



Philomusica of Gloucestershire and Worcestershire

Safeguarding Children Policy

Terminology: Safeguarding children is synonymous with child protection.

Philomusica of Gloucestershire & Worcestershire ('Philomusica') is a voluntary music making organisation open to all ages. It is non-profit making and a registered charity.

Mission Statement

The objectives of the society, which is a Registered Charity, are to promote, improve, develop and maintain public education in, and appreciation of, the art and science of music, in all its aspects. This is achieved by the presentation of concerts and recitals and by such other ways as the Society determines.

The choir seeks inclusion of young people as members and/or guest performers and to provide an open and friendly environment where they feel appropriately safe and protected.

ALL CHILDREN HAVE A RIGHT TO PROTECTION FROM ABUSE, VIOLENCE AND EXPLOITATION

A child is defined as a person under the age of 18 (The Children Act 1989).

The Child Protection Policy Statement

- **Philomusica** has a duty of care to safeguard all participating children from harm.
- **Philomusica** will ensure the safety and protection of all participating children through adherence to the Child Protection guidelines adopted by **the NSPCC**.

The Policy

The purpose of the policy is to safeguard any young person participating in the organisations activities and to this end ensure that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse/inappropriate conduct.
- All suspicions and allegations of misconduct of any nature will be taken seriously and responded to swiftly and appropriately.
- All members have a responsibility to report concerns to the *Named Person*.
- At concerts children in the audience are expected to be in the care of a responsible adult.
- In instances where Philomusica performances include participation by other children's groups, such as school choirs, the responsibility of care lies with the adult(s) in charge of the group.

Good practice guidelines

All members should be encouraged to promote the wellbeing and safeguarding of young persons. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with young people.
- Building balanced relationships based on mutual trust and empowering young people to share in decision making.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to given guidelines.
- *Named Person* keeping up to date with child protection issues.
- Involving parents/carers wherever possible, encouraging them to take responsibility for their children in activities.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if young people require transport to group organised events.
- Requesting written parental consent to the use of photographic/filming equipment at events.

- *Named Person* to monitor parental consent form when given to new member. It should be returned completed at the following meeting. For Choral Day: relevant forms should be returned completed prior to event or on the day where the child is not accompanied by a responsible adult.
- *Named Person* to follow up any concerns raised about abusive and/or inappropriate conduct including bullying.
- Consideration should be given to the kind of support that children, parents and members may need following any incident.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Responding to allegations or suspicions

It is not the responsibility of any member to decide whether or not child abuse or misconduct has taken place.

Procedure

Detailed and contemporaneous records are to be completed regarding any protection issues.

- Any suspicion/concern that a child has been the recipient of abuse or inappropriate conduct should be reported to the *Named Person*, who will take such steps as considered necessary under the guidelines to ensure the safety and wellbeing of the child in question and any other child who may be at risk. This may involve a referral to social services and or police.
- The *Named Person* may refer the concern to the social services to seek advice regarding the continuing participation of activities by the relevant parties.
- The *Named Person* shall keep records as appropriate of any child protection issues.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The *Named Person* will deal with any media enquiries.
- If the *Named Person* is the subject of the suspicion/allegation, the report must be made to the Chair of Trustees of Philomusica.

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 could include the following people:

- the *Named Person*
- the parents of the person who is alleged to have been the recipient of misconduct
- the person making the allegation
- social services
- police
- the alleged perpetrator (and parents if the alleged perpetrator is a child).

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

The *Named Person* currently undertaking this duty on behalf of Philomusica is Miss Sam Thomas. In her absence, the second *Named Person* is Mrs Gaye Boggon, both are suitably qualified to hold this position.

Declaration

On behalf Philomusica, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

S.J. Thomas

[Signature]

Name:

Sam Thomas

Name: John Quinn

Position within: Group Representative

Position within: Chair of Trustees

Date:

9 May 11

Date:

9 May 11

Signed:

G. Boggon

Name:

Gaye Boggon

Position within: Secretary

Date:

9 May 11

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