

The Classical Roadshow – Child Safeguarding Policy

Overview

This policy is specific to the safeguarding of children who are involved in a Classical Roadshow event. Classical Roadshow does not work with other vulnerable groups such as young people (16 – 18) or vulnerable adults.

Commitment to Child Safeguarding

The Classical Roadshow (CR) believes that a child should never experience abuse of any kind. We are committed to safeguarding the well-being of all children involved in our projects, protecting them from harm and promoting their welfare. The following principles underpin the CR's approach to safeguarding:

- The welfare of the child is paramount.
- All children regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with schools that attend our events is essential in promoting children's welfare.

About this policy

- This policy applies to any child taking part in CR activities, their school staff and all CR staff (for the purposes of this policy the term 'CR staff' refers to CR trustees, freelance employees and volunteers).
- The purpose of this policy is to provide CR staff with the overarching principles that guide our approach to the protection of all children.
- This policy recognises a child as a person up to the age of 16.
- This policy aims to:
 - Protect children who attend a CR event.
 - Ensure CR staff working with children are carefully recruited and understand and accept responsibility for the safeguarding of those children they are interacting with.
 - Ensure that safeguarding of children is a primary consideration when CR undertakes any event or project.

How the Classical Roadshow might work with children

CR runs regular events where primary school children attend a concert and sing along with a live orchestra. CR does not have a membership, children are invited to attend CR concerts as part of a school trip and as such our involvement with children includes, but is not limited to, children that attend a CR event with their school. It should be noted that all schools will have their own safeguarding policies which they will be adhering to when they attend a CR event.

Named safeguarding person

Sheila Bennett (CR Trustee) has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Sheila Bennett in the first instance. Any projects, events or other activities that will involve children must be planned with the involvement of Sheila Bennett and in line with established procedures and ground rules (see below).

Procedures and ground rules

A further document – 'Ground rules, ways of working and procedures' is available and forms part of this policy.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Ground rules, ways of working and procedures

This document forms part of the Classical Roadshow's Safeguarding policy

This document includes:

- Recruitment practices around safeguarding.
- Ground rules and ways of working regarding safeguarding of children.
- Procedures for raising safeguarding concerns and incidents of abuse.
- Procedures for dealing with concerns and incidents of abuse.
- Photo/video consent procedures.

Recruitment practices around safeguarding

If an existing or new member of CR staff is required to work directly with children as part of a CR activity then an appropriate level of DBS will be requested before that work is undertaken. The level of DBS check required will be decided by the Board of Trustees and in line with DBS rules regarding regulated activity. If a member of staff will not be working directly with children the Board of Trustees may decide a DBS is not necessary but that the individual should follow the guidelines below when attending an event with children.

Ground rules and ways of working regarding safeguarding of children

When Classical Roadshow organises and delivers an event where there will be children present, CR will ensure:

- Planning is carried out in line with this policy and procedures.
- Schools attending a CR event provide appropriate numbers of staff for the number of children they are bringing, in line with their own school policy.
- All children attending the event have the permission of their school to attend (by nature of the school bringing them), and as such the school has all necessary emergency contact information for the children.
- School staff do not leave children unattended at any time and must always accompany them in the event venue.
- A child or group of children are not to be left alone with a singular member of CR staff, unless that adult is DBS checked and carrying out regulated activity.
- Any CR staff who may be called upon to supervise children alone (for example, in an emergency) will have been DBS checked.
- Children in non-public areas of the building will be accompanied by their school staff and a member of appropriate CR staff.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- That if children of different genders are taking part in activities, adults of different genders will be in attendance too.
- Separate toilets for children and adults are available and clearly marked.
- Any adult performers involved in the production that are not CR staff (i.e. the orchestra and soloists) have appropriate spaces to use backstage, away from children.
- CR concerts are not open to the public. However, on some occasions parents or special CR guests may be invited to an event. As children will always be accompanied by their school staff, inviting parents or CR guests to a concert should not pose any increased safeguarding risk. However, as there will be more adults in the public parts of the building, appropriate extra measures will be put in place concerning toilets and parents will not be allowed in any non-public areas.

Procedures for raising safeguarding concerns and incidents of abuse

- If any CR staff member witnesses, suspects or is informed of a witnessed or suspected case of abuse of a child they should immediately report it to the named safeguarding officer, Sheila Bennett. Signs of abuse could include anything from physical bruising to a child talking about something inappropriate for their age. CR staff are encouraged to report concerns even if they are not sure if what they have seen or heard is suspicious as it might be part of a bigger picture.
- The named person (Sheila Bennett) should notify the child's school staff as soon as possible. The school will then deal with the situation in line with its own safeguarding policy and procedures.

- If the named person is not available, or is involved in or connected to the abuse, it should be reported to another DBS checked member of CR staff (Alex Fryer, Jenny Robinson, Anouk Menpes-Smith).
- If the school staff are not available, or are involved in or connected to the abuse, the named person should contact the head of the school and/or the safeguarding lead, not speak to the person concerned. If a child is in immediate danger, follow procedures below.
- If a child discloses information to a member of CR staff, that member of staff should: not discourage the person from making the disclosure, but do not ask leading questions; not tell the person that what they have disclosed can be kept a secret; record (by writing down, along with the time and date) what they heard as closely as possible (ideally using the child's exact words); pass this information on to the named person who will pass it on to the school if appropriate; keep any written records safe and confidential.

Procedures for dealing with concerns and incidents of abuse

The named person (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the child is in immediate danger or needs emergency medical attention – call the police and/or ambulance service. If in doubt they can contact the NSPCC on 0800 800 5000 or the police.
2. If the person at the centre of the allegation is working with the child / children at the current time – remove them, in a sensitive manner, from direct contact with the child / children and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Raising concerns with a child's school, who will take the matter forward according to their safeguarding policy. If the school are involved in or connected to the abuse the named person should discuss with CR trustees to decide how to handle the reported abuse (excluding any committee members who are involved in the incident).
 - Raising concerns with the board of trustees (excluding anyone involved in the allegations).
- Where cases are escalated the trustees will cooperate with the police, school or local authority in dealing with the reported incident.

Photo/video consent

Photo consent will be obtained from schools to film or photograph any children attending the event. Photo consent includes the following measures:

- Consent will be requested for the whole group, but if schools have individual children that can't be filmed, CR will ask the school to notify us, and will arrange for those children not to be included in footage or photographs.
- Any footage/photography will be sent to schools to double check that it doesn't include children without photo consent before it is made publicly available.
- CR will securely store any images/footage taken and hold them indefinitely unless requested otherwise by the school.
- Schools can withdraw consent at any point, for the whole group or for individual students/staff.
- Schools may only take photos and videos of their own children/staff.
- If CR does not receive consent, only footage/photography showing backs of heads or full audience (where individual faces are not distinguishable) will be used.