

**Safeguarding Children and Adults Policy**

**August 2020**

**1. POLICY STATEMENT**

Semibreve is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults and children involved in projects, events and workshops organised by Semibreve.

Semibreve Safeguarding Adults and Children Policy and Procedures apply to all individuals involved in Semibreve; trustees, volunteers and employees.

Semibreve will encourage and support partner organisations, including venues, festivals, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding Adults and Children Policy and Procedures.

All policies are available on the Semibreve website and a hard copy is available if requested. Staff and volunteers will be given a copy of all Policies and Procedures. Policies and Procedures will be reviewed and approved by the Trustees yearly.

**2. PURPOSE**

• To safeguard and promote the wellbeing of the children and vulnerable adults who access any service provided by Semibreve in the form of events and workshops.

• To ensure that all employees and others covered by this policy understand the context within which checking with the Disclosure and Barring Service takes place for anyone working directly with young people or vulnerable adults.

• To provide all employees with guidance on how they should behave if they suspect that a child or vulnerable adult may be experiencing, or be at risk from abuse or harm.

• To guide employees on how to respond to - and report - concerns

**3. WHO IS AFFECTED BY THIS POLICY?**

This policy applies to all paid employees, board members, volunteers and musicians working on behalf of Semibreve in any capacity and in any setting. This policy relates to all children from unborn up to 18 years of age and includes children with whom Semibreve has direct or indirect contact with.

**4. DEFINITIONS**

As per the definitions set out in the Children Act 1989, a ‘child’ is anyone who has not yet reached their 18th birthday. It also includes unborn children.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

• Has a learning or physical disability

• Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs

• Has a reduction in physical or mental capacity

• Is in the receipt of any form of healthcare

• Is detained in custody

• Is receiving community services because of age, health or disability

• Is living in sheltered or residential care home

• Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

**5. LEGAL FRAMEWORK**

This policy has been drawn up in line with government guidance; The Children 1989 Act and the Care Act 2014.

**6. GENERAL PRINCIPLES**

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm.

All staff should have a basic awareness of safeguarding issues.

This includes:

• Being alert to the possibility of abuse and neglect

• Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances.

• Knowing who in the organisation to raise concerns with.

• Being competent to take the appropriate immediate or emergency action.

If any member of staff has any concerns about a child or vulnerable adult they must alert Semibreve’s Designated Safeguarding Officer (DSO), Annie Ball, immediately. If the DSO agrees there is grounds for concern, they must take appropriate action to safeguard the child or vulnerable adult. This may include contacting the relevant local authority social care service or the local police child abuse investigation team.

**If a child or vulnerable adult is in immediate danger the member of staff who first becomes aware of the danger should dial 999 for the police.**

The above may include concerns about a member of staff, a suspicion that a child or vulnerable adult is being abused or neglected, or a suspicion that an activity is taking place that could place a person at risk. If the concern relates to a member of staff, Semibreve’s DSO should contact the local authority designated officer (LADO), Adam Hall (contact details can be found at the bottom of this policy along with other important contacts), who is responsible for providing advice and liaison in such cases.

In any situation where there is a suspicion of abuse, the welfare needs of the child or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff).

**7. WHAT CONSTITUTES ABUSE?**

Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person’s safety, wellbeing and development. Abuse can be physical, sexual or emotional. Abuse may not, however, fall easily into these categories and staff/associates are not expected to be experts in the field.

Neglect also constitutes abuse but can defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing. Semibreve recognises that a person’s welfare is paramount and that all children and vulnerable adults - regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity - have the right to protection from all types of harm and abuse.

**1. Categories of abuse**

Children and vulnerable adults can experience abuse in a number of ways.

Forms of abuse that may affect children and vulnerable adults include:

• Abuse of trust

• Child sexual exploitation

• Child Trafficking

• Discriminatory abuse

• Domestic violence or abuse

• Emotional Abuse

• Female Genital Mutilation (FGM)

• Financial or material abuse

• Grooming

• Harmful sexual behaviour

• Modern slavery

• Neglect

• Online abuse

• Organisational or institutional abuse

• Physical Abuse

• Psychological or emotional abuse

• Radicalisation of children or vulnerable adults

• Self-neglect

• Sexual Abuse

Staff must maintain high standards of practice, remain vigilant to the possibility of a child being abused and minimise situations of risk. All staff must ensure that the children they work with know how to raise concerns, and have access to interpreters/specialist workers and other aids to communication if required. Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the procedures set out in this policy. The same thresholds for action apply. Where concerns are raised about a child who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

**8. PROCEDURES FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

**8.1. Organisation duties and responsibilities**

• Raise awareness of the need to protect children and vulnerable adults and reduce risks to them.

• Ensure that staff in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively

• Ensure safe practice when working in partnership with other organisations, in particular that they have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance.

• Maintain an organisation that is safe for all staff, children and vulnerable adults and an environment where poor practice is challenged.

• Ensure that all staff, associates, volunteers, young people and Board members who will be working with children and vulnerable adults consent to vetting through the Disclosure and Barring Scheme where applicable.

• Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.

• Ensure that the Safeguarding Officer are accountable for the effective implementation of this policy.

• Ensure that all staff receive a copies of safeguarding policies, are trained in their meaning and application and understand their responsibilities.

**8.2. Responsibilities of the Designated Safeguarding Officer**

These procedures are set within the wider context of Semibreve’s organisational policy and practice, which promote children and young adult’s interests across all aspects of their lives. All of Semibreve's work is underpinned by the values and principles that Semibreve advocates.

The Designated Safeguarding Officer (DSO) is responsible for ensuring that safeguarding is given high priority within Semibreve.

Specific responsibilities include:

• Providing support and advice to managers and all staff on safeguarding matters related to children and vulnerable adults

• Ensuring that all members of staff receive training on child protection and safeguarding as part of their induction, and on an ongoing basis where required

• Managing referrals/cases reported and working to ensure resolutions

• Carrying out referrals to the relevant local authority social care team where abuse of a child or vulnerable adult is reported or suspected

• Referring the matter to the local authority designated officer (LADO) - Adam Hall - where a member of staff is suspected of abuse

• Maintaining an overview of safeguarding issues and monitoring the implementation of this policy.

**8.3. Responsibilities of trustees**

To comply with their legal duties, trustees must react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure all staff know how to deal with these.

Trustees should report a serious incident to the Charity Commission if:

• beneficiaries have been, or are alleged to have been, abused or mistreated while under the care of Semibreve, or by someone connected with Semibreve, for example a trustee, employee or volunteer

• there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with Semibreve’s activities

• there has been a breach of procedures or policies at Semibreve which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.

**8.4. Employee/Volunteer responsibilities**

All persons working for, with or representing Semibreve have a responsibility to ensure the safety of children and vulnerable adults with whom they work directly or indirectly. It is the responsibility of staff to promote good practice and minimise and manage potential risks. All staff – including volunteers, freelance staff and associates - must be aware of the requirements within these procedures.

All Children and Vulnerable Adults will be accompanied by an adult or carer who will be responsible for their safety and wellbeing at all times. There are no circumstances in which an employee, volunteer or representative of Semibreve will be alone with a Child or Vulnerable Adult at any time.

**9. STAFF BEHAVIOUR**

Semibreve staff working with children and/or vulnerable adults may be required to undergo awareness training.

Staff should not:

• meet with the a child or vulnerable adult on their own

• ask overly personal questions, including those about age or appearance (unless specifically related to a work project, in which case it must be documented)

• send/give out material that could be considered offensive, which includes material on social media sites

• suggest or imply a personal relationship could develop

• take an aggressive or bullying tone

• have physical contact

• offer or accept personal gifts

• travel alone with a young and/or vulnerable person

Semibreve staff/volunteers should take care when communicating with others online.

**10. CONFIDENTIALITY AND SHARING INFORMATION**

A record should be kept of any concerns, any decisions and the reasons – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Even if a concern has been discussed with the DSO, it is important that all concerns are properly recorded in writing whether or not further action is taken. Semibreve has a standard **Safeguarding & Child Protection Report form** below to help people record relevant information. **This form must be used for all concerns and passed as soon as possible to the DSO.**

It is important that concerns raised are recorded accurately and in detail. All discussions should end with clear and explicit recorded agreement about who will be taking what action. Where no further action is the outcome the reason for this should be clearly recorded.

Some of the information requested by the form may not be available. Staff should not pursue the questioning of the child or vulnerable adult for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

In completing the form it is important not to write speculative comments but to stick to the facts. Staff’s opinion may be crucial but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Children’s Services, Police, the Courts and Solicitors.

Records must be kept securely in a locked place or file to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail, electronically, *etc.* - should be done in such a way that confidentiality is maintained.

**Events and Workshops**

A Risk Assessment should be carried out at least 48 hours before any activity involving a child and/or vulnerable adult takes place. Safeguarding and Code of Conduct procedures applies wherever the activity takes place for example a hired venue or a festival.

**11. SAFE RECRUITMENT**

**11.1. Recruiting staff**

The Protection of Freedoms Act 2012 under the Safeguarding Vulnerable Groups Act 2006 sets out that it is an offence for an employer to knowingly employ someone in a regulated position if they are barred from doing so. Enhanced DBS checks will be required where relevant for example working directly with children or vulnerable adults.

**11.2. Supporting staff**

It is the responsibility of the DOS to ensure that the persons working for Semibreve are aware of and understand the procedures and have levels of knowledge and skills commensurate to the level and nature of their direct involvement with children and/or adults.

All staff should:

• be supervised and supported in their work

• work to Semibreve safeguarding procedures which are reviewed and updated as necessary

• receive training in safeguarding at a level appropriate to their work situation

• be able to raise concerns about poor and dangerous practice through Semibreve's whistle blowing policy

• have training and support as required to effectively discharge their responsibilities.

**11.3. Allegations against staff**

Any suspicion, allegation or actual abuse of a child or vulnerable adult by an employee, trustee, volunteer, mentor, student, agency worker, contract, and unpaid staff must be reported to the Designated Safeguarding Officer and/or to the HR Manager immediately.

Concerns about staff must be treated with the same rigour as other concerns. If there are concerns that abuse has taken place the DSO will pass this information to the Local Authority Designated Officer for investigation.

**11.4. Reporting a serious safeguarding incident**

If a member of staff is not happy with the response they receive from the DSO, then they should refer to the Semibreve’s Whistle Blowing Policy.

**On occasion, a child or vulnerable adult may abuse another child or vulnerable adult. Safeguarding procedures should be followed in respect of all parties in those situations.**

If any member of staff is involved in an actual or suspected serious safeguarding incident, or if a serious safeguarding incident takes place within any of Semibreve’s workplaces or working context, in addition to following the protocols set out within this policy, it should also be reported to the Charity Commission. It is the responsibility of Trustees to ensure that this takes place.

All suspected or actual safeguarding incidents should be reported to the Charity Commission by email at: RSI@charitycommission.gsi.gov.uk. In addition, immediate action should be taken to:

• prevent or minimise any further harm

• report it to the police, if it is suspected a crime has been committed, and to any other regulators the charity is accountable to

• plan what to say to staff, volunteers, members, the public and the media

• review what happened and prevent it from happening again - this may include strengthening internal controls and procedures, and/or seeking appropriate help from professional advisers.

**12. COMPLYING WITH THIS POLICY**

12.1. **Expectations of employees**

It is important that staff work to a high standard of professional conduct and act with integrity at all times, in order to minimise the risk of abuse from within Semibreve. It is important to create a work environment where the risk of abuse is minimised and children and vulnerable adults feel comfortable and safe. When incidents of abuse are raised or suspected it is important that staff have the necessary information and support and follow the procedures appropriately.

Staff should make sure they have read Semibreve’s safeguarding procedures in full. They should highlight and discuss any issues requiring clarification and any training issues with the DSO. Staff should make sure that they have a working knowledge of the different forms of abuse and possible indicators.

**12.2.** **Freelance staff and associates**

All staff should ensure that, when working with children and/or vulnerable adults, all colleagues, volunteers and other staff from partnering organisations have the appropriate employee checks in place which must include a full career history, identity checks and references and adherence to Disclosure & Barring Service (DBS) where applicable.

It is the responsibility of the DSO to ensure that these staff are familiar with this document and agree to work within this framework. If there are any concerns with the conduct of freelance staff or associates, these concerns must be raised following the steps outlined in this policy.

**13.** **Whistleblower Policy**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report **suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviours or practices)** without retribution.

* The Whistleblower should promptly report the suspected or actual event to the DSO.
* If the Whistleblower would be uncomfortable or otherwise reluctant to report to the DSO then the Whistleblower could report the event to any Semibreve Trustee.
* The Whistleblower can report the event with his/her identity or anonymously.
* The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith.
* A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
* Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
* Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
* Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
* The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
* If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower’s satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
* The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law.

**14. CONTACT DETAILS**

If you suspect that a child or vulnerable adult needs protection or is at risk of abuse, please contact:

**Semibreve’s Designated Safeguarding Officer:**

Annie Ball annie.c.ball@hotmail.co.uk 07972 178 702

**Local authority designated officer (LADO):**

Adam Hall

adam.hall01@northumberland.gcsx.gov.uk / LDAO@northumebrland.gcsx.gov.uk 01670 623979

**Charity Commission**

RSI@charitycommission.gsi.gov.uk.

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**Incident/Disclosure Form**

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children or adults should be a reflection of what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

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| --- |
| **Date and time of incident or disclosure** |
|  |
| **Name, age, ethnicity or religion, any disabilities of person(s) involved** |
|  |
| **Names of parents or carers, address and telephone numbers of person(s) involved** |
|  |
| **Names, ages, telephone numbers and addresses of any witnesses** |
|  |
| **Name, role and contact details of person completing this form** |
|  |
| **Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the young person or child). Are you reporting your own concerns or those reported by somebody else?** |
|  |
| **What action was taken (if not action was taken explain why)** |
|  |
| **Who did you report the incident to (names and contact details)** |
| **Within Semibreve?****Other agencies?****Parents or Carers?** |
| **Are any other young people potentially at risk?** |
|  |
| **Any of relevant information** |
|  |

Signed: ………………………………………………..

Date: …………………………………………………… Time: …………………………………….

*This form should be kept in a secure and safe place, in compliance with Semibreve Data Storage policy.*