

**King's Junior Voices**

**Registered Charity No: 1138969**

## Child Safeguarding Policy – updated April 2019

### Preliminary Statement

The trustees, musical director and staff of King's Junior Voices 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 situation or practice that results in their being physically or psychologically damaged.

This Child Safeguarding Policy has been assembled with this statement in mind. This Policy is adapted from that of the London Youth Choir, to whom we are grateful for their assistance, with reference to Cambridgeshire County Council Children in Entertainment document and Department of Education Keeping children safe in Education document, September 2018. It is also intended to be a means of giving guidance to trustees, musical directors 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.

**This policy should be used in conjunction with the LSCB Cambridgeshire (Local Safeguarding Children's Board) Child Protection Procedures <http://cambridgeshirescb.proceduresonline.com/>**

### Choir Commitment –

King's Junior Voices 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.

**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.

In order that the above standards of reporting and responding are met, King's Junior Voices will ensure that it:

- takes seriously any concerns raised
- takes positive steps to ensure the protection of children who are the subject of any concerns
- supports children, staff or other adults who raise concerns or who are the subject of concern
- acts appropriately and effectively in instigating or cooperating with any subsequent process of investigation

- listens to and takes seriously the views and wishes of children; and
- works in partnership with parents/carers and/or other professionals to ensure the protection of children.

**Designated Person** – The Choir has appointed a designated person who takes responsibility for Child Safeguarding issues.

The designated person for the King's Junior Voices is the Director of Music, Lyn Alcántara with Dr Frankie Williams as Trustee advisor. Lynette has knowledge and skills in recognising and acting upon child safeguarding concerns and has undergone training with the Incorporated Society of Musicians (ISM), King's College School and Cambridgeshire Local Authority Chaperone training. Lyn Alcántara may be contacted about child safeguarding issues by email [lynette.alcantara@kingsjuniorvoices.org](mailto:lynette.alcantara@kingsjuniorvoices.org) The Roos' teacher, Rebecca Moulton has had training with Cambridgeshire Local Authority and NSPCC. Our Administrator Maggie Heywood has also undergone Cambridgeshire Local Authority Chaperone training.

The role of the Designated Person is to:

- ensure that LSCB Child Safeguarding Procedures are followed;
- ensure that all staff and volunteers are aware of these procedures;
- ensure that all staff members know to whom they must pass on concerns
- act as a source of expertise and advice within King's Junior Voices
- co-ordinate action within King's Junior Voices and develop an effective working relationship with other agencies;
- make referrals where child abuse is likely to occur, or is suspected or disclosed; and
- attend child safeguarding conferences where necessary or submit reports on the behalf of King's Junior Voices to such conferences.

## Procedures

All King's Junior Voices staff members will be issued with a copy of the Choir's Child Safeguarding Policy. Where it is believed that a child is suffering from, or is at risk of, significant harm, we shall follow the procedures set out by the LSCB.

- If any volunteer or member of staff is concerned about a child, he or she must inform the Designated Person immediately. In the absence of the Designated Person, the Administrator or Assistant Teacher must be informed.
- Notes should be made about the concerns as quickly as possible.
- The Designated Person will decide whether an immediate referral is necessary. She may decide to seek advice from Social Services or from the Designated Person of the Cambridgeshire Music Hub.
- After an oral referral has been made to Social Services, the Designated Person will forward a written report to Social Services 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 risk.

**Types of Abuse** – The following definitions of abuse have been taken from the multiagency Code of Practice ‘Working Together to Safeguard Children’.

**Physical Abuse** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**So-called ‘honour-based’ violence** encompassing incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage and practices such as breast ironing. All forms of HBV are abuse (regardless of the motivation).

**Peer-on-peer abuse** including (but not limited to) bullying (including cyberbullying), sexual violence and sexual harassment, physical abuse, sexting, and initiation-type violence and rituals.

**Child criminal exploitation: county lines** – criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Key to identifying potential involvement in county lines are missing episodes.

**Homelessness** – being homeless or at risk of becoming homeless presents a real risk to a child’s welfare. In some cases, 16 and 17 year olds could be living independently from their parents or guardians i.e through exclusion from the family home.

## When to be Concerned

### Recognising Signs of Abuse

It is not always easy to spot when children have been abused. However, some of the more typical symptoms which should trigger suspicions would include:

**Physical Abuse** Unexplained or untreated injuries. Injuries on unlikely or unusual parts of the body. Cigarette burns, bites or belt marks, 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 a particular person.

**Emotional Abuse** Over-reaction to mistakes. Sudden speech disorders. Extremes of emotions. Self-mutilation. Poor personal hygiene.

**Sexual Abuse:** Pain, itching, bruising or bleeding to genital areas. Stomach pains. Discomfort when walking. Unexplained source of money. Inappropriate sexual drawings/ language/ behaviour.

**Abuse by Neglect** Constantly hungry. Inappropriate clothing or dress. Constantly tired, lonely, no friends. Underweight. No parental support or interest. Dishevelled appearance.

## Dealing with a Disclosure

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;
- 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 Social Services;
- 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 and thank him or her for confiding in you.

## Record-keeping

- When abuse is disclosed or suspected, the member of staff should make brief notes as soon as possible giving quotes if they can be recalled.
  - Dates and times should be recorded.
  - Notes should be factual and precise.
  - Notes must not be destroyed, even if a more detailed report is later written. They may be needed in Court.
- The member of staff should draw a diagram to indicate any marks or injuries observed.
  - Risk assessment – a risk assessment will be done in respect of persons not deemed eligible for DBS who come into contact with children i.e. occasional visitors such as guest musicians.

- All Child Safeguarding files must be marked 'Strictly Confidential' and kept separate from other Choir records.
- Parents and guardians do not have access to Child Protection files.
- Child Safeguarding 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.

## Allegations Involving a Member of Staff

- When an allegation is made against a colleague, immediate advice must be sought from the Designated Person.
- The Child Safeguarding Guidelines must be followed.
  - The Designated Person will be informed immediately, and Disciplinary Procedures will be instigated.
  - If the allegations made against the Designated person then Dr Frankie Williams (Trustee Advisor) should be contacted [frankiewilliams@gmail.com](mailto:frankiewilliams@gmail.com)

## Social Media

- No member of staff may be in contact with a member of the King's Junior Voices on Facebook, Twitter, or any other social media network.

## Preventing Unsuitable People working at King's Junior Voices

- All Trustees, staff and parent volunteers are DBS cleared on our behalf by King's College School.

## Weekly rehearsal procedures

- Contact details of the young people will be kept confidential and will only be used by King's Junior Voices staff for King's Junior Voices administration.

## Useful contacts

- Cambridgeshire Direct Contact: Children's Services Tel: 0345 045 5203
- Children's Services Emergency Duty Team (Out of hours) Tel: 01733 234724 (Mon-Fri 8am-6pm)
- Police Child Abuse Investigation Unit Tel: 101 or 01480 847743
- Cambridgeshire Local Safeguarding Children Board  
<http://safeguardingcambspeterborough.org.uk/children-board/> Tel: 01480 373522

Cambridgeshire Music Hub Designated Person – Matthew Gunn  
[Matthew.Gunn@cambridgeshire.gov.uk](mailto:Matthew.Gunn@cambridgeshire.gov.uk)

**September 2015 Updated January 2019**

## Code of Conduct for staff and volunteers

- a) Physical contact with any child should be avoided unless required for first aid purposes or to protect the child from imminent harm.
- b) Staff and volunteers should not contact any child directly through text, email, or social media. All correspondence should be made through parents or guardians.
- c) No staff member or volunteer should be connected to any member of KJV via social media.
- d) Staff and volunteers should not give lifts in their car to choir members (not even for short journeys). Exceptions would be if parents or guardians share lifts to choir.
- e) Staff and volunteers should encourage a respectful atmosphere at KJV by leading through example.
- f) Staff and volunteers should be prepared to listen to children if they wish to disclose abuse. Notes should be made and then reported to the Designated Safeguarding Person within 24hrs.
- g) All staff and volunteers should refrain from inappropriate language at all times.
- h) All staff and volunteers should dress appropriately to avoid
- i) Children's contact details should be kept safely and confidentially.
- j) All staff and trustees should sign an annual confirmation that they have done nothing to disqualify their DBS clearance.

Mandatory agreement from all KJV Staff

The trustees and musical directors of King's Junior Voices 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 Choir's Administrator. Any queries regarding this policy, or any other relevant policies and procedures, should be addressed to Lyn Alcántara [lynette.alcantara@kingsjuniorvoices.org](mailto:lynette.alcantara@kingsjuniorvoices.org)

I have read, understood and agree to abide by the King's Junior Voices child safeguarding procedures and policies.

Name of Member of staff.....

Signature of Member of Staff.....

Date .....