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Orchestra of Everything Foundation (OOEF) safeguarding policy

Contents

-	1
Orchestra of Everything Foundation (OOEF) safeguarding policy	1
1 Purpose of this policy	2
2 Policy statement	2
3 We will seek to keep children and young people safe by:	3
4 Legal framework and references	3
5 Roles and responsibilities	4
5a Board of trustees	4
5b Designated Safeguarding Lead (DSL)	4
5c Staff and volunteers	4
6 Management of staff and volunteers	5
7 Training for volunteers, trustees and staff	5
8 Vetting potential volunteers and staff	5
8a What DBS checks will OOEF carry out on staff, trustees and volunteers?	6
9 Confidentiality and information sharing	7
10 Whistle-blowing	8
11 Receiving and responding to safeguarding disclosures, concerns and allegations	8
12 Managing allegations against trustees, staff or volunteers	9
13 Supervision of children and young people	10
13a Travel	11
13b Ratios of staff to children	11
14 Touching children and young people	11
15 A positive culture in which children's safety is prioritised.	12
15a Support for volunteers, staff and trustees	12
15b Developing and running programmes, events and activities	13
16 Complaints about safeguarding	13
17 Annual agreement of policy	13
18 Document history from April 2025	13
APPENDICES	14
Appendix A	14
USEFUL CONTACTS	14

Appendix B	15
Orchestra of Everything Foundation safeguarding code of conduct for trustees, staff and volunteers	15
APPENDIX C	16
Safeguarding briefing for new volunteers, staff and trustees	16
APPENDIX D	18
Recording, sharing and storing personal information about a child	18
APPENDIX E	18
Vetting and disclosures	18

1 Purpose of this policy

- to protect the children and young people¹ who receive OOEF's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection

This policy applies to anyone working or volunteering for OOEF, including the board of trustees, paid staff, volunteers, sessional workers, agency staff and subcontractors.

2 Policy statement

We believe that children and young people should never experience abuse of any kind and we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children and young people is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people their parents, carers and other agencies is essential in promoting welfare

¹ The term 'young people' is used since OOEF is expected to work primarily with under 18 year olds. OOEF recognises that it has responsibilities to adults at risk and therefore includes these under the responsibilities identified for children and young people in this policy. Adults at risk are anyone aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

An adult at risk of abuse may:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

- all children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed for children and young people who are at most risk from harm, and to remove barriers that exclude marginalised and minority groups from equal protection.

We recognise that staff and volunteers will be working in schools. We therefore have a responsibility to follow any guidance on safeguarding provided by a school and to liaise with a school if a concern or allegation arises.

We will use our safeguarding procedures to share concerns and relevant information with agencies who need to know, and to involve children, young people, parents, families and carers appropriately.

This policy should be read in conjunction with OOEF's health and safety policy.

3 We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- adopting child protection and safeguarding best practice through our policies and procedures, and guidance and training for staff, trustees and volunteers
- developing and implementing an effective online safety policy and related procedures.

4 Legal framework and references

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

The policy takes account of the [requirements of the Charity Commission](#), the [Charity governance code](#) (non-statutory) the ethical principles for a charity ([set out by NCVO](#)) and guidance from [Youth Music](#).

As a charity OOEF recognises its particular duties to safeguard and promote the welfare of children and young people affected by its work. Where we engage in such work, we will consider relevant statutory guidance including Keeping Children Safe in Education (KCSIE – updated September 2025), Working Together to Safeguard Children (2026), Care and support statutory guidance (2025) and Prevent Duty Guidance for England & Wales (2019). We shall consider this guidance proportionally in light of the organisation's unique nature and structure, and respecting the duties of statutory agencies to protect children and adults experiencing or at risk of harm.

5 Roles and responsibilities

5a Board of trustees

The Board of Trustees has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively. Safeguarding is a standing agenda item at every meeting.

The Board of Trustees will ensure OOEF has adequate insurance in relation to safeguarding incidents. A Lead Trustee will take responsibility for monitoring safeguarding policy and practices.

5b Designated Safeguarding Lead (DSL)

Safeguarding will be led by a member of staff or volunteer who has the experience and/or qualifications suited to this role. As OOEF grows, trustees may introduce the role of deputy DSL to be held by one or more staff or volunteers.

The Lead Trustee will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the DSL to fulfil their duties. If no member of staff is in place to act as DSL or deputy DSL, the Lead Trustee will assume this role.

The DSL will:

- maintain a record of concerns and allegations, as well as the subsequent actions taken
- undertake training every 2 years relevant to their role
- refer cases of suspected abuse or neglect to the local authority children's social care as required
- refer cases to The Channel Programme where there is a radicalisation or extremism concern
- Inform the Disclosure and barring Service (DBS) within one month when a member of staff is dismissed/leaves or volunteer barred/leaves due to risk/harm to a child or vulnerable adult
- report to the police when a crime may have been committed
- advise staff and volunteers
- act as a point of contact with safeguarding partners
- review all safeguarding cases and identify 'lessons learned'
- share information about serious incidents with trustees and, where required, be responsible for reporting to the Charity Commission.
- provide an annual safeguarding report to the Board of Trustees
- provide annual training to staff and volunteers that keeps them up-to-date and refreshes their knowledge of safeguarding
- conduct periodic reviews of safeguarding policies and procedures and review what we have learned from any incidents that occur
- review the specific risks to children's safety arising from the charity's activities and put plans in place to mitigate these risks
- maintain records of training of staff and volunteers
- liaise with other organisations that share an interest in the safeguarding of the children OOEF works with, for example schools.

5c Staff and volunteers

All staff and volunteers will:

- be alert to safeguarding concerns, including child on child abuse and risks from online activity
- be open to listening to children and young people
- follow guidance provided by the DSL
- know who to report concerns to and how to do this
- undertake annual training
- adhere to OOEF's code of conduct (see appendix B).

6 Management of staff and volunteers

Trustees and managers will ensure that all staff and volunteers:

- are aware of their responsibilities for keeping children safe
- know about and follow our policies, procedures and expected behaviour
- are trained on, or provide evidence of suitable training on, safeguarding responsibilities relevant to their role
- have a named contact to support them if any safeguarding concerns arise during an activity.

7 Training for volunteers, trustees and staff

New volunteers, trustees and staff will receive initial training on safeguarding. This training will take account of their previous knowledge and training.

Before a member of staff or volunteer works for OOEF, the Head of Service or DSL will assess their knowledge of safeguarding and what training they have received in the last year. If a member of staff or volunteer is new to working with children, or have not had an update from someone who is a designated safeguarding lead for an organisation, a manager will need to arrange for safeguarding training before the volunteer or member of staff starts working with children.

All volunteers, trustees and staff of OOEF will receive annual safeguarding training to update them on changes to safeguarding legislation and practice, and to refresh their knowledge of key principles of safeguarding. This training will be provided by a suitably qualified and experienced person. The training may be provided online, face to face or through regular briefings. Records of training will be maintained by the DSL.

The content of training will be informed by:

- Changes to legislation
- The outcomes of risk assessments
- Feedback from staff, volunteers and participants
- Reflection on cases and incidents that have taken place

8 Vetting potential volunteers and staff

All potential volunteers and staff will complete an application or provide a CV demonstrating their suitability for the role. All potential volunteers and staff who offer the skills needed to fulfil a role will be interviewed by a manager and/or trustee.

In addition to an application and interview, OOEf will confirm an applicant's suitability through:

- Identity check (eg passport or driving licence)
- Right to work check (eg British passport or evidence of right to work in UK if foreign national)²

OOEF will carry out Disclosure and Barring Service checks on volunteers in line with guidance provided by The Charity Commission ([Safeguarding and protecting people for charities and trustees](#)) and Disclosure and Barring Service ([Check someone's criminal record as an employer](#)).

8a What DBS checks will OOEf carry out on staff, trustees and volunteers?

Enhanced check with a children's barred list check:

All staff, trustees and volunteers who, or may, work unsupervised with children or young people.

Basic check

Staff and volunteers who work in an administrative or support role in which they have some, but supervised, contact with children.

When in doubt, OOEf will decide the level of check using the DBS check tool

<https://www.gov.uk/find-out-dbs-check>

OOEF will use, wherever possible, the DBS update service to enable volunteers to demonstrate that they have undergone suitable checks.

The checks will be carried out through an umbrella body because OOEf will carry out fewer than 100 checks per year.

If a new member of staff or volunteer is NOT on the Update Service but has a DBS certificate that demonstrates the appropriate levels of checks have taken place within the last two years by a provider in the child workforce, and that they have not had a break in service of more than 3 months since leaving that provider, they will need to show a copy of that certificate to the DSL.³ They will also need to provide evidence that they have not been

² The umbrella service that OOEf uses to carry out DBS checks also carries out digital ID checks on behalf of OOEf. Completion of these checks is acceptable as evidence of identity.

³ The DBS guidance states in the 'Accepting a previously issued DBS check' section that 'It's the employers' decision to decide whether to accept a previously-issued DBS check'. It then details the considerations that an organisation must take when making such a decision. These are:

- the applicant's criminal record or other relevant information may have changed since its issue
- the level of that check may not be right for the position you're recruiting for
- you'll need to check that the original application position and workforce are correct for the role you're recruiting for (any original certificate issued from June 2013 will show the workforce 'child' or 'adult', 'child and adult' or 'other')
- the police disclose information on an enhanced DBS certificate based on child or adult workforce, for which the criminal record check was originally applied for
- the police disclose information on an enhanced DBS certificate which was submitted for 'other' workforce, in relation to the position for which the criminal record check was originally applied for
- the information revealed was based on the identity of the applicant, which was validated by another Registered Body

added to the barred list since their previous DBS check in line with Keeping Children Safe in Education (para 248) requirements. The DSL can provide guidance on how they can do this (see appendix E). In these circumstances OOEF will not normally⁴ carry out a DBS check immediately. Instead the person will go into the 3 year cycle described below.

Each member of staff, volunteer and trustee who is not subscribed to the update service will normally be expected to have a DBS check every three years. Those who are subscribed to the update service will be checked through the update service every three years.

Any member of staff, volunteer and trustee who, during the period they are working or volunteering for OOEF, receives a caution or a conviction, or who is informed by the police that they are recording information about the person must inform the DSL immediately.

These people will be asked to confirm whether any incidents, investigations or allegations have taken place since their previous DBS check. If this discussion raises any concerns about their suitability, Trustees and/or managers will carry out a risk assessment to decide whether the person can be deployed.

Where a check on a member of staff, volunteer and trustee shows a conviction, caution or relevant information held by the police, the DSL and a trustee or manager will carry out a risk assessment to decide whether the individual can work/volunteer for OOEF and if any specific arrangements are needed.

OOEF will also interview new members of staff, volunteers and trustees to establish what training they have received in safeguarding. This will be recorded and taken into account when inducting/training them in OOEF.

9 Confidentiality and information sharing

OOEF seeks to protect individuals' rights to privacy and confidentiality. All our team members must be aware that they have a professional responsibility to share information proportionately to protect children and young people from harm. Staff, volunteers and trustees will not provide assurances of confidentiality to a child or young person on disclosure or allegation of a safeguarding concern. They will tell them that any information they give may have to be shared with a manager, trustee or relevant agency.

We will maintain and securely store confidential, detailed and accurate records of all safeguarding concerns. The DSL will ensure that records are only available to those who need to see them.

-
- that the identity details on the certificate match those of the applicant

OOEF will consider these when making decisions about whether a DBS check is required.

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

⁴ The DSL will use the list in the above footnote to determine whether a DBS check is needed for someone who would not normally be checked.

OOF will not share personal information about children and young adults in accordance with the requirements of the Data Protection Act 2018.

10 Whistle-blowing

OOF is committed to the highest standards of safeguarding and child protection. All staff, volunteers, and stakeholders have a responsibility to act promptly and appropriately if they have concerns about the welfare or safety of a child, young person, or vulnerable adult.

We encourage a culture of openness where any safeguarding concerns can be raised without fear of reprisal. If anyone associated with OOF witnesses or suspects any form of abuse, neglect, or inappropriate conduct, including by colleagues, contractors, or visitors, it is their duty to report it.

Concerns can be reported through the DSL, or if the matter involves them or is not appropriately addressed, through the Head of Service, a trustee or external authorities. All reports will be taken seriously and handled sensitively, in accordance with our safeguarding procedures and policy.

We will protect whistleblowers from retaliation, victimisation, or disadvantage as a result of raising genuine concerns in good faith.

Safeguarding is everyone's responsibility — speaking up helps protect the most vulnerable and ensures a safe environment for all.

11 Receiving and responding to safeguarding disclosures, concerns and allegations

Staff, trustees and volunteers will always respond to a safeguarding disclosure, concern or allegation promptly and appropriately. Even minor concerns or suspicions of harm must be reported to a line manager or DSL. Failure to report safeguarding concerns will be considered a serious breach of OOF's safeguarding commitment and may result in disciplinary action.

Staff, trustees and volunteers receiving a disclosure will:

- listen carefully
- ask open questions to encourage the child or young person to talk
- let them know they have done the right thing by talking about their concerns
- tell them it's not their fault
- say they will be taken seriously
- explain what will happen next
- report what they have been told as soon as possible
- make a record of the discussion and actions as soon as possible.

Staff, trustees and volunteers should never:

- promise confidentiality to any child or young person who is disclosing child protection information/evidence
- ask leading questions
- ask the child to write down his/her account

- investigate
- take photographs of marks on a child or young person's body
- attempt any medical judgement
- arrange a medical examination
- tape/video record an interview
- ask a child to remove any clothing
- confront or question the alleged abuser/perpetrator.

Staff members should always be aware of their own vulnerability at this point, and should take steps to minimise risk to themselves whilst supporting the child or young person.

If the child or vulnerable adult is in immediate danger the volunteer, employee or trustee will call the police straight away on 999, and, if possible, the DSL.

If there is no immediate danger they will report to their manager or the DSL as soon as possible.

If they are not able to contact someone within OOEF, they should call NSPCC helpline for advice on 0808 800 500 or by e mail help@NSPCC.org.uk

When the DSL receives information about an allegation or concern they will collect all relevant information before taking action. This action will depend on circumstances but may include:

- consultation with a school's DSL
- consultation with a LADO
- discussion with relevant parties
- referral to relevant body: e.g. MASH or police.

The DSL will keep a confidential record of actions taken.

Where an OOEF activity takes place in a school, OOEF will adhere to directions provided by the school about their safeguarding policy. If an incident or concern is not covered by the direction provided by a school, OOEF will follow policy and procedures outlined in this policy.

12 Managing allegations against trustees, staff or volunteers

Allegations against a member of staff or volunteer should be referred to the DSL or Head of Service. If an allegation is made against the DSL or Head of Service, this should be referred to a trustee who will, along with at least one other trustee, decide on next steps. Any allegation against a trustee should be reported to another trustee who will, along with at least one other trustee, decide on next steps.

Inappropriate behaviour by staff / volunteers could take the following forms;

- Physical - for example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling
- Emotional - for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality
- Sexual - for example, sexualised behaviour towards students, sexual harassment, sexual assault, sexualised comments or statements

- Use of language, texts or images that are not age-appropriate
- Neglect - for example failing to act to protect children/young people, failing to seek medical attention or failure to carry out an appropriate risk assessment
- Spiritual Abuse - for example using undue influence or pressure to control individuals or ensure obedience or follow religious practices that are harmful such as beatings or starvation

OOEF recognises that disclosures and concerns made about children and adults using the service provided by OOEF must be dealt with under this policy.

13 Supervision of children and young people

All participants in OOEF events will register their attendance when they arrive unless the activity is taking place as part of a registered activity within a school. In these circumstances, the member of staff or volunteer must check whether the school expects a separate register to be taken.

The member of staff supervising the activity is responsible for taking this register at the beginning of a session.

A copy of the register should be sent by a member of staff or volunteer to their contact in OOEF. They should only keep copies should for the duration of the project on which the member of staff or volunteer is working.

The member of staff or volunteer should be provided with emergency contact numbers for each participant. This may be a parent or someone in loco parentis such as a teacher in a school.

A member of staff who is leading an activity that is NOT taking place in a school should also have a contact number for a manager from OOEF and the DSL.

A member of staff or volunteer must ensure that no child or young person leaves an activity unsupervised (unless they are able to take responsibility for temporary absence such as going to the toilet).

A member of staff or volunteer must be able to account for the whereabouts of each child or young person attending an activity.

The member of staff or volunteer must not leave at the end of an activity until every child or young person has been taken into the care of a parent, carer or responsible adult.

Members of staff, volunteers and trustees will not communicate in writing or by phone with a child. All communication with a child or young adult will be via a parent or carer.

A volunteer or member of staff will not share their personal phone, e-mail or other contact details to a child, young person, parent or carer. They will not use their personal phone, e-mail address or social media accounts to contact a child, young person, parent or carer,

No images of children or young people will be recorded without written permission from a parent or carer and only on devices provided by OOEF: never on a volunteer's or employee's personal device.

A volunteer or member of staff will not use materials, including those accessed via digital devices, or using digital media (eg DVDs, USB sticks, streaming devices etc) that have not been checked before showing them to children to ensure they are appropriate for the age of children in the session.

13a Travel

Members of staff and volunteers are not responsible for arranging travel for children and young people to and from activities. Members of staff and volunteers should not transport children to and from activities unless in emergency or with the prior agreement of a parent/carers.

From time to time OOEF may arrange transport for children and young people. If this is necessary, they will use a registered private hire company that can provide evidence of drivers checks with the disclosure and barring service.

13b Ratios of staff to children

OOEF recognises that children and staff/volunteers need group sizes that are safe, manageable and optimise learning.

OOEF has used the NSPCC's guidance on adult/child ratios as guidance. OOEF has not been able to duplicate the ratios from NSPCC directly. OOEF straddles NSPCC's age groups since it works in school year groups. In all cases, OOEF has taken the LOWER age of children in a year group when calculating ratios.

This research has led OOEF to identify the following ratios of adults to children:

- Years 3-4 (7- to 9-year-olds) 1:6
- Years 5-8 (9- 13-year-olds) 1:8
- Year 9 and above (13+) 1:10

OOEF will reduce these ratios in specific sessions if children with identified needs require greater support.

An 'adult' is any member of staff or volunteer who has been recruited and inducted by OOEF. An adult visitor or guest performer will not be counted in the ratio.

OOEF will review these ratios annually.

14 Touching children and young people

Because of the nature of OOEF's activities, trustees, staff and volunteers may be in close physical proximity with children and young people – for example when correcting posture and finger positioning.

Adults should only touch children and young people to develop musical skill and technique, to treat an injury or prevent an injury or accident from occurring.

Physical contact will not be common practice between a member of staff, volunteer and child/vulnerable adult.

Staff and volunteers will, if they need to touch a child or young person, consider:

Motivation – why do you need to touch them?

Duration – do not touch a child or vulnerable adult for longer than necessary

Perception – any physical contact must be professional and unambiguous. It must not be able to be misinterpreted if viewed by another adult.

Communication and consent – does the child or vulnerable adult understand why you are intending to touch them? Do they give any indication – verbal or non-verbal – that they do not consent to physical contact or are uncomfortable with the contact.

Responding to distress and success

There may be instances where a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury.

A child or vulnerable adult may also want to mark success or achievement with a hug or another gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by parents as) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, as an adult may, be felt appropriate may not be acceptable to a child.

15 A positive culture in which children's safety is prioritised.

15a Support for volunteers, staff and trustees

Volunteers will be given the contact details of someone they can contact when they are with children or young people if they need immediate support. Trustees recognise that safeguarding can be complex and that decisions made when dealing with an incident or disclosure can have a significant effect on the child or vulnerable adult as well as on any subsequent legal proceedings. Therefore, volunteers will be briefed on the 'no blame' culture in OOEf and encouraged to seek advice from a manager or trustee.

Trustees also recognise that safeguarding disclosures can have an impact on a volunteer or member of staff and cause trauma and upset. Therefore trustees will provide volunteers with information about support organisations and counselling services should these be necessary.

Trustees will:

Encourage speaking up

- Whistle blowing, grievances and complaints
- Explain how information will be dealt with, including confidentiality and data protection

Investigate complaints

- Have a system for recording complaints, allegations and investigations
- Reporting to stakeholders (donors, Charity Commission, users, public) as appropriate

Provide support

- Form contacts and relationships with local support agencies so that we can refer children and adults to appropriate support.
- Liaising with, and referring concerns to relevant agencies. This will include seeking advice from

15b Developing and running programmes, events and activities

We recognise that people can be harmed as a result of poorly designed programmes, projects and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards will be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.

All staff, volunteers and trustees should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.

We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and good practice.

16 Complaints about safeguarding

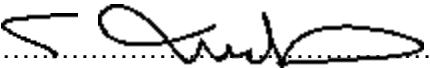
All complaints about the management of safeguarding will be treated seriously. It is hoped that most complaints can be resolved through informal contact by a parent, carer or school with the member of staff or volunteer. If the matter cannot be resolved at that stage it may be necessary to refer it to the DSL.

If necessary, one or more trustees will form a panel to consider a complaint that cannot be resolved by the DSL.

17 Annual agreement of policy

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

This policy is due for review by 31 April 2026

Signed:.....
Trustee responsible for safeguarding

Date:6May 2026.....

18 Document history from April 2025

13 May 2025 Paragraph 12b inserted

5 May 2026: minor text changes and:

P 4: update to reference documents

P 5 Clarification of DDSL role. Add training to role of DSL

P 7 Remove '3 days in 30' clause that potentially excluded some volunteers from DBS checks. Include reference to digital ID checks. Update information about circumstances in which volunteer/teacher will need to provide evidence of barred list check.

P 11 Addition of clause concerning materials used with children

P 12 Significant addition about communicating with children.

15 May 2026: telephone numbers and contact form details for B&NES updated

APPENDICES

Appendix A

USEFUL CONTACTS

Designated Safeguarding Lead

Steven Tucker

07966 395224

Steventucker07966@gmail.com

Senior leader

Jon Gore

07958 652438

NSPCC

Helpline 0808 800 5000

B&NES Local Authority

Within office hours

01225 396312 or 01225 396313.

Outside office hours

Call the Emergency Duty Team on 01454 615165.

DSL can also use this form to make a referral

<https://app.bathnes.gov.uk/webforms/concerned-about-a-child-or-family/>

Local Authority Designated Officer (LADO)

The Local Authority Designated Officer, sometimes called the LADO, is the person in the council who manages concerns for children where the complaint is about an adult in a position of trust, for example a professional who works with children. If this is the case you can contact the LADO on LADO@bathnes.gov.uk

Agencies that may support staff and volunteers

Bath MIND	01225 316199
Talking Therapies	01225 675150
Samaritans	116123

Appendix B

Orchestra of Everything Foundation safeguarding code of conduct for trustees, staff and volunteers

OOEF is committed to safeguarding and promoting the well-being of all children and young people and we expect our staff and volunteers to share this commitment. Every child and vulnerable adult should feel safe and protected from any form of abuse.

Safeguarding is everyone's responsibility. All staff must have read this code of conduct, act appropriately and initiate proportionate action when there are concerns.

To promote a positive safeguarding culture we expect everyone to:

- maintain confidentiality regarding sensitive information regarding children, young people and colleagues
- follow OOEF's guidance, in the safeguarding policy, on supervising children and young people
- take care to ensure the safety and welfare of students and comply with OOEF's policies and guidance
- report any concerns related to misconduct, abuse, or violation of policies, even if the concern doesn't directly involve them (see section 11 of OOEF's safeguarding policy)
- respect the rights of children and young people and colleagues in accordance with OOEF's policies and procedures
- staff and volunteers should be mindful of learning and accessibility needs and take steps to ensure that all students can participate fully
- any concern, however small, must be shared with the DSL to maintain an open and transparent culture, minimise the risk of abuse, and allow for an early response to issues that could later become allegations.
- report as early as possible, any concerns of bullying or harassment
- avoid favouritism, perceived or actual, with each child or vulnerable adult receiving equal and fair treatment.
- ensure that all students are equally involved in the creative process. If students are to be featured more prominently than others in a musical piece or ensemble, ensure that the selection process is one of transparency and fairness

- act in such a way that recognises diversity as an asset and do not discriminate against age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation unfairly
- always use professional language in both verbal and written communication whether for an internal or external audience
- be punctual and always fulfil the duties and tasks
- use sound judgement before posting on social media any comments or information about OOEF activities.
- only communicate with children or young people and parents using contact details agreed between parents and OOEF. Staff, trustees and volunteers should not follow children or young people on social media
- avoid the use of all alcohol, smoking / vaping or illicit drugs whilst carrying out OOEF activities. Staff, trustees and volunteers will be removed from an activity immediately if you are suspected of being under the influence of drugs or alcohol
- never film or take photos of students on your personal devices. No photographs or videos of OOEF activities can be posted to any social or public media platform without approval of a trustee or manager
- inform a manager immediately if subject to a police or safeguarding investigation, or charged with, convicted of, or cautioned for a criminal offence.

APPENDIX C

Safeguarding briefing for new volunteers, staff and trustees

The Orchestra of Everything Foundation wants to keep everyone safe so that they can enjoy music and flourish in a caring, supportive environment. This includes children, volunteers and staff. Our safeguarding policy will help everyone to achieve a culture of safeguarding by providing the guidance and safeguards that allow us all to give children the opportunities they deserve.

When you start volunteering with, or working for, OOEF you will need to read OOEF's safeguarding policy and code of conduct for trustees, volunteers and staff. We aim to have a culture in which safeguarding underpins everything we do. Therefore, whenever you are with children, you need to be alert to potential safeguarding concerns and feel confident that, if a safeguarding concern arises, you know how to deal with it.

Organisations tend to fall down on safeguarding when they take a 'it won't happen here' approach. Safeguarding concerns can happen anywhere. For example, it only takes a moment to forget to take a register. In a majority of cases this will not have a detrimental effect on children. But if a child says their friend has not returned from going to the toilet, or a parent turns up to collect a child who is not there, the register is crucial evidence of whether the child was at the lesson. In another example, it is common for people to rationalise something that they see or hear as 'a one-off' or 'not important'. Often, when a safeguarding situation becomes serious, people reflect on the low-level indicators. If these had been acted upon, a serious issue may be averted.

If you believe someone is at immediate risk of harm you **must** call 999.

If you are worried about a child, young person or adult you may wish to talk to them, listen calmly and reassure them that it's not their fault and encourage them to tell you what's happened. If you can't speak to the person directly that's ok but it's important that you tell someone about your concerns. If you believe a person to be at immediate risk of harm or in need of emergency medical attention call 999. If you are worried about a child or young person call one of the following:

Designated Safeguarding Lead

Steven Tucker
07966 395224

Senior leader

Jon Gore
07958 652438

NSPCC

Helpline 0808 800 5000

B&NES Local Authority

Within office hours

Children and Families Assessment and Intervention Team on 01225 396111 or 01225 477929 (weekdays, 8.30am to 5pm, except Fridays when we're closed from 4.30pm).

Outside office hours

Call the Emergency Duty Team on 01454 615165.

The signs of abuse aren't always obvious, and a person may feel scared or unable to say what is happening to them. Types of abuse for children and adults include:

- Physical
- Emotional
- Sexual (remembering that child sexual abuse can be a hidden harm)
- Financial
- Peer abuse/teenage relationship abuse
- Online harm and group-based exploitation

Signs of abuse may include:

- Children looking dirty or always wearing the same clothes
- a physical injury which you think may have been non-accidental.
- observing behaviour that leads you to be concerned about a child or young person.
- observing behaviour that leads you to be concerned about a child or young person
- Aggressive behaviour and shouting
- Someone saying that they don't have enough food
- a child or young person telling you that they have been subjected to some form of abuse

These are not the only signs of abuse.

It is important to remember boundaries. You must not promise confidentiality to someone who wants to talk to you about a concern, Nor should you take it on yourself to investigate your concerns or challenge anyone accused of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL. This may be the beginning of a legal process

– it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way. If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality.
- You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection officer, who should contact children's social care if appropriate.
- You should not investigate your concerns or challenge anyone accused of abuse.

If there is any aspect of this guidance that you are not confident or comfortable with, please contact your line manager or the Designated Safeguarding Lead. We want you to feel confident to do what you do best with our support.

APPENDIX D

Recording, sharing and storing personal information about a child

From time to time a volunteer or teacher may record personal information about a child. For example, following a discussion about adjustments needed as a result of SEND. In such cases, the volunteer or teacher should have the permission of the parent and/or child to write down and store the information.

Any information written down should be stored on a password protected computer and/or a password protected document.

This information should not be shared in writing or verbally with anyone who does not need it to inform their teaching or support for the child while undertaking OOEF activities. It may, for example, be appropriate to share it with another teacher to help them understand teaching strategies that work for an individual child.

A copy of any personal information about a child that could reasonably be deemed to be confidential should be sent to the DSL.

The DSL will maintain a secure record of confidential personal information held by OOEF.

APPENDIX E

Vetting and disclosures

Currently, OOEF requires anyone who a DBS from another organisation within the last 2 years but is not on the DBS update service to provide evidence that they are NOT on the Barred list (previously list 99) for working in a regulated activity with children. To do this:

1 Write, asking if you are on the barred list for working in regulated activity with children, to:

Disclosure and Barring Service, PO Box 3963, Royal Wootton Bassett SN4 4HH.

Enclose photocopies of 2 IDs one of which must show name, date of birth and signature.

Suggested types of ID include:

- Current passport
- Current photocard driving licence
- EU/EEA National Identity Card
- Recent utility bill
- Council tax bill for the current year
- Bank or building society statement
- Mortgage statement
- Benefits society passbook showing your current address
- Local council rent card

2 Pass a copy of the response to the DSL

While awaiting confirmation of this, OOEF will carry out a risk assessment of the person to decide the level of supervision required.