



LONGBOROUGH
— FESTIVAL OPERA —

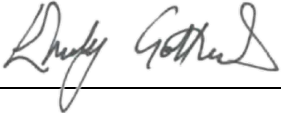
Safeguarding Policy

Protection of Children and Vulnerable Persons

28 May 2025

This document describes the processes in place for the safety of Children and Vulnerable Persons at Longborough Festival Opera.

It is subject to periodic review and is approved by the trustees.

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1. INTRODUCTION

Longborough Festival Opera makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Longborough Festival Opera meets children and / or vulnerable adults through the following activities:

- Public Performances
- Education and outreach work, including workshops in schools
- School visits to dress rehearsals
- Open visits by the public

The types of contact with children and / or vulnerable adults will be through performances and outreach.

This policy seeks to ensure that Longborough Festival Opera undertakes its responsibilities about protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. LEGISLATION

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010 (Guidance – with updates)
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

3. DEFINITIONS

3.1 Safeguarding

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take several forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

3.2 Child

In respect of Safeguarding, a child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child). *Note – This differs from the definition for Safety Management.*

3.3 Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia

- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

3.4 DBS

DBS refers to the Disclosure and Barring Service.

This has replaced CRB (Criminal Records Bureau) checks.

4. RESPONSIBILITIES

All staff (paid and unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

Longborough Festival Opera expects all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

4.1 Additional specific responsibilities

4.1.1 Trustees

Trustees have responsibility to ensure that the policy is in place and is appropriate.

4.1.2 Senior Management

Senior Management have responsibility to ensure:

- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- That sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented
- Promoting the welfare of children and vulnerable adults
- That staff (paid and unpaid) have access to appropriate training/information
- That staff concerns about safeguarding are responded to seriously, swiftly and appropriately
- That they keep up to date with local arrangements for safeguarding and DBS
- That they develop and maintain effective links with relevant agencies.
- That they take forward concerns about responses

4.1.3 Designated Person

The Designated Person responsible for Safeguarding within the organisation is Emma Campbell Head of Learning and Participation.

The designated Senior Manager / Lead Officer responsible for dealing with concerns or allegations of potential abuse or neglect is Emily Gottlieb, Executive Director.

5. IMPLEMENTATION

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing – ability to inform on other staff/ practices within the organisation
- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training

6. SAFE RECRUITMENT

Longborough Festival Opera ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details: “Recruitment is done in line with safe recruitment practices.”
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- CBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over CBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

7. DBS CHECKS

7.1 Disclosure and Barring Service

The organisation provides “Criminal Records” checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place

A 3-year rolling programme of re-checking with DBS is in place for holders of all identified posts.

Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

7.2 Service delivery contracting and sub-contracting

Where applicable, there will be systematic checking of safeguarding arrangements of partner organisations.

Safeguarding will be a fixed agenda item on any partnership reporting meetings.

Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.

Longborough Festival Opera prefers that all personnel with DBS certificates subscribe to the Update Service. Application to this service must be made within 10 days of receiving the DBS certificate.

8. WORKING ENVIRONMENT

Those working at Longborough Festival Opera recognise that they have a responsibility to:

- Safeguard and promote the interest and well-being of the children / vulnerable adults with whom they work;
- Take all reasonable steps to protect them from harm, discrimination or degrading treatment; and
- Respect their rights, wishes and feelings

Where possible children / vulnerable adults visiting the organisation are not left in the sole care of a single adult unless this is an appointed, DBS checked, teacher, chaperone or a parent / legal guardian.

When staff without DBS clearance are working with children at a school they should avoid any situation when they are left unaccompanied on the school's premises.

Longborough Festival Opera staff with DBS clearance should make sure they are following the school's safeguarding policy.

9. COMMUNICATION, TRAINING & SUPPORT FOR STAFF

Longborough Festival Opera commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensuring familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the guide for adult safeguarding

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include: training listed in www.gscb.org.uk

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- Board meetings
- One to one meetings (formal or informal)

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned.

The mechanisms in place to support staff include:

- De-briefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.

- Staff who have expressed initiated protection concerns will be given the opportunity to discuss this with an appropriate manager or trustee with seven days.

10. PROFESSIONAL BOUNDARIES

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Longborough Festival Opera expects staff to protect the professional integrity of themselves and the organisation.

For further information regarding professional boundaries:

<https://www.dsc.org.uk/wp-content/uploads/2016/02/Understanding-Professional-Boundaries.pdf>

11. REPORTING

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Longborough Festival Opera

1. Communicate your concerns with your immediate manager
2. Seek medical attention for the child/vulnerable person if needed
3. Discuss with parents of child or with vulnerable person.
4. Obtain permission to make referral if safe and appropriate
5. If needed seek advice from the Children and Families helpdesk or Adults helpdesk
6. Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact
7. Ensure that feedback from the Local Authority is received and their response recorded
8. If the immediate manager is implicated, then refer to their line manager or peer.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

12. ALLEGATIONS MANAGEMENT

Longborough Festival Opera recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the Director and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child, young person or vulnerable adult
- If he/she seems distressed in any manner
- If a child/vulnerable person misunderstands or misinterprets something you have done
- If you feel that the child/vulnerable person is stepping over the boundaries of a relationship between a professional and a child / vulnerable person

The specific procedures described below are based on the following General Principles:

All staff have a responsibility for action in cases of suspected abuse/incident

Immediate action is required where there is serious suspicion of abuse

Written records must be carefully made at each stage

The process for raising and dealing with allegations is as follows:

Step One: Any member of staff (paid or unpaid) from Longborough Festival Opera is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

Step Two: Contact local authority for advice. In Gloucestershire this can be done via (for children) the Safeguarding Children Services Local Authority Designated Officer (LADO) 09452 426994, or (for adults) the Adult Helpdesk 01452 426868

Step Three: Follow the advice provided

Longborough Festival Opera recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

13. SOCIAL SERVICES INVOLVEMENT

Contact with Social Services can take the form of:

- A consultation – asking advice, sharing the incident with Social Services or
- A referral – when Social Services will implement the Child Protection Procedures.

If the child is not from Gloucestershire and contact with the child's local authority will be necessary, it would seem appropriate to make a consultation phone call to the Gloucestershire Social Services in the first instance.

Ask to speak to the Child Investigation Team Duty Worker

- Do not leave messages
- Always speak to someone
- Take a full note of their name
- Give full details of the referral

Social Services generally inform the referrer of decisions. If not, then check the outcome of your call. Be prepared for the possibility that you may be invited to contribute to the strategy discussion.

If this is a referral, forward completed Child Protection Record (on the relevant form) to the Social Services Department. Confirm all the details including the date and time of call, name of the person who took the call and the agreed action. As you will probably be dealing with the child's local Social Services by now, ask to whom copies of the form should be sent. Keep a copy of everything you send and a record of to whom it was sent and when you sent it. Written records should be sent within 24 hours of a telephone referral being made.

NOTE: All protection records, internal notes, copies of letters and case conference minutes should be stored separately from other records with access strictly limited to relevant staff and external professionals on a 'need-to-know basis.' Consultation documents remain in the office and are not sent anywhere.

14. MEDICAL

Where emergency help is required, arrangements should be made immediately for the individual to be taken to hospital either by two members of staff, the school or ambulance.

Where there is evidence of physical abuse but no immediate need for medical treatment, the responsibility for seeking medical opinion rests with the school or Social Services.

Involving the parents

Parental permission is not required:

- To contact Social Services
- To contact the police
- In seeking medical treatment if the situation is serious (such as threat to life)

Parents should not be consulted until their involvement has been discussed with Social Services or the police at an early stage and a course of action agreed, including decisions about who will talk to them, when and where. The timing of parental involvement is crucial.

15. CONTACT WITH THE CHILD

Very little should be said to the child / vulnerable person if abuse is suspected until the issue has been discussed with Social Services. If the child discloses that he/she has been abused:

- React calmly so as not to frighten the individual
- Take what the individual says seriously
- Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said
- Do not ask leading questions – they could jeopardise the investigation and/or the outcome of court proceedings

- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what has been said, heard and/or seen as soon as possible and date it

16. MONITORING

Longborough Festival Opera will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

17. MANAGING INFORMATION

Information must be gathered, recorded and stored in accordance with Data Protection Policy and Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

18. CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a “need to know” basis only. This includes the following people:

- The Chair of Trustees
- The parents of the person who is alleged to have been abused
- The person making the allegation.
- Social services/police
- The school (if appropriate)
- The alleged abuser (and parents if the alleged abuser is a child).

The advice of social services should be sought on the approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following (the school may have to be asked for assistance if this is appropriate):

- The individual's name, age and date of birth
- The individual's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The individual's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details
- If the individual was not the person who reported the incident, has the individual been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

19. CONFLICT RESOLUTION AND COMPLAINTS

Longborough Festival Opera is aware of the Gloucestershire Safeguarding Children Board (GSCB) policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at www.gscb.org.uk) and if necessary this will be taken forward by Emily Gottlieb, Executive Director.

Conflicts in respect of safety of vulnerable adults will be taken forward by Emily Gottlieb, Executive Director via the GCC Community and Adult Care Directorate

20. CONFIRMATION OF UNDERSTANDING OF POLICY

All office staff and other staff who may come into contact with children and vulnerable persons are required to sign a copy of this Policy in the format given below.

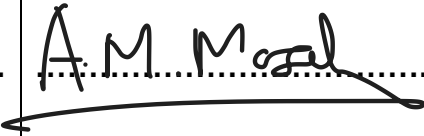
21. POLICY REVIEW

This policy will be reviewed by the Executive Director, every year and when there are changes in legislation.

Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Longborough Festival Opera.

Please complete the details below and return this completed form to Emily Gottlieb, Executive Director.

NAME:	SIGNATURE:	DATE:
Andrew Mosely		03 06 25 -- / -- / --