

## **SAFEGUARDING POLICY**



Dates of Approvals by the Trustees of the Leeds Philharmonic Society (CIO):

1. Adopted: 21<sup>st</sup> July 2016;
2. First Review Adopted: 27<sup>th</sup> September 2017;
3. Second Review Adopted: 26th August 2020;
4. Third Review Adopted: 21<sup>st</sup> August 2024

Registered Charitable Incorporated Organisation Number 1226999

## LPS SAFEGUARDING POLICY and SAFEGUARDING PROTOCOLS



### Contents

Section	Title	Page
	LPS Safeguarding Policy	1
Section 2	Safeguarding Leads	5
Section 3	Information and Guidance	6
Section 4	Protocol – Raising Concerns	8
Section 5	Protocol – Reducing Risk to Children and Vulnerable Adults	10
Section 6	Protocol – Safer Recruitment	11
Appendix 1	Cause for Concern form	13

## LPS SAFEGUARDING POLICY



### 1.1. PURPOSE AND AIM

Leeds Philharmonic Society is a Charitable Incorporated Organisation, composed of members of the Society. The objectives of the Leeds Philharmonic Society ("the Society" or "LPS") are to promote, improve, develop and maintain public education in and appreciation of the art and science of choral and orchestral music in all its aspects by the presentation of public choral and/or orchestral concerts and by such other means as the Society's Charity Trustees may determine from time to time.

The Society rehearses for, and presents, choral works and concerts. It does not advertise itself as an activity suitable for children or vulnerable adults. Society members are independent adults of 18 years of older. Its rehearsals and concerts may, however, on occasion, include children and young people.

The purpose of this Policy is to:

- a. Protect all children, young people and vulnerable adults who participate in, or attend, Society activities.
- b. Provide Society Members and others within scope of this Policy with the overarching principles that guide the Society's approach to safeguarding.

The Society is committed to:

- a. The safety and welfare of all children, young people and vulnerable adults who participate in, or attend, any Society activities.
- b. The development and implementation of child and vulnerable adult protection procedures, so as to promote the safety and welfare of children and vulnerable adults.
- c. The safe recruitment of Trustees and office holders (whether self-employed, voluntary, employed, or otherwise contracted), ensuring all necessary checks are made.
- d. The publication of its Safeguarding Policy.
- e. The sharing of its Safeguarding Policy and protection procedures with Society Members and others within scope of this Policy.
- f. The sharing of concerns with statutory agencies.
- g. The annual review of its Safeguarding Policy, typically at the first full meeting of Trustees following the Society's AGM.

## 1.2. LEGAL FRAMEWORK AND GUIDANCE

The Children Act of 1989 and 2004 and the statutory guidance "[Working Together to Safeguard Children](#)" 2023 have set out the principles for safeguarding and promoting the welfare of children and young people up to the age of 18. This policy is based on these principles and those of the following:

- a. Children Act, 1989; 2004.
- b. United Convention of the Rights of the Child, 1991.
- c. The Human rights Act, 1998.
- d. Data Protection Act, 1998.
- e. Sexual Offences Act, 2003; amended, 2006.
- f. Protection of Freedoms Act, 2012.

### 1.3. EQUALITY STATEMENT

The Society recognises that all people, including children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, or other characteristic protected under law, have a right to equal protection from all types of harm or abuse.

### 1.4. SCOPE

This Policy applies to all Society Members, Trustees, Office holders (whether self-employed, voluntary, employed, or otherwise contracted e.g. includes Chorus Master and Accompanist) and Volunteers.

This Safeguarding Policy shall be displayed on the Leeds Philharmonic Society website in the public domain area, and with a signposting link in the member's area. A copy will be included in the recruitment pack for the following posts:

- Chair
- Trustees
- Director of Music
- Chorus Master
- Accompanist

### 1.5. SAFEGUARDING LEADS

The Society's Trustees annually invite expressions of interest from Society members and Society Trustees for the role of Safeguarding Lead. The Trustees nominate and approve at least two Safeguarding Leads, at the first or next appropriate meeting of Trustees following the AGM. The contact details for the current Safeguarding Leads are provided on the Society's website.

The Safeguarding Leads make available to the Chair and/or to the Secretary such information as is necessary to protect children and vulnerable adults, and as is necessary to safeguard the reputation of the Society.

The Safeguarding Leads report annually to Trustees.

The Safeguarding Lead(s) should already have via their work or be separately provided with appropriate safeguarding training every 3 years as a minimum.

See Section 2.

## 1.6. PROTOCOLS AND GUIDANCE

The policy is supported by guidance and information. [See Sections 21ff below].

This policy has been put into practice by the provision of protocols for

- a. Sharing concerns. See Section 3.
- b. Reducing risk to children and vulnerable adults. See Section 4.
- c. Protecting children and vulnerable adults who participate in, or attend, Society activities. See Section 5.
- d. The safer recruitment of Trustees and office holders. See Section 6.

The protocols and guidance will be updated on an ongoing basis, and formally reviewed at the same time as each review of the policy.

## 1.7. PUBLICATION

This Policy applies to all Society Members, Trustees, Office holders (whether self-employed, voluntary, employed, or otherwise contracted e.g. includes Chorus Master and Accompanist) and Volunteers.

This Safeguarding Policy is published on the Leeds Philharmonic Society website, in the public domain, with a link in members' area. The Policy will be included in the recruitment pack for the following posts:

- Chair
- Trustees
- Director of Music
- Chorus Master
- Accompanist
- Safeguarding Leads

The contact details of the Safeguarding Leads will be published on the Society website.

Commented [JS1]: Duplication - see 1.4

## 1.8. DATE

The Society is committed to reviewing and approving its Safeguarding Policy and associated protocols annually, typically at the first full meeting of Trustees following the Society's AGM.

This Policy was first approved by Trustees at their meeting of 21<sup>st</sup> July 2016. It has been reviewed as per the cover page including the addition of new Protocols and updated links.

Following agreement of the Policy and Protocols, Safeguarding Leads will be recruited. [See Section 11 below].

**LPS SAFEGUARDING POLICY AND PROTOCOLS (Section 2): SAFEGUARDING LEADS**

**2.1. NAMED PERSON(S) FOR SAFEGUARDING**

Name of Trustee Safeguarding Lead:

Name of second Safeguarding Lead:

Telephone number:

Mobile Number:

Emergency Contact No:

Telephone number of **Children's Social Work Service**

During Office Hours (Monday to Friday, 8am to 6pm) - **0113 376 0336**

Social Care- Emergency Duty team (**out of hours**) - **0113 5350600**

You can also email on **childrensedt@leeds.gov.uk** but this should not be used for urgent referrals.

Telephone number of **Adult Social Work Service**

During Office Hours – 0113 222 4401

Out of hours – 0113 3780644 or email [leedsadults@leeds.gov.uk](mailto:leedsadults@leeds.gov.uk)  
As much information as possible must be provided to social care.

For more information, see the links below:  
[Leeds Safeguarding Children Partnership](#)  
[Leeds Safeguarding Adults Board](#)

## LPS SAFEGUARDING POLICY AND PROTOCOLS (Section 3): INFORMATION AND GUIDANCE

### 3.1. RIGHTS OF CHILDREN AND VULNERABLE ADULTS

Children and vulnerable adults have a right to live in safety and without fear. We all have a duty to act in their best interests and to report any concern about harm. Any physical punishment/threat of physical punishment or verbal abuse/humiliation will not be tolerated.

### 3.2. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

Keeping children (by legal definition this includes anyone up to the date of their 18<sup>th</sup> birthday) and vulnerable adults safe is everyone's responsibility. In order to be effective in this, members of the society need to be aware of the different types of abuse, which may affect children and vulnerable adults. Abuse can happen anywhere, be committed by anyone and take on a number of forms.

**PHYSICAL ABUSE:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE of a child:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**EMOTIONAL ABUSE of an adult:** may include threats of harm or abandonment, humiliation, blaming, controlling, coercion, harassment and verbal abuse.

**SEXUAL ABUSE:** Involves forcing or enticing a child, young person or adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts including kissing and touching outside of clothing. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**DOMESTIC ABUSE:** Is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse. ...by someone who is or has been an intimate partner or family member regardless of sexuality.

**FINANCIAL & MATERIAL ABUSE:** includes theft, fraud, exploitation, pressure in connection with financial matters, or the misuse of someone else's finances.

**NEGLECT of a child:** Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or



unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

**NEGLECT of an adult:** includes ignoring medical or physical care needs, and the withholding of necessities, such as medication and adequate nutrition.

### **3.3. BECOMING AWARE OF A SAFEGUARDING ISSUE**

A number of potential scenarios exist whereby a safeguarding issue may be brought to the attention of either the Safeguarding Lead or the Trustees. These include:

1. Direct disclosure of abuse/neglect by a child or vulnerable adult to a member of the Society. This may be recent or historical.
2. Witnessed episode of abuse/neglect at a Society rehearsal or event. This may involve a member of the society or a member of the public.
3. Anonymous allegation of abuse/neglect against a member of the society or an employed post-holder. Again, this may be recent or historical.
4. The Society is made aware of a potential safeguarding risk by a statutory agency.

## LPS SAFEGUARDING POLICY AND PROTOCOLS (Section 4): PROTOCOL – RAISING CONCERNS

### 4.1. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD OR VULNERABLE ADULT

All allegations and concerns must be taken very seriously. Never do nothing. If you have reason to believe that a child or adult has been abused or neglected OR is at risk of being abused or neglected, you must report this to a Safeguarding Lead. Try to gently find out as much information as possible, using the pointers below.

Remember it is not our role to investigate or establish evidence. It is our role to flag up any **concern** and refer on to the statutory agencies (Social Care and the Police), in order that they can take appropriate action to collect information and investigate further.

#### Stage 1

- Initially talk to a child/young person/adult about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Speak with them privately
- Listen carefully to what they have to say and reassure them that you are taking what they say seriously.
- Explain carefully to children and young people or vulnerable adults that any information they have given which suggests they (or any other vulnerable person) are unsafe/at risk of harm, will have to be shared with others in order to protect them. , do not make promises to keep anything "secret".
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma (see Appendix 1) and ensure it is signed and dated. The contents of the pro-forma should include:
  - Date and time of notification
  - Person's name
  - What was said
  - Actions to be taken (both internal and external actions - based on the issues raised in the allegation.
- Respect confidentiality and file documents securely

#### Stage 2 – Safeguarding Lead

- The Safeguarding Lead should ensure the child/young person/adult is not in any immediate danger and seek medical attention if they have been seriously injured.
- The Board of Trustees should be made aware of the concerns and proposed actions.
- The Safeguarding Lead should speak again with the child/young person/vulnerable adult and seek to establish the facts and whether there may be other children at risk (for example siblings/friends).
- The Safeguarding Lead(s) should take immediate action if there is a suspicion that a child or adult has been abused or is likely to be abused. In this situation they should contact the police and/or Children's/Adult Social Care.
- For a child, the parent or guardian should be informed of the allegation in person wherever possible (unless it is felt that this would present an immediate risk to the child or any member of the society), and be made aware of actions taken.
- The Safeguarding Lead will act as the contact between the Leeds Philharmonic Society and Statutory agencies and will advise the Trustees as necessary.

**NB Parents / carers should be informed about any referral to Children & Young people's Social Care unless to do so would place the child at an increased risk of harm.**

#### **4.2. ALLEGATIONS AGAINST STAFF**

Any allegations made against a person in an employed post should be discussed with the Local Authority Designated Officer (LADO) in Children's Social Care.

If the allegation is about a lead person in the Society then the matter should again be discussed with the LADO.

Allegations may include, for example that a person in a position of trust has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child, or
- behaved towards a child or children in a way that indicates s/he may pose a risk to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Safeguarding Lead must ensure that that the child is safe and away from the person against whom the allegation is made.

The contact details of the LADO can be found on the Leeds Safeguarding Children Partnership website via the following link:

[Managing Allegations | Leeds Safeguarding Children Partnership \(leedsscp.org.uk\)](https://www.leedsscp.org.uk) The **Local Authority Designated Officers** in **Leeds** can be contacted Monday to Friday on 0113 37 89687, operating a duty system for notifications. They can also be contacted by email via [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk).

#### **4.3. RECORDING AND MANAGING CONFIDENTIAL INFORMATION**

Where safeguarding concerns are raised, the person who has the concern should complete a Cause for Concern form – see Appendix 1. This should be a straightforward record of the facts, stating clearly the source of any information. The Safeguarding Lead will use the information contained within this form to make a decision about next steps and where appropriate, will use as the basis for a referral to social care and/or police. The Safeguarding Lead will take every measure to store sensitive and confidential information securely, and to dispose of information in line with Data Protection Act.

## LPS SAFEGUARDING POLICY AND PROTOCOLS (Section 5): PROTOCOL – REDUCING RISK TO CHILDREN AND VULNERABLE ADULTS

### 5.1. REDUCING RISK TO CHILDREN AND VULNERABLE ADULTS

Leeds Philharmonic Chorus recognises that everyone has a responsibility to safeguard children, regardless of whether they are in an employed post, acting as a trustee or simply a member of the Society. Whilst other parts of this document layout the required actions when there is a concern about possible abuse or neglect, this section addresses ways in which the risk to children and young people can be minimised as far as possible, by giving “best practice” guidance.

Children and vulnerable adults have a right to feel safe. This means that adults and responsible professionals around them have a duty to support this. They should consider what is an appropriate relationship with a child or young person and the following guidance is offered, with respect to avoiding:

- Physical contact with a child or young person
- Inappropriate language
- Giving or receiving of gifts
- Inappropriate behaviour eg. flirtation
- Development of a sexual relationship with a young person
- Taking a young person into your confidence inappropriately
- Individual meetings with young people
- Misunderstandings – if you are unsure about a relationship between yourself and a young person, think about questions such as
  - Is this in the young person’s interests?
  - How would the young person’s family or my colleagues/friends view this?
  - Am I treating this young person differently to others?
  - Am I taking advantage of this young person?

Common sense should be used in adapting this to family members who are co-members of the Chorus and young people who are in a peer-appropriate relationship (i.e. of a similar age).

If a member of the chorus suspects that a young person is becoming inappropriately attached to him/her then advice should be sought from the Safeguarding Leads.

## LPS SAFEGUARDING POLICY AND PROTOCOLS (Section 6): PROTOCOL – SAFER RECRUITMENT

### 6.1. SAFER RECRUITMENT

The Leeds Safeguarding Children Board guidance (Spring 2017) has been used to inform the Leeds Philharmonic Society's protocol on Safer Recruitment.

Sometimes there are people who work, or seek to work with children and young people who may pose a risk to children and who may harm them. Leeds Philharmonic Society has a robust process for recruiting to paid posts. Ensuring that you have a clear process for recruiting staff and volunteers should help reduce this risk. Even if you know someone very well you must ensure that they go through the same recruitment and selection process as a paid worker.

- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that you have a commitment to safeguarding and protecting children. You could include this in a job application pack.
- Have a face-to-face interview with pre-planned and clear questions.
- Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Apply for a **DBS check**. This should be for all your staff who have contact with children or have access to your records, including volunteers, trustees, and committee members. *NB Access to the Bureau's services is available to all groups working with children, either directly as registered bodies or through umbrella groups. It is likely that if small your group will have to go through an umbrella body to access checks – you can seek information directly from DBS (<https://www.gov.uk/disclosure-barring-service-check/overview>)*
- **Always** check any references they provide. Ask specifically about an individual's suitability to work with children.
- Provide them with a copy of your safeguarding procedures.

There may be occasions where you wish to appoint a worker from abroad. This will mean that DBS checks may not be able to be undertaken. Nevertheless, a "fit person" check may be available from the country the person is moving from. You should ensure that additional references are undertaken on any worker from abroad.

The Society seeks Enhanced DBS checks for those who are regularly contracted with the Society, e.g. Chorus Director, Chorus Master, Accompanist, and for its Safeguarding Leads either directly or via their other work/employment. Enhanced DBS is normally continually updated. The Society requires all Trustees to obtain a basic DBS check, either directly or via their other work/employment. This basic DBS should be renewed after 5 years if not earlier. Many employers renew every 3 years. The Society seeks self-disclosure from those of whom a DBS is required. A record of DBS status will be stored on the Phil secure document area of dropbox. [https://www.dropbox.com/scl/fo/6f29v75o7uz1gf5rjut0r/AO\\_FKMqWBx\\_KNVvBfYKZi3Q?rlkey=j59reomfz147nqvfljz8fby03&dl=0](https://www.dropbox.com/scl/fo/6f29v75o7uz1gf5rjut0r/AO_FKMqWBx_KNVvBfYKZi3Q?rlkey=j59reomfz147nqvfljz8fby03&dl=0)

## 6.2. RECRUITMENT PACK

This Safeguarding Policy is published on the Leeds Philharmonic Society website, in the public domain, and is to be included in the recruitment pack for the following posts:

- Chair
- Trustees
- Director of Music
- Chorus Master
- Accompanist
- Safeguarding Leads

## 6.3. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

The Board of Trustees will review and ratify this policy on an annual basis. They are ultimately responsible for what happens within the Society.

**LPS SAFEGUARDING POLICY AND PROTOCOLS: Appendix 1**

**CONFIDENTIAL**

**Cause for Concern form – to be completed when sharing concerns with the Safeguarding Lead**

<b>Date of form completion</b>	
<b>Name of LPS member completing form &amp; Signature</b>	
<b>Name of child/young person/adult</b>	
<b>Contact details for parent/guardian of child or young person or the vulnerable adult</b>	
<b>Name of Safeguarding Lead with whom case has been discussed</b>	
<b>Date and time of alleged incident</b>	
<b>Place where alleged incident occurred</b>	
<b>Nature of incident or concern</b> – please give as much information as possible and use the person's own words where possible. Please give any social background available to you.	
<b>Actions by Safeguarding Lead</b> – to include who has been contacted and further conversations held with person/their family/social care/police	

