

# Child Protection and Safeguarding Policy

## Hanbury & Groves

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Howells Farm, Halls Green, Weston, Hitchin, Hertfordshire, SG4 7DZ

[www.hanburyandgroves.com](http://www.hanburyandgroves.com)

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Hanbury & Groves aims to provide a safe and welcoming environment for all children and young people with whom they work, provide a workshop for, or who attend an event produced by us.

This policy applies to:

1. Rebecca Hanbury and Alex Groves
2. All persons working on behalf of Hanbury & Groves, including contractors and project managers, freelance artists, workshop leaders, and service providers

### Terminology

A Child or Children are defined as young people under the age of eighteen.

Vulnerable adults are all those over the age of eighteen who:

- have needs for care and support and;
- are experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The Disclosure and Barring Service (DBS) is the Government agency that helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children, by undertaking criminal records checks and checks against statutory barred lists.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [www.nspcc.org.uk/childprotection](http://www.nspcc.org.uk/childprotection)

### Policy aims

Hanbury & Groves are committed to a child and vulnerable adult-centred approach. This means:

- We put the dignity, wellbeing and safety of every participant first
- We believe children and young people should never experience abuse of any kind
- We recognise that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- We seek to achieve a balance between artistic outcomes and the social, emotional, intellectual and physical needs of the participants
- Professional relationships between anyone working on behalf of Hanbury & Groves, (including their contractors and project managers, and freelance artists & workshop

leaders) and participants are based on mutual trust and respect and must remain appropriate at all times

- The feelings and concerns of any participant, their parent or carer, are listened to and acted upon appropriately
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- We are committed to maintaining an attitude of “it could happen here” and to supporting any Hanbury & Groves staff who raise concerns about the safety and wellbeing of children and vulnerable adults with whom we work.
- We recognise that working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

### **Roles and Responsibilities**

- Hanbury & Groves will appoint a Designated Safeguarding Lead on a project by project basis.
- The Designated Safeguarding Lead is responsible for ensuring the implementation and monitoring of Hanbury & Groves safeguarding and child protection procedures.
- The Designated Safeguarding Lead is responsible for considering (in consultation with other Hanbury & Groves staff) whether any incidents involving children or vulnerable adults should be reported to social care, the police, the DBS or any other relevant authority.
- The Designated Safeguarding Lead is responsible for ensuring that appropriate DBS checks are carried out in relation to Hanbury & Groves projects involving children and vulnerable adults, and for making decisions in relation to the suitability of individuals for work with children or vulnerable adults.
- Responsibility for overseeing the operational aspects of the DBS application process lies with the Designated Safeguarding Lead.

### **The role of Hanbury & Groves**

Hanbury & Groves occasionally work alongside schools and other partners to devise, organise and deliver projects. These projects are likely to have as participants, groups of children and/or vulnerable adults. Where children are participating in Hanbury & Groves performances, the Good Practice Guidelines at Appendix 1 should be followed.

### **Procedures for working with Children and Vulnerable Adults**

- In most circumstances Hanbury & Groves staff will not be working alone with children or vulnerable adults participating in a project. Where small group work is taking place, a musician or workshop leader may be alone with children or vulnerable adults for short periods. Where this occurs the Designated Safeguarding Lead or another member of the staff **must** be easily accessible (for example in an adjoining room or corridor). This is to ensure that Hanbury & Groves staff can easily request support and assistance should it be required (for example where children or vulnerable adults are behaving inappropriately or an accident or medical incident has occurred, or if a child or vulnerable adult appears uncomfortable in any way).
- Hanbury & Groves staff should always use toilets specifically designated for their use.
- Hanbury & Groves staff must maintain professional boundaries at all times. Personal contact details should not be shared with children or vulnerable adults, nor should Hanbury & Groves staff or freelance staff communicate with children or vulnerable

adults by telephone, email or social networks (this would include, for example, accepting friend requests).

- Hanbury & Groves staff should not travel alone with children or vulnerable adults (for example by giving them lifts in a car). If exceptional circumstances arise that justify a member of Hanbury & Groves staff travelling alone with a child or vulnerable adult, the approval of the Designated Safeguarding Lead must be sought.
- Hanbury & Groves staff should never take photographs or video involving children or vulnerable adults in the course of any project. Hanbury & Groves staff should not take photographs or video unless this has been specifically authorised in advance by the Designated Safeguarding Lead. The Designated Safeguarding Lead must ensure that all necessary consents have been obtained before authorising the taking of photographs or video footage.
- It is not usually appropriate to touch children or vulnerable adults during project work. It is **never** appropriate to touch a child or vulnerable adult on the trunk of the body.
- Circumstances may arise where a child or vulnerable adult touches a member of Hanbury & Groves staff. This might occur for a number of reasons, including where participants have learning difficulties or other special needs. In such situations, the member of Hanbury & Groves staff should seek to minimise physical contact, but this should be done in a sensitive manner, appropriate to the circumstances of the individual child or vulnerable adult.
- Hanbury & Groves staff should treat all participants with courtesy and respect, always paying proper regard to the social, emotional, intellectual and physical needs of the participants. Shouting at children or vulnerable adults, or other displays of anger or irritation are never appropriate. If participants are behaving inappropriately, Hanbury & Groves staff should seek support from the Designated Safeguarding Lead (or, if the project is taking place in a school, a member of school staff).
- Hanbury & Groves staff should never show favouritism to any individual.
- Hanbury & Groves staff should always give participants enthusiastic and constructive feedback rather than negative criticism.

## **Media**

Photographs or video footage of children or vulnerable adults participating in Hanbury & Groves projects will not be taken unless appropriate written consent has first been obtained (in the case of children, this should be obtained either from parents or carers or from the school). Where photographs and video footage is taken, care will be taken to ensure that the use of such material does not put any child or vulnerable adults at risk. Such material should not be linked online to the full names of participants or any other personal information that might put participants at risk.

## **Disclosures of abuse and reporting procedure**

It is possible that, during a Hanbury & Groves project, a child or vulnerable adult might make a disclosure of abuse or of information that might be an indicator of possible abuse. It is important that Hanbury & Groves staff know how to respond appropriately to such disclosures. Hanbury & Groves staff should follow these guidelines:

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

4. Tell the child or vulnerable adult that the matter will only be disclosed to those who need to know about it.
5. Allow the child or vulnerable adult to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child or vulnerable adult that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared (in the first instance this will be with Hanbury & Groves Designated Safeguarding Lead).
9. Make no judgement about what you have heard.
10. Record in writing what was said, using the child or vulnerable adult's own words as soon as possible - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
11. You should also record in writing any incident of abuse or potential abuse you witness in the course of your work for Hanbury & Groves and alert the Designated Safeguarding Lead as soon as possible.
12. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional agencies, following a referral from Hanbury & Groves Designated Safeguarding Lead.

### **Signs of abuse and neglect**

Any Hanbury & Groves staff should always be alert to possible signs of abuse or neglect and raise any concerns with the Designated Safeguarding Lead. Abuse can take many different forms, including emotional abuse, neglect, physical abuse and sexual abuse. A good source of advice about the different types of child abuse and possible signs and symptoms of child abuse is the NSPCC website:

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

As already stated, any concerns about the welfare of a child or vulnerable adult or possible abuse (including disclosures of abuse or incidents of possible abuse) should be raised in the first instance with Hanbury & Groves Designated Safeguarding Lead.

### **Referrals to social services**

Where a child or vulnerable adult is believed to be at risk of immediate serious harm, an immediate referral should be made to the relevant social services. Anyone can make such a referral but, where practicable, Hanbury & Groves Designated Safeguarding Lead should be consulted first. Hanbury & Groves Designated Safeguarding Lead may also consult the Designated Safeguarding Lead of any partner institution (for example a school or day centre for older people) before making such a referral.

Where there is no risk of immediate serious harm to a child or vulnerable adult but there are concerns about a child or vulnerable adult's welfare, then Hanbury & Groves Designated Safeguarding Lead should decide whether or not a referral to social services is appropriate, in consultation with the Designated Safeguarding Lead at any partner institution. The reasons for any decision to refer (or not refer) should be carefully recorded, along with the names of those consulted when making the decision.

Where a criminal offence is suspected, it will normally be for social services to consider the situation and refer the matter to the police, if necessary.

Any member of Hanbury & Groves staff who considers that a situation has not been adequately addressed should press for reconsideration of their concerns.

## **Disclosure and Barring Service Checks**

Hanbury & Groves staff engaged in “regulated activity” must have undertaken an enhanced DBS check with barred list check. It is acknowledged that some Hanbury & Groves staff may not come within the statutory definition of “regulated activity” (because the work they undertake with children or vulnerable adults may not take place every week or for more than three days in a 30 day period). However, Hanbury & Groves expectation, on advice from the Incorporated Society of Musicians, is that all Hanbury & Groves staff who work with children and vulnerable adults should be subject to an enhanced DBS check (even if they are not in “regulated activity” and are therefore not eligible for a barred list check).

Hanbury & Groves will facilitate the appropriate checks for all Hanbury & Groves staff including paying the necessary application fee. However, where a member of Hanbury & Groves staff already has an enhanced DBS check for the appropriate workforce (i.e. children or vulnerable adults) from a previous employer or other organization **and has already subscribed to the DBS update service**, no further DBS check will be required. Hanbury & Groves will undertake a free online check (provided the member of Hanbury & Groves staff gives their permission and discloses a copy of their DBS certificate). Where Hanbury & Groves staff have **not** subscribed to the DBS update service, a fresh DBS check will need to be undertaken in respect of their work with Hanbury & Groves.

All DBS checks must be renewed (or a further online check be carried out via the DBS update service) at least every three years. DBS checks may be repeated more frequently than every three years where it is reasonably practicable and cost-effective to do so (for example where musicians and amateurs have subscribed to the DBS update service).

## **Situations where it is impractical to obtain an enhanced DBS check**

In exceptional circumstances, where there are valid reasons why it has not been possible to obtain an enhanced DBS check in time for a project, the Hanbury & Groves Designated Safeguarding Lead may, in consultation with any other partners involved in the project, decide that the Hanbury & Groves staff member should be permitted to take part in a particular project. This is entirely a matter for the discretion of the Designated Safeguarding Lead and any other partners. Where a Hanbury & Groves staff member without an enhanced DBS check is permitted to take part in a project, their work with children or vulnerable adults should be supervised at all times by a member of Hanbury & Groves staff with an enhanced DBS check.

Hanbury & Groves staff must **never** engage in “regulated activity” unless they have undergone an enhanced DBS check with a barred list check.

## **Assessing information disclosed as a result of a DBS check**

In the event of a DBS check disclosing information relevant to the individual’s suitability to work with children or vulnerable adults, the certificate information will be retained until a decision regarding the individual’s suitability to work with children or vulnerable adults has been determined.

Responsibility for decisions concerning an individual’s suitability to work with children or vulnerable adults rests with the Hanbury & Groves Designated Safeguarding Lead.

## **Implications**

- Copies of this policy will be made available to all Hanbury & Groves staff, contractors, freelance musicians, and workshop leaders undertaking project work with children and vulnerable adults.

- Hanbury & Groves staff should receive regular training based on this policy, as well as thorough prior briefing in relation to every project involving children and vulnerable adults.
- A copy of this policy must be placed on the Hanbury & Groves website.

Further advice can be sought through the NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05/01/2019



Signed:

Rebecca Hanbury  
Hanbury & Groves



Signed:

Alex Groves  
Hanbury & Groves

## **APPENDIX 1**

### **GOOD PRACTICE GUIDELINES**

#### **CHOIRS UNDER THE AGE OF 18**

- The designated member of Hanbury & Groves staff will ensure that youth choirs or ensembles provide a suitable level of supervision to ensure the welfare of the young musicians.
- The young musicians will be allocated separate male and female dressing room accommodation.
- The young musicians' management / school will be responsible for their welfare and supervision, including controlling access to dressing room accommodation whilst the young musicians are in occupation.

In each case, Hanbury & Groves will liaise with the relevant local authority department to determine whether a child performance license is required.