



## APPENDIX 1: London Sinfonietta Safeguarding Good Practice Guidelines

Safeguarding can be defined as ‘keeping children (anyone under the age of 18) and adults at risk, safe from harm’. London Sinfonietta has a responsibility to ensure that all staff (including trustees, employees, freelancers and volunteers) promote the welfare of children to keep them safe from harm at all times. A copy of London Sinfonietta’s full Safeguarding and Children Protection Policy and Procedures is available from the London Sinfonietta office.

London Sinfonietta requires that everyone connected with the organisation who may come into contact with or has access to the personal details of children and/or adults at risk should:

- Read these guidelines and adhere to the LS Safeguarding Code of Conduct at all times
- Complete and sign the **London Sinfonietta Safeguarding Declaration** (in accordance with legal requirements) which may be found online here: <https://forms.office.com/e/kJMTKqsEQT>
- Follow all relevant safety guidelines as appropriate to the project, including wider health & safety guidelines

### **What to do if you are worried about a participant**

If you have any welfare or safeguarding concerns about any participant whilst working with the London Sinfonietta, you must report it to a member of the London Sinfonietta Participation and Learning team immediately (see contact details below).

If a child is in immediate danger, ring 999. If you have any welfare or safeguarding queries or would like to discuss anything further you can also contact the NSPCC helpline on 0808 800 5000.

If a participant makes a disclosure to you that they are suffering any kind of abuse (emotional, sexual, physical) or neglect:

- Stay calm
- Allow them to tell their story at their own pace
- Observe and listen but don't ask leading questions
- Reassure the child that they have done the right thing by telling you
- Never promise a child that what they told you can be kept a secret; explain that you have a responsibility for their safety and therefore have to tell someone who can help
- Avoid making comments of judgements about what is shared
- Immediately report the disclosure to the Designated Safeguarding Officer (DSO) or Deputy Safeguarding Officer - see below
- Make brief notes as soon as possible after the conversation/incident

- Sign and print your name, with job, on the written record

### **London Sinfonietta Safeguarding Code of Conduct:**

The term children refers to all young people under the age of 18 and the following Code of Conduct also applies when working with adults at risk.

Everyone must provide their name and agree to the following statements:

- Treat all people equally, with respect and dignity; always put the welfare of children first
- Maintain a safe and appropriate distance and **avoid** all forms of physical contact unless required by the project activity. If you need to have physical contact with a child as part of project activity you must ask for permission in advance eg. 'is it ok if I touch your shoulder?'
- **Never** be alone with a child or a group of children. If necessary, please ask a member of the London Sinfonietta P&L team for help.
- **Never** engage in rough, physical or sexually provocative games or make sexually suggestive comments to a child, even in jest.
- **Never** allow or engage in any form of inappropriate touching or do things of a personal nature for children that they can do themselves
- **Never** associate with children you have met at work outside of the work environment including via social media or any online contact
- **Never** give out your personal details or encourage participants to share their own personal information or contact details with you
- **Never** set-up any meetings with under 18's or adults at risk on any other personal mobile devices, social media, video conferencing platforms and apps.
- **Never** use or allow children to use inappropriate language unchallenged

### **Additional guidelines for working online:**

- **You must** set up for the session with a neutral (physical or virtual) background and avoid displaying any personal or intimate items.
- **You must** always present yourself as professionally, in dress and in manner, as you would if you were working in person
- **You must** log onto the session at least 15 minutes before the start of the activity for a briefing session on safeguarding and the plan for the session including any needs of participants who will be involved in the session, and to check that sound/video settings are appropriate
- **You must** set your Zoom display name as first name and surname so as to identify yourself to the group.
- **You must** ensure that you are using the latest version of Zoom in order that all security features are up to date
- **Never** record the session, take screenshots or photographs of the session under any circumstances. All participants will be reminded of this at the beginning of the session.
- **Never** share any personal information, contact details or files with participants

### **London Sinfonietta Safeguarding Declaration:**

A Declaration form is sent to anyone coming into contact with children. P&L staff have paper copies or the online version can be accessed here: <https://forms.office.com/e/kJMTKqsEQT>

This Declaration must be completed and submitted to London Sinfonietta prior to commencing any work with the London Sinfonietta.

### **LONDON SINFONIETTA SAFEGUARDING CONTACTS:**

#### **Designated Safeguarding Officer**

Lily Caunt, Head of Participation and Learning

[Lily.caunt@londonsinfonietta.org.uk](mailto:Lily.caunt@londonsinfonietta.org.uk)

020 7014 2846 (office) / 07915908323 (personal mobile, not for forwarding)

#### **Senior Management Lead for Safeguarding**

Frances Bryant, General Manager

[Frances.bryant@londonsinfonietta.org.uk](mailto:Frances.bryant@londonsinfonietta.org.uk)

020 7014 2826 (office) / 07788 584696 (personal mobile, not for forwarding)

#### **Chair of LS Council (Board)**

Fiona Thompson

[Chair@londonsinfonietta.org.uk](mailto:Chair@londonsinfonietta.org.uk)