

Maghull Wind Orchestra Safeguarding Policy

This policy applies to all members of Maghull Wind Orchestra.

1. Introduction

- 1.1. It is the intent of Maghull Wind Orchestra through this policy to safeguard and promote the welfare of children engaged with the organisation across its operational activities. This is a priority for Maghull Wind Orchestra, and members are expected to understand their obligations within this area and have a duty to implement each aspect of this policy and the associated procedures when required.
- 1.2. Through regular policy reviews the guidance and procedures set within the context of this policy align nationally with the Department for Education's 'Working Together to Safeguard Children' (www.workingtogetheronline.co.uk), 'Keeping Children Safe in Education' and locally with Sefton's Local Safeguarding Children Board (LSCB), who are responsible for developing and cascading workforce guidance, policy, reviews and support in relation to safeguarding practice (www.seftonscp.org.uk).

2. Designation of Responsibilities

- 2.1. Safeguarding is the responsibility of all members of Maghull Wind Orchestra, not just the committee and Designated Safeguarding Leads. This document will outline key points for all members to have an awareness of.
- 2.2. Maghull Wind Orchestra is aware of the responsibilities which the organisation and members have regarding the protection of children from abuse and from inappropriate and inadequate care and is committed to responding in all cases where there are identified concerns. Maghull Wind Orchestra will arrange to take all reasonable measures to ensure the risks of harm to children are minimised.
- 2.3. Maghull Wind Orchestra will ensure procedures are in place to take all appropriate actions addressing concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with local services.
- 2.4. In accordance with best practice, Maghull Wind Orchestra has nominated two members of the committee as Designated Safeguarding Leads (DSLs), both of whom have specialist knowledge in the field of working with Children, Young People and Families. The DSLs take responsibility for dealing with child protection and safeguarding issues, providing advice and support to other members of the orchestra and working alongside other agencies. All members of the orchestra will be made aware of this role and will receive introductions to the DSLs as part of their induction to the organisation.

The Designated Safeguarding Leads (DSLs) for Maghull Wind Orchestra are:

Adam Dutch (07775725166)
Louise Edwards (07759522223)

3. Types of Child Abuse

3.1. Do not ever think that you could never be placed in the position of reporting child abuse. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

It is important that members develop the appropriate skills, knowledge and understanding through access to relevant training in order to identify signs and symptoms that may be of concern and to develop the confidence to raise these concerns with the organisations designated persons in order to initiate the child gaining access to the appropriate level of support.

There are four types of child abuse. They are defined in the UK Government guidance Working Together to Safeguard Children 2023 as follows:

Physical abuse
Emotional abuse
Sexual abuse
Neglect

Bullying and Child Sexual Exploitation are not defined as a form of abuse in Working Together but there is clear evidence these acts are abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this policy.

➤ **Physical Abuse**

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

➤ **Emotional Abuse**

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:

- Telling a child they are worthless, unloved or inadequate
- Valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on a child
- Overprotection and limitation of exploration and learning
- A child seeing or hearing the ill treatment of another
- Serious bullying
- Causing a child to frequently feel frightened or in danger
- Exploitation or corruption of a child

➤ **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, 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 materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

➤ **Neglect**

Persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health and development.

➤ **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

➤ **Child Sexual Exploitation (CSE)**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons)

- Receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, attention Telling a child they are worthless, unloved or inadequate
- Child sexual exploitation grooming can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

4. The Designated Safeguarding Leads (DSLs)

Names: Adam Dutch and Louise Edwards

The above-mentioned Designated Safeguarding Lead's responsibilities are:

- To be responsible for ensuring that effective communication and liaison with relevant services and agencies takes place, as appropriate, in the event of members of the orchestra having child protection concerns about a child or young person engaged with during operational activities
- To ensure this policy and associated procedures are implemented and followed correctly
- To ensure, through yearly updates and sharing of this policy at the AGM, that members of the orchestra (and all other stakeholders) have an understanding of Safeguarding, the signs of child abuse, and the organisation's responsibilities under Section 11 of the Children Act 2004.
- To ensure members of the orchestra (and all other stakeholders) are aware of the procedures of Sefton Local Safeguarding Children Board available at www.seftonscp.org.uk
- To support and advise members of the orchestra in their approach and response to safeguarding and child protection issues
- To maintain knowledge and awareness of the issues, policies and practice of child protection, e.g. regular attendance at relevant training

5. Effects and Signs of Abuse

The effects of child abuse can be devastating, especially if children are left unprotected or do not have the support to cope with that abuse.

5.1. Indications that a child may be being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him or her
- Someone else (child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour or emotions such as becoming very quiet / withdrawn or displaying sudden outbursts of temper
- Changes in appearance e.g. becoming regularly unkempt, dirty, looking withdrawn, or in some instances the opposite such as appearing to be lavished with new gifts, clothes, dressing older than age.
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour / talk inappropriate to the child's age
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Uncharacteristic eating disorders, depression and suicide attempts
- The child may become withdrawn, introverted and depressed and have low self-esteem and lack of confidence
- A child going missing from home or care or unexplained absences from school/activities the child would usually participate within

6. Abuse Procedures

- 6.1. In the event of a member of the orchestra having a child protection concern about a child or young person, he/she will record accurately the events giving rise to the concern and inform the DSLs. The action to be subsequently taken will be in line with recommendations made by the designated person and in line with the Sefton LSCB's thresholds for intervention.
- 6.2. If a member of the orchestra feels that a concern should have been managed differently e.g. a member of the orchestra believes a referral should be made to Children's Social Services, but the DSL(s) does/do not, then they have a right to refer direct to Children's Social Services. If this is the case, the referrer should inform the Designated Leads of their intended action.
- 6.3. If a child discloses abuse it must not be investigated further by any member of the organisation. It is enough to listen to the child, reassure him/her that they have done the right thing and explain that you have a duty of care to pass the information on to someone else to keep them safe. Asking further questions of the child could prejudice police investigations, especially in cases of sexual abuse.
- 6.4. If you think a child has suffered sexual abuse or severe harm through physical assault you must call the police. If medical attention is required, this must always take priority over any other action.
- 6.5. If you think a child may be in need of protection to prevent significant harm occurring, you must refer the matter urgently to the designated person who will support in the appropriate referrals being made to Children's Social Care. If the designated person is not available to seek advice from the NSPCC or Sefton Children's Social Care will be able to provide advice on all Safeguarding matters.
- 6.6. If following a discussion with DSL(s) (already appears earlier in the report) there remains concern, your concerns must be shared by calling the telephone number below.

Children's Help and Advice Team (CHAT)

Tel: 0151 934 4013

If concerns arise out of hours and you are particularly concerned about a situation being left until the next day, you should speak with the Children's Service's emergency duty team (EDT). **Out of hours calls should be made to:**

Children's Social Care Emergency Duty Team

Tel: 0151 934 3555

The NSPCC help line offers an alternative means of accessing advice or reporting concerns for those who remain unsure of what action to take.

NSPCC Child Protection Helpline (for concerned adults) Tel: 0808 800 5000

7. Information Sharing, Consent and Recording

- 7.1. The Maghull Wind Orchestra is compliant with the UK Data Protection Act 2018 and GDPR. The organisation follows the seven Golden rules outlined in

‘Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers’ (May 2024) by the Department for Education:

1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.
 2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.
 3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm.
 4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.
 5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.
 6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support, and only share the information they need to support the provision of their services.
 7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.
- 7.2. It is good practice to discuss concerns with the parent/carer and seek their agreement when sharing information, however there will be exceptional cases where seeking such agreement will be inappropriate as it may either:
- Delay the response for emergency care
 - Increase any risk significant harm
 - Jeopardise any enquiry
- 7.3. All details of concern need to be carefully recorded in full using the recording form template found at the back of this policy. When recording concerns it is particularly important to be specific about the nature of concerns, provide accurate details and if describing specific incidents detail the time and date these were observed. Records should be signed by the member of the orchestra recording the concerns and the designated person who has provided guidance on the course of action.
- 7.4. All records and witness statements relating to child protection concerns and cases will be kept confidential and kept by the DSLs. Information will be shared with other agencies that have a need to know, in accordance with government guidance on information sharing.

8. Listening to Children

8.1. The following guidance acts as a framework for any responses:

- Be accessible and receptive, listen carefully and ask open questions to clarify issues, e.g. who, what, when, where, how

- Take it seriously.
- Reassure the child they are right to talk about it
- Reassure the child it was not their fault
- Negotiate getting help, e.g. prepare them for the fact that you must involve others
- Explain that you cannot personally protect them – but will support them in telling the right people to make sure it doesn't happen again
- Report all suspicions or disclosures immediately
- Make precise records of what was said – immediately, using the child's own words and including the questions you asked – keep your hand-written notes

Refrain from:

- Jumping to conclusions or making promises you cannot keep
- Trying to get the child to disclose – let the child talk and ask only the questions you need to know to ensure immediate safety
- Speculating or accusing anybody
- Asking any leading questions, e.g. was it Dad/Mum? etc, or any questions requiring a yes/no answer

9. Training

Maghull Wind Orchestra recognises the importance of regular learning and development:

- 9.1. Both DSLs attend yearly appropriate training equivalent to level 2 or higher as part of their external professional responsibilities.
- 9.2. Safeguarding is the responsibility of all members of Maghull Wind Orchestra, supported by the committee and DSLs.
- 9.3. All members will be fully briefed concerning their Safeguarding responsibilities through the annual sharing of this document and its updates.
- 9.4. The Local Safeguarding Children Board provides a comprehensive ongoing programme of training (level 2 and above) in Safeguarding children and dealing with child abuse for all front-line workers and volunteers who are working with families in Sefton. Details of the Sefton LSCB's training courses can be found at <http://www.seftonscp.org.uk>
- 9.5. Through membership of the Sefton CVS Every Child Matters (ECM) Forum, Maghull Wind Orchestra will receive regular updates and briefings associated with safeguarding the welfare of children and wider workforce development opportunities for practitioners and managers working with families. Both DSLs are part of the ECM Forum.

10. Appropriate Behaviour

10.1. Members of MWO should:

- Remember they are a role model and provide an example for those they work with to follow
- Bear in mind that some actions, no matter how well-intentioned, may be easily misinterpreted and so leave all parties vulnerable
- Be alert to any potential harm to children
- Respect all children's right to privacy
- Provide opportunities for children to discuss any concerns they may have
- Speak to the designated person if concerned about the safety or welfare of a child or if they suspect a child is developing or has developed an infatuation with them or has inappropriate feelings towards any member of the orchestra

10.2. Members of MWO should not:

- Arrange to see or communicate with children in circumstances unconnected with their work, including the use of texting and personal social media accounts such as Facebook and Instagram.
- Be left alone for substantial periods of time with any child, except where one-to-one work is necessary
- Permit abusive behaviour towards children by others or engage in it themselves
- Show favouritism to, or become too closely associated with, an individual. Nor should they get drawn into inappropriate, attention-seeking behaviour (e.g. crushes)
- Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood
- Do anything which might undermine a good reputation for providing a safe environment.

10.3. If a child shares worrying or sensitive information with you, do not:

- Promise to keep secrets
- Hesitate to share concerns on any of these matters with DSLs.

10.4. All members of Maghull Wind Orchestra will read and review this document on a yearly basis and will be introduced to the DSLs as part of their induction to Maghull Wind Orchestra.

11. Monitoring and Evaluation

The Committee of Maghull Wind Orchestra is ultimately accountable for this Safeguarding Policy in accordance with procedures and the policy must be made available to interested stakeholders.

11.1. There is a recognised need for Maghull Wind Orchestra to implement ongoing monitoring of this Policy to ensure:

- Knowledge of the system by all members of the orchestra
- Awareness of key issues by children and parents/relatives
- Training
- Understanding of the nature of and responses by Maghull Wind Orchestra to incidents
- Regular policy reviews are carried out either on an annual basis or as and when required in order to ensure policies are up to date with safeguarding legislation and guidance.

12. Procedure Flowchart, Recording Forms and Under 18s Guidance

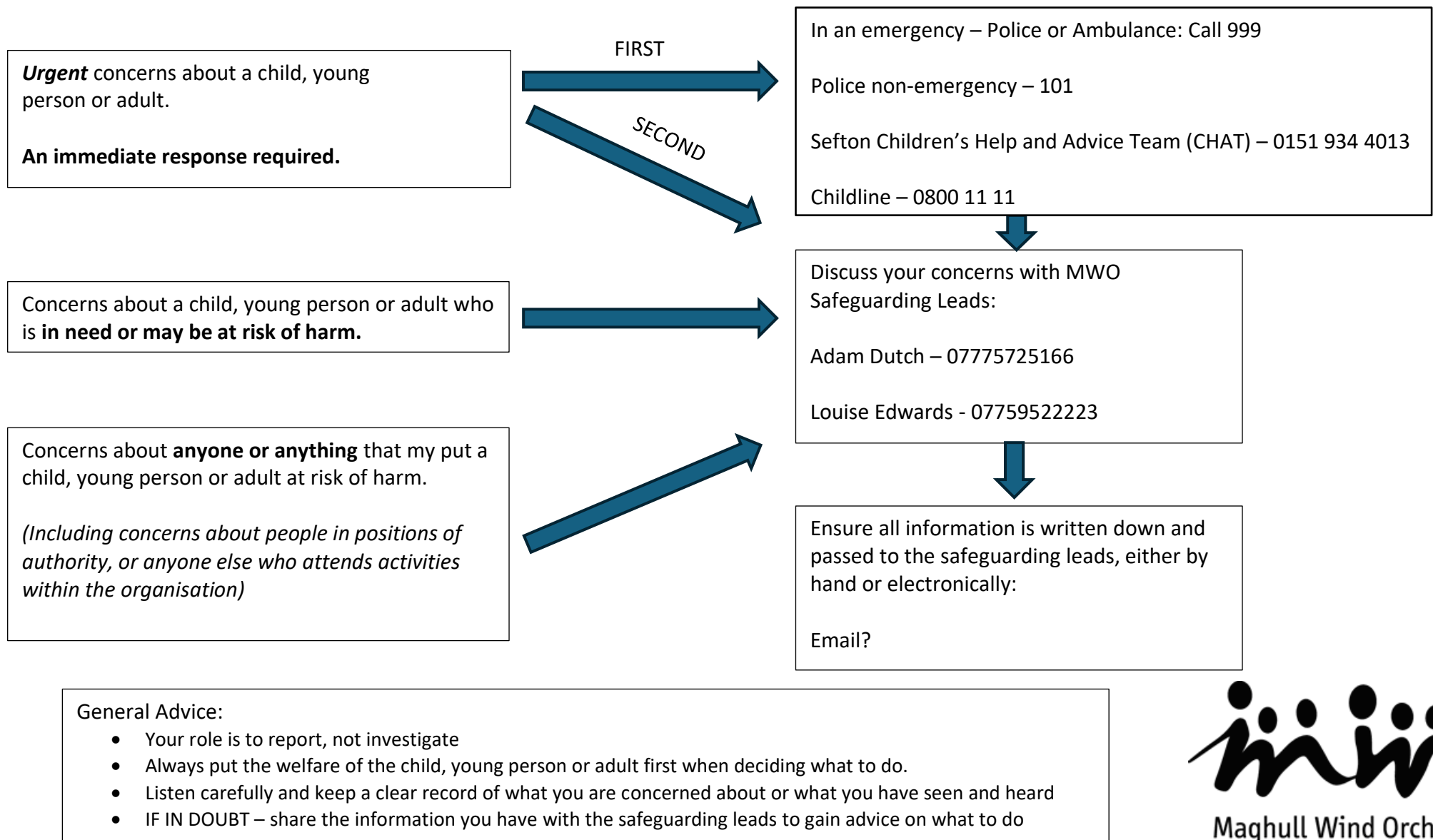
This policy document aims to provide broad guidance and underpinning information relating to safeguarding children for members of the orchestra to refer to as required. The procedure chart is outlined in Appendix A, the recording forms in Appendix B and expectations for rehearsals, rehearsal days and concerts in Appendix C. These clearly set out the step-by-step actions members should follow should they have concerns. Copies of the flowchart and recording forms will also be available from the DSLs.

This policy was last reviewed: **April 2025**

Next Review Date: **April 2026**

Signed:

Appendix A: Safeguarding Procedure Chart





Recording Concerns Form

SAFEGUARDING CONCERN		
Name:	Date:	Time:
Nature of concern:		
Signed:		

RESPONSE TO GENERAL SAFEGUARDING CONCERN	
Name:	Role:
Does this require a child protection concern form? Yes / No	
Action to be taken:	
Individual responsible:	
Deadline:	
Signed:	
Individual responsible for following up:	
Signed:	
Once the issue has been resolved, this record should be stored in DSL lockup.	

Appendix C: Rehearsal and Concert Expectations



Under 18's at rehearsals

- Parent to drop off at first rehearsal, complete membership paperwork and stay for the rehearsal to ensure the young person is happy and comfortable, get to know key adults from the committee and share key information. At this time medical information will also be taken along with other information such as social media consent.
- At subsequent rehearsals the young person is to be dropped off by a parent or trusted adult.
- DSL to be aware of who is at the rehearsal each week. (List of cohort to be provided)
- Undertake rehearsal in the main hall – they will have already met and been introduced to other members of their section.
- At the end of the rehearsal DSL will ensure they are handed over to their appropriate adult. They cannot leave the building without us seeing the adult.
- Under 18's should not be arranging lifts to rehearsals with other band members unless they are family members. A parent, sibling or family member should bring under 18's to rehearsals.
- If there is an issue during rehearsal DSL will help the under 18 to make contact with their parents and arrange collection if necessary.
- Under 18's should use the disabled toilet during rehearsal times, in line with usual church practice.
- Under 18's cannot leave the rehearsal venue at any time and remain the responsibility of the DSL.

Under 18's at rehearsal day

- All under 18's should be transported to and from rehearsal days by parents/carers.
- DSL will be made aware of who is present at the rehearsal day.
- If parents / carers wish to stay for the rehearsal day they are more than welcome to, however, if they are leaving their child then they need to make the DSL aware of this.
- Under 18's without parents / carers present will be the responsibility of the DSL and must not leave the rehearsal venue for the duration of the event.
- Under 18's will be advised of which toilets to use on the day depending on the venue being used.

Under 18's at concerts

- All under 18's should be transported to and from concerts by parents/carers.
- Parents and under 18's should let Adam or Louise know that they have arrived to be marked present on the register and so we have full awareness of who is in the building.
- Parents will usually be present at MWO concerts. However, if parents are not attending the DSL is to be made aware prior to the concert so an appropriate, licenced chaperone can be arranged. At the end of concert, DSL ensure under 18 is handed over to their appropriate adult to go home. (MWO will advise of approx. finish time for concert.)
- If there is an issue during the concert and parents are not in attendance, DSL or chaperone will help the under 18 to make contact with their parents and arrange collection if necessary.
- Under 18's cannot leave the concert venue at any time and remain the responsibility of the DSL or chaperone unless parents are present.
- Under 18's will be advised of which toilets to use on the day depending on the venue being used in line with individual venues risk assessments.