

# *SESTINA*

## **Sestina Music Ltd Safeguarding Policy**

### **STATEMENT OF INTENT**

**Issued March 2014**

Sestina is committed to safeguarding the welfare of children and young people, and recognises our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Sestina believes that the welfare of the child is paramount and that all children without exception have the right to protection from abuse.

This policy has been approved and endorsed by Sestina Management Committee and the Board of Directors.

### **PRINCIPLES OF GOOD PRACTICE**

At all times, Sestina will:

- Treat children and young people with care, respect and dignity
- Put the welfare of children at the heart of all our work
- Ensure communication with children and young people is open and clear
- Assess the risks to children of its activities
- Recognise children's rights as individuals and accord them the respect they deserve by considering, listening to, acknowledging and valuing their opinions and needs
- Train all staff in child protection issues
- Review its policy and procedures regularly

### **Code of Conduct**

All Sestina volunteers must abide by the Code of Conduct attached to this Policy. The induction of volunteer leaders will include detailed discussion of the requirements of this Code.

Any breach of the code of conduct will result in relevant disciplinary action.

### **Recruitment and Induction of Staff**

Sestina is committed to equality and fair treatment of all members of the Ensemble especially the welfare of its young people which is of paramount consideration. Sestina recruitment systems acknowledge the potential risk of harm to children in the Ensemble and will not compromise or put at risk individual staff members or candidates.

Sestina is an affiliated body to Christ Church Londonderry, adhering to the Church of Ireland policy document ***Safeguarding Trust*** and requires ***AccessNI*** enhanced disclosures from all volunteers who have regular contact with children. All recruitment to leadership where working with children and young people is an expected role will be subject to an ***AccessNI*** check.

## **Training of Team Leaders**

- Initial Training on child protection by Christ Church Panel Members will form part of the Sestina induction programme with at minimum, annual updates as required
- All volunteers acting as Team Leaders in specific productions will receive a practical induction session with written guidelines compulsorily. The content will cover all aspects of the Sestina's policy and procedures and will have additional elements depending on the nature of the activity to take place. The practical advice and written guidelines will be reviewed and updated regularly in accordance with changes in legislation and best practice.

## **Use of photographic/filming equipment**

Sestina will request all relevant consent in advance of any filming or photography and will adhere to the following guidelines: Sestina

- Will provide a clear brief about appropriate content and use of image
- Identify the photographer to the host group
- Will not permit unsupervised access to children
- Avoid using names of children if image is used

All consent forms will be stored in line with data protection legislation.

## **Reporting Systems**

Sestina is aware of the importance of responding to, reporting and recording concerns, allegations and disclosures and following the correct reporting processes to support any investigation.

This is highlighted by

- Providing guidelines as to what constitutes a child protection concern
- Providing guidelines about how to respond to such concerns
- Implementing a procedure for recording and reporting information in a confidential manner
- Appointing a Designated Officer and deputy to deal with safeguarding issues

## **Designated Officer**

The Designated Officer will be the Artistic Director of Sestina and an appointed Deputy; currently Mr. Mark Chambers and his deputy, Miss Fiona Flynn

Their role is to:

- Be the first person staff, volunteers or members of the public approach with concerns
- Train all stakeholders in the safeguarding policy
- Ensure that safeguarding policy and procedures are being implemented
- Contact statutory organisations about concerns and make referrals if necessary

## What constitutes a child protection concern?

This is a concern which relates to the possibility of a child suffering harm or abuse. The most likely examples of this in the context of Sestina activities are:

- Worrying remarks made by a child
- Situations where a child has been exposed to potential risk of harm
- Concern about the behaviour of an Ensemble colleague (e.g. inappropriate or unacceptable behaviour, negligence or favouritism)
- Disclosures – when a child tells you that they are/have been harmed or abused in any way

## Responding to concerns

It is not a Sestina Volunteer or Ensemble member's responsibility to investigate any concern, or decide whether or not it constitutes abuse. They simply need to ensure that all information is passed to the Designated Officer without delay.

All concerns should be recorded, no matter how insignificant the information may seem.

In the case of a child disclosing abuse, Sestina Volunteers should:

- Follow recommended practice re dealing with disclosures detailed in induction process
- Find the Designated Child Protection Officer and report concern
- Notify the Sestina Designated Officer at the earliest opportunity
- Complete a report form: form should then be copied leaving one with the Designated Child Protection Officer and retaining one
- All records will be held confidentially and supplied for any further investigation
- Volunteers will be supported in any investigation even after their Ensemble membership has ended

In the case of an allegation made against a Sestina Volunteer:

1. Whether the allegation comes from a child or a parent/guardian, the parent/guardian will be responsible for notifying Sestina's Designated Officer at the earliest opportunity.
2. Any Volunteer against whom an allegation is made will be suspended until such time as the investigation is complete. Allegations made against core staff should be notified to Sestina's Board of Directors through the Chair or Administrator
3. **In all cases, the Sestina Board of Directors will be notified when an incident has taken place.**

If Sestina dismisses or ceases to use any Ensemble Member or volunteer because it is thought they have harmed or pose a risk of harm to a child, Sestina will refer the case to the **Safeguarding Trust** through the appropriate channel.

## COMMUNICATION OF THE POLICY

Sestina is committed to promoting awareness of issues that may cause harm to children, raising understanding of their rights as individuals, generating a culture of 'openness' within its own work and in a wider context and communicating its policy practically, publicly and in the promotion of good practice.

### Practical Communication – Sestina will

- draw attention to its policy in its literature and guidelines sent to host schools/organisations. Where appropriate, it will provide supplementary information for distribution to parents and carers. Host organisations such as theatres will be notified of the policy and where appropriate will be provided with notices for display and other relevant literature
- [make its safeguarding policy and procedures available through its web-site](#). Where appropriate, it will carry literature relating to its policy for distribution to members of the public. It will also be open to enquiries, concerns and complaints about issues relating to safeguarding. It will gather information about practices engaged by other organisations and will contribute to wider debates about training and appropriate behaviour
- make the welfare of the child a paramount consideration in all areas of its work.

### Management and Monitoring

Final responsibility of the policy will rest with the Board of Directors Sestina Music Ltd. [The daily and ongoing management of the policy will be undertaken by the Designated Officer with the Deputy Chair of the Board taking a lead role in record-keeping and implementation of procedures](#). All other volunteers regardless of their length of service or duties will have a responsibility to adhere to Sestina's child protection policy and follow all procedures as required. In addition, Sestina will:

- ensure its policy is reviewed regularly and amended as necessary
- will monitor its recruitment, selection and vetting procedures to ensure potential candidates are compliant with the requirements of this policy
- Retain a record of every Induction and training process and provide references as appropriate
- keep detailed and accurate records of any reported incidents, allegations or concerns and comply with all requirements to supply information as appropriate in line with data protection legislation
- be pro-active in gathering information on changes in law and practice and disseminate these/review procedures as appropriate
- retain all relevant records and will hold confidentiality as a primary consideration.
- Will require Management Committee and Board of Director members to make spot checks to ensure all procedures are being fully implemented

### Review

Sestina will review its policy annually at Board level. The review will take into consideration:

- Any issues that have arisen during the year from the implementation of the policy
- Any incidents reported and their implications for changes to be made
- Comments and suggestions from any source
- Changes in legal responsibility or recommended practice
- Issues arising from outside the sphere of child protection (e.g. changes in other legislation)

Any amendments required to policy and procedures will be discussed and approved at a Board meeting.

## Code of Behaviour

These sections outline how Sestina expects its Ensemble Members to behave when representing Sestina. While it does not cover every possible situation that might arise, it will help volunteers use their judgement, to act and respond appropriately and avoid situations that are risky, inappropriate or open to misinterpretation, being particularly sensitive to how their behaviour impacts on children.

**Any breach of the Code of Conduct will result in disciplinary procedures.**

### DO:

- Show respect, be patient and listen
- Set a good example by using appropriate language, attitude and demeanour at all times
- Conduct activities within sight or hearing of others. Where possible involve more than one child in a conversation
- Stop or cancel activities if conditions are unsafe or unreasonable demands are being made
- Keep physical contact to an appropriate level. What that level is in relation to a specific activity should be discussed with the company beforehand and then with the lead contact person in the host organisation. Be prepared to adjust the activity to allow for changing circumstances
- Avoid excessive physical contact with children and refrain from activities such as wrestling or tickling. Ask the child if a particular physical activity is okay
- Stay in prescribed areas and avoid wandering around the facilities
- Use staff not children's toilets and always ask for a private changing area
- Be as careful leaving as arriving
- Secure equipment of any kind that could be used unsafely or as a weapon (scissors, staple guns, penknives, etc) must be kept away from children and used by them only under supervision

### Never:

- Work or perform without supervisory staff/volunteers present. The parents /guardians are responsible for supervising children and no Sestina volunteers – individually or together – should be left alone with children for any length of time.
- Hit or physically assault or abuse children
- Show favouritism towards a child
- Comment on personal appearance or dress
- Promise to keep secrets
- Belittle or demean children
- Embarrass, ignore or single out a child
- Allow or engage in inappropriate touching
- Engage in sexually provocative games
- Allow children to engage in abusive peer activities, e.g. bullying, mocking or initiation ceremonies
- Offer lifts to children or permit them to travel in the company vehicle
- Arrange meetings with children outside organised activities without the prior consent of parents and Sestina
- Bring any alcohol into a host organisation, even for consumption during non- working hours
- Turn up for work smelling of alcohol
- Smoke inside school grounds, or in the presence of children or young people
- Bring any type of prescription drugs into a host organisation, unless medically necessary. If necessary (e.g. inhaler , epi –pen) ensure they are kept on your person at all times, or with the host organisation
- Bring items of value should be left at home or given to the Company Stage Manager (Kristine Donnan) or host group during activities. Mobiles must be switched off during all activities
- Swearing and having conversations of an adult nature should be avoided while in the host organisation. Many schools and groups have 'no swearing' policies which Sestina must respect
- Never undermine, ridicule or insult the staff or volunteers of a host group
- Offer alcohol, cigarettes or drugs (even headache tablets) to a child

## Recruitment

Sestina is committed to a robust recruitment and selection procedure with all recruitment to a post of regulated activity checked with AccessNI. Sestina specifies the following groups and individuals, accepting that all core staff must be subject to some level of vetting as detailed below:

- 1. Board and Management Committee Members:** – Although there may be minimal contact with children and young people, these are the most senior posts in Sestina and will have some infrequent contact e.g. attendance of performances and workshops; as a matter of best practice, [these posts should be subject to AccessNI checks reviewed tri-annually](#). *It should be noted that if a barred person attempts to join the Board, they are committing a criminal offence. All Board Members are subject to the regulations of the Companies House NI in obtaining membership of the Board.*
- 2. Artistic Director and Team Leaders:-** these are the principle positions of regulated activity with children and young people. [This post should be subject to enhanced disclosures by AccessNI](#).
- 3. Visiting Mentors:-** these are artistic professionals engaged for specific projects with Sestina Ensemble members. They will have the most general of contacts with young people but on occasion may be specifically in contact with under-age members of the ensemble. [For such freelance staff, a decision by the Designated Officer must be based on whether the post will be considered regulated activity](#).
- 4. Ordinary Ensemble Members:-** these are the performers and soloists not already listed in the above categories who are the members of the Sestina Choir, Orchestra and Dance ensembles. [Their contact with children is minimal and no vetting is required unless the Designated Officer considers them involved in regulated activity](#).

**Regulated activity** covers anyone working closely with children either paid or unpaid on a frequent or intensive basis. Frequent is defined as once a week or more. Intensive is 4 days or more in a single month.

Regulated activity can include, but is not limited to, any of the following:

- teaching, training or instruction, care or supervision of children
- teaching, training or instruction for vulnerable adults
- providing advice or guidance wholly or mainly for children, which relates to their physical, emotional or educational wellbeing
- providing advice, guidance or assistance wholly or mainly for vulnerable adults
- any form of treatment or therapy provided to children or vulnerable adults
- driving a vehicle that is being used only for the purpose of conveying children or vulnerable adults and their carers
- working in a specified place (including schools)
- roles that involve managing or supervising, on a regular basis, the day-to-day work of those carrying out specified activities or working in specified settings.

Even if the post does not include regulated activity, if employees will be visiting a school, or will have contact with children or young people, they should be subject to an enhanced disclosure.

Signed

Anthony Jackson, Secretary

James Kelley, Administrator

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Dated

11<sup>th</sup>. March 2014

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## Appendix A - Guidance on vetting systems

Sestina is an affiliated body with Christ Church Londonderry, using the Church of Ireland as an umbrella body for registration with AccessNI and following its Child Protection Policy, *Safeguarding Trust*

### **What is a 'regulated activity'?**

- Any activity of a specified nature that involves contact with children or vulnerable adults frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of social services and trustee of certain charities.) 'Regulated activity' is when the activity is frequent (once a month or more) or 'intensive' (takes place on three or more days in a 30-day period).

### **How does 'regulated activity' work?**

- Anyone providing a regulated activity must be registered with AccessNI.
- It will be a criminal offence for a barred individual to take part in a regulated activity for any length of time.
- It will be a criminal offence for Sestina to take on an individual in regulated activity if we fail to check that person's status.
- It will be a criminal offence for Sestina to allow a barred individual, or an individual who is not yet registered with AccessNI, to work for any length of time in any regulated activity.
- It will be an offence for a barred individual to take part in any regulated activity in domestic circumstances.

## Appendix B Recognition of Abuse and Poor Practice

### **What is Abuse?**

Child Abuse is defined by Chapter 2 of the DHSSPS Co-operating to Safeguard Children as falling into the following four categories:

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

**Sexual:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. 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 the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional:** 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. 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 children to emotional abuse.

The ACPC procedures also recognise the particular impact of bullying & the vulnerability of those with a disability.

### **Bullying:**

Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).  
Chapter 9.48

### **Those with a Disability:**

Safeguards for those with disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities as children who are disabled are at a higher risk of abuse.

Not every child with a disability is vulnerable in every situation. However it can be said that certain factors may mean that children with a disability are more vulnerable and could therefore be more open to abuse. The following list examines some of the reasons why children with a disability may be more vulnerable:

- Historically, children with a disability have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has meant they are more vulnerable to be bribed and manipulated.
- Limited life experiences and social contacts may mean that many young person with a disability have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.
- Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.
- Continuing dependency on others may make some people feel powerless.
- Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.
- Individuals requiring intimate care could be in an increased vulnerable situation, especially if they have to rely on a number of different carers to support their needs.
- The general thought that a young person with a disability are not abused may make it difficult for them to be believed if they report an incident.
- Intrusion into body space for physical and medical care can lead to young people with a disability never developing ownership of their own bodies.
- Some disabilities may mean that an adult's emotional and developmental age is less than their chronological age.



## Young People who display Sexually harmful Behaviour

It is estimated that children and young people are responsible for about 1/3 of all sexual abuse against children (Grubin 1998, The Research Team 1990), this may be an under estimate due to low rates of reporting and even lower prosecution rates. Any effort to prevent child sexual abuse must address the problem of young people who display sexually harmful behaviour (SHB).

### Poor Practice

Poor practice can be viewed as the behaviour that can place a child or young person in a risky situation or leave a leader vulnerable to allegations that they were acting inappropriately. The following are a list of some incidents of poor practice but is not exhaustive;

- working in a private or unobserved situations and encouraging an environment of secrets,
- not treating young people with respect and dignity,
- not following agreed guidelines if physical support is needed, or seeking the parents'/ carers' views,
- not being up to date with the technical skills, qualifications and insurance for the activity,
- banning parents or carers, or
- constantly giving negative criticism.

## Appendix C REPORT FORM FOR AN ALLEGATION OR SUSPICION OF ABUSE

As a Sestina Volunteer, you have a duty of care to ensure that the children who work with us are kept safe from harm. Abuse of a child or of an adult with a learning disability is a criminal offence. If you have a suspicion that someone is being or has been abused, or if an allegation of abuse has been made to you by a child or another individual, it is vitally important that you faithfully, truthfully and swiftly record the details. It is also important that you comply fully with the Child Protection procedures in place of the host organisation (school, youth club) in which you are working, Sestina's Safeguarding Policy and Procedures and the full requirements of the law.

You may not be able to, and are not expected to, complete all of this form. It is designed to act as a checklist for you to record your suspicions or any allegations made to you. There is space provided for you to add any other information you feel relevant and you can provide as many additional sheets as you need.

In addition to completing this form, you must comply with the reporting system demonstrated during your induction. Any suspicion or allegation must be directed to the Designated Child Protection Officer of the host organisation who is listed on their completed Questionnaire supplied to Sestina, or to Sestina's Designated Officer (the Artistic Director Mark Chambers or his deputy, Fiona Flynn in their absence). If you are touring with Sestina, you should inform the Production Manager (Kristine Donnan) that you have a concern and you have the right to be accompanied by them to see the Designated Child Protection Officer.

Please remember you should not discuss the details of your concerns with any other party outside of those directly involved.

Name of child: \_\_\_\_\_ Age: \_\_\_\_\_ yrs

Any special factors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you expressing your own concerns or passing on those of somebody else? If you are passing on concerns, please record some details about the person who has raised these to you.

What has raised these concerns? Please include dates, times, etc of any specific incidents.

Have you perceived any physical or behavioural signs?

Has the child spoken to you? If so, what was said (include what was said to them as well as by them if possible).

Has anybody been alleged to be the abuser? If so, record details.

Has anyone else been consulted or spoken to?

Have you any further details you wish to add?

Signed: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Contact Tel No: \_\_\_\_\_

**Name:**

**Date:**

**I can confirm that I have been given induction training on Sestina's Safeguarding policy.**

**This covered in detail the following areas:**

- **Code of Conduct**
- **Recognising Abuse**
- **Reporting Abuse**
- **Guidelines on the use of Photography**

**I have been given copies of:**

- **Sestina's Safeguarding Policy**
- **Report Form**
- **Designated Officer contact details**
- **Code of Conduct**
- **Sestina's Complaints Procedure**

**I understand that any breach of policy or code of conduct will result in disciplinary action.**

**Signed:**

**Dated:**

**Appendix E Training Register**

<b>Name</b>	<b>Disclosure check</b>	<b>Induction training</b>	<b>Refresher training</b>	<b>Refresher training</b>

**Appendix F                      Documentation Clearance Form**

Many of the activities organised by Sestina are recorded on film, still photography and sound devices for archive and promotional purposes. Equally young audience/participants create artefacts, drawings, collages etc in our associated workshop activities.

This form asks parents/guardians permission to record and use these (images, sound, artefacts) for Sestina archival and general promotions only.

Also on occasion local press and broadcast media record Sestina events. Importantly, Sestina **will not publish any address details or surnames of any young people** in captions associated with any film, still photography, sound or artefacts.

Participation in any filming is always optional. If you choose to withhold your permission your **child will not be excluded or penalised, unless the entire activity is being recorded.**

**Parents/Guardians who wish** to give permission for their children to be included/recorded in such activities **please sign below**

Name of young person \_\_\_\_\_

Name and date of Activity \_\_\_\_\_

Signature of Parents/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**Parents/Guardians who do not** wish their children to be included in such activities, are asked to contact Sestina in writing, stating the name of the child and the arts activity they are involved in. Please send these details to **Sestina Music Ltd., 13 Aberfoyle Crescent South, Londonderry, BT48 7PF OR by Email to [james.kelley@talktalk.net](mailto:james.kelley@talktalk.net)**

**If you have any queries regarding the above, please do not hesitate to contact me on 075 1172 3414.** Thank you for your co-operation with this matter.

Mark Chambers  
Designated Officer

**Appendix G**  
**INFORMATION ON SAFEGUARDING FOR PARENTS AND GUARDIANS WHO BRING CHILDREN AND YOUNG PEOPLE TO ATTEND AN ACTIVITY WORKSHOP, PERFORMANCE OR CULTURAL EVENT IN SESTINA**

Sestina is a voluntary organisation founded by the counter-tenor *Mark Chambers* in August 2011 to participate in Mendelssohn's 'Elijah' in the Royal Albert Hall conducted by *Paul McCreesh*, as part of the BBC Proms concert series. Since then, the ensemble has produced an acclaimed series of concerts and recitals. Sestina's primary purpose as set out in its foundation articles is to advance young singers, dancers and players as they begin their artistic careers by placing them in the company of first-class professional musicians, demanding the highest standards of performance of a range of music, principally though not exclusively Early and Contemporary repertoire.

Sestina operates a Safeguarding Policy committing it to making sure children are protected and kept safe and is also committed to ensuring that the rights of children are respected and understood by its ensemble members and freelance artists, and volunteers.

**What we expect from you**

Sestina expects all parents and guardians to accompany their children and in no circumstances leave the children with anyone else. Sestina also expects all parents to read a copy of the Safe guard policy before bringing children and Young people to Sestina events.

**What you can expect of us**

You can be assured that anyone from Sestina who will provide training or supervision for any activity or workshop has undergone an Enhanced Disclosure check by *Volunteer Now*.

If you have any concerns about the appropriateness of an activity, we will be open to your comments and will examine whether or not a particular aspect of our work should be adjusted accordingly.

If at any point you have a concern about the behaviour of one of our employees, contact Sestina's Designated Officer, Mark Chambers on **075 1172 3414**. Thank you for your co-operation with this matter.

Mark Chambers  
Designated Officer

*Sestina Music is supported by:*



This Policy is approved and adopted by the Sestina Board. Signed and dated on behalf of the board by

Anthony Jackson

Secretary

Dated

William Irwin Thompson

Treasurer

Dated

James William Kelley

Administrator

Dated