



SAFEGUARDING CHILDREN POLICY

This policy and guidance should be observed by all staff members, musicians, 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 (LCOT)).

There will be circumstances in which LCS Ltd staff members, musicians, consultants, volunteers, visitors (to Music Junction sessions) and LCOT 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 staff, musicians, consultants, volunteers, visitors and LCOT Trustees when attending any LCS Ltd-organised event or project involving children. We refer to our schools and organisations' Safeguarding Policies to ensure that, where parts of the project are not under our direct jurisdiction, appropriate policies are in place.

(Any activities outside of LCS Ltd's official remit involving children and LCS Ltd staff, musicians, consultants and volunteers and/or LCOT 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 and to protect all parties involved.
- To give guidance to staff, musicians, consultants, volunteers, visitors and LCOT 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 staff, musicians, 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 staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 annually and share good practice across the organisation.
- Ensuring that all relevant DBS and any other required checks are made before any staff member, musician, 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 (i.e. dates of birth, home addresses, copies of identity documents, health declarations) it is subject to the Data Protection Act 1998 and parent/guardian permission is 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 sought for any photographs or videos of children and young people that will be retained and used 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.
 - See Appendix D for LCS Lts Photography Policy

SECTION A

POLICY

1. All LCS Ltd staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 D 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 Managing Director 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 staff, musicians, consultants and volunteers, and LCOT 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 D) 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 (see Section D – Procedure for Referral).
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 override 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 is made available publically on the LCO website.
10. A culture of mutual respect between children and LCS Ltd staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 is a password protected file. This record will be available for the LCS Ltd Safeguarding Committee to view during Safeguarding Policy review meetings.

SECTION B

CODE OF CONDUCT

All LCS Ltd staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 must 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 in a car on journeys, however short, unless the child is accompanied in the car by an adult who is clearly responsible for the care and welfare of the child.
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 (see Photography Policy).
 - a. Appointed LCO staff members for photography are: Jossy Lightfood (LCO MD, Hattie Rayfield (LCO Music Junction Administrator), Elise Campbell (LCO Marketing Officer)
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 (see Photography Policy in Appendix D).
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 (Cause for Concern) and Section D (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 staff, musician, consultants, volunteer, Music Junction visitor and LCOT Trustee in relation to children, or any other behavioural or safeguarding issue immediately to LCS Ltd Designated Safeguarding Person, or where the matter concerns that person, to the LCS Ltd Managing Director (see Section E – Contacts).
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

CAUSE FOR CONCERN

(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 – safe and appropriate use of musical instruments e.g. bows must be ensured.

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 LCS Ltd staff, musicians, consultants, volunteers, Music Junction visitors and LCOT 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 (contact details can be found in Section E of this document) 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 LCS Ltd staff member, musician, consultant, volunteer, Music Junction visitor or LCOT 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. A child's welfare is paramount – this means that the child's safety and protection must be the most important consideration and take priority over everything else.
- Explain what will happen next and with whom the information will be shared. If this is in a school/organisation or related to a school activity it will need to be the staff member who is the Designated Safeguarding Lead within that school/organisation 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 – use the Safeguarding Incident Report Form (Appendix B) and see Section D (a) - Reporting procedures.
- 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. It is your role to identify and pass on concerns to the relevant authorities to investigate and provide support as necessary.

SECTION D

PROCEDURE FOR REFERRAL

(a) Reporting procedures – see also: Appendix A – Safeguarding Reporting Procedure

- If an LCS Ltd staff member, musician, consultant, volunteer, Music Junction visitor or LCOT 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.
- The person who witnesses/receives the cause for concern, should complete the Safeguarding Incident Report Form in as much detail as possible, and return it to the LCS Ltd DSP. The form includes:
 - 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
- In addition, the school may ask the person to write down the details of the disclosure and place it in a sealed envelope. You will not be informed of any follow up, investigations or outcome resulting from the disclosure.
- Where a concern arises independently of any school or organisation the LCS Ltd staff member, musician, consultant, volunteer or LCOT 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 relevant 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 E - 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.
- 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 Managing Director 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.

(b) Allegations involving LCS Ltd staff members, musicians, consultants, volunteers, visitors and LCOT Trustees

LCS Ltd staff members, musicians, consultants, volunteers, visitors and LCOT 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 staff member, musician, consultant, volunteer, visitor or LCOT Trustee in relation to children.

A safeguarding allegation may arise when:

- there is a direct allegation made against a person by a child, parent/guardian or teacher
- a staff member, musician or volunteer observes behaviour that is a cause for concern
- LCS Ltd is informed by the police or local authority that an individual is the subject of a child protection/criminal investigation
- a DBS check or renewal reveals information that a staff member, musician or volunteer may have committed an offence which compromises their suitability to work with children or puts the safety of children at risk.

The following procedures should be applied when there is an allegation that a person, has:

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

(c) Procedures

The person who witnesses/ receives cause for concern leading to the allegation 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, using the safeguarding incident report form.

This person should not:

- Ignore the causes for concern
- Confront the person against whom the allegation is being made
- Discuss the matter with other members of staff/volunteers beyond those identified in this procedure.

The Designated Safeguarding Person will consider the concerns raised and refer them immediately to the Managing Director. The DSP and Managing Director will then decide whether to report the matter to the Local Authority Designated Officer (LADO) (where the child lives if the allegation is about behaviour towards a specific child, or where the staff member/volunteer or musician lives if the allegation concerns behaviour but with no identifiable victim) 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 (such as an internal investigation into poor practice or misconduct – in which disciplinary processes must then be followed) or not to take any further action. If further information comes to light at a later stage that warrants a referral to the relevant LADO, the LCS Ltd DSP and the Managing Director will make this referral. All decisions and the reasons for them, including there being no need to take action, must be recorded and kept on the individual's file.

At this point, the LCS Ltd Safeguarding Committee should be informed that an incident has been reported, and of any further action to be taken or of the decision to take no further action.

It is anticipated that any actions needed to protect the immediate safety of any relevant children involved would be overseen by the DSL in the relevant school or organisation to whom the allegation has also been reported.

If confirmed as a safeguarding allegation, the LCS Ltd DSP and Managing Director must agree an initial plan within one working day, which includes as a priority:

- If applicable (the allegation is independent of any school or organisation): the immediate safety of any

relevant children involved, for example those that are the subject of the safeguarding allegation or other children that the individual has contact with through work or family.

- Making arrangements to support the person who is the subject of the safeguarding allegation, the person who raised the allegation and (if applicable, as above) the alleged victim.
- If further information may be required for clarification and whether any advice should be sought from the local authority or NSPCC helpline.
- Whether the criteria is met for referral to the local authority and/or the police. If a referral is made, the individual 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.
- What information to share with the person who is the subject of the safeguarding allegation and with any other known employer of the individual, and when to do so
- Whether any immediate decision has to be taken about suspension of the individual subject to allegation, pending further enquiries and/or investigation
- Identifying who else is aware of the safeguarding allegation and who has been spoken to – as well as plan to ensure the management of information such as how to manage speculation, leaks and gossip.

The aims of this procedure are to ensure:

- The child/ren concerned are protected and supported following an allegation, and during the investigation
- There is a fair, consistent and vigorous approach to any allegations made against LCS Ltd personnel, and an appropriate level of investigation into all allegations, including historical allegations
- LCS Ltd continues to fulfil its responsibilities towards LCS Ltd personnel who may be subject to an investigation.

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 Managing Director.

SECTION E

CONTACTS

LCS Ltd Designated Safeguarding Person

Hattie Rayfield
LCO Outreach Manager
Director, London Chamber Society Ltd
Tel: 020 3397 9842
Email: hattie@lco.co.uk

Or, if the incident involves the DSP:

LCS Ltd Managing Director

Martin Childs
LCO Managing Director
Managing Director of London Chamber Society Ltd
Email: martin.childs@lco.co.uk

LCS Ltd Safeguarding Committee

Hattie Rayfield	Music Junction Project Manager, LCS Ltd
Rosemary Warren-Green	Education and Outreach Artistic Director, LCS Ltd
Edward Longstaff	Trustee

Local Authority Designated Officer (LADO)

Call and ask to speak to the Duty Child Protection Adviser:

Hammersmith & Fulham

Tel: 020 8753 5125
Email: lado@lbhf.gov.uk

Harrow

Tel: 020 8736 6435
Email: Janice.Miller@harrow.gov.uk

Westminster

Tel: 020 7641 7668
Email: lado@westminster.gov.uk

Tower Hamlets

Tel: 020 7364 0677
Email: LADO@towerhamlets.gov.uk

Kensington and Chelsea

Tel: 020 7361 3013
Email: kclado.enquiries@rbkc.gov.uk

Wokingham

Tel: 0118 974 6141
Email: lado@wokingham.gcsx.gov.uk

Havering

Tel: 01708 431653
Email: lado@havering.gov.uk

Redbridge

Tel: 020 8708 5350
Email: helen.curtis@redbridge.gov.uk

NSPCC

24/7 Child Protection Helpline
Tel: 0808 800 5000
Website: nspcc.org.uk

Child Exploitation and Online Protection Centre (CEOP)

www.ceop.police.uk

APPENDICES

Link to 'LCO Safeguarding Children: training for musicians working in schools' (40 minute video)

– available upon request

<https://www.youtube.com/watch?v=Mn8xrlYsgqk&feature=youtu.be>

Appendix **A** – Safeguarding Reporting Procedure (for LCO staff, musicians, consultants, volunteers, visitors and LCOT Trustees attending Music Junction activities)

Appendix **B** – Safeguarding Incident Report Form

Appendix **C** – Full Safeguarding Reporting Matrix (for LCS Ltd DSP, CEO and Safeguarding Committee) –

Appendix **D** –LCS Ltd Photography policy and procedures

Music Junction Photo consent form

Appendix **E** – Remote and digital Music Junction Guidance

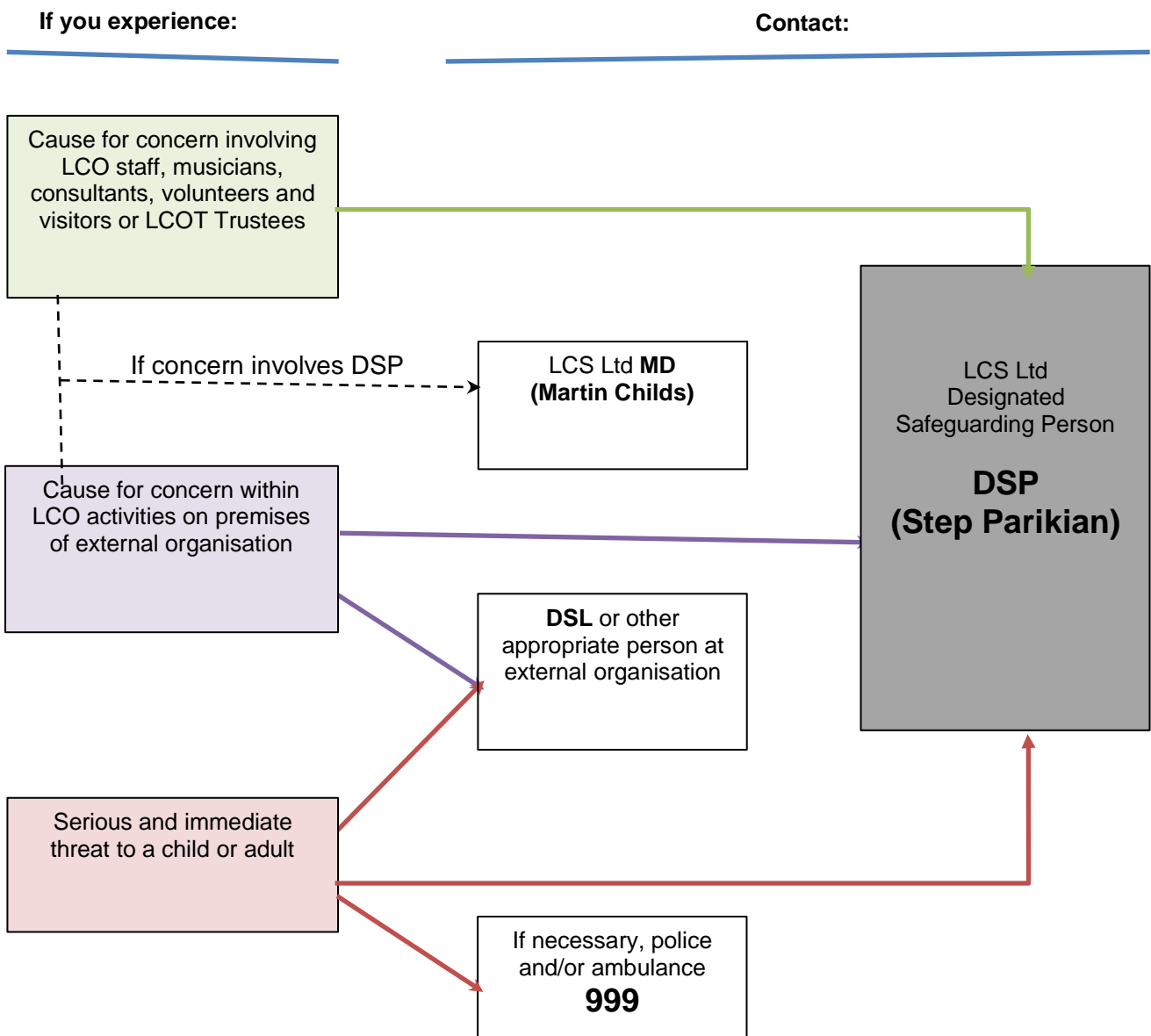


APPENDIX A: Safeguarding Reporting Procedure

For LCO staff, musicians, consultants, volunteers, visitors and LCOT Trustees attending Music Junction activities

(To be read in conjunction with LCS Ltd Safeguarding Children Policy)

A **cause for concern** is anything that suggests a child or adult is being harmed or is at risk of physical, emotional or sexual abuse or neglect.



GLOSSARY

- DSP** – Designated Safeguarding Person (in this case, for LCO)
- DSL** – Designated Safeguarding Lead (in a school/organisation)
- LCOT** – LCO Trust
- LCS Ltd** – London Chamber Society Ltd (the company that manages the day to day affairs of the LCO)

APPENDIX B: LCO Safeguarding Incident Report Form

Please complete **all appropriate sections** in as much detail as you can.

Do not allow missing information to delay making a referral.

Please return this form to Hattie Rayfield, LCS Ltd Designated Safeguarding Person, or to Martin Childs, LCS Ltd Managing Director Martin Childs If the incident involves the DS.

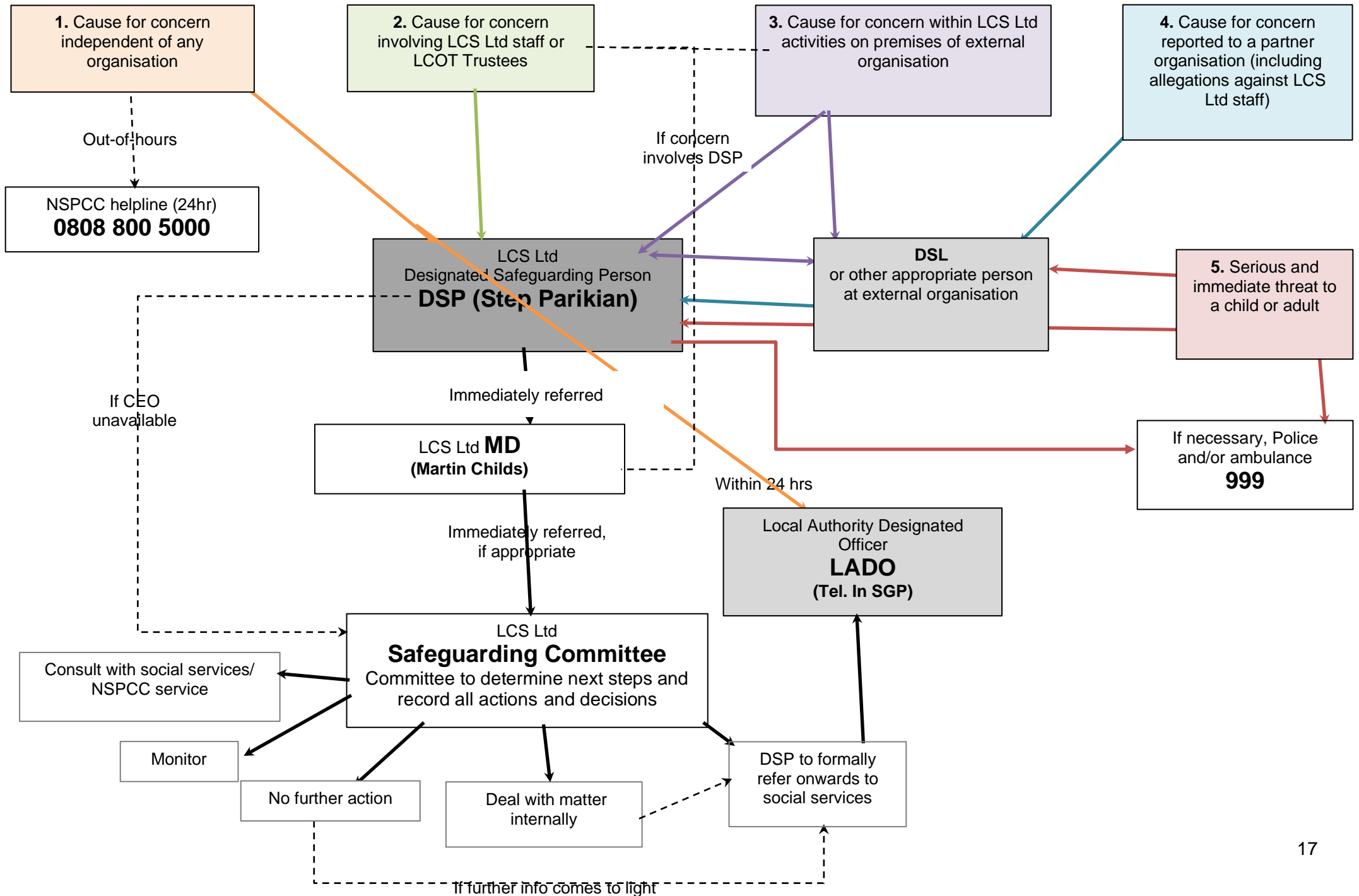
Your details	
Your name:	Your position:
Contact phone number:	
Cause for concern/ allegation Are you: (please tick all that apply) <ul style="list-style-type: none"> • <input type="checkbox"/> reporting a disclosure made directly to you by a child? (1, 2 and 4 plus other sections as applicable) • <input type="checkbox"/> responding to concerns raised by someone else regarding a child? (1, 2 and 4 plus other sections as applicable) • <input type="checkbox"/> reporting your concerns/ allegation regarding the behaviour of a member of staff/ musician/ volunteer? (3 and 4 and other sections as applicable) • <input type="checkbox"/> responding to concerns raised by someone else regarding the behaviour of a member of staff/ musician/ volunteer? (3 and 4 and other sections as applicable) <p>If you are responding to concerns raised by someone else, please give a name and contact details if known:</p>	
1. Child's details (if applicable/known)	
Name:	
School:	
Date of birth/ age:	Gender:
Other known relevant details about the child: <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details:	

2. Details of disclosure/ concerns
Date and time of disclosure
Date and time of incident
2a. Details of the concerns you have for the child's safety and/or welfare: <i>State exactly what you were told/observed and what was said. Include any relevant information about the child at risk.</i>
2b. The child's account of what happened (e.g. of any incident, injury, disclosure, behaviour): <i>Use the child's own words as much as possible.</i>
2c. Details of the person alleged to have caused the incident/ injury and their relationship to the child if known:
2d. Please provide details (name and contact details if known) of any witnesses to the incident/ concerns:
3. Details of a safeguarding allegation made against a staff member/ musician/ volunteer

Name and role of individual
Date of birth/ age
Home address
<p>Details of the suspicions/ concerns/ allegation: <i>State exactly what you observed/were told and what was said.</i></p>
4. Actions taken
<p>LCS Ltd DSP informed or LCS Ltd MD if incident involves DSP : <input type="checkbox"/></p> <p>Designated Safeguarding Lead of relevant school/ organisation informed: (if applicable) <input type="checkbox"/></p> <p>Name of DSL:</p> <p>Name of relevant school/organisation:</p>
State any risk of immediate danger:
Identify any action already taken e.g. contact with police, social services:
Any further information or comments
5. To be completed by LCS Ltd DSP or LCS Ltd MD if incident involves DSP
Immediate action and decisions by LCS Ltd DSP or LCS Ltd MD:
Date and time of report being submitted:

A **cause for concern** is anything that suggests a child or adult is being harmed or is at risk of physical, emotional or sexual abuse or neglect.

Policy review date: September 2021





APPENDIX D: PHOTOGRAPHY POLICY

This policy should be observed by all staff members, musicians, 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 (LCOT).

LCS Ltd works with children as part of its activities related to Music Junction and uses photography and film to document its associated activities.

The purpose of this policy statement is to:

- set out to protect children and young people who take part in LCO Ltd activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [child protection learning.nspcc.org.uk/child-protection-system](https://www.nspcc.org.uk/child-protection-system)

We believe that

- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that

- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

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

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- where consent for any particular photography use is withheld, we will ensure that said child is anonymized in any images of video before using them
- changing the names of children whose images are being used in our published material, on our website and social media accounts, or in project reports whenever possible (and only using first names if we do need to identify them)

- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored (including how we will control access to the images and their associated information)
- using images that positively reflect young people's involvement in the activity

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- asking for photos taken during the event not to be shared on social media
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for LCS Ltd

Media consent will be sought via LCO Music Junction Consent form for 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.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing the teachers responsible for children, at LCS Ltd activities', that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

LCS Ltd does not take responsibility for photography and/or filming by professional photographers not hired by LCS Ltd. However, in line with LCS Ltd ethos, we will inform these persons of safeguarding practices.

If people such as local journalists, professional photographers (not hired by LCS Ltd) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

At the event we will inform children, teachers, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If any persons responsible for children present at LCS Ltd activities is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law:

- Electronic photographs and videos are stored securely in the LCO Music Junction archive.
- We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- LCS Ltd does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to LCS Ltd should be used.

Related policies and procedures

This policy statement should be read alongside our organizational policies and procedures.

The abuse and/or misuse of images of children participating in LCS Ltd activities should be reported to:

LCS Ltd Designated Safeguarding Person

Hattie Rayfield

LCO Outreach Programme Manager London Chamber Society Ltd

Tel: 020 3397 9842

Email: hattie@lco.co.uk

Or, if the incident involves the DSP:

LCS Ltd Managing Director

Martin Childs

Managing Director London Chamber Society Ltd

Tel: 020 3397 9842

Email: martin.childs@lco.co.uk

Information and photographic consent form:

We are delighted that your child will be participating in LCO Music Junction 2020/21.

Music Junction is a unique and exciting project to be a part of. It aims to connect young people from different backgrounds and help them build confidence, realize their importance and open their minds through new, creative music making opportunities.

LCO regularly take photographs and film at various Music Junction activities. These provide a valuable record of the project, and the individual achievements of all participants. They also help the LCO document its education work, share evidence of its positive effects, and continue developing this valuable work.

Photographs and video are vital for the future of LCO Music Junction.

We ask for your consent with regard to photographs and video:

In this form, we are asking for your permission to store and use images or video of your child for purposes related to Music Junction, as outlined in the LCS Ltd Photography policy which forms as Appendix D of the LCS Ltd Safeguarding policy. These include, but are not limited to: electronic and printed promotional, publicity and reporting material, e.g. in concert programs, funding reports, annual reports and advertisement that are shared with funders, supporters, advisors and all students and staff involved in Music Junction. They may also be shared on our website and LCO social networking services and, from time to time, used in press reports by 3rd parties.

Answering your questions:

- Images will be carefully and sensitively chosen and will not be used out of context.
- All images are kept in password-protected folders in the LCO Music Junction archive.
- The names of all participants are kept up to date on a spreadsheet that clearly shows whether or not we have consent for the young person's photograph to be taken.
- Photographs will only be taken by those nominated to do so, or are hired, by LCO Music Junction or staff at participating schools.
- In group sessions, where photographs might be taken, participants without consent are asked to wear a highly visible sticker, identifying them to those who may not know them by sight.
- Participants in photographs will NEVER be identified by name.
- We will ask for your consent at the beginning of each Music Junction season. You are welcome to contact us and review your decision at any time.
- If we ever want to use your child's image and/or full name in any situation not covered on this form, we will contact you again to request specific consent to do so.

For further information, please refer to the LCS Ltd Safeguarding and separate Photography policy on our website www.lco.co.uk

LCO Music Junction Parent / Guardian Consent Form

Please complete all details
below:

Name of young person



If you have any questions about this form, or would like to discuss elements of it with us, please do not hesitate to contact hattie@lco.co.uk

APPENDIX E: REMOTE & DIGITAL MUSIC JUNCTION GUIDANCE

This policy should be observed by all staff members, musicians, 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 (LCOT)).

LCS Ltd works with children as part of its activities related to Music Junction and on occasion, such as during pandemics, may provide online music lessons and activities for Music Junction participants.

The purpose of this policy statement is to:

- set out to protect children and young people who take part in remote/digital LCO Ltd activities, on online platforms
- set out the overarching principles that guide our approach to online safeguarding for Music Junction digital activities
- to ensure that we operate in line with our values and within the law when providing online and remote activities, recourse and lessons for children and young people

Legal framework

This policy has been drawn up on the basis of legislation, policy, and guidance from NSPCC and Department of Education that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://online.abuse.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [child protection learning.nspcc.org.uk/child-protection-system](https://child.protection.learning.nspcc.org.uk/child-protection-system)
- [safeguarding and remote education during coronavirus \(COVID-19\)
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19](https://safeguarding.and.remote.education.during.coronavirus.gov.uk)
- [IS|M Safeguarding for music teachers giving lessons remotely:
https://www.ism.org/advice/safeguarding-for-remote-lessons](https://www.ism.org/advice/safeguarding-for-remote-lessons)

We believe that

- we have a responsibility to promote the welfare of all children and young people and to provide online and remote music activities in line with LCS Ltd. Safeguarding and Child Protection Policy.

We recognise that

- safeguarding is as critically important remotely and online as it is for in-person work, and that any online Music Junction activities should adhere to LCS Ltd. Safeguarding and Child Protection Policy.
- There are some safeguarding issues that are unique to, or heightened in a remote learning context.

We will observe the following, additional safeguarding procedures when conducting online work:

- All online Music Junction activities should be arranged through student's school teachers. If LCO staff/musicians are put in direct contact with students' parents/guardians, the school teacher should be copied into all correspondence.
- The pupil must take lessons in a room with an open door and a parent/guardian should be present in the house for the duration of the lesson. It is recommended that the student's school teacher is also present remotely for the session. Parents should be in the room where the lesson is taking place at the start and end of the lesson as a minimum. They are welcome to sit in on the whole of any session, but without distracting more than is necessary.

If LCO staff/musicians feel as if the student has been left unsupervised, they should stop the session and ask the student to make sure their parent/guardian is present before continuing. The session should be stopped prematurely if it is felt that the student has inappropriate supervision.

- Parents and/or teachers should provide written agreement to online activities in advance
- LCO staff/musicians must use an appropriate platform (see below), guided by the school, to conduct the lesson; lessons should not be conducted over Whatsapp, Facebook or other unregulated platforms, nor by a mobile phone
- Personal contact data (phone numbers, private emails etc.) should never be shared between LCO staff/musicians and students.
- Lessons should always take place in a suitable environment (i.e. an office, study or a room with a neutral background – not in a bedroom or other private space)
- LCO staff/musicians should ensure that no personal identifying information can be seen in the background
- Appropriate dress should be worn by student and teacher for a formal occasion like an in-person activity and appropriate courtesy and professional language should be deployed at all times.
- Should anything deemed inappropriate occur, the teacher should end the session (without necessarily drawing attention to anything in particular), take a written note and report to the Designated Safeguarding Lead as soon as possible – following standard LCS Ltd safeguarding procedure

Notes about the platform:

- Do **NOT** use any online platform for live teaching unless you fully understand the privacy settings and have set the privacy permissions to their most secure settings
- **Ideally set up a separate account for your online teaching.** Keep it separate from your personal online profiles. Make sure you use an appropriate image for your profile picture, and do not share any personal information about yourself e.g. personal telephone number, email accounts, Facebook and other social media links
- **Use the parents' or guardians' own account** rather than a child's, to deliver lessons, unless the student is using their own account and is supervised remotely by their school teacher
- Participants should not be allowed to record, send files, save written chat messages or share their computer screens.
- Passwords should always be used for meetings

- Ensure that Meeting IDs are secured with a password and the meeting ID and password are shared as separate codes to parents via email. **Under NO circumstances should Meeting IDs and passwords be shared in the public domain**
- The meeting host should change settings so pupils cannot share their own computer screen. The only person able to share their screen will be the teacher. This prevents the participants sharing anything they shouldn't
- Where possible, the student should join a 'lobby' or 'meeting room' before joining the 'Meeting': This allows the teacher to verify participants before starting the lesson; and safeguards against unknown students or persons joining the meeting
- Once the lesson has finished, the teacher should end the meeting for all participants so no one is able to chat once the meeting is over.

Recording lessons:

LCO staff/musicians should NOT record (visual or audio) any online Music Junction lessons or workshops for any reason.

Related policies and procedures

This policy statement should be read alongside our organizational policies and procedures.

The abuse and/or misuse of images of children participating in LCS Ltd activities should be reported to:

LCS Ltd Designated Safeguarding Person

Hattie Rayfield
LCO Outreach Manager
Director, London Chamber Society Ltd
Tel: 020 3397 9842
Email: hattie@lco.co.uk

Or, if the incident involves the DSP:

LCS Ltd Managing Director

Martin Childs
LCO Managing Director
Managing Director of London Chamber Society Ltd
Email: martin.childs@lco.co.uk