

SAFEGUARDING CHILDREN POLICY

This policy and guidance should be observed by all musicians, staff members, consultants and volunteers of London Chamber Society (the operating company of the London Chamber Orchestra, furthermore referred to as LCS Ltd) and Trustees of the LCO Trust.

There will be circumstances in which LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees will have contact with children and young people under the age of 18 during the course of their work, mainly but not exclusively if working on an education project.

LCS Ltd believes that a child or young person should never experience abuse of any kind, and is committed to practices that protect children from harm and to ensuring that these practices are followed by its musicians, staff members, consultants, volunteers and LCO Trust Trustees when attending any LCS Ltd-organised event or project involving children.

(Any activities outside of LCS Ltd's official remit involving children and LCS Ltd musicians, staff members, consultants and volunteers and/or LCO Trust Trustees remain the responsibility of the individuals and parents/carers involved, and are not covered by this policy.)

The purposes of this policy are:

- To set out how the LCS Ltd will safeguard and provide protection for children and young people who receive LCS Ltd's services.
- To give guidance to musicians, staff members, consultants, volunteers and Trustees on the procedures they should adopt in the event that they suspect a young person may be experiencing or is at risk of harm.
- To help identify any practices which could be mistakenly interpreted and lead to false allegations of abuse being made against individuals.

Safeguarding Principles

The LCS Ltd will:

- Implement its safeguarding procedures through a Safeguarding Children Policy, **Code of Practice** and appropriate training and supervision for musicians, staff members, consultants and volunteers.
- Record and report to the relevant authorities any child protection concerns using the procedures set out in this policy.
- Listen to, value and respect children.
- Assess risk in relation to all its activities involving children and take steps to prevent and minimise risk.

We recognise that:

- All children, 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 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.

Code of Practice

In line with these principles LCS Ltd will seek to safeguard children by:

- Ensuring that all LCS Ltd musicians, staff members, consultants, volunteers and LCO Trust Trustees are aware of this Policy and comply with it.
- Appointing a Designated Safeguarding Person (DSP) with responsibility for ensuring that LCS Ltd carries out its duties under this Policy, who will co-ordinate any action to be taken and who will liaise with other agencies in relation to safeguarding.
- Ensuring that the DSP or other nominated LCS Ltd staff member will attend one relevant training session each year and share good practice across the organisation.
- Ensuring that all relevant DBS and any other required checks are made before any musician, staff member, consultant or volunteer is authorised to work directly with children.
- Reviewing this policy annually and/or in line with changes in legislation.

Data Storage Policy

- If sensitive information relating to children and young people is gathered and stored (i.e. dates of birth, home addresses, copies of identity documents) it is subject to the Data Protection Act 1998 and parent/guardian permission must be obtained for its storage and appropriate use (i.e. sharing with relevant Local Authorities to facilitate Child Licensing applications).
- Sensitive information must have an identified retention period, which reflects the purpose for retaining the information and is in line with the Data Protection Act. When the retention date is reached, they must be securely deleted from electronic storage and corresponding paper/soft copies securely shredded.
- Parent/guardian permission must be obtained (or denied) for any photographs or videos of children and young people taken and retained, and for their further use both internally and externally by LCO i.e. in on-going records of project, on website/ social media or in annual report and where appropriate externally by 3rd parties to promote or report on the project i.e. by Music Junction funders, press.
- Media permission is sought via LCO Music Junction Consent form. Photographs and videos are stored securely in the LCO Music Junction archive.

SECTION A

POLICY

1. All LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees have a duty of care towards any children with whom they come into contact in the course of their work, and should report any concerns about a child or somebody else's behaviour using the procedures laid down in Section C of this policy.
2. There is a Designated Safeguarding Person (DSP) within LCS Ltd (named on page 8) who will take action following any expression of concern, and the lines of responsibility in respect of safeguarding are clear.
3. The DSP, and in his/her absence, the Chief Executive know how to make appropriate referrals to statutory child protection agencies.
4. The Safeguarding Committee will report to the LCS Ltd, who will have a quarterly agenda item to discuss any issues.
5. LCO musicians, staff and volunteers will be encouraged, as appropriate to undertake a Level 1 Safeguarding course.

6. All LCS Ltd musicians, staff members, consultants and volunteers, and LCO Trust Trustees who come into contact with children in the course of their professional activities are required to follow the LCS Ltd Safeguarding **Code of Conduct** (Section B), the **Procedure for Referral** (Section C) and any other relevant guidance issued by the LCS Ltd such as the Music Junction Health and Safety Guidelines.
7. Information relating to any allegation or disclosure must be clearly recorded as soon as possible and there is a procedure setting out who should record information and the time-scales for passing it on.
8. The Children Act 1989 states that the 'welfare of the child is paramount'. This means that considerations of confidentiality that might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
9. This Safeguarding Children Policy will be referred to or included in recruitment, training and policy materials where appropriate and this policy will be openly and widely made available to musicians, staff members, consultants and volunteers and to any organisations or individuals outside the LCS Ltd who may request it. All LCO's education partners will be sent copies in advance of the school year and the policy will be made available publically on the LCO website.
10. A culture of mutual respect between children and LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees will be encouraged, with all adults associated with LCS Ltd modelling good practice in this context.
11. It is part of LCS Ltd's acceptance of its responsibility of duty of care towards children that LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees who encounter child protection concerns in the context of their work will be supported in good faith when they report their concerns.
12. LCS Ltd will keep a central record of DBS checks undertaken on behalf of LCS Ltd staff, including a record of confirmation that all LCS Ltd staff have received and read our Safeguarding Policy. This record will be available for the Committee to view during Safeguarding Policy review meetings.

SECTION B

CODE OF CONDUCT

All LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees who have access to or contact with children are acting in a position of trust and must follow the Code of Conduct as outlined below.

1. Encourage and maintain a safe and appropriate physical distance with children and avoid any unnecessary physical contact. If there is a need to touch a child (e.g. to provide guidance when playing an instrument) you must first ask permission from the child.
2. One-to-one tuition is not encouraged, but if you are alone with a child in a room you should ensure that the door is propped fully open unless it is fitted with a window/glass panel.
3. Do not show favouritism towards nor undermine a child in any way.
4. Respect children as individuals and do not engage in abusive or discriminatory behaviour (including bullying, shouting, racism, sectarianism or sexism) nor permit, accept, encourage or ignore such behaviour by another person or group of people.
5. Do not to engage in overfamiliar or inappropriate behaviour towards or contact with or in front of a child (e.g. physical, verbal, sexual, boisterous) or to allow another person to do so.
6. Do not discuss your own or a child's intimate relationships or disclose any personal details to a child.

7. Do not take children alone in a car on journeys, however short.
8. Never communicate with children via Twitter, Facebook, Instagram or other social media.
9. Do not communicate directly with children by phone, email, internet messaging or text messages. If any communication with a child is necessary outside workshops or projects, this should only be done via the child's teacher, parents or guardians.
10. Do not photograph or video children. Photography/videography may only be taken by an appointed member of LCO staff, a professional photographer employed on the orchestra's behalf or a member of school staff (where permission has been given by the LCO) all of whom will receive prior briefing on our Code of Practice.
11. Do not upload digital material related to the project to the Internet without permission from LCO, who will also ensure that any material is appropriately checked by participating schools and organisations. Participating schools and organisations are responsible for the security of any devices they may use within the project – such as computers, tablets, iPads and phones.
12. Do not engage in behaviour that could be construed as 'grooming' a child, e.g. giving a child money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards a child.
13. In exceptional circumstances it may be necessary to use reasonable force to restrain a young person in self-defence or because of imminent risk of injury. Before intervening you must tell the young person to stop and explain what will happen if they do not. Make it clear that physical contact may be necessary and keep communicating about what is happening.
14. Take a disclosure of abuse from a child seriously. It is important not to deter children from making a disclosure of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in Section C (Procedure for Referral) of this document. If the allegation gives rise to a child protection concern it is important to follow the LCS Ltd's procedure for reporting such concerns and not to attempt to investigate the concern yourself.
15. Always report immediately any concerns regarding the conduct of another LCS Ltd musician, consultant, staff member, volunteer or LCO Trust Trustee in relation to children, or any other behavioural or safeguarding issue immediately to LCS Ltd Designated Safeguarding Person
16. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

SECTION C

PROCEDURE FOR REFERRAL

(a) Definition of abuse

There are four categories of abuse as defined under the Children Act 1989:

Physical Abuse – Physical abuse may involve hitting, shaking, kicking, throwing or otherwise causing physical and deliberate harm to a child. It also includes failing to protect a child from harm, for example from a lack of supervision resulting in accidents that cause harm.

Neglect – This is the persistent failure to meet both the physical and psychological needs of a child, which results in the significant impairment of their health or development. It can include things such as a failure to provide adequate food and clothing and a failure to protect a child from physical or emotional harm or danger.

Emotional Abuse – This includes behaviour such as persistent ridicule, rejection or humiliation of a child, creating an atmosphere of fear and intimidation, inappropriate expectations and bullying.

Sexual Abuse – This involves forcing or coercing a child into taking part in sexual activity and includes touching or talking to a child in a sexually explicit way or speaking to a child about sex in a manner that is inappropriate for the child. It also includes giving a child access to pornographic materials.

(b) Causes for concern

All LCO musicians, staff members, consultants, volunteers and LCO Trust Trustees should be concerned about a child if he or she:

- displays a significant change in behaviour or attitude.
- has regular, unusual and/or unexplained injuries or gives confused or conflicting explanations for how an injury was sustained.
- exhibits sexualised behaviour which is inappropriate for their age or is unusually explicit.
- mentions an experience in which he or she may have been harmed.

Additionally, you may be concerned about the conduct of another adult.

(c) Incidents that must be reported

The LCS Ltd Designated Safeguarding Person must be informed as soon as possible if any of the following occur:

- A child misunderstands or misinterprets something you have done within the context of this policy.
- You have accidentally hurt a child.
- You have had to restrain a child.
- A child seems to be distressed in any way.
- A child appears to be sexually aroused by your actions.
- Any other serious concerns.

(d) Guidance on dealing with a disclosure

All concerns, suspicions or disclosures of abuse must be taken seriously, whether they are raised by a child, an LCO musician, staff member, consultant, volunteer, LCO Trust Trustee or someone outside the organisation and must be reported to the Designated Safeguarding Person. In dealing with a disclosure the following guidelines should be followed:

- Remain calm and listen carefully to what is said without displaying shock or disbelief.
- Do not ask direct or leading questions.
- Allow the child to talk freely and to continue at her/his own pace.
- Reassure the child that they have done the right thing in telling you and that what has happened is not their fault.
- Do not make judgments about what you have been told.
- Do not promise confidentiality. Find an appropriate early opportunity to explain that it is likely that the information may need to be shared with others but that it will only be disclosed to those who need to know about it. The law does not allow anyone to keep concerns relating to child abuse to themselves.
- Explain what will happen next and with whom the information will be shared. If this is in a school it will need to be the staff member who is the Designated Safeguarding Lead within that school as well as the LCS Ltd Designated Safeguarding Person.
- Make a written record of what was said as soon as possible using the child's own words and including a note of any non-verbal behaviour. Make a diagram of any injury (if applicable). Note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred, nor to personally investigate the allegations.

(e) Reporting procedures

- If an LCS Ltd musician, staff member, consultant or volunteer or LCO Trust Trustee has concerns about the welfare of a child or has had a disclosure made to them they should report it immediately to the appropriate

person at the organisation within which the concern has arisen (for example, the Designated Safeguarding Lead at a school or music service), as well as the LCS Ltd Designated Safeguarding Person.

- Where a concern arises independently of any school or organisation the LCS Ltd musician, staff member, consultant or volunteer or LCO Trust Trustee should immediately contact the LCS Ltd Designated Safeguarding Person.
- If there is a serious and immediate threat to a child, the appropriate person (Designated Safeguarding Lead - DSL) within the school or organisation in which it has occurred (if applicable) and the LCS Ltd Designated Safeguarding Person must be informed, together with the Local Authority Children's Services department and/or the police (who should be contacted by the DSL). Additionally, where a child has suffered a serious injury as a result of abuse you should seek medical attention immediately.
- If you have a concern out of LCS Ltd office hours you can seek advice from the NSPCC free 24-hour Child Protection Helpline (See Section D - Contacts).
- The LCS Ltd Designated Safeguarding Person will ensure that all records and relevant information are given to the Designated Safeguarding Lead within the school or organisation in which the concern has arisen. Where a concern arises independently of any organisation the LCS Ltd Designated Safeguarding Person will liaise with the Local Authority Children's Services team within 24 hours.
- The LCS Ltd Designated Safeguarding Person will record:
 - the name, age and contact details of the child(ren) involved
 - the details of any other parties involved
 - the names of any witnesses
 - the details of the incident
 - what was said and the child's behaviour
 - details of any injuries
 - the name of the person reporting the concern
 - details of any action taken
- Records will be kept in a locked safe at the LCS Ltd office, together with any other safeguarding information and access to these documents will be restricted to the LCS Ltd DSP, the LCS Ltd Chief Executive and a Nominated Company Director. Under the 1998 Data Protection Act the law requires that personal information generated from such records be:
 - Adequate, relevant and not excessive for the purpose(s) for which they are held
 - Accurate and where necessary kept up to date
 - Not kept for longer than is necessary for its purpose, subject to annual review.

(f) Allegations involving LCS Ltd musicians, staff members, consultants and volunteers and LCO Trust Trustees

LCS Ltd musicians, staff members, consultants, volunteers and LCO Trust Trustees are always able to contact the LCS Ltd's Designated Safeguarding Person if they wish to discuss any child protection concerns and must immediately report any concerns they have about the conduct of another LCS Ltd musician, staff member, consultant or volunteer or LCO Trust Trustee in relation to children.

The most common examples of the types of concerns that must be reported immediately are:

- someone has behaved in a way that has harmed a child, or may have harmed a child;
- someone has possibly committed a criminal offence against or related to a child; or
- someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.

You should make a record of the concerns, including a note of anyone else who has witnessed or has information about the incident or alleged incident.

The Designated Safeguarding Person will consider the concerns raised and refer them immediately to the Chief Executive who will, if appropriate, refer it to the Safeguarding Committee for their immediate attention. If the Chief Executive is not available the Designated Safeguarding Person will refer the matter to the Safeguarding Committee. The Committee will then decide whether to report the matter to the Local Authority Designated Officer (LADO) or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with

professional advisers), decide either to deal with the matter internally or not to take any further action. If further information comes to light at a later stage that warrants a referral to the LADO, the Safeguarding Committee will make this referral.

If a referral is made, the musician, staff member, consultant or volunteer against whom the allegation has been made should not be informed of the allegation until action is agreed with the relevant authorities. Such action may include suspension until the matter has been investigated.

If your concerns are in relation to the actions of the Designated Safeguarding Person you should, in the first instance, make a report to the Chief Executive. If you feel that you cannot report your concerns to the Chief Executive you may contact the NSPCC for advice.

SECTION D

CONTACTS

LCS Ltd Chief Executive

Until the appointment of a Chief Executive, refer to LCS Ltd Nominated Company Director

LCS Ltd Nominated Company Director

Step Parikian

LCO Concerts and Orchestra Manager

Tel: 020 3397 9842

Email: step@lco.co.uk

LCS Ltd Designated Safeguarding Person

Ian Pressland

Music Junction Consultant

Tel: 020 8525 1676

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LCS Ltd Safeguarding Committee

Ian Pressland

Music Junction Consultant, LCS Ltd – Chair of Committee

Lois Brown

Music Junction Administrator, LCS Ltd

Rosemary Warren-Green

Education and Outreach Artistic Director, LCS Ltd

Step Parikian

LCO Concerts and Orchestra Manager

Professor Philip Ogden

Professor of Geography, Senior Advisor to the Principal,
Queen Mary University of London; LCO Trust Adviser

NSPCC

24/7 Child Protection Helpline

Tel: 0808 800 5000

Website: nspcc.org.uk

Local Children's Services – Westminster

Tel: 020 7641 4000

Out of hours service: 020 7641 2388

Local Authority Designated Officer (LADO)

Jane Foster

Safe Organisation Manager and Tri-borough Local Authority Designated Officer (LADO)

Tel: 020 7641 6108

Email: jfoster1@westminster.gov.uk

Child Exploitation and Online Protection Centre (CEOP)

www.ceop.police.uk