



English Folk Dance and Song Society

**Child and Adult Safeguarding
Policy & Procedures**

March 2023

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

We champion folk music, dance, and related arts at the heart of England's rich and diverse cultural landscape.

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 2500 members worldwide. It is a Registered Charity and as such falls under the regulatory framework of the Charity Commission. We receive 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 around England as well as at Cecil Sharp House. This work includes running the National Youth Folk Ensemble, London Youth Folk Ensemble and our Inclusive Folk programme for disabled young people. Educational and participatory activities are led by EFDSS staff, freelance artists, practitioners, and occasionally supported by volunteers.

**English Folk Dance and Song Society
Cecil Sharp House
2 Regent's Park Road
London NW1 7AY**

T: +44 (0) 20 7485 2206 | education@efdss.org | info@efdss.org

www.efdss.org

Registered Company No. 297142

Charity Registered in England and Wales No. 305999

Acknowledgement:

As a member of SAFEcic EFDSS wishes to express thanks for permission to use the SAFEcic template safeguarding policy, procedures, and associated flowcharts in creating this document, as well as for their scrutiny of the draft policy and ongoing advice. SAFEcic is a not-for-profit organisation, dedicated to improving safeguarding for everyone. www.safecic.co.uk

Contents

1. Terms of reference	6
2. Safeguarding Policy Statement.....	6
3. Equal Opportunities Statement.....	6
4. Definition of a child or young person	7
5. Definition of an adult at risk	7
6. Definition of EFDSS staff	7
7. Policy Aim	7
8. SAFEcic Recommendations.....	8
9. EFDSS Designated Safeguarding Leads	8
EFDSS Designated Safeguarding Lead (DSL):	8
EFDSS Deputy Safeguarding Leads:	8
Additional Senior Leads	9
10. Why do we need a safeguarding policy?.....	9
11. Data protection.....	9
12. Confidentiality.....	10
13. Whistleblowing	10
14. Information sharing	10
15. Safer recruitment.....	10
Employees	10
Freelance staff	12
University and college students on placement	12
School work experience	12
Volunteers	13
Trustees	13
Disclosure and Barring Checks.....	13
16. Induction and training	15
17. Consent.....	15
18. Safe deployment of staff	15
19. Staff ratios to children and adults at risk.....	16
20. Lone and one-to-one working	16
21. Young people or adults at risk who work in our organisation.....	17
22. Organisations hiring space at Cecil Sharp House.....	17
23. Performances by children and young people	17
Child performance licensing	17

EFDSS' BOPA.....	18
Licensed child chaperones.....	18
24. Code of Conduct	18
Guidelines.....	19
Safe Touch	21
Guidance on physical restraint.....	22
25. Recognising abuse in children and adults at risk.....	22
Abuse of children and adults at risk	23
26. Handling and reporting disclosures, observations, or concerns	24
27. Guidance on responding to a child or adult at risk disclosing abuse.....	25
28. Work in schools and other third-party settings.....	25
29. Work in Camden	26
30. Work in other local authority areas in England	26
Safeguarding Children Partnerships	26
Safeguarding Adults Boards	26
Other UK nations	26
31. Responding to concerns	27
32. Record keeping	28
33. Handling allegations against staff / dealing with complaints / disciplinary and grievance procedures .	28
34. Bullying and harassment.....	28
35. eSafety	29
eSafety Code of Conduct:.....	29
What are the risks?.....	29
What else might be of concern?	30
What do I do if I am concerned?	30
Minimising the Risks.....	30
36. Outside activities, events and visiting speakers or activity leaders	31
37. Family events and performances.....	31
38. Youth events	31
39. Residential courses, performances, tours and transport	32
40. Late pick up of a child or adult at risk.....	32
41. Child or adult at risk goes missing	33
42. First Aid.....	34
43. Buildings and venues	34

44. Ethical fundraising	34
45. Statement on Policy Sharing.....	35
46. Policy date.....	35
APPENDIX 1: Policy statement on the recruitment of ex-offenders	36
APPENDIX 2: Policy statement on the secure storage, handling, use, retention and disposal of disclosures	37
APPENDIX 3: Policy on the use of recorded images	38
APPENDIX 4: Guidelines and procedures for residential courses, performances, tours and travel	40
Pastoral Supervision	40
Residential care	41
Consent Forms.....	42
Residential course / tour file	42
Risk Assessment.....	42
Emergency procedure and incident reporting	43
Communication system	43
Transport	44
APPENDIX 5: EFDSS Child and Adult Safeguarding Concern Record Form.....	45
APPENDIX 6: eSafety Referral Flowchart.....	47
APPENDIX 7: Safeguarding Guidelines for Online Learning.....	48

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 does not 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 EFDSS Code of Conduct which applies to users of Cecil Sharp House (see section on Organisations Hiring Space at Cecil Sharp House).

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 in section on Recognising Abuse in Children and Adults at Risk 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 one of the Deputies, if the Lead is unavailable).

Our policy is approved by our Senior Management Team and Trustees and is reviewed and updated annually. We publish and promote this policy to all staff, paid and unpaid, through induction, training and supervision. We endeavour to disseminate this policy to all who come into contact with our organisation such as children, young people, adults at risk, their parents and carers, families, and others such as organisational partners and fundraisers. We make this policy publicly available and downloadable from the EFDSS website.

3. Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of differences which include (but are not limited to) these:

- 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 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 2022); The Care Act 2014; and Equality Act 2010.

As members of SAFEcic, we strive at all times to attain the best safeguarding practice 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's Insurance Policy includes Public Liability Insurance which covers all our activities, as well as Trustees' and Directors' Indemnity, and Professional Indemnity.

8. SAFEcic Recommendations

In order to attain the highest standards of safeguarding practice, everyone needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFEcic policies and procedures that we can all be confident that we have done everything we can to safeguard the children, young people and adults at risk in our care.

9. EFDSS Designated Safeguarding Leads

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 Lead (DSL):

Rachel Elliott - Education Director

Tel: 020 7485 2206 extension 236

Email: rachel@efdss.org

The EFDSS Designated Safeguarding Lead'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 Leads:

Sarah Jones - National Youth Folk Ensemble Programme Manager (until 5 May 2023)

(National Youth Folk Ensemble and related activities)

Tel: 020 7485 2206 extension 235

Email: sarah.jones@efdss.org

Charlotte Turner - Education Manager

(Youth, family and adult learning at Cecil Sharp House)

Tel: 020 7485 2206 extension 240

Email: charlotte@efdss.org

Elizabeth Tobald - Venue Operations Manager

(Front of House team at Cecil Sharp House)

Tel: 020 7485 2206 extension 219

Email: elizabetht@efdss.org

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

When working away from the office the EFDSS Designated Safeguarding Lead or Deputies can be contacted by relevant staff via mobile telephone. These numbers are available for employees via Spektrix (the EFDSS contacts database) and freelancers are given contact mobile numbers.

Additional Senior Leads

- Senior members of the organisation at Chief Executive and Trustee level take overall leadership responsibility for EFDSS' safeguarding arrangements.
- They 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.

Katy Spicer - Chief Executive and Artistic Director Tel: 020 7485 2206 extension 227

Email: chief-executive@efdss.org

Laura Jones - Trustee with responsibility for safeguarding

Email: safeguardingtrustee@efdss.org

10. 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

11. Data protection

We treat any personal information by which an individual can be identified (ie name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK 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 <https://www.efdss.org/policies/2-general/180-privacy-policy>

12. 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 overrides any obligations of confidentiality 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.

13. 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 promotes the sharing of any concerns regarding the safeguarding of children, young people, and adults at risk as soon as possible with the Lead or Deputies for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon we support their right to report these concerns to social care services, the police, the Local Authority Designated Officer (LADO) (England and Wales only) or the Charity Commission (<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer#what-to-report-to-the-charity-commission>)

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

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

14. 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 when necessary with the relevant external agencies.

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

15. 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.

Employees

We apply the following procedures for all paid employees 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 or education establishment. 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, Zoom, or other video call, telephone, or similar technology. A face-to-face meeting will take place prior to commencement of employment for all regulated roles.)
- ensuring at least one person on each interview panel for all roles involved in working with children or adults at risk is trained in Safer Recruitment procedures. The EFDSS Business Development and 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
- 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 (for all paid staff, including freelance and contractors)
- fitness to work as relevant
- satisfactory proof of identity (name, date of birth and current address) – a secure log of what items were seen, by whom, and on what date will be noted.
- for roles which are exempt from the Rehabilitation of Offenders Act (ROA)1974 as amended, we will ask for details of: any unspent convictions, and any spent cautions or convictions which are not eligible to be filtered. For roles covered by the ROA as amended, we will ask for details of unspent convictions and/or unspent conditional cautions only. EFDSS will use the appropriate declaration form to ask for this information. (Important: for more information, please read the EFDSS Policy on the Recruitment of Ex-Offenders – Appendix 1)
- satisfactory DBS check at the appropriate level for people living in England and Wales (as relevant to the role) - (refer to: www.gov.uk/dbs). See section on DBS checks below for more details on EFDSS' procedures, including checks on people living outside England or Wales.
- signing a written contract

Freelance staff

In some cases, freelance staff are appointed on recommendation for short-term or occasional projects with children and adults at risk, as opposed to applying to an advertised vacancy. However, before taking up their work with us, our commitment to safeguarding will be made clear and they will be subject to the remaining safe recruitment procedures as for employees above.

Freelancers who are delivering a one-off session only, such as a guest artist, tutor, or caller at one of our youth events, do not have unsupervised contact with young people or adults at risk as there will always be at least one DBS-checked member of staff supervising the activity. Therefore, following a thorough risk assessment it may be decided that it is not necessary to subject them to all the above checks. They must however abide by EFDSS' Safeguarding Policy and Code of Conduct and be given an appropriate briefing to ensure safe practice.

University and college students on placement

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

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.

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.

Any safeguarding concerns are reported back to the safeguarding lead at the institution.

School work experience

EFDSS regularly hosts school-based work experience placements for young people.

EFDSS ensures that:

- students receive adequate supervision and monitoring and are given responsibilities appropriate to their age, ability, skills, knowledge, and experience.
- any safeguarding concerns are reported back to the safeguarding lead at the school or college.
- a risk assessment is in place for the work experience placement which is shared with the institution.
- child employment hours are adhered to (see <https://www.gov.uk/child-employment>), referring to the relevant local authority for guidance.

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.

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 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 several 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 Enhanced DBS check for Child workforce

Disclosure and Barring Checks

- Prior to appointment of staff who work with children or adults at risk, or have access to their records, or their managers, they will be asked to apply for an Enhanced DBS certificate from the Disclosure and Barring Service (DBS) or show an existing original certificate.

- Copies or scans of DBS certificates will not be accepted as it is essential to have sight and touch of the originals. These will need to be presented in person or sent in the post (using a secure method such as Royal Mail's Signed For service is recommended).
- EFDSS can only accept an existing DBS check if the person has *also* signed up to the DBS Update Service in relation to that check, *and* if the post requirements match the level of their existing DBS check.
 - In these circumstances, EFDSS will also look up their record on the Update Service to check whether the status has changed since the date of issue which may indicate new concerns. If the status has changed, 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, in some circumstances, 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. The date and person conducting the check is logged. 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 people living outside England or Wales, different procedures apply:

- People living in Scotland - and working with EFDSS in England (most likely tutors working on short-term projects with the National Youth Folk Ensemble or other youth activity) will be required to have a DBS check. (Note: EFDSS has sought advice from the DBS and Disclosure Scotland to confirm that this is the most appropriate course of action to safeguard young people and follow each of the nation's different criminal record 'filtering' rules.) In certain circumstances, Disclosure Scotland's PVG scheme, at the appropriate level, or may be an acceptable alternative to a DBS check (refer to: <https://www.mygov.scot/pvg-scheme/>).
- People living outside the UK - the application process for 'Certificates of Good Character' varies from country to country. (For the latest Government guidance visit <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>).
- It is important to note though that most overseas arrangements are not as thorough as the DBS checking process so, depending on the nature of the post (for example if due to be working as a guest freelance tutor on a brief contract for a course of a few days), it may be more appropriate to

rely on a thorough risk assessment and other mitigation measures such as increased supervision and ensuring they are never alone with young people or adults at risk.)

- If the person will be moving to the UK to take up a post with EFDSS, they should be subject to the relevant UK check (DBS check in England and Wales) as soon as they have a UK address.
- UK nationals, or people who have previously lived in the UK, and wish to work or volunteer with children abroad, or people who have lived abroad for extensive periods of time and are applying for work in the UK, may require and be able to obtain the International Child Protection Certificate (ICPC). (Further information: <https://www.acro.police.uk/ICPC/>)

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

16. 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, receive a thorough induction as soon as possible against an agreed checklist 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.

All staff are appointed with a probationary period of 3 – 6 months depending on the role. Following successful completion of probation, we agree annual reviews with clear goals as appropriate to the role with their line manager, and ensure regular ongoing supervision mentoring, coaching and support. .

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

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

17. 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.

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.

18. 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.
- EFDSS staff do not make home visits (if this changes in the future, appropriate guidelines will need adding to this safeguarding policy).

19. Staff ratios to children and adults at risk

There must always be a *minimum* of two responsible adults 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)

20. 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 as the 'duty of care' and insurance liability lies with that organisation. 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 at risk's 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. The young person must be positioned closest to the door to avoid the adult forming a barrier to exiting the room.)

All one-to-one sessions as part of online learning activities, are held in an EFDSS Zoom (or other video technology account), with another DBS-checked member of EFDSS staff able to drop in at any time. (See Guidance on Online Learning in Appendix 7.)

21. Young people or adults at risk who work in our organisation

All young people under 18, or adults at risk, who are undertaking paid work, volunteering, 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 Lead 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.

We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young person working with us and, in the case of performances, if a child performance licence is required. (See section on Performances by children and young people.)

22. 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 EFDSS Code of Conduct which applies to users of Cecil Sharp House, which has its own page on the EFDSS website www.efdss.org/code-of-conduct.

23. 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); and / or if there is a live broadcast, or the performance is being recorded for future performance; and / or 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

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.

Further information can be found at www.gov.uk/apply-for-child-performance-licence

EFDSS' BOPA

EFDSS has been granted a Body of Persons Approval (BOPA) by the Department for Education (DfE) to cover EFDSS-organised youth performance activities as a blanket child performance licence. This is renewable on an annual basis by application to the DfE. The EFDSS BOPA only applies to performances where no payment, except expenses, is made to a child or to anyone else on their behalf - if it were, a licence would have to be obtained from the child's home authority. EFDSS must inform the relevant local authority of the venue when performances are taking place and EFDSS must ensure all its youth performances comply with child performance licence requirements.

A BOPA does not authorise absence from school for any child involved in the performances. In these cases, the child's absence must be approved by their school and a licence obtained from their local authority.

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 must ensure that there are always the required number of licensed chaperones present at our youth performances where there are school-aged young people performing. This will be a minimum of one licensed chaperone per 12 school-aged young people performing. Chaperones have undergone local authority licensed chaperone training, have Enhanced DBS checks, and are registered with the local authority where they live.

However as stated above (see section on Staff Ratios to Children and Adults at Risk), regardless of the size of the group, there must always be a *minimum* of two responsible, DBS checked members of staff present who are responsible for the welfare of the young people.

Wherever possible we reflect the gender balance of our young performers for mixed gender groups by having one male and one female licenced chaperone / responsible member of staff present.

24. 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 feelings
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with parents and carers
- only use physical contact if absolutely necessary and use safe touch principles. (See section on Safe Touch below)
- 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, or as part of an agreed plan by staff trained in the use of a particular restraint. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy for safeguarding and to the relevant manager. (See section on Guidance on Physical Restraint below)
- follow our safeguarding policy at all times
- abide by the EFDSS Code of Conduct www.efdss.org/code-of-conduct
- ensure clear behaviour guidelines and codes of conduct are in place for the young people we work with
- 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. These guidelines are in addition to the good practice expected in terms of health and safety and professional arts facilitation.

During and in connection with EFDSS activities, staff must:

- 1) Behave in an appropriate manner and always maintain professional boundaries.
- 2) Be a role model, consistently maintaining high standards of behaviour, remembering that young people learn by example.
- 3) Avoid spending time alone with children or adults at risk, away from others. Meetings or any other interactions with individual children or adults at risk 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.
- 4) Ensure that one-to-one music tuition (or similar coaching) for a sole child or adult at risk takes place in a room with a glass panel or window in the door and someone responsible knows you are there.

On rare occasions when this is not possible, the door to the room must be left partly open. The young person should be positioned closest to the door so that the adult doesn't form a barrier to exiting the room (either intentionally or unintentionally).

- 5) Agree all one-to-one sessions in advance with the project leader or manager.
- 6) Follow EFDSS' Guidelines for Online Learning (Appendix 7) for virtual learning activities.
- 7) Never 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.
- 8) Never 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).
- 9) Never 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.
- 10) Never accept money from participants. Explain that this is EFDSS policy to help ensure they don't feel offended. If they wish to make a charitable donation, inform them of EFDSS' online fundraising pages.
- 11) Avoid accepting gifts from participants. If accepted, you must report this to the project manager and this will be logged.
- 12) Never 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 where it is essential to give money, the project manager must be informed and this must be logged.
- 13) Never borrow money or items from EFDSS participants.
- 14) Never 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.
- 15) Never use your personal email address to communicate with participants who are children or adults at risk, or their parents, guardians or carers.
- 16) Never 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.
- 17) Never 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.

- 18) 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.
- 19) Ensure that personal relationships with other leaders do not affect your leadership role.
- 20) Never engage in sexually provocative or rough physical games, including boisterous play.
- 21) Never allow children or adults to use inappropriate language unchallenged.
- 22) Never make sexually suggestive comments in front of, about, or to, a child or adult, even in fun.
- 23) Never let allegations made by a child or adult at risk go without being addressed and recorded.
- 24) Never deter children or adults at risk from making allegations through fear of not being believed.
- 25) Never do things of a personal nature for children or adults at risk that they can do themselves.
- 26) Never invite a child or adult at risk to visit or stay with you at home.
- 27) Never jump to conclusions about others without checking facts.
- 28) Never rely on your own good name to protect you.

Safe Touch

All EFDSS staff must 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 or joining hands in a social folk dancing activity, 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.
- EFDSS staff do not give any intimate personal care as this does not fall within the remit of our work. If this was to change, the relevant training and procedures would need to be put in place.

Guidance on physical restraint

- Restraint must only be used as an emergency action to protect from harm. (EFDSS staff are not trained in the use of particular forms of restraint as part of agreed care plans.)
- It is therefore 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.
- Proper records of all such incidents should be written down on the Safeguarding Report Form, 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 Lead or Deputy. A proper record of this is kept and parents or guardians are informed.

25. 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 is important to be observant, listen to what is being said and record – eg is what you are observing and being told about an injury consistent with the injury?

Abuse includes, but is not limited to, the following forms of child and adult abuse which is given for guidance only:

Abuse of children and adults at risk

It is broadly accepted that abuse of children and adults at risk 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:

- Abuse related to faith or belief
- Alcohol and Substance misuse
- Breast Ironing (ie when young girls' breasts are flattened to delay their development)
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including 'honour' based abuse, and children affected by domestic abuse regardless of whether or not they have been present during violent incidents
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Hate and 'mate' crime
- Hazing and initiation rites (ie humiliating, dangerous or even illegal initiation activities)
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Psychological

- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking

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; has drug or alcohol problems; or be frail.

People experiencing barriers to communication 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.

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/)

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>

26. 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 Lead.

In an emergency do not delay: DIAL 999 if a crime has been committed, or a child or adult at risk is in immediate danger of harm

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

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 the Safeguarding Monitoring Report Form - Appendix 5 – also at www.efdss.org/policies)
- pass the form (and any original informal notes you may have made) securely to the EFDSS Designated Safeguarding Lead (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 Lead or Deputies, 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.

27. 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 – always avoid asking leading 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.
- Use the Safeguarding Monitoring Report Form and pass this securely and confidentially to the Safeguarding Lead or Deputy. (See Appendix 5, also at www.efdss.org/policies)

28. 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 Lead. In a school the Designated Safeguarding Officer is usually head teacher or another senior member of staff (eg deputy head or assistant head).

29. Work in Camden

If any concerns need reporting during activity in the London Borough of Camden contact:

- Child Safeguarding (Children and Families Contact Team) - Multi-agency Safeguarding Hub (Camden Council) Tel: 020 7974 3317; LBCMASHadmin@camden.gov.uk
- Adult Safeguarding (Access and Support Team for Adult Social Care) Tel: 020 7974 4000 (option 1); adultsocialcare@camden.gov.uk
- Children and Adults - Emergency Duty Team (evenings and weekends) Tel: 020 7974 4444
- Staff – for concerns regarding staff contact: Camden’s Local Authority Designated Officer (LADO) (Principal Social Worker) Tel: 020 7974 4556. More information: <https://cscp.org.uk/professionals/managing-allegations-against-staff-and-volunteers-lado/>
- Camden Safeguarding Children Partnership www.cscp.org.uk 020 7974 6658/1276; cscp@camden.gov.uk
- Camden Safeguarding Adults Partnership Board www.camden.gov.uk/safeguarding-adults

30. 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 in the ‘Find Your Local Authority’ search function gov.uk/find-local-council
- The local authority in which the child or adult at risk normally lives should be contacted for reporting concerns. (A project may be attended by participants from numbers of local authorities.)
- For concerns regarding staff, contact the relevant Local Authority Designated Officer (LADO).

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. Alternatively, find the safeguarding children partnership in a particular local authority area by contacting the relevant local authority or searching via the internet for eg ‘Bristol safeguarding children partnership’.

Safeguarding Adults Boards

For any concerns contact the Adult Safeguarding Board in the relevant UK local authority area. Adult Safeguarding Boards are a partnership of statutory, voluntary and independent organisations that lead adult safeguarding in a local authority area. For a list, visit: <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/>

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 crime has been committed, or 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 details for police forces around England visit police.uk/contact/force-websites

31. Responding to concerns

Safeguarding Referral Flowchart

We ensure and emphasise 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, Deputy and Additional Senior Lead 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 this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then report to Additional Senior Lead (EFDSS Chief Executive or Trustee for Safeguarding) (See section on EFDSS Designated Safeguarding Leads for names and contact details.)

**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's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

For England and Wales, in cases of allegations against a 'person of trust' 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, social care services, LADO, the Charity Commission, Protect, or the NSPCC (child concerns only), when they are concerned the organisation is not managing safeguarding concerns appropriately.

**Any consultation should not delay a referral.
In an emergency do not delay, dial 999.**

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 of your organisation that you have referred a concern.

32. 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 (Appendix 5 and online at www.efdss.org/policies)
- of sufficient details of child, young person or adult at risk to identify the 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 on the dedicated secure server by the Lead or Deputy for Safeguarding.

33. Handling allegations against staff / 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 or Wales) 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 must inform the Additional Senior Lead (EFDSS Chief Executive). If there is a belief that the concern has not been taken seriously or acted upon then anyone can 'Whistle blow'. (See section on Whistleblowing.)

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 in England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals as relevant to the:

- Disclosure and Barring Service
- Charity Commission (in cases where a serious incident has arisen)

34. Bullying and harassment

Bullying and harassment 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

- is often motivated by prejudice against certain groups of people, for example on the grounds of race, religion, gender and disability

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. If children, young people or adults at risk are engaging in bullying or harassment, it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

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 who will take the appropriate action
- 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 on the EFDSS website which outlines the standards of behaviour we expect and actions that will be taken if these are not met www.efdss.org/code-of-conduct

35. eSafety

Why do we need to include eSafety?

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so 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. Government guidance is clear, that all organisations working with children, young people and adults at risk, families, parents and carers have responsibilities. It is also important to remember that children, young people and adults at risk can also abuse and such incidents fall within the remit of this policy.

eSafety Code of Conduct:

Everyone in our organisation must abide by our eSafety code of conduct and agree to:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody
3. seek permission to use personal information or take photographs or film of other people
4. report any concerns to the Lead or Deputy Safeguarding Leads
5. not maintain confidentiality if there is a concern about the welfare of a child or adult at risk
6. follow EFDSS Safeguarding Guidelines for Online Learning (Appendix 7)

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
- sharing nudes or semi-nudes
- viewing or receiving unacceptable material such as inciting hatred or violence

- sending bullying messages or posting malicious details about others
- ignoring copyright law by downloading for example, 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 or with whom 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 device for long periods and at all hours
- clears the browser or 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, by text messaging, or social media
- 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 tutor or pastoral 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 age and nature of the groups we work with, we will:

- talk to children and adults at risk about what they are accessing online
- ensure we abide by the specific and varied age restrictions for different social media providers
- explain the risks of giving out personal details online
- brief children and adults at risk on the safe use of social media we may use as part of our work (eg Instagram) – for example if young people are involved in social media ‘takeovers’
- 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 (eg National Crime Agency's CEOP Education team's website www.thinkuknow.co.uk/)
- talk about how/when information or images get on to the internet, they can never be erased.
- keep an eye out for children and adults at risk who appear to be using mobile devices excessively, furtively or appear distressed in relation to use, and follow up any concerns as with any other safeguarding matter.

36. Outside activities, events and visiting speakers or 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 for children or adults at risk
- ensuring there is clear agreement on lines of responsibility between EFDSS and any other organisations running activities
- having a written plan in place if event or activity has to be cancelled (particularly at short notice)
- 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

37. Family events and performances

In addition to running workshops and projects for children and adults at risk, EFDSS runs, promotes, and occasionally 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 an Enhanced DBS Disclosure to supervise other staff who might not have been DBS checked.

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

The 'duty of care' for children or adults at risk lies with their parents or carers who are there at all times.

38. Youth events

In addition to running workshops and projects for children and adults at risk, EFDSS runs, promotes and co-promotes performance and participatory social youth events for young people to attend independently – these include Youth Ceilidhs (sociable dance events), The Young Folk Club, and occasionally other events. These generally take place at Cecil Sharp House or online. (For online events see Appendix 7).

For dedicated youth events run or co-promoted by EFDSS there will be at least two members of staff in attendance who have Enhanced DBS Disclosures to supervise the young people and other staff who might not have been DBS checked. The 'duty of care' for young people lies with EFDSS and, if relevant, any

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

Tickets for these events can be purchased or booked in advance – this is encouraged for in-person events and essential for online events. However, for in-person events young people may turn up on the day without pre-booking.

For online events, a simple registration form captures the young person's name, email address, age, access needs, and the contact details of a parent or guardian in the event of an emergency (for young people under 16). This needs to be completed for the young person to attend. A similar form is used for in-person events.

Where photography and filming may take place at the event, including for sharing on EFDSS or partner organisations' social media, this will be made clear in the event information and via posters at the venue or via Zoom announcements when online. This will be done responsibly following our Policy On the Use of Recorded Images (Appendix 3).

Young people independently attending a youth or other event at Cecil Sharp House will be assumed to be responsible to leave the event independently.

39. 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.)

40. 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 be advisable to contact the police for advice.

Staff should not:

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

41. Child or adult at risk goes missing

If a child or adult at risk goes missing during an EFDSS activity a thorough search of the immediate area should be undertaken and it should be reported to the police within no later than 20 minutes if they cannot be found. Dial 999 where there is a concern that they cannot be found or are vulnerable. The child or adult at risk's parent, or guardian should be informed. See the procedure below for more detail:

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
- has an addiction

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

The following procedure must be followed:

- 1) **Continue to supervise all other children / participants** while searching for the missing.
- 2) **Organise and conduct a search of the premises and surrounding area by the remaining responsible adults** – allocating each individual to a specific area. Request that everyone reports back after an agreed short time, dependent on the size of the area being searched.
- 3) **Contact the child / participant's parents or guardians**, if they cannot be found after a good search of the immediate area.
- 4) **Report the concern to the police no later than 20 minutes after the initial missing person report** - if still unsuccessful.
- 5) **Follow police guidance and maintain close contact with them.**
- 6) **Report the incident to the Designated Safeguarding Lead.**
- 7) **Make a note of the circumstances in which the person went missing** - their physical appearance, and clothing – this will be required by the police (any photos taken at the event could be useful too).
- 8) **Inform all adults involved if the missing person is located (parents, searchers, police).**

Note: Above guidance taken from the Child Protection in Sport Unit <https://thecpsu.org.uk/>

42. 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 on the Policies webpage of our website. <https://www.efdss.org/policies>

43. 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

44. Ethical fundraising

We are committed to our fundraising being:

- **Legal:** all fundraising must meet the requirements of the law.
- **Open:** fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** fundraisers must demonstrate respect whenever they have contact with any member of the public.

45. Statement on Policy Sharing

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

46. Policy date

This policy was agreed and disseminated in **March 2023** and will be reviewed annually or sooner when there are substantial organisational changes.

Policy Review Date February 2024

Signed: *R. Elliott*

Date: 18 March 2023

Rachel Elliott (Education Director & Designated Safeguarding Lead)

Signed: *K. Spicer*

Date: 18 March 2023

Katy Spicer (Chief Executive and Artistic Director)

Signed: *Lorna Aizlewood*

Date: 18 March 2023

Lorna Aizlewood (Chair of the EFDSS Board of Trustees)

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

- This appendix applies to EFDSS 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). Disclosure rules for criminal records are commonly referred to as 'filtering'. For the current law that must be applied in recruitment refer to: www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide
- 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. 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 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. Disclosures are only seen by panel after short-listing.
- 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, eg 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 DBS criminal record check aware of the existence of the DBS Code of Practice, this Policy on the Recruitment of Ex-Offenders, and makes a copy available on request (publicly available on our website: www.efdss.org/policies)
- 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
- 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, or equivalent secure online server, 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, burning or digital equivalent. While awaiting destruction, certificate information will not be kept in any insecure receptacle (eg 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 (especially digital) can be used and distributed inappropriately including online, and that their storage and use must comply with the UK GDPR

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 necessary identifying details alongside individual's photos in newspapers, websites etc
- taking photographs openly and away from private areas (such as changing rooms, toilets etc)
- considering the suitability of images - such as clothing worn (eg swimsuits), location and poses adopted etc
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which also identifies the purpose and use of any images
- the reason, use and secure storage of all photographs and films
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained.

The above guidance applies to any photographic and filming equipment including mobile phones, digital or video cameras etc. The type of equipment and the equipment's owner should also be recorded on the registration form.

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

'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 consider 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).

Daily reports must be completed for each day of the course (within 24 hours of the end of the day) by the Pastoral Lead in consultation with the other pastoral staff, Programme Manager, and course tutors. These are an important record of activities, to capture successes, and most importantly, to note issues of concern and actions taken to ameliorate them. These daily reports are shared with the Safeguarding Lead / Education Director as an additional level of supervision.

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 and participants' needs, participants will be allocated a shared or single room. It is useful to have spare single rooms available to meet specific participants' needs.
- 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 / Non-binary young people will be allocated rooms on a case-by-case basis in discussion with the young person and their parents or guardians. Single rooms may be the most appropriate provision.
- d) Careful consideration is given to which participants are allocated to share a bedroom together.
- e) Shared bedrooms do not mix young people under 18 with those over 18 years of age.
- f) Wherever possible, the same the same considerations and arrangements made for residential room allocation regarding gender identity and age group will apply to backstage dressing rooms when the Ensemble is performing. However, in some cases (eg smaller festivals, venues, shopping centres) there are fewer or no changing facilities so the young people are asked to come to the performance dressed ready to perform so their modesty and privacy is not compromised.
- g) Pastoral staff rooms must be near to the participants, and participants must know where to find the pastoral team during the night
- h) 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
- i) 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.
- j) Participants are not permitted to drink alcohol, smoke, take drugs or have sex – they will all be treated the same regardless of age to ensure parity amongst participants and a harmonious atmosphere.
- 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. Consent forms are digital (usually in the form of a signed Google form). They are stored securely as per EFDSS' Data Privacy Policy <https://www.efdss.org/policies/2-general/180-privacy-policy>

Essential information is downloaded from these forms and printed off as paper versions which must be taken away on the residential course/tour and kept in a confidential folder accessible to all pastoral staff. The EFDSS Education Director and Education Administrator must also have access to this information.

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 and online 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. A secure online folder is the most secure place to store sensitive information.

The file must contain the following:

- a) Essential details from the 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) Safeguarding Policy

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) If the group, or part of the group, will be out of mobile phone signal range for any period of time (for example in a rural area), the pastoral member of staff in charge of the activity must inform the Pastoral Lead or Programme Manager where they will be going and for how long.
- c) There must always be a minimum of two mobile phones between pastoral staff to facilitate communication in the staff team.
- d) 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 or important matters and that staff always have access to.
- e) One mobile phone must be the dedicated staff telephone number, given to all participants and parents/guardians to use in case of emergency.
- f) The staff mobile phone must be switched on and always looked after by a member of staff.
- g) Staff personal mobile numbers must not be shared with participants or parents.
- h) Rules regarding personal mobile phone usage by participants must be outlined at the start of the residential course/tour.
- i) Mobile phone numbers and emergency contact details must be stored in the residential course/tour file.

- j) 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.

We ensure that we:

- gain written permission to transport young people from parents or carers
- keep a written record of who is being transported and who is driving and their vehicles, when, where to and return, with collection and return times being specified
- provide all people transporting and those being transported with an emergency contact number

We ensure that drivers:

- are recruited under safeguarding recruitment procedures
- are suitably qualified to drive the required vehicle
- provide proof of insurance regarding business use and comprehensive insurance
- can provide evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age-appropriate seat belts, booster seats and wheelchair anchor points as relevant
- avoid transporting children, young people or adults at risk on their own.

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 Lead or Deputy. This form should only be filled in with information **already** known; be careful not to ask leading questions - ask questions for clarification only. Fill it 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. (Please also keep and forward any informal notes taken before completing this form.)

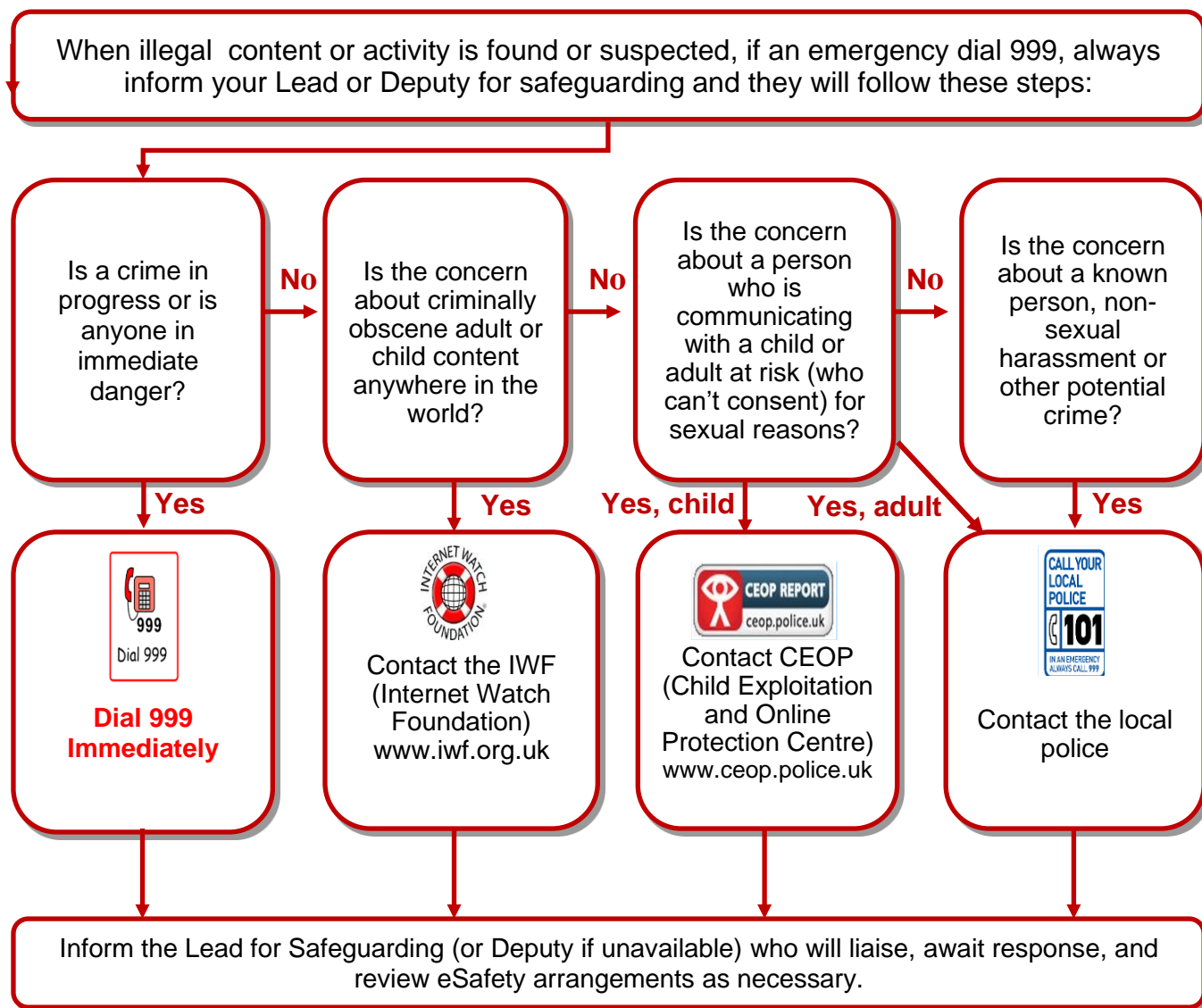
Name of the Child or Adult about whom there's a concern (including any names known)	
Date of Birth	
Address	
Name of Parent or Carer and contact details	
Any special needs known; including medical/disability/language/etc.	
Nature of concern	
Name and details of any other children in family	
Name and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

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

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

A downloadable version of this form is available: www.efdss.org/policies

APPENDIX 6: eSafety Referral Flowchart



APPENDIX 7: Safeguarding Guidelines for Online Learning

- 1) EFDSS is committed to working in a way that ensures maximum safety for all participants and staff involved in online teaching, learning and participatory activities. This includes young people and adults at risk, as well as general adult learners, and all staff, including EFDSS employees, freelance tutors, trainees and pastoral staff, and volunteers.
- 2) These guidelines are in addition to the principles and practice outlined in the EFDSS Safeguarding Policy and Procedures which is available online. www.efdss.org/policies
- 3) EFDSS chooses and tests online platforms carefully. We use Zoom as the main platform for most online teaching and learning. Zoom has been thoroughly tested by EFDSS staff and is recommended as one of the most secure online platforms in use in the music education sector. We also use other reliable platforms such as Google Classroom.
- 4) Zoom and other learning platforms are supplemented with links to pre-prepared videos on YouTube or Vimeo. We also use sound files shared on platforms such as Soundcloud and Spotify. We use password protection where relevant.
- 5) All online teaching and other activity sessions and meetings are conducted on a strictly timetabled basis. No ad hoc arrangements between participants and tutors are permitted.
- 6) Participants and tutors are sent an e-invitation to their timetabled lesson, session, or other online activity, such as a meeting or pastoral chat. Invitations can therefore be linked to online calendars so timetabled sessions are clearly visible (for example for parents and carers).
- 7) EFDSS shares in advance with parents and carers, the timetable of all online activities with young people and adults at risk - both required and optional sessions. This ensures there is transparency about when online activity will take place and the nature of it.
- 8) Registers of participants are used for all online learning events and only those registered, can attend. Prior to attending participants are advised to check that the name on their device matches their name on the register. Some participants will need reminding or help from the host to correct their on-screen name.
- 9) To minimise the risk of gatecrashers, for sessions for children or adults at risk EFDSS never posts Zoom meeting or session links, or passwords publicly– for example on the EFDSS website or public social media. They are only sent to the people who are signed up to attend the relevant course or event. In addition, EFDSS password protects all Zoom learning session links for young people and adults at risk.
- 10) We ask everyone to turn on their camera when they arrive at Zoom sessions for identity checking purposes. They may also be requested by the host to turn on their camera for another specific learning or safeguarding related reason during the session. At the discretion of tutors, participants can turn off their cameras to facilitate participation, for example if their broadband connection is unstable.

- 11) EFDSS Zoom accounts used for learning activities are managed by members of EFDSS staff and are linked to their EFDSS email accounts: currently in the Education department these are Sarah Jones (Programme Manager: National Youth Folk Ensemble) and Charlotte Turner (Education Manager).
- 12) Where appropriate and safe, other designated staff, such as tutors for adult learning, are appointed as 'hosts' or 'co-hosts' for certain sessions and activities, using EFDSS Zoom accounts – never their personal ones.
- 13) All teaching, learning and other pastoral sessions for young people and adults at risk are conducted with two members of EFDSS staff on duty on Zoom. There is always one 'host' or 'co-host' online, in addition to the tutor or pastoral staff who is leading the activity.
- 14) When using online break-out rooms, hosts 'pop in' at regular intervals to check all is well from a safeguarding point of view.
- 15) All session hosts and co-hosts must be trained in using Zoom or the other relevant platform being used, so they are aware of all features from a technology and safeguarding point of view - for example how to enable or disable screen-sharing or to remove anyone who may have 'gate-crashed' the meeting.
- 16) The session host ends the session at the appropriate time, and everyone is automatically exited from the session if they do not leave themselves in a reasonable timeframe.
- 17) Everyone (young people, adults at risk and staff) must be physically located in safe spaces appropriate for online lessons. There should be a neutral background where nothing personal or inappropriate can be seen or heard. For these reasons, we advise that wherever possible sessions should take place in a general living space and not in bedrooms.
- 18) EFDSS staff must be in a room where others cannot see or listen in. If this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people.
- 19) If EFDSS staff feel the space or background is unsuitable, they may ask participants or staff to turn off their cameras and rearrange their teaching or learning space and camera angles to create a more appropriate environment.
- 20) Staff are advised to check what is visible on the laptop / device screen to prepare for using the 'screen-sharing' function of Zoom to make sure there is no inappropriate content.
- 21) Everyone must dress appropriately for a learning activity as they would in a face-to-face session.
- 22) EFDSS staff must dress professionally for their sessions and conduct them to the same safeguarding and professional standards as required for face-to-face sessions.

- 23) Parents and carers of young people or adults at risk are welcome to be present in, or near, the room in which the online session is being accessed - if they feel that would be advisable for support or supervision. They, or anyone else present, are requested to make themselves known to the tutor if they are staying in the room.
- 24) EFDSS may use the record function on Zoom to record some online sessions using video and or audio, for safeguarding and documentation purposes. Unless permission is in place for video, still images or audio footage to be used publicly, EFDSS staff will securely store and delete all sound, video, and image files as soon as possible after sessions – at the latest within one month of the activity taking place.
- 25) Participants and parents or carers can only record all or part of sessions, or take screen shots, as permitted by tutors / hosts. As in live workshops, recordings or images may be made for personal use only. These must not be posted to social media or shared in any other way and they must be securely deleted on request.
- 26) Communications with participants about online learning must be done in a professional and transparent way, using EFDSS email addresses, or using other official channels such as Google Classrooms. Platforms and methods vary according to the nature of the online learning activity and participants.
- 27) During National Youth Folk Ensemble activities, the Ensemble’s closed Facebook group is used as a means of communicating messages with the young people by the Programme Manager and Artistic Director, as well as with each other – it is restricted to current members and staff only. There is no private messaging in this Facebook group, so all communications can be seen by all members. Young people can also get in touch via the Ensemble email address as usual and use the dedicated Ensemble telephone number.

These guidelines have been produced by referring to the following online sources – which provide additional information that may be useful:

BBC Own It - www.bbc.com/ownit

Department for Education - www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Incorporated Society of Musicians (ISM) – www.ism.org

Music Mark - www.musicmark.org.uk/resources/online-music-teaching-and-safeguarding/

Musicians Union (MU) – www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching/online

NSPCC - <https://learning.nspcc.org.uk/news/covid/undertaking-remote-teaching-safely#heading-top>

NYMAZ – www.nymaz.org.uk/connectresound/resources