

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

### **Introduction**

The Ulster Youth Orchestra was established to enable young people from throughout Northern Ireland to achieve their musical potential through the provision of the highest quality of professional tuition. The Orchestra provides a creative, nurturing and inclusive environment in which talented young musicians enhance their personal and musical development by receiving internationally excellent musical tuition, orchestral experience, and performance opportunities, thereby enriching the social and cultural life of Northern Ireland.

As a registered charity working with children, young people and Adults at Risk, the Ulster Youth Orchestra, through its directors, employees, tutors and volunteers, is committed to practices that aim to protect children, young people and Adults at Risk from harm, in particular;

- to establish and maintain an environment in which the welfare of the young person is paramount;
- to ensure that its policies and procedures protect children, young people and Adults at Risk from harm regardless of their gender ethnicity disability sexuality or beliefs; and
- to ensure that all concerns and allegations of abuse will be taken seriously and responded to appropriately.

\* A child is defined as a person under the age of 18 (Children (NI) Order 1995). The use of the term "young person" throughout this policy includes not only a child but all members of the UYO whether they are under the age of 18 or not.

The purposes of this policy are:

- To set out how the UYO will safeguard and provide protection for children, young people and Adults at Risk.
- To give guidance to Directors, employees, tutors and volunteers about what procedures they should adopt in the event they suspect a young person or vulnerable adult may be experiencing or is at risk of harm.

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

### **Safeguarding principles**

The UYO will seek to safeguard children, young people and Adults at Risk by:

- Valuing, listening to and respecting children, young people and Adults at Risk;
- Adopting child protection guidelines through procedures and a code of conduct for directors, employees, tutors and volunteers;
- Recruiting directors, employees, tutors and volunteers safely ensuring all necessary checks are made;
- Sharing information about child protection and good practice with directors, employees, tutors and volunteers;
- Providing appropriate support to directors, employees, tutors and volunteers through supervision and training;
- Assessing risk in relation to all its activities, focusing on prevention and minimising risk.

### **Good practice**

In line with these principles the UYO is committed to the following good practice:

- Ensuring that all UYO directors, employees, tutors and volunteers are aware of this Policy and comply with it.
- To secure parental consent in writing for the General Manager or Head of the Welfare Team` to act in loco parentis; to administer emergency first aid and/or medical treatment; to permit directors, employees and volunteers to transport children, young people and Adults at Risk in their cars, if necessary.
- To risk assess all situations, activities, buildings and trips in accordance with the UYO Health and Safety Policy to ensure all potential dangers have been identified and risk minimised.
- To have a Designated Officer and a Deputy Designated Officer, currently Paula Klein and David McCann, with responsibility for ensuring the UYO operates within the legislative framework and to co-ordinate action within the organisation and liaise with other agencies in relation to safeguarding.

## **ULSTER YOUTH ORCHESTRA**

### **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

- For the General Manager to submit an annual report to the Board of Directors in relation to the implementation and observance of this policy including that the required training was undertaken.
- The General Manager and Head of Welfare will attend one training relevant session each year and share good practice.
- Ensuring that before any director, employee, tutor or volunteer commences their engagement with the UYO, that appropriate checks as to their suitability to work with children, young people and Adults at Risk have been carried out and are satisfactory. No person shall be engaged if they are deemed a risk to children, young people and Adults at Risk.
- To provide information for children, young people and Adults at Risk/parents/guardians/carers when membership is offered, including a UYO Members' Behaviour Guidelines. These guidelines must be accepted, with a form returned to the office signed by the young person if over 18 or a parent/guardian/carer if they are under 18, before the young person attends a course/concert.
- To provide parents/guardians/carers with access to UYO's **Safeguarding Children, Young People and Adults at Risk Policy**, and the fact that this may require circumstances to be referred to investigative agencies in the interest of the person.
- To ensure that all UYO activities are adequately and properly supported by the Welfare Team, meeting legal ratios adult / young person.

#### **Guidelines**

When working with members, participants, other children, young people and Adults at Risk and other staff members, all directors, employees, tutors and volunteers are required to comply with the following guidelines at all times.

- Understand the UYO Members' Behaviour Guidelines – all UYO members are required to engage with this.
- Engage with the UYO Good Practice guidelines for staff.
- Engage with the UYO Guidelines for Supporting and Managing Children, Young People and Adults at Risk' Behaviour.

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

- Foster an environment which encourages children, young people and Adults at Risk to feel comfortable and confident in challenging attitudes or behaviour which they feel to be discriminatory, abusive or inappropriate in any way.

### **Practice to be avoided**

Directors, employees, tutors and volunteers should never:

- Permit, accept, encourage or ignore abusive or discriminatory behaviour by another person or group of people.
- Trivialise the feelings, concerns, beliefs expressed by any member or young person, which may include suspicion of abuse or discrimination.
- Allow allegations made by a member to go unchallenged, unrecorded or not acted upon.
- Engage in over familiar or inappropriate behaviour towards or contact with or in front of a member or young person (i.e., physical, verbal, sexual, horseplay; rowdy or boisterous play, even in fun) or allow or encourage fellow employees to do same.
- Engage in sexual contact or relationship with any member or young person, including verbal or gesture suggestion, even in fun.
- Show favouritism in any way / undermine in any way.
- Confide personal details to children, young people and Adults at Risk and be party to gossip about staff and UYO members, including criticism of either group.
- Promote a particular belief, religion or political standing.
- Call, text or exchange email addresses with a UYO member for personal purposes outside of UYO business or befriend/accept members on social networking sites.
- Give personal money to a UYO member.
- Invite any UYO member to the staff member's private address.
- Rely on the staff member's reputation or track record with the UYO as protection or guarantee of favourable treatment.

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

### **Good Practice – one to one situations**

- It is recognised that some UYO teaching requires individual member – tutor coaching sessions, but employees, tutors and volunteers are advised to avoid spending excessive amounts of time alone with a single member away from others, and encouraged to work in an open environment avoiding private or secret situations.
- One to one meetings should take place in public or semi public areas, such as classrooms or common rooms; leave the door open and / or ensure another member of staff knows the meeting is taking place.
- Encourage and maintain a safe and appropriate physical distance from members.
- If you need to take a young person in your car, be sure that you are accompanied by another member of staff or ensure that the Head of Welfare or General Manager knows what is happening.
- In a residential environment adults should not enter a young person's room or invite a young person into their room. If the need arises to enter a young person's room it should be done with the young person's permission and accompanied by another member of welfare staff, unless in the case of emergency.
- Outward displays of affection are only appropriate in the case of comforting a young person and should normally occur only when another adult is present.

### **Procedures for referral**

# ULSTER YOUTH ORCHESTRA

## SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

The following procedures apply to all directors, employees, tutors and volunteers and the use of 'you' refers to each category of person.

### *i. What is abuse?*

#### **Children and Young People**

There are four categories of abuse (as defined under the Children (NI) order 1995;

**Physical Abuse** is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This might include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**Emotional Abuse** is the persistent emotional ill-treatment 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 he is worthless or unloved, inadequate, or valued only insofar as he meets the needs of another person. It may involve causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

**Sexual Abuse** involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

# ULSTER YOUTH ORCHESTRA

## SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

### **Adults at Risk**

An adult at risk is any person aged 18 or over who is, or may be, unable to take care of him or herself or who is unable to protect him/herself against significant harm or exploitation. This may be because of a mental health problem, a disability, a sensory impairment, is old and frail or has some form of illness.

Adult abuse can take many forms:

**Physical Abuse** could include hitting, slapping, pushing, kicking, burning, misuse of medication, inappropriate restraint or disciplining a person in an inappropriate way.

**Psychological Abuse** includes emotional or verbal abuse, humiliation, bullying or use of threats.

**Financial or Material Abuse** could include theft, fraud, exploitation, pressure in connection with wills, property or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Sexual Abuse** covers direct or indirect sexual activity where the vulnerable adult cannot or does not give his/her consent.

**Neglect or acts of omission** is withdrawing or not giving the help that a vulnerable adult needs, so causing them to suffer.

**Discriminatory Abuse** is abusing a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.

**Institutional Abuse** is abuse or mistreatment by a regime or by an individual within any building where care is provided.

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

### ***ii. When to be concerned***

All directors, employees, tutors and volunteers should be concerned about a young person or vulnerable adult if he or she;

- shows changes in behaviour and failure to develop through the contact that they have with children, young people and Adults at Risk on residential courses.
- has an injury which is not typical of a young person's bumps and scrapes, regularly has unexplained injuries, or frequently has injuries and / or gives confused or conflicting explanations of how injuries were sustained.
- exhibits significant changes in behaviour, performance or attitude.
- indulges in sexualised behaviour which is unusually explicit / inappropriate for their age.
- discloses an experience in which he/she may have been harmed.

### ***iii. Incidents that must be reported immediately to the DO or DDO.***

- If you have had to restrain a young person or vulnerable adult
- If you accidentally hurt a child, young person or vulnerable adult
- If he/she seems distressed in any manner.
- If a child, young person or vulnerable adult appears to be sexually aroused by your actions.
- If a child, young person or vulnerable adult misunderstands or misinterprets something you have done.

### ***iv. Dealing with a disclosure***

Take any and all allegations, suspicions or concerns about abuse seriously, including matters raised by employees, tutors, volunteers, members, parents/guardians of members, etc, and report them as a matter of urgency to the DO or DDO.

- Listen to what is said without displaying shock or disbelief. Do not ask direct questions.



# ULSTER YOUTH ORCHESTRA

## SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

- Accept what is being said.
- Allow the child, young person or vulnerable adult to talk freely.
- Re-assure the young person but do not make promises.
- Do not promise **confidentiality**. Re-assure the child, young person or vulnerable adult that the matter will only be discussed with people who need to know about it. Confidentiality is crucial to all our relationships - but the welfare of the person is paramount. The law does not allow anyone to keep concerns relating to child abuse to themselves. Any person making a disclosure must first be informed that the information will be disclosed to the DO or DDO. Confidentiality will not be maintained if the withholding of information would prejudice the welfare of the child.
- Re-assure that what has happened was not the fault of the young person.
- Stress that it was the right thing to tell.
- Explain what has to happen next and who has to be told.
- Make a written record, with time and date, place and note non verbal behaviour, and the words. Draw a diagram of injury. Record facts and statements.
- Pass information, including the notes made on to the DO and DDO without delay. It is not your role to investigate the allegations. DO and DDO will ensure that the employee, tutor, volunteer, member of staff, UYO member, parent/guardian of member etc, raising the matter, is made aware that the matter is being treated seriously.
- The DO and DDO will liaise with **Board/Trust Area Gateway** social work teams, or the most relevant local authority within 24 hours, in the area in which the disclosure is made, and if advised to do so by these professionals, will transfer appropriate records to the young person's school in a secure manner.
- The following details will be recorded by the Head of Welfare or General Manager – names of people involved / names of any witness / reason the incident took place / how the incident began, progressed / young person's behaviour, what was said, non verbal actions / young person's response / injury or damage.

**(Relevant contact phone numbers and useful websites are included at the end of this policy document).**

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

***v. Allegations involving UYO staff; procedure in the case of an allegation made against a member of Staff.***

Any such allegations must be taken seriously. The person to whom the allegation is made must take it seriously and immediately inform the General Manager.

If you have reason to suspect that a director, employee, tutor or volunteer may have abused a young person at UYO or elsewhere, you must inform the General Manager immediately. You should make a record of the concerns, including a note of anyone else who witnessed/has information about the incident or alleged incident.

If the concerns are about the General Manager, or if you feel that policies are not being observed or enforced, you should contact the Chair of the Directors.

The General Manager will not investigate but will assess (with the Head of Welfare and with the assistance and input of the staff directly associated with the member/employee) whether it is necessary to refer to the *Area Gateway Team/PSNI*. The General Manager will discuss the situation with the Chair of the Directors. If a referral is made, the staff member against whom the allegation has been made should not be informed of the allegation until action is agreed with the *Gateway Team*.

Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of such investigation.

If a referral is not necessary the General Manager will consider if there needs to be an internal investigation. The General Manager will discuss the situation with the Chair of the Directors, and they may find it necessary to suspend the member of staff at any stage during an investigation. Internal disciplinary action may follow the conclusion of such investigation.

A young person's parents would be informed of a false allegation as this may be a strong indicator of problems elsewhere.

# **ULSTER YOUTH ORCHESTRA**

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY**

### ***Vi. Clause 5***

All employees are required to sign a contract of employment, of which Clause 5 reads:

"No relationships of a sexual nature are acceptable with any member of the Ulster Youth Orchestra even though such members may be over the age of consent."

### **Training**

All directors, employees and volunteers should have access to appropriate training on an annual basis.

### **Review**

This policy will be reviewed on a regular basis and updated where appropriate.

### **Designated Children, young people and Adults at Risk Safeguarding Officers for Ulster Youth Orchestra**

Paula Klein, General Manager  
Nathan Moore, Head of Welfare 2022

### **Useful Contacts**

ACE (Advisory Centre for Education)  
Action on Elder Abuse  
Anti-bullying Alliance

Child Exploitation Online Protection  
Childline Northern Ireland

Children's Law Centre  
CHALKY  
Counselling for young people  
Domestic Violence  
Domestic Abuse Helpline  
Drugs and alcohol  
Health  
Health and Social Care Trust Gateway Teams

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)  
Helpline 0808 808 8141  
[www.antibullyingalliance.org](http://www.antibullyingalliance.org)  
[www.bullying.co.uk](http://www.bullying.co.uk)  
[www.familylives.org.uk](http://www.familylives.org.uk)  
[www.ceop.gov.uk](http://www.ceop.gov.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
Helpline 0800 11 11  
[www.childrenslawcentre.org](http://www.childrenslawcentre.org)  
Helpline 0808 808 5678  
[www.contactyouth.org](http://www.contactyouth.org)  
[www.womensaid.org.uk](http://www.womensaid.org.uk)  
0800 917 1414  
[www.contactyouth.org](http://www.contactyouth.org)  
[www.kidsallergies.co.uk](http://www.kidsallergies.co.uk)

# ULSTER YOUTH ORCHESTRA

## SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

Belfast HSC Trust Gateway Team	028 90507000
Northern HSC Trust Gateway Team	0300 1234333
South-Eastern HSC Trust Gateway Team	0300 1000300
Southern HSC Trust Gateway Team	0800 7837745
Western HSC Trust Gateway Team	028 71314090
Internet Safety	<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>
Kidscape	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
020 7730 3300	
National Children's Bureau	<a href="http://www.ncb.org.uk">www.ncb.org.uk</a>
NI Anti-Bullying Forum	<a href="http://www.niabf.org.uk">www.niabf.org.uk</a>
NI Commissioner for Children & Young People	<a href="http://www.niccy.org">www.niccy.org</a>
NSPCC Child Protection Helpline	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
	Helpline 0808 800 5000
Parentline Plus	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
	Freephone 0808 800 2222
Police Service of Northern Ireland	Emergency 999
	Non-emergency 0845 0600 8000
Special Education Needs	<a href="http://www.throughtheroof.org">www.throughtheroof.org</a>
Suicide and self-harm	<a href="http://www.pips-project.com">www.pips-project.com</a>
	<a href="http://www.samaritansbelfast.org">www.samaritansbelfast.org</a>
NSPCC On line service for 11- 16 year olds	<a href="http://www.there4me.org.uk">www.there4me.org.uk</a>
Volunteer Development Agency	<a href="http://www.volunteering-ni.org">www.volunteering-ni.org</a>