



FRIDESWIDE VOICES

**Frideswide Voices and
The Frideswide Foundation**

Safeguarding Policy

September 2018

PART 1 – POLICY STATEMENT

Frideswide Voices committee takes seriously its responsibility under section 11 of the Children Act and duties under ‘working together’ to: safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements exist to identify and support those children who are suffering harm or are likely to suffer harm. This policy is in accordance with the requirements of the Department for Education (DfE) and particularly the DfE’s statutory guidance of September 2018, *Keeping Children Safe in Education* (KCSIE 2018), and the guidance concerning the Prevent Duty arising from the Counter-Terrorism and Security Bill. The policy and its related policies are also in accordance with the locally agreed inter-agency procedures of the Local Safeguarding Children Board (LSCB) for Oxfordshire.

We recognise that all staff and members of the committee have a full and active part to play in protecting our choristers from harm, and that the child’s welfare is our paramount concern.

Frideswide Voices aims to provide a safe and secure environment in which children flourish and feel comfortable.

Definition of Child Abuse KCSIE (2018) defines safeguarding as follows:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

‘Children’ includes everyone under the age of 18.

Aims

The aims of this policy are:

- To support the child’s development in ways that will foster security, confidence and resilience
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties

- To raise the awareness with all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we contribute to assessments of need and support plans for those children where appropriate
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and young people
- To develop a structured procedure within Frideswide Voices; this will be followed by all members of staff in cases of suspected abuse
- To develop effective working relationships with all other agencies involved in safeguarding children
- To ensure that all adults within Frideswide Voices who have access to children have been checked as to their suitability

Procedures

Our procedures for safeguarding children will be in line with Oxfordshire Local Authority and inter-agency safeguarding procedures set up by Oxfordshire Safeguarding Children Board, *Working Together to Safeguard Children* (HM Government, 2013) and *Keeping Children Safe in Education* (DfE, 2018). Links to these can be found at the end of this policy.

We will ensure that:

- The committee understands and fulfils its safeguarding responsibilities
- There is a Designated Safeguarding Lead who knows how to make appropriate referrals to statutory child protection agencies
- The recruitment and selection procedures for any new staff will comply with the Oxfordshire Safeguarding Children Board and guidelines for safer recruitment
- All adults new to the staff or committee of Frideswide Voices will be made aware of this policy and the procedures for child protection, the name of the Designated Safeguarding Lead and how to contact them as part of their induction into Frideswide Voices
- All organisations (notably choirs, orchestras and other performance groups) with whom Frideswide Voices collaborates will receive the Frideswide Foundation Safeguarding Policy. All adults engaged with the collaboration should make themselves familiar with the policy. There will be no periods when Frideswide Voices choristers are without Frideswide Voices staff supervision

during these collaborations

- All members of the staff and committee are provided with opportunities at least every three years to receive general safeguarding training in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse
- Our policy and procedures will be annually reviewed and up-dated

Responsibilities

The Frideswide Voices Safeguarding Lead is: Tanya Simpson

The Second Contact Person is: Sarah Coatsworth

The Frideswide Foundation Safeguarding Trustee is: The Rev'd Dr Jonathan Arnold

Staff and members of the Frideswide Voices committee will follow the Oxfordshire Safeguarding Children Board procedures in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

Staff and committee members will therefore:

- Understand that their responsibility to safeguard children requires that they all appropriately share any concerns that they may have about children
- Understand that any member of staff can make a referral to external agencies. Where a member of staff makes a referral directly, he/she needs to inform the Designated Safeguarding Lead as soon as possible thereafter
- In line with KCSIE (2018) staff are advised that if they have concerns about a pupil, they should first speak to the Designated Safeguarding Lead rather than taking their concerns direct to children's social care, except in exceptional circumstances
- Ensure that they refer a child if there are concerns about a child's welfare, possible abuse or neglect to Children and Families Assessment Oxford City Team on 01865 328563. If a child has made a disclosure regarding sexual exploitation or if they think a child may be at risk of being sexually exploited, they should contact the Kingfisher Team on 01865 309196
- Ensure that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral. See Appendix 2

- Ensure that all such records are kept confidentially and securely
- Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature
- Ensure that all staff are aware of this policy and procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns
- Ensure that all staff and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about children
- Ensure that we have on all interview panels a member of staff or committee who has been trained in Safer Recruitment. In line with the OSCB expectations, this training should be updated every five years
- Ensure that all staff/volunteers are selected and recruited only after having gone through appropriate checks
- Ensure that all staff receive safeguarding updates, as required but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively

Confidentiality

- We recognise that all matters relating to child protection are confidential
- The Designated Safeguarding Lead will disclose personal information about a child or young person to other members of staff on a need-to-know basis only
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another
- We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Oxfordshire Safeguarding Children Board or Social Care

PART 2 – CODE OF SAFE CONDUCT

Guidelines for staff

Within Frideswide Voices' acknowledgement that it has a responsibility for the safety of children involved in all of its activity and that the welfare of the child/young person is paramount, it expects all staff to adhere to safe conduct.

Attention is drawn to the position of trust you hold in working with children and the power and influence you hold. Frideswide Voices expects this responsibility to be at the forefront of the minds of all staff to ensure that these positions of trust are never abused.

Staff should:

- Value and respect children as individuals
- Wherever possible ensure that there is more than one adult present during activities with children and young people and avoid spending time with young people unobserved
- Invite the young person to bring a friend, move into view of others or leave the door open in situations where it is absolutely necessary to be with a child without another adult present
- Give guidance and support to inexperienced helpers
- Be aware of any physical contact with a young person. Where necessary, for example when there has been an accident and you are the on duty first aider, ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary
- Be aware that sometimes children can behave in an inappropriate way towards an adult, e.g. being overly friendly, challenging or aggressive. If this situation arises staff must be sensitive to, but firm with the child in discouraging any inappropriate behaviour on the part of the child. Any incident of this nature, regardless of how trivial it may appear must be reported to the Safeguarding Lead and a record of it made. The Safeguarding Lead will determine whether the matter needs to be discussed with a parent/guardian

Staff must not:

- Have, or be perceived to have, favourites
- Make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted
- Take young people to your home
- Use physical punishments or any action that involves locking up or restraining a child
- Arrange meetings outside working hours

- Develop social relationships with young people that participate in Frideswide Voices
- Have direct individual contact with children through social media, e.g. Facebook or Twitter

Supporting staff

We recognise that staff who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support.

We recognise that our Designated Safeguarding Lead should have access to support and appropriate workshops, courses or meetings.

Allegations against staff

We understand that a child or young person may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Safeguarding Lead.

Frideswide Voices will follow the procedures for managing allegations against staff, a copy of which can be accessed through the OSCB website.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and would only be taken following consultation with the Local Authority Designated Officer, currently Alison Beasley (01865 815956), or the Schools Safeguarding Team (01865 810603).

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought where necessary.

PART 3 – PREVENT

The Counter Terrorism & Security Act 2015

The Act places a Prevent Duty on specified schools to have 'due regard to the need to prevent people from being drawn into terrorism'. The education and childcare specified authorities in Schedule 6 to the Act are as follows:

- The proprietors of maintained schools, non-maintained special schools, maintained nursery schools, independent schools (including academies and free schools) and alternative provision academies, PRUs, registered early years providers, registered late years providers and some holiday schemes.

Frideswide Voices is not subject to the Prevent Duty but will nonetheless be active in the following areas as appropriate:

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board
- Make sure that the Safeguarding Lead has training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting
- Understanding the mechanisms for making a referral to the Channel programme and following Channel guidance as appropriate

PART 4 – DEALING WITH DISCLOSURES

Receive

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.

Reassure

Stay calm, no judgements, empathise. **Never make a promise that you can keep what a child has said a secret.** Give reassurance that only those who need to know will be told. Reassure the child that they were right to tell you.

React

React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.

Don't ask leading questions – keep the questions open, e.g. 'is there anything else you want to say?'

Do not criticize the perpetrator; the child may have affection for him/her.

Explain what you will do next – inform Designated Safeguarding Lead, keep in contact.

Record

If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.

Try to record what was actually said by the child rather than your interpretation of what they are telling you.

Record the date, time, place and any noticeable nonverbal behaviour.

See Appendix 2 – Child Protection Records for more details on recording.

Report

Report the incident to the Designated Safeguarding Lead and do not tell any other adults or child what you have been told.

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or any others involved. This is a highly skilled role and any attempts by yourself could affect possible criminal proceedings.

PART 5 – HOW TO ACT IF THERE ARE CONCERNS ABOUT A CHILD

Keeping Children Safe in Education provides the following guidance to help determine the right course of action if there are concerns about a child or if a child is in immediate danger or at risk of harm:

Paragraph 21, KCSIE:

If staff members have any **concerns** about a child (as opposed to a child being in immediate danger - see paragraph 28) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

Paragraph 28:

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made. Reporting child abuse to your local council (<https://www.gov.uk/report-child-abuse-to-local-council>) directs staff to their local children's social care contact number.

A flow chart of the steps and processes in safeguarding is available on page 13 of KCSIE here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf

ACKNOWLEDGEMENTS AND LINKS

Frideswide Voices would like to acknowledge the following, whose documents were referred to during the preparation of this policy: Oxfordshire Local Education Authority, Oxfordshire Safeguarding Children Board, National Youth Choirs of Great Britain.

This policy has been developed in accordance with the principles established by the Children Act 1989, and in line with the following:

- Oxfordshire Safeguarding Children Board
<http://www.oscb.org.uk>
- *Keeping Children Safe in Education Part 1* (DfE, September 2018)
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping_Children_Safe_in_Education_2018_Part_One_14.09.18.pdf
- *Keeping Children Safe in Education Part 1* (DfE, September 2018)
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf
- *NSPCC Child Protection records retention and storage guidelines*
<https://www.nspcc.org.uk/globalassets/documents/information-service/child-protection-records-retention-and-storage.pdf>
- *Working Together to Safeguard Children (HM Government, March 2013)*
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf
- *What to do if you are worried a Child is being Abused* (DfE, 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281231/DFES-04319-2006-ChildAbuse_Summary.pdf
- *Safeguarding Children and Safer Recruitment in Education* (DfE, 2007)
<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/Final%206836-Safeguard.Chd%20bkmk.pdf>

APPENDIX 1 CATEGORIES OF ABUSE

The National Society for the Prevention of Cruelty to Children (NSPCC) defines child abuse as follows: ‘Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children’.

The table below outlines the four main categories of abuse as defined within KCSIE (2018). Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

These are general, although not exclusive, signs of abuse. A child may be experiencing abuse if he or she is:

- Frequently dirty, hungry or inadequately dressed
- Left in unsafe situations, or without medical attention
- Constantly put down, insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Displays sexual behaviour which doesn’t seem appropriate for their age
- Growing up in a home where there is domestic violence
- Living with parents or carers involved in serious drug or alcohol abuse

Abuse also includes female genital mutilation (FGM), radicalisation and forced marriages. FGM must be reported to the police. Frideswide Voices is committed to supporting the Prevent Duty and the Channel programme.

Bullying is not defined as a form of abuse but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the categories of abuse listed below. Bullying should be addressed as a safeguarding concern where there is ‘reasonable cause to suspect that a child is suffering or is likely to suffer significant harm’.

Type of Abuse	Possible Indicators
<p>Neglect</p> <p>The persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairments of the child’s health or development.</p> <p>This may involve a parent or carer failing to provide food, shelter, clothing or a failure to protect from physical harm or danger or allow access to medical treatment.</p>	<p>Obvious signs of lack of care including:</p> <ul style="list-style-type: none"> • Problems with personal hygiene • Constant hunger • Inadequate clothing • Emaciation • Lateness or non-attendance at school • Poor relationship with peers • Untreated medical problems • Compulsive stealing and scavenging • Rocking, hair twisting, thumb sucking • Running away • Low self-esteem

<p>Physical Abuse</p> <p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, female genital mutilation (FGM) or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (also referred to as Munchausen syndrome by proxy or FII – fabricated or induced illness).</p>	<ul style="list-style-type: none"> • Bruises and abrasions (specific areas and relevant to age group) • Damage or injury around the mouth e.g. torn frenulum (web of skin joining upper lip and gum) • Bi-lateral injuries such as two bruised eyes • Marks – e.g. bite, weal, fingernail, strap/belt welts • Burns and scalds (unusual patterns and spread of injuries) • Deep contact burns such as cigarette burns • Severe bruising and injuries to the genital areas • Drowsiness or erratic behaviour without obvious explanation • Parental attitude to injuries • Typical accidental injuries involve bony prominences, match the child’s history and are in keeping with the development of the child <p>Typical abusive injuries may affect soft tissue areas such as the ears, inner arms or forearms (when raised defensively), chest/abdomen, inner thighs or the soles of the feet.</p> <p>Accidental injuries in the ‘triangle of safety’ (ears, side of face and neck, top of shoulders) are unusual. Concern should also be raised by injuries which are in a noticeable/unusual pattern or do not match the explanation offered.</p>
<p>Sexual Abuse</p> <p>Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<ul style="list-style-type: none"> • Sudden changes in behaviour • Displays of affection which are sexual and age inappropriate • Tendency to cling or need constant reassurance • Tendency to cry easily • Regression to younger behaviour – e.g. thumb sucking, acting like a baby • Unexplained gifts or money • Depression and withdrawal • Wetting/soiling day or night • Fear of undressing for PE

<p>Emotional Abuse</p> <p>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 insofar as they meet the needs of another person.</p>	<ul style="list-style-type: none"> • Rejection • Isolation • Child being blamed for actions of adults • Child being used as carer for younger siblings • Affection and basic emotional care giving/warmth, persistently absent or withheld
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CHILD SEXUAL EXPLOITATION (CSE)

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. Sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of abuse.

Key facts about CSE

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8
- It affects both girls and boys and can happen in all communities
- Any person can be targeted but there are some particularly vulnerable groups: Looked after Children, Children Leaving Care and Children with Disabilities
- Victims of CSE may also be trafficked (locally, nationally and internationally)
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers

- Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children

The indicators of CSE can be spotted when speaking to the young person themselves or family/friends. Frideswide Voices staff and volunteers are aware of the information about CSE (KCSIE September 2018), which is as follows: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:

- Can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex
- Can still be abuse even if the sexual activity appears consensual
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity
- Can take place in person or via technology, or a combination of both
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence
- May occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media)
- Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse
- Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

CSE Good Practice – Individuals

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse
- Understand the perspective/behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

CSE Good Practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

APPENDIX 2 CHILD PROTECTION RECORDS

The purpose of this section is to provide guidance on record keeping, to enable the designated member of staff with a responsibility for child protection to ensure that all child protection information and concerns are kept in an appropriate and useful manner.

Deficiencies in record keeping have been identified by several child death enquiries as a problem area that requires attention from all agencies.

Good record keeping is essential in safeguarding the welfare of children and young people, particularly with regards to children/young people who are subject to child protection plans or who are identified as vulnerable. For this reason, it is advisable to carry out a regular audit of all child protection information kept by Frideswide Voices, to ensure that procedures are being followed correctly.

Child protection records are held in accordance with the principles of Data Protection and in line with the General Data Protection Regulation (2018). (Please refer to the Frideswide Foundation Privacy Policy, or previous Data Protection Policy.) Further guidance is provided here:

<https://www.nspcc.org.uk/globalassets/documents/information-service/child-protection-records-retention-and-storage.pdf>

This section seeks to answer the following questions:

- What kind of information should be recorded?
- How should notes and reports be made?
- Where should child protection information be kept?
- Who should have access to child protection information?
- What should happen to the information when a child leaves the setting?
- How should I share information with other schools/agencies?
- How long are child protection records kept by settings?

Record Keeping

The Designated Safeguarding Lead for child protection is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place. This is either a locked filing cabinet, with restricted access, or held securely electronically.

How should notes and reports be made?

It is impossible to say, at the time of making a child protection note, who will eventually have access to it, or when. It may be consulted months or even years after it was written. Always bear in mind that someone who is a complete stranger to you and your

organisation may need to read your record at some stage in the future.

Ideally, logs of incidents should be typed. If hand written, notes should be clearly legible and written in ink. All notes and reports must contain the following:

- Date of the incident, including year
- Date and time of the record being made
- Name and date of birth of the child(ren) concerned
- A factual account of what happened, and the location where the incident took place (include the actual words spoken by the child where possible)
- A note of any other people involved e.g. as witnesses
- Action taken, and any future plans e.g. monitor and review
- Any other agencies informed; names, dates, times of anyone spoken to.
- Printed name of the person making the record
- Job title of the person making the record
- Signature (print name alongside)

The source of the information should be identified e.g. 'Mrs Bell, a midday supervisor, informed me that...' Or 'I saw John in the playground at break time....'

Information should be factual or based on fact. Record what you saw, heard etc. and try not to be vague or woolly (e.g. 'Jenny was crying and rocking' rather than 'Jenny was upset')

Opinion is acceptable provided that you can give some justification for holding it (e.g. 'Sam ran and hid under the table when his mother arrived to take him home and clung to me when I tried to get him out. He appeared to be frightened.')

Make a note of what you have done with the information (e.g. 'I consulted the safeguarding lead, and she said she would...')

Try to avoid specialist jargon that someone from another agency would not necessarily understand.

What should happen to the information when a child leaves Frideswide Voices/how long should information be kept?

Records of concern will be kept for seven years after the last contact with the child or family. Paper records should be destroyed through shredding and disposed of as confidential waste. Electronic records should be deleted. A record should be made of records destroyed, and should be authorised by the Safeguarding Lead.

Sharing information with other organisations

In situations where a request is made by another organisation for information about an individual, the Safeguarding Lead must be informed. Their decision, including the reason for this decision, should be recorded and stored.

In all cases where information is shared the following information should be recorded:

- Date and time
- Summary of information shared
- Who the information was shared with
- Whether you are sharing with or without consent
- If sharing without consent, whether the child or family were informed
- How the information was shared and any receipt of it having been received

What kind of information should be recorded?

Any member of staff who has a concern about a child should make a written note. This must be passed on to the designated person (although a personal copy may be kept in a secure place). The note should be timed, dated and signed, with your name printed alongside the signature.

Notes must be made as soon as possible and certainly within 24 hours of the incident giving rise to the concern. (This is important, in case the note is needed for submission to court.) Notes do not have to be officially (or beautifully!) presented. The important thing is that they are:

- factual
- using a child's own words where possible
- a record of what you **saw** and **heard**

Professional opinions are acceptable but only if you state the facts or observations upon which your opinion is based.

Monitor the child and record observations as factually as possible.

APPENDIX 3 THE ROLE OF CHARITY TRUSTEES IN SAFEGUARDING

In relation to the requirements of the Charity Commission, Trustees of The Frideswide Foundation recognise that the principles of risk assessment, mitigation and monitoring are intrinsic to good governance. Trustees therefore aim to ensure that they have in place procedures for:

- Assessing safeguarding risks
- Creating, maintaining and developing policies and procedures to handle allegations and incidents
- On-going monitoring to ensure effective implementation of the policies and procedures
- Making appropriate responses when allegations and incidents arise, and reporting matters as necessary to the police and other agencies
- Reviewing the policies and procedures periodically and following serious incidents

To fulfil their responsibilities, Trustees aim to ensure that:

- Policies and procedures are actively discussed and approved at Trustees' meetings
- Terms of reference are firmly set for the on-going review of the policies and procedures
- Incidents are analysed not only in isolation but in context so that trends do not go unnoticed
- Any Trustee with special responsibility for safeguarding has a clearly defined role
- Any suspicion, allegation or incident of abuse or mistreatment of a vulnerable beneficiary will be reported to the Charity Commission, and if there has been no incident, this will be confirmed in the Annual Return to the Charity Commission

APPENDIX 4 INDUCTION AND REFRESHER TRAINING OF NEW STAFF AND VOLUNTEERS AND DESIGNATED SAFEGUARDING TRUSTEE

Introduction

An Induction programme is offered and adapted to the needs and responsibilities of the member of staff or the volunteer. Refresher training is expected at three-yearly intervals, and all staff and volunteers are asked to confirm in writing that they have completed the training.

All staff (including volunteers) are trained in KCSIE and must understand and follow KCSIE Part 1. In order to ensure that staff can discharge their role and responsibilities in relation to all the matters raised in KCSI Part 1 (2018), Frideswide Voices ensures that the latest KCSIE Part 1 (presently September 2018) is understood by staff undertaking the OSCB online modules detailed earlier.

All staff complete the OSCB online generalist training module. This is to prove understanding of KCSIE (2018).

Designated Safeguarding Lead

The Designated Safeguarding Lead attends appropriate DSL Safeguarding training. The Designated Safeguarding Lead undertakes refresher training every two years and maintains close links with the Local Safeguarding Children Board (LSCB) for Oxfordshire (OSCB). The Designated Safeguarding Lead reports to the Board of Trustees of the Frideswide Foundation at least annually. The Board of Trustees confirms the annual review of the *Safeguarding Policy*.

What is the Reason for the Training? Child protection is always a priority. Every member of staff needs to be confident that he/she understands his/her role in:

- keeping children safe
- promoting the welfare of pupils
- promoting equal opportunities and inclusion
- preventing bullying and harassment
- responding to a disclosure
- making a referral

Everyone is required to take part in the training, no matter what their previous background, level of expertise or status (employee or volunteer).

SAFEGUARDING AGREEMENT

To be completed by all Frideswide Voices staff and regular volunteers, and by trustees of The Frideswide Foundation:

(A) I am familiar with the contents of the following documents:

The Frideswide Voices Safeguarding Policy September 2018

The Frideswide Voices and The Frideswide Foundation Privacy Policies (GDPR)

(B) I understand the choir's safeguarding procedures.

(C) I know that Sarah Coatsworth is the Designated Safeguarding Lead and Tanya Simpson is the Deputy Designated Safeguarding Lead, and that I can discuss any concerns that I may have with either of them, or Jonathan Arnold, the designated Safeguarding/Child Protection Trustee

(D) I know that further guidance can be found at www.OSCB.org.uk and www.nspcc.org.uk

(E) I confirm that I have read Part One of *Keeping Children Safe in Education (KCSIE)* and I have understood the importance of following its guidance.

(F) I understand my responsibilities in relation to safeguarding, regular training, the need for vigilance and the need for action if I am concerned.

Signature _____

Name _____ Date _____

Please return completed form to Sarah Coatsworth, Designated Safeguarding Lead.

Frideswide Voices Record of Concern

Name of child				
Date				
<p>Nature of Concern What prompted this record? (Please include dates, times, incidents, behaviours)</p>				
<p>Background Information that could explain child's behaviour</p>				
<p>Does the concern fall into one of the following categories?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Neglect <input type="checkbox"/></td> <td style="width: 50%;">Sexual Abuse <input type="checkbox"/></td> </tr> <tr> <td>Physical Abuse <input type="checkbox"/></td> <td>Emotional Abuse <input type="checkbox"/></td> </tr> </table> <p>Signed _____ (Member of staff)</p> <p>Signed _____ (Designated member of staff for children protection)</p>	Neglect <input type="checkbox"/>	Sexual Abuse <input type="checkbox"/>	Physical Abuse <input type="checkbox"/>	Emotional Abuse <input type="checkbox"/>
Neglect <input type="checkbox"/>	Sexual Abuse <input type="checkbox"/>			
Physical Abuse <input type="checkbox"/>	Emotional Abuse <input type="checkbox"/>			
<p>Has this information been passed to any other agencies? (Please give details) If not, please record reasons why</p>				

USEFUL SAFEGUARDING CONTACT DETAILS

CONTACT	EMAIL	TELEPHONE
Multi-Agency Safeguarding Hub To report a concern of abuse or neglect, call the MASH team	mash-childrens@oxfordshire.gcsx.gov.uk	0345 0507666
Kingfisher Team Child sexual exploitation	kingfisherteam@oxfordshire.gov.uk	01865 309196
LCSS Central No names consultation	LCSS.central@oxfordshire.gov.uk	0345 2412705
Local Authority Designated Officer To report an allegation against a person in a position of trust	LADO.safeguardingchildren@oxfordshire.gov.uk	01865 810603 01865 815956
Oxfordshire Safeguarding Children Board www.oscb.org.uk For general safeguarding issues and training, please consult the OSCB team	OSCB@oxfordshire.gov.uk	01865 815843