

# FOLKLINCS CHILD AND ADULT SAFEGUARDING POLICY



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## **1. Terms of Reference**

This Safeguarding Policy includes all the work and activities of the Folklincs organisation in any location

- It does not include any events organised by anyone who is not contracted to Folklincs.

## **2. Safeguarding Policy Statement**

Folklincs are 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 will do everything, we can provide a safe and caring environment whilst they attend our activities and building.

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

When there are concerns about 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 Deputy, if the Lead is unavailable).

## **3. Equal Opportunities Statement**

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

- Age
- Disability
- Race, ethnicity or culture
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion or belief
- Sex
- Sexual orientation
- Social or economic background

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

We will:

- Treat everyone with respect and celebrate their achievements
- Carefully recruit and select all staff whether paid or unpaid
- Respond to concerns and allegations appropriately

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

A child or any person under the age of 18. In this document the terms 'child' and 'young person' are used interchangeably

Further details: 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 below the age of eighteen years unless, under 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.

#### **6. Definition of Folklincs staff**

In this safeguarding Policy and procedures document, the term 'staff' includes all people working or volunteering for Folklincs.

## **7. Policy Aim**

We endeavour to provide a safe, positive and friendly environment. We will achieve this by adhering strictly to this policy, guidance and risk assessments

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

## **8. Folklincs Designated Safeguarding Officer (DSO) and Lead**

Karen Thompson

Email: [info@Folklincs.com](mailto:info@Folklincs.com)

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

- Overseeing and ensuring that our safeguarding policy is fully implemented
- Monitoring and recording concerns
- Making referrals to social care, or police, as relevant, without delay
- Liaising with other agencies
- Arranging training for all staff

Folklincs deputy safeguarding officer:

Director of Folklincs :Carol Dawson

Email: [info@folklincs.com](mailto:info@folklincs.com)

The Deputy is responsible for supporting and covering the lead

## **9. Why do we need a Safeguarding Policy?**

All organisations that work or encounter 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.

## **10. Data Protection**

We treat any personal information by which an individual can be identified (i.e. name, address, email, etc) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data protection Regulation (UK GDPR). We will not share personal information with any third party, except where required by law.

## **11. Confidentiality**

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

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

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

## **12. Whistleblowing**

Whistleblowing is when someone raises 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.

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

Allegations of abuse against a member of staff, volunteer or trustee should be fully recorded and reported as soon as possible to Folklincs Lead or Deputy Safeguarding lead.

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

## **13. Information Sharing**

Timely and accurate written records play an essential role safeguarding individuals who may have suffered, are suffering, or are at significant risk of suffering harm. It is important that records are shared at the appropriate time with the necessary external agencies.

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

## **14. Disclosure and Barring Checks**

Our organisation is committed to safe recruitment. All our tutors are freelance, but all have a current Disclosure and Barring Check (DBS).

Prior to any class beginning with children or vulnerable adults an Enhanced DBS certificate will be asked for.

Volunteers will work alongside members who are DBS checked and will not be allowed to supervise young people or vulnerable children without a DBS check.

## **15. Code of Conduct**

Folklincs 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 always paramount
- 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
- Use safe touch principles and only use physical contact if necessary.
- Avoid being alone with children and adults at risk whenever possible
- Listen to, and act upon, any disclosure, 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.
- Always follow our safeguarding policy
- Make activities enjoyable and worthwhile

## **16. Guidelines**

The following guidelines are designed to protect children and adults at risk from harm, as well as to protect Folklincs staff and volunteers from unfounded allegations

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

During and in connection with Folklincs 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 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 Director, 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.
5. Agree all one-to-one sessions in advance with the Director..
6. 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 the 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.
7. 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, the Director and the host organisation (school or youth club etc).
8. Never develop social relationships with young people that participate in Folklincs 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.
9. Never accept money from participants. If they wish to make a charitable donation direct them to the Director or Treasurer of Folklincs.
10. Avoid accepting gifts from participants. If accepted, you must report this to the Director or Safeguarding Officer, and this will be logged.
11. Never give money or gifts to 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 Director. In an emergency situation, and it's essential to give money, the Director/Safeguarding Officer must be informed, and this must be logged.
12. Never borrow money or items from participants.
13. Never give your personal mobile phone number to a child or adult at risk or their parent, guardian or carer.

14. Never use your personal email address to communicate with participants who are children or adults at risk, or their parents, guardians or carers.
15. 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.
16. 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.
17. 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.
18. Ensure that personal relationships with other leaders do not affect your leadership role.
19. Never engage in sexual provocative or rough physical games, including horse play.
20. Never allow children or adults to use inappropriate language unchallenged
21. Never make sexually suggestive comments in front of, about, or to, a child or adult, even in fun.
22. Never let allegations made by a child or adult at risk go without being addressed and recorded.
23. Never deter children or adults at risk from making allegations through fear of not being believed.
24. Never do things of a personal nature for children or adults at risk that they can do themselves.
25. Never invite a child or adult at risk to visit or stay with you at home.
26. Never jump to conclusions about others without checking facts.
27. Never rely on your own good name to protect you.

All of these guidelines apply in virtual sessions/meetings.

It is good practice to record audio/video sessions ensuring that participants are aware that all audio/video may be recorded, to safeguard both parties and that this this wouldn't routinely be shared.

For 1:1 Sessions:

- Ensure you have agreed the protocols and timing of all 1:1 on-line activity with under 18s or vulnerable adults with parents / carers prior to the 1:1 taking place, including appropriate location, dress and conduct.
- The 1:1 must then take place only at the days / times agreed with parents. Parents / carers should be present in the home at the time.
- If at any time you feel uncomfortable with something done or said during a 1:1 call, you should end the call as soon as possible and report any concerns to the Director and / or safeguarding officer.



## 17. Safe Touch

All Folklinks 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 are vulnerable because they often work with students alone. In order to work safely in a manner that minimises this risk:

- Only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for as long as needed.
- Instrumental, vocal, dance and other physical techniques should normally be taught by demonstration and explanation, with staff modelling good practice. Where this has not proved effective, a minimum of physical contact may be needed to enable the child or adult at risk to understand what is required. For example, clarifying the position needed for a bowing arm or the correction of wrist or finger positions.
- Physical contact must only take place with the consent of the participant. Their wishes should be respected, and the purpose of the contact should be made clear. For example, asking them: *'Do you mind if I move your arm a little so I can help you move into the correct bowing position?'* (This should help minimise the risk of a child or adult at risk misinterpreting the purpose of the touch by explaining in advance what contact you need to make with them and why.)
- Physical contact should always meet the needs of the young person or adult at risk and NOT the member of staff. There are rare occasions when physical contact outside of the context of activities is necessary or desirable, such as comforting a distressed child or adult. This must be kept strictly to the minimum.
- Report any incidents or issues that arise out of touch to the appropriate member of staff and make sure a record is taken.
- Ensure any intimate touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned, their parents or carers.

## 18. Guidance on physical restraint

It is very unlikely that Folklinks artists, staff or volunteers will be in a situation where they need to be involved in physical restraint. However, on rare occasions staff might need to intervene, if not doing so could lead to the needs of children or adults at risk being neglected, or their safety put at risk.

- Physical Restraint is where a child or adult is being held, moved or prevented from moving against their will, because not to do so would result in injury to themselves or others or would cause significant damage to property.
- Restraint must always be used as a last resort, when all other methods of de-escalating or controlling a situation have been tried and failed.
- Restraint should never be used as a punishment or to bring about compliance (except where there is risk of injury).
- A young person or adult should be restrained for the shortest period necessary to bring the situation under control.
- Notes of all such incidents should be written down, detailing the facts of the behaviour, witnesses, who restrained the young person or adult and how, what other methods had been tried and failed and what follow up action took place. These notes should be given to the Designated Safeguarding Officer or Deputy. A proper record of this is kept and parents or guardians are informed.

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

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

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

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

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

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

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

### **Child abuse**

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

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

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

- Alcohol and Substance misuse
- Bullying and cyberbullying
- Child criminal and sexual exploitation (including County Lines)
- Concealed pregnancy
- Discriminatory abuse
- Domestic violence (including children witnessing domestic violence and 'honour' based abuse)
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Grooming
- Hate and 'mate' crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Online and technological abuse
- Organisational or institutional abuse
- Peer on peer abuse (including sexual violence and up skirting) o Radicalisation
- Self-neglect
- Sexual
- Spiritual or religious abuse
- Trafficking
- Up skirting

**More information on Child Abuse can be found on the NSPCC website**

[nspcc.org.uk/what-is-child-abuse/types-of-abuse/](https://nspcc.org.uk/what-is-child-abuse/types-of-abuse/)

### **Abuse of adults**

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

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

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

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

- Discriminatory abuse
- Domestic violence or abuse (including 'honour' based violence)
- Financial or material abuse
- Hate and 'mate' crime
- Modern slavery and trafficking
- Neglect or acts of omission
- Organisational or institutional abuse
- Physical abuse
- Psychological or emotional abuse
- Self-neglect
- Sexual abuse

**More information on Adult Abuse can be found on the Social Care Institute for Excellence website**

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

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

Any member of the Folklincs 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 Folklincs Designated Safeguarding Officer.

**In an emergency do not delay: DIAL 999.**

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

A disclosure may come from someone telling you:

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

In the unlikely event of members of staff being unable to contact the Designated Safeguarding Officer or Deputy Safeguarding Officers, they *must* report any urgent concerns directly to the relevant local authority Children's or Adult Social Care department or to the Police.

## **21. 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 Report Form.

## **22. Work in schools and other third-party settings**

When working in a school or other third-party setting, such as in youth, healthcare, adult.

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

## **23. Responding to concerns**

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

## **Step One:**

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

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

## **Step Two:**

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. Complete safeguarding Form.

## **Step Three:**

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

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

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

**Any consultation should not delay a referral.**

**In an emergency do not delay, dial 999.**

## **24. Record keeping**

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

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify 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/observe; what has been said and by whom and what has given cause for concern
- what action has and/or will be taken including the reason for those actions
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co-signed by the DSO or Deputy
- shared as appropriate by the DSO or Deputy for Safeguarding
- stored safely and securely on the dedicated secure server by the DSO or Deputy for Safeguarding.

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

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

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the DSO 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 DSO is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then anyone can 'Whistle blow'.

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

- criminal records service
- Regulatory Authority
- professional body

## **26. Bullying and harassment**

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

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

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

We will:

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

## **27. eSafety**

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

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

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

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



- follow Folklines Safeguarding Guidelines

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

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person, or adult at risk for their own illegal purposes including sex, drugs, or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading 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 to or who they are meeting.
- will not let you see what they are accessing online
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person, or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a 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 DSO or Deputy for Safeguarding.  
Remember:

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

### **Minimising the Risks**

As appropriate to the groups we work with, we will:

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

## **28. Family events and performances**

In addition to running workshops and projects for children and adults at risk, Folklincs may run events for families.

For all family events run by Folklincs 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 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 always there.

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

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

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

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

Staff should not:

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

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

A written record must be made of what has occurred and stored securely. In all cases the Folklincs DSO/ deputy should be informed as soon as possible.

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

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

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

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

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

### **31. 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 keypads
- toilets and changing rooms
- any outside space (eg proximity to roads, rivers, lighting when dark)
- car parks
- any other relevant issues

### **32. Policy date**

This policy was agreed and disseminated in **March 2022** and will be reviewed annually or sooner when there are substantial organisational changes.

**Policy Review Date: March 2023**

Signed: Karen Thompson (DSO)

Signed: *C. Dawson (Deputy DSO)*

Date:

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](http://www.bbc.com/ownit)

Department for Education - [www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19](http://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19) Incorporated Society of Musicians (ISM) – [www.ism.org](http://www.ism.org)

Music Mark - [www.musicmark.org.uk/resources/online-music-teaching-and-safeguarding/](http://www.musicmark.org.uk/resources/online-music-teaching-and-safeguarding/) Musicians Union (MU) –

[www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching/online](http://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](http://www.nymaz.org.uk/connectresound/resources)

## Recording Form for Safeguarding Concerns

Staff, and volunteers are required to complete this form and pass it to Karen Thompson if they have a safeguarding concern about a child/adult participant.

Information Required	Enter Information Here
Full name of child	
Date of birth	
Your name and position in the organisation	
<p>Nature of concern/disclosure</p> <p><i>Please include where you were when the child/adult made a disclosure, what you saw, who else was there, what did the child/adult say or do and what you said.</i></p> <p><i>Ensure that if there is an injury this is recorded</i></p> <p><i>Make it clear if you have raised a concern about a similar issue previously</i></p>	
Time & date of incident:	
Name and position of the person you passing this information to?	
Your Signature	

<b>Information Required</b>	<b>Enter Information Here</b>
Time and date form completed	
Time & date form received by DSO	
Action Taken by DSO	
Referral made to Local safeguarding Authority [yes/no, date and time]	
Referral made to police [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Parents/Carers Informed [yes/no, date and time]	
Feedback given to person who recorded disclosure [yes/no, date and time]	
Feedback given to Folklinks staff/volunteers [yes/no, date and time]	
Feedback given to child/adult [yes/no, date and time]	

<b>Information Required</b>	<b>Enter Information Here</b>
Further Action Agreed	
Full Name of DSO	
Signature of DSO	
Date of Signature	