



Chelmsford Young Generation Amateur Musical Society
Registered Charity 275186
www.young-gen.co.uk

SAFEGUARDING POLICY

for the protection of children and vulnerable adults.

Last Updated on: 2nd June 2024

Last Updated by: Janet Osborne Williams

Version: 1.00001

TO BE READ BY:

- **COMMITTEE**
- **STAGE MANAGERS**
- **DIRECTORS**
- **PARENTS**
- **PUBLIC**

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Date	Version	Author (s) of Change	Change
2nd June 2024	1.00001	Janet Osborne Williams	Rewrite

This is a working document which will be updated annually or whenever legislation changes, whichever is the sooner.

CYGAMS are committed to safeguarding and promoting the welfare of children and young people and expect all volunteers and third parties to share this commitment. CYGAMS has a dedicated Safeguarding Team, who are appointed to ensure the safeguarding policy and procedures are adhered to.

The team consists of 2 Leads and 2 additional assistants:

Janet Osborne Williams	CYGAMS Committee Member and Safeguarding Lead Contact Details:
Ali Khattar	CYGAMS Committee Member and Safeguarding Lead Contact Details:
Maggie Stanton	CYGAMS Committee Member and Safeguarding Assistant Contact Details:
Jimmy Hooper	CYGAMS Committee Member and Safeguarding Assistant Contact Details:

Introduction

The **Chelmsford Young Generation Amateur Musical Society**, (referred to herein as CYGAMS) recognises its duty of care under all legislation pertaining to child welfare and safeguarding listed in Appendix A of this document.

Roles & Responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which to achieve their full potential. However there are key people within CYGAMS who have specific responsibilities under child protection procedures. The names of those are shown on page 3 of this document. We should though that safeguarding is everyone's responsibility and that all who comes into contact with children have a role to play.

CYGAMS recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect, including via online platforms. The society is committed to a practice which protects children and young and vulnerable adults from harm. All members of the Society accept and recognise their responsibilities to develop awareness of the issues which cause harm.

The Society believes that:

- The welfare of the child is paramount.
- We have a duty to safeguard all our members and participants, including children and vulnerable adults.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity have the right, to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members, volunteers and employees of the Society should be clear on how to respond appropriately.

The Society will ensure that:

- All children and vulnerable adults will be treated equally and with respect and dignity.

- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers all to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying and/or harassment will not be accepted or condoned.
- All adult members of the Society provide a positive role model for dealing with other people.
- Committee members and appointed personnel put necessary safeguards in place for children and vulnerable adults.
- Action will be taken to stop any inappropriate verbal or physical behaviour, including online.
- It will keep up to date with health and safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children and vulnerable adults.
- It will undertake relevant development and training.
- It will hold a register of every child and vulnerable adult involved with the Society and will retain a contact name and number, which will be available in case of emergencies.
- We act on information disclosed to us as necessary and appropriate, especially information that identifies children and/or adults as vulnerable.

All action is taken in accordance with the following guidance:

- Essex Safeguarding Children Board guidelines – the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB,2022)
- Essex Effective Support
- Effective Support for Children and Families in Essex (ESCB)

Safeguarding Procedures

Responsibilities of The Society

Those on committee and appointed personnel are responsible for the welfare of the children and known vulnerable adults in our care and are expected to be vigilant to and vulnerabilities of people and children they are working with and to put and appropriate safeguards in place as necessary.

At the outset of any production involving children the Society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person designated responsibility for safeguarding.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (DBS checks).
- Ensure that children are always supervised.
- Know how to get in touch with the local authority, social services, in case it needs to report a concern.

When working with identified vulnerable adults we will also undertake additional risk assessments and monitor risk throughout the production process.

Parents

- CYGAMS believes it to be important to build a positive partnership between parents and the Society. Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of the children and may be expected to go through the same vetting procedures. All parents will be given a copy of the Society's Code of Conduct.

- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the society to take children home.

Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with children.
- Where possible there will always be two adults in the room working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with the door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a DBS.

Physical Contact

Whilst we encourage everyone to be aware of others' personal space, we recognise that during the production process, working in a theatre environment can mean that people can come into close proximity with each other both on and off stage. If there is ever a time that an individual feels uncomfortable, we encourage them to speak up and if they need any support to make the safeguarding leads aware.

In addition, we will ensure that:

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity e.g. providing support when attempting a dance move or demonstrating a move, applying mics, applying makeup, quick changes .
- Adults will seek the consent prior to any physical contact and the purpose of the contact shall be made clear.

Online Platforms

The Safeguarding Policy also applies to the use of private social media groups including Facebook, if set up by CYGAMS, and members are also required to follow the guidelines set out in our Social Media Policy.

Managing Sensitive Information

- The Society has a policy and procedures for the taking, using and storage of photographs.
- Permission will be sought from the parents for the use of photographic material featuring children for promotional or other purposes.
- The Society's web-based materials and social media will be carefully monitored for inappropriate use.
- The society will ensure confidentiality, in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.
- See our Privacy Policy for the most up-to-date information regarding how information is used by CYGAMS.

Abuse

- CYGAMS is aware that there are many forms of abuse including: physical, emotional, online, sexual, racial and neglect. Those involved in safeguarding have received relevant and up-to-date training in how to identify these types of abuse.

- CYGAMS is also aware of child-on-child abuse and recognises that abuse does not always occur between an adult and a child.
- If there are concerns about possible abuse the procedure for Suspicion of Abuse Policy will be followed.

Harmful Sexual Behaviour

- Those responsible for safeguarding have also received training on harmful sexual behaviours and are aware that this has many forms including:
 - Inappropriate or unwanted sexualised touching:
 - Sexual violence:
 - Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm:
 - Pressurising, forcing, or coercing someone to share nude images (known as sexting or youth produced sexual imagery):
 - Sharing sexual images of a person without their consent:
 - Bullying of a sexual nature online or offline, for example sexual or sexist name-calling.
- This behaviour is not acceptable within CYGAMS and appropriate action will be taken following the procedures set out below.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Allegations About a Member of the Society/Other Adult

- If a complaint is made against a member of the Society, he or she will be made aware of his rights under CYGAMS Code of Conduct, which works in accordance with statutory guidance and the SET procedures (ESCB,2022) in respect of allegations against an adult working with children (in a paid or voluntary capacity).
- CYGAMS has a process in place for reporting any concerns about an adult member of the Society. Any concerns will be reported to the Chair of the Society.

Rights and Confidentiality

- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 2018. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

- In criminal law the Crown, or other prosecuting authority, has to prove guilty and the defendant is presumed innocent until proven guilty. And with the permission where possible.
- Any health and medical information disclosed to the Society will only be shared on a need-to-know basis and with permission where possible and appropriate, in order to safeguard the individual's health and wellbeing.
- Any information about an individual's vulnerability disclosed to us will be treated with confidentiality and only shared with permission or if it is in the interests of safeguarding that the individual's immediate safety and wellbeing.

Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Adults are asked to read and abide by all appropriate and completed risk assessments.
- Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the Society, a designated first-aider will administer first aid and the injury will be recorded in the Society's accident book. This record will be countersigned by the person with responsibility for safeguarding.
- Any accidents that have occurred whilst the young person was in the care of the Society shall be reported to the parents of the child.
- If a child joins the production with an obvious physical injury, a record of this will be made in the accident book. This record will be countersigned by the person responsible for safeguarding, along with the parent. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

Disclosure and Barring Service

- If the Society believes it is in the best interest to obtain criminal record disclosures (DBS) for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required:
 - The Society requires that all Chaperones hold an Enhanced DBS certificate and Chaperone Licence.
 - The Society requires that the Directors, Musical Directors, and Choreographer holds an Enhanced DBS for each show.
- The Society will have a written code of practice for the handling of disclosure information.
- The Society will ensure that information contained in the disclosure is not misused.

Chaperones

- Chaperones will be appointed by the Society for the care of the children during the production process. By law the chaperone is acting to a child in loco parentis and should exercise the care which a good parent might be reasonably expected to give a child.
- Potential chaperones will need to complete the relevant paperwork provided by Essex City Council to become a licensed chaperone as well complete an advanced DBS.

Please see Appendix C for full responsibilities.

Chelmsford Young Generation Amateur Musical Society	Chelmsford Young Generation Amateur Musical Society
Date:	Date:
Janet Osborne Williams – Safeguarding Lead	Alison Khattar – Safeguarding Lead

Appendix A – Relevant Legislation

- Children And Young Persons Act 1963
- Child (Performances) Regulations 1968
- The Child Act 1989
- Protection Of Children Act 1999
- Criminal Justice And Court Services Act 2000
- Education Act 2002
- Children Act 2004
- Children (Performances And Activities) (England) Regulations 2014
- Working together to Safeguard Children 2015
- Keeping children safe in education 2015

Appendix B – Emergency Duty Team (EDT)

The Chelmsford, Essex Emergency Duty Team (EDT) for out of hours urgent emergencies can be contacted on 0345 606 1212. This number is for adult social care and children's services only.

Appendix C – Chaperones Full Responsibilities

- Chaperones will be made aware of the Society's Safeguarding Policy and Procedures.
- Where Chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Safeguarding Lead (s), If changes cannot be made satisfactorily, Safeguarding Lead (s) and/or the chaperone (s) should consider not allowing the children to continue.
- If a chaperone considers that a child is unwell or too tired to continue, they should speak to a Safeguarding Lead, who will make the decision not to allow the child to continue. If the Safeguarding Leads are not available at the time, the chaperone is able to make this decision in their place.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb.
- During performances, children will be shown how to enter the building and where to sign in and where they are allowed to go within the building.
- Chaperones will be aware of where all children are at all times.
- Chaperones will be allocated to specific dressing rooms/children and also to communal areas.
- Children are not to leave the theatre or performance/rehearsal venue unsupervised by chaperones, unless in the company of parents or with prior written agreement of parents. e.g. between matinee and evening performance.
- Children will be adequately supervised while going to and from the toilets. No adults will be alone in the toilets with a child,. The chaperone will ensure that there is no adult in the toilet before the child enters and will then wait outside, before returning them to their dressing room/Green Room/stage.
- Children will not be allowed to enter adult dressing rooms.
- Chaperones should be aware of safety and first aid procedures in the venue and will be proactive to ensure children in their care do not place themselves or others in danger.
- Chaperones should ensure that any accidents are reported and recorded to the Society/Theatre.
- Chaperones on door-duty must ensure that all children sign in when entering the venue and out when leaving the venue and that the children reach the person that is collecting them.
- The chaperone should stay with the children until they have been collected.

End of document.