



## Safeguarding Children Policy and Procedure

<b>Name of Organisation</b>	Scunthorpe Cooperative Junior Choir (SCJC)
<b>Address</b>	The Oasis Academy, Henderson Avenue. Scunthorpe
<b>Telephone</b>	07546170066
<b>Date Policy Agreed</b>	17/02/2025
<b>Date of Next Review</b>	17/02/2026
<b>Signature</b>	<i>Jacqui Brewster</i>
<b>Name and telephone number of Designated Protection Person</b>	Rachael Abdi Stephenson 07446936250
<b>Name and telephone number of Deputy Designated Protection Person</b>	Jacqui Brewster 07546170066

The values held by this organisation are safety, open access, equality and fairness. SCJC recognises that all children have a right to protection from abuse. SCJC takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse and neglect
- Provide parents and children with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse and neglect

Safeguarding incorporates protecting children from harm and maltreatment, promoting welfare and optimizing life chances for all children. All organisations that work with children and provide services for children now share the responsibility to safeguard and promote their welfare. Our organisation believes that all children while in our care should be safe and prevented from harm.

In order to achieve this, the SCJC committee will put in place systems for safeguarding all those involved with their organisation.

- Music Team members and Volunteers will go through a DBS vetting procedure to check their suitability for working with children.

- The committee appoints a designated person to deal with safeguarding issues and concerns
- Training will be undertaken, to enable everyone to carry out their responsibilities effectively.
- If anyone has concerns about a child these should be dealt with by the designated person according to procedures and guidance within this policy. Should the designation person be unavailable then concerns can be raised with the lead chaperone of the event / activity.
- Chaperoning Protocols have been produced by the committee for the activities they organise; these include ways of working to safeguard the children.
- Everyone working with children is issued a copy of the Chaperoning Protocols.
- Chaperoning Protocols will be reviewed and updated and new ones developed for any new activity undertaken.
- All choir events and activities are risk assessed to ensure potential H&S issues are considered in terms of access, inclusion and reasonable adjustments are put in place for our disabled members.
- SCJC is committed to broadening the cultural diversity of its membership and will seek advice from choristers parents and EMTA to ensure that every effort is made to respect any cultural or religious needs.
- Policies and procedures will be regularly monitored by the committee, which has overall responsibility for safeguarding.

## **THE POLICY**

SCJC recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly SCJC has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Multi Agency Resilience & Safeguarding (MARS) Board Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of SCJC and who work with children. Every individual has a responsibility to inform the designated person in respect of child protection or their deputy of concerns relating to safeguarding children.

Once a child has reported inappropriate behaviour or abuse by an adult, it has to be acted upon even if the child does not give consent or would prefer it to remain in confidence with no action taken.

The designated person should decide if the concerns should be communicated to North Lincolnshire Children's Services or the police. However all staff and volunteers can contact North Lincolnshire Children's Services directly if necessary.

## Definitions of Abuse (Working Together to Safeguard Children 2023)

A concern should be raised if any of the following circumstances have or are happening to a child:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Neglect
- Domestic abuse including controlling or coercive behaviour

<b>Physical abuse</b>	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation 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
<b>Emotional abuse</b>	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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone
<b>Sexual abuse</b>	Involves forcing or enticing a child or young person 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, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
<b>Child sexual exploitation</b>	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 victims 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.
<b>Child criminal exploitation</b>	As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

<b>Neglect</b>	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's mental and physical health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate caregivers); or</li> <li>• ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
<b>Domestic abuse including controlling or coercive behaviour</b>	<p>Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent. Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. It is described as:</p> <ul style="list-style-type: none"> <li>• Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and</li> <li>• Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim</li> </ul> <p>Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused.</p>

## WHAT YOU SHOULD DO IF YOU SUSPECT ABUSE

You must report concerns as soon as possible to Rachael Abdi Stephenson ( 07446936250) who is nominated by SCJC to act on their behalf in referring allegations of suspicions of abuse or neglect to North Lincolnshire Children's Services. If it is an emergency, and the designated person(s) cannot be contacted, then North Lincolnshire Children's Services or the police should be contacted at the numbers given at the end of this policy

For further information, the [One Family Approach - Helping Children and Families in North Lincolnshire](#) document and [Children's MARS Policy and Procedures for Assessing Need and Providing Help](#)

- If the suspicions relate to the designated person, then North Lincolnshire Children's Services or the Police should be contacted.
- Suspicions should not be discussed with anyone, other than those named above.

- It is the right of any individual to make direct referrals to North Lincolnshire Children's Services. However this policy should be followed where possible.

## **RECORDING**

1. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure.
2. Report your discussion as soon as possible to the designated person.
3. Allegations against staff or volunteers will be investigated following local procedures. For further information see the Children's MARS Managing Allegations procedures

## **MAINTENANCE OF RECORDS**

After a safeguarding referral has been made all written records relating to child welfare concerns or concerns about possible risk posed by an adult (whether paid or voluntary) are to be confidentially retained by the Safeguarding Lead and stored in a secure locked cabinet. No information is to be stored electronically.

- For concerns raised and acted upon, a record should be kept until the child is 25 years old.
- For concerns not acted upon, a record should be kept for 6 years after the child has ceased association with the organisation.
- For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
- Destruction of records - All confidential waste is to be disposed off by shredding on site or off site by an approved company

## **VOLUNTEER RECRUITMENT**

SCJC undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant before they commence work
- Where appropriate, when regular unsupervised contact with children is likely to take place SCJC will request and check references and ask that individuals apply for a

Disclosure and Barring Service (DBS) check in line with local Children's MARS for North Lincolnshire procedures.

- All SCJC Chaperones are invited to become formally approved as local authority licensed chaperones.

## E-SAFEGUARDING

All new members and parents of SCJC are asked to comply with the following guidance code.

### SCJC Guidance Code on the use of Social Media

#### 1. Stay Safe

Choose only safe Apps and make sure you fully understand how they work.

Always check your privacy settings and be aware of who your friends and followers are on line. Never share any personal information on line to reveal your location, school or home address (your real friends and family already know this information).

#### 2. Be Positive

Social Media should be used as a force for good by building and supporting friendships within and beyond SCJC. Always try to keep it positive and friendly.

#### 3. Always think before you post

Social media is instantly available through mobile devices, making it easy to comment before you have had the time to reflect. This can have unintended consequences and updated data (and images) cannot always easily be removed, if ever.

#### 4. Understand the line between what is appropriate or not

Ask consent prior to taking someone's photograph

Avoid writing anything you would not be prepared to say to someone face to face (or let your parents / future employers see).

E.g. never make or share derogatory comments about another person on line or make negative or hurtful comments on posts or pictures.

#### 5. Challenge abusive comments in group chats

Never collude with on line abuse (silence is collusion) and be prepared to remove yourself from the chat or conversation if necessary.

#### 6. Be aware that your privacy is not guaranteed on line

Regardless of your own privacy settings, potentially anything you post on line may not remain private or can be saved by screen shot and potentially passed on by another user (e.g. a Facebook "friend")

#### 7. Report any on line abuse

Do not bottle up issues or conflicts, talk to your parent, or SCJC adult chaperone. We are here to listen, help and take appropriate action for the protection, security and welfare of all our choristers.

## ACCEPTABLE USE POLICY FOR ELECTRONIC EQUIPMENT

Only authorised staff members and designated adults are permitted to take publicity photographs using personal camera phones or iPads. Photos are uploaded onto the SCJC OneDrive and then deleted from personal devices.

Parent consent for publicity photographs is requested and confirmed prior to all events. All audience members are requested NOT to take photographs or videos during concerts or events and this is monitored closely by music team members and chaperones. All posts containing chorister photographs on SCJC social media platforms are monitored and approved by designated system admin.

## WHISTLE BLOWING

If any member, staff or volunteer in SCJC witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the lead chaperone for the event / activity . If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

We are committed to all individuals having the ability to raise a genuine concern in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

## CONTACT INFORMATION

DESIGNATED /SENIOR CHILD PROTECTION PERSON FOR YOUR ORGANISATION :  
Rachael Abdi Stephenson ( 07446936250 )

NORTH LINCOLNSHIRE CHILDREN SERVICES, CHURCH SQUARE HOUSE, CHURCH SQUARE, SCUNTHORPE DN15 6XQ 01724 296500 OR 01724 296555 [EXTENDED HOURS]

POLICE NON EMERGENCY 101

POLICE EMERGENCY 999

LOCAL AUTHORITY DESIGNATED OFFICER, INDEPENDENT REVIEWING SERVICE  
01724 298293

Signed: .....Jacqui Brewster.....Date : ...21/01/2025....

Jacqui Brewster (Chair person)