

Safeguarding Policy & Code of Practice May 2019

Fischy Music write record and perform music for primary school aged children. Our performances take place in schools, churches and community centres at the invitation of local organisers. Appropriate staff, representatives and/or parents are always present during the events.

We are committed to promoting the emotional and spiritual wellbeing of children. As part of this we recognise our responsibilities in relation to the Protection of Children (Scotland) Act 2003. This policy has been written with reference to 'Protecting children – information for service providers' provided by the City of Edinburgh Council's Children and Families Department. A copy of this is kept in the office and is available to staff.

The safeguarding policy measures outlined below are put in place for the purpose of preventing and protecting from harm '**vulnerable beneficiaries**', by which we mean children and vulnerable adults. For the purposes of this policy:

- A child is anyone under 18 years of age.
- A vulnerable adult is anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

We fully endorse the guidance statements that every child or vulnerable adult has the right to be treated with dignity and respect, and the right to feel safe.

As a charity dedicated to promoting the emotional, social and spiritual development of children, we undertake to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. We recognise that the welfare and interests of children are paramount in all circumstances, and aim to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children. We are committed to anti-discriminatory practice in all we do.

We acknowledge that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

This policy should be read in conjunction with our Equal Opportunities policy. This is available upon request from the Fischy Office.

The policy takes account of the V10 interim safeguarding guidance issued by OSCR in May 2018. (<https://www.oscr.org.uk/guidance-and-forms/managing-a-charity-guidance/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/>)

Responsibilities of Fischy Music Charity Trustees

Our charity trustees recognize their responsibility to act with care and diligence in the interests of Fischy Music, particularly for the protection of the 'vulnerable beneficiaries' with which we work.

At least one of our Board of Directors is trained in Safeguarding in order to provide appropriate advice to the Board.

REPORTING EVENTS TO OSCR

Should an event occur where there has been a significant incident involving a child or a vulnerable adult, that is likely to have a significant impact on Fischy Music the Board of Directors will report by email this immediately, **in** as transparent a way as possible about the facts of the case, and the actions being taken.

Email to notifiable@oscr.org.uk outlining:

- What the event is with enough details to understand the event and how it has (or may have) a serious impact on the charity.
- What action (if any) has already been taken?
- What further plans the charity trustees have in place to deal with the event?
- What plans the charity trustees have in place to mitigate similar things happening in the future.

REPORTING EVENTS DISCLOSURE SCOTLAND

Should an event occur in which there is harmful behaviour that might affect whether a member of staff or volunteer is allowed to work with children or protected adults, this will be reported immediately to Disclosure Scotland, in as transparent a way as possible about the facts of the case, and the actions being taken. **This applies whether the person is a member of the PVG Scheme or not.**

Responsibilities for all Fischy Music Staff and Volunteers

Code of Practice for Fischy Music Workers

This Code of Practice is based on the City of Edinburgh Education Department Volunteer Code of Practice and Child Protection Guidelines. Staff employed by Fischy Music, are obliged to follow this code, and have no discretion to vary their actions from them.

Fischy Music workers will:

- treat all adults and children with respect
- be accompanied by a member of staff from the school/group being visited at all times when working with children/young people, OR if left unaccompanied, will send a pupil to the School Office to ask for support
- expect the staff member present from the school/group to be responsible for the health, safety and discipline of the children/young people present at all times
- manage any group well within the framework of a positive, assertive approach to behaviour, seeking support from school staff/local leaders where necessary
- respect a child/young person's right to personal privacy
- recognise special care must be taken when dealing with the sensitive issues of belief, bereavement, bullying or abuse
- encourage children and young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- avoid actions that could be misinterpreted
- ensure parental/carer consent is given where activities may involve the taking of photographs, recordings or videos of children, adhering to local policies
- seek advice from the Head teacher, child protection officer or the most senior member of staff in her/his absence on any issue of concern raised, regardless of nature, or if they are unsure about any procedure or practice
- follow the Fischy Safeguarding Policy

Fischy Music Workers will not

- engage in sexually provocative games including horseplay
- make sexually suggestive comments to a child, even in fun
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged
- let allegations a child makes go unchallenged or unrecorded
- do things of a personal nature that a child can do for themselves
- leave children unsupervised by an adult, particularly at the end of an activity
- spend time alone with individual children - should an occasion arise when this is unavoidable, Fischy staff should immediately take the child to a member of school staff
- use their own devices to take photographs of children eg. phones

Notes on Working Practice by Fischy Music Staff

- All staff and volunteers must follow the Fischy Music Safeguarding Guidelines and Code of Practice at all times.
- Appropriate personal experiences may occasionally be used by staff during performances, if they help to illustrate an issue raised by a song. However, staff must ensure that this is presented in a way which allows the song to speak for itself and does not bring about an inappropriate emotional response from children.
- Should an individual child raise an issue with a Fischy Music member of staff, then the member of staff must NOT under any circumstances empathise with the child by sharing the personal experience of the member of staff.
- Staff and volunteers will receive an annual update/refresher on safeguarding

Line of Accountability for Staff

The Creative Director is the designated member of staff at Fischy Music and is appropriately trained in Safeguarding with lead responsibility for Safeguarding. Key responsibilities are:

- To ensure all staff are aware of our Safeguarding procedures and receive training in Safeguarding as part of their induction
- To be available to provide advice and support to staff on Safeguarding issues
- To be the first point of contact in relation to any Safeguarding referral, complaint or concern
- To maintain a proper record of any concern, complaint or referral
- When necessary, to formally make a referral to the appropriate agency, such as Social Work.

Reporting and Dealing with Disclosure of Alleged Abuse

- In the event of a disclosure of alleged abuse to a vulnerable child or adult being made, a Fischy Music Worker must immediately report this to the designated member of staff/ child protection officer within the school or other organisation and also to Fischy Music's Creative Director.
- Immediately after the disclosure, the member of staff must record the child's statements. This should be handwritten and include the date, time and place of the disclosure. The record should be signed and given to the Creative Director. These notes may be passed on the Police to ensure that the "best evidence" is available. Use the child's own words when recording what is said.
- In the event of a disclosure, no guarantee of secrecy/confidentiality can be offered to the child/young person. The child should be told that the Headteacher or Designated Member of Staff will have to be informed.
- Fischy workers must keep any disclosure confidential, apart from passing their signed statement to the appropriate member of staff. Contact details should be left with the school or organisation in case it is necessary to contact us regarding the incident.
- The following advice is helpful when talking to a child or young person who has made a disclosure: If a child tells you something has happened

Do

- Stay calm
- Listen to the child
- Keep any questions to a minimum – ask 'who, what, where and when' and immediately record their responses, using their exact words
- Reassure the child they were right to tell
- Tell the child what you are going to do next
- Record in the child's own words what has been said
- Act promptly and immediately report to the designated member of staff

Don't

- Ask too many questions- avoid questions that require judgement eg. why/how
- Make any false promises about keeping disclosures secret
- Express shock or anger at what is being said to you
- Interpret what the child is saying to you – just record and report
- Delay listening to the child or passing on your concerns
- Carry out an 'investigation' into the allegation

Any general concerns, other than a disclosure, noted by a Fischy worker should be brought to the attention of an appropriate member of the school/church staff.

Dealing with Allegations made against Staff

A member of staff who receives an allegation about another member of staff should report this immediately to the Creative Director, unless The Creative Director is the person against whom the allegation is made, in which case the report should be made to the Chairperson of the Board of Directors or any member of the Board.

The Creative Director should make an assessment of the allegation, consulting with the Chairperson of the Board of Directors, agreeing whether the allegation warrants further action, and if so acting accordingly.

Failure to comply with the policy and procedures will be addressed without delay and will lead to disciplinary action under our Disciplinary and Grievance policy.

Recruitment and training of staff and volunteers

It is the responsibility of everyone connected in any way to Fischy Music to make sure that children and vulnerable adults are safe and well cared for.

We recognise that anyone may have the potential to abuse children in some way and that all reasonable steps will be taken to ensure unsuitable people are prevented from working in our team.

The recruitment process for staff will always include the following:

- Completion of an application form to include questions about an applicant's past and self-disclosure about any criminal record. This includes paid staff, and any volunteers that might be used in work with children.
- References taken up and confirmed.
- Enhanced Disclosure certification obtained from Disclosure Scotland.
- The induction process will include familiarisation with this Safeguarding Policy and Code of Practice to ensure that all staff understand our Safeguarding procedures
- Recognise their responsibilities with respect to Safeguarding.
- Know how to report any concerns about possible abuse.
- Respond appropriately to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Staff induction will involve child protection training
- Child protection training for all staff every three years

All staff will undertake refresher training on an annual basis.

Review of Policy

In support of the Fischy Music Safeguarding Policy, the Fischy Music Board of Directors will approve and regularly review this policy every third year, with the next review due in 2021.