

Safeguarding Policy: GSO (including Camerata)

This policy should be read in conjunction with the safeguarding guidelines

The GSO fully recognises its responsibilities for safeguarding of children and vulnerable adults. Whilst it is impossible to ensure that no-one ever comes to any harm whilst taking part in GSO activities, implementation of this policy and following the guidelines will enable all members to participate in practices and gigs, confident that all reasonable precautions have been taken to prevent harm occurring, whilst being prepared to deal with an incident should it occur.

It is expected that GSO members will apply this policy to all aspects of GSO membership when dealing with vulnerable people of all ages.

This policy has been designed not only to protect children and vulnerable adults within the organisation, but also all members who have a responsibility for them; to ensure a safeguarding culture in the organisation.

We aim to:

establish and maintain a safe environment where children, young and/or vulnerable adults feel safe, secure, respected, and are able to participate and know how to approach people if they are in difficulties

promote the highest possible standards in behaviour of all GSO members

take all reasonable steps in relation to the safety and welfare of participants in relation to all aspects of GSO activities, rehearsals and concerts

ensure that GSO will follow the procedures and take account of any guidance issued by the States of Guernsey or its agencies

ensure there is a named Safeguarding Officer who has received appropriate training and support for this role.

ensure that there is a designated person to act in the absence of the nominated Safeguarding Officer who has also received appropriate training for the role.

ensure every member knows the name of the designated trained Safeguarding Officer and their role.

ensure all members and participants are aware of the policy and fully understand their responsibilities in being alert to the signs of abuse and their obligation to report any concerns to the Safeguarding Officer

keep records of concerns making sure that all records are kept securely (written records in a locked location, digital records password protected)

develop and then follow procedures where an allegation is made against a GSO member.

Safeguarding Guidelines: GSO

Safeguarding Officer's role and duties

GSO has named Safeguarding Officers Tim Wright, Mary Cordall & Suzanne George who are responsible for managing the organisation's safeguarding issues and for dealing with allegations or suspicions of abuse. All members are to be made aware of this role. Notification of the identity of the Safeguarding Officer (and his/her deputies) will be made to members at the Annual General Meeting and will be published to members/participants on the website.

The role of the Safeguarding Officer is to:

ensure members are made aware of the Safeguarding Policy and review it annually

ensure that members are made aware of safeguarding guidelines specific to GSO and ensure that they are adhered to

make sure that risk assessments are carried out for activities, rehearsals or concerts for under-18 year olds and vulnerable adults

receive information from members who have safeguarding concerns and record it

assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate

consult initially with an appropriate agency to test out any doubt or uncertainty about the concerns

make a formal referral to a statutory agency or police. SEE CHART BELOW for CONTACT NOs.

It is not their role to investigate or to decide whether or not a person has been abused.

Procedures for Under -18s:

Transportation:

It is advisable that each child is accompanied to and from activities, rehearsals and concerts by a responsible adult, preferably his or her parent/carer. Older children may, at the discretion of parents/carers, be trusted to travel unsupervised.

Organisation members should avoid giving lifts to members who are under-18 on a 'one-to-one' basis. Members should aim to ensure that there are at least two adults in the car for all lifts to and from activities. Members who transport young people are responsible for their health and safety, to maintain adequate insurance cover and to ensure their vehicle is roadworthy.

Parental consent:

Parents/guardians of U18 members will need to reply to the invite e-mail to confirm that they have read and are happy with this policy and guidelines. The organisation must only accept under 18's whose parent/guardian has provided this.

Photographs:

GSO members must gain written permission (from parent/carer) for photos or videos that specifically identify individuals by name, before they are used for any publicity.

Contact information:

Contact addresses, e-mail addresses and telephone numbers of under 18's should not be circulated without parental consent. (As an alternative, a parent/carer's mobile phone number may be provided.)

Code of Behaviour for GSO participants/members:

All members are expected to:

- treat all other members with respect
- take all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult
- provide an example of good conduct for others to follow
- ensure that there is more than one adult present during activities with under-18's or, at the very least, are within direct sight of others
- be aware that any physical contact with a child or young person may be misinterpreted
- be aware of child protection issues in relation to GSO activities- avoiding complacency and assuming that 'it could never happen to me'
- avoiding 1 to 1 situations is advised
- prevent any other organisation members from putting any person in a situation in which there is a significant risk to their health and safety.
- take appropriate action if they become aware of anyone physically, emotionally or sexually abusing a child or vulnerable adult
- take appropriate action if they become aware of anyone putting themselves at risk
- report any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused, to the Safeguarding Officer who will decide whether to pass on concerns to social services or the police

Reporting Information:

Reporting information often follows a disclosure directly from an individual. A disclosure is when a child or adult at risk tells another person that they have been or are being harmed or abused in some way. This may constitute physical, sexual or emotional abuse, neglect or bullying. However, there should always be an awareness that there may be other signs of harm/abuse.

Suspicion or concern could be raised in a number of ways:

- The conduct of a member of staff
- A child or adult at risk disclosing abuse
- Bruising or evidence of physical hurt
- Unusual behaviour by a child/adult at risk

A concern relates to the possibility of a child or adult at risk suffering harm or abuse. Indicators of this may include:

- Sudden, unexplained or worrying changes in behaviour
- Physical signs or symptoms that may be indicative of abuse
- Worrying remarks made by a child or adult at risk
- A situation where a child or adult at risk has been exposed to potential risk of harm

Advice to GSO members on how to deal with the disclosure of abuse:

PLAYER/VOLUNTEER tells

SAFEGUARDING OFFICER who assesses & contacts

EMERGENCY

OR

CONCERN

Emergency Duty Team 01481 725241 (outside office hours)

MASH 01481 723182

- Listen to the child or adult at risk, rather than question him or her directly. Offer him/her reassurance without making promises, and take what the child/ adult at risk says seriously.
- Never stop a child/ adult at risk who is freely recalling significant events. Do not overreact or promise to keep what they are disclosing a secret.
- Advise the child/ adult at risk that you must pass on the information.
- Explain what you have to do and whom you have to tell.
- Do not question or interrogate the child/ adult at risk.

- Record the discussion accurately, as soon as possible after the event, even if it is information you do not fully understand, or like writing down. It is unhelpful to record the information as the child/ adult at risk is disclosing it as this can intimidate and/or discourage them.
- Contact the Safeguarding for advice/guidance as soon as possible (within 24 hours), who may then discuss the concern/suspicion with appropriate authorities possible making a direct referral and keeping a full record of the concerns.

Whistleblowing

Whistleblowing occurs when a person raises a concern about misconduct, illegal or underhand practices by individuals and/or an organisation; or about the way care and support is being provided, such as practices that cause harm or the risk of harm to others or are abusive, discriminatory or exploitative.