



**English Folk Dance and Song Society**

**Child and Adult Safeguarding  
Policy & Procedures**

**January 2020**

**The English Folk Dance and Song Society (EFDSS) is the national folk arts development organisation for England.**

We champion the English traditional arts – music, song, dance, storytelling, customs and traditions – as part of the rich and diverse cultural landscape of the UK.

We deliver programmes of learning and participation and artists' development:

- through our arts venue, **Cecil Sharp House**
- through our library and archive, the **Vaughan Williams Memorial Library**
- and at a range of venues across England, and sometimes beyond.

We frequently work in partnership with arts, education and heritage organisations.

EFDSS is a membership organisation with around 3500 members worldwide. It is a Registered Charity with regular funding as a National Portfolio Organisation from **Arts Council England**.

EFDSS presents performances and dances. It also runs educational and participatory arts projects, classes, workshops, seminars, lectures, conferences, and other events, for children, young people, families and adults of all ages and backgrounds, in schools, colleges and community settings as well as at Cecil Sharp House. This work includes running London Youth Folk Ensemble and the National Youth Folk Ensemble. Educational and participatory activities are led by EFDSS staff, freelance artists, practitioners and volunteers.

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## 1. Terms of reference

This Safeguarding Policy and Procedures includes all the work and activities of the English Folk Dance and Song Society in any location - at Cecil Sharp House or elsewhere.

It does *not* include:

- activities run by members of EFDSS – members are simply financial supporters of EFDSS (individuals, groups and institutions) and are not subject to any entry criteria or checking in order to become members. Membership of EFDSS doesn't denote any endorsement of safety or quality.
- activities run by organisations hiring space at Cecil Sharp House – hiring groups and organisations are required to confirm they take responsibility for the safeguarding of children and adults at risk in their groups and that they will follow the Code of Conduct for users of Cecil Sharp House (see section on Organisations Hiring Space at Cecil Sharp House below).

## 2. Safeguarding Policy Statement

The English Folk Dance and Song Society (EFDSS) is committed to practice which protects all children and adults at risk from harm. We recognise that the welfare of all children and adults at risk is paramount and that *all* have equal rights of protection.

We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities and building.

We require all trustees, staff and volunteers in this organisation to accept and recognise their responsibilities to develop awareness of the issues that cause harm to children and adults at risk (please see definitions below).

When there are concerns about the welfare of any child, or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

## 3. Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of differences which include:

- age
- disability
- race, ethnicity or culture
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- religion or belief
- sex
- sexual orientation
- social or economic background

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

We will:

- treat everyone with respect and celebrate their achievements
- carefully recruit and select all staff whether paid or unpaid
- respond to concerns and allegations appropriately

#### **4. Definition of a child or young person**

A child is any person under the age of 18 (or under 16 in Scotland). In this document the terms 'child' and 'young person' are used interchangeably.

[Further detail: There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).]

#### **5. Definition of an adult at risk**

An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and / or support.

[Further detail: There is no single law that defines an adult at risk across the UK. In general terms, an adult at risk is a person over the age of 18 years (16 in Scotland) and is: having needs for care and support, and; experiencing, or is at risk of, abuse and neglect and; as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.]

#### **6. Definition of EFDSS staff**

In this Safeguarding Policy and Procedures document, the term 'staff' includes all people working for EFDSS on any basis: permanent, part-time, freelance, sessional, casual or voluntary.

#### **7. Policy Aim**

EFDSS is a member of SAFE [www.safecic.co.uk](http://www.safecic.co.uk) and this policy has been updated using their information and guidance, which draws from the latest relevant child and adult legislation and government advice, including: the Children Acts 1989 and 2004; Working Together to Safeguard Children 2018 (updated 2019); The Care Act 2014; and Equality Act 2010.

As members of SAFE, we strive at all times to attain the SAFE standards throughout all our activities with children, adults at risk, their families and/or carers. We endeavour to provide a safe, positive and friendly environment. We will achieve this by adhering strictly to this policy, guidance and risk assessments.

Our organisation holds current Public Liability Insurance which covers all our activities.

#### **8. EFDSS Designated Safeguarding Officers**

The responsibility of managing the safeguarding of children and adults at risk can be both demanding and challenging. Therefore we always have managerial level staff who are contactable whenever EFDSS is operational – this includes cover for sickness and holidays.

#### **EFDSS Designated Safeguarding Officer (DSO) and Lead:**

Education Director (Rachel Elliott)  
Tel: 020 7485 2206 extension 236  
Email: [rachel@efdss.org](mailto:rachel@efdss.org)

The EFDSS Designated Safeguarding Officer's responsibilities in this role are:

- overseeing and ensuring that our safeguarding policy is fully implemented
- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaising with other agencies
- arranging training for all staff

## **EFDSS Deputy Safeguarding Officers:**

National Youth Folk Ensemble Programme Manager (Sarah Jones)

Tel: 020 7485 2206 extension 235

Email: sarah.jones@efdss.org

Education Manager (Esbjörn Wettermark)

Tel: 020 7485 2206 extension 240

Email: esbjorn@efdss.org

Venue Operations Manager (Sam Stinton)

Tel: 020 7485 2206

Email: sam@efdss.org

- The Deputies are responsible for supporting and covering for the Lead.

**When working away from the office the EFDSS Designated Safeguarding Officer or Deputy Officers can be contacted by relevant staff via mobile telephone.**

## **Additional Senior Leads**

Senior members of the organisation at Chief Executive and Trustee level take overall leadership responsibility for EFDSS' safeguarding arrangements. These people have up to date and relevant training and the ability to develop knowledge, skills and expertise in safeguarding. They are responsible for handling any complaints or allegations against the Lead if appropriate.

Chief Executive and Artistic Director (Katy Spicer)

Tel: 020 7485 2206 extension 227

Email: chief-executive@efdss.org

Board member with responsibility for safeguarding (Sherry Neyhus)

## **9. Why do we need a safeguarding policy?**

All organisations that work or come into contact with children or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children and adults at risk, families, parents and carers have responsibilities for safeguarding.

It is important to remember that children and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities we:

- have senior managers and trustees committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children and adults at risk
- have procedures for safeguarding children and adults at risk
- have procedures for dealing with allegations and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support as relevant to their role
- have agreements about working with other organisations and agencies



## **10. Data protection**

We treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR). We will not share personal information with any third party, except where required by law. For tickets purchased for an event promoted by a third party at our venue, we may share personal details with this third party only for communications directly concerning the event, unless permission has been explicitly given for additional use. For more information please see the EFDSS Privacy Policy [efdss.org/privacy](https://efdss.org/privacy)

## **11. Confidentiality**

This policy is in line with government guidance about confidentiality and is made available to all staff, children, adults at risk, parents and carers.

We fully endorse the principle that the welfare of children and adults at risk override any obligations of confidence we may hold to others.

No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

## **12. Whistleblowing**

Whistleblowing is when someone raises a concern externally about a person or practice within an organisation that will affect, or has affected, others in an illegal and or harmful way.

All staff and volunteers have a duty to report any child or adult safeguarding concerns they may have about any other members of staff, trustees or volunteers.

EFDSS fully supports anyone who in good faith reports their concerns that a colleague is, or may be, abusing a child or adult at risk.

Allegations of abuse against a member of staff, volunteer or trustee should be fully recorded and reported as soon as possible to EFDSS’ Lead or Deputy for Safeguarding, or if that is not appropriate, to the Chief Executive.

If individuals reporting their concerns appropriately within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, the Charity Commission or other relevant regulatory authority.

All media enquiries will be handled by the Director of Marketing and Communications.

For more information about whistleblowing visit the website of Protect <https://protect-advice.org.uk/>

## **13. Information sharing**

Timely and accurate written records play an essential role in safeguarding individuals who may have suffered, are suffering, or are at significant risk of suffering harm.

It is important that records are shared at the appropriate time with the necessary external agencies.

The decision to share written information, and with whom, will be undertaken by the DSO or the Deputy.

## **14. Safer recruitment**

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and Charity Commission for recruiting all staff, paid or unpaid.

## **Paid staff**

We apply the following procedures for all paid staff before taking up employment:

- advertising relevant vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- use of application forms for staff applying for positions as employees - obtaining full personal details (including fitness to work with children and adults at risk for relevant roles) by application form (not CVs). (We require detailed CVs for freelance staff including tutors, artists etc.)
- taking up two written references - one from the most recent employer where relevant (or equivalent, such as university course leader). These are sought directly from the referees. No previously existing reference letters will be accepted.
- undertaking all interviews face-to-face, based on the job description. (Occasionally interviews will be conducted via Skype, telephone or similar technology. A face-to-face meeting will take place before prior to commencement of employment.)
- ensuring at least one person on each interview panel is trained in Safer Recruitment procedures. The EFDSS Operations Director (HR lead for the organisation) will undertake Safer Recruitment Training, in line with the Charity Commission's safe recruitment guidelines, and instruct other staff conducting interviews.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- a satisfactory DBS check at the appropriate level - where relevant to the post
- a follow up of written references by telephone if there are concerns or doubts about the reference supplied
- a check of essential qualifications where relevant
- confirmation of the right to work in the UK
- fitness to work as relevant
- proof of identity (name, date of birth and current address)
- signing a declaration stating that there is no reason why they would be considered unsuitable to work with children or adults at risk and to declare relevant previous convictions. This will be the relevant form depending on whether or not their position will include direct contact with children or adults at risk, or their records. (Read the EFDSS Policy on the Recruitment of Ex-Offenders – Appendix 1)
- signing a written contract

Prior to appointment of staff working with children or adults at risk, with access to their records, or their managers, they will be asked to apply for, or show a recent original certificate (dated within the last 3 years) for, an Enhanced disclosure check from Disclosure and Barring Service (DBS).

Copies or scans of DBS certificates will not be accepted.

EFDSS can only accept an existing DBS check if the person has *also* signed up to the DBS Update Service, *and* if the post requirements match their existing DBS check. In these circumstances, EFDSS will also look up their record on the Update Service to check whether or not the status has changed which may indicate new concerns. If the status has changed since the date of the DBS check, the person will be required to undergo a new DBS check. If the post requirements do not match their existing DBS check, then they will also be required to undergo a new check.

EFDSS will ensure that employees working with children or adults at risk are joined up to the DBS Update Service and encourage freelance staff to do the same. For a small annual subscription applicants can have their DBS Certificate kept up to date which means that it can be taken with them from role to role, within the same workforce/s (ie child or adult, or both), where the same type and level of check applies.

EFDSS arranges for DBS checks for employees and, where appropriate, volunteers. It can advise freelance members of staff, such as artists, how they can obtain a DBS Certificate and can request a DBS check for them. Freelance staff will need to pay for their own check.

EFDSS checks annually with the DBS online Update Service to view the records of all relevant employees, freelance staff or volunteers currently working with the organisation. If their status has changed, which may indicate new concerns that have come up since the check was done, they will be required to undergo a new DBS check.

For further information about the DBS visit the Disclosure and Barring Service section of the Home Office website: [gov.uk/dbs](http://gov.uk/dbs)

### **Students on placement and work experience**

From time to time EFDSS hosts placements from undergraduate and post-graduate students studying various arts, culture, media and other courses, and school-aged work experience students.

EFDSS ensures that there are formal written agreements in place with the placing institution outlining the nature and purpose of the placement, lines of responsibility, and parameters for support and supervision. The institution will be required to confirm they have checked the student's identity and have taken up references (as relevant) and to share any concerns in relation to potential risks to safeguarding children or adults at risk.

Occasionally school-aged placements are arranged directly with parents, for example for students who are home-educated; in this case a written agreement will be put in place with the student's parent or guardian.

EFDSS follows the procedures outlined above in Safer Recruitment, with modifications to reflect the level of contact students will be having with children or adults at risk or their records and the length of their placement.

EFDSS ensures students receive adequate supervision and monitoring and are given responsibilities appropriate to their age, ability, skills, knowledge and experience.

### **Volunteers**

The work of various departments at EFDSS is supported from time-to-time by volunteers.

All volunteers are required to sign an agreement which clarifies the nature and purpose of their role as volunteer, the conduct expected, the limits of their responsibility, and parameters for support and supervision.

Volunteers receive adequate supervision and monitoring and are given responsibilities appropriate to their age, ability, skills, knowledge and experience.

EFDSS follows the procedures outlined above in Safer Recruitment, with modifications to reflect the level of contact volunteers will be having with children and/or adults at risk or their records.

Where volunteers are supporting an education project with children or adults at risk, they generally fulfil the role of project assistant, assistant tutor or similar - there will always be at least one DBS-checked member of staff leading and supervising the activity. In these roles volunteers do not have unsupervised contact with children or adults at risk and would not be asked to lead or take sole responsibility for a whole group. As such they are not required to have a DBS check.

Very occasionally suitably qualified and experienced volunteers may fulfil the role of tutor, workshop leader or similar, in which case they would be required to complete a DBS check as with a paid tutor in a similar role.

## **Trustees**

EFDSS appoints trustees in a number of ways. As a membership organisation, EFDSS' individual members, with two people as nominating them, can put themselves forward to join the Board. These nominations will be subject to election if more people put themselves forward than there are vacancies. Other trustees are invited for the contribution they can make to EFDSS based on their professional and personal experience, and skills.

We apply the good practice in appointing trustees as outlined by the Charity Commission, including requiring the following for all trustees before taking up their role:

- CVs or biographies
- taking up two written references
- proof of identity (name, date of birth and current address)
- signing the Charity Commission's Trustee Eligibility Declaration Form
- a satisfactory DBS check at the appropriate level

## **15. Induction and training**

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive a thorough induction as soon as possible and sign to record they have:

- received and understood this policy
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible.

We also agree regular reviews with clear goals as appropriate to the role, and ensure supervision / mentoring and appraisals at regular agreed intervals with their line manager.

Updated safeguarding training is normally required every 2 years (on line) or three years (face to face).

Relevant staff in the Education department, who lead on the organisation's work with children and young people, will also undertake the free online government training for anti-extremism [PREVENT/Channel](#) and [FGM](#).

## **16. Consent**

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding. If a child or an adult at risk, consent will be requested from a parent/carer.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting where possible the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

## **17. Safe deployment of staff**

To ensure the safety of children, adults at risk and staff, EFDSS always:

- Employs staff who have appropriate experience, skills and qualifications to lead participatory activities with children or adults at risk.
- Gives all staff access to EFDSS' policies on Equal Opportunities and Health and Safety as well as this Safeguarding Policy (which contains the Code of Conduct When Working with Children and Adults at Risk). These policies are publicly available on the EFDSS website.
- Makes clear in staff contracts and briefings the level of professional conduct expected.

## **18. Staff ratios to children and adults at risk**

There must always be a *minimum* of two responsible members of staff present for all activities.

Appropriate ratios of staff to child or adult at risk participants are in place for all projects. These are risk assessed on a case by case basis, considering the age, ability and needs of the children or adults at risk; the nature of the activity; experience of the staff leading the activity; and the number of other staff present supporting the project in pastoral or management roles.

As a guide there will usually be:

- a minimum of one member of staff to eight participants under eight years (with a minimum of two present)
- one member of staff to 10 participants over eight years (with a minimum of two present)
- one member of staff to 15 participants over 12 years (with a minimum of two present)

## **19. Lone and one-to-one working**

We will avoid lone working and one-to-one working whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- the care or activity provided is suitable for one to one working,
- the lone worker has been recruited, trained and supervised to undertake this particular role,
- that health and safety issues have been identified and recommendations followed,
- safeguards are in place to protect individuals' rights to safe working practice,
- safeguards are in place in relation to strategies for emergency situations,
- accurate and relevant written recording is maintained following any care and activity, signed and dated.

EFDSS ensures that staff members are not asked to take sole charge of a group of children or adults at risk in a school, or other third party setting. When projects take place in these settings, a teacher or other suitably qualified member of staff is present during workshops, taking overall responsibility for the children's or adult's at risk welfare and discipline (ideally working in a mutually supportive and complementary partnership with the EFDSS practitioner)

EFDSS ensures that only staff with an Enhanced DBS Disclosure and appropriate qualifications, training, skills and experience are asked to teach or lead groups of children or adults at risk on their own, in

appropriately safe situations assessed on a case by case basis (for example as part of holiday or residential courses).

When EFDSS staff are required to work alone with a sole child or adult at risk (for example to give one-to-one music tuition or similar coaching) this takes place in a room or space that is an adequately safe and open location that can be easily observed by others, for example a room with a glass panel or window in the door. On rare occasions when this is strictly not possible, the door to the room will be left partly open. All one-to-one sessions must be agreed in advance with the project leader or manager.

## **20. Young people or adults at risk who work in our organisation**

All young people or adults at risk who are undertaking volunteer work, apprenticeships, placements or work experience within our organisation are to be included within this policy and their safeguarding as individuals given the same importance as all young people or adults at risk we come into contact with.

Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Designated Safeguarding Officer or Deputy immediately.

They will also require an induction programme that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.

In addition, information on the young person or adult at risk's contacts must be recorded as relevant eg parents, carers, school representatives and any supervisors, with emergency contact numbers

## **21. Organisations hiring space at Cecil Sharp House**

Organisations or groups hiring space at Cecil Sharp House (including free-of-charge hires and partner arrangements) are required to confirm in their hire agreement that they will take responsibility for the safeguarding of children and adults at risk in their groups, and that they will follow the Code of Conduct for users of Cecil Sharp House, which is in the Terms and Conditions section on the EFDSS website.

## **22. Performances by children and young people**

EFDSS' two youth ensembles, the National Youth Folk Ensemble and London Youth Folk Ensemble, and occasionally other EFDSS youth projects, involve young people performing in public.

### **Child performance licensing**

Young people under the age of 16 may need a child performance licence to take part in concerts or other public performances that the audience pays to see, or that take place on licensed premises (licensed premises include venues selling alcohol or providing live or recorded music); there is a live broadcast, or the performance is being recorded for future performance; payment is made to the child performing or to someone else on their behalf. Further information can be found at

[www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation](http://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation)

The main legislation governing child performers is the Children and Young Persons Act 1963. That Act sets out what is within scope of the licensing regime and what exemptions may apply. Where licences are required, organisations must apply for licences for each child from that child's home local authority. The *Children (Performances and Activities) (England) Regulations 2014* specify the information that must be provided with every application.

EFDSS must apply to the child's local council for a child performance licence and / or to the local council where the performance is taking place for a Body of Persons Approval (BOPA), at least 21 working days before the event. When planning safeguarding provision at the performance, EFDSS will follow the guidance set out by the local authority issuing the BOPA or child performance licence.

Further information can be found at [www.gov.uk/apply-for-child-performance-licence](http://www.gov.uk/apply-for-child-performance-licence)

## **Licensed child chaperones**

A child taking part in a performance or activity under a licence must be supervised at all times by a local authority approved chaperone unless they are under the direct supervision of their parent or their teacher. Local authorities will have a list of approved chaperones that the organisation will be able to use. Chaperones can apply for approval from the council in which they live and must do so 3 months at least before the performance.

EFDSS will ensure that there are at least two licenced chaperones at each performance (ideally one male, one female).

## **23. Code of Conduct**

EFDSS expects all artists, staff and volunteers working with children and adults at risk to work from a person-centred perspective. It means that everyone should be:

- Listened to and heard
- Treated fairly (there should be no favourites among participants)
- Valued and respected as individuals
- Respected for their identity
- Encouraged and praised
- Involved in decisions as appropriate

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion.

We undertake to:

- treat all children and adults at risk with respect and dignity
- ensure that their welfare and safety is paramount at all times
- maintain professional boundaries both face to face and when using technology
- always listen to individuals and take account of their wishes and feeling
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with parents and carers
- use safe touch principles and only use physical contact if absolutely necessary
- avoid being alone with children and adults at risk whenever possible
- listen to, and act upon, any disclosures, allegations, or concerns of abuse
- participate in approved safeguarding training at appropriate levels
- ensure restraint is only used as an emergency action to protect from harm
- follow our safeguarding policy at all times
- make activities enjoyable and worthwhile

## Guidelines

The following guidelines are designed to protect children and adults at risk from harm, as well as to protect EFDSS' staff and volunteers from unfounded allegations of abuse.

They are in addition to good practice expected in terms of health and safety and professional arts facilitation.

- Behave in an appropriate manner and maintain professional boundaries at all times.
- Be a role model, consistently maintaining high standards of behaviour, remembering that young people learn by example
- Avoid spending time alone with children or adults at risk, away from others. Meetings or any other interactions with individual children or adults should take place as openly as possible where other people are around. If privacy is needed, the door must be left partly open and the project leader, other staff and volunteers informed of the meeting.
- If you are required to work alone with a sole child or adult at risk (for example to give one-to-one music tuition or similar coaching) ensure that this takes place in a room with a glass panel or window in the door and someone responsible needs to know you are there. On rare occasions when this is not possible, the door to the room must be left partly open.
- All one-to-one sessions must be agreed in advance with the project leader or manager.
- Do not take children or adults at risk alone on a car journey, however short. Where this is unavoidable, it should be with the consent of parents or guardians and someone in charge of the organisation (eg EFDSS' Education Director) and, if relevant, the contact teacher/worker from a host school or other organisation such as youth club. It is essential to make sure that your car insurance would cover you in the event of an accident.
- Do not meet with children or adults at risk outside organised activities. Where this is completely unavoidable, ensure that this is done with the knowledge and consent of parents or carers and the person in charge from EFDSS and the host organisation (school or youth club etc).
- Don't develop social relationships with young people that participate in EFDSS activities. If you come into contact with a participant in a social setting (eg at a folk festival, dance or gig), maintain professional boundaries. Be aware of your conduct in such a setting.
- Don't accept money from participants. Explain that this is EFDSS policy and ensure they don't feel offended. If they wish to make a charitable donation, inform them of EFDSS' online fundraising pages.
- Avoid accepting gifts from participants. If accepted, you must report this to the project manager and this will be logged.
- Don't give money or gifts to EFDSS participants. If a participant is stranded at an activity with no money to get home, this must be discussed with their parents, guardians or carers and a plan agreed if at all possible with the project manager. In an emergency situation, and it's essential to give money, the project manager must be informed and this must be logged.
- Don't borrow money or items from EFDSS participants.
- Do not give your personal mobile phone number to a child or adult at risk or their parent, guardian or carer. The EFDSS Education Department has a mobile phone for use during projects where children, parents or adults at risk may need to contact staff directly.



- Do not use your personal email address to communicate with children or adult participants, or their parents, guardians or carers.
- Do not accept 'friend requests' or similar from children or adults at risk on social media. It is recommended that staff consider their privacy settings on Facebook and other social media accounts.
- Do not engage in any mobile phone or online communication with children or adults at risk (eg texting, email or social networking sites) that would not be appropriate in person.
- Ensure the content of what you place on social networking sites or other public media does not compromise your professional standing or bring the organisation into disrepute.
- Ensure that personal relationships with other leaders do not affect your leadership role.

Artists, staff and volunteers should *never*:

- Engage in sexually provocative or rough physical games, including horse-play
- Allow children or adults to use inappropriate language unchallenged
- Make sexually suggestive comments in front of, about, or to, a child or adult, even in fun
- Let allegations made by a child or adult at risk go without being addressed and recorded
- Deter children or adults at risk from making allegations through fear of not being believed
- Do things of a personal nature for children or adults at risk that they can do themselves
- Invite a child or adult at risk to visit or stay with you at home unsupervised
- Jump to conclusions about others without checking facts
- Rely on their own good name to protect them

## **Safe Touch**

All EFDSS staff should avoid unnecessary physical contact with children and adults at risk and use safe touch principles.

Arts practitioners are vulnerable to allegations being made against them because activities can involve some physical contact. Music tutors in particular are vulnerable because they often work with students alone. In order to work safely in a manner that minimises this risk:

- Only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for as long as needed.
- Instrumental, vocal, dance and other physical techniques should normally be taught by demonstration and explanation, with staff modelling good practice. Where this has not proved effective, a minimum of physical contact may be needed to enable the child or adult at risk to understand what is required. For example, clarifying the position needed for a bowing arm or the correction of wrist or finger positions.
- Physical contact must only take place with the consent of the participant. Their wishes should be respected and the purpose of the contact should be made clear. For example, asking them: '*Do you mind if I move your arm a little so I can help you move into the correct bowing position?*' (This

should help minimise the risk of a child or adult at risk misinterpreting the purpose of the touch by explaining in advance what contact you need to make with them and why.)

- Physical contact should always meet the needs of the young person or adult at risk and NOT the member of staff. There are rare occasions when physical contact outside of the context of activities is necessary or desirable, such as comforting a distressed child or adult. This must be kept strictly to the minimum.
- Report any incidents or issues that arise out of touch to the appropriate member of staff and make sure a record is taken.
- EFDSS briefs staff on any relevant information about children or adults at risk that may have a bearing on how they could react to physical contact so the tutor can adapt their practice accordingly.
- Ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned, their parents or carers.

### **Guidance on physical restraint**

- It is very unlikely that EFDSS artists, staff or volunteers will be in a situation where they need to be involved in physical restraint.
- However on rare occasions staff might need to intervene, if not doing so could lead to the needs of children or adults at risk being neglected, or their safety put at risk.
- Physical Restraint is where a child or adult is being held, moved or prevented from moving against their will, because not to do so would result in injury to themselves or others or would cause significant damage to property.
- Restraint must always be used as a last resort, when all other methods of de-escalating or controlling a situation have been tried and failed.
- Restraint should never be used as a punishment or to bring about compliance (except where there is risk of injury).
- A young person or adult should be restrained for the shortest period necessary to bring the situation under control.
- Notes of all such incidents should be written down, detailing the facts of the behaviour, witnesses, who restrained the young person or adult and how, what other methods had been tried and failed and what follow up action took place. These notes should be given to the Designated Safeguarding Officer or Deputy.

## **24. Recognising abuse in children and adults at risk**

Abuse is any action by another person that causes significant harm to a child or adult at risk.

Signs of abuse can often be difficult to detect. Many types of abuse are also criminal offences and should be treated as such.

It is important to remember that children and adults at risk can also abuse and that such incidents fall into the remit of this policy.

Most abuse situations involve more than one form of abuse taking place at the same time.

Abusers may try to prevent access to the person they abuse.

**Abuse comes in many forms and is increasingly taking place online. It includes, but is not limited to, the following forms of child and adult abuse which is given for guidance only:**

### **Child abuse**

It is broadly accepted that child abuse falls into four main categories:

- Emotional and psychological abuse
- Neglect
- Physical abuse
- Sexual abuse

The following additional forms of abuse can be considered as coming under one or more of the main categories above:

- Bullying and cyberbullying
- County Lines
- Discriminatory abuse
- Domestic violence (including children witnessing domestic violence)
- Female Genital Mutilation (FGM)
- Forced marriage
- Grooming
- Online and technological abuse
- Organisational or institutional abuse
- Radicalisation
- Spiritual or religious abuse

**More information on Child Abuse on the NSPCC website** [nspcc.org.uk/what-is-child-abuse/types-of-abuse/](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/)

### **Abuse of adults**

People with care and support needs, such as older people or disabled people, are more likely to be abused or neglected. They may be seen as an easy target and may be less likely to identify abuse themselves or to report it.

An adult at risk of abuse may: have an illness affecting their mental or physical health; have a learning disability; suffer from drug or alcohol problems; or be frail.

People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment.

It is broadly accepted that the following are forms of adult abuse:

- Discriminatory abuse
- Domestic violence or abuse (including 'honour' based violence)
- Financial or material abuse
- Hate and 'mate' crime
- Modern slavery and trafficking

- Neglect or acts of omission
- Organisational or institutional abuse
- Physical abuse
- Psychological or emotional abuse
- Self-neglect
- Sexual abuse

**More information on Adult Abuse on the Social Care Institute for Excellence website**  
<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

## **25. Handling and reporting disclosures, observations or concerns**

Any member of EFDSS staff who is made aware of actual or possible child or adult abuse should report and discuss their concerns as soon as possible (within 24 hours) to the EFDSS Designated Safeguarding Officer.

**IF A CRIME IS BEING COMMITTED AGAINST A CHILD OR ADULT AT RISK, OR HAS JUST BEEN COMMITTED, DIAL 999 IMMEDIATELY.**

When a disclosure is made by a child or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always:

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign (using wherever possible the Safeguarding Monitoring / Report Form - Appendix 5 )
- pass your notes or the form to the EFDSS Designated Safeguarding Officer (for safekeeping and use in further action if appropriate).

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

In the unlikely event of members of staff being unable to contact the Designated Safeguarding Officer or Deputy Safeguarding Officers, they *must* report any urgent concerns directly to the relevant local authority Children's or Adult Social Care department (for example London Borough of Camden for activities at Cecil Sharp House – see contact details below) or to the Police.

## 23. Guidance on responding to a child or adult at risk disclosing abuse

- Stay calm.
- Listen carefully to what is said.
- Do not promise to keep secrets – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others and explain that this is to make sure that they are kept safe.
- Allow the child or adult to continue at their own pace.
- Only ask questions for clarification purposes – at all times avoid asking questions that suggest a particular answer.
- Reassure the child or adult 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 or adult's own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated. Wherever possible use the Safeguarding Monitoring / Report Form attached as an Appendix to this document.

## 24. Work in schools and other third party settings

When working in a school or other third party setting, such as in youth, healthcare, adult social care, or other setting, EFDSS will abide by the school or organisation's Safeguarding Policy.

If a concern arises during a project in a school or other organisation, EFDSS will report to the legally responsible person in that school or other organisation / setting in addition to EFDSS' Safeguarding Officer. In a school the designated Child Protection / Safeguarding Officer is usually head teacher or another senior member of staff (eg deputy head or assistant head).

## 25. Work in Camden

If any concerns need reporting during activity in Camden contact:

Family Services and Social Work, Crowndale Centre, 218 Eversholt St, London NW1 1BD:

- Child Safeguarding (Children and Families Contact Team) - Multi-agency Safeguarding Hub (Camden Council) Tel: 020 7974 3317
- Adult Safeguarding (Access and Support Team for Adult Social Care) Tel: 020 7974 4000; [adultsocialcare@camden.gov.uk](mailto:adultsocialcare@camden.gov.uk)
- Children and Adults - Emergency Duty Team (evenings and weekends) Tel: 020 7974 4444
- Staff – for concerns regarding staff contact: Camden Local Authority Designated Officer (LADO) (Principal Social Worker) Tel: 020 7974 4556

**Camden Safeguarding Children Partnership** <https://cscp.org.uk> 020 7974 6658/1276

**Camden Safeguarding Adults Partnership Board** [www.camden.gov.uk/safeguarding-adults](http://www.camden.gov.uk/safeguarding-adults)

## **26. Work in other local authority areas in England**

If a concern needs reporting during a project in another local authority area, the relevant Children or Adult's Social Care department must be contacted.

Information on local authorities can be found on the government's website for citizens [gov.uk](http://gov.uk) in the 'Find Your Local Authority' search function [gov.uk/find-local-council](http://gov.uk/find-local-council)

The local authority in which the child or adult at risk normally lives should be contacted for reporting concerns. (For example, a project, residential course or event may be attended by participants from numbers of local authorities.)

For concerns regarding staff, contact the Local Authority Designated Officer (LADO) based in relevant local authority's Children's Safeguarding Quality Assurance Unit

### **Safeguarding Children Partnerships**

All local authorities in England and Wales are now required by law to have a local safeguarding children partnership to bring together key agencies (social services, police and NHS) to ensure co-operation and effectiveness in working to safeguard and promote the welfare of children and young people in their area.

Listings for safeguarding children partnerships can be found on the SafeCIC website [safecic.co.uk](http://safecic.co.uk)

Alternatively, find the safeguarding children partnership in a particular local authority area by contacting the relevant local authority or searching via the internet by, for example, typing 'Bristol safeguarding children partnership' into an internet browser search bar.

### **Adult Safeguarding Boards**

For any concerns contact the Adult Safeguarding Board in the relevant UK local authority area

For a list, visit the website of SafeCIC [safecic.co.uk](http://safecic.co.uk)

[safecic.co.uk/worried-about-an-adult/2-uncategorised/60-adult-safeguarding](http://safecic.co.uk/worried-about-an-adult/2-uncategorised/60-adult-safeguarding)

Adult Safeguarding Boards are a partnership of statutory, voluntary and independent organisations that lead adult safeguarding in a local authority area and oversees how agencies work together to prevent abuse and protect adults who may be at risk of harm. These are a statutory mechanism, operating under (Section 43 and Schedule 2 of) the Care Act 2014, for ensuring that there is a robust multi-agency safeguarding framework in place and monitoring the effect this has on helping and protecting adults

### **Other UK nations**

For work in other UK nations we will abide by their regulations regarding child and adult safeguarding.

### **Police**

**DIAL 999** if a child or adult at risk is in immediate danger of harm

**Call 101** to report crimes that are not an emergency, give information or make an enquiry.

To find the contact telephone numbers for the police forces around England visit

[police.uk/contact/force-websites](http://police.uk/contact/force-websites)

## 27. Responding to concerns

We ensure that everyone in our organisation understands and knows how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

### Step One:

**If you are worried a child or adult at risk has been abused because:**

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child or adult say they are abusing someone else

### Step Two:

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead

**CONSULT,  
MONITOR  
AND RECORD**  
*Sign/Date/Time  
Include name  
and job role*

### Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

**For England only** in cases of allegations against a person with a 'duty of care' towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under 'whistle blowing', anyone can refer directly to the police or social care services and all relevant Authorities, when they are concerned the organisation is not managing safeguarding concerns appropriately.

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy that you have referred a concern.

## 28. Record keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co-signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

## 29. Handling allegations / dealing with complaints / disciplinary and grievance procedures

Our policies and procedures are in line with the statutory guidance, the relevant Regulatory Authority guidelines, and our disciplinary, complaints and grievance procedures. These will be made available to all members of staff.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO in England) and/or the police before making an open decision about the best way forward. We retain the right to suspend a member of staff whilst allegations are being investigated and advice sought.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can 'Whistle blow'.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and/or the police, (the LADO, with regards to children England only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service
- Regulatory Authority
- professional body

## 30. Bullying and harassment

Bullying and harassment is often motivated by prejudice against certain groups, for example on the grounds of race, religion, gender and disability. It can take many forms including:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.

Whether directed at children, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children or adults at risk.



We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

Reference the Code of Conduct within the Terms and Conditions section of the EFDSS website which outlines the standards of behaviour we expect and actions that will be taken if these are not met [efdss.org/efdss-about-us/terms-and-conditions](http://efdss.org/efdss-about-us/terms-and-conditions)

## **31. eSafety**

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially relevant for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc.

### **eSafety Code of Conduct:**

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

- use the internet and other forms of communication in a sensible and polite way.
- only access websites, send messages or access and use other resources that will not hurt or upset anybody.
- seek permission to use personal information or take photographs of other people.
- report any concerns to the Lead or Deputy
- be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child or adult at risk.

### **What are the risks?**

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

### **What else might be of concern?**

A child or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

### **What do I do if I am concerned?**

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay
- do not investigate
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

### **Minimising the Risks**

As appropriate to the groups we're working with, we will:

- talk to children and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, eg by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online "friends" in real life.
- make sure children and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems.
- talk about how/when information or images get on to the internet, they can never be erased.

## **32. Activities, events and visiting speakers / activity leaders**

From time to time EFDSS-run groups or projects involving children or adults at risk:

- attend outside activities
- have visitors taking part in activities within our venue
- have visitors attend our venues to undertake activities or provide specific information to our users

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events
- having a written plan in place if event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

## **33. Family events and performances**

In addition to running workshops and projects for children and adults at risk, EFDSS runs, promotes and co-promotes performance and participatory events for families - including family barn dances and ceilidhs. These generally take place at Cecil Sharp House.

For all family events run or co-promoted by EFDSS there will be at least one member of staff in attendance who has a recent Enhanced DBS Disclosure to supervise other staff who might not have been DBS checked. The 'duty of care' for children or adults at risk remains with their parents or carers who are in attendance at all times.

Staff such as stewards or café staff will not be required to have DBS checks as they will not be left alone with children.

### **34. Residential courses, performances, tours and transport**

EFDSS has detailed guidance on procedures for safeguarding young people on residential courses, performances and tours in other locations – this is particularly relevant to the National Youth Folk Ensemble and London Youth Folk Ensemble. (See Appendix 4.)

### **35. Late pick up of a child or adult at risk**

Following a course or other activity organised by EFDSS, at Cecil Sharp House or elsewhere, if children or adults at risk are not collected on time as agreed by their responsible adult, EFDSS staff must attempt to contact the parent or nominated emergency contact.

If contact is made, and a reasonable reason given, then a member of EFDSS staff should wait with the child or adult in a public area, with other staff, volunteers or parents present wherever possible, for a reasonable timeframe until collected (up to 60 minutes as a guide – depending on the time of day or evening and staff availability).

If all attempts to make contact fail then the relevant local authority Child or Adult Safeguarding team/s should be contacted and appropriate arrangements made for the child or adult at risk to be collected and looked after. It may additionally be necessary to contact the police for advice.

Staff should not:

- take the child or adult home or to another location;
- wait alone with the child or adult at the venue or in a vehicle;
- send the child or adult home with another person, without parental or guardian consent;
- leave the child or adult alone.

Parental and alternative emergency contact details for all children or adults at risk attending EFDSS courses or activities are clearly listed in the register folder. These are kept in a secure place accessible to project staff.

Where EFDSS is running a course in partnership with another organisation, EFDSS will clarify whether the responsibility for uncollected children lies with EFDSS or the partner organisation.

A written record must be made of what has occurred and stored securely

In all cases the EFDSS Designated Safeguarding Officer/s should be informed as soon as possible.

Young people independently attending a youth or other event at Cecil Sharp House will be assumed to be responsible to leave the event independently. There is no need to monitor pick up, unless another safeguarding concern overrides this.

### **36. Child or adult goes missing**

If a child or adult at risk goes missing during an EFDSS activity it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable. The child and adult at risk's parent or guardian should be informed.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care
- is an addict

The Safeguarding Lead or Deputy should be informed as soon as possible and all details and actions recorded dated timed and signed.

### **37. First Aid**

Our First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance to relevant staff on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

For more detail see EFDSS Health and Safety Policy and Procedures & Access to Cecil Sharp House 2019 [efdss.org/images/EFDSSASSETS/PDFs/EFDSS-Health-and-Safety-and-Access-Brief-2019.pdf](http://efdss.org/images/EFDSSASSETS/PDFs/EFDSS-Health-and-Safety-and-Access-Brief-2019.pdf)

### **38. Buildings and venues**

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools.

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing-in protocol
- use of keys and key pads
- toilets and changing rooms
- any outside space (eg proximity to roads, rivers, lighting when dark)
- car parks
- any other relevant issues

### **39. Statement on Policy Sharing**

EFDSS is willing to share this policy with other organisations with similar working practices.

#### **40. Policy date**

This policy was agreed and disseminated in **January 2020** and will be reviewed annually or when there are substantial organisational changes.

#### **Policy Review Date: January 2021**

Signed: *R. Elliott*

Date: 22/01/2020

Rachel Elliott (Education Director & Designated Safeguarding Officer)

Signed: *K. Spicer*

Date: 22/01/2020

Katy Spicer (Chief Executive and Artistic Director)

Signed: *Lorna Aizlewood*

Date: 22/01/2020

Lorna Aizlewood (Chair of the EFDSS Board of Trustees)

## APPENDIX 1: Policy statement on the recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), EFDSS complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly [gov.uk/government/publications/dbs-code-of-practice](http://gov.uk/government/publications/dbs-code-of-practice)
- This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- EFDSS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- EFDSS can only ask an individual to provide details of convictions and cautions that EFDSS are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- EFDSS can only ask an individual about convictions and cautions that are not protected.
- EFDSS is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- EFDSS actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- EFDSS selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- EFDSS ensures that all those in EFDSS who are responsible for the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- EFDSS also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, EFDSS ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- EFDSS makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- EFDSS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar an applicant from working with EFDSS. This will depend on the nature of the position and the circumstances and background of their offences.

## **APPENDIX 2: Policy statement on the secure storage, handling, use, retention and disposal of disclosures**

- EFDSS uses People Dancing (the Foundation for Community Dance) as an Umbrella Organisation\* in order to access the Disclosure and Barring Service to help assess the suitability of applicants and volunteers for positions of trust. (\* An Umbrella Organisation is one that countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations.)
- EFDSS complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.  
[gov.uk/government/publications/dbs-code-of-practice](http://gov.uk/government/publications/dbs-code-of-practice)
- EFDSS also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.
- Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.
- We retain indefinitely Disclosure information from employees, freelance staff and volunteers should these be needed in future provide evidence of EFDSS' Safe Recruitment procedures. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR)
- This information is stored securely as described above. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
- Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).
- We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## **APPENDIX 3: Policy on the use of recorded images**

### **Photography and filming during projects involving children and adults at risk**

The use of photography and filming is important to celebrate the successes and achievements of children and adults at risk in their lives and activities and to document and share work. However, it is vital to remember that images can be used and distributed inappropriately including online.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary and what parameters apply to taking images of projects and events
- the purpose of photos eg parents' and carers' own record, media and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited details on individuals alongside images
- taking photographs openly and away from private areas (such as changing rooms)
- considering the suitability of images (such as clothing worn, location and poses adopted etc)
- the reason, use and secure storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

EFDSS regularly takes photography and film to document projects. These photos are taken by professional and student photographers and film makers and members of EFDSS staff (most notably Education and Marketing staff).

Resulting photographs and video footage are used responsibly in print and online by EFDSS and partners (such as funders, other cultural or educational organisations, or specialist or mainstream media) in a number of ways, including, but not limited to: documentation, marketing, publicity, educational resources, archiving, fund-raising for future educational activities, use on social media, or other similar purposes.

EFDSS staff document work wherever possible using EFDSS equipment (eg camera, video camera, iPad).

From time to time EFDSS staff may use their own personal mobile telephones for ease of access and for sharing images via social media. In these situations images will be taken and used responsibly; they will be downloaded to the EFDSS shared computer server as soon as possible and then deleted from their phones.

During projects for children or adults at risk that are run by EFDSS, direct permission for film and photography is sought from parents or guardians.

During projects in or with schools or organisations (such as with health, youth or other arts organisations), EFDSS asks the school or organisation for written confirmation that it has been granted permission to photograph and film the children or adults at risk involved in the project and that it has taken responsibility for obtaining the appropriate written permission from parents or guardians (for example as part of admission procedures).

The school or organisation is also asked to inform EFDSS of any individual children or adults at risk who must not be filmed or photographed to ensure that no inappropriate images are used. No child or adult at risk is excluded from an activity should consent not be given.

If the school or organisation cannot extend this permission to EFDSS, then permission will be sought directly from parents or guardians via individual media consent forms.



Where images of children or adults at risk are used in print or online, the setting (eg school) will not be named unless we have specific permission to do so.

Individual children or adults at risk will not be named in captioning images unless we have specific reason and permission to do so (for example members of the National Youth Folk Ensemble).

In public events at which children or adults at risk are attending, such as barn dances, ceilidhs, festivals, conferences or performances, and where it is not possible to gain individual consent from everyone attending, clear signs are prominently displayed around the venue informing everyone that film or photography will be taken. Anyone objecting to being photographed, or their child being photographed, are asked to inform the EFDSS member of staff or photographer (who will be wearing a lanyard and badge for identification), who will respect their wishes.

Visitors to Cecil Sharp House are advised the following in our Terms and Conditions [efdss.org/efdss-about-us/terms-and-conditions](https://efdss.org/efdss-about-us/terms-and-conditions)

**‘Photography, filming and audio recording**

*We will generally allow the considerate taking of photographs, during EFDSS concerts or events for non-commercial use. We will inform you by signs or announcements for events where this is not permitted. However, please do not use flash photography or negatively affect the experience of other audience members, for example by obstructing their view. Venue staff have the right to ask you to stop.*

*The filming or making audio recordings of concerts or events is not permitted.*

*Participants in learning activities may, with the permission of the tutor only, be permitted to take photographs, film or make audio recordings – strictly for their own personal use.*

*EFDSS or any permitted third parties may carry out filming, photography and sound recording in or about the venue. By purchasing tickets you consent to you and your party being included in such films and recordings, and to their exploitation without payment. If you have any concerns about appearing in film or photography, please discuss this with a member of staff.*

*For information about EFDSS’ Policy on the Use of Recorded Images with children and adults at risk, please see the EFDSS Safeguarding Policy on our [Policies](#) webpage.’*

## **APPENDIX 4: Guidelines and procedures for residential courses, performances, tours and travel**

EFDSS runs two ensembles for young musicians which include young people aged under 18: the National Youth Folk Ensemble and London Youth Folk Ensemble.

This guidance relates to the activities of the National Youth Folk Ensemble during residential courses, performances and tours.

The Programme Manager for the National Youth Folk Ensemble is responsible for the well-being of young people participating in this programme. During residential courses and tours the Programme Manager is supported by and works closely with the Pastoral Lead and Pastoral Staff.

[Note: London Youth Folk Ensemble is based at Cecil Sharp House; primarily performing at locations in London but occasionally elsewhere. To date the Ensemble has not taken part in a residential or overnight tour but if it does in the future, the same guidelines as below will apply. The EFDSS Education Manager is responsible for the well-being of young people in London Youth Folk Ensemble.]

### **Pastoral Supervision**

The health, safety and wellbeing of participants is paramount.

When pastoral staff are working, they are expected to be fully competent, alert and able to deal with any emergency situations must they arise. This means they must be well rested and not consume, or be under the influence of alcohol, drugs or other illegal substances during the residential courses or tours.

Pastoral staff will be on call at all times as different members of staff may be needed for different situations.

For all residential courses and overnight tours it is essential that adequate pastoral supervision is taken into account as part of the risk assessment.

- There must always be a minimum of 2 responsible adults and the pastoral team must include at least one male and one female and two qualified first aiders.
- Pastoral staff must be no younger than 22 years of age to ensure sufficient maturity and levels of experience to fulfil this role safely.
- The recommended ratios for residential courses and tours are: a minimum of 2 pastoral staff, with 1 pastoral staff for every 12 participants aged 12-18. This is based on need and some participants may require a higher staffing ratio, such as disabled participants.
- Ratios for residential/overnight visits must take into account the need for 24-hour supervision and adequate breaks for staff.
- Music Leaders and other accompanying adults must not be factored in as responsible adults/pastoral staff on a residential course or overnight tour.

For any staff aged 19 years or under (eg trainee music educators or sound technicians), appropriate boundaries will be established in relation to their interactions with other young people. Should any pastoral issues arise, they will be dealt with by the staff member's line manager (and involving the pastoral team where necessary).

### **Residential care**

When participants are staying overnight on a residential course or part of a tour the following rules apply:

- a) Depending on the venue participants will be allocated a shared or single room. Sharing rooms is the ideal, as that helps to avoid vulnerability, unless they have an access need that requires them to have their own room. It is useful to have spare single rooms available.
- b) Shared bedrooms are same-sex only and members of the opposite sex are not permitted to enter one another's bedrooms. Wherever possible male and female bedrooms are on separate floors or areas.
- c) Transgender young people will be allocated rooms on a case by case basis in discussion with the young person, their parents or guardians, and in consideration of the gender with which they identify. Single rooms may be the most appropriate provision.
- d) Careful consideration is given to which participants are allocated to share a bedroom together. As the age-range of the Ensemble spans participants who are 14 – 19 years of age, this means that shared bedrooms may consist of young people below and above the age of 18. If any young person or parent has concerns about this, or wishes to discuss this further, they are invited to contact the Programme Manager in advance of any residencies.
- e) The same single-gender and mixed age-group arrangements apply to backstage dressing rooms when the Ensemble is performing.
- f) Pastoral staff rooms must be near to the participants, and participants must know where to find the pastoral team during the night
- g) Where possible, music leaders and other members of staff must stay in a separate area or block to the participants and ideally have a separate entrance
- h) Pastoral staff may give permission for participants to leave the premises, following risk assessment and within agreed boundaries, and ensuring that the young people remain in groups of at least three.
- i) Participants are not permitted to drink alcohol, take drugs or have sex – they will all be treated the same regardless of age to ensure parity amongst participants and a harmonious atmosphere.
- j) Participants 18 years or over will be permitted to smoke in participant-only designated areas (away from designated tutor areas) with the knowledge of pastoral staff.
- k) Tutors must not drink alcohol or smoke (including e-cigarettes) in sight of the participants and they must not become drunk or take any illegal substances.

The following guidelines must be taken into consideration on all National Youth Folk Ensemble residential courses and tours:

- a) The places on the courses are highly subsidised and a select group of participants have been chosen; they are there to learn professionalism as well as have fun.
- b) The young people need to have sufficient rest to stay healthy and ready to go back to school the following week. Downtime, a room curfew and quiet homework space are important.
- c) Keep the timetable flexible so that the staff can make timetabling decisions during the courses.
- d) Music leaders will eat and socialise with the young people, but they also need their own space and downtime.
- e) Non-musical activities must be provided for the participants
- f) Physical and acoustic health for musicians must be normalised and positively promoted during the courses

## **Consent Forms**

All participants must complete and return a signed consent form. If the participant is under 18, the form must be signed by a parent/guardian. The consent form must contain medical information, emergency contact details, access requirements and any other relevant information.

All forms must be received before the visit, in enough time for the information to be checked and acted upon. Original/signed copies of all consent forms must be taken away on the residential course/tour and

kept in a confidential folder accessible to all pastoral staff. Copies must be left at Cecil Sharp House with the Education Director or Education Administrator.

Important medical and access needs must be disclosed to the pastoral staff. Medication for participants under 18 may be given to the Pastoral Lead by the parent / guardian at the beginning of the residential course/tour for safe keeping, or parents / guardians may authorise their young person to look after it themselves. Parents are asked to inform the Programme Manager of any changes or issues affecting young people before each residential course or tour.

### **Residential course / tour file**

For each residential course/tour, a physical folder must be created and maintained by the Programme Manager. This must be kept confidential and in a secure location, but accessible and understood by all pastoral staff.

The file must contain the following:

- a) Signed consent forms for each participant
- b) Contact details for all participants and staff, including emergency telephone numbers
- c) Any medical, access and dietary requirements of participants
- d) Any other personal information or requirements including key correspondence with parents
- e) Schedule/timetable
- f) Participant room information
- g) Completed risk assessment
- h) Communication procedure
- i) Accident book and incident reporting forms
- j) Blank Child Protection Monitoring / Report Forms
- k) Registers of attendance
- l) Child protection policy
- m) Lanyards

### **Risk Assessment**

A thorough risk assessment must be carried out before the start of a residential course/tour and safety guidelines produced. EFDSS has a risk assessment template that must be used. A risk assessment must also be requested from the venue.

Risk assessments for residential venues are updated as part of the Programme Manager's advance visits.

Regarding performance venues, including festivals, as we are rarely able to visit in advance, we request them to send us their venue / festival risk assessments in advance from which we can draw information to add to our own. We also read up as much information as we can on their websites. Sometimes they do not send us this information in advance, or at all so in those circumstances the Programme Manager and Pastoral Lead will update our generic performance risk assessment on arrival at the venue or festival using briefing information from festival / venue staff, coupled with our own observations and checks.

### **Emergency procedure and incident reporting**

All residential courses and tours must ensure a first-aider is available at all times.

In the event of an injury to a young person caused by an accident/incident, the following steps must be taken:

- a) Check for and eliminate any hazards that may cause further injury
- b) Assess the injury
- c) Treat if necessary or seek further advice
- d) If further medical attention is needed, call for medical help or transport to the nearest medical facility, with appropriate pastoral support accompanying. This must be a minimum of one member of pastoral staff and ideally two adults. If no second adult is available, the second person could be another young person acting as a peer chaperone.

- e) Take along the person's consent form and relevant EFDSS insurance documents
- f) Ensure that the Programme Manager and Pastoral Lead are informed
- g) Ensure that the remainder of the group have sufficient pastoral support
- h) Assess the seriousness of the incident and inform the Education Director if necessary
- i) Inform the emergency contact if necessary
- j) Complete the accident/incident form
- k) Record the accident/incident in the daily report

### **Communication system**

It is important that the communication system between staff is clear and that parents/guardians and participants know who to contact in case of emergency.

- a) Mobile phone signal strength must be considered before or at the start of the visit, as part of the risk assessment.
- b) There must always be a minimum of two mobile phones between pastoral staff.
- c) Parents / guardians are given a landline number wherever the venue has one, as well as an email address, as alternative forms of communication for use in urgent / important matters and that staff have access to at all times.
- d) One mobile phone must be the dedicated staff telephone number, given to all participants and parents/guardians to use in case of emergency.
- e) The staff mobile phone must be switched on and looked after by a member of staff at all times.
- f) Staff personal mobile numbers must not be shared with participants or parents.
- g) Rules regarding personal mobile phone usage by participants must be outlined at the start of the residential course/tour.
- h) Mobile phone numbers and emergency contact details must be stored in the residential course/tour file.
- i) The Education Director and Education Administrator must have access to all relevant files and contact details relating to the residential course/tour. Their details must be given to the venue(s) and parents/guardians in case of emergency.

### **Transport**

Transport arrangements must be planned in advance where possible and included in the risk assessment. Contingency plans must be made in case of emergency whilst travelling and included in the risk assessment.

A member of the pastoral care team must have access to a car in case of emergency. If necessary to transport a young person in a car, the pastoral staff must not travel alone with the young person and they must take with them another adult or, if no adult is available, a young person as a peer chaperone.

The following must be in place:

- drivers and vehicles involved in transporting young people must be suitable ie recruited under safeguarding recruitment procedures
- drivers must be suitably qualified to drive the required vehicle
- insurance regarding business use and comprehensive insurance
- a written record of all drivers and vehicles involved with the project
- be certain the vehicle is roadworthy and suitable for transporting each individual
- the vehicle must have suitable and age appropriate seat belts, booster seats and wheelchair anchor points as relevant
- written permission to transport young people from parents or carers
- a written record of who is being transported and who is driving, when, where to and return, with collection and return times being specified
- provide all people transporting and being transported with an emergency contact number

Where transport is hired to transport ensemble members to attend performances or events, we use taxi, private vehicle hire (PVH), and coach hire firms that DBS check drivers and our pastoral staff will travel with them.

No children under 18 years of age will travel in a taxi without a member of staff or peer over 18 years of age.

We will plan the journey regarding:

- time, distance and stopping points and whether another driver might be required
- the possible need for extra supervision
- emergency procedures

When travelling with young people, especially on public transport, the following must be considered:

- Implement a buddy system
- Split into smaller groups
- Carry out regular head counts or registers
- Specific clothing for easy identification, such as t-shirts
- Clarify arrangements if an individual or individuals gets accidentally separated from the group.

## APPENDIX 5: EFDSS Child and Adult Safeguarding Concern Record Form

Use this form for recording child or adult safeguarding concerns, including suspected abuse, and return promptly to the EFDSS Designated Safeguarding Officer or Deputy. This form should only be filled in with information **already** known; be careful not to ask leading questions. Fill in factually. It should be filled out as soon as possible, on the same day and stored in a secure place until forwarded to the appropriate person or agency.

<b>Name of the Child or Adult about whom there's a concern (including any names known)</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Name of Parent or Carer and contact details</b>	
<b>Any special needs known; including medical/disability/language/etc.</b>	
<b>Nature of concern</b>	
<b>Name and details of any other children in family</b>	
<b>Name and details of any other significant adults in family</b>	

<b>Action Taken</b>	<b>Detail here agency contacted, who spoken to and any timescales/actions given</b>
<b>Lead or deputy person's action and reason for taking it OR Why no action has been taken</b>	<b>Time &amp; Date</b>
<b>Name of organisation, address and phone numbers/e-mails:</b>	
<p>To be completed by the concerned person</p> <p><b>Signature:</b></p> <p><b>Print Name:</b></p> <p><b>Job Title/Role:</b></p> <p><b>Date:</b></p>	
<p>To be completed by Lead/Deputy person for Safeguarding:</p> <p><b>Signature:</b></p> <p><b>Print Name:</b></p> <p><b>Job Title/Role:</b></p> <p><b>Date:</b></p>	

**Please continue overleaf or on separate piece of paper if needed.**



## APPENDIX 6: eSafety Referral Flowchart

