



SAFEGUARDING AND PROTECTING CHILDREN AND VULNERABLE ADULTS POLICY

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THE NAMED PROFESSIONAL FOR SAFEGUARDING AND CHILD PROTECTION
SAFEGUARDING OFFICER: RODNEY SLATFORD TEL: 01328 823501
OPERATIONAL SAFEGUARDING OFFICER (OPERA): JENNIFER HAMILTON 07414 460958
OR CAROL JENNINGS (OTHER COURSES) 01328 738482

THE YORKE TRUST, GROVE COTTAGE, SOUTHGATE ROAD, SOUTH CREAKE, NORFOLK, NR21 9PA.
01328 823501
CHARITABLE INCORPORATED ORGANISATION NO.1158927

INDEX

Introduction	3
1. Definitions	4
1.1 Physical Abuse	4
1.2 Neglect	4
1.3 Emotional Abuse	4
1.4 Sexual Abuse	4
1.5 Financial or Material Abuse	5
1.6 Discrimination and Bullying	5
2. Reporting incidents and concerns	5
3. Yorke Trust responsibilities in five steps	6
3.1 Recognise	6
3.2 Respond	6
3.3 Report	6
3.4 Record	7
3.5 Refer	7
4. The Role of the Safeguarding Officer	7
5. Managing a Disclosure of Abuse from a Child or Vulnerable Adult	7
6. Action to be Taken if you have a Concern about a Child or Vulnerable Adult's Safety and Well-being	8
7. Action to be taken by the Safeguarding Officer	8
8. Key Contacts	8
9. Policies and Procedure	9
9.1 Confidentiality Policy Statement	9
9.2 Diversity and Equality	9
9.3 Anti-Bullying Policy	10
10. Complaints Policy and Procedure	11
10.1 Dealing with a Complaint	11
10.2 Whistle-blowing	11
11. Consent to Use Images, Case Studies of Children and Vulnerable Adults	12
12. Practical Advice for Safeguarding Children and Vulnerable Adults in Different Situations	12
13. Documents	13
13.1 Code of Conduct for Staff, Trustees and Volunteers	13
13.2 Children and Vulnerable Adults Code of Conduct	14
13.3 The Yorke Trust Code of Conduct	14/15
13.4 Parental Records and Consent Form	16/18

INTRODUCTION

‘ALL CHILDREN HAVE THE RIGHT TO BE SAFE FROM HARM AND ABUSE’ CHILDREN ACT 2004

A CHILD IS SOMEONE WHO HAS NOT REACHED THEIR 18TH BIRTHDAY

The Yorke Trust is committed to safeguarding the welfare of children and vulnerable adults whilst they participate in our programmes and courses.

Our policy and procedures aim to create an environment where there is no negligence or unnecessary exposure of employees, children or vulnerable adults to avoidable risks. Where risks do need to be taken, this policy will ensure they are calculated, carefully managed and communicated to both children, vulnerable adults, their parents, carers and to all employees and volunteers. It is not our intention to stifle learning and creativity or eradicate the spirit of enjoyment from our work or programmes, or to replace the relationship of trust with suspicion.

The good practice guidelines in this policy are applicable to all children, vulnerable adults, volunteers, employees, consultants and Trustees.

The terms ‘employee’ and ‘professional’ refer to all adults working for The Yorke Trust in a paid or voluntary capacity. The Yorke Trust relies on the good will of many professionals who give generously of their time to offer high quality learning opportunities to children and vulnerable adults on a voluntary basis.

Training on safeguarding children and vulnerable adults will be provided to all who undertake work with children and vulnerable adults on behalf of The Yorke Trust. Safeguarding will form part of the induction for all those who work with The Yorke Trust in a paid or voluntary capacity.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY STATEMENT:

The Yorke Trust believes that all children and vulnerable adults whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from harm at all times. This commitment does not cease once a child reaches the age of 18.

The Yorke Trust wants all those who attend our courses or have contact with our organisation to enjoy and benefit from what we offer in safety.

It is the duty of all professionals working for The Yorke Trust to safeguard the welfare of the children, and vulnerable adults we work with by reporting any concerns about possible harm or abuse that is discovered or suspected. The Yorke Trust will ensure that appropriate steps are taken to protect children and vulnerable adults from neglect and physical, sexual or emotional harm and abuse.

Professionals will at all times, show respect for and understanding of the rights, safety and welfare of the children and vulnerable adults who participate in our programmes and conduct themselves in a way that reflects the principles of The Yorke Trust.

We do this by:

- Ensuring that all professionals who have unsupervised access to children and vulnerable adults are appropriately checked for their suitability;
- Undertaking appropriate risk assessments and taking all necessary steps to minimise and manage risks;
- Letting parents, children and vulnerable adults know how to voice concerns or complaints about anything they may be unhappy or concerned about;
- Giving parents, children and vulnerable adults information about The Yorke Trust, how we work and what can be expected from us and ensuring that all those who use our services have access to our safeguarding policies and know who the Safeguarding Officers are.

1. DEFINITIONS:

'Safeguarding' and 'to safeguard' is used to describe the broader preventative and precautionary approach to planning and procedures that need to be in place to protect children and vulnerable adults. It is important to recognise that this incorporates more than 'child protection'.

Safeguarding involves keeping children and vulnerable adults safe from a much wider range of potential harm and looks at preventative action not just reaction.

Child Protection involves recognising signs and indicators of physical, sexual, emotional abuse and neglect and acting on it in line with The Yorke Trust's statutory duties to safeguard and promote the welfare of children and vulnerable adults.

For the purpose of this document, the following four categories of abuse are defined by 'Working Together To Safeguard Children' 2010 as:

1.1. Physical Abuse – Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, 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.

1.2. Neglect – Neglect is 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 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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1.3. Emotional Abuse – is 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 children 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 the 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.

1.4. Sexual Abuse - Sexual abuse 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. It is accepted that, in all forms of abuse, there are elements of emotional abuse and that some children are subjected to more than one form of abuse at any one time.

The Yorke Trust is committed to ensuring that vulnerable adults are safeguarded from abuse and recognises the additional areas of potential abuse in respect of this group:

1.5. Financial or Material Abuse - Exploitation through stealing or denying access to money or possessions, including access to benefits and allowances.

1.6. Discrimination and Bullying – Discrimination and bullying includes abuse motivated by discriminatory attitudes towards race, age, religion, gender, sexual orientation, disability or cultural background.

In all circumstances the safety and welfare of the child or vulnerable adult is uppermost, therefore information about abuse or welfare concerns will not be kept confidential and will be shared with the named professionals.

A vulnerable adult is defined by the Government White Paper, 'Who Decides', as someone 'who is, or may be, in need of community care services by reason of mental or other disability, of age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation'. This person is aged 18 or over.

The Yorke Trust Child Protection and Safeguarding Policy has been produced in conjunction and taking direct guidance from the following legislation and guidance:

- The 1989 and 2004 Children Acts
- 'Working Together to Safeguard Children' 2013
- Disability Discrimination Act 1995
- Data Protection Act 1984 and 1998
- Health and Safety at Work Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Guidance for Safer Working Practice for Adults who work with Children and Young People 2007
- 'What to do if you are worried a child is being abused'
- Equalities Act 2010

2. REPORTING INCIDENTS AND CONCERNS

Any parent, carer, child or vulnerable adult participating in a Yorke Trust activity should report any concerns they have to a member of staff (whether they are employed by the Trust in a paid or voluntary capacity) who will escalate the concern to the named safeguarding officer.

A child, vulnerable adult, parent or carer will be listened to and respected throughout the process of reporting their concerns. All suspicions and allegations of abuse will be recorded on an **Incident/Concern Form** and the named safeguarding officer will be responsible for taking the appropriate action.

Those who work for The Yorke Trust will receive training in recognising the possible signs and indicators of abuse of children and vulnerable adults. The training will be in line with that recommended in 'Working Together to Safeguard Children' 2010. They will also know where to get advice within The Yorke Trust and how to contact the relevant Safeguarding Officers.

Responding to child abuse is everybody's responsibility but the investigation of concerns about or allegations of abuse is the responsibility of the statutory agencies. The statutory agencies are Children's Social Care, Adults Social Care and The Police Child Abuse Investigation Command. It is not the role of anyone working for The Yorke Trust to investigate or assess whether a child or vulnerable adult is suffering harm or abuse. It is their responsibility to pass their concerns to the Safeguarding Officer as a matter of priority.

If a child or vulnerable adult harms themselves during a Yorke Trust course or activity or an employee becomes aware of a child or a vulnerable adult self-harming, they will inform the Safeguarding Officer as a matter of urgency and will complete an **Incident/Concern Form**. The named safeguarding officer or appropriate staff member (as agreed with the named safeguarding officer) will contact the parent/carer and advice of any emergency action and/or medical treatment taken. If appropriate, information about this incident will be passed to the appropriate statutory agency within the local authority.

Parents and carers of any child or vulnerable adult participating in Yorke Trust activities will be given specific information about the Safeguarding Children and Vulnerable Adult's policy and procedures.

All Yorke Trust activities will be facilitated or supervised by a professional with enhanced CRB disclosures. Although children and vulnerable adults may be working with adults who are not in

receipt of enhanced CRB disclosures, there will be present at all times adults who have been subject to enhanced disclosures and who will maintain supervision.

No professional will have unsupervised contact with children or vulnerable adults unless they are in receipt of an enhanced CRB disclosure.

The Yorke Trust is committed to safeguarding the welfare of children and vulnerable adults who participate in its activities and a complaints procedure exists for anyone who is dissatisfied with actions that we have taken to protect or respond to concerns about children and vulnerable adults.

The Yorke Trust strives to provide a safe and caring learning environment for children and vulnerable adults by having a code of conduct for staff, children and vulnerable adults available to everyone on the Yorke Trust website. Paper copies are available on request. Adults and young people who attend Yorke Trust activities are asked to refer to the website.

Parents and carers are asked to sign a consent form when a child or vulnerable adult joins a Yorke Trust activity or course and emergency contact details are required.

Should an emergency medical situation arise, the professional in charge will in the first instance contact the emergency services and appropriate lead staff member on duty and a plan should then be made to notify the parent or carer stated on the consent form as soon as possible. The welfare of the child or vulnerable adult will be of paramount importance at all times.

All disclosures/self-harm incidents will be followed up if no response is received from the investigating agencies within 72 hours and the outcomes of the referral will be recorded by the Safeguarding Officer.

Incident/concern sheets will be held confidentially and securely by the Safeguarding Officer (Rodney Slatford) and will be reviewed regularly so that outcomes for the child or vulnerable adult can be monitored.

3. YORKE TRUST RESPONSIBILITIES IN FIVE STEPS

3.1. RECOGNISE

Know what child abuse and the abuse of vulnerable adults is and knows which of signs and symptoms professionals should be aware.

3.2. RESPOND

Respond appropriately, ask yourself: is this an allegation from a child or vulnerable adult against a member of staff or volunteer; a disclosure from a child or vulnerable adult; suspicions regarding the conduct of other members; or concerns from a staff member regarding a child or vulnerable adult?

If the information is coming from a child or vulnerable adult do not lead or probe with questions. Professionals should remain calm, listen and reassure them that you will talk to the Safeguarding Officer to work out how to keep them safe. Do not make false promises about being able to keep the information secret. If a child or vulnerable adult discloses that they have been or are being abused, the disclosure must be passed immediately to the Safeguarding Officer who will take advice from the appropriate Children's Social Care or Adults Social Services Team who will decide how to respond. Disclosures of abuse must be recorded by the professional receiving them as soon as possible, using the child or vulnerable adults own words. The record should be signed and dated and should state the time and place of the disclosure.

3.3. REPORT

Any concern about the welfare of a child or vulnerable adult must be reported to the Safeguarding Officer as a matter of priority. It is the responsibility of the Safeguarding Officer to make a judgment about how to proceed or to take advice from the statutory services and make a child or vulnerable adult protection referral if necessary. The Safeguarding Officer's name and their contact details displayed are available on the website.

3.4. RECORD

Exactly what has happened, using the words used by the child or vulnerable adult (if they have made a disclosure) or what you have observed or noticed that has resulted in your concern. The safeguarding officers' names and contact details are displayed in the Old Chapel and Old Norwich Arms.

This statement should be recorded on an **Incident/Concern Form** and be signed and dated and kept in a secure place by the Safeguarding Officer.

3.5. REFER

The Safeguarding Officer will take advice from the appropriate statutory agency and will respond according to their guidance, making a child protection or vulnerable adults referral if necessary.

4. THE ROLE OF THE SAFEGUARDING OFFICER

It is the responsibility of the **Safeguarding Officer** to:

- Be the point of contact for all concerns, incidents and disclosures within The Yorke Trust
- Receive information from professionals, children, vulnerable adults, parents and carers about child or vulnerable adults protection concerns
- Work with professionals to support them in understanding their statutory duties so that information is passed on swiftly to enable appropriate action to be taken
- Monitor the overall trend of safeguarding concerns and report annually to the Board of Trustees on the implementation of the Trusts policies and procedures
- Maintain records of any child protection or other safeguarding concerns raised, action taken and follow up required
- Ensure that all professionals working for The Yorke Trust are aware of their statutory safeguarding duties, have read the Trust's policies and will adhere to them at all times
- Offer advice and support to professionals working for The Yorke Trust to enable them to understand and fulfil their statutory responsibilities
- Be familiar with legislation and statutory guidance and have undertaken appropriate safeguarding training
- Ensure that all children, vulnerable adults, parents and carers are aware of the Trust's duties to safeguard and promote the welfare of children and vulnerable adults and that they have access to the Trust's safeguarding policies

The Safeguarding Officer for The Yorke Trust is: Rodney Slatford 01328 823501

During opera courses the Operational Safeguarding Officer is: Jennifer Hamilton 07414 460958

5. MANAGING A DISCLOSURE OF ABUSE FROM A CHILD OR VULNERABLE ADULT

If a child or vulnerable adult discloses anything to you which indicates that they are suffering or are likely to suffer abuse:

- Stay calm and approachable; do not let your shock show.
- Listen very carefully to what is being said without interrupting.
- Explain at an appropriate time as early as possible that the information being given by the child or vulnerable adult will need to be shared and passed on to others – but stress that it will only be shared with those who need to know. Do not in any circumstances promise to keep it a secret.
- Make it clear that you are taking them seriously and acknowledge how difficult this must be.
- Allow the child or vulnerable adult to speak at their own pace.
- Reassure the child or vulnerable adult that they are doing the right thing in telling you.
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details - that is the job of the experts (from external agencies) and you might jeopardize a future investigation.
- Let the child or vulnerable adult know what will happen next, that you will report the information to the Safeguarding Officer who will do their best to help them.
- Record all the details of what was said, use the exact wording used by the child or vulnerable adult, do not try to interpret any of the information yourself, record details such as names

mentioned, dates, times, who the information went to, what action was taken next, don't forget to sign and date the form (see incident and disclosure form).

6. ACTION TO BE TAKEN IF YOU HAVE A CONCERN ABOUT A CHILD OR VULNERABLE ADULT'S SAFETY AND WELL-BEING:

- Act immediately.
- Follow the steps outlined in the section above about what do to if a child or vulnerable adult discloses something to you
- Inform the named safeguarding officer with as much information/details as soon as possible.
- Keep a detailed record of what you witnessed, heard or were told.

7. ACTION TO BE TAKEN BY THE SAFEGUARDING OFFICER:

- Act immediately.
- Contact the appropriate Local Authority team and if it is appropriate, the parents or carers.
- Allegations or suspicions made about a member of staff must be passed to the Safeguarding Officer immediately so that advice can be sought from the Local Authority Designated Officer (LADO). If an allegation is made about the Safeguarding Officer (Rodney Slatford) for the relevant course, it must be passed on to the Operational Safeguarding Officer Jennifer Hamilton (Opera) or Carol Jennings (other courses) designated Trustee immediately.
- Contact the local Children's Social Care/Vulnerable Adults Team for the child or vulnerable adult's home address. The contact details for these teams should be displayed in the Sunday School room, the Old Norwich Arms and Yorke Trust Office. You may also need to agree with the local social services team about ongoing support for the child or vulnerable adult, once any concerns have been passed on.
- Make records of the disclosure as soon as practical on an **Incident and Disclosure form**, in as much detail as possible and in the child or vulnerable adult's words rather than interpreting them. Ensure these records are kept securely and confidentially. They should be password protected and stored in the locked HR file within the Yorke Trust office.

If a child or vulnerable adult has disclosed that they are being abused by someone in their household and it is not possible to contact Children's Social Care or the Adult Social Services, the police must be called so that steps can be taken to ensure that the child or vulnerable adult is safeguarded.

The rights and needs of a child, young person or vulnerable adult to be safe need to be paramount in any decision made.

8. KEY CONTACTS

NSPCC 24 Hour Helpline: 0808 800 5000

Childline 24 Hour helpline: 0800 1111

Police: 999

If you are worried a child may be at risk while using the internet:

Child Exploitation Online Protection Centre (CEOP): 0870 000 3344 - www.ceop.gov.uk

Internet Watch Foundation: www.iwf.org.uk

Virtual Global Taskforce: www.virtualglobaltaskforce.com

9. POLICIES AND PROCEDURES

9.1. CONFIDENTIALITY POLICY STATEMENT

Children and vulnerable adults have the right to have their information dealt with sensitively and confidentially. However, confidentiality will never be a barrier to good safeguarding practice.

If a child or vulnerable adult tells a professional that they or another person is being hurt physically, sexually or emotionally, or likely to be hurt in the future, or in danger of hurting someone else, then we will have to tell other people. Professionals will not promise to 'keep secrets' and will always make it clear that if they are told something that means someone is at risk of harm or is being harmed, this will have to be passed to the Safeguarding Officer.

Wherever possible confidential information will not be passed to statutory agencies without the consent of the owner. There may be times, however, when disclosing confidential information without consent is necessary to safeguard a child or vulnerable adult or because the information suggests that there is a risk to others. If this is the case, information will be passed to the appropriate statutory agency by the Safeguarding Officer, making it clear that consent has not been sought and why, or that consent has been refused. The reasons for the disclosure without consent must be recorded and stored securely by the Safeguarding Officer.

The Safeguarding Officer will decide whether Children's Social Care or Adult Social Services must be contacted. He/she may also decide to contact the parents or carer of a child or vulnerable adult.

When deciding whether to pass on confidential information without consent, professionals must consider whether doing so is, 'a proportional response to meet the need to safeguard the child or vulnerable adult'.

The Yorke Trust works in partnership with parents and carers to provide opportunities for children and vulnerable adults to receive a high quality musical education within the community. If we have a concern about a child or vulnerable adult's welfare we will contact the parent or carer unless to do so would place the child or vulnerable adult at risk. The Safeguarding Officer will take advice from Children's Social Care or Adult Social Services where necessary to ensure that appropriate action is taken to safeguard children and vulnerable adults.

Any issues relating to a complaint or a concern raised will be dealt with confidentially.

9.2. DIVERSITY AND EQUALITY

People can be discriminated against for any number of reasons and in many different ways, some overt and some more subtle. For those discriminated against, dealing with it, perhaps on a regular basis, is extremely stressful.

The Yorke Trust is aware of the many forms that discrimination may take and is committed to working against it.

Children and vulnerable adults may become the target for discrimination if they:

- Belong to a minority or ethnic, or religious group
- Do not have the predominant national language as a first language
- Communicate with difficulty
- Dress in a way that does not conform to what is seen as 'the norm'
- Have physical differences e.g. height, weight
- Have different emotional needs
- Have special educational needs
- Behave in ways that are seen as 'difficult', 'abnormal', or 'different'
- Are from poor social backgrounds
- Have physical, sensory or mental disability
- Are gay, lesbian, bi-sexual or transgender

The Yorke Trust will challenge incidents of discrimination and include provision for complaints without discrimination against professionals.

9.3. ANTI-BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all children and vulnerable adults so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at The Yorke Trust. If bullying does occur, all children and vulnerable adults should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* organisation. This means that *anyone* who knows that bullying is happening is expected to tell a professional.

Bullying may result in a child or vulnerable adult suffering or being at risk of suffering significant harm (Working Together To Safeguard Children 2010), and The Yorke Trust takes seriously its statutory duties to safeguard children and vulnerable adults who may be or are the victims of bullying.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying is difficult to cope with and often difficult to prove. Bullying may be unintentional in that the 'bully' is unaware that their comments or actions are distressing to another, or more often it is deliberate and may take place over a prolonged period.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding dance wear, threatening gestures), ridiculing, humiliating, spreading rumours or causing someone to be isolated
- Physical pushing, kicking, hitting, smacking, punching, or any use of violence or unwanted physical contact
- Racist racial taunts, graffiti, gestures
- Religious and cultural offensive comments, taunts, slurs, verbal or in writing
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexual orientation
- Discriminatory because someone is disabled or has special educational needs or is in some way vulnerable
- Verbal name-calling, sarcasm, spreading rumours, teasing or making offensive comments to or about someone
- Cyber All areas of internet, such as email & social networking sites
Mobile threats by text messaging & calls
Misuse of associated technology , i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying of all kinds hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children and vulnerable adults who are bullying need to learn different ways of behaving. Children and vulnerable adults who are bullied are entitled to support and to be safeguarded.

We all have a responsibility to respond promptly and effectively to issues of bullying.

Objectives

- All Board members, professionals, children, vulnerable adults and parents/carers should have an understanding of what bullying is.
- All professionals should know what The Yorke Trust's policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what The Yorke Trust's policy is on bullying, and what they should do if bullying arises.
- As an organisation we take bullying seriously. Participants and parents/carers should be assured that they will be supported when bullying is reported.
- Bullying of any form will not be tolerated by The Yorke Trust.

The Yorke Trust will work with a child or vulnerable adult to help them understand that their behaviour is causing distress and is not acceptable. Sometimes a child or vulnerable adult will be asked to apologise to the person they have bullied. If after these interventions bullying persists the Yorke Trust will ask the parent or carer to remove their child or vulnerable adult from the course or activity. If the person perpetrating bullying is attending the Opera Course and is aged 18 or over, they may be asked to leave and will be supported in returning home.

Any reports of a professional bullying a child or vulnerable adult will taken seriously and investigated according to our complaints policy.

10. COMPLAINTS POLICY AND PROCEDURE

Children, vulnerable adults and, where appropriate, their parents and carers should know how to, and feel able to, complain if they are unhappy with any aspect of The Yorke Trust's work. All complaints will be addressed without delay by the appropriate staff member and the complainant will be kept informed of progress.

10.1. DEALING WITH A COMPLAINT:

- Define what constitutes a complaint
- Ensure that all complaints will be given consideration
- Do not place restrictions on what issues may be complained about
- Explain the procedures for dealing with complaints
- Outline the procedure that will be followed if a complaint is not resolved promptly
- Explain who should be notified of the complaint
- Describe how records should be kept
- Provide a timetable for dealing with a complaint

10.2. WHISTLE-BLOWING

The Yorke Trust does not tolerate poor or unsafe practice and welcomes notification of concerns in order that actions can be taken to safeguard the children and vulnerable adults to whom we offer courses and activities.

The Trust acknowledges that 'Whistle-Blowing' is a difficult issue for professionals for many reasons, and that it has often been the case that professionals have been reluctant to share concerns about a colleague for fear of the repercussions for themselves or the colleague. All professionals must hold in mind that safeguarding children and vulnerable adults is their statutory duty and that being willing to share a concern with the Safeguarding Officer is an important part of that duty.

The Yorke Trust believes that it is not the responsibility of children and vulnerable adults to raise concerns about the poor or unsafe practice of professionals. All adults working for the Trust have a responsibility to raise concerns about the practice of colleagues where necessary, in the knowledge that their concerns will be dealt with in a sensitive, appropriate and timely manner. This may result in a colleague being given guidance and training to support their practice or it may result in the Safeguarding Officer seeking advice from the Local Authority Designated Officer (LADO) about how to proceed.

The Trust will seek to keep information confidential to protect the whistle-blower and those who may be criticised during any investigation. Information will be shared with any and all who are deemed appropriate when it has been fully collated and examined.

The Yorke Trust accepts that whistle-blowing may cause distress to a professional and will therefore ensure that impartial support will be made available to them.

Any professional who has a concern about the way The Yorke Trust carries out its work should raise this with the Safeguarding Officer. If a professional feels unable to raise their concern openly then they should know that they have the right, free from discrimination, to let someone on the Board of Trustees know of their concern.

Any allegations must be taken seriously and properly investigated. Immediate action must be taken where required by the named Safeguarding Officer.

If there is information that a child or vulnerable adult is at risk, The Yorke Trust will follow the Safeguarding and Protecting Children and Vulnerable Adults guidelines and policy.

If an allegation is made against a professional by a colleague or a child or vulnerable adult, the Safeguarding Officer will contact the Local Authority in line with the Norfolk LSCB Protocol 27.

If an allegation is made against the Safeguarding Officer (Rodney Slatford) it should be reported to the Chair of the Board of Trustees who will contact the LADO.

If a professional believes that no action has been taken in response to their allegation or concern, it is the duty of the individual professional to contact the Norfolk LADO to report their concern.

11. CONSENT TO USE IMAGES, CASE STUDIES OF CHILDREN AND VULNERABLE ADULTS

The Yorke Trust will not use the images, or names of children or vulnerable adults on our posters, leaflets, or internet websites without written permission from the parent or carer for those under 18 or a written disclaimer from those 18 or over. If the press are involved in photographing events, then no names of individual young people will be given unless appropriate consents are provided to the newspaper.

12. PRACTICAL ADVICE FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS IN DIFFERENT SITUATIONS

Safeguarding children and vulnerable adults is about more than a set of policies and procedures. It means working with professionals to ensure that the centered approach of keeping the child or vulnerable adult free from harm is translated into practice.

The following is a practical list of things considered by the Trust used to help plan any event that children or vulnerable adults will be part of.

This list is not exhaustive.

1) Venue

- Facilities: bedrooms, bathrooms - are they separate for girls and boys?
- Social areas
- Cleaning arrangements
- Noise levels (are other groups sharing the venue/ neighbours?)
- Catering arrangements (special requirements?)
- Staff at venue
- Location
- Local transport
- Accessibility
- Fire Procedures
- Additional facilities
- Resources for staff (do they have computer and phone lines?)
- Locks and security arrangements
- Risk assessments (See server)
- Internet access and restrictions to inappropriate websites

2) Participants

- Allergies
- Illnesses/any medication that young people need to take – who can administer them?
- Dietary requirement (medical/ religious)
- Disabilities
- Emergency Contact Details
- Knowledge/history of the group, relationships, conflicts
- Ability to swim
- Other conditions e.g. vertigo, claustrophobia
- Permission to take and use photographs/video
- Consideration of alcohol and smoking
- Event timings

13. DOCUMENTS

13.1 CODE OF CONDUCT FOR STAFF, TRUSTEES AND VOLUNTEERS

Issues do and will arise in work settings which are not covered by policies, and no policy could cover every eventuality. A clear code of conduct based firmly on solid principles helps professionals to know what The Yorke Trust considers to be acceptable and unacceptable behaviour. It is vital that all professionals, trustees, parents, children and vulnerable adults know and understand what relationships and behaviours are acceptable. All people in a position of trust need to know what is required from them and the consequences of acting outside of these limits.

All time spent in sessions with children and a vulnerable adult is counted as working. This includes training and residential events inclusive of evenings when you are representing and connected to The Yorke Trust.

Professionals should always:

- Treat everyone with respect and dignity
- Respect and be sensitive to individuals beliefs, faiths and religions
- Act as a good role model
- Respect a child or vulnerable adult's right to privacy
- Risk assess all situations, activities, buildings and trips to ensure all potential dangers have been identified and risk minimised
- Plan to have more than one adult present when planning activities and trips
- Take seriously any allegations, suspicions or concerns about abuse that a child or vulnerable adult makes (including those against employees or volunteers and report them using appropriate procedures)
- Provide an opportunity and environment for children and vulnerable adults to talk to others about any concerns they may have
- Provide an environment that encourages children and vulnerable adults to feel confident in challenging bullying and any attitudes or behaviours that may be discriminatory in anyway (e.g. racial, sexual or homophobic, or in relation to disability or asylum status etc.)
- Remember that others may misinterpret your behaviour and actions regardless of how well intentioned they may be
- Show understanding and sensitivity when dealing with emotional issues

Professionals should never:

- Permit or accept abusive and discriminatory behaviour or peer-led activities (e.g. initiation ceremonies, bullying, taunting)
- Engage in inappropriate behaviour or contact (e.g. physical, verbal or sexual, including horseplay)
- Allow or encourage others to engage in inappropriate behaviour or contact as above
- Use inappropriate or demeaning language
- Engage in sexual relationships with students
- Make sexually suggestive comments
- Give personal money
- Provide cigarettes, tobacco or lighters to young people
- Invite young people to individual homes
- Show favouritism to anyone
- Jump to conclusions without checking facts
- Use alcohol or other substances whilst working
- Undermine or criticise others
- Deliberately put themselves or others in compromising or potentially dangerous situations
- Promote their religious or political ideas or beliefs
- Believe 'it could never happen to me'
- Rely on just their good name to protect themselves

13.2 CHILDREN AND VULNERABLE ADULTS CODE OF CONDUCT

All children and vulnerable adults joining our courses and activities will be talked through the code of conduct by a professional. This is to ensure they fully understand what is expected of them and also

so that the organisation can understand how we can best support children and vulnerable adults to uphold the code of conduct and fully participate safely in the Trust's work.

If a child or vulnerable adult's behaviour breaks the code of conduct we will ask them to leave the event. The cost of this extra travel will be met by the child or vulnerable adult. If we find a child or vulnerable person in possession of alcohol or illegal drugs we will confiscate them and may report the incident to the police.

All specific needs and requirements of the children and vulnerable adults will be recorded and shared with appropriate professionals.

We have carried out a thorough risk assessment for all activities and venues that we will be participating in. If you would like to see this, please contact: The Yorke Trust, Grove Cottage, Southgate Road, South Creake, Norfolk, NR21 9PA. email: info@yorketrust.org.

13.3 THE YORKE TRUST CODE OF CONDUCT

The Yorke Trust hope you have a fantastic experience during the course and in order to ensure this, we ask you to abide by the Code of Conduct below:

- All participants should show consideration and respect for all other parties they meet at all times, including other participants and any staff. Participants must not behave in an anti-social fashion, e.g. using offensive or insulting language, threatening behaviour or bullying.
- It is also important that participants show respect for property. Costs for damage will be passed on to the participant(s) responsible.
- Participants shall adhere to instructions issued by any Yorke Trust staff at all times. This includes when travelling between venues, in the Old Norwich Arms concerning noise levels, and health and safety issues.
- Smoking is not allowed in any Yorke Trust premises
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- Theft or illegal activities will be reported to the relevant authorities.
- If participants notice any unusual or disruptive behaviour from other participants, they should report it to a member of Yorke Trust staff.
- If participants suspect that they are unwell, they should tell a staff member and then await further instructions.
- The Yorke Trust reserves the right to send any participant home if they believe them to be unfit or unsuitable to participate; or for illegal activities, consistent or gross misconduct. In such cases the cost will be totally met by the individual or party.

The Yorke Trust hope you have a fantastic experience during the course and in order to ensure this, we ask you to abide by the Code of Conduct see Appendix One,

13.4 PARENTAL RECORDS AND CONSENT FORM FOR CHILDREN AND VULNERABLE ADULTS ATTENDING YORKE TRUST RESIDENTIAL COURSES

The Yorke Trust will collect the details of parents and carers of children and vulnerable adults who use our service on a regular basis, in case of accident or the need for consent for an activity. These consent forms will be kept confidential and will be stored in locked cabinets. The records we collect will include the following:

- The child or vulnerable adults' personal details such as name, address, date of birth etc.
- Whether the child or vulnerable adult has any special needs such as dietary, medical or physical

- Details of parents and carers, i.e. name, address and telephone numbers. This is particularly important if the individual is looked after by the local authority or if the individual's parents are separated or divorced
- Whether there are any particular instructions relating to the individual, for example, if only one parent is authorised to collect the child or vulnerable adult.

The Yorke Trust will ensure that all information recorded about harm and an abuse concern is stored safely and confidentially.

If an issue or dispute arises between two parents or carers whose son or daughter is engaged activities with The Yorke Trust, and employees need to know which parent's instructions to follow then the The Yorke Trust employee will raise this with the named Safeguarding person who will advise on how the issue should be dealt with, recorded and whether or when to involve the police or any other agency.

[See form below]

PARENTAL RECORDS AND CONSENT FORM

The information on this form is necessary in order for (name)_____ to participate on The Yorke Trust's current project

(name)_____ must ensure that they comply with the health & safety guidelines provided. All personal and sensitive information will be kept confidential by the staff team, except in the circumstances where a disclosure is made that concerns the safeguarding of the participant or other children and vulnerable adults. In this case, the local authorities' policies will be referred too. This information will not be used for any other purpose.

MUST BE COMPLETED BY EITHER PARTICIPANT OR CONSENTING ADULT (if participant is under 18) – PLEASE COMPLETE IN BLOCK CAPITAL LETTERS
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Name of participant:

Date of birth of participant:

Home address of participant:

Contact number(s) for participant:

Name of consenting adult (only complete if under 18):

Relationship to participant (only complete if under 18):
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Home address of consenting adult (only complete if under 18):

Contact number(s) for consenting adult (only complete if under 18):

TWO EMERGENCY CONTACT DETAILS FOR THE PARTICIPANT – PLEASE COMPLETE IN BLOCK CAPITALS
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Name of emergency contact:	Name of emergency contact:
Relationship to participant:	Relationship to participant:
Home address of emergency contact:	Home address of emergency contact:
Contact number(s) for emergency contact:	Contact number(s) for emergency contact:

IMPORTANT MEDICAL AND DIETARY INFORMATION – PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

Name of Doctor/GP:	
Telephone number:	
Address:	
Please give details of any medical conditions, allergies and current medication	
Does the participant have any allergies to any medication? If yes, please give the details:	
Please give details of any special dietary requirements:	
Has the participant been vaccinated against Tetanus?	Yes/No (please circle) Date of booster:
Will the participant be bringing any prescribed medication that should be handed in at registration?	
Does the participant suffer from any of the following:	<ul style="list-style-type: none"> • Physical health conditions (e.g. Asthma, Diabetes, Epilepsy, Migraine etc.) YES/NO • Allergies (anaphylaxis) (e.g. dietary, medication, chemical, environmental etc.) YES/NO • Physical needs (e.g. impaired hearing or sight, colour blindness, restricted mobility etc.) YES/NO • Learning support needs (e.g. Dyslexia, ADHD, Autistic spectrum disorder etc.) YES/NO • Mental health conditions (e.g. panic attacks, depression, self harm, disordered eating etc.) YES/NO
If yes, to any of the above, please state – dates/ how long, current treatment/medication, needs etc.	

Is there anything else you think we should be made aware of that will help us to support the participant?	
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Consent

I have read the supporting information and confirm it is correct and agree to (insert the name of the participant) taking part in the Yorke Trust event/activity.

I agree to the participant receiving medication as instructed and any emergency dental, medical, or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

I consent to photos and video footage of the participant being taken during the event/activity which may be used for future promotional purposes by the Yorke Trust (The Yorke Trust will also seek consent of the participants themselves).

This includes:
Including on printed materials and the Yorke Trust website:..... Yes/No (please circle)
By third party media who may be invited to take photographs of the activities: Yes/No (please circle).

Signed:

Name (printed):.....

Date:

PLEASE SIGN AND RETURN FORM to: The Yorke Trust, Grove Cottage, Southgate Road, South Creake, Norfolk, NR21 9PA info@yorketrust.org