



# Safeguarding and Child Protection Policy

King's Junior Voices

January 2021

Registered Charity No: 1138969

## Preliminary Statement

The trustees, Director of Music 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 them being physically or psychologically damaged.

This Safeguarding and Child Protection 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 procedures set out by the Safeguarding Children Partnership Board, Cambridgeshire County Council's *Children in Entertainment* documents and the Department of Education's *Keeping Children Safe in Education* (September 2020). It is intended to be a means of giving guidance to trustees, the Director of Music, staff and volunteers 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 responsibility is more fully explained in the DfE's *Keeping Children Safe during Community Activities, After-School Clubs and Tuition* (October 2020).

All staff, volunteers and trustees of King's Junior Voices are made aware of their duties and responsibilities regarding safeguarding and child protection and must read this document alongside the Code of Conduct. They should also read the DfE's *Keeping Children Safe during Community Activities, After-School Clubs and Tuition* (October 2020).

This policy is available to parents and carers on request and will be made available on our website.

**We will follow the procedures set out in the Cambridgeshire and Peterborough Safeguarding Children Partnership Board 'Inter-Agency Procedures'. This policy should be used in conjunction with that guidance.**

## Choir Commitment to Safeguarding and Child Protection

King's Junior Voices will meet its commitment to safeguarding children by the following means:

**Awareness:** Ensuring, by adequate training, 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 of harm to children.

**Reporting:** Ensuring, by use of clear procedures, 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. This will be achieved by liaising with the children, parents, carers or other institutions as appropriate.

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
- works in partnership with parents/carers and/or other professionals to ensure the protection of children

Dealing with child protection is always difficult and stressful. Members of staff or volunteers should consider seeking support for themselves, initially from the Designated Safeguarding Lead.

## Designated Safeguarding Lead

The Choir has appointed a Designated Safeguarding Lead (DSL) who takes responsibility for Child Safeguarding and Child Protection issues. At King's Junior Voices, the DSL is the Director of Music, Ms Lynette Alcántara, who is supported by the Trustee Advisor, Dr Lucy Wilson.

The role of the Designated Safeguarding Lead is to:

- act as a source of expertise and advice for safeguarding and child protection issues within King's Junior Voices
- ensure that the local Safeguarding Children Partnership Board's procedures are followed and that staff and volunteers are aware of them
- ensure that all staff and volunteers have enhanced DBS status and other relevant checks
- risk assess any persons who come into contact with children at KJV (i.e. occasional visitors such as guest musicians) where undertaking an enhanced DBS is not appropriate
- ensure that all staff know how to identify the signs of abuse and neglect
- ensure that all staff and volunteers know to whom they must pass on any concerns
- make referrals to the local Safeguarding Children Partnership Board where child abuse is thought likely to occur, or is suspected or disclosed
- co-ordinate any required action within King's Junior Voices (including informing the Trustees) and develop an effective working relationship with other agencies
- attend child safeguarding conferences where necessary or submit reports on the behalf of King's Junior Voices to such conferences

## Training

Lynette Alcántara 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, including its Chaperone Training. Lynette Alcántara may be contacted about child safeguarding issues by email [lynette.alcantara@kingsjuniorvoices.org](mailto:lynette.alcantara@kingsjuniorvoices.org).

Lucy Wilson has experience in safeguarding and child protection through her previous role as a safeguarding lead on a school governing body. She has had the following training from Cambridgeshire Local Authority: Safeguarding and Child Protection, Safer Recruitment, Health and Safety, and Chaperoning.

The Roos' teacher, Rebecca Moulton, has had training with Cambridgeshire Local Authority and the NSPCC. Our Administrator, Maggie Heywood, has also undergone Cambridgeshire Local Authority Chaperone training, as have many of our parent volunteers.

## Preventing unsuitable people working at King's Junior Voices

All staff, volunteers and trustees of King's Junior Voices have completed an enhanced DBS through King's College School. Where an enhanced DBS check is deemed unsuitable (for example, when inviting a guest musician to rehearsal) a risk assessment will be made by the Designated Safeguarding Lead of the individual. Staff and trustees are appointed by following Safer Recruitment guidelines.

A detailed Code of Conduct is provided as a separate document which all staff and volunteers who are working with children at KJV should read and sign.

## Procedures

All King's Junior Voices staff members and volunteers will be issued with a copy of this policy and provided with adequate training. This policy is also available on our website.

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 SCPB:

- If any volunteer or member of staff is concerned about a child, they must inform the Designated Safeguarding Lead immediately. In the absence of the DSL, the Administrator or Assistant Teacher must be informed. If the concern is deemed non-urgent the DSL may be contacted as soon as possible by email or phone.
- Notes should be made about the concerns as quickly as possible. These must be purely factual and in cases of physical harm the type and part of the body affected must be recorded. These will be stored as per the guidance set out below in the Record Keeping section.
- The Designated Safeguarding Lead will decide whether an immediate referral is necessary. They may decide to seek advice from the Safeguarding Children Partnership Board or from the Designated Person of the Cambridgeshire Music Hub.
- If appropriate, discussion with parents or carers about the issue may be undertaken prior to the involvement of another organisation.
- If an oral referral has been made to the SCPB, the Designated Safeguarding Lead will forward a written report to them 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

There are four main types of abuse. The following definitions of abuse have been taken from 'Working Together to Safeguard Children'.

**Physical** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional** 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 seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone.

**Sexual** 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, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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 and emotional 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.

## Specific safeguarding issues

**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.

**So-called 'honour-based' violence** encompasses 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).

**Child 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.

**Children living with substance misusing parents/carers or domestic abuse** are always affected; the longer this continues, the greater the risk of significant and enduring harm to the child, which they may carry with them into their adult life.

**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 through exclusion from the family home.

**Radicalisation** – children are vulnerable to extremist ideology and radicalisation.

## 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.
- **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 they have been abused, the person to whom they have made a disclosure 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 the local Safeguarding Children Partnership Board or other agencies
- reassure the child that it is not their fault
- stress that they have done the right thing by telling
- listen and do not ask direct or leading questions
- not criticise the perpetrator – the child may well still love them
- explain what you have to do next and thank them for confiding in you

## Reporting a Disclosure or suspected abuse

After a disclosure or when abuse is suspected, the person should make notes as soon as possible which should then be passed on to the Designated Safeguarding Lead These guidelines should be followed:

- Dates and times should be recorded
- Notes should be factual and precise
- Give quotes if possible
- A diagram should be drawn to indicate any marks or injuries observed

## Allegations Involving a Member of Staff, Volunteer or Trustee

- When an allegation is made against a colleague, immediate advice must be sought from the Designated Safeguarding Lead
- The usual Child Safeguarding procedures must be followed
- The Designated Safeguarding Lead will be informed immediately, and disciplinary procedures will be instigated if necessary
- If the allegations are made against the Designated Safeguarding Lead then Dr Lucy Wilson (Trustee Advisor) should be contacted ([law41@cam.ac.uk](mailto:law41@cam.ac.uk))
- Staff, volunteers and trustees who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress

## Record Keeping

Any records of Disclosures or suspected child abuse will be kept securely by the Designated Safeguarding Lead using the following principles:

- All disclosures or suspected abuse will be recorded in writing clearly and accurately (noting the date, event and action taken), even when there is no need to refer the matter immediately
- All Child Safeguarding files must be marked 'Strictly Confidential' and kept securely and separately from other Choir records
- Notes must not be destroyed, even if a more detailed report is later written. They may be needed in Court.
- Child Safeguarding files will be kept for seven years and then destroyed securely
- Parents and guardians do not have access to Child Protection files but should be aware that such records exist, except where to do so would place the child at risk of harm
- GDPR and the Data Protection Act (2018) do not prevent, or limit, the legitimate sharing of information for the purposes of safeguarding and child protection

## Safeguarding and Child Protection during remote choir rehearsals

During the COVID-19 pandemic KJV rehearsals have necessarily moved to being held remotely using Zoom. We recognise that the importance of safeguarding is not lessened when meeting remotely, indeed KJV may represent one of the few places where children may come in contact with adults to whom they can disclose. KJV's commitment to safeguarding remains and we recognise that remote rehearsals may bring additional safeguarding risks such as exposure to Zoom bombing, bullying by backchannels, unauthorised recording of rehearsals and may also enable unauthorised access to children and the setting.

KJV takes the following steps to ensure the safety of children during Zoom rehearsals:

- All sessions are password protected and these details are not shared outside KJV
- Staff use the most up-to-date version of Zoom and have suitable security settings enabled
- The waiting room feature in Zoom is used to ensure only members of KJV gain access
- The Roos, Kangas and Robins attend separate rehearsals to limit the number of children in each session
- Both the Director of Music, Lynette Alcántara and the Assistant Teacher, Rebecca Moulton, attend all rehearsals. This mitigates the potential for the children to be left alone in the rehearsal due to drop-out of the internet.
- The Administrator, Maggie Heywood, also attends in order to manage the waiting room, chat function and any other Zoom functions and potential issues.
- A responsible adult should be present at home with each child during the rehearsal
- Children who wish to rehearse with the cameras turned off are asked to switch them on at the beginning of each session to register
- Staff and children adhere to an additional Code of Conduct for remote lessons

## 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 and Peterborough Safeguarding Children Partnership 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)

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