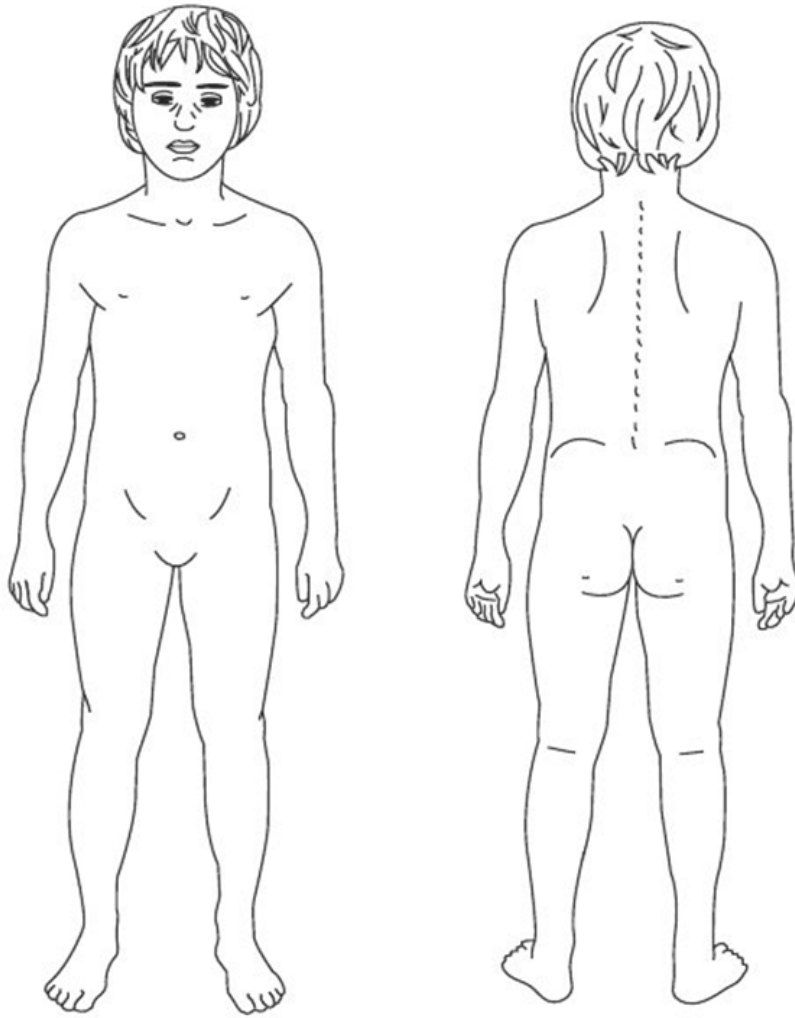
Please pass this form to the CEFC Designated Safeguarding team when completed.

Actions Taken by the Designated Safeguarding team		
Date	Person taking action	Action

Body Chart

This chart must be used together with the Concern Form
Show clearly the location of your concern and label with a number
and a brief description, eg. '1. Burn about 4cm.' On the Concern
Form refer to the injury using the same number and description.

Child's Name _____



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Observations made by _____ Signed _____ Date _____

Once completed attach this body chart to the Concern Form