Child Protection & Safeguarding Vulnerable Adults Policy

Carlton Operatic Society CIO (referred to as 'the Society') recognises that contact can be made with children and families as part of our activities. This contact includes those recognised as members, performers or volunteers with the Society who are identified as being children and young people (aged under 18 years old) as well as persons with other links and connections that can be identified with children and their families as part of being a community organisation. In addition, the Society recognises that some adults can be identified as being vulnerable and so therefore may need additional safeguarding consideration and/or actions to be in place. Therefore, the purpose of this policy statement is:

- to protect children, young people and vulnerable adults who are in contact with the Society either as members, performers or volunteers, and includes children who may come into contact with adults who are linked to the Society and its' members, performers, commissioned service providers, volunteers or anyone working with or on behalf of the Society in any other context.
- to provide parents, members and volunteers with the overarching principles that guide the Society's approach to child protection and safeguarding.

This policy statement applies to all members, performers, and volunteers as well as anyone working on behalf of the Society.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and safeguard vulnerable adults in the United Kingdom and is guided by Nottinghamshire Safeguarding Children's Board (NSCB) direction as well as that by the NSPCC.

The Society believes that:

- children, young people and vulnerable adults should never experience abuse of any kind; and
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

The Society recognises that:

- the welfare of the child is paramount;
- everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse;
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and

- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting people's welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them;
- appointing a nominated Child Protection Lead for the Society, a Deputy Child Protection Lead (who can sign and deputise on behalf of the Child Protection Lead) and a Lead Trustee for Safeguarding (who may also act within the role of Child Protection Lead / Deputy Child Protection Lead). Due to the commitment and responsibility of the Child Protection Lead, they are unable to undertake this role if they are an acting member of the current production being rehearsed/performed;
- adhering to and completing an annual review of child protection and safeguarding policies and procedures which reflect the Society's best practice;
- using our child protection & safeguarding policy and national legislation/guidance to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we follow our processes to help us deal effectively with any bullying that does arise
- sharing information about child protection and safeguarding best practice with Society members and their families, performers and their families, volunteers, and anyone working on behalf of the Society;
- ensuring all necessary checks are made on members, performers, and volunteers as well as anyone working on behalf of the Society if they are expected to have solo contact or supervision over children and young people (under the age of 18 years) or specifically identified vulnerable adults;
- using appropriate Nottinghamshire Safeguarding Children's Board (NSCB) procedures to manage any allegations against members, performers, patrons, and volunteers as well as anyone working on behalf of the Society;
- ensuring that we have effective concerns and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults, members, performers and volunteers, as well as anyone working on behalf of the Society by applying health and safety measures in accordance with the law and regulatory guidance;
  recording and storing any relevant information securely in compliance with applicable data protection laws.

Responsibilities of the Society

At the outset of any production involving children, young people and/or vulnerable adults, the Society will:

- undertake a risk assessment and monitor risk throughout the production process;

- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (as necessary in consultation with the local Education Authority – please refer to the Authority's Children in Entertainment Policy[1]); and
- ensure appropriate levels of supervision at all times.

Parents, Guardians and Carers

- The Society believes it to be important that there is a partnership between parents, guardians and/or carers and the Society. Therefore, all will be encouraged to be involved in the activities of the Society and to share responsibility for the care of children, young people and vulnerable adults. All parents, guardians and/or carers will have access to a copy the Society's Child Protection & Safeguarding Vulnerable Adults Policy.
- All parents, guardians and/or carers have the responsibility to collect (or arrange collection of) their children, young people and/or vulnerable adults after rehearsals or performances. If there are concerns raised in relation to collection of children linked with the Society then these will be alerted to the Child Protection Lead and the Society withholds the right to withdraw that child from rehearsals or performing with the Society.

Unsupervised Contact

- The Society will attempt to ensure that no adult has lone unsupervised contact with children, young people and/or vulnerable adults. And so wherever possible there will always be two appropriate adults in the room when working with children, young people and/or vulnerable adults.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. (For example, work will be carried out in public area or in a designated room with a door open.)
- If it is predicted that an individual is likely to require unsupervised contact with children, young people and/or vulnerable adults, then they will be required to obtain an up-to-date and appropriate level DBS disclosure, which has been seen and approved by the Child Protection Lead.

Physical Contact

- All adults will maintain a safe and appropriate distance from children, young people and vulnerable adults in order to avoid physical contact.
- Adults will only have physical contact with children, young people and vulnerable adults when it is necessary in relation to the particular activity / rehearsal and/or performance.
- Adults will seek the consent of the child, young person and/or vulnerable adult prior to any physical contact and the purpose of the contact shall be made clear.
- If a child, young person and/or vulnerable adult or their parents, guardians and/or carers do not wish to have physical contact as part of their role in or with the Society,

[1] Nottinghamshire, Nottingham City, or NNCEE

then this should be made known to the Child Protection Lead. If physical contact with children, young people and/or vulnerable adults is identified by the production team and Child Protection Lead as being key to the activities of the Society's rehearsals and/or performance, then it may be necessary to review and reduce the child's, young person's and/or vulnerable adult's involvement if this physical contact cannot otherwise be avoided.

Managing Sensitive Information

- The Society complies with applicable data protection laws in relation to the taking, use and storage of photographs or images of children, young people and/or vulnerable adults.
- Permission will be sought from the parents for use of photographic material featuring children, young people and/or vulnerable adults for promotional or other purposes.
- The Society's web-based materials and activities will be carefully monitored for inappropriate use and will not individually identify children, young people and/or vulnerable adults from their image .
- The Society will ensure confidentiality of sensitive information, to protect the rights of its members', including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures in line with applicable data protection laws.

Suspicions or Allegations of Abuse

- If abuse of a child, young person and/or vulnerable adult whilst in the care of the Society is disclosed, witnessed or suspected then this should be made known to the Child Protection Lead in the first instance. In the absence of the Child Protection Lead then all immediate actions should be alerted to and undertaken by the Deputy Child Protection Lead. If the issues of concern are in relation to any person(s) with the responsibility for child protection, then the concerns should be raised with the Society's Welfare Officer.
- The Society reserves the right to seek support and guidance from the appropriate Social Care Local Authority linked with the child, young person, vulnerable adult, or the alleged adult of concern (including the Local Authority Designated Officer (LADO)) and has a duty to follow any guidance and instruction in relation to the allegations made.
- If an allegation is made against a member, performer, patron, or volunteer as well as anyone working on behalf of the Society (including chaperone(s), venue staff etc.), then it will be ensured that the individual will not have any contact with children, young people and/or vulnerable adults during any investigation period. If necessary, this may include suspension from involvement with the Society and exclusion from rehearsal rooms, performance venue(s) etc.

Disclosure of Abuse

If a child, young person and/or vulnerable adult confides in you that abuse has taken place:

- Remain calm and in control but do not delay in taking action.

- Listen carefully to what has been said. Allow them to tell you at their own pace and through their own communication means, and only ask questions for clarification purposes. (Do not ask questions that could be leading or suggest a particular answer).
- Do not promise that you will keep the disclosure or any information secret.
- Contact the Child Protection Lead to identify the concerns at the earliest opportunity.
- Take any appropriate immediate action(s) in order to ensure that the child, young person or vulnerable adult is safe and not at immediate significant risk of harm.
- If the abuse concerns are not in relation to the child's, young person's or vulnerable adult's parents, guardians and/or carers then they should be informed of the concerns being disclosed at the earliest opportunity by the Child Protection Lead and that contact may be made with the relevant Social Care Local Authority.
- Be clear with the child, young person and/or vulnerable adult that you will need to share any disclosure information with others, but that you will only tell the people that need to know and who should be able to help.
- Reassure the child, young person and/or vulnerable adult that 'they did the right thing' in telling you.
- Where appropriate inform the child, young person and/or vulnerable adult of the next actions you are going to take.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's, young person's and/or vulnerable adult's own words/disclosure information. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record and pass to the Child Protection Lead in the first instance.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether the concerns have been shared with the appropriate Social Care Local Authority.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely in line with applicable data protection laws and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

If a complaint is made against an adult who is linked to the Society, or any of its members, performers, commissioned service providers, volunteers or anyone working with or on behalf of the Society in any other context, then:

- The alleged person of concern (when appropriate to do so), will be made aware of the complaint and their rights under the Society's disciplinary procedures;
- Both the alleged victim and alleged adult of concern have the right to confidentiality in respect of their involvement with the complaint; and

- During the period of any investigation there will be an identified person (usually identified as the Welfare Officer) who will keep in contact with the alleged adult of concern in relation to the actions/decisions of the Society. However, this contact will be guided by the LADO, Social Care, Police or any other relevant child protection agencies.

Accidents

- In order to best avoid accidents, children, young people and vulnerable adults, as well as the Society's members, performers, commissioned service providers, volunteers or working with or on behalf of the Society (including chaperones), will be advised of the rules regarding health and safety and will be notified of areas that are out of bounds for children and young people. Children will also be advised of the clothing and footwear appropriate to the work, rehearsal and/or performance that they are undertaking.
- If a child, young person or vulnerable adult is injured whilst under the supervision of the Society, then this will be notified to their designated parent, guardian and/or carer, and a designated first-aider will administer first aid and the injury will be recorded in the Society's accident book. This record will be counter-signed by the Child Protection Lead.
- If a child, young person or vulnerable adult joins the production or attends a rehearsal or performance with an existing physical injury, then it is expected for the designated parent, guardian and/or carer to identify this to the Society (via the chaperone) and a record of this will be made in the accident book on the day. This record will be counter-signed by Child Protection Lead.

Disclosure and Barring Service (DBS)

- The Society where necessary will ensure that an up-to-date Enhanced DBS is present for any person(s) who are required to have unsupervised access to children, young people and vulnerable adults within the Society.
- The Society will comply with applicable data protection laws in respect of any DBS information that we have on our members, performers, commissioned service providers, volunteers or working with or on behalf of the Society in any other context.

Children in Entertainment Legislation and Chaperoning

- The Society adheres to the following legislation in relation to children in entertainment:
- Children and Young Persons Act 1933
- Children and Young Persons Act 1963
- The Children (Performance & Activities) (England) Regulations 2014
- The Children (Protection at Work) Regulations 1998
- The Society will use the National Network for Child Employment and Entertainment (NNCEE) guidance in relation to children in performances.
- There will be a separate guidance policy in relation to the use of chaperones in Society performances.

Further advice
If there are any concerns in respect of child protection or adult safeguarding then further advice and guidance can be sought from:

Nottinghamshire Multi-Agency Safeguarding Hub (MASH)
For children or vulnerable adults living in Nottinghamshire, or in relation to concerns or allegations in relation to adults living in Nottinghamshire or if they are paid by the Society and working in a Nottinghamshire venue:
Tel: 0300 500 80 90
Online: https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child

Nottingham City Children and Families Direct Multi-Agency Safeguarding Hub (MASH)
For children and vulnerable adults living in Nottingham City, relation to concerns or allegations in relation to adults living in Nottingham City or if they are paid by the Society and working in a Nottingham City venue:
Tel: 0115 876 4800
Email: candfdirect@nottinghamcity.gov.uk

NSPCC
For anyone concerned about the welfare of a child:
Tel: 0808 800 5000

Childline
For children and young people concerned about their own welfare:
Tel: 0800 1111

Designated Person(s)
For the 2023-24 period:

Child Protection Lead	**Deputy Child Protection Lead**
Name: Christopher Rees Tel: 07733 310817 Email: chris@carltonoperatic.com	Name: Graham Ward Tel: 07751 452164 Email: graham.ward@carltonoperatic.com
Trustee Child Protection Lead	
Name: Jenny Chatten Tel: 07425 629545 Email: sunbeams_99@hotmail.com	

The Society are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:
Date: 22nd February 2024

CARLTON OPERATIC SOCIETY

Signed: C*hristopher Rees*
Chair of Trustees and Child Protection for Carlton Operatic Society for 2023 – 2024 period

Date 22nd February 2024