



THE RICHARD ELY TRUST

FOR YOUNG MUSICIANS

27 Ashmeads Close, Colehill, Wimborne, Dorset, BH21 2LG

Tel: 01202 885967, e-mail: daphnejones51@yahoo.co.uk

www.therichardelytrust.org.uk Registered Charity no. 1085780

Child Protection Policy *including* *photography and moving image*

Designated Person

Christine Dipple 07570 481316



NSPCC Child Protection Helpline
0808 800 5000.

Patrons: Marin Alsop; Adrian Brendel; Natalie Clein; Dame Dione Digby DBE D Arts (h.c) DL; Dame Emma Kirkby OBE; Jennifer Pike

Trustees: Christine Dipple; Malcolm Lofts; Victoria McDonough DL; Lisa Tregale; Peter Guntrip



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CHILD PROTECTION POLICY

The Richard Ely Trust for Young Musicians supports children and young people through the means of grants and performance opportunities. The Trust is committed to the safety and well-being of everyone it works with and as part of its duty of care acknowledges that:

- all young people have the right to protection from harm, whether it be harm as a result of physical, emotional or sexual abuse, or neglect.
- it has a responsibility for the safety of children and young people taking part in its activities.
- it must remain committed to practices which protect children from harm
- good child protection policies and procedures are of benefit to everyone involved with the Richard Ely Trust.

This policy applies to all Trustees and volunteers who have direct dealings with children (this includes Area Reps & Trust Officers – Secretary, Administrator, Treasurer, Events and PR Co-ordinator) who represent the Richard Ely Trust. It is the Richard Ely Trust policy to:

- Establish a safe environment in which children and young people can perform, where they can feel secure and valued, are encouraged to talk and are listened to.
- Ensure we practise safe recruitment in checking the suitability of Trustees and Volunteers to work with children and young people.
- Raise awareness of child protection issues amongst Trustees and volunteers, and encourage them to report any concerns relating to the implementation of this policy.
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse or inappropriate behaviour.
- Respond swiftly and appropriately to all suspicions or allegations of abuse.
- Adopt a good practice for keeping reports and records on allegations.
- Ensure optimum confidentiality in all cases.
- Ensure that the appropriate authority is contacted when a report is made.
- Require any group, organisation or agency working in partnership with the Richard Ely Trust to have their own appropriate policy and procedures in place, or to adopt those of the Richard Ely Trust.
- Ensure that the policy is available to all on request.
- Annually review the effectiveness of this policy and associated procedures and update as necessary.

The Richard Ely Trust has one designated person to act as a source of advice and implementation of this policy, and to co-ordinate action within the organisation over cases of abuse. This is **Christine Dipple**. Her direct contact details are on the front of this document.



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CODE OF PRACTICE

Richard Ely Trustees and volunteers should:

- Treat all children and young people with respect, regardless of their gender, age, race, class, religion or religious or other beliefs, gender reassignment, ethnicity, disability, sexual orientation, marital or civil partnership status, social or educational background, class, political beliefs or affiliations, pregnancy, maternity, family or care responsibilities.
- Avoid unobserved one-to-one contact with a child or young person - when such a situation is unavoidable, ensure that they are within sight or hearing of others who are aware of the situation.
- Where any individual person under the age of 18 (under 25 for SEND) performs on behalf of the Richard Ely Trust, written consent will be obtained in advance from the parent(s)/carer(s). If the parent(s)/carer(s) do not accompany the young person a DBS checked Trust representative will be designated to supervise their welfare.
- Not take an unaccompanied child/young person in their car.
- Challenge inappropriate behaviour and encourage children and young people to feel comfortable enough to confront attitudes or behaviour they do not like.
- Avoid situations that compromise their relationship with a child or young person - taking into account that someone else might misinterpret their actions, no matter how well intentioned.
- Not permit children or young people to engage in abusive activities, such as initiation ceremonies, ridiculing, or bullying.
- Avoid physical contact with children and young people.
- Not engage in any inappropriate physical or verbal contact with others, or make suggestive remarks or gestures, even in fun.
- Not speculate or make assumptions.
- Not be drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes.
- Avoid showing favouritism to any individual.
- Not allow photographs of children or young people to be taken or used without consent from the parent / guardian / carer, and ensure that photos are not accompanied by individual's full names.
- Not let suspicion, disclosure or allegations of abuse go unrecorded or unreported.

STORAGE OF DATA

This policy applies to all Trustees and volunteers who represent the Richard Ely Trust. It is Richard Ely Trust policy in regards to the storage of data to:

- Ensure that all documents containing sensitive and identifiable data (i.e. date of birth, where they live, where they attend school, financial information) of young people should be stored in a secure location i.e. locked cabinet, password protected computer.



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- Only ONE copy of grant application forms should be held in hard copy by Richard Ely - Administrator all other hard copies should be securely destroyed after each Trustees meeting. A summary of young people and grant awarded can be circulated after each meeting for trustee's records.
- Ensure that under NO circumstances should young people's information be passed onto any persons unauthorized by the Richard Ely Trust.

STORAGE OF IMAGES

This policy applies to all Trustees and volunteers who represent the Richard Ely Trust. It is Richard Ely Trust policy in regards to the storage of images to:

- Ensure that all images are stored in a secure location i.e. locked cabinet, password protected computer.
- If images are saved onto a personal computer they need to be saved in clearly labeled files with copies of the photographic permissions. They must not be stored with personal photographs.

SEPARATE EMAIL ADDRESSES AND PHONE NUMBER

Ideally Trustees and volunteers would use a different phone to their private mobile number when communicating with young people. Where this is not possible there must be clear guidelines given to the young people about when it is appropriate to call.

The Richard Ely Trust will issue all Trustees and volunteers Richard Ely Trust email addresses for use of the business of the charity.

GUIDELINES FOR DEALING WITH CASES OF SUSPECTED OR ALLEGED ABUSE

Richard Ely Trustees and volunteers must adhere to the following Guidelines for dealing with cases of suspected or alleged abuse or inappropriate behaviour:

When **responding to a disclosure** of abuse, you should:

- Remain calm, approachable and receptive.
- Ensure that the child/young person has access to an independent adult.
- Allow the child/young person to speak without interruption, making it clear that you are taking them seriously.
- Not probe for more information than is necessary.
- Try to alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on to someone who can better help them, reassuring them that you will only tell those who need to know in order to help.



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When **reporting a disclosure** of abuse:

- Ensure that no other situation arises which could cause any further concern.
- Ensure that no-one alleged to be involved is placed in a position which could cause further compromise.
- Immediately inform one of the designated people about the suspicion or allegation.
- Make an immediate, careful record of all the pertinent facts as you know them, using the child/young person's actual words wherever possible, and give a copy to your designated person: reports should be objective and based on evidence, they should distinguish between fact, observation, allegation and opinion, and should be made as soon as possible after the allegation.
- Always refer the incident to one of the designated people, who will then refer it on to the appropriate authority – it is not the responsibility of Richard Ely Trustees or volunteers to investigate suspected abuse.

As part of its **recruitment** process, Richard Ely Trust undertakes to make the following checks for recruiting staff and project/workshop leaders:

- identity
- references
- previous employment history
- A Disclosure and Barring Service (DBS) check, (formerly CRB check)
- suitability for post

The **Designated Person's** role is to:

- Be the first point of contact for reporting allegations and concerns of abuse.
- Act as a source of advice, support and knowledge within the organisation and be responsible for co-ordinating action regarding referrals by liaising with Social Services and/or the Police over cases of abuse and allegations of abuse, regarding children/young people and Trustees/volunteers.
- Ensure everyone involved in the Richard Ely Trust work has access to and is aware of this policy.
- Lead on the annual review of the policy.
- Ensure that detailed, accurate and secure written records of referrals / concerns are kept.
- Receive training in how to identify abuse and know when it is appropriate to refer a case.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed on to others.
- Make themselves known to everyone involved in the Richard Ely Trust's work.

The Richard Ely Trust will monitor the implementation of this policy, reviewing it annually for relevance and effectiveness.



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Charity Requirement

It is the Richard Ely Trust policy that all new and current Trustees and volunteers working with or with access to sensitive data of children or young people requires a DBS check.

Unsatisfactory DBS checks will be dealt with on a case-by-case basis and the Richard Ely Trust has the right not to recruit an individual or to take disciplinary action in accordance with the current disciplinary procedure.

Whilst a Trustee or a volunteer for the Richard Ely Trust, it is the responsibility of all to update the Richard Ely Trust if they receive any criminal convictions or additions to an existing DBS record. Failure to do so will result in disciplinary action in accordance with the Trust's disciplinary procedure.

Photography & Moving Image

Photographs must never be taken without written permission and those wishing to be excluded from photographs must be dealt with in a sensitive way.

At the Richard Ely Trust we abide by the following procedures:

- Gain written permission from parents/guardians/carer and the young people
- All granted permission will be on an appropriate form
- Make sure that the purpose for the images is noted and agreed
- If the purpose is changed or the time that an image can be used is extended new permissions must be obtained
- Focus on activity rather than on young people as much as possible
- No photographs or moving images will be taken of young people who are on a Protection Register
- Photographs and moving images must be stored in a secure place and will have controlled access
- Do not allow photographers/image creators unsupervised access
- All authorised photographers/image creators will wear appropriate identification
- Young people must never be fully named in images of any kind.

The Richard Ely Trust will review this policy on an annual basis.



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Appendix 1

Definitions

Child Protection

A child means any person under the age of 18 years, or 16 years if married. Significant harm is the threshold that justifies compulsory intervention in family life in the best interests of children.

Set out below is a series of extracts from key government publications. They are contained in this appendix for illustrative purposes and reference should be made to the full document and the local Inter Agency Child Protection Procedures where appropriate.

Abuse and Neglect

Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, a stranger.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening.

Neglect

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.



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The concept of significant harm

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer significant harm (s.47). A court may only make a care order (committing the child to the care of the local authority) or supervision order (putting the child under the supervision of a social worker, or probation officer) in respect of a child if it is satisfied that:

- the child is suffering, or is likely to suffer, significant harm; and
- that the harm or likelihood of harm is attributable to a lack of
- adequate parental care or control (s.31)

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism and child sexual abuse. In each case, it is necessary to consider any ill-treatment alongside the family's strengths and supports.

To understand and establish significant harm, it is necessary to consider:

- the family context
- the child's development within the context of their family and wider social and cultural environment
- any special needs, such as medical condition, communication difficulty or disability that may affect the child's development and care within the family
- the nature of harm, in terms of ill-treatment or failure to provide adequate care
- the impact on the child's health and development
- the adequacy of parental care

It is important always to take account of the child's reactions, and his or her perceptions, according to the child's age and understanding.

Source: Working Together to Safeguard Children. Department of Health, Home Office, DfEE 2006.



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Appendix 2

The Children Act, 1989 - Summary

Principles of the Act:

- children are generally best looked after within their families
- parents and guardians retain parental responsibility and work in partnership with the local authority (unmarried fathers do not have automatic parental responsibility without a court order)
- no court order to be made unless better than making no order at all
- the child's welfare is the court's paramount consideration
- the local authority cannot acquire parental responsibility without a court order
- orders available to protect children and avoid unwarranted intervention in family life

Duties and Powers of Local Authorities:

- identify children in need, safeguard and promote their welfare within their families where consistent .
- provide a range and level of appropriate services .
- consult child, parent, those with parental responsibility and others whom the agency considers relevant when making decisions about the child .
- set up representations and complaints procedure and publish its existence .
- have a regard to the child's race, religion, culture and language when making decisions about children being looked after
- use orders under Parts IV and V if child is suffering or likely to suffer significant harm.

Abuse of Trust legislation

The Sexual Offences Act (1956 as amended) now includes an offence against young people where an inappropriate sexual relationship takes place. Such young people may be being cared for by those in such professions as medicine, nursing, education and social services. Under the Act it is an offence to enter into a sexual relationship with someone under the age of 18 where the relationship is founded on trust and that trust is abused.