



SAFEGUARDING POLICY

20th March 2024

Why we need a Safeguarding Policy

The NYFTE safeguarding policy helps to ensure that as an organisation we continually focus on the values of respect and care and the physical wellbeing and mental health of all our members.

This safeguarding policy is for everyone in NYFTE and applies to all our leaders, tutors, volunteers, parents/guardians and members.

Our safeguarding policy underpins everything we do. It provides those in positions of responsibility with the procedures necessary to protect everyone from abuse or neglect. It also offers guidance for anyone who has a concern about the welfare of a young person or adult at risk and explains how to report a safeguarding allegation or disclosure.

NYFTE leaders are required to adhere to the safeguarding policy in all situations that involve contact with members of the team at NYFTE events and beyond, including online. This includes recognising the signs and symptoms of abuse as well as ensuring that any child approaching a NYFTE team member with a disclosure will be listened to and that appropriate action will be taken and explained to them.

All NYFTE leaders, tutors, volunteers and members are required to read this policy, and sign a declaration to show that they have read and understood it.

NYFTE members and their parents will have access to this policy via the NYFTE website.

We will also issue a simple summary of the key points of this safeguarding policy to all members and their families when they join NYFTE and again to all members when the policy is updated annually.

Definitions

The following terms are used in this policy:

- Members - NYFTE team members, aged 10-18

- Parents/Guardians - those with daily responsibility for NYFTE members
- Responsible Adult - if a parent is unable to attend a festival or has other commitments at the festival, a suitable responsible adult will be appointed by the parent(s) to be responsible for their child during some or all of the festival.
- Families – includes other siblings who are not members and may attend NYFTE events
- Leaders – committee members who attend events with team members during the year
- Committee members – work in the background with the running of the team such as secretary, treasurer and festival liaison
- Safeguarding Lead - Leaders with special responsibility for safeguarding
- Parent Volunteers – Parents/guardians who help with specific duties e.g. stewarding the campsite at Chippenham
- Tutors – usually professional musicians who are booked to run specific sessions to develop material with the team (e.g. an afternoon session at Denstone) and have no formal ongoing involvement in the team, unless they hold another role above
- Young Leaders - team members aged 18 and over
- Trusted Adults - includes parents/guardians, responsible adults, leaders, committee members, tutors, parent volunteers and young leaders.

Safeguarding Statement

It is the policy of NYTFE to safeguard the welfare of all our members by protecting them from harm. Safeguarding is everyone's responsibility and it is embedded across our organisation.

All NYFTE members, adults and children should treat one another with respect and dignity at all times.

We aim to create an environment in which every child feels safe, secure, valued and respected, giving them the best chance to learn and thrive.

NYFTE aims to create an open environment in which members feel confident to speak out if they feel they are being harmed in any way.

NYFTE members aim to be positive role models giving a balance of enthusiastic and constructive feedback.

We encourage balanced relationships based on mutual trust, which empowers members to share in decision-making both about performances and NYFTE as an organisation.

We are committed to:

- Observing the rules established for the safety and security of children and young people through processes, procedures and guidance provided, promoting and prioritising their safety and wellbeing.
- Taking the interests and well-being of young people into account in all our activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Making sure that all children and young people, and in particular those who are vulnerable, are kept safe from harm while involved in any event or activities.
- Taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.
- Following the correct procedures on receipt of any allegations or concerns raised.

Trusted Adults

NYFTE will ensure that all adults undertaking roles with responsibility for supervising NYFTE members are appropriately vetted, including providing proof of an enhanced current DBS check. NYFTE will obtain and keep secure records of all those who are given this responsibility.

Inappropriate behaviour by trusted adults within NYFTE will not be tolerated.

Trusted adults should always:

- use appropriate language
- dress appropriately
- listen carefully to members' ideas, comments and concerns
- treat all members fairly and without favouritism
- obey the law
- ensure the safety of the children under their care

Trusted adults should never:

- use force to discipline NYFTE members
- have inappropriate contact with team members or anyone else involved in the team
- add members as friends or contacts on social media without first obtaining written permission from their parent/guardian and notifying the Safeguarding Leads.
- be under the influence of alcohol or drugs while supervising young people.

Generally more than one trusted adult will be present at all NYFTE events.

Groups of NYFTE members may sometimes be supervised by one adult leader or tutor, for example at a rehearsal. When this is the case, doors must be kept unlocked so that other trusted adults can enter at all times.

If a leader or tutor needs to speak to a member one to one, another responsible adult within NYFTE should be informed and may request to attend the meeting in a listening capacity. Adults without current DBS checks will not be allowed unsupervised access to members.

In line with this safeguarding policy, NYFTE leaders and tutors must not undertake a role until they've successfully completed the relevant checks for that role (e.g. DBS check and references) and completed the required safeguarding training for that role.

In addition, individuals undertaking roles in NYFTE may be required to provide proof that they are qualified - for example, performing a First Aider role may require proof of recent First Aid training.

Safeguarding Leads

The NYFTE Committee has appointed two members as Safeguarding Leads: Anna Branagan and Richard Surridge who have a responsibility for leading on safeguarding at festivals, training events and throughout the year.

If a Safeguarding Lead is not present at a NYFTE event, another leader will be assigned to be responsible for safeguarding for the duration of the event and the team will be informed of this.

The Safeguarding Leads are trained in safeguarding on behalf of NYFTE and will act as safeguarding awareness co-ordinators, providing general advice to leaders, committee members and team

members and families on the implementation of the safeguarding policy.

It is the responsibility of the Safeguarding Leads to make sure that everyone is clear about their safeguarding roles and responsibilities and that they are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns.

The Safeguarding Leads will also be responsible for keeping the safeguarding policy updated.

Training

Everyone within NYFTE must fully understand and implement the safeguarding policies and procedures relevant to their role. To enable this to happen, we have a training programme and a safeguarding structure that makes sure we're pro-actively safeguarding right across the organisation.

We require all committee members, leaders, tutors and parent volunteers to sign to confirm that they have read and understood the safeguarding policy prior to their involvement with the team.

We will provide basic safeguarding training for all committee members, leaders, tutors and parent volunteers given responsibility for supervising children. This is mandatory and must be completed before taking on a role within NYFTE and updated on a regular basis, at least every three years.

Responsible Adults

If a member's parent/guardian is unable to attend a festival or has other commitments at the festival, a suitable responsible adult will be appointed by the parent(s) to be responsible for their child during some or all of the festival. NYFTE leaders must be notified in advance of these arrangements, including the contact details of the responsible adult for use during the event if needed.

If a parent/guardian is present at the event but arranges alternative childcare during the event (e.g. while they are performing themselves), where possible they should notify a leader present at the event of this arrangement in case there is an emergency relating to the team member.

Signing In

When we are not performing or rehearsing, NYFTE members at festivals should be in the care of their parent or guardian or a designated responsible adult nominated by their parent or guardian.

NYFTE members may be asked to sign in at the beginning of a rehearsal, performance or a residential event to show that they are in the care of NYFTE. When the event is over NYFTE members may be required to sign out as they return to the care of their parent, guardian or responsible adult.

Safeguarding in Residential Settings

DBS checks will be required for all leaders and any volunteers staying overnight with the team without members' parents present.

Sleeping arrangements for festivals and residential rehearsals will be arranged in advanced and published to parents. Groups of children may be supervised by individual adult leaders. Where possible, adults and children will sleep in separate rooms.

First Aid

NYFTE leaders will secure parental consent in writing prior to each event to act *in loco parentis* if the need arises to administer emergency first aid and/or other medical treatment.

Qualified team first aiders will keep a written record of any injury that occurs along with the details of any action taken and/or treatment given. This record is stored in a confidential area and will be kept for a minimum of 12 months.

Performance Licensing

NYFTE members under school leaving age and taking part in concerts or other public performances the audience pays to see, or that take place on licensed premises, may require a children's performance licence. If necessary, it is the responsibility of the festival or venue to apply for a performance licence for children.

Licensing regulations only apply to children who perform for a paying audience for four days or more in a six-month period.

Generally children performing under licence are not permitted to work for more than four hours without taking a break of at least one hour. They must also be accompanied by licensed chaperones or teachers at all times. Other rules and guidelines also apply, for example on how early or late children may be required to work, and may need to be taken into consideration as determined by local council authorities.

Bullying

NYFTE takes all signs of bullying very seriously and members are encouraged to share their concerns with leaders or committee members.

NYFTE leaders will investigate all allegations of bullying, speaking to the victim and the bully or bullies separately. In addition, if anyone sees any bullying behaviour this should also be brought to team leaders so that action can be taken. Records will be kept confidentially of any such conversations and the agreed actions from these discussions.

Sanctions will be imposed if necessary and expulsion from the team will be the final option.

Online Events

For online events held via video conferencing (e.g. zoom), parents/guardians will be made aware that a session is planned and they are welcome to be present in the room or close proximity in the home if they feel that would be advisable for support or supervision.

Leaders or tutors should be in a private room where others cannot see or hear the team members in attendance.

Online video sessions will be recorded to ensure safeguarding is maintained at all times.

Leaders or tutors should sign in before admitting members to a session, and should remain signed in until all members have left the session.

Groups of NYFTE members may sometimes be supervised by one adult leader or tutor.

If a single tutor is present at a session with a single member, they should obtain verbal consent from the member's parent/guardian at the beginning of the session, and sign off with the parent/guardian again at the end of the session.

Chat functions, voting and comments may be enabled during video calls at the leaders' discretion.

Social Media

All leaders and tutors should understand and respect the need for child protection when using social networking sites.

They must ensure their actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust. The welfare of the member(s) is paramount.

NYFTE leaders and tutors are not permitted to add members as friends or contacts on social media without first obtaining written permission from members' parents, and notifying the Safeguarding Leads.

Emails and Texts

Emails, text messages or other private messages between leaders or tutors and members should always be copied at the time of sending to a second adult, the member's parent/guardian, a NYFTE leader or a Safeguarding Lead.

Photographs and Videos

Still or moving images sent to or from members should always be copied at the time of sending to a second adult, the child's parent, a NYFTE leader or a Safeguarding Lead.

On joining NYFTE, a member's parents/guardians will be asked to sign a letter of permission for photo and videos taken at NYFTE events to be used in future publicity.

DISCLOSURES

A disclosure is when someone reveals details of abuse, harm or bullying, or information which you suspect may indicate abuse, harm or bullying.

In the event of a disclosure trusted adults must follow the guidelines below and refer to the designated Safeguarding Lead without delay.

In urgent and/or severe cases, if you think someone is at immediate risk of harm, call the emergency services by dialling 999.

NYFTE leaders and tutors will always be provided with a contact number for the Safeguarding Lead at a festival or event, and may also contact the Safeguarding Lead by phone or email at other times.

Sharing information is vital to protect children, young people and adults at risk from suffering or being likely to suffer significant harm. However, information will only be shared with the relevant people and otherwise will be treated with the strictest of confidence to make sure that all individuals involved have trust in the handling of any allegation or concerns. Any records taken by trusted adults will be stored confidentially and will be available to the relevant authorities if required.

If a participant confides in a trusted adult

If a child wants to confide, the trusted adult should:

- Be accessible and receptive. Stay calm and show that you are taking this seriously

- Listen carefully and uncritically, at the child's pace
- Explain that you must pass this information on, and tell them what you intend to do
- Make a careful record of what was said and store this confidentially
- Gather information on a 'need to know' basis – you do not need the whole story, just enough to take the next step

Trusted adults must not:

- Make promises about keeping the information 'secret'
- Investigate or seek to prove or disprove the allegation
- Assume that someone else will take the necessary action
- Jump to conclusions, be dismissive or react with shock, anger etc.
- Speculate, accuse or confront anybody
- Gossip about what you have been told to colleagues or others
- Investigate, suggest or probe for information, or ask leading questions
- Offer opinions about what is being said or the persons allegedly involved

Recording a disclosure

Trusted adults should make a record of the disclosure which will:

- Include the time, date and place of the disclosure and details of who was present
- Be in the child's words wherever possible
- Differentiate between fact, opinion, interpretation, observation or allegation
- Be signed and dated by the trusted adult
- Be stored confidentially

Trusted adults have a duty to pass on relevant information about a safeguarding concern without delay. The designated Safeguarding Lead will keep a record of any reports and act on them appropriately. The information disclosed will only be disclosed on a 'need to know' basis.

Allegations

All trusted adults are required to report to any concerns about practices or behaviour of any other adult or child which is likely to put any team members or trusted adults at risk of abuse or other serious harm.

This includes historic behaviour that may be of concern in relation to that person's suitability to work with children. There will be no retribution or disciplinary action taken against anyone for making such a report, provided that it is done in good faith.

Working in partnership with statutory safeguarding agencies and other organisations. NYFTE will refer any trusted adult to the relevant statutory agency if there are significant concerns about their suitability to work with children and young people, or if they have been excluded from the organisation in line with safeguarding guidance and legislation.

NYFTE trusted adults should not investigate allegations themselves. If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must refer such concerns to the designated Safeguarding Lead without delay.

In the event that the Safeguarding Lead is the cause of the concern, trusted adults should call the

NSPCC or contact their local LADO (Local Area Designated Officer) for guidance.

Action in the case of a disclosure/allegation

If there is an allegation involving a leader, committee member or tutor, this person will be suspended immediately whilst the allegation is investigated.

In the event of a disclosure or allegation the Safeguarding Lead will:

- Take seriously and investigate any allegations, with an open mind. Is this contradicting the above stamens which say not to investigate a disclosure? Do we need exceptions above to say that the recipient of the disclosure shouldn't investigate unless they are the safeguarding lead?
- Where appropriate, contact the LADO (Local Area Designated Officer) for guidance
- Assess the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the police
- Assess whether there is enough evidence to prove or disprove the allegation
- Ensure the safety and welfare of all involved, including the person(s) accused of abuse
- Keep a central and secure record of any concerns reported, regardless of any further action taken

If a trusted adult is found to have breached the duty of care laid out in this policy disciplinary actions will be taken. These may include, but are not limited to:

- A verbal warning
- Requirement for further training
- Immediate removal from their role at a festival or event, whether paid or voluntary
- Barring from future work or volunteering opportunities with NYFTE
- Referral to the police

DEFINITIONS OF ABUSE AND EXPLOITATION

The categories below give an overview of several types of abuse.

This is not exhaustive and more information about types of abuse and the signs and symptoms of child abuse and neglect can be found on the NSPCC website: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Physical abuse

- Any action which physically harms someone
- An individual's body being injured or hurt e.g. hitting, pushing or assault. Physical abuse can also be in other forms i.e. poisoning, inflicting illness upon another. It's an intentional act.

Emotional or Psychological abuse

- Age or developmentally inappropriate expectations being imposed on someone
- Not giving a someone opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate
- Conveying that someone is worthless, unloved or inadequate

Sexual abuse

- Forcing or enticing someone to take part in sexual activities, inappropriate touching or exposure, whether or not they are aware of what is happening
- May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images or grooming a child in preparation for abuse including via electronic devices or social media

Neglect

- Failure to prevent harm that may damage, impair the growth or development of a child or young person by not meeting their basic physical or mental needs
- Failure to ensure adequate supervision
- Failure to ensure access to adequate medical care or treatment

Peer on peer abuse

- Children and young people can also be abusers of other children, usually through bullying, sexual abuse, physical abuse, issues online, youth produced sexual images or any form of initiation

Bullying

- A pattern of behaviour that can be threatening, aggressive, intimidating, abusive, insulting, offensive, cruel, vindictive, humiliating, degrading or demeaning
- Can happen between young people, adults, in groups or singularly
- Can happen within the 'real world' or online

Online bullying or cyberbullying

- Happens across social media networks, when gaming or via mobile phones. Examples can include posting offensive material, and spreading rumours or embarrassing images

'Sexting'

- When someone shares sexual, naked or semi-naked images of themselves or others or sends sexually explicit pictures. Sharing, possession or distribution of such images of a person under the age of 18 is illegal in the UK
- There are also criminal offences in regards to adults posting sexual images of other adults in certain circumstances

Drug or alcohol misuse

- A pattern of behaviour which changes or alters the mood or mental state of an individual, or endangers themselves or others

Self-harm or self-neglect

- Deliberately causing harm to yourself by either hurting or putting yourself in harm's way
- Self-harm is mainly a coping strategy which young people adopt to release emotional stress
- Self-neglect is the failure to care for yourself, e.g. personal hygiene, health or environment

Addiction

- The inability to stop a particular behaviour (alcohol, drugs, gambling etc) which can impact

relationships, health, finances and career.

- Addiction often co-occurs with other issues and it can make people vulnerable to coercion and/or mental health issues

Last reviewed March 2024

CONTACTS

NYFTE Safeguarding Leads: Anna Branagan and Richard SurrIDGE

NYFTE Safeguarding Phone: 07455 379713 (Anna) / 07462 901362 (Richard) / or email
anna@branagan.me.uk / surridge.r@gmail.com

NSPCC: www.nspcc.org.uk help@nspcc.org.uk. 0808 800 5000



NYFTE SAFEGUARDING POLICY SUMMARY

This summary contains essential information for all parents, leaders, committee members, tutors and young people in NYFTE.

- It is the policy of NYFTE to safeguard the welfare of all our members by protecting them from neglect and from physical, sexual and emotional harm
- Safeguarding is everyone's responsibility and it is embedded across our organisation
- We aim to create an environment every young person feels safe, secure, valued, and respected, giving them the best chance to learn and thrive
- NYFTE aims to create an open environment in which members feel confident to speak out if they are being harmed in any way
- All members have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment

We are committed to:

- Observing the rules established for the safety and security of children and prioritising their safety and wellbeing
- Taking the interests and well-being of young people into account in all our activities
- Respecting the rights, wishes and feelings of the young people with whom we work
- Making sure that all children and young people, and in particular those who are vulnerable, are kept safe from harm while involved in any event or activities
- Following the correct procedures on receipt of any allegations or concerns raised

NYFTE CODE OF BEHAVIOUR

- We encourage balanced relationships based on mutual trust and mutual respect which empowers members to share in decision-making
- NYFTE members aim to be positive role models giving a balance of enthusiastic and constructive feedback
- Remember that you are a role model at ALL times, inside and outside NYFTE

GUIDELINES FOR REPORTING ABUSE

- If you have concerns about how a member of NYFTE is being treated, or if you or others feel unsafe or at risk of harm, report all allegations, suspicions and concerns immediately to a NYFTE Safeguarding Lead or other trusted adult.
- It is your duty to report ALL safeguarding concerns as a matter of urgency following the correct process outlined in this policy
- You must refer any concern or complaint to a NYFTE Leader or Safeguarding Lead or trusted adult as a matter of urgency. DO NOT investigate it yourself
- If you are in any doubt about what to do, contact the Safeguarding Lead on 07455 379713 (Anna) / 07462 901362 (Richard) or email anna@branagan.me.uk / surridge.r@gmail.com
- If a young person is at immediate risk of significant harm call 999 and request Police. Inform a NYFTE Leader or Safeguarding Lead once you have done this
- You can also contact the NSPCC on 0808 800 5000 or help@nspcc.org.uk

If a young person tells you they are being abused, you must:

- Allow them to speak without interruption, and accept what they say
- Be understanding and reassuring – do not give your opinion
- Tell them you will try to help and must pass the information on
- Tell a NYFTE Safeguarding Lead immediately
- Write careful notes of what was said using the actual words
- Include the time and date and full names of those involved
- Sign and pass your notes to a NYFTE Safeguarding Lead
- Make sure that continuing to participate in NYFTE poses no further risk to their welfare

If you are concerned about the welfare of a young person or there is a concern, complaint or allegation about an adult or yourself, inside or outside NYFTE, you must:

- Tell your NYFTE Leader or Safeguarding Lead immediately
- Write careful notes of what you witnessed, heard or were told
- Include the time and date and full names of those involved
- Sign and pass your notes to your NYFTE Safeguarding Lead
- Make sure that continuing to participate in NYFTE poses no further risk to their welfare