

# City of Derry Guitar Festival

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Adopted in March 2011

Updated February 2014

Signed ..... Chairman

Signed ..... Secretary

## Protection and Safeguarding of Children and Vulnerable Adults Policy

We in the City of Derry Guitar Festival are committed to practice which protects children and vulnerable adults from harm.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which might cause them harm.

We will endeavour to safeguard children and vulnerable adults by:

- Adopting safeguarding and child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

### **Definition of children and vulnerable adults**

For the purposes of this policy the above mention categories will be defined as follows:

- ‘Children’ includes anyone under the age of 18 years old

- A vulnerable adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## Authorisation of staff and volunteers

All staff, facilitators and volunteers will fall within the following categories:

- **Authorised** by the City of Derry Guitar Festival, with appropriate Access NI checks, to work with children and vulnerable adults and to deal with their personal details.
- **Non authorised** by the City of Derry Guitar Festival to work with children and vulnerable adults and to deal with their personal details.

Staff, facilitators or volunteers must be **authorised** if their job involves:

- Regular or sustained unsupervised contact with children and/or vulnerable adults (*NB there is no need for staff, facilitators or volunteers to be authorised if their contact with children or vulnerable adults only happens in a room full of people or for a couple of minutes*)
- One-to-one contact with children and vulnerable adults
- Access to contact details of children or vulnerable adults that could be used to contact the child or vulnerable adult directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contract hours (NB The City of Derry Guitar Festival will restrict access to children and vulnerable adults' contact details only to those staff for which it is strictly necessary, thereby minimising the number of staff/volunteers needing to be authorised).

Staff, facilitators or volunteers defined as **not authorised** to work with children and vulnerable adults, therefore not needing an Access NI check, will:

- Have a job description or role that doesn't require sustained, unsupervised or one-to-one contact with children or vulnerable adults (i.e. facilitators of courses which will be taught in a room full of people)
- Have a job description that doesn't require to have access to contact details of children or vulnerable adults that could be used to contact them directly (i.e. not via a parent or carer) or that provide details of where the child or vulnerable adult may be outside of agreed contract hours.
- Be aware of this policy and their responsibilities in relation to our work with children and vulnerable adults.
- Identify if their jobs change in a way which would require them to be authorised to work with children or vulnerable adults and notify the relevant City of Derry Guitar Festival staff immediately.
- Be aware that if someone mentions vulnerability in a booking form their contact details can only be held by a member of staff or a volunteer who is authorised.

Staff and volunteers who need to be **authorised** will:

- Complete a City of Derry Guitar Festival self-certification form.
- Undergo an Access NI check.

All staff and volunteers will:

- Follow the code of conduct outlined below.
- Follow the procedure in case of incidents as outlined below.

## Procedures

### **Child protection code of behaviour and guidelines for staff & volunteers, children and young people.**

The City of Derry Guitar Festival values and respects children and vulnerable adults as individuals and through all of its activities seeks to build-up, encourage and praise children and vulnerable adults. All staff and volunteers will support this ethos and follow through by adopting a code of behaviour which seeks to listen to children and vulnerable adults and involve them in decision making, as appropriate.

The following guidelines are a clear outline of what is expected and what is not accepted with respect to the behaviour of staff volunteers, children, vulnerable adults and young people. They are offered for the protection of all concerned.

- Staff and volunteers should not spend excessive amounts of time alone with children and vulnerable adults, away from others.
- Meetings with individual children or vulnerable adults should take place as openly as possible.
- If privacy is needed, the door should be left open and other staff or volunteers informed of the meeting.
- Staff and volunteers are advised not to make unnecessary physical contact with children and vulnerable adults.
- However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support, for example, in contact sports such as gymnastics.
- In all cases, physical contact should only take place with the consent of the child or vulnerable adult.
- It is not good practice to take children or vulnerable adults alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents, and someone in charge of the organisation.
- Staff and volunteers should not meet with children and vulnerable adults outside organised activities, unless it is with the knowledge and consent of parents and the person in charge of the organisation.

Leaders who are involved in relationships with other leaders, or older members, should ensure that their personal relationships do not affect their leadership role within the organisation.

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay - apart from structured sports activities
- Allow children and vulnerable adults to use inappropriate language unchallenged
- Make sexually suggestive comments about, or to, a child or vulnerable adult, even in fun
- Let allegations a child or vulnerable adult makes go without being addressed and recorded
- Do things of a personal nature for children or vulnerable adults that they can do themselves.

The above guidelines are also intended to give parents / carers a clear outline of how their children and all vulnerable adults should be treated when in the care of the City of Derry Guitar Festival.

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

The City of Derry Guitar Festival will request all relevant consent in advance of any filming or photography of children or vulnerable adults and will adhere to the following guidelines:

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

Parents / guardians will be asked to fill in a consent form and all consent forms will be stored in line with data protection legislation.

### **Sharing Information**

Good communication makes for good practice. The City of Derry Guitar Festival is committed to sharing information with children, vulnerable adults, parents, staff/volunteers and encouraging an ethos of partnership and mutual trust between parents, staff and volunteers. Information on the Festival's policy will be clearly displayed and verbally communicated at events. In addition written information will be sought from Parents as follows:

- To gain information relating to children and vulnerable adults in relation to membership and consent for activities, day trips, residentials and emergency situations.
- That consent is provided by those with parental responsibility.

- That your organisation informs those giving consent that it must be obtained from those with parental responsibility.
- Parents should always be informed of the limits of confidentiality around their contact details and any information they provide to the organisation.

### **Record Keeping**

All staff/volunteers will follow a written procedure for record keeping as follows:

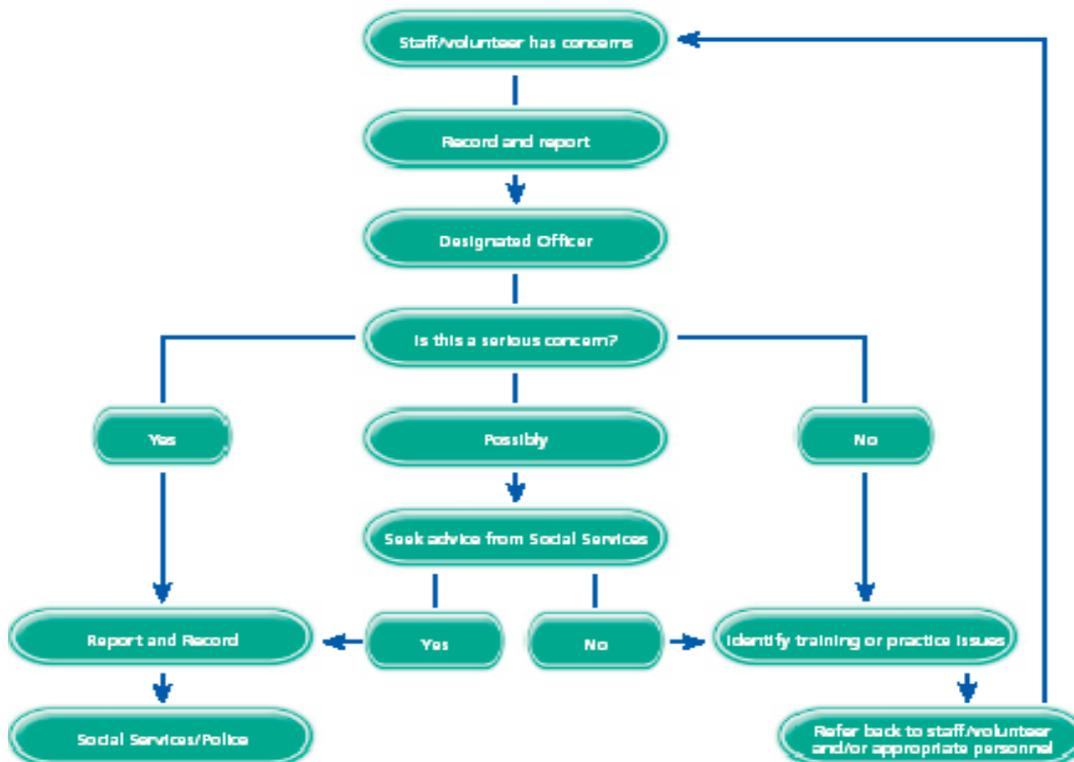
- attendance register
- accident form
- authorisation / consent forms.

### **Listening to children and vulnerable adults**

In the case of a child or vulnerable adult disclosing abuse, it is important to:

- Listen to the child or vulnerable adult, rather than question him or her directly.
- Offer him/her reassurance without making promises, and take what the child says seriously.
- Never stop a child or vulnerable adult who is freely recalling significant events.
- Not overreact.
- Explain what you have to do and whom you have to tell.
- Not question or interrogate the child the vulnerable adult.
- Record the discussion accurately, as soon as possible after the event, even if it is information you do not understand fully, or like writing down.
- Contact your designated officer and follow the reporting procedure below

### **Reporting Procedure is as follows**



### Significant Information

The sharing of information is important in ensuring that children and vulnerable adults are safe and in assessing whether they are at risk. It is essential that “significant information”, that is, information about behaviour which may put children, young people or vulnerable adults at risk of harm, is shared with personnel and agencies whose role it is to protect them, such as police or social services. The following list offers guidance for staff/volunteers. The list is not intended to be definitive and each case will be considered on its merits.

- Sexual offences including interference with children, assault or exhibitionism
- Organising prostitution or procuring attempting or planning to corrupt a child or vulnerable adult
- A history of physical violence, including domestic violence and assault occasioning risk to children or vulnerable adults
- Stealing from children or vulnerable adults
- Selling, using or possessing dangerous drugs illegally
- Repeated drunkenness in work contexts or untreated alcoholism
- Repeated inappropriate use of sexual language outside the normal boundaries of acceptable behaviour
- Repeated inappropriate touching outside the normal boundaries of acceptable behaviour

- Failure to provide the required level of care and attention to children and vulnerable adults, including emotional abuse and neglect
- Failure to comply with procedures where this puts the welfare of children and vulnerable adults at risk
- Any instance where a case is referred to the Access NI Register
- Showing pornographic videos, internet images or publications to children or vulnerable adults
- Posting or accessing child pornography on the internet.

A decision as to whether there is cause for concern will be based on the balance of probabilities, rather than conclusive proof. Decisions will be based on opinions formed reasonably and in good faith.

Under the provisions of the Public Interest Disclosure (NI) Order 1998, which came into effect in 1999, employees (staff and volunteers) are protected from suffering detrimental effect from their employers for discussing information (in good faith and in the reasonable belief that it is substantially true) about the conduct of private or public bodies or individual employees (protected disclosure). If you become aware that a known sex offender is “loitering” or spending time around schools or clubs in the community, it is important to bring this to the attention of the police. While it may be difficult to share concerns about parents, colleagues, or indeed young people, which affect important working relationships, it is essential that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. The prompt flow of accurate information can often be for the benefit and safety of all concerned. Significant information should only be shared with appropriate personnel and agencies on a need-to-know basis.

### **Complaints/Grievances**

Everyone has the right to complain or report a grievance. Children, parents, staff/volunteers will be facilitated in passing on a concern or complaint. The first point of contact will be with the designated officer who will write the nature of the complaint down and report to the chairperson/senior officer of the City of Derry Guitar Festival. The person concerned will also be asked to write a letter addressed to the chairperson/senior officer outlining their concerns and a swift written response will be given. The right of appeal will be upheld and the City of Derry Guitar Festival will be proactive in finding a solution where it is in its power to do so. In the event of the complaint/grievance involving the designated officer a letter to the chairperson/senior office will suffice.

### **Disciplinary Procedure - Following the outcome of an investigation**

- Dismissal may occur
- The police may be informed
- The Department of Health and Social Services may be informed.

The employer must set out in writing the employee's alleged conduct or other circumstances which have led them to contemplate dismissal or disciplinary action. The employer must send the statement or a copy of it to the employee and invite the employee to attend a meeting to discuss the matter.

The meeting must take place before action is taken, except in the case where the disciplinary action consists of suspension.

After the meeting the employer must inform the employee of their decision and notify them of the right to appeal against the decision if they are not satisfied with it.

If the employee wished to appeal, they must inform the employer. The appeal should be dealt with by a more senior manager than attended the first meeting. After the appeal meeting, the employer must inform the employee of their final decision.

### **Designated Officer**

The City of Derry Guitar Festival has designated a voluntary Child Protection Officer who has the responsibility for dealing with concerns. That person is currently **Mr Michael Watters** who can be contacted on **07821 727392** or **mcgwatters@hotmail.com**.

## **Procedures for recruitment & selection of staff & volunteers**

Written recruitment and selection procedures will include:

- Definition of role.
- Open recruitment process.
- Application forms.
- Declaration.

*NIACRO suggest good practice guidelines that declaration of convictions or cases pending should be sought only from short listed applicants.*

- Interview/meeting with at least two representatives of the City of Derry Guitar Festival.
- Identification.
- Two references.
- It should also be noted that staff and volunteers will also be checked if appointed to a regulated position.

The CDGF management/executive committee will ratify all recommendations for appointment.

The decision to appoint staff or volunteers is the responsibility of an organisation, not any one individual within it.

## **Providing effective management for staff & volunteers through supervision, support & training**

Volunteering, and working with children, is both worthwhile and fulfilling, but also challenging. Once recruited, all staff and volunteers should be well informed, trained, supervised and supported, so that they are less likely to become involved in actions which can lead to harm, or can be misunderstood.

The CDGF will ensure that training and resources are available to encourage the development of staff and volunteers. Training will include:

- Induction
- Staff will be provided with a copy of the child protection policy and will receive an overview of all its parts.
- Staff and volunteers need clear instructions on tasks and limits that apply to them as newcomers.
- Staff will be clearly informed of the required procedures in case of accident and made aware of who the Designated Officer is and how to contact him; forms will be made available.
- Probationary/trial period (the development and suitability of the staff or volunteer will be reviewed within six months of taking up the post)
- Supervision and support

# City of Derry Guitar Festival Protection and Safeguarding of Children and Vulnerable Adults Policy

## **Appendix One Reporting Procedure Form/Cause for Concern Form**

To be filled in if an employee suspects child abuse.

Please complete in block capitals

Name of Child .....

Age .....

Any special factors  
.....

Name of parent (s)  
.....

Home address  
.....  
.....

Phone number  
.....

Own concerns or passing on somebody else's  
.....  
.....

What prompted the concern  
.....  
.....

Date ...../ ...../ ..... Time ..... of specific incident

Any physical signs / behavioural / indirect

.....  
.....  
.....

Has the child been spoken to? If so, what was said

.....  
.....  
.....

Have parents been contacted? If so, what was said

.....  
.....  
.....

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

.....  
.....  
.....

Has anyone else been consulted? If so, record details

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.....  
.....

## **Useful Contacts/ Numbers**

**Mr Michael Watters, Designated Officer**

**T: 07821 727392**

**E: [mcgwatters@hotmail.com](mailto:mcgwatters@hotmail.com)**

**Mr Sean Woods, Artistic Director**

**T: 028 7131 1288   **Mobile** 07871 830733**

**E: [cityofderryguitarfestival@gmail.com](mailto:cityofderryguitarfestival@gmail.com)**

### **NSPCC**

Northern Ireland Divisional Office

Jennymount Court

North Derby Street

Belfast BT15 3HN

Tel: 028 9035 1135

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Childline NI**

14 Queen Street

Belfast

BT1 6ED

Tel: 0870 3362945

Northern Ireland Number for Childline 90327773

**Child Protection Helpline 0808 800 5000**

**Childline Helpline for Children and Young People 0800 1111**