

Safeguarding policy

This policy applies to all members, paid staff and officers of the society and to anyone working on behalf of the society.

The purpose of this policy is:

- to protect children, young people and vulnerable adults who are involved in the activities of Tonbridge Philharmonic Society;
- to provide members, staff and officers with the overarching principles that guide our approach to safeguarding.

Tonbridge Philharmonic Society believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to conduct the activities of the Society in a way that protects them. For the purposes of this policy, a child is considered to be below the age of 16. A young person is between the 16th and 18th birthday.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect the vulnerable, namely:

- Children Acts 1989 and 2004
- United Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding

We recognise that:

- the welfare of the child, young person or vulnerable adult is paramount, as enshrined in the Children Act 1989 and other legislation
- all children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse

- some children, young people and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people and vulnerable adults, and with their parents, carers and other agencies as appropriate is essential in promoting the welfare of those children, young people and adults

We will seek to keep children, young people and vulnerable adults safe by:

- valuing them, listening to them and respecting them
- developing and implementing appropriate practices through our policies and guidance for all members, staff and officers
- sharing information about safeguarding and good practice with members, staff and officers
- sharing concerns with agencies who need to know, and involving children, young people, vulnerable adults and their parents and carers appropriately

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on

Signed:..... Chair, Tonbridge Philharmonic Society

Date:

Safeguarding procedures:

1. New members under the age of 16

The Society welcomes new members of all ages. In the event of a new member joining before their 16th birthday, a parent or guardian should be asked to complete the form (Appendix 1), and two mentors within the appropriate part of the Society will be appointed to monitor the young person during rehearsals, and ensure that the parents' expectations for collection at the end of rehearsals are understood and carried out.

2. Action in the event of a report of a possible safeguarding issue

- if a report is received or concerns raised, the person reporting is to be advised to:
 - a) make no promises of confidentiality to the potential victim or any other person involved
 - b) ensure that they keep appropriate timed/dated records of the reasons for the concerns that are being raised
 - c) ensure that they do not discuss the matter with any other member of the Society, other than the DSL or their Deputy
- the DSL will make the necessary report to the Police and/or the Local Authority Designated Officer and will hand over the case to these authorities. The DSL will also advise the Society's Chair that such a report has been made

3. Identification of responsible officers

The Executive Committee (ExCo) will appoint a Designated Safeguarding Lead (DSL). This person will provide guidance to the ExCo, and will be identified to the members of the Society as the officer to whom all concerns should be directed. It is helpful if the DSL carries similar responsibilities in their everyday life, so that the Society may be kept up to date with any changes to legislation or best practice. If considered useful, a Deputy may be appointed for the part of the Society (Choir/Orchestra) of which the DSL is not a member. This will ensure that members have an easily accessible point of contact.

The DSL/Deputy will ensure that they have the current contact details of the Police and the Local Authority Designated Officer (LADO).

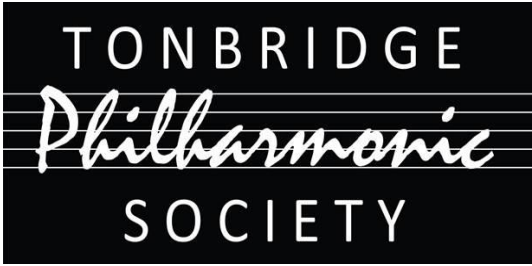
4. Policy and procedures

The DSL will be responsible for maintaining the Society's policy and procedures in accordance with current legislation and best practice. The

Policy and Procedures should be updated and ratified by ExCo annually, and the DSL will present any changes to ExCo in advance of any updating.

5. Information to Members

The Policy and Procedures documents will be published on the members' area of the website so that they may be easily accessed. The name of the DSL, and of the Deputy where appointed, will be attached, and the members will be directed to this person, via Voice and Section representatives if necessary.



Appendix 1 – Safeguarding young members under 16

Name of member

Date of birth

Parent/guardian

Address

Telephone numbers

At the end of rehearsals, the young member will be:

- a) collected by their parent/guardian
 - b) permitted to make their own way home
 - c) other – please specify
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Rehearsals are held at Tonbridge School and also at performance venues. Please ensure that the member tells you if the rehearsal is taking place at a performance venue.

If you have any concerns regarding the attendance by a young person at rehearsals, please do not hesitate to contact the Chair of the Society or the Designated Safeguarding Lead as specified on the website.

Safeguarding procedures appendix 1

October 2016

TPS SAFEGUARDING GUIDANCE FOR SECTION HEADS - 2016-17

WHAT IS SAFEGUARDING?

Safeguarding is the current term used for the protection of a young person's welfare. Child protection is another term which has been used in recent years.

WHY DO WE NEED IT IN TPS?

TPS is a society which is predominantly made up of adults. A young person these days is now considered as such until the age of 25. We have a handful of members in this group and it is important to demonstrate that we have catered for any safeguarding issues.

DIFFERENT TYPES OF ABUSE:

It is estimated that 1:10 children experience some form of child abuse. There are 4 categories. These are: physical, sexual, emotional and neglect. The most common is neglect.

EXAMPLES AND INDICATORS OF THE 4 TYPES OF ABUSE:

- Physical** – self harm, bruises, injuries which cannot be explained
- Sexual** – knowledge of sexual behaviour, inappropriate behaviour towards adults, eg. flirting
- Emotional** – depression, mood swings, aggressive
- Neglect** – inappropriately dressed, poor personal hygiene, low self esteem

PROCEDURE TO FOLLOW IF ABUSE IS EXPECTED:

If there are physical signs such as injuries, bruises etc, please raise concerns with the **DESIGNATED SAFEGUARDING LEAD (DSL)** for choir or orchestra. The next stage is likely to involve a care service of some kind or, if necessary, the police.

A CHILD / YOUNG PERSON MAY TALK TO YOU ABOUT SOMETHING WHICH CONCERNS THEM. IT IS IMPORTANT TO:

- * Take them seriously
- * **NEVER** promise confidentiality
- * Listen but do **NOT** investigate / ask leading questions
- * Encourage the child to speak to carers but be aware they may have been threatened
- * Report factually, recording the incident and the **DATE** and **TIME** which you take the statement

AT THE CONCLUSION OF THIS CONVERSATION:

- * Reassure the child that they were right to talk about it
- * Let the child know what you are going to do next and will tell them what will happen
- * Make notes and pass on to DSL ASAP.

Safeguarding procedures appendix 2

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