

## CHILD PROTECTION AND SAFEGUARDING STATEMENT

The Woking Young Musicians Trust are committed to ensuring the safety and welfare of children, young people and vulnerable people. We believe that it is unacceptable for a child, young person or vulnerable individual to experience abuse of any kind. We recognise our responsibility to safeguarding and commit to the following recommendations of best practice which protect all those with whom we come into contact.

This policy statement applies to our Trustees as well as other volunteers working on behalf of the Trust.

### 1. CONTEXT AND GENERAL STATEMENTS

1.1 We recognise that:

- the welfare of children, young people and vulnerable people is paramount.
- all children, young people and vulnerable people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, vulnerable people, parents, carers, teachers and other agencies is essential in promoting welfare.
- some people with whom we have contact may be additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

1.2 The purpose of this policy statement is:

- to provide Trustees with information about the protection of the children, young people and vulnerable people who apply to the Trust for financial support or who attend events organised by the Trust.
- to point Trustees towards procedures they should adopt if they suspect a child, young person or vulnerable person may be experiencing, or be at risk of, harm.
- to raise the safe practices adhered to by the Trust in the protection of personal data, including online storage of data and the use of video recordings of children, young people and vulnerable people.

1.3 The specific work of the Trust by which Trustees and other volunteers come into contact with children, young people and vulnerable people includes:

- the advertising of the Trust's annual awards for age ranges: under 14 years and 14-20 years
- the receipt and processing of applications, carried out online
- the online organisation of auditions and interviews
- auditions and interviews held in person or including the use of video recordings
- the organisation of participants and guests at the annual Awards Ceremony, most of which is carried out online
- the annual Awards Ceremony (which may include the use of video recordings)

## 1.4 We seek to safeguard children, young people and vulnerable people by:

- valuing them, listening to them and respecting them
- nominating a lead Trustee to oversee our safeguarding practices
- adopting our own child protection guidelines and safe practices including effective online safety practices
- providing for effective communication of our practices and procedures to Trustees and other volunteers
- ensuring that all necessary checks are made for Trustees and other volunteers who have direct contact with children, young people and vulnerable people
- sharing information about our child protection and safe working practices with children, young people, vulnerable people, parents, carers, teachers, Trustees and other volunteers
- ensuring that children, young people, vulnerable people, parents, carers, teachers, Trustees and other volunteers know where to go for help if they have a concern
- sharing information about concerns with appropriate agencies who need to know, and involving as necessary parents, carers and those for whom concern is expressed
- providing effective guidance for Trustees and other volunteers through appropriate distribution of information
- recording, storing and using personal information securely, in line with data protection legislation and guidance
- using our procedures to manage appropriately any allegations against Trustees and other volunteers
- creating and maintaining an anti-bullying environment and ensuring that we have measures to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for children, young people and vulnerable people by applying health and safety measures in accordance with legislation and regulatory guidance
- building a safeguarding culture where all people associated with the Trust treat each other with respect and are comfortable about sharing concerns

## 2. The Woking Young Musicians Trust's designated Trustee with responsibility for safeguarding is:

**Pam Lunn**

**Email contact:** [jivebunny@talk21.com](mailto:jivebunny@talk21.com)

The role of this Trustee is:

- to maintain Trustees' awareness of their responsibilities to safeguarding.
- to be a first point of contact for anyone with a concern about a child, young person or vulnerable person.
- to ensure that Trustees are aware of safe practices during the receipt and processing of applications for awards from the Trust, in organising auditions, interviews and the Awards Ceremony, and in managing the environments for auditions and the Awards Ceremony.
- to oversee the safe handling and storage of personal data including video recordings.

### **3. SPECIFIC PROTOCOLS FOR SAFEGUARDING**

- 3.1 Any concern about unsafe practice during online activity associated with the business of the Trust should be raised with the Trustee with responsibility for safeguarding, or the Chair of the Trust.
- 3.2 At the Trust's events Trustees will wear identification badges. Parents, carers and teachers will be made aware that they can report any incident of concern to anyone wearing a badge, who will then escalate the concern as appropriate.
- 3.3 All reported incidents will be handled in accordance with safeguarding practice advice.
- 3.4 We will ensure that concerns can always be expressed in private.
- 3.5 At the Trust's events parents and carers remain responsible for the care and supervision of children under 16 and of vulnerable people in need of support. This includes supervision in warm-up rooms that may be provided.
- 3.6 No unauthorised photography, audio or video recording of children, young people or vulnerable people is allowed in the areas supervised by the Trust. For children and young people under the age of 18 who are involved in the Awards Ceremony parents will be asked to complete a photograph permission form where parents may opt for their child or young person not to be included in official photographs, and/or for images not to be used in the Trust's publicity or on line.
- 3.7 Some children, young people or vulnerable people may have specific needs that should be addressed to enable them to take part in events. The Trustee responsible for the event should be made aware and the Trust will actively seek wherever possible to meet these needs.

### **4. ONLINE STORAGE OF DATA, VIDEO RECORDINGS, SOCIAL MEDIA**

- 4.1 No children, young people or vulnerable people's details or images will be downloaded or saved on Trustees' personal computers, instead these will be saved in cloud storage platforms.
- 4.2 Video recordings of performances will not be downloaded but will be accessed through links to cloud storage platforms.
- 4.3 Trustees will lock their laptop/computer/device or close documents containing personal information when they are away from their laptop/computer/device.
- 4.4 Trustees will not follow children, young people or vulnerable people's accounts on social media.
- 4.5 If a Trustee receives content on social media which they believe is inappropriate they will not forward the content or delete it until they have contacted the Trustee with responsibility for safeguarding who will take appropriate action.

4.6 Trustees must not save images or video recordings of any children, young people or vulnerable people who are in contact with the Trust on any personal device.

4.7 Any publication of information, photographs or videos on the Woking Young Musicians Trust's website, in the press or on social media will be made only with the written consent of parents, carers or the young people or vulnerable people concerned. The usual practice will be not to include the surname of a child under 16 or to tag their names on social media accounts.

We will review this policy statement each year in October or at any other time in line with changes to legislation.

This policy statement was last reviewed on (date): 26/10/20

Signed (Chair):



Date: 26/10/20