

OMF Safeguarding Documentation

POLICY & PROCEDURES FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS INVOLVED IN OLYMPIAS MUSIC FOUNDATION ACTIVITIES.

Reviewed September 2023

Safeguarding Policy Statement

Olympias Music Foundation is committed to ensuring children, young people and vulnerable adults can enjoy music-making in a safe and secure environment.

The purpose of this policy statement is:

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

This policy applies to anyone working on behalf of Olympias Music Foundation including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

We believe that:

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

We recognise that:

- The welfare of our beneficiaries is paramount in all the work we do and in all the decisions we take all adults and children, 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 adults and children 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, their parents, carers and other agencies is essential in promoting young people's welfare.

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary DBS checks are made and reviewed at least every three years

- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated Designated Safeguarding Lead

Name: Patrick Shepherd

Phone: 07768 073924

Email: Patrick.shepherd@olympiasmusicfoundation.com

Procedures

Responsibility for Safeguarding

A member of staff has been assigned as Safeguarding Officer, who will ensure the organisation's policies, procedures and practice are in line with current legislation, including a review of this safeguarding documentation at least once a year. The current Safeguarding Officer is Jo Yee Cheung.

All staff must undergo training run by the Olympias Music Foundation Safeguarding Officer, or must be able to prove that they have undertaken training by a trained Designated Safeguarding Officer from another organisation that also provides training for safeguarding children and vulnerable adults. The Designated Safeguarding Officer is responsible for

reviewing the policy and training from any other organisation to ensure that any employee has received sufficient training.

Training is offered on an annual basis, and it is obligatory for staff to undergo training a minimum of every two years. All staff must agree to these terms and confirm in writing that they have undertaken sufficient training to be aware of best safeguarding practices whilst undertaking their work with Olympias Music Foundation.

It is everyone's responsibility to report any disclosures or signs of abuse to the Safeguarding officer (Jo Yee Cheung) - contact details to be found on page 3.

Local safeguarding authority - Manchester Safeguarding partnership - <https://www.manchestersafeguardingpartnership.co.uk/concerned/>

Risks to Adults

Adult Safeguarding – what is it?

- Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.
- The OMF should always promote the person's wellbeing in their safeguarding arrangements. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved.

Abuse can take many forms; it can be physical, psychological, sexual, neglect, discriminatory, organisational and financial. Abuse also includes domestic abuse, Modern Slavery, organisational and self-neglect. Exploitation is noted as a common theme. Abuse is a violation of an individual's human and civil rights by any other persons or person.

Examples of abuse are:

- Hitting, slapping, rough handling.
- Giving medication incorrectly.
- Deprivation of warmth, food, clothing health care etc.
- Any kind of sexual activity that the person has not consented to or cannot consent to

Risks to Children

Safeguarding means (Courtesy of the NSPCC):

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Safeguarding is **everyone's responsibility** and should you have any worries or concerns or a child/ vulnerable adult divulges something to you that you feel is concerning/ worrying, it is important that you pass on your concerns to the D.S.O (Jo Yee Cheung) as soon as possible.

Safeguarding concerns and forms of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect
- Self-harming
- Radicalisation
- Female Genital Mutilation (FGM)

If a child shares something with you, it is important that you:

- do not promise to keep it private or confidential
- do not ask any leading question
- Write the information down as soon as possible
- Refer the concern to me the DSO (Safeguarding Officer/ Lead) as soon as possible.

Dealing with Disclosure

Employers, local authorities, professional regulators and other bodies have a duty to refer to the Independent Safeguarding Authority information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm.

Remember: you are **NOT** responsible for deciding whether or not abuse has occurred. That is a job for the professional safeguarding agencies. In all situations, it is vital to record the details of an allegation or reported incident, as soon after the event as possible.

An accurate note should be made of:

- Date & time of incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Names of persons reporting and to whom reported. This should then be passed to the Safeguarding Officer in the first instance, or Event Manager. Please be aware that once you have reported your concerns you will often not hear anything else back. These records will be kept securely, and only for as long as is necessary. The information contained within will only be shared with those who need to know about the incident or allegation. It is the intention of the OMF to protect employees and children from avoidable suspicion and hurt in the event of disclosure or allegation.

If a child or adult discloses that they are being, or have been, abused:

- Above all, stay calm
- Listen to what the child is saying

- Do not ask leading questions –it is not your role to interview or ask probing questions to obtain further details
- Never promise to keep the information secret –explain that it is likely the information will need to be shared with others
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child’s own words. Ensure the record is signed (by you) and dated
- Immediately tell the appropriate Safeguarding Officer. (In the case of a workshop/residency in a school you should inform the school’s Safeguarding Officer before also informing OMF’s Safeguarding Officer.)

If you suspect that a child/young person/ adult is being abused, or if you receive an allegation about any adult

- Record the facts as you know them and immediately tell the Safeguarding Officer. Do not discuss the details of any allegations with other colleagues.
- In the instance that the allegation is received relating to the Safeguarding Officer it must be reported to the local authority.

What not to do:

- Do not promise to keep secrets
- Do not ask investigative questions or make judgmental comments
- Do not use leading questions
- Destroy any evidence
- Do not confront the alleged abuser
- Do not make decisions on your own

Definitions of Abuse

The main forms of abuse:

Physical abuse

- Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
- It isn’t accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don’t need and making the child unwell –this is known as fabricated or induced illness (FII).
- There’s no excuse for physically abusing a child. It causes serious, and often long-lasting, harm –and in severe cases, death.

Emotional abuse

- Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.
- Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.
- Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time –but this isn't always the case.

Sexual abuse

- A child is sexually abused when they are forced or persuaded to take part in sexual activities.
- This doesn't have to be physical contact and it can happen online.
- Sometimes the child won't understand that what's happening to them is abuse.
- They may not even understand that it's wrong.

Neglect

- Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.
- A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.
- A child may be put in danger or not protected from physical or emotional harm.
- They may not get the love, care and attention they need from their parents.
- A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage -even death.

Bullying & Cyberbullying

- Bullying is behaviour that hurts someone else –such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.
- It can happen anywhere –at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.
- Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night

Grooming

- Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.
- Children and young people can be groomed online or face-to-face, by a stranger or by someone they know -for example a family member, friend or professional.
- Groomers may be male or female. They could be any age.
- Many children and young people don't understand that they have been groomed or that what has happened is abuse.

Other forms of abuse:

- Female Genital Mutilation
- Child Trafficking

- Child Sexual Exploitation
- Forced Marriage and honour based violence
- Child criminal exploitation

Further information can be found at: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Recognising Abuse in Children

Physical Abuse

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. And there isn't just one sign or symptom to look out for. But it's important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.

It can also include other injuries and health problems, such as:

- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

Emotional Abuse

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child is acting.

As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages.

Sexual Abuse

If a child is being or has been sexually abused online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Children and young people might also drop hints and clues about the abuse.

Neglect

Children who are neglected may have:

- Be smelly or dirty
- Have unwashed clothes
- Have inadequate clothing
- Seem hungry or turn up to school without having breakfast or any lunch money
- Have frequent or untreated nappy rash in infants
- Recurring illness or infection
- Thin or swollen tummy
- Tiredness
- Poor language, communication or social skills

Grooming

Some of the signs you might see include:

- being very secretive about how they're spending their time, including when online
- having an older boyfriend or girlfriend
- having money or new things like clothes and mobile phones that they can't or won't explain
- underage drinking or drug taking
- spending more or less time online or on their devices
- being upset, withdrawn or distressed
- [sexualised behaviour](#), language or an understanding of sex that's not appropriate for their age
- spending more time away from home or going missing for periods of time.

Female Genital Mutilation

Signs you may notice:

- A family arranging a long break abroad during the summer holidays. Unexpected, repeated or prolonged absence from school.
- Academic work suffering

Radicalisation

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use. Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

This policy was last reviewed on: 15/09/2023

Signed: P.Shepherd

Date: 15/09/2023