

**SHEFFIELD YOUTH ORCHESTRA**



**CHILD PROTECTION &  
SAFEGUARDING POLICY**

**Appendix**

## Guidance Notes for Safeguarding Children and Vulnerable Adults

All those who come into contact with children and families in their everyday work have a duty to safeguard and promote the welfare of children and adults.

Anyone working with children and families should:

- Be familiar with and follow their organisation's policy and procedures for safeguarding the welfare of children and vulnerable adults
- Know who to contact to express concerns about a child's or adult's welfare
- Remember that an allegation of child abuse, harm or inappropriate behaviour may lead to a criminal investigation and therefore practitioners should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse themselves
- Attend training that raises awareness of safeguarding issues and equip them with the skills and knowledge needed

If a member of staff or volunteer has a concern about any child's or vulnerable adult's welfare they should follow these procedures:

- 1. If you are approached by a child, young person or vulnerable adult, with a disclosure that s/he/or someone they know is being, or has been harmed, abused or been subjected to inappropriate behaviour or you are informed of such a disclosure by a staff member, student or member of the public:**

### Do:

- Stay calm.
- Provide a listening ear and an open mind.
- Be reassuring, in particular telling the individual that they are doing the right thing by telling you.
- Record the information you are provided with and report as quickly as possible to your Safeguarding Officer who will decide what further action will need to be taken. Once this information is passed to the Safeguarding Officer they will decide what appropriate action needs to be taken next. You should include a record of the time, date and persons present.

### Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than your Safeguarding Officer.

**2. If you are concerned that a child, young person or vulnerable adult is, or may be subject to abuse, harm or inappropriate behaviour:**

- make a written, dated note of observations.
- inform your Safeguarding Officer as soon as possible, who will;
  - i) within the appropriate timeframe, either make enquiries without raising the question of abuse, harm or inappropriate behaviour and evaluate the matter
  - ii) depending on the level of seriousness may inform the appropriate external authority.

**3. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or vulnerable adult.**

**If you are concerned that a member of staff** is harming, abusing or using inappropriate behaviour towards a child or vulnerable adult, you must report your concerns immediately to your Safeguarding Officer. Where it is appropriate to do so, relevant Human Resources Service procedures may be initiated and/or a referral made to an external agency.

**If you suspect any other person** is harming, abusing or using inappropriate behaviour towards a child or vulnerable adult, you should contact your Safeguarding Officer. However, you can contact Children's Services, Adult Services or the police. **See contact detail below.**

**In all situations**, you may be asked to provide an outline of your concerns in writing. If the matter is referred to Children's Service, Adult Services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

**If you have urgent concerns** about the safety of a child or vulnerable adult and are unable to contact your Safeguarding Officer, do not hesitate to contact Children's Services, Adult Services or the police. These external agencies will be in a position to determine an appropriate course of action.

## **Making a Referral**

If you are concerned that a child or vulnerable adult may be at risk or has disclosed that they are being harmed, abused or subjected to inappropriate behaviour, you should contact your Safeguarding Officer.

Your Safeguarding Officer will assess the concerns to determine whether an external referral to Children's Services, Adult Services or the police needs to take place.

Where a referral is to be made externally, the Safeguarding Officer will report the matter to the Children's Services or Adult Services, and/or to the police. The external agency will conduct their own investigation with regard to their policies and guidelines. **Anonymity may not be maintained on reporting.**

## **What to do if you have concerns for the safety of a child or vulnerable adult or in the case of allegations about a member of staff**

**If you are approached by a child or vulnerable adult with a disclosure that s/he is being, or has been harmed, abused, been subjected to inappropriate behaviour or you are informed of such a disclosure by a staff member or member of the public**

**or**

**You are concerned that a child or vulnerable adult is, or may be subject to, harm, abuse, inappropriate behaviour:**

- Contact your Safeguarding Officer immediately
- Where appropriate, procedures may be initiated and/or a referral made to an external agency. **See contact detail below.**
- Make a written note of the information/observation, and include a record of the time, date and persons present.

**You are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child or vulnerable adult.**

Inform your Safeguarding Officer as soon as possible.

Your Safeguarding Officer will evaluate the incident and/or make a referral to the appropriate internal officer or external agency.

In all situations, you must provide an outline of your concerns in writing. If the matter is referred to Children's Services, Adult Services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations. **See contact detail below.**

**NB: If you have immediate concerns that a child or vulnerable adult is at risk of significant harm contact Children's Services or Adult Services. If you think a criminal offence has been committed, contact the police. See contact detail below.**

## **Contact Details**

**If you become aware of concerns that a child or vulnerable adult is being abused, harmed or subjected to inappropriate behaviour, you must report it to your Safeguarding Officer. If you think someone is being abused, harmed or subjected to inappropriate behaviour, don't assume that someone else is doing something about it.**

### **Sheffield Youth Orchestra Safeguarding Office - Ali Heath Cook**

Tel: 0771 3608464

E-Mail: [aliheathcook@yahoo.co.uk](mailto:aliheathcook@yahoo.co.uk)

### **Children and Young People's Social Care**

First Point, Howden House, Union Street Sheffield, S1 2SH

Tel: (0114) 273 4855

### **South Yorkshire Police**

Tel: 101 or report the incident online

<https://www.reportingcrime.uk/SYPincidentreport/>

**In an emergency – do not delay – ring 999**

### **NSPCC**

Tel: 0808 800 5000

**DON'T THINK**  
**“What if I'm wrong?”**  
**THINK**  
**“What if I'm right?”**