

Brighton Dome, Brighton Festival & Create Music Safeguarding & Child Protection Policy 2022/23

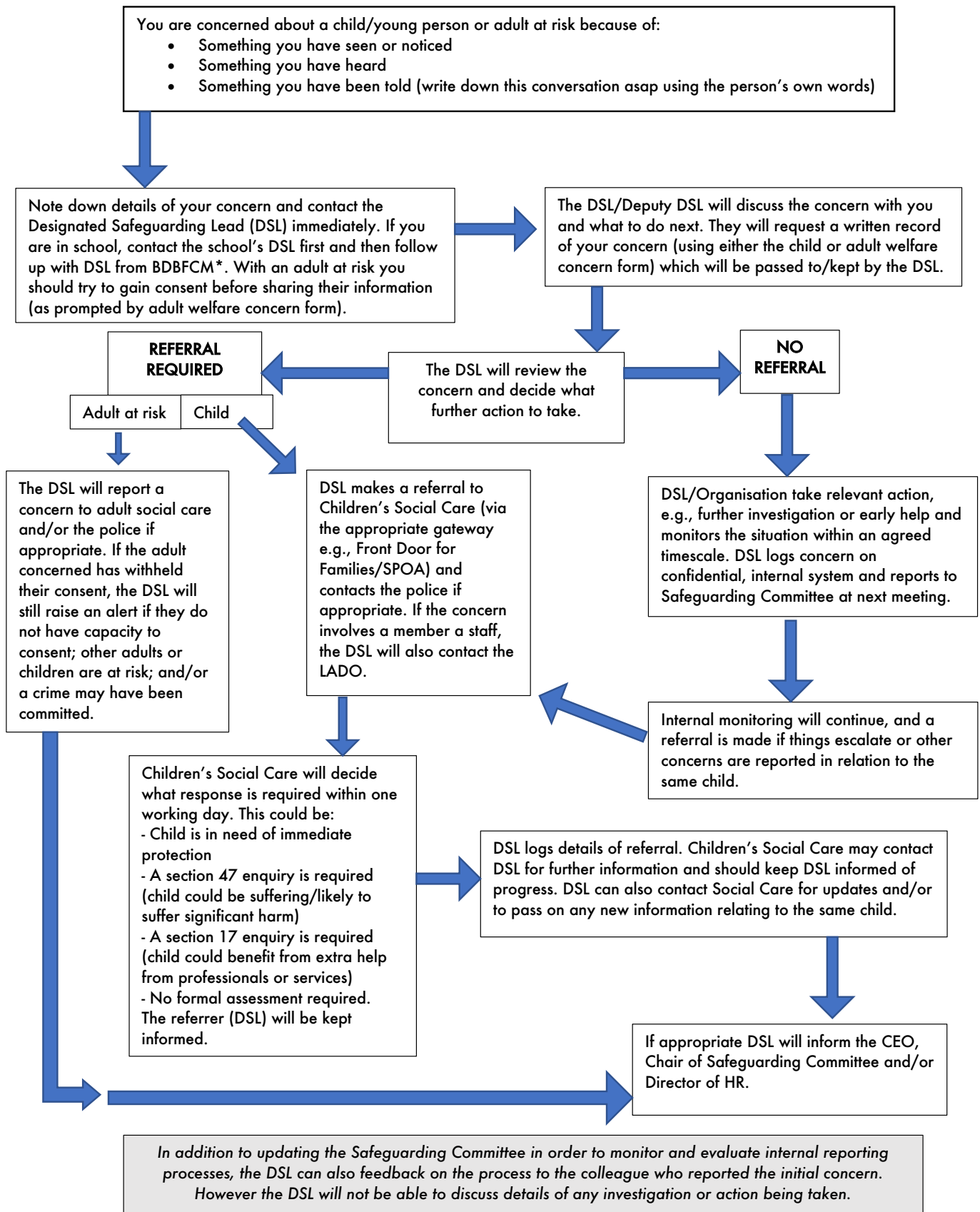
KEY INFORMATION

Key Contacts	Name	Contact details
Designated Safeguarding Lead	Mike Johnson, Strategic Lead: Access & Inclusion	01273 261 565 or 07534 294 951
Deputy Safeguarding Lead (Create Music)	Emma Collins, Deputy Director and Strategic Lead: Quality & Inclusion	01273 261 565 or 07534 294 947
Deputy Safeguarding Lead (BDBF)	Zoe Curtis, Director of Visitor and Venue Services	01273 261 516
Local Authority Designated Officer (LADO)	Brighton & Hove: ladoenquiries@brighton-hove.gov.uk East Sussex: 0-19.SPOA@eastsussex.gcsx.gov.uk	01273 295 643 01323 464 222
Front Door for Families (Brighton & Hove) This multi-agency service provides information, advice and support for families, young people and professionals in Brighton & Hove.	Office Hours Emergency Duty Service – after hours, weekends and public holidays Email: FrontDoorforFamilies@brighton-hove.gcsx.gov.uk	01273 290 400 01273 335 905
Single Point of Advice or "SPOA" (East Sussex) This multi-agency service provides information, advice and support for families, young people and professionals in East Sussex	Office Hours Emergency Duty Service – after hours, weekends and public holidays Email: 0-19.SPOA@eastsussex.gcsx.gov.uk	01323 464 222 01273 335 905

Every school has a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead. Should safeguarding concerns arise concerning a child you are teaching/working with in a school setting, these should be reported without delay to the school's Designated or Deputy Designated person. Confirmation of what has been reported should also be passed to the BDBF Designated Safeguarding Lead or Deputy. Please note that BDBF staff email addresses all follow the format: firstname.secondname@brightondome.org

What action to take if you have concerns about a child or vulnerable adult

*BDBFCM – Brighton Dome, Brighton Festival and Create Music.



Key Points to Remember about Child Protection and Safeguarding

Safeguarding is a task for everyone at Brighton Dome, Brighton Festival and Create Music.

- All staff members and volunteers have an important role to play in helping to identify welfare concerns and possible indicators of abuse or neglect at an early stage.
- For some children a one-off serious incident or concern may occur and you will have no doubt that this must be immediately recorded and reported. However, most often it is the accumulation of a number of small incidents, events or observations that provide the evidence of harm being caused to a child.
- It is vital that any concern you have for a child's welfare, however small, is recorded and passed to our Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads.

Designated Safeguarding Lead: Mike Johnson, 07534 294 951

Deputy Safeguarding Lead: Zoe Curtis, 01273 261 516

Deputy Safeguarding Lead: Emma Collins, 07534 294947

What should you do if you have concerns?

- You must pass concerns to the DSL, or Deputy DSL in their absence, as soon as possible after they are identified and, where possible, before the child leaves for the day. It is important that the child is not sent home at the end of the day without taking the right protective action.
- The DSL is responsible for sharing children protection concerns with Children's Social Care. Although the timing of referrals is based on perceived risk, it is expected that referrals will be made usually within one working day of recognition of risks. It is important, therefore, that the DSL is made aware of concerns as soon as possible.
- In the first instance you could pass concerns to the DSL verbally, but you must follow this in writing. All concerns must be recorded using the Welfare Concern Form. This is to ensure proper communication, collation, and storage of relevant information.

Brighton Dome, Brighton Festival & Create Music Child/Young Person Welfare Concern Form

Name of Staff member:	Date:
Name of child and parent/carer if known:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party
Details about the child if known D.O.B: Gender: Address: School/College:	Do you think this issue is (please tick): <ul style="list-style-type: none"> • Child protection • Safeguarding • Bullying • Equalities
Phone numbers for parents/carers and child if known:	

<p>What is your concern about this child or young person? (Be specific - include when and where the incident occurred, any evidence of what you saw or what was reported, timelines in known. Try to use the child's words):</p>
<p>Who else, if anyone, was involved and how?</p>
<p>Child or Young Person - were there any obvious signs in the child e.g. bruising, bleeding, changed behaviour. Did the child say anything?</p>

What action have you taken? (Who have you spoken to and when?)
Is there a follow up or support plan?

Do the parent/carers know? <i>*Delete as appropriate</i>	YES / NO *
Has a referral been made to Children's Social Care?*	YES / NO *
Has a referral or follow up been made to another agency?*	YES / NO *
Name and signature of person filling in this Record of Concern Form:	
Name, signature and date received by Designated Safeguarding Lead:	

Brighton Dome, Brighton Festival & Create Music Adult at Risk Welfare Concern Form

Name of Staff member:	Date:
Name of adult at risk:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party

Details about the adult at risk	<i>(Please leave blank if not known)</i>
Date of birth	
Gender	
Address	
Phone number	
Email	

Did the above-named person give consent for you to share this information?*	Yes / No *
Please outline what was said about confidentiality and how the adult responded.	
Do you have any concerns about the above-named person's capacity to understand decisions and their consequences?*	Yes / No *
What was the basis to share information (or not to share) with a third party?	

What is your concern about this person? (Be specific - include when and where the incident occurred, any evidence of what you saw or what was reported, timelines in known. Try to use the person's words):
--

Who else, if anyone, was involved and how?
Observations – did the person display any other signs e.g. bruising, bleeding, changed behaviour. Did they say anything?
What action have you taken? (Who have you spoken to and when?)
Were any actions agreed with the person, and if so please outline below. Is there a follow up or support plan?

Has a referral been made to Adult's Social Care?*	YES / NO *
Has a referral or follow up been made to another agency?*	YES / NO *
Have the police been contacted?*	YES / NO *
Name and signature of person filling in this Welfare Concern Form:	
Name, signature and date received by Designated Safeguarding Lead:	

Brighton Dome, Brighton Festival & Create Music Safeguarding & Child Protection Policy 2022/23

(Updated 3 August 2022)

How to use this policy

The Brighton Dome & Brighton Festival Child Protection & Safeguarding Policy is a substantial document with multiple appendices. To promote effective use of the document please note that key contacts are listed on page 1 and the core policy from pages 2 – 7. The list of Appendices is on page 8. Please also note that Part 1 (pages 9 – 41) refers specifically to Brighton Dome & Brighton Festival and Part 2 (pages 42 – 78) refers to Create Music Arts /Future Creators which predominantly relates to work in school/youth settings.

Introduction

Brighton Dome & Brighton Festival welcomes visitors of all ages and abilities and works with the community in many different settings. We are committed to safeguarding the welfare of all children with whom we are in contact.

We recognise that the safety of children is paramount and that all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Definition

'Child' in the context of this policy refers to any individual under the age of 18, as recognised by the Children Act 1989; however, the policy is also applicable to other young people and vulnerable adults who use Brighton Dome & Brighton Festival venues and its educational resources and facilities. For the purposes of this document, whenever the word 'child' is referred to it also refers to young people and vulnerable adults.

The term 'vulnerable adult' refers to occasions when an adult is in receipt of or accessing a service which leads that adult to being considered vulnerable at that particular time.

1 Aims of this Policy

1.1 This policy aims to ensure a safe environment for children visiting Brighton Dome venues and for those participating in activities run by Brighton Dome & Brighton Festival at other venues, including schools and when taking part in outreach activities. Part 1 includes specific guidance relating to activities led by the organisation in Brighton Dome & Brighton Festival venues. Part 2 includes specific guidance relating to activities led by Create Music and Future Creators, that most often take place in a school setting.

1.2 Specifically, it sets out ways in which Brighton Dome & Brighton Festival will:

- a) protect such young people and vulnerable adults placed in our care from harm, abuse or exploitation;
- b) ensure children are respected, taken seriously and listened to;
- c) promote good practice and safeguard the company, its partners, and staff (paid or unpaid);
- d) provide an environment that enables people to raise their concerns regarding the welfare of children;
- e) implement systems for dealing with concerns about possible abuse;
- f) ensure project workers, whether paid or unpaid are suitably experienced and have undergone the necessary checks and disclosures in line with legislation;
- g) ensure that those working with children are given appropriate training and support;
- h) protect its staff from unfair allegations through training and support and by providing guidelines for behaviour when with children in the workplace.
- i) take measures when recruiting, selecting and employing staff, freelancers and contractors to uphold the safety of those outlined in this policy document.

2 Who this policy applies to

2.1 This policy applies to all activities undertaken by Brighton Dome & Brighton Festival (and including Create Music) where children are present, and to all working to deliver such activities, whether paid or unpaid. This includes Trustees, all permanent, temporary staff and freelance staff as well as casual staff, apprentices, volunteers and contractors.

2.2 Visiting artists, visiting schools and other organisations are also expected to follow this policy or to discuss and agree any deviation from this with the relevant Safeguarding Officer.

3 Recruitment and Employment of Staff and Volunteers

3.1 The services of Brighton Dome & Brighton Festival are delivered by permanent, temporary, casual and freelance staff and volunteers.

3.2 An assessment will be carried out by the Department Manager for each post prior to appointment, to determine whether the successful applicant will need to undertake a Disclosure and Barring Services (DBS) check. See Appendix 1: DBS Referrals.

3.3 Managers must ensure that staff working with young or vulnerable people carrying out regulated activity, have the appropriate DBS check and all staff are expected to uphold the Code of Behaviour in Appendix 2.

3.4 Appointments to certain posts will be conditional on a satisfactory check of the applicant's criminal record, where this has been identified as appropriate.

3.5 Department Managers and the Human Resources Department will reassure applicants that information which is disclosed about their criminal background is held in the strictest of confidence.

3.6 Disclosures previously obtained from other employment/volunteering will not be accepted for permanent members of Brighton Dome & Brighton Festival staff.

3.7 Appointments to posts with regular and/or unsupervised access to children will also only be made subject to the BDBF references policy which pays particular attention to the candidate's suitability to work with children and includes most recent employment.

3.8 At interviews all applicants, for any post, will be required to account for any gaps in their employment history.

3.9 Upon employment to posts with regular and/or unsupervised access to children, managers will be expected to set an appropriate induction period to assess the individual's suitability to the position through observation and discussion. During this period, they must provide appropriate information and training about child protection and health and safety responsibilities and must issue this policy. Managers have a responsibility to raise and discuss any concerns they may have relating to this policy during this period.

3.10 Enhanced disclosures for relevant staff will be carried out every three years.

3.11 Copies of existing DBS checks may be sufficient for freelancers who belong to a partner organisation and have a valid DBS Referral with that organisation, if they are carrying out exactly the same work for Brighton Dome & Brighton Festival. Responsibility lies with managers to ensure the appropriate disclosure has been sought. A record of the DBS (issue date and certificate number) will be kept securely by the HR department.

4 Responsibilities within the Policy

4.1 As part of its commitment to safeguarding, BDBF has appointed the following persons as having specific responsibility for safeguarding.

They are lead officers within the Safeguarding Committee who will:

- be trained in safeguarding,
- react to allegations of abuse by following this policy,
- co-ordinate safeguarding training and awareness in BDBF,
- review the Safeguarding policy on a regular basis.

4.2 Designated Safeguarding Lead, Deputies and Officers:

- Designated Safeguarding Lead: Mike Johnson, Instrumental & Vocal Programme Manager
- Deputy Designated Safeguarding Lead: Emma Collins, Deputy Director of Future Creators and Learning & Partnerships Manager
- Deputy Designated Safeguarding Lead: Zoe Curtis, Director of Visitor and Venue Services
- Designated Safeguarding Officer: Slavka Jovanovic, Producer
- Designated Safeguarding Officer: Katie McMurray, Visitor Services Manager

4.3 All those identified in Section 2 above are responsible for adhering to the Child Protection Policy and all should act upon any concern no matter how small or trivial it may seem.

4.4 All employees, volunteers and freelancers need to recognise the position of trust in which they have been placed and, in every respect, must ensure that the contact they have and/or the relationships they form with young people are appropriate. All staff should follow the Code of Behaviour set out in Appendix 2.

4.5 Department Managers should always satisfy themselves that fit and proper persons are employed to carry out activities relating to children and that all employees and volunteers are aware of their responsibilities under this Policy.

4.6 Managers are responsible for the ongoing assessment of posts and the work undertaken in their department to ascertain if the level and/or of type of activity with children has changed, and if necessary to initiate a new DBS Referral.

4.7 Managers must use good supervision as a means of protecting children, taking and creating opportunities to observe staff while they are working with children.

4.8 Brighton Dome & Brighton Festival staff or volunteers who are looking after the technical or front of house responsibilities of an event cannot be made responsible for looking after children as they might not have been subject to a DBS check. Situations where a member of these teams and an individual child are completely unobserved must be avoided at all times and an appropriate adult with relevant clearance should always be present.

4.9 If there are concerns about an existing worker's suitability to continue working with children then this should be raised with line managers, or with the Human Resources department. A new DBS Referral can be initiated. Due to the requirements of the DBS process the individual concerned must give their consent for the disclosure to be obtained. The Human Resources department should be contacted for advice in these circumstances.

4.10 Staff working to secure the services of freelancers to deliver activities involving children on Brighton Dome & Brighton Festival's behalf have specific responsibilities:

- to ensure all freelance practitioners have been made aware of this policy and its appendices
- to ensure appropriate checks and disclosures have been sought and records held in relation to practitioners
- to ensure that there are sufficient numbers of tutors/facilitators to children
- to encourage open communication and to develop systems to discuss any matters arising e.g. de-brief sessions and evaluations.
- that event specific risk assessments, which take into account the safeguards set out in this policy have been undertaken prior to each event.

4.11 Hirers and Collaborators who use Brighton Dome & Brighton Festival venues for events and which involve children will be expected to adhere to the guidelines laid down in this policy and its appendices.

4.12 Brighton Dome & Brighton Festival will take steps to rectify situations which we deem to be in contravention to our policy and reserve the right to halt, or cancel any workshops, rehearsals or performances which we deem to be unsafe.

5 Awareness and Training

5.1 All those identified in Section 2 above will be made aware of this policy and its appendices.

5.2 All newly appointed members of staff will be issued with this policy and will discuss it with their manager as part of the induction process.

5.3 All arts administrators, practitioners and freelancers assisting with the internal and external events programme, will receive a copy and must ensure that their work conforms to the requirements of the policy and appendices that accompany it.

5.4 Appropriate training, support and resources will be given to those who work with, or who regularly come into contact with, children. This includes annual safeguarding training for the Create Music, Creative Learning teams and Designated Safeguarding Officers.

5.5 Hirers or other collaborators who use Brighton Dome & Brighton Festival venues for events which involve children will be directed to this policy via staff or via their contracts with Brighton Dome & Brighton Festival.

6 Reporting

6.1 All suspicions and allegations of abuse will be taken seriously and responded to swiftly, appropriately and in accordance with the procedure detailed Dealing with Allegations of Abuse Appendix 3.

6.2 All staff and volunteers have a responsibility to report any concerns of child abuse to their line manager, Head of department or Director without delay. Trustees who have concerns should notify the Chief Executive. Freelancers who have concerns should notify their point of contact within the organisation. See 'Dealing with Allegations of Abuse Appendix 3

6.3 Staff found to be in breach of the provisions of this policy and its appendices will be subject to disciplinary procedures which may result in dismissal.

7 Risk Assessments

7.1 Staff should be aware that working with children brings with it additional health and safety responsibilities and that all staff must play their part in ensuring the safety and well-being of these high risk groups at all times.

7.2 Where Brighton Dome & Brighton Festival is delivering activities which involve children, staff will consider safeguarding within the relevant event risk assessment and/or request to check assessments carried out by incoming hirers and artists. This includes visits to the venue, workshops and off-site projects (including performances based in schools) and any performances or exhibitions in which children may take part.

7.3 Where the venue is hired for use by other parties Brighton Dome & Brighton Festival can provide information and advice in advance of events and will expect to receive risk assessments and method statements which outline the incoming parties actions in relation to safeguarding the welfare of these groups. *See Appendix 9 for further details.*

8 Monitoring & Review

8.1 The policy and the effectiveness of its implementation will be reviewed annually. Any review may involve the addition or removal of specific procedures or named roles as deemed appropriate. The NSPCC and government guidelines will be used for this review.

This policy and its appendices are endorsed by



Andrew Comben (Chief Executive, Brighton Dome & Brighton Festival)

Reviewed by Safeguarding Committee:

Kyla Booth-Lucking

Beth Burgess

Peter Chivers

Emma Collins (Deputy Designated Safeguarding Lead)

Zoe Curtis (Deputy Designated Safeguarding Lead)

Catherine Gill

Mike Johnson (Designated Safeguarding Lead)

Slavka Jovanovic (Designated Safeguarding Officer)

Laura Keogh

Melanie Lewis (Safeguarding Committee Chair)

Katie McMurray (Designated Safeguarding Officer)

Tanya Peters

Last updated: August 2022

List of Appendices

Part 1: Brighton Dome & Brighton Festival

Appendix		Page
1	Disclosures and Barring Services Referrals	16
2	Code of Behaviour for Adults working with Children	21
3	Dealing with Allegations of abuse made against an employee/volunteer	24
4	Reporting concerns about a child or vulnerable adult (Disclosure/Incident/Protection Concerns Form)	36
5	Awareness of Female Genital Mutilation (FGM)	40
6	Guidelines for Staff and Freelancers delivering activities involving children	41
7	Children attending performances	43
8	Performances by Children – Chaperone licensing	44
9	Guidelines for Hirers and Leaders/Teachers visiting with their own group	48
10	Procedures to be Followed by Staff in Cases of Lost/Found Children	50
11	Guidelines for staff when working with work experience placements	56
12	Use of Photography/video	58
13	Other relevant BD&BF Policy documents	65

Part 2: Create Music

Appendix		Page
14	Safeguarding & Child Protection Policy	68
15	The role of the Designated Safeguarding Lead	76
16	Child Protection and Safeguarding Procedures	79
17	Guidelines for Self-Protection when Working with Children	107
18	Online Learning	109
19	Linked policies	112

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 1

Disclosures and Barring Service Referrals (DBS) (formerly CRB)

1 Introduction

1.1 Brighton Dome & Brighton Festival (BD &BF) is committed to safeguarding the welfare of those using its venues and services through the effective use of the DBS referrals process for all relevant employees.

2 Who needs a DBS Referral?

2.1 The vast majority of staff working for BD&BF are not involved in undertaking 'regulated activity' in relation to children or adults, so DBS referrals will not apply. Managers should use the checklist below in Fig. A below to see if a DBS referral is required.

3 Validity of DBS Referrals

3.1 There is no period of validity for DBS referrals. Technically they are out of date on the day they are issued as a new or further criminal offence may be recorded against the individual at any time after the issue date.

4 Frequency of DBS Referrals

4.1 Where a DBS referral is required, the individual will complete a DBS referral as part of a recruitment and selection process to ascertain their suitability for the post.

4.2 BD&BF has taken a policy decision which means that those employees working in our Learning, Access and Participation team are required to undertake a new DBS referral every 3 years.

4.3 The Director of Human Resources (HR) monitors the DBS referrals for this group of employees and contacts their managers to initiate the DBS process every 3 years.

5 Portability of DBS Referrals

5.1 Portability refers to the re-use of a DBS referral, obtained for a position in one organisation and later used for a position in a new organisation.

5.2 BD&BF does not accept portable DBS referrals for any permanent positions in posts carrying our regulated activity.

6 DBS Referrals for those moving positions within BD&F

6.1 Where an individual has undertaken a DBS referral for a position with BD&BF and they move to another position within the organisation, the DBS Disclosure will be acceptable in the following instances:

- the type of DBS referral (i.e. Standard / Enhanced / Enhanced + relevant barred list check) is the same for the old and new post and
- the individual has not had a break in service of more than three months and
- the new work does not represent a significant increase in responsibility for, and contact with, children and/or adults.

7 DBS Referrals for freelancers/ agency workers/ contractors/ subcontractors/ volunteers.

7.1 Freelancers, agency workers, contractors, sub-contractors and volunteers must be assessed against the same criteria as those working directly for BD&BF to see if a DBS referral is required (please refer to Fig. A).

7.2 In relation to Contractors or Agency Staff, the “employer”, not BD&BF, is responsible for obtaining the DBS referral.

7.3 It is the responsibility of the manager of the relevant department to put appropriate measures in place to ensure the relevant disclosures are in place and that proof is on file with HR (with record of certificate number and issue date).

7.4 BD&BF will accept portable DBS referrals for freelance positions carrying out regulated activity, if the freelancer has been working to deliver the same services, in a similar environment elsewhere. In this case, references should be taken up from the previous establishment.

7.5 DBS referrals which are more than 3 years old should not be accepted from any freelancer, contractor, agency worker, zero hours casual or volunteer.

7.6 The online Disclosure and Barring Service (DBS) Update Service allows:

- applicants to keep their DBS certificates up to date
- employers to check a DBS certificate

The update service can only be used for standard and enhanced checks. Applicants need to register to use the update service. Registration costs £13 per year (payable by debit or credit card only). There is no charge for volunteers.

Staff can register for the update service using the DBS application reference number (the 'form ref' on the application form). The DBS must then receive the applicant's application form within 28 days. If you have obtained a DBS certificate you can register for the Update Service using your DBS certificate number, but the applicant must do this within 30 days of the certificate being issued otherwise they will be too late to register.

8 Commencement of work prior to DBS Referrals

8.1 In all circumstances every effort must be made to ensure a DBS referral is obtained prior to the individual commencing work with BD&BF. Only in exceptional circumstances can an individual commence work without the full results of the DBS referral being known and this can only be authorised by the Chief Executive (CE). Prior to the approaching the CE for approval the following must have taken place:

- HR are in receipt of all of the other pre-employment checks and these have been confirmed as being satisfactory and
- a correctly completed DBS referral application form has been submitted to HR and this has been sent off to the DBS and
- The line manager has undertaken a risk assessment to determine and ensure that sufficient safeguards are in place to ensure the individual has no unsupervised access to children or adults.

9 Receipt of DBS Referrals

9.1 The DBS issue only one copy of the DBS certificate and this is sent direct to the employee or applicant. The employee/applicant is then required to bring their original DBS certificate into either HR or their line manager and HR record (on the HR system) the DBS certificate number, type of Disclosure (e.g. Standard or Enhanced) and the issue date. A recheck date is input at the same time.

10 Positive Referrals

10.1 If a positive DBS referral (i.e. a referral that reveals a criminal background or details that may be of concern) is received HR will contact the manager and advise on the next

steps. BD&BF's Board must consider and approve a positive DBS referral for an individual to commence/continue in employment.

10.2 In these instances a risk assessment is required to determine whether the risk of employing or continuing to employ an individual can be taken and what safeguards would need to be introduced to manage that risk.

10.3 In accordance with the Rehabilitation of Offenders Act a criminal conviction may not automatically prevent an individual from working with BD&F.

10.4 Amongst other factors, managers must consider the following:

- the requirements of the role and the level of supervision the individual will receive
- the seriousness of the offence/issue raised and its relevance to the safety of employees, service users, clients or property
- how relevant the offence is on the role to be undertaken
- how much time has elapsed since the offence was committed and whether it was a one-off incident or part of a history of offending
- whether the individual's circumstances have changed since the offence was committed making re-offending less likely
- whether the individual was open and transparent about their past and declared their criminal background prior to receiving the DBS referral.

11 Recruiting from overseas

11.1 DBS referrals do not record convictions that were committed abroad. When recruiting candidates who have spent a period of time living or working abroad, a DBS referral must be obtained in the normal way and a DBS referral or equivalent from the country(s) concerned may be required as well.

How to determine if an individual is going to be carrying out 'Regulated Activity' for children or adults.

Will they be working **unsupervised** providing the following activities?

- Teaching, training, instructing, supervising children or adults?
- Caring for children or providing advice or guidance on well-being?

YES

NO

No DBS Check required

Will individual be working **unsupervised** frequently, intensively, or overnight?

Frequently – Once a week or more
Intensively – 4 or more occasions in a 30-day period

NO

Will individual be involved in the day to day management or supervision of staff carrying out Regulated Activities?

YES

YES

NO

Individual will require an Enhanced DBS Check + Children and Adults Barred List check before they start work.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 2

Code of Behaviour for Adults working with Children

1 Introduction

This behaviour code outlines the conduct expected of Trustees, staff and volunteers from Brighton Dome & Brighton Festival and staff from other organisations who engage with children and young people through Brighton Dome & Brighton Festival and its activities.

2 Purpose

2.1 Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help Trustees, staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

3 Upholding this code of behaviour

3.1 All members of staff and volunteers are expected to report any breaches of this code to the Designated Safeguarding Officers for BDBF.

3.2 Staff and volunteers who breach this code of behaviour may be subject to Brighton Dome & Brighton Festival's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Brighton Dome & Brighton Festival.

3.3 Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

4 The role of staff and volunteers

4.1 When working with children and young people for Brighton Dome & Brighton Festival, all Trustees, staff and volunteers are acting in a position of trust. It is important that Trustees, staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

4.2 When working with children and young people, it is important to:

- operate within Brighton Dome & Brighton Festival's principles and guidance and any specific procedures;
- follow the Brighton Dome & Brighton Festival's child protection policy and procedures at all times;
- listen to and respect children at all times;
- avoid favouritism;
- treat children and young people fairly and without prejudice or discrimination;
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible;
- ensure any contact with children and young people is appropriate and in relation to the work of the project;
- always ensure language is appropriate and not offensive or discriminatory;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children and young people to follow;
- challenge unacceptable behaviour and report all allegations/suspicions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults;
- be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are;
- respect a young person's right to personal privacy;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children or young people.

You must not:

- patronise or treat children and young people as if they are silly;
- allow allegations to go unreported;
- develop inappropriate relationships such as contact with children and young people that is not a part of the work of BDBF or agreed with the manager or leader;
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of BDBF represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;
- let children and young people have your personal contact details (mobile number or address). With the authorisation of a Designated Safeguarding Officer, there may be an exceptional circumstance where it is safer for a young person to be given the mobile number of a designated member of staff.
- Physically assault or abuse any audience member or workshop participant and especially not a child or young person.
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;

- act in a way that can be perceived as threatening or intrusive;
- make inappropriate promises to children and young people, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of the organisation to protect you.

5 The role of parents and carers

5.1 Brighton Dome & Brighton Festival welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

5.2 In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 3

Dealing with allegations of abuse made against an employee/volunteer

1 Introduction

1.1 This procedure outlines what you should do if a child protection allegation is made against an adult working for or involved in your group or organisation.

1.2 The procedure should provide a clear direction to staff and trustees who are called upon to deal with such allegations and to manage investigations that may result from them.

2 Aims of this procedure

2.1 The aims of this procedure are:

- to ensure that children who attend Brighton Dome & Brighton Festival (BDBF), and any other children who may come to our attention, are protected and supported following an allegation that they may have been abused by an adult from within Brighton Dome & Brighton Festival.
- to ensure that there is a fair, consistent and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively
- to facilitate an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with BD&BF, or prior to the person's involvement with BD&BF
- to ensure that BD&BF continues to fulfill its responsibilities towards members of staff, volunteers or trustees who may be subject to such investigations
- to ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

This procedure applies to:

- any member of staff, volunteer or trustee to whom an allegation of abuse has been made, that involves another member of staff, volunteer or trustee

- anyone in a managerial position (including the named person for child protection, line managers, supervisors and trustees) who may be required to deal with such allegations and manage investigations that result from them.

3 Different types of abuse

3.1 Physical abuse is violence causing injury or occurring regularly during childhood. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a child
- someone gives a child poison, alcohol or inappropriate drugs
- someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases, the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk.

3.2 Sexual abuse occurs when someone uses power or control to involve a child in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening
- encouraging children to behave in sexually inappropriate ways
- showing children pornographic material or involving them in the production of such material
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

3.3 Emotional abuse is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- persistently denying the child love and affection
- regularly making the child feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a child
- being so over-protective towards the child that he/she is unable to develop or lead a normal life
- exploiting or corrupting a child, e.g. by involving him/her in illegal behaviour
- conveying to the child the message that he/she is worthless, unlovable, inadequate, or that his or her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

3.4 Neglect involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a child out of danger. This could include a lack of supervision in particular activities or leaving a child alone in the house.

4 Signs and symptoms of abuse

4.1 It is important to be aware of the different signs that could indicate possible abuse. Children often show us rather than tell us that something is upsetting them. There may be many reasons for changes in their behaviour, but if we notice a combination of worrying signs it may be time to seek advice. Some of these signs are:

- history of unexplained falls or minor injuries
- bruising, finger marks, burns and injuries at different stages of healing
- injury shape similar to an object and untreated injuries
- a history of GP or agency hopping,
- a reluctance to seek help
- weight loss, weight gain or change in appetite
- ulcers
- bed sores
- drowsiness, insomnia or excessive sleep
- recurring crises/hospital admissions.

The signs could be different depending on the nature of the possible abuse, for example, in sexual abuse the following symptoms could be present:

- disclosure or partial disclosure of sexual abuse
- genital infections
- pregnancy
- difficulty walking or sitting
- disturbed behaviour
- depression
- withdrawal from activities
- lack of sleep
- nightmares
- self-injury
- showing fear or aggression
- inappropriate sexual behaviour
- loss of appetite

Further signs to be aware of include:

- Isolation
- being over meticulous
- inappropriately dressed
- tearfulness
- unexplained paranoia
- excessive fear
- low self esteem
- confusion
- clothing in poor condition
- poor personal hygiene.

It is also important to note that there is no universal response to abuse or neglect.

5 How you might find out about a possible case of abuse

5.1 Ways that allegations might be made against an adult working for or involved with BD&BF include:

- a child or parent/carer making a direct allegation against a member of staff or trustee
- a child or parent/carer expressing discomfort with the behaviour of a member of staff or trustee that falls short of a specific allegation
- another member of staff or volunteer directly observing behaviour that is a cause for concern
- the group/organisation being informed by the police or another statutory authority that a member of staff, volunteer or trustee is the subject of an investigation
- information emerging from the renewal of a Disclosure and Barring Service (DBS) check that suggests that a member of staff, volunteer or trustee may have committed an offence or been involved in an activity that could compromise the safety of the children they work with at BDBF
- a staff member or trustee telling the organisation that they have been the subject of allegations, have actually harmed a child, or committed an offence against (or related to) a child.

6 What to do if an allegation is made or information is received

6.1 There are potentially two issues that need to be dealt with as a matter of urgency:

Is a child in immediate danger or does she/he need emergency medical attention?

- If a child is in immediate danger and is with you, remain with him/her and call the police.

- If the child is elsewhere, contact the police and explain the situation to them.
- If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child. You also need to contact your supervisor/manager or named person for child protection to let them know what is happening.

6.2 The member of staff or manager should also inform the child's family if the child is in need of emergency medical attention and arrange to meet them at the hospital or medical centre. The parents/carers should be informed that an incident has occurred, that the child has been injured and that immediate steps have been taken to get help.

Has the child approached you with an allegation that they have been abused?

6.3 If a child approaches you with an allegation that they have been abused you must:

- Stay calm
- Listen carefully to what is said and show that you are taking it seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets;
- Allow the child to continue at his or her own pace;
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer;
- Reassure the child that they have done the right thing in telling you;
- Tell them what you will do next and with whom the information will be shared;
- Record in writing what was said, using the child's own words, as soon as possible. Note time, date, any names mentioned, and to whom the information was given. Ensure that the record is dated and signed. See also section 15 and Appendix 4:
- You must try to get the child's name and, if possible, address. Remember this information is highly sensitive and confidential.

Remember

6.4 If you are the person who encounters a case of alleged or suspected abuse you are not responsible for deciding if abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

Is the person at the centre of the allegation working with children now?

6.5 If this is the case, the concern needs to be discussed immediately with the manager of the group/organisation and one of BDBFs designated safeguarding officers. One of these (either the manager or safeguarding officer) should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.

6.6 It should then be explained to the person, in private (following HR advice), that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with children. It may be best, under the circumstances, for the person to return home on the understanding that the manager or named person will telephone him/her later in the day.

6.7 The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department, the police or the local authority designated officer (LADO).

6.8 If the person is a member of a trades union or a professional organisation, he/she should be advised to make contact with that body. Arrangements should also be made for the member of staff or volunteer to receive ongoing support in line with the responsibilities the organisation has towards his or her welfare.

7 Conducting an investigation

7.1 Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations.

7.2 There are up to three possible lines of enquiry when an allegation is made:

- a police investigation of a possible criminal offence
- enquiries and an assessment by the local authority children's social care department about whether a child is in need of protection
- investigation by an employer and possible disciplinary action being taken against the person in question. This includes implementing a plan to manage any risk posed by the individual to children and young people in the workplace until the outcome of the other investigations and enquiries is known.

8 Reporting an allegation or concern

8.1 If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague at first hand, this should be reported immediately to the staff member's supervisor/manager and one of designated safeguarding officers.

8.2 If a staff member has received an allegation or observed something of concern about their own manager, the staff member should report the allegation or concern to the person more senior to their manager.

8.3 If the person who is the subject of the concern is a designated safeguarding officer, the complaint should be raised to the Designated Safeguarding Lead or if the DSL is absent to the Create Music Director.

8.4 In some cases when BD&BF are working in partnership with specific organisations dealing in social care, such as Youth Offending Services, disclosures must be reported to the Social Workers involved in the project.

8.5 See also Section 15: Keeping a record of the investigation and Appendix 4

9 When to involve the local authority designated officer

9.1 The designated safeguarding officers should report the allegation to the Designated Safeguarding Lead to discuss with the Local Authority Designated Officer (LADO) within one working day if the alleged behaviour suggests that the person in question:

- may have behaved in a way that has harmed or may have harmed a child
- has possibly committed a criminal offence against or related to a child
- has behaved towards a child in a way that suggests that he/she may be unsuitable to work with children.

9.2 This should also happen if the individual has volunteered the information him/herself.

9.3 The LADO may be told of the allegation from another source. If this is the case, then the first information received by BD&BF may be when the LADO makes contact in order to explain the situation.

9.4 Whoever initiates the contact, there will be discussion between the LADO and BD&BF named person to share information about the nature and circumstances of the allegation, and to consider whether there is any evidence to suggest that it may be false or unfounded.

9.5 If there is any reason to suspect that a child has suffered, or be likely to suffer, significant harm and there are no obvious indications that the allegation is false, the LADO, in cooperation with BD&BF, will make an immediate referral to the local authority children's social care department to ask for a strategy discussion.

9.6 The LADO and named person will take part in the strategy discussion. The named person and any other representative from BD&BF should cooperate fully with this and any subsequent discussion with the children's social care department.

9.7 It should be asked from the outset that the children's social care department shares any information obtained during the course of their enquiries with BD&BF if it has any relevance to the person's employment.

10 Dealing with a criminal offence

10.1 If there is reason to suspect that a criminal offence may have been committed (whether or not the threshold of 'significant harm' is reached), the LADO will contact the police and involve them in a similar strategy discussion, which will include the named person for child protection.

10.2 The named person and any other representative from BD&BF should cooperate fully with any discussion involving the police and should ask for similar cooperation from the police in terms of the sharing of information relevant to the person's employment.

10.3 Discussions with the police should also explore whether there are matters that can be acted on in a disciplinary process while the criminal investigation takes place, or whether disciplinary action must wait until the criminal process is completed.

11 Talking to parents about the allegation or concern

11.1 If the child's parents/carers do not already know about the allegation, the designated safeguarding officer and the LADO need to discuss how they should be informed and by whom.

12 Talking to the person who is the subject of the allegation

12.1 The person at the centre of the allegation should be informed as soon as possible after the initial consultation with the LADO. However, if a strategy discussion with children's social care or the police is needed, this might have to take place before the person concerned can be spoken to in full. The police and children's social care department may have views on what information can be disclosed to the person.

12.2 Only limited information should be given to the person in question, unless the investigating authorities have indicated that they are happy for all information to be disclosed or unless there is no need for involvement from these statutory agencies.

12.3 The designated safeguarding officer will need to keep in close communication with the LADO and the other agencies involved in order to manage the disclosure of information appropriately.

13 Taking disciplinary action

13.1 If the initial allegation does not involve a possible criminal offence, the designated safeguarding officer and manager of the person at the centre of the allegation should still consider whether formal disciplinary action is needed.

13.2 If the local authority children's social care department has undertaken any enquiries to determine whether a child or children are in need of protection, the designated safeguarding officer should take account of any relevant information from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

13.3 The following timings should be kept to wherever possible, depending on the nature of the investigation:

- If formal disciplinary action is not needed, other appropriate action should be taken within three working days.
- If disciplinary action is required, and can be progressed without further investigation, this should take place within 15 days.
- If BD&BF decides that further investigation is needed in order to make a decision about formal disciplinary action, the designated safeguarding officer should discuss with the LADO the possibility of this investigation being done by an independent person to ensure that the process is objective. Whether or not the investigation is handled internally or independently, the report should be presented to the named person within 10 working days.
- Having received the report of the disciplinary investigation, the designated safeguarding officer should decide within two working days whether a disciplinary hearing is needed.
- If a hearing is needed, it should be held within 15 working days.
- The designated safeguarding officer should continue to liaise with the LADO during the course of any investigation or disciplinary proceedings and should continue to use the LADO as a source of advice and support.

13.4 If a criminal investigation is required, it may not have been possible to make decisions about initiating disciplinary proceedings or about the person's future work arrangements until this is concluded. The police are required to complete their work as soon as reasonably possible and to set review dates, so the designated safeguarding officer should either liaise with the police directly or via the LADO to check on the progress of the investigation and criminal process.

13.5 The police are also required to inform the employer straight away if the person is either convicted of an offence or acquitted or, alternatively, if a decision is made not to charge him/her with an offence or to administer a caution. In any eventuality, once the outcome is known, the designated safeguarding officer should contact the LADO to discuss the issue of disciplinary proceedings.

13.6 If the allegation is substantiated and if, once the case is concluded, BDBF dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the designated safeguarding officer should consult with the LADO about referral of the

incident to the Independent Safeguarding Authority (ISA). This should take place within a month.

14 Managing risk and supporting the person at the centre of the allegation

14.1 The first priority of BD&BF will always be the safety and welfare of children and young people. However, as an member of staff or volunteer, the person who is the subject of the allegation has a right to be treated in a fair, sensitive and non-judgmental manner and to have his or her privacy respected as far as this ensures the safety of the child and other children.

14.2 Information about the allegation must only be shared on a need to know basis with those directly responsible for supervising and managing the staff member or volunteer. Any other information (for example, explanations to other staff members as to why the person is not at work or working to different arrangements) should be agreed and negotiated with the individual concerned.

14.3 If the person is a member of a trades union or a professional organisation, he/she should be advised to make contact with that body as soon as possible after being informed that he/she is the subject of an allegation. Arrangements should also be made for him/her to receive ongoing support and information about the progress of the investigation.

14.4 The possible risk of harm to children and young people presented by the person who is the subject of an allegation needs to be carefully managed both during and after any conclusion to the investigation processes following the allegation. This means that BDBF may need to consider suspending the person if there is cause to suspect that a child may be at risk of significant harm, or if the allegation is serious enough to warrant investigation by the police, or if it is so serious that it could lead to dismissal. However, a decision to suspend should not be taken automatically, as there may be other ways of managing any risk presented by the person.

14.5 The situation should be discussed fully between the designated safeguarding officer, the individual's manager/supervisor and the LADO, who will seek the views of the police and the children's social care department on the question of possible suspension. The conclusions of the discussion should also be carefully documented. Grounds for suspension should be clearly set out if this is the conclusion. If suspension is not the conclusion, then a clear plan should be made as to how any possible risk posed by the individual is to be managed. This could involve, for example, changes to the person's duties so that they do not have direct contact with children, and/or increased levels of supervision whilst at work.

14.6 If it is decided, once the case has been concluded, that a person who has been suspended or who has taken sick leave due to the stress induced by the allegation, is able to return to work, the designated safeguarding officer and the manager/supervisor of the

person who has been the subject of the allegations should consider how best to support the individual in this process. A plan to facilitate a return should be drawn up in consultation with the individual him/herself, and should take into account the need to manage any remaining child protection risks and also to support the person concerned after what will have been and will remain a very difficult experience.

14.7 If the decision is that the person cannot return to work and has to be dismissed or chooses to resign, the designated safeguarding officer and the LADO should discuss the need for the matter to be referred to the Independent Safeguarding Authority (ISA) and/or to any professional body to which the person may belong. BDBF does not enter into compromise agreements with individuals who resign following the conclusion of investigations into allegations made against them, and will always comply with its statutory obligations to share information about the individual in the interests of protecting children and young people.

14.8 If the allegation is found to be without substance or fabricated, BDBF will consider referring the child in question to the children's social care department for them to assess whether he/she is in need of services or whether he/she may have been abused by someone else. If it is felt that there has been malicious intent behind the allegation, BDBF will discuss with the police whether there are grounds to pursue any action against the person responsible.

15 Keeping a record of the investigation

15.1 All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these. See Appendix 4: Welfare Concern Form

15.2 These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.

15.3 The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the LADO to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual.

15.4 The notes should be held on file for a 10-year period, whether or not the person remains with BD&BF for this period.

Useful contact details

LADO for Brighton and Hove City Council: Email: ladoenquiries@brighton-hove.gov.uk
or Tel: 01273 295 643

NSPCC Helpline: 0808 800 5000 help@nspcc.org.uk

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 4

Brighton Dome, Brighton Festival & Create Music Welfare Concern Forms (Child and Vulnerable Adult)

Child/Young Person Welfare Concern Form

Name of Staff member:	Date:
Name of child and parent/carer if known:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party
Details about the child if known D.O.B: Gender: Address: School/College:	Do you think this issue is (please tick): <ul style="list-style-type: none"> • Child protection • Safeguarding • Bullying • Equalities
Phone numbers for parents/carers and child if known:	

[illegible]

Child or Young Person - were there any obvious signs in the child e.g. bruising, bleeding, changed behaviour. Did the child say anything?
What action have you taken? (Who have you spoken to and when?)
Is there a follow up or support plan?

Do the parent/carers know? <i>*Delete as appropriate</i>	YES / NO *
Has a referral been made to Children's Social Care?*	YES / NO *
Has a referral or follow up been made to another agency?*	YES / NO *
Name and signature of person filling in this Record of Concern Form:	
Name, signature and date received by Designated Safeguarding Lead:	

Brighton Dome, Brighton Festival & Create Music Adult at Risk Welfare Concern Form

Name of Staff member:	Date:
Name of adult at risk:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party

Details about the adult at risk	<i>(Please leave blank if not known)</i>
Date of birth	
Gender	
Address	
Phone number	
Email	

Did the above-named person give consent for you to share this information?*	Yes / No *
Please outline what was said about confidentiality and how the adult responded.	
Do you have any concerns about the above-named person's capacity to understand decisions and their consequences?*	Yes / No *
What was the basis to share information (or not to share) with a third party?	

What is your concern about this person? (Be specific - include when and where the incident occurred, any evidence of what you saw or what was reported, timelines in known. Try to use the person's words):
--

Who else, if anyone, was involved and how?
Observations – did the person display any other signs e.g. bruising, bleeding, changed behaviour. Did they say anything?
What action have you taken? (Who have you spoken to and when?)
Were any actions agreed with the person, and if so please outline below. Is there a follow up or support plan?

Has a referral been made to Adult's Social Care?*	YES / NO *
Has a referral or follow up been made to another agency?*	YES / NO *
Have the police been contacted?*	YES / NO *
Name and signature of person filling in this Welfare Concern Form:	
Name, signature and date received by Designated Safeguarding Lead:	

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 5

Awareness of Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. It is illegal in the UK and the carrying out of FGM is therefore a crime.

Religious, social or cultural reasons are sometimes given for FGM. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health. Performing FGM on a female under the age of 18 is a form of child abuse.

If any child discloses that they have *had* FGM this must be reported to a Designated Safeguarding Officer who will report it immediately to the police, using the 101 non-emergency number.

If an adult discloses to you that a child they know has had FGM, this is a report of child abuse. The report should be passed to the Police.

After all referrals to either the police or social services, the multi-agency safeguarding response would usually include a referral to a specialist service, to confirm the girl has had FGM.

If you identify that a child (or vulnerable adult) who you suspect may be at risk of FGM, the DSO will report this to the LADO for discussion.

Signs and symptoms

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt

If a vulnerable adult is identified as having had or being at risk of FGM, this should be discussed with the LADO.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 6

Guidelines for Staff and Freelancers delivering activities involving children

Freelancers or staff organising or facilitating workshops or projects with young people and vulnerable adults have a responsibility to:

- carry out or ensure there is a suitable and sufficient risk assessment in place covering the activities and location of the activity
- ensure that adults and children never share the same dressing rooms. (Children, young people and vulnerable adults of the same sex can share the same dressing room but should always be accompanied by their parents or a member of staff who has been police checked.)
- ensure that the use of inappropriate or foul language in front of children, young people and vulnerable adults is avoided. This includes limiting the use of offensive language in drama productions.
- report any signs of inappropriate behaviour to the line manager, or main contact from BD&BF.
- take steps to safeguard young people in all lessons and activities.
- select appropriate texts and adapt any texts to safeguard children, young people and vulnerable adults.
- protect vulnerable learners when teaching mixed age ranges and be sensitive to the children and young people who may feel uncomfortable with an activity
- never allow any nudity and intimate sexual contact in lessons or performances
- ensure parental consent is obtained before the taking of photographs and video recordings of children, young people and vulnerable adults
- familiarise him/herself with the emergency procedures for any space/ venue that they are using. Remember that only qualified first aider should administer first aid.
- inform parents/ carer at the end of each session if the attendee has had any kind of accident during the session and complete an HS1 incident report form on behalf of BDBF
- inspect the space before the group is admitted to ensure it is a safe environment. In the event that any dangers can be foreseen, the facilitator must discuss the matter with relevant staff at the venue. It may be necessary to make changes to the space to make it safe or to find an alternative space.
- ensure that a register of attendance is maintained for each session
- ensure that emergency contact details for those attending the workshop are easily available on the day of the workshop.

- ensure that children on a course/workshop only eat or drink things that they have brought with them, apart from drinking water. No one must give them anything else to eat or drink, in case of allergies.
- ensure that all children have been collected by their parent/carer. If a child is not collected, please inform the Duty Manager in order that the parent/carer can be contacted. Children who have not been collected must not be left unattended.

The facilitator's responsibility for the members of his or her group starts from the moment the group is admitted to the rehearsal/activity space and continues until the last member of the group has left the space.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 7

Children attending performances

Children can attend performances as part of a school group or with their family and friends. The responsibility for children's safety and wellbeing while they are attending a performance remains with the adult accompanying them at all times. BDBF does not discriminate against adults from attending performances aimed at children. Details are available from the venue on an event by event basis.

With the exception of events aimed at children and daytime fairs, under 14's are not permitted anywhere in the Brighton Dome venues without an adult. Late night club nights and events scheduled to start after 11pm, automatically carry an over 18's age restriction.

Under 16's must be accompanied by an adult to events which are scheduled to end after 11pm. Unless they are events targeted for children and young people, under 16's must be accompanied by an adult when in the general admission area.

With organised groups is important to ensure that there is an adequate level of supervision that is appropriate to the age group and needs of the children attending as detailed in appendix 9.1. In the case of child performers, licensed chaperones may be required.

Brighton Dome reserves the right to request any ticket holder to leave the theatre in cases of unsuitable or dangerous behaviour. Where a child or children are attending a performance as part of a school group then any concern about their behaviour or safety should be reported to the teacher accompanying them in the first instance and then followed up with the Head Teacher of the relevant school(s).

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 8

Performances by Children

What type of performances need a licence?

Any performance:

- In connection with which a charge is made;
- At a licensed premises or a registered club;
- Any broadcast or any performance recorded by whatever means with a view to its use in a broadcast, or film intended or public exhibition.

Any child used as a stand-in (understudy) should be licensed in the same way as the other children in the performance.

As BDBF is a licensed premises, any performance at BDBF qualifies.

Who must have a licence?

- The law applies to all children from birth to the last Friday in June in the academic year the child becomes 16.
- A child must be licensed if s/he performs for more than three days in any six month period. Exemptions are issued for performers who have not exceeded four days in a six month period.

It is a legal requirement that whenever children of compulsory school age (16) are engaged in public performances or entertainment under a licence issued by the local authority, they must be supervised at all times by a licensed chaperone, unless they are under direct supervision of a parent or an agreed tutor.

If a visiting company involving cast members eligible for a licence come to perform at BDBF, it is the responsibility of the Producer of that company to ensure all children and chaperone licensing regulations are adhered to.

If a BDBF produced performance contains cast members eligible for a licence, it is the responsibility of BDBF. This should be clarified at the contract stage of the process.

Licences may be issued for children as follows:

- Children under 14 may be licensed to act, if the producer signs a certificate to say that the part may not be played by an older child. They may also be licensed to take part in an opera or ballet (including all forms of dance) if no other type of performance is being given on the same bill with a certificate similar to the one for acting. They may be licensed too for musical or mainly musical performances.
- Children aged 14 or over may be licensed for any sort of performance, except for one that is dangerous.

Exceptions

- Performances arranged by schools (ordinary schools, not dance schools) do not need to be licensed.
- If a child is **not** performing for more than four days in any six month period.
- Amateur or charitable performances may be given permission by the Secretary of State or by the education authority to waive the need for a licence under "a body of persons", but permission must be given in advance, and conditions may be laid down.
- Any activity which the local education authority does not consider to be a performance. This could be children interviewed or filmed while taking part in some normal activity not specially arranged for the purpose such as ordinary school lesson, taking part in a workshop or at a youth club.

In general terms, **all shows**, including amateur shows, which last more than four days, or the child is required to miss school, will require a full entertainment license.

How to apply for a Licence

It is the producer's responsibility to apply for a licence. Please allow enough time to make your application as this could be some weeks depending on the policy of the local authority where the child resides. Applications are made to the Local Authority where the child resides, not where the performance is taking place.

Current legislation requires that the licence or exemption must be applied for at least 21 working days before any performance (including rehearsals).

Applications must be signed by the applicant (Producer).

Information about licences and exemptions can be discussed with Brighton & Hove City Council by contacting:

Child Employment Officer
Access to Education Team
First Floor,
Hove Town Hall,
Norton Road
BN3 3BQ

Email: childperformancelicensing@brighton-hove.gov.uk
Phone: 01273 291 519

Application forms can be downloaded from:
<https://www.brighton-hove.gov.uk/children-and-learning/apply-permission-employ-child>

These are standard forms which are used throughout the country.

NB: Licences are not issued in the school holidays.

It will be the responsibility of the hirer/company to send a copy of the licence for child performers to the relevant Department advancing the performance at BDBF 28 days ahead of the performance. This will be a condition of the contracts with hirers and companies, performances may not be able to take place without evidence of the licence received within these timescales. If there are any licensing issues you wish to discuss, please speak to your lead contact at BDBF.

Licensed Chaperones

The licence holder is responsible for ensuring that a child is supervised at all times and in the charge of a chaperone approved by the Licensing Authority (except when the child is in the charge of a parent/guardian or tutor).

A maximum of 12 children may be in the care of a chaperone at any one time, however, the number of children in a chaperone's care can vary according to the ages of the children, or if they are living away from home.

The first duty of the chaperone is to look after the children in his/her care. While acting as chaperone, he/she must not engage in any activity that would interfere with the performance of his/her duties. Except when a child is in the care of a tutor, the chaperone is in loco parentis and should exercise the care which a good parent might reasonably be expected to give a child.

No child should be allowed to perform when unwell. If a child falls ill or is injured while in the charge of a chaperone or tutor, a doctor should be called and the licence holder must immediately notify the parent named in the application form, and the Local Authority.

It is important to apply to become a registered chaperone at least two months before the licence is required as all registered chaperones in Brighton & Hove must hold an enhanced DBS disclosure certificate. For full details of how to apply, please contact the Child Employment and Entertainment Officer

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 9

Guidelines for Hirers and Leaders/Teachers visiting with their own group.

BDBF wishes to ensure that children are protected from harm whilst on Dome or Festival venue premises. In addition to BD&BF's responsibilities, we ask that leaders/teachers of groups exercise their own responsibilities. In particular all leaders/teachers shall:

- Ensure they supervise the children/young people at all times and that they are not left alone anywhere in the building.
- Inform their group of how to behave appropriately.
- In the case of an accident, contact the venue staff who will follow the procedures.
- In the case of a lost child, contact a member of staff who will follow procedures.
- Not have in their possession or consume alcoholic beverages or use illegal drugs or smoke whilst responsible for young people.
- Not verbally or physically abuse a child/young person
- inspect the space before the group is admitted to ensure it is a safe environment. In the event that any dangers can be foreseen, the facilitator must discuss the matter with relevant staff at the venue. It may be necessary to make changes to the space to make it safe or to find an alternative space.

Appropriate levels of supervision

It is important that the level of supervision is appropriate to the age group and needs in question. These may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio. The following are the adult to child ratios we would recommend for voluntary organisations, which are based partly on Ofsted guidelines:

- Age 0 - 2: 1 adult to 3 children
- Age 2 - 3: 1 adult to 4 children
- Age 4 - 8: 1 adult to 6 children
- Age 9 - 12: 1 adult to 8 children
- Age 13 - 18: 1 adult to 10 children.

If the group is mixed gender, the supervising staff should also include both male and female workers.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations, it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

Group conduct whilst on Dome and Festival Venue premises

We expect all audience members and participants to display respect for others and for our staff and property at all times.

Group leaders must not allow members of their group to:

- Use threatening, abusive or violent behaviour
- Bully (verbally or physically)
- Make any discriminatory or other offensive remark towards any person or other group
- Enter areas of the venue that are shut or cordoned off
- Use bad language
- Smoke or vape
- Consume alcohol or use illegal drugs
- Eat or drink apart from in designated areas.

NB: The guidelines are only relevant to children who do not need a license to perform. Please also see information on Chaperones.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 10

Procedures to be followed by Staff in Cases of Lost/Found Children

A child reported missing by a parent or guardian

If a child is reported missing, you must report the situation to the Duty Event Manager (DEM) or Activity Supervisor (AS) immediately. Preferably contact with the DEM/AS should be made by phone. For Front of House staff, if this is not possible, the radio can be used. In either case (landline or radio) the following procedure must be adhered to. Transmit the following;

'We are looking for a Code Adam'

If FoH Staff hear "Code Adam" on the radio they should immediately pay close attention to the radio dialogue so they can assist with the search. The DEM/AS will then ask for a description of the missing child

Public announcements should not be made and a description of the child should not be shared publicly.

A member of staff is to remain with the parent/guardian and encourage them to remain at **in one place**. Explain that when the child is found that that is where they will be taken.

The DEM/AS will then organize a search. They should contact the Bars DM, any mobile VSAs and the Lead Technician who should each ensure that the description is passed on to their team. Each member of staff in an evacuation position should remain in position and be vigilant for sightings within their area. Security should remain on the doors to keep watch for unaccompanied children leaving the venue. The DEM might decide to halt all exits from the building depending on the situation. Any staff who are mobile – mobile security, supervisors, fire wardens, Bars supervisors etc. should search their designated area.

If the child has not been found within 10 minutes the DM must contact the police.

If the police have been called a Missing Child Form can be completed to ensure that all details are collected.

If a member of staff sees a child that is potentially the missing child, they should ask for another member of staff to accompany them before they approach the child. Under no circumstances is a member of staff to approach the child without another member of the search team present. If a member of the security team is working alone on the front gates and potentially spots the child leaving the venue, they may need to approach the child without another member of staff. If this is necessary, this should be attempted within the view of the gate CCTV and certainly within view of members of the public.

A child who has lost their parent or guardian

If a child reports to you that they have lost their parent/guardian or is on their own appearing to be lost or in distress, immediately contact a member of staff to accompany you. Do not make physical contact with them however tempting it may be to comfort them. You can give them verbal reassurance. Don't remain on your own with the child, ask a colleague to remain with you. Ask the child for their name and the name of their parent/guardian and a description if they are old enough to do so.

You must report the situation immediately to the DEM/AS.

'We have a Code Adam in the *state location*

The DEM/AS will then ask for a description and name of the parent.
Two members of staff are to remain with the child until the Duty Manager says otherwise. Always wait in plain view.

Public announcements should not be made and a description of the child or parent should not be shared publicly.

The DM will then organize a search.

If the Parent/Guardian is not found within 10 minutes the DM must contact the police.

If the police have been called a Found Child Form can be completed to ensure that all details are collected.

When the parent/guardian is found do not volunteer the name that the child has given you. Ask the person what their name is and what the name and description of their child is. If you are suspicious about their behaviour you can request to see photo ID with their name to ensure that the child is being given to the correct person.

If the child seems unusually distressed or unhappy about being reunited with the parent or the parent appears to be drunk or unable to look after the child you should call the police and report the situation.

The last section of the Found Child Form should be completed with the parent guardian to record the incident.

Once a lost child and parent/guardian has been reunited don't forget to ensure everyone involved in the search is informed including all departments and the police if they were informed.

An HS1 Part A should be completed by the DEM/AS.

LOST CHILD FORM

- details for staff/police use only, not to be announced publicly
- an HSI Part 1 must also be completed



Event Name:

Date:

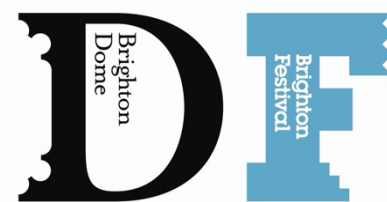
Form Completed by:

Job Role:

Child's Name:	Age of child:
Male or Female:	D.O.B.:
Time and place child last seen:	Time staff informed:
Hair Colour & style: Eye Colour: Ethnicity:	Clothing (Colour & Pattern):
Audience/Participant/Artist/Other (please specify):	School/Organisation/Etc.: Responsible Person Name: Contact Number:
Parent/Guardian name:	Phone Number: Address:
Action taken: Police informed: Other:	Notes:

FOUND CHILD FORM

(details for staff/police use only, not to be announced publicly)



Event Name:

Date:

Form Completed by:

Job Role:

Time found: Staff who found:	Location found:
Child's Name: Male or Female:	Age of child: D.O.B.:
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information:
Audience/Participant/Artist/Other (please specify):	School/Organisation/Etc.: Responsible Person Name: Contact Number:
Has the child any special medical requirements? (check for medical tags)	Name of parent/guardian: Relationship to child:
Description of parent guardian: Hair Colour & Style: Eye Colour: Ethnicity:	Clothing (Colour & Pattern):
Name of Parent/Carer collecting child: Relationship to child: Signature:	Phone Number: Address: ID document/s checked:

Member of event staff handing over child: Signature:	Time child reunited:
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Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 11

Guidelines for staff when working with work experience placements

The following guidelines need to be followed when taking on a work placement student:

- Do a risk assessment prior to the work placement being agreed, on each occasion. It must take account of the risks of the location and type of work and record the risks that are to be mitigated. Some settings are higher risk, including in licensed premises or when there are safety risks that may not be appreciated by young and inexperienced people. It may not be appropriate to invite a placement. The person responsible for arranging the placement must get the assessment approved by HR, the Department Manager and the relevant Designated Safeguarding Lead or Deputy before agreeing the details of the placement.
- Try to avoid situations where you will be working one to one with the work placement person. Check regulated activity criteria to establish a need for a DBS check

If you are spending time alone with a student try to:

- Ensure that another staff member knows your location and the proposed activity
- Ensure that the door is left ajar or that there is a clear view into room
- Don't travel alone in a car with a student.
- At the start of any placement you should take some time to explain the format of the placement, including place and conditions of work and ensure that he or she is comfortable with the proposed arrangements.
- You must take the student through an induction that covers Health & Safety and fire evacuation
- You should also ensure that the student has had adequate time to discuss the proposed plans with their college, school, parent or guardian as appropriate.

- Consider the appropriateness of placements in relation to – the licensed premises (alcohol), late night and duration of working, nature of work including high risk and manual handling

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 12

Use of photography/video

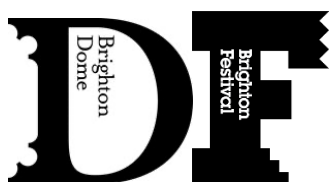
There are times when photographs are taken of children and young people as audience members or participating in education programmes, work experience and voluntary activities for purposes of publicity. There is the potential to misuse the content of such photographs.

The following protocols govern the taking of photos or video footage of children/young people:

- Do not take any photos of children/young people except for purposes of publicising BD&BF activities.
- The purposes should be explained to the child or young person according to their age, development and understanding and to the parent/carer. A child or young person must not be photographed if they do not wish to be or if their parent/carer does not wish them to be.
- A consent form must be signed by a parent/guardian. This is the responsibility of BD&BF and in some cases partners of BD&BF who are involved in social care for e.g. Youth Offending Services
- The use of photography or reproduction of photographic images or the use of videos must always have a clear and child-centred purpose.
- Children/young people must be clothed and their torsos covered when being photographed or videoed.
- When photos have been taken by BD&BF staff, these images must be downloaded and stored to BD&BF equipment only. Staff must not download images of children/young people to personal computers or send them/take them to their own home. Staff must not keep the images of children/young people in their private possession.
- Where professional photographers are used in order to supply images for publicity, the photographer must read and sign a Terms and Conditions form. These terms state that if the photographer wishes to store the images, s/he must have a DBS Referral.
- Staff must not use mobile phones to take pictures of children and young people.
- The name of the child/young person in the image must not be used, unless the agreed purpose of using the picture includes naming the child/young person e.g. for a celebration of an achievement, in which case written consent from the parent/carer must be secured
- Photographs taken for publicity purposes may be kept for three years. If the image is to be used for website publicity this must be stated on the consent form.

- Images must be stored securely. All photographs must be labelled and dated. At the end of three years all images are to be destroyed.

Members of the public who appear to be taking photographs of children should be challenged where there are reasonable grounds for suspicion. The Duty Manager should be contacted immediately. The Duty Manager might decide that the police should be informed.



APPENDIX 12.1 Guidance for Professional Photography/Filming of Children & Vulnerable Adults at Brighton Dome & Brighton Festival Events

When organising photography or filming that involves children/vulnerable adults participating in a BDBF project or activity or attending an event, BDBF will seek permission with the relevant organisation, for example a school or community centre, to ensure parents/guardians are aware of the reasons for the photography/filming.

Organisations should make BDBF photographers aware in advance of any participants who should not be photographed/filmed.

If BDBF cannot seek parental/carers permission prior to an event attended by children/vulnerable children adults, the following guidance should be followed by photographers/filmmakers commissioned by BDBF or attending on behalf of the media to record a BDBF event attended by children and/or vulnerable adults.

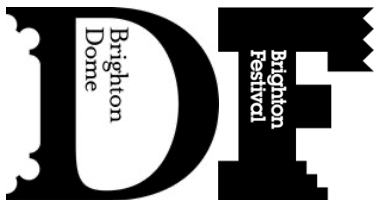
A child refers to anyone under the age of 18. A vulnerable adult is classed as someone over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself.

- Display your staff or visitor/press pass clearly to BDBF staff and members of the public so they know you are an official photographer.
- BDBF will provide consent forms to photographers/film makers to gain written permission from an adult and child where possible.
- Please seek verbal permission from parents/guardians if taking close-up shots of children/vulnerable adults.
- Please avoid taking shots of children/vulnerable adults unless appropriate to the brief or event. Children/vulnerable adults who are not allowed to be recorded will be given a coloured wristband to indicate no consent.
- If a member of the public or BDBF staff member asks for a person not to be photographed/filmed please comply with their wishes and delete any previous footage.
- Please don't photograph/film children/vulnerable adults without the presence of an appropriate adult or BDBF staff member.
- BDBF will display signage and make an announcement to make the public aware of any filming/photography happening in its venues or at a BDBF event.
- Please do not use any images taken of children/vulnerable adults at BDBF event for your own personal use or publicity.
- Images taken of children/vulnerable adults taken at BDBF event should be deleted from your own personal/work equipment six months from the date they were taken.

Please sign below to confirm that you agree to the terms and conditions set out above

Signed:	Print Name:	Date:
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Last updated August 2019



APPENDIX 12.2

Filming/Photography Release Form – Brighton Dome & Brighton Festival

In consideration of Brighton Dome, of Church Street, Brighton, BN1 1UD, accepting myself/ my child as a participant in and/or contributor to this programme /event /user testing / research / activity ("Project") and any associated material, I hereby warrant, accept and agree for myself and on behalf of my child that:

1. I acknowledge that Brighton Dome has fully explained my own/ my child's participation in the Project and that I fully understand the purpose of the Project.
2. I understand that no fee will be payable for my / my child's contribution.
3. I consent to my / my child being filmed, recorded and/or photographed for the Project on the terms set out in this release form and to any resulting footage, recording or stills of me/ my child being used for the Project and/or in material produced in connection with the Project in perpetuity (including but not limited to this Project, and/or Project specific marketing and publicity materials in all media, such as Brighton Dome website(s) and social media).
4. I assign to Brighton Dome the copyright and all other rights in my child's and/or my own contribution to the Project (including, for the avoidance of doubt, any other use of such contribution as may be permitted by paragraph 3 above), I agree that the Brighton Dome may edit, adapt, translate or remove my child's and/or my contribution and I hereby waive irrevocably any and all 'moral rights' in respect of my child's and/or my contribution which may exist now or in the future.
5. I/ My child will observe all procedures and rules and obey all instructions in force or given by an authorised official in connection with the management of the Project and/or the location(s) and fire safety and security arrangements in those locations and surrounding areas.
6. If any of the information I have given in this form becomes incorrect due to any changes in circumstances between the date hereof and the date of transmission of the show, I undertake to inform the Project team immediately of the nature of such change.

7. My child's/ my own contribution shall not contain anything which is offensive, defamatory, an infringement of copyright or which is calculated to bring Brighton Dome into disrepute.
8. Brighton Dome has no obligation to use my own/ my child's contribution and where it believes appropriate it may decide not to include my own/ my child at any time. I understand that the signing of this release form does not guarantee my own/ my child's appearance on the Project.
9. I confirm that I am the child's parent or legal guardian.

Please complete all sections below

SECTION 1: About the Project			
Name of Project:		Date(s) of participation:	
SECTION 2: About the child			
Name: (s)			
Address:			
Tel No:		Date of Birth	
SECTION 3: About you			
Name:			
Address (if different from above)			
Tel No:		Date of Birth	
Please state your relationship to the child:			

Please sign below to confirm that you agree to the terms and conditions set out above

Signed:	Print Name:	Date:
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(Parent/guardian)

Internal Use

SECTION 4:	
Image number	Image description

Appendix 12.3 Public Guidance for Photography/Filming of Children & Vulnerable Adults at Brighton Dome & Brighton Festival Events

A child refers to anyone under the age of 18.

A vulnerable adult is classed as someone over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself.

Please avoid taking shots of children/vulnerable adults unless you have written or verbal permission from parents/guardians in advance.

If a member of the public or BDBF staff member asks for children/vulnerable adults not to be photographed/filmed please comply with their wishes and delete any previous footage.

Please do not photograph/film children/vulnerable adults without the presence of an appropriate adult or BDBF staff member.

Please do not use any images taken of children/vulnerable adults at BDBF event for your own personal use or publicity.

Please speak to a BDBF staff member if you are concerned with inappropriate recording of children/vulnerable adults at BDBF events.

Last updated Aug 2019

Appendix 12.4 Guidance for Photography & Filming at Brighton Dome & Brighton Festival Venues – to be included in contracts

If you are giving access to your own or external photographers at your event you must have considered appropriate safeguarding measures to protect any children or young people attending who might be photographed.

Authorised photographers should be clearly identifiable with uniform or a pass. It is good practice to avoid taking shots of children/vulnerable adults unless you have written or verbal permission from parents/guardians in advance.

If a member of the public or BDBF staff member asks for children/vulnerable adults not to be photographed/filmed please comply with their wishes and delete any previous footage.

Do not photograph/film children/vulnerable adults without the presence of an appropriate adult other members of staff.

Please speak to a BDBF staff member if you are concerned with inappropriate recording of children/vulnerable adults during your event.

Safeguarding & Child Protection Policy

Part 1: Brighton Dome & Brighton Festival

Appendix 13

Other relevant BD&BF Policy documents

Other relevant policy documents can be found in the Staff Handbook, which is available to all staff on the intranet. These include:

- Whistle blowing policy
- ICT Policy
- Health, Safety & Wellbeing Policy
- Child Sexual Exploitation (in development)
- PREVENT Strategy (in development)
- Social Media Policy

Part 2: Create Music

Safeguarding & Child Protection Policy

Key Contacts	Name	Contact details
Designated Safeguarding Lead	Mike Johnson, Strategic Lead: Access & Inclusion	01273 261 565 or 07534 294 951
Deputy Safeguarding Lead (Create Music)	Emma Collins, Deputy Director and Strategic Lead: Quality & Inclusion	01273 261 565 or 07534 294 947
Deputy Safeguarding Lead (BDBF)	Zoe Curtis, Director of Visitor and Venue Services	01273 261 516
Local Authority Designated Officer (LADO)	Brighton & Hove: ladoenquiries@brighton-hove.gov.uk	01273 295 643
	East Sussex: 0-19.SPOA@eastsussex.gcsx.gov.uk	01323 464 222
Front Door for Families (Brighton & Hove) This multi-agency service provides information, advice and support for families, young people and professionals in Brighton & Hove.	Office Hours	01273 290 400
	Emergency Duty Service – after hours, weekends and public holidays Email: FrontDoorforFamilies@brighton-hove.gcsx.gov.uk	01273 335 905
Single Point of Advice or “SPOA” (East Sussex) This multi-agency service provides information, advice and support for families, young people and professionals in East Sussex	Office Hours	01323 464 222
	Emergency Duty Service – after hours, weekends and public holidays Email: 0-19.SPOA@eastsussex.gcsx.gov.uk	01273 335 905

Every school has a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead. Should safeguarding concerns arise concerning a child you are teaching/working with in a school setting, these should be reported without delay to the school’s Designated or Deputy Designated person. Confirmation of what has been reported should also be passed to the BDBF Designated Safeguarding Lead or Deputy. Please note that BDBF staff email addresses all follow the format: firstname.secondname@brightondome.org

Part 2: List of Appendices

Appendix		Page
14	Create Music Safeguarding & Child Protection Policy	66
15	The role of the Designated Safeguarding Lead	74
16	Create Music Child Protection and Safeguarding Procedures <ul style="list-style-type: none"> • Definitions • Categories of abuse • Specific safeguarding issues • Recognition – what to look for • Children’s Services Threshold Document • What action to take if you have concerns about a child • Welfare Concern Form • Dealing with a disclosure made by a child: advice for all members of staff • Discussing concerns with the family and the child: advice for Safeguarding Lead • Early help for children and families • Front Door for Families/Single Point of Advice responses to concerns about a child • Information sharing and consent • Record keeping • Professional challenge and disagreements • Safer recruitment • Procedure for managing allegations of abuse made against school staff members 	77
17	Guidelines for Self-Protection when Working with Children	103
18	Online Learning	105
19	Linked policies	108

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 14

Create Music/Future Creators

Safeguarding & Child Protection Policy

1 INTRODUCTION

- 1.1. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
- 1.2. The welfare of children and young people who attend service activities is our paramount concern. We will safeguard and promote the welfare of pupils and work together with other agencies to ensure that adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm are in place.
- 1.3. Create Music is a community and all those directly connected, staff members, parents, families, pupils and volunteers, have an essential role to play in making it safe and secure.

2 OUR ETHOS

- 2.1 We believe that the activities provided by Create Music should take place in a caring, positive, safe and stimulating environment that promotes our values and the Social Moral Spiritual and Cultural development of the individual child.
- 2.2 We recognise the importance of providing an environment that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to. We recognise the need to enable children to stay safe and to ask for help if they need it.
- 2.3 We recognise that all adults at Create Music, including permanent and temporary staff and volunteers have a full and active part to play in protecting our pupils from harm.

3 SCOPE

- 3.1 In line with the law, this policy defines a child as anyone under the age of 18 years.
- 3.2 This policy applies to all members of staff including teachers, non-teaching staff, volunteers, and external service or activity providers.

4 THE LEGAL FRAMEWORK

- 4.1 Section 175 of the Education Act 2002 places a duty on governing bodies of maintained schools and further education institutions (including sixth-form colleges) to make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. Section 157 of the same Act places a similar duty on non-maintained and independent schools, including free schools and academies.
- 4.2 Under section 10 of the Children Act 2004, all maintained schools, further education colleges and independent schools, including free schools and academies, are required to cooperate with the local authority to improve the well-being of children in the local authority area.
- 4.3 Under section 14B of the Children Act 2004, the local Safeguarding Children Partnership (BHSCP or ESSCP) can require a school or further education institution to supply information in order to perform its functions. This must be complied with.
- 4.4 This policy and the accompanying procedures have been developed in accordance with the following statutory guidance and local safeguarding procedures:
- [Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, 2018](#)
 - [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#)
 - [Pan-Sussex Child Protection and Safeguarding Procedures](#)
 - [The Children's Act 2004](#)

5 ROLES AND RESPONSIBILITIES

- 5.1 Mike Johnson is the Create Music lead person with overall responsibility for child protection and safeguarding and is the Designated Safeguarding Lead.

Emma Collins is Safeguarding Lead for Future Creators and Deputy Designated Safeguarding Lead for Create Music and is available to ensure there is appropriate cover for this role at all times. The Designated Safeguarding Lead's responsibilities are described in Appendix A.

- 5.2 The case manager for dealing with allegations of abuse made against Create Music staff will be appointed by Human Resources. The procedure for managing allegations is detailed in Appendix 14.
- 5.3 The Head of Service will ensure that the policies and procedures are fully implemented, and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.
- 5.4 All staff members, volunteers and partner organisations know how to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child.

6 SUPPORTING CHILDREN

- 6.1 We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame.
- 6.2 We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 6.3 Create Music will support all pupils by:
 - ensuring that child protection is central to service provision to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to;
 - providing pupils with a number of appropriate adults to approach if they are in difficulties;
 - supporting the child's development in ways that will foster security, confidence and independence;
 - encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying;
 - liaising and working together with other support services and those agencies involved in safeguarding children; and
 - monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.

7 CHILD PROTECTION AND SAFEGUARDING PROCEDURE

- 7.1 We have developed a structured procedure in line with [Pan-Sussex Child Protection and Safeguarding Procedures](#) which will be followed by all members of the Create Music community in cases of suspected abuse. This is detailed in Appendix B.
- 7.2 In line with the procedures, the school at which the child attends and/or the Front Door For Families/Single Point of Advice team will be notified as soon as there is a significant concern.
- 7.3 The name of the Designated Safeguarding Lead will be clearly displayed.
- 7.4 We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children by publishing the policy and procedures on our website.

8 RECORD KEEPING

- 8.1 We will ensure that records are maintained appropriately for children with safeguarding concerns and that confidential stand-alone files are created and maintained.

9 SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

- 9.1 We will prevent people who pose risks to children from working for Create Music by ensuring that all individuals working in any capacity have been subjected to safeguarding checks in line with policy.
- 9.2 Where appropriate, all staff members who have contact with children and young people, aged 8 and under, will be informed of their obligation to make declarations about household members, in line with [Disqualification under the Childcare Act 2006](#).
- 9.3 We will ensure that agencies and third parties supplying staff provide us evidence that they have made the appropriate level of safeguarding check on individuals we may work with.
- 9.4 Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.

- 9.5 We will ensure that at least one member of every interview panel has completed safer recruitment training.
- 9.6 We have a procedure in place to handle allegations against members of staff and volunteers in line with [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#)
This procedure is detailed in Appendix B.

10 STAFF INDUCTION, TRAINING AND DEVELOPMENT

- 10.1 All new members of the instrumental teaching team will be given an induction which includes child protection training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the child protection policy, guidelines for self-protection and the role of the Designated Safeguarding Lead.
- 10.2 This induction will include all members of staff having read Part One of [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#)
- 10.3 The induction will be proportionate to staff members' roles and responsibilities.
- 10.4 The Head of Service will undergo child protection training, when appointed to post and then refreshed every three years.
- 10.5 The Designated Safeguarding Lead will undergo child protection training, when appointed to post and then refreshed every two years.
- 10.6 All teaching staff will undergo child protection training annually in September.
- 10.7 Staff members unable to attend the annual September training will be required to undertake other relevant training e.g. by attending additional training sessions run by Create Music or in another recognised educational setting. In exceptional circumstances staff may complete a recognised online training course (e.g. NSPCC) provided this has been agreed by the Safeguarding Lead and written confirmation is provided that the service policy has been read and understood.

- 10.8 We will ensure that staff members provided by other agencies and third parties have received appropriate child protection training commensurate with their roles before starting work. They will be given the opportunity to take part in Create Music training if it takes place during their period of work for the service.
- 10.9 The Designated Safeguarding Lead will provide an annual briefing on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews.
- 10.10 Create Music will maintain accurate records of staff induction and training.

11 CONFIDENTIALITY, CONSENT AND INFORMATION SHARING

- 11.1 We recognise that all matters relating to child protection are confidential.
- 11.2 The Head of Service or the Designated Safeguarding Leads will disclose any information about a pupil to other members of staff on a need-to-know basis only.
- 11.3 All staff members must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.
- 11.4 All staff members have a professional responsibility to share information with other agencies in order to safeguard children.
- 11.5 All Create Music staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.
- 11.6 We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in Appendix B.

12 INTER-AGENCY WORKING

- 12.1 We will develop and promote effective working relationships with other agencies including schools, agencies providing early help services to children, the police and Children's Social Work Services.

- 12.2 We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children.
- 12.3 We will participate in serious case reviews, other reviews and file audits as and when required to do so by the Brighton & Hove/East Sussex Safeguarding Children Partnership. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

13 MUSIC HUB PARTNERS, ARTS and EDUCATION PROVIDERS and CONTRACTORS

- 13.1 We will ensure that music education hub partners, arts and education providers and contractors are aware of our child protection policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.
- 13.2 We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check in line with [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#)
- 13.3 When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.

14 WHISTLE-BLOWING AND COMPLAINTS

- 14.1 We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so.
- 14.2 We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the Head of Service, or with the Local Authority Designated Officer.
- 14.3 We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.

- 14.4 We will actively seek the views of children, parents and carers and staff members on our child protection arrangements through surveys, questionnaires and by encouraging feedback as appropriate.

15 SITE SECURITY

- 15.1 All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.
- 15.2 We check the identity of all visitors and volunteers coming into our building. Visitors are expected to sign in and out in the office visitors' log and to display a visitor's badge. Any individual who is not known or identifiable will be challenged for clarification and reassurance.
- 15.3 We will not accept the behaviour of any individual, parent or anyone else, that threatens security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to where provision is taking place.

16 QUALITY ASSURANCE

- 16.1 We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of child protection files and records by the Designated Safeguarding Lead.
- 16.2 We will complete an audit of safeguarding arrangements at frequencies specified by the Brighton & Hove/East Sussex Safeguarding Children Partnership and using the audit tool provided for this purpose.
- 16.3 The Create Music Senior Leadership Team will ensure that action is taken to remedy without delay any deficiencies and weaknesses identified in child protection arrangements.

17 POLICY REVIEW

- 17.1 This policy and the procedures will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle.
- 17.2 The Designated Safeguarding Lead will ensure that staff members are made aware of any amendments to policies and procedures.

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 15

The role of the Designated Safeguarding Lead

1 MANAGING REFERRALS

- 1.1 Refer all cases of suspected abuse to the child's school, Front Door For Families/Single Point of Advice or the Police if a crime may have been committed
- 1.2 Cases which involve concern around a member of staff should be referred to the LADO as well.
- 1.3 The Disclosure and Barring Service will also be informed where a person is dismissed or left the service due to posing a risk or harm to a child.
- 1.4 Liaise with the Designated Safeguarding Lead at the child's school about safeguarding issues relating to individual children, especially ongoing enquiries under section 47 of the Children Act 1989.
- 1.5 Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.
- 1.6 Liaise with agencies providing early help services and coordinate referrals from the school to targeted early help services for children in need of support.

2 RECORD KEEPING

- 2.1 Keep detailed, accurate, secure written records of child protection and welfare concerns and referrals
- 2.2 Ensure a stand-alone file is created as necessary for children with safeguarding concerns.
- 2.3 Maintain a chronology of significant incidents for each child with safeguarding concerns.

- 2.4 Ensure such records are kept confidentially and securely and separate the child's educational record.
- 2.5 Liaise with the Designated Safeguarding Lead at the child's school to ensure information is shared.

3 INTER-AGENCY WORKING AND INFORMATION SHARING

- 3.1 Cooperate with Children's Social Work Services for enquiries under section 47 of the Children Act 1989.
- 3.2 Attend, or ensure other relevant staff members attend, child protection conferences, core group meetings and other multi-agency meetings, as required.
- 3.3 Liaise with other agencies working with the child, share information as appropriate and contribute to assessments.

4 TRAINING

- 4.1 Undertake appropriate training, **updated every two years**, in order to
 - be able to recognise signs of abuse and how to respond to them, including special circumstances such as Child Sexual Exploitation, Female Genital Mutilation, fabricated or induced illness (see chapter 8 of the [Pan-Sussex Child Protection and Safeguarding Procedures](#));
 - understand the assessment process for providing Early Help and intervention, e.g. Children's Services Threshold document: A guide to early help and safeguarding services.
 - have a working knowledge of how the Local Authority conducts initial and review child protection case conferences and contribute effectively to these; and
 - be alert to the specific needs of Children in Need (as specified in section 17 of the Children Act 1989), those with Special Educational Needs, pregnant teenagers and young carers.
- 4.2 Ensure each member of staff has access to and understands the child protection policy and procedures, including providing induction on these matters to new and part-time staff members.
- 4.3 Organise Create Music child protection training for all teaching staff annually. Ensure staff members who miss the training receive it by other means, e.g. by joining another school's training.

- 4.4 Link with Brighton & Hove/East Sussex Safeguarding Children Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- 4.5 Obtain access to resources and attend any relevant or refresher training courses.
- 4.6 Ensure time and resources are allocated every year for relevant staff members to attend training.
- 4.7 Encourage a culture of listening to children and taking account of their wishes and feelings in any action Create Music takes to protect them.
- 4.8 Maintain accurate records of staff induction and training.

5 AWARENESS RAISING

- 5.1 Review the safeguarding and child protection policy and procedures annually and liaise with the appropriate Local Authority officers to update and implement them.
- 5.2 Make the child protection and safeguarding policy and procedures available publicly and raise awareness of parents that referrals about suspected abuse may be made.
- 5.3 Provide an annual briefing on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews.

6 QUALITY ASSURANCE

- 6.1 Monitor the implementation of and compliance with policy and procedures, including periodic audits of child protection files (at least once a year).
- 6.2 Complete an audit of the Create Music safeguarding arrangements at frequencies specified by the Brighton & Hove/East Sussex Safeguarding Children Partnership.
- 6.3 Take lead responsibility for remedying any deficiencies and weaknesses identified in child protection arrangements.

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 16

Create Music Child Protection and Safeguarding Procedures

1 DEFINITIONS

- 1.1 **Abuse**, including neglect, is a form of maltreatment. A person may abuse a child by inflicting harm or by failing to prevent harm. Children may be abused within their family, in an institutional or community setting, by those known to them, or, more rarely, by a stranger.
- 1.2 **Children** are any people who have not yet reached their 18th birthday; a 16-year-old, whether living independently, in further education, in the armed forces or in hospital, is a child and is entitled to the same protection and services as anyone younger.
- 1.3 **Child protection** is part of safeguarding and promoting the welfare of children and refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.
- 1.4 **Early Help** means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years to teenage years.
- 1.5 **Harm** is ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.
- 1.6 **Safeguarding children** is the action we take to promote the welfare of children and protect them from harm. **Safeguarding and promoting the welfare of children** is defined in [Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children \(2018\)](#) as:
- protecting children from maltreatment;
 - preventing impairment of children's health and development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- 1.7 **Significant harm** is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 31 of the Children Act

1989 states 'where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.'

- 1.8 For more definitions, see [Pan-Sussex Child Protection and Safeguarding Procedures.](#)

2 CATEGORIES OF ABUSE

- 2.1 **Emotional abuse** is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate
- only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill treatment of another, e.g. domestic abuse
- making the child feel worthless and unloved - high criticism and low warmth
- serious bullying
- exploitation or corruption

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- 2.2 **Neglect** is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, it may involve a parent failing to:

- provide adequate food, clothing and shelter, including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision, including the use of inadequate care givers
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

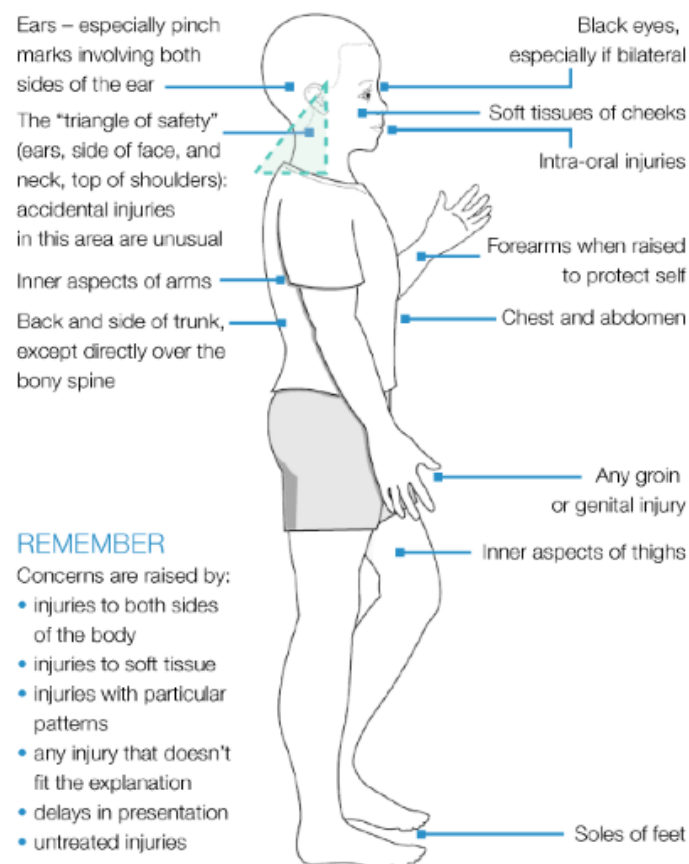
- 2.3 **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a

child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- 2.4 **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. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; it involves children and young people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

- 2.5 The below diagram may help to identify non-accidental injuries:



3 SPECIFIC SAFEGUARDING ISSUES

- 3.1 Create Music staff need to be aware of specific safeguarding issues and be alert to any risks. Chapter 8 of the [Pan-Sussex Child Protection and Safeguarding Procedures](#) has detailed information about specific issues such as Child Sexual Exploitation, Female Genital Mutilation, Private Fostering, etc., and the local procedures to respond to risks.
- 3.2 Within [Keeping Children Safe in Education](#), the following specific safeguarding issues are highlighted:
- Child missing from education
 - Child missing from home or care
 - Child sexual exploitation
 - Bullying including cyberbullying
 - Domestic violence
 - Drugs
 - Fabricated or induced illness
 - Faith abuse
 - Female Genital Mutilation
 - Forced marriage
 - Gangs and youth violence
 - Gender-based violence/violence against women and girls (VAWG)
 - Mental health
 - Private fostering
 - Preventing radicalisation
 - Sexting
 - Teenage relationship abuse
 - Trafficking
- 3.3 Under the Female Genital Mutilation Act 2003 teachers have a mandatory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.
- 3.4 Under the Counter-Terrorism and Security Act 2015 schools have a duty to have due regard to the need to prevent people from being drawn into terrorism. Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology and to refer these children/families for support/intervention as necessary.

4 RECOGNITION – WHAT TO LOOK FOR

- 4.1 Staff members should refer to the detailed information about the categories of abuse and risk indicators in the [Pan-Sussex Child Protection and Safeguarding Procedures](#) for further guidance.
- 4.2 In an abusive relationship, the child may:
- appear frightened of their parent(s)
 - act in a way that is inappropriate to their age and development, although full account needs to be taken of different patterns of development and different ethnic groups
- 4.3 In an abusive relationship, the parent or carer may:
- persistently avoid child health services and treatment of the child's illnesses
 - have unrealistic expectations of the child
 - frequently complain about or to the child and fail to provide attention or praise
 - be absent
 - be misusing substances
 - persistently refuse to allow access on home visits by professionals
 - be involved in domestic violence and abuse
 - be socially isolated
- 4.4 Serious case reviews have found that parental substance misuse, domestic abuse and mental health problems, sometimes referred to as the 'toxic trio', if they coexist in a family could mean significant risks to children. Problems can be compounded by poverty, frequent house moves or eviction.

5 Children's Services Threshold Document

- 5.1 The Children's Services Threshold Document has been developed so that everyone working with children in Brighton and Hove has a common language for understanding the needs and risks surrounding children and their families.
- 5.2 For example, if Create Music has concerns about a child and needs advice or support from the Front Door For Families (Brighton & Hove) or Single Point of Advice (East Sussex), they will use the Threshold Document as a guide to understand the concerns and provide advice about what to do or to decide whether the child and family need social care involvement. The Threshold Document does not replace professional judgement, but it is

intended to support decision-making and discussions between services and practitioners.

- 5.3 It is important that staff members are familiar with the Threshold Document, which can be accessed [here](#).
- 5.4 The Threshold Document shows that a child's or family's additional needs can be on a range from none to very high, and that needs can shift from early help to child protection and back to preventative early help. It covers children whose needs are increasing as well as children whose needs are decreasing after Children's Social Work Services involvement. The Threshold Document will help practitioners to identify the right level of support for the child in the least intrusive way while keeping the child safe.
- 5.5 The Threshold Document identifies four levels of need.

Level 1:

- children who are achieving expected outcomes
- their needs are met by their parents and by accessing universal services such as health and education
- they do not have additional needs

Level 2:

- children with additional needs
- parents need professional support or guidance to help them meet their children's needs
- extra support can usually be provided by agencies that already know the family, e.g. their pre-school, school or college or NHS community services such as Health Visiting

Level 3:

- children with multiple and complex needs
- children and parents need targeted early help or specialist services to meet the children's needs
- needs are met through multi-agency support and the use of Early Help Plans

Level 4:

- children with acute needs, including those in need of protection
- children and parents need multi-agency responses which include specialist intervention from Children's Social Work Services through the family assessment process

- 5.6 By referring to the Threshold Document, staff can identify when assessment and support for a child and family need 'stepping up' to a referral to Social Work Services and when the needs of a child and their family have been reduced enough for them to be 'stepped down' to early help services.

6 WHAT ACTION TO TAKE IF YOU HAVE CONCERNS ABOUT A CHILD

Staff member	What action to take if you have concerns
Any member of staff, volunteer, contractor or activity provider	<ul style="list-style-type: none"> • Discuss your concerns with the Designated or Deputy Designated Safeguarding Lead at the School in which you are working as a matter of urgency i.e. on the same day you have concerns. The Create Music Designated or Deputy Designated Lead should also be made aware of what has been reported to schools so that a record can be kept. It is important that the child is not sent home without taking the right protective action. • Complete the welfare concern form and pass it to the Designated Safeguarding Lead (see below). • If the Designated Safeguarding Lead or their deputy is not available, you should contact the MASH yourself. Inform the Designated Safeguarding Lead about what actions you have taken.
Designated Child Protection Teacher	<p>You are concerned that the child is at risk of significant harm (Level 4 Threshold Document)</p> <ul style="list-style-type: none"> • Contact Front Door For Families (Brighton & Hove) or Single Point of Advice (East Sussex) immediately. • If you believe that the child is in immediate danger, or you suspect a crime has been committed, you must also contact the police immediately.
	<p>You believe the child is not at risk of significant harm, but the child or their family may need support (Level 2 or 3 Threshold Document)</p> <ul style="list-style-type: none"> • Use the Threshold Document to identify the level of need. • Discuss your concerns with senior colleagues in another agency, if necessary. • If your consultation results in the decision that the child and family are in need of help at Level 2 or 3 of the Threshold Document, provide additional support in the school and/or refer the child or their family to other agencies providing early help services. • Record all your consultations and decision-making on the child protection incident/welfare concern form sent by the staff member who contacted you originally. Update the chronology and

	add referral letters and forms to the child's file; create a stand-alone file, if one does not exist. Continue to update the file, including the chronology, as work progresses.
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Brighton Dome, Brighton Festival & Create Music Child/Young Person Welfare Concern Form

Name of Staff member:	Date:
Name of child and parent/carer if known:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party
Details about the child if known D.O.B: Gender: Address: School/College:	Do you think this issue is (please tick): <ul style="list-style-type: none"> • Child protection • Safeguarding • Bullying • Equalities
Phone numbers for parents/carers and child if known:	

What is your concern about this child or young person? (Be specific - include when and where the incident occurred, any evidence of what you saw or what was reported, timelines in known. Try to use the child's words):

Who else, if anyone, was involved and how?

Child or Young Person - were there any obvious signs in the child e.g. bruising, bleeding, changed behaviour. Did the child say anything?

What action have you taken? (Who have you spoken to and when?)

Is there a follow up or support plan?

Do the parent/carers know? **Delete as appropriate*

YES / NO *

Has a referral been made to Children's Social Care?*

YES / NO *

Has a referral or follow up been made to another agency?*

YES / NO *

Name and signature of person filling in this Record of Concern Form:

Name, signature and date received by Designated Safeguarding Lead:

Brighton Dome, Brighton Festival & Create Music Adult at Risk Welfare Concern Form

Name of Staff member:	Date:
Name of adult at risk:	How has the concern come to your attention? (please tick): <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third party

Details about the adult at risk	<i>(Please leave blank if not known)</i>
Date of birth	
Gender	
Address	
Phone number	
Email	

Did the above-named person give consent for you to share this information?*	Yes / No *
Please outline what was said about confidentiality and how the adult responded.	
Do you have any concerns about the above-named person's capacity to understand decisions and their consequences?*	Yes / No *
What was the basis to share information (or not to share) with a third party?	

What is your concern about this person? (Be specific - include when and where the incident occurred, any evidence of what you saw or what was reported, timelines in known. Try to use the person's words):
--

Who else, if anyone, was involved and how?
Observations – did the person display any other signs e.g. bruising, bleeding, changed behaviour. Did they say anything?
What action have you taken? (Who have you spoken to and when?)
Were any actions agreed with the person, and if so please outline below. Is there a follow up or support plan?

Has a referral been made to Adult's Social Care?*	YES / NO *
Has a referral or follow up been made to another agency?*	YES / NO *
Have the police been contacted?*	YES / NO *
Name and signature of person filling in this Welfare Concern Form:	
Name, signature and date received by Designated Safeguarding Lead:	

7 DEALING WITH A DISCLOSURE MADE BY A CHILD – ADVICE FOR ALL MEMBERS OF STAFF

- 7.1 If a child discloses that he or she has been abused in some way, the member of staff or volunteer should follow this guidance.
- Listen to what is being said without displaying shock or disbelief.
 - Only ask questions when necessary to clarify, and without suggesting what the answer might be.
 - Accept what is being said.
 - Allow the child to talk freely – do not put words in the child's mouth.
 - Reassure the child that what has happened is not his or her fault.
 - Do not make promises that you may not be able to keep.
 - Do not promise confidentiality – it may be necessary to refer the child to Children's Social Care.
 - Stress that it was the right thing to tell.
 - Do not criticise the alleged perpetrator.
 - Explain what has to be done next and who has to be told.
 - Inform the Designated Safeguarding Lead without delay.
 - Complete the child protection incident/welfare concern form and pass it to the Designated Safeguarding Lead.
 - Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the Designated Safeguarding Lead.

8 DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD – ADVICE FOR THE DESIGNATED SAFEGUARDING LEAD

- 8.1 In general, you should always discuss any concerns with the child's parents. They need to know that you are worried about their child. However, you should not discuss your concerns if you believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.
- 8.2 **If you make a decision not to discuss your concerns with the child's parents or carers** this must be recorded in the child's child protection file with a full explanation for your decision.
- 8.3 When talking to children, you should take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a disabled child may need support in communicating.
- 8.4 How you talk to a child will also depend on the substance and seriousness of the concerns. You may need to seek advice from the MASH or the police

to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.

- 8.5 If concerns have arisen as a result of information given by a child, it is important to reassure the child but not to promise confidentiality.
- 8.6 **It is expected that you discuss your concerns with the parents before making a referral to the MASH, unless you consider that this would place the child at increased risk of significant harm.**
- 8.7 Parents will ultimately be made aware of which organisation made the referral.

9 EARLY HELP FOR CHILDREN AND FAMILIES

The following section is primarily aimed at professionals working in schools, however there may be occasions when this is relevant to the work of Create Music staff.

- 9.1 Most parents can look after their children without the need of help other than from their family or friends. However, some parents may need additional help from their school or other services such as the NHS. Providing help early is more effective in promoting the welfare of children than reacting later.
- 9.2 Create Music will work together with other agencies to provide a coordinated offer of early help, in line with [Working Together to Safeguard Children \(2018\)](#) and local guidance, to any child who needs it.
- 9.3 We will pool our knowledge with schools and/ or other agencies about which families or children need additional support in a range of ways so that we can work out how best to help them. We will use the Threshold Document to identify what level of need the child or their family has.
- 9.4 We will work closely with targeted early help services, schools and via the Early Help Hub, and Children's Social Work Services if we feel families need more support and input, or children are at risk of harm, and we will continue to provide support if other services are also needed.
- 9.5 Within the Early Help Hub there are three teams working together to deal with enquiries and referrals:
- The Support Team: The Support Team will take enquiries from practitioners and either deal with the enquiry themselves or pass it on to a colleague in another part of the Hub. They will recommend when a

referral should be made to Early Help and manage the administration of all referrals that come in.

- The Early Help Engagement Team: The Early Help Engagement Team will link with families that are 'stepped down' (previously known as re-directed) by Social Work to Early Help. This team will be the interface between Social Work and the Early Help Hub including 'step up' discussions.
- The Family Mentoring Team: The Family Mentoring Team will offer mentoring, advice, guidance and support to professionals on all aspects of Early Help. They will have some limited involvement with families and processes such as Team Around the Family (TAF) meetings.

9.6 Early help support is accessed by making an Early Help Referral. Consent for this will need to be gained from the family first.

9.7 Create Music will work with other services in early help planning and coordination of interventions to meet young peoples and families.

10 FRONT DOOR FOR FAMILIES (Brighton & Hove) / SINGLE POINT OF ADVICE (East Sussex) RESPONSES TO CONCERNS ABOUT A CHILD

10.1 Once Children's Social Work Services has accepted a referral as needing a social-care-led response (Level 4 of the Threshold Document), a senior social work practitioner and their manager will evaluate the concerns to identify the sources and levels of risk and to agree what protective action may be necessary.

10.2 The evaluation of concerns and risks involve deciding whether:

- the child needs immediate protection and urgent action is necessary; or
- the child is suffering, or at risk of suffering, significant harm and enquiries need to be made under section 47 of the Children Act 1989; or
- the child is in need and should be assessed under section 17 of the Children Act 1989.

10.3 We will cooperate with Children's Social Work Services and the police in any emergency action they take using their legal powers for immediate protection of the child. This may involve removing the child from their home.

- 10.4 We will participate in any multi-agency discussions (strategy discussions), if invited to do so, and share information about the child and their family to plan the response to concerns.
- 10.5 We will share information about the child and their family for section 47 enquiries and family assessments undertaken by Children's Social Work Services.
- 10.6 We will ensure that a relevant staff member participates in all initial and review child protection conferences, if we are invited to attend. The staff member will work together with other agencies to discuss the need for and agree to an outcome-focused child protection plan and will ensure that the child's wishes and views are considered in their own right in planning.
- 10.7 If we are members of the core group to implement a child protection plan, we will ensure a relevant staff member participates in all core group meetings.
- 10.8 We will ensure that we complete all actions allocated to us as part of the outcome-focused plan, whether a child protection plan or a family support plan, in a timely way.
- 10.9 We will continue to monitor children once their plans are ended to ensure that they are supported and kept safe.

11 INFORMATION SHARING AND CONSENT

- 11.1 It is essential that people working with children can confidently share information as part of their day-to-day work. This is necessary not only to safeguard and protect children from harm but also to work together to support families to improve outcomes for all.
- 11.2 Create Music staff may have to share information about parents or carers, such as their medical history, disability or substance misuse issues, for investigations of child abuse carried out by Children's Social Work Services.
- 11.3 We will proactively seek out information as well as sharing it. This means checking with other professionals whether they have information that helps us to be as well informed as possible when working to support children.
- 11.4 The Data Protection Act 1998 is not a barrier to sharing information. It is there to ensure that personal information is managed in a sensible way and that a balance is struck between a person's privacy and public protection.

- 11.5 We should be sharing any concerns we have with parents at an early stage, unless this would put a child at greater risk or compromise an investigation. Parents need to know what our responsibilities are for safeguarding and protecting children and that this involves sharing information about them with other professionals.
- 11.6 Be clear about the purpose of sharing confidential information and only share as much as you need to achieve your purpose.
- 11.7 Try to get consent from parents (or the child, if they have sufficient understanding¹) to share information, if possible. However, **you do not need consent if you have serious concerns about a child's safety and well-being.**
- 11.8 **Consent is not necessary** in cases where Children's Social Work Services are making child protection enquiries under section 47 of the Children Act 1989. Information needs to be shared with Children's Social Work Services; staff members must make sure to record what information has been shared.
- 11.9 **Consent is necessary**, for:
- Children's Social Work Services investigations or assessments of concerns under section 17 of the Children Act 1989. Children's Social Care will assume that we have obtained consent from the parents to share information unless we make them aware that there is a specific issue about consent. This must be discussed with a social worker in the MASH.
 - Early Help Assessments. Assessments are undertaken with the agreement of the child and their parents or carers.
- 11.10 If you are in any doubt about the need for seeking consent, get advice from the Designated Safeguarding Lead.
- 11.11 Keep a record of your decision to share information, with or without consent, and the reasons for it. Remember also that it is just as important to keep a record of why you decided not to share information as why you did so.

12 RECORD KEEPING

- 12.1 Good record keeping is an important part of our accountability to children and their families and will help us in meeting our key responsibility to respond appropriately to welfare concerns about children.
- 12.2 Records should be factual, accurate, relevant, up to date and auditable. They should support monitoring, risk assessment and planning for children and enable informed and timely decisions about appropriate action to take.
- 12.3 The Designated Safeguarding Lead will ensure that records are maintained appropriately for children with safeguarding concerns and that stand-alone files are created and maintained in line with requirements of the above guidance.

13 PROFESSIONAL CHALLENGE AND DISAGREEMENTS

- 13.1 Working with children and families, and in particular child protection work, is stressful and complex, as well as involving uncertainty and strong feelings. To ensure that the best decisions are made for children, we need to be able to challenge one another's practice.
- 13.2 We will promote a culture within Create Music that enables all staff members to raise, without fear of repercussions, any concerns they may have about the management of child protection. This may include raising concerns about decisions, action and inaction by colleagues about individual children. If necessary, staff members will speak with the Designated Safeguarding Lead, the head of service or with the Local Authority Designated Officer.
- 13.3 Cooperation across agencies is crucial; professionals need to work together, using their skills and experience, to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences and case management.
- 13.4 If there are any professional disagreements with practitioners from other agencies, the Designated Safeguarding Lead or the head of service will raise concerns with the relevant agency's safeguarding lead in line with guidance in the [Pan-Sussex Child Protection and Safeguarding Procedures](#).
- 13.5 If the head of service or Designated Safeguarding Lead disagrees with the child protection conference chair's decision, they will consider whether they wish to challenge it further.

14 SAFER RECRUITMENT

- 14.1 Create Music has robust recruitment and vetting procedures to help prevent unsuitable people from working with children.
- 14.2 Job advertisements and application packs make explicit reference to our commitment to safeguarding children, including compliance with disclosure and barring regulations and clear statements in the job description and person specification about the staff member's safeguarding responsibilities.
- 14.3 All staff members who have contact with children, young people and families will have appropriate pre-employment checks in line with [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#)
- 14.4 Where appropriate, all staff members who have contact with children and young people, aged 8 years old and under, will be informed of their obligation to make declarations about household members, in line with [Disqualification under the Childcare Act 2006](#).
- 14.5 At least one member on every short listing and interview panel will have completed safer recruitment training.

15 PROCEDURE FOR MANAGING ALLEGATIONS OF ABUSE MADE AGAINST CREATE MUSIC STAFF MEMBERS

- 15.1 Create Music takes seriously all allegations of abuse made against staff members, including volunteers, and will investigate them in line with the statutory guidance, [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#) and the [Pan-Sussex Child Protection and Safeguarding Procedures](#).
- 15.2 The process described below is a summary of the procedure described in the above documents. The case manager for the investigation should refer to them for details.
- 15.3 **The procedure applies to all adults working for Create Music** i.e. all permanent, temporary and administrative staff, volunteers, contractors and external service or activity providers (**collectively referred to as staff or staff members** in this procedure).

- 15.4 The allegations management procedure will be used in all cases where it is alleged that a staff member, has:
- behaved in a way that has harmed a child, or may have harmed a child; or
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates that they would pose a risk of harm if they work regularly or closely with children.
- 15.5 Allegations may arise in a number of ways, for example a report from a child, a complaint from a parent, or a concern raised by another adult within the school. An allegation may concern someone's behaviour or actions within their job or a voluntary activity, or within their family or private life.
- 15.6 **Any concerns will be considered in the context of the four types of abuse** (see section 2 above).
- 15.7 Concerns include inappropriate relationships between adults and children. For example:
- a sexual relationship between a child under 18 and an adult in a position of trust with them, even if the relationship may appear to be consensual;
 - grooming, i.e. meeting a child under 16 with intent to commit a relevant offence (section 15 of the Sexual Offences Act 2003); or
 - other behaviour that gives rise to concerns, such as possession of abusive images of children or inappropriate contact through texts or online, inappropriate messages, gifts or socialising with children.
- 15.8 If an allegation or concern arises about a staff member outside of their work with children, and this may present a risk to children for whom the staff member is responsible, the general principles outlined in these procedures will still apply.

15.9 Roles and responsibilities:

- **Anyone who has concerns** about, or has received an allegation about, the behaviour of a staff member **needs to report the concerns immediately to the head of service. In the absence of the head of service, or if the head of service is the subject of the allegation, concerns must be reported to the Local Authority Designated Officer (LADO).**
- The **head of service will act as the case manager** for investigations of allegations and liaise with the **LADO**.

- An HR officer will act **as the case manager**, if the allegation is made against the head of service.
- The **LADO** is involved in the overall management and oversight of individual cases. They will provide advice and guidance to the case manager, liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

15.10 Initial action by the person noticing concerns or receiving an allegation first:

- Treat the matter seriously and keep an open mind.
- Do not make assumptions or offer alternative explanations.
- Do not investigate or ask leading questions, if seeking clarification.
- Do not promise confidentiality but give assurance that the information will only be shared on a need-to-know basis.
- Act quickly.
- Make a written record of the information. Where possible, record the exact words of the person making the allegation or the child's own words.
- Record the time, date and place and names of people present when the allegation was made or concerning behaviour was observed. Record the time, date and place of alleged incidents, persons present and what was said, if these were mentioned by the person making the allegation.
- Sign and date the written record.
- Immediately report the matter to the head of service, as in 15.9 above and give them the written record.

15.11 Initial response by the case manager:

- Do not investigate the matter immediately or interview the staff member or the child concerned.
- Obtain written details of the concern or allegation, signed and dated by the person reporting it. Countersign and date the written details and record the decisions made and the reasons for those decisions.
- Contact the LADO immediately to report the allegation and for a consultation. The allegation must be reported within one day at the most.
- If the allegation requires immediate attention but is received out of hours, contact the Children's Services Emergency Duty Team or the police and inform the LADO as soon as possible.

- Refer allegations against a staff member who is no longer working for Create Music to the police in the first instance and then inform the LADO.

15.12 Initial consideration of the allegation by the case manager and the LADO:

- The case manager and the LADO will consider the nature, content and context of the allegation and agree a course of action, including whether further information is needed.
- The case manager may need to obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations in the past and the staff member's current contact with children.
- If the allegation is not demonstrably false and there is cause to suspect that a child is suffering or likely to suffer significant harm, the LADO will refer the case to Children's Social Work Services and ask them to convene a strategy discussion.
- The LADO will consult the police if a criminal offence may have been committed. If the threshold for significant harm is not reached but a police investigation may be needed, the LADO will immediately inform the police.
- If an investigation by Children's Social Work Services or the police is not necessary, the case manager and the LADO will discuss the options open to the school depending on the nature of the allegation and the evidence available. This will range from taking no further action to dismissal or a decision not to use the staff member's services in the future.
- If the initial evaluation leads to no further action against the staff member concerned, the decision and justification should be recorded by both the case manager and the LADO. Agreement should be reached on what information should be put in writing to the individual and what action should follow, including informing the person who made the allegation originally.

15.13 Persons to be notified:

- After consultation with the LADO, the case manager should inform the accused person about the allegation as soon as possible.
- **However, if a strategy discussion is needed, or the police or Children's Social Work Services need to be involved, the case manager should not inform the accused person until those agencies have been consulted and have agreed what information can be disclosed to the individual.**
- In principle, the case manager should inform the parents or carers of the children involved about the allegation. The LADO should be

consulted first to ensure that this will not impede any investigation or disciplinary process. In some cases, the parents or carers may need to be informed right away, e.g. if a child is injured and needs medical attention.

- The parents or carers and the child, if sufficiently mature, should be helped to understand the process and kept informed about the progress of the case and the outcome if no criminal prosecution will take place.

15.14 Confidentiality:

- Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated. Information should be restricted to only those who need to know in order to protect the children concerned, carry out the investigation and manage the disciplinary process.
- The Education Act 2011 introduced **reporting restrictions** preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school.
- Reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State publishes information about the investigation or decision from the disciplinary process. Reporting restrictions also cease if the accused person goes public themselves, thereby waiving their right to anonymity.
- Breaching reporting restrictions is a criminal offence. Therefore, the case manager should inform the parents or carers concerned about the implications of publishing details of the allegation on social networking sites. They should be advised to seek legal advice, if they wish to apply to court for removal of reporting restrictions.
- The case manager should discuss with the LADO how best to manage speculation, leaks and gossip within the school and the community at large, and press interest, if it arises.

15.15 Supporting people:

- The school together with Children's Social Work Services and the police, if they are involved, will consider the impact on the child concerned and provide support as appropriate.
- The head teacher will ensure that the child and family are kept informed of the progress of the investigation.
- The staff member who is the subject of the allegation will be advised to contact their union, professional association or a colleague for support.

- Personnel Services will be consulted at the earliest opportunity to ensure that the staff member is provided with appropriate support, if necessary, through occupational health or welfare arrangements.
- The head teacher will appoint a named representative to keep the staff member updated on the progress of the investigation; this will continue during any police or section 47 investigation or disciplinary investigation.

15.16 Managing risk during the investigation:

- The perceived level of risk during the investigation needs to be considered and managed. In some situations, the level of risk may require the staff member not to be working with specific children or all children until the investigation is completed.
- There are several options open to the employer, including:
 - redeployment so as not to come into direct contact with one or more children; or
 - refraining (agreeing that the person will not work with children during the investigation); or
 - suspension.
- Refraining and suspension should be considered as neutral acts and should not be automatic. Suspension should be considered only in cases where there is cause to believe children in the school are at risk of harm or the allegation is so serious that it might be grounds for dismissal.
- Decisions about risk are best made in a multi-agency forum such as the strategy discussion. The LADO will canvass the views of the agencies participating and inform the case manager. However, only the employer has the power to refrain or suspend.
- Possible risks to the children involved and any children in the accused staff member's home, work or community life will be evaluated and managed.

15.17 Timescales:

- Cases will be resolved as quickly as possible, consistent with a thorough and fair investigation.
- It is expected that the majority of cases should be resolved within one month and all but the most exceptional cases should be resolved within 12 months.
- However, the timing will depend on the nature, seriousness and complexity of the case and the right outcome is far more important than meeting timescales.
- Cases where it is immediately apparent that the allegation is unsubstantiated or malicious should be resolved within one week.

- Create Music should discuss the timing of actions with the LADO for all allegations that do not require police involvement but for which there are child protection concerns.
- If the nature of the allegation does not require formal disciplinary action, the appropriate action should start within three working days.
- If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

15.18 Resignations and compromise agreements:

- The allegation will be investigated according to procedure, even if the accused staff member resigns or ceases to provide their services.
- Every effort will be made to reach a conclusion to the case should the staff member refuse to cooperate, having been given a full opportunity to answer the allegation and make representation.
- Although it would not be possible to apply disciplinary sanctions if the period of notice expires before the conclusion of the investigation, the outcome of the disciplinary process will be recorded.
- 'Compromise/settlement agreements', will not be used for example where the staff member agrees to resign provided that disciplinary action is not taken and that a future reference is agreed.

15.19 Outcomes of investigations of allegations:

- **Substantiated** – there is sufficient evidence to prove the allegation
- **Malicious** – there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False** – there is sufficient evidence to disprove the allegation
- **Unsubstantiated** – there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

15.20 Disciplinary or suitability process and investigations:

- The LADO and the case manager will discuss whether disciplinary action is appropriate in all cases where:
 - it is clear at the outset, or decided by a strategy discussion, that a police investigation or section 47 enquiry is not necessary; or
 - the police or the Crown Prosecution Service informs that the criminal investigation and subsequent trial are complete, or that an investigation is to be closed without charge, or prosecution is discontinued.
- The discussion will consider any potential misconduct or gross misconduct by the staff member, and take into account:
 - the information provided by the police and Children's Services;
 - the result of any investigation or trial; and

- the different standards of proof in disciplinary and criminal proceedings.
- In the case of supply, contract or volunteer workers, the LADO and the case manager will work with the providing agency in deciding whether to continue using the person's services or whether they can provide future work with children or whether to report them for barring considerations.

15.21 Record keeping:

- The case manager will keep a clear and comprehensive summary of the case record and provide a copy to the accused staff member. A copy of the record should also be given to the LADO.
- The record will include details of how the allegation was investigated and resolved and the decisions reached. It will be completed in collaboration with the LADO.
- Details of allegations that are found to be malicious will be removed from personnel records.
- In the case of all other allegations, the summary will be placed in the staff member's personnel file and kept until the person reaches retirement age or for a period of 10 years from the date of the allegation, if that is longer.

15.22 References:

- If the allegation was proven to be malicious, false or unsubstantiated, it will not be included in any references for the staff member.
- A history of repeated concerns or allegations which have all been found to be malicious, false or unsubstantiated will also not be included in any references.

15.23 Informing the Disclosure and Barring Service (DBS):

- The LADO will discuss with the case manager whether the school will refer the staff member to the DBS and, in the case of a teacher to the National College for Teaching and Leadership (NCTL), if the allegation is substantiated and the person is dismissed or the school ceases to use the person's services, or the person resigns or ceases to provide their services.
- **It is a legal requirement for schools to refer to the DBS anyone:**
- **who has harmed, or is likely to harm, or poses a risk of harm to a child; or**
- **if there is reason to believe that they have committed one of a number of listed offences (as set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009),**

and have been removed from working in paid or unpaid regulated activity or would have been removed had they not left.

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 17

Guidelines for Self-Protection when Working with Children

Safeguarding priorities rightly focus on the need to keep children and young people safe from harm. However it is also important for adults to be aware of their own behaviours and to take measures to protect themselves to reduce the risk of any allegations being made. It is recommended that all adults working with children and young people follow the guidelines below:

- Be professional, dress appropriately and maintain the highest standards of personal behaviour at all times.
- Never swear, use inappropriate language or use or respond to sexual innuendo.
- Do not appear to favour or show interest in one child more than any other
- Design and use teaching methods and training programmes which are wholly appropriate to the individual player.
- Conduct all dealings with children in a public environment where possible, or where behaviour can easily be observed. For example, when teaching individuals on a 1:1 basis it is important that others in the building are aware of the lesson taking place so timetables should clearly be displayed.
- Be very aware that physically handling a young person, perhaps to help develop a technical skill, can be misconstrued by an observer or pupil. Always consider how the same activity or skill can be taught without the need to touch e.g. by modelling a technique, pupils helping each other etc.
- Be aware of situations which can be misconstrued or manipulated by others. For example, if a teacher is alone with a child in a classroom, practice room or similar place, s/he is more open to the possibility of allegations being made about their behaviour.
- Be aware of how children and young people may develop strong emotional feelings towards teachers. Whilst these should not be dismissed and the youngster hurt as a result, neither should they be encouraged in any way.

- Report any concerns within the area of Child Protection (physical, emotional, sexual or neglect), in confidence and without delay, to the Designated Person in the school you are working and to your Create Music line manager and complete the appropriate welfare concern form.
- Should you be concerned that a complaint may be made about your behaviour by a colleague within a school or a pupil, report this to your line manager as soon as possible.
- Do not, at any time, discuss an allegation or suspicion with another person, other than the police, before either a school or Create Music Designated Person has been contacted.
- At no time make comment to the media. In the event of an allegation of improper behaviour being made, the personal conduct and professional behaviour of the adult will be very important.

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 18

Online Learning

The following information was developed in April 2020 to support the safeguarding of pupils and teachers when specifically engaged in online learning. This appendix outlines guidance and expectations that to promote the highest standards of safeguarding for all pupils in an online setting and should be read in conjunction with the Create Music Child Protection and Safeguarding Policy and Procedures, which forms Section 2 of the Brighton Dome & Brighton Festival Safeguarding and Child Protection Policy.

18.1 Arrangements for Online Lessons

- All teachers must use their brightondome.org emails addresses or another secure password protected platform to arrange lessons. On no account must a Teacher's personal email address or other contact details be used to arrange lessons.
- Details about the lesson dates/times, including how to gain access to the lesson, must not be shared on any social media platforms or with anyone other than for whom it is intended.
- Timetables showing attendees, dates and times must be shared with Create Music so that the provision of lessons can be monitored.
- Parents/Carers or older siblings (age 14+) of KS1, KS2 and KS3 pupils will be expected to login to the lesson and be present at the beginning to ensure everything is set up correctly.
- Pupils in KS4 (Year 10 and above) may be sent the lesson log in details by parents/carers at their discretion.
- Lessons are expected to start and finish at the times confirmed in the lesson schedules sent to parents/carers and Create Music.

18.2 Professional Expectations

- Teachers must follow the same professional guidelines when teaching online lessons as are expected in schools.
- Teachers should be aware of the additional potential risks to both pupils and teachers when providing online lessons and have a suitable level of training and understanding to be able to support lesson delivery.
- Teachers must wear their BDBF ID badge when providing online lessons.

- Teachers must dress in an appropriate way, similar to when teaching in schools.
- Teachers should create an environment that responds to pupils' needs and supports learning whilst being aware of their wider well-being.
- Teaching must take place in an appropriate space with a neutral background which is free from particularly personal possessions. A living room, dining room or music room is ideal, but private or personal spaces are not considered to be suitable unless they are screened.
- Teachers must maintain appropriate professional boundaries, as in a lesson that takes place during school.
- Teachers should enabling pupils to wait in the "waiting room" before their lesson so that only those invited to the lessons can attend.
- Teachers will "Lock" the room once all attendees are present to prevent anyone else from joining the lesson.
- Teachers must not use any internal or external recording facility to record any part of the lesson.
- Teachers must terminating a lesson if there is any inappropriate behaviour or activity that causes safeguarding concerns. Where there are concerns about safeguarding, teachers will inform the Designated Safeguarding Lead in the usual way.

18.3 Expectations for Attending Lessons

- As far as possible, pupils should adopt a similar approach to attending online lessons to how they would attending a lesson in schools or at a music centre venue.
- Pupils must dress appropriately e.g. how they may present themselves at school on a non-uniform day. Teachers reserve the right to terminate lessons if pupils are dressed inappropriately e.g. is not acceptable to attend a lesson wearing pyjamas).
- The environment should be appropriate and conducive to learning. A communal area free from interruption is ideal, a pupil's bedroom is not suitable unless the bed is suitably screened.
- Parents/Carers or older siblings (age 14+) of KS1, KS2 and KS3 should attend the beginning of each lesson to ensure that the pupil is suitably prepared and the equipment is set up correctly. They may choose to be present throughout or be available nearby to support the delivery of the lesson if needed.
- Parents/Carers of KS4 and KS5 pupils should ideally be available if needed to help with any matters regarding the delivery of the lesson.
- Parents/Carers or siblings (aged 14+) of KS1, KS2 and KS3 pupils are responsible for logging out of the lesson once it is has ended. KS4 and KS5

pupils may log out of the lesson themselves at the discretion of their parents/carers.

- Pupils should follow their schools' guidance regarding online safety when accessing other web-based platforms or websites that may support instrumental learning.

Should you have any questions regarding safeguarding or to report a safeguarding concern or incident, please contact one of our Safeguarding Leads/Officers:

Mike Johnson (DSL) mike.johnson@brightondome.org

Emma Collins (Deputy DSL) emma.collins@brightondome.org

Other members of the Leadership Team who are trained DSOs and can also support colleagues regarding any questions concerning our safeguarding policy and procedures are:

Gordon Dodridge gordon.dodridge@brightondome.org

Marcus Plant marcus.plant@brightondome.org

Chris Simmonds chris.simmonds@brightondome.org

Simon Smith simon.smith@brightondome.org

Safeguarding & Child Protection Policy

Part 2: Create Music

Appendix 19

Linked Policies

Other relevant policy documents can be found in the BDBF Staff Handbook which is available to all staff on the intranet and/or the Create Music Teachers Handbook, available to teachers via the Teachers' Area on Teams.

Other Create Music/BDBF policies that support effective safeguarding include:

- Supporting Pupil Attendance Policy
- Complaints procedure
- Equalities Policy
- Guidance for Staff Working with Children and Young People
- Health and Safety Policy and other linked policies and risk assessments
- ICT Acceptable Use Policy
- Looked After Children and Music Policy
- Offsite Activities and Educational Visits Policy
- Pupil Images Policy
- Recruitment and Selection Policy and procedures
- [Teachers' Standards](#), Department for Education
- Social Media Policy
- Staff code of conduct/behaviour policy
- Whistleblowing Policy