


WWW.CREATIVEOUNDLE.CO.UK

# Policy for the safeguarding of children and vulnerable adults

**Policy Statement**
The Trustees of Creative Oundle believe that no child, young person, or vulnerable adult should ever experience abuse of any kind. The Trust has a responsibility to promote the welfare of all children and young people and to keep them safe. Safeguarding the children and young people attending the Trust's courses and events is a responsibility which falls in equal measure to all its Trustees and its staff.

Creative Oundle's staff and Trustees recognise that:

- the welfare of the child/young person is paramount.
- all children, 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, their parents, carers and, if appropriate, other agencies is essential in promoting young people's welfare.

**The Purpose of the Policy**
This policy has been adopted by the Board so as to:

- provide protection for the children and young people who attend the Creative Oundle courses and events, including the children of adult audience members.
- provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy should be followed by the Board of Trustees, paid staff, volunteers, course tutors, house parents, drivers, students or anyone working on behalf of the Creative Oundle.

This policy and its procedures will, with the Designated Safeguarding Lead, be reviewed at least every two years.

Approved by the Board:

Signed: Position: Date

# Procedures for the safeguarding of children and vulnerable adults

Contents:


1. Designated Safeguarding Lead
2. Coverage
3. Staff vetting and training
4. Guidelines for working with children and vulnerable adults
5. Action to be taken
6. Dissemination of Policy

Appendix 1: Declaration form for overseas tutors
Appendix 2: Working Conditions/Course
Appendix 3: Incident report form
Appendix 4: Child and Adult Safeguarding Concern Record Form

**Introduction**

Creative Oundle organizes Creative Oundle for Organists (COfO) – which comprises two/three courses per annum, plus additional support throughout the year, for young people who are studying the organ. Creative Oundle also organises other cultural events. The participation of children as performers in these events is rare and children are always accompanied by parents or teachers for events that they are attending as audience members.

This document seeks to support the instinct for the care and protection of others by setting out procedures and guidelines that will enable and empower staff to take a proactive approach if they suspect that a child or vulnerable adult might need help or protection. It also seeks to prevent the occurrence of abuse happening in the first instance by the promotion of good practice in regard to matters of child protection.

**1a. The Designated Safeguarding Lead for COfO courses**

The Designated Safeguarding Lead (DSL) for all Creative Oundle for Organist activities is the COfO Course Manager, currently Yvette Murphy. The Deputy Designated Safeguarding Lead (DDSL) for all Creative Oundle activities is the COfO Course Director, currently Ann Elise Smoot. If neither the DSL or DDSL are available, reports should be made to the Course Facilitator, currently Anna Leon. In all cases, the Chair of the Board of Trustees must also be informed.

**1b. The Designated Safeguarding Lead for CO events not involving COfO.**

The Trustees will appoint a DSL for any CO event involving children. This could be one of the Trustees with appropriate knowledge of safeguarding, or a member of staff, such as the Course Manager or Course Director.

**2. Coverage**

This Safeguarding Policy applies to, at least, the individuals and groups listed below:

- students on Creative Oundle for Organists (COfO) Courses who are children (defined as anyone under the age of 18)
- Children who are performing in performances organised by CO.
- Children who are members of school groups attending Creative Oundle events
- Children who are volunteering at CO events

**3. Staff vetting**

No member of permanent CO staff who runs events or courses which requires working with children will be employed without a DBS check. If a member of staff fails to provide information necessary to obtain a DBS check, any offer of employment will be withdrawn. If a staff member (including course tutors and other occasional staff) is in possession of a DBS check ordered by another institution, CO will accept this but order a Status Check or new DBS as appropriate. Occasional staff, such as course tutors, from overseas must provide evidence of a DBS equivalent, or, in rare cases, a signed declaration form (see appendix 1) and two references.

We acknowledge that parents and students place great trust in us as organisers of events and residential music courses. We need to respond to this trust by managing risks to the best of our ability and ensure we check the suitability of our staff working with children. To summarise, we ask for

documentation as follows:

a. Permanent staff (employed or self-employed) working on OfO– DBS certificate required
b. Permanent staff (employed or self-employed) working on other CO projects – existing DBS certificate (subject to a Status Check if from another employer)
c. Casual paid and volunteer staff – DBS certificate requested by OfO or existing DBS certificate relating to other employment, subject to a Status Check.
d. UK-based tutors - DBS certificate requested by OfO or existing DBS certificate relating to other employment, subject to a Status Check.
e. Overseas-based tutors – DBS equivalent or OfO signed declaration (Appendix 1) and two references

Staff and volunteers need to have a defined role in order to minimise risks. The staff and volunteers who do not have a specific role with regard to the children cannot assume such a role without agreement, and are advised as such.

**4. Staff guidelines for working with children and vulnerable adults**

**a. Guidelines to maximise the protection of children and vulnerable adults**

- Children should never be touched in an inappropriate or intrusive manner. Physical contact is often a part of instrumental instruction (for example, to correct posture or technique) but permission should always be sought before touching a child.
- Care should be taken to identify those who may be vulnerable: for example, those suffering from homesickness or other anxiety. Staff should also be vigilant for possible instances of bullying and put a stop to this immediately if it is witnessed or reported. Victimisation and intimidation is never acceptable.
- No child should be offered any form of one-to-one instruction. Staff must avoid all situations where they might be alone with a single child.
- Staff must treat all students equally, with respect and without preference.
- Staff must not meet with a student under the age of 18 outside of the course environment without a parent being present.
- Treat all student allegations as confidentially as possible, but never promise complete confidentiality. Any concerns about a child must reported **immediately** to the DSL. There should be no delay in reporting any concerns about students. Treat any allegations made by a child seriously and inform the child what actions you will undertake. See item 6 below.
- Written permission must be obtained from parents before photographs of students can be taken. Photographs must also not be shared on social media or in publicity materials without written consent. Staff will also remind parents taking photos or videos not to share these on social media.
- No staff member should be in private contact with any child associated with CO on social media.

**b. Guidelines for minimising the risk of accidents (please also refer to our current Risk Assessment document)**

- Staff must be aware of safety in traffic, whether on foot or by car. The law requires everyone to wear a seatbelt where one is provided. The use of handheld mobiles while driving is dangerous and a punishable offence. Particular care must be taken during boarding and exiting a vehicle; to that end vehicles should be parked so that passengers board and exit on to the pavement or side of the road.

- Staff should endeavor to point out perceived risks to students; for example, uneven stairs on the way up to organ lofts. All accidents must be reported to the DSL in the first instance. If the DSL is not available, the DDSL should be informed.
- All accidents must be written up on a Report Form (see Appendix 3 of this document) within 24 hours and filed securely.

**c. Guidelines for minimising risks in the boarding house (please see our House Rules document for further details).**

A House Rules document is circulated to all students, staff, and parents before each course. Students and their parents must indicate their acceptance of this document, which is designed to keep all our students safe and happy whilst they are on a course. Students are supervised by appropriately qualified House Staff during all COfO courses, and members of staff live in the boarding house with them.

**Action to be taken by staff when approached by a child, or if an allegation is made.**

- Find an appropriate place to talk to the child, listen carefully and treat what is said seriously. No leading questions should be asked. Make it clear that you will need to talk to someone in authority, such as the DSL or DDSL.
- Take notes during the conversation if at all possible, or immediately after the conversation.
- Do not ask leading questions, or pressure the child to divulge more information than he or she wishes. It is not the job of CO staff to investigate claims, merely to document them and report them to the necessary authorities.
- Any allegations must be reported by the DSL or DDSL (or another adult in the case of the DSL/DDSL not being available) to the appropriate authorities within 24 hours.
- Any complaint relating to the DSL must be reported to the DDSL.
- In the event of neither the DSL nor the DDSL being available, a report should be made to one of the house-parents, in the case of a COfO course, or to Child Social Services or the Police in an emergency where quick action is needed to prevent further harm.

**5. Actions taken to promote safeguarding during our courses**

- At the start of each course, students are briefed on the following:
  Names of Course Director, Manager, Facilitator, Houseparents, Drivers, Tutors, and any staff with whom they come into contact.
- Students are given Health and Safety briefings at the start of the course, and subsequently as necessary.
- Students are given the work mobile numbers of key members of staff (Courses Facilitator and Houseparents, who are staying in the boarding accommodation). These numbers can be used for the duration of the course, as needed, in emergencies, but students are briefed not to enter into non-essential correspondence with staff.
- Parents are also given these same telephone numbers.
- House staff are first-aid trained and are present not only in the boarding house but at all meals.
- Photographs are taken during the course. These are subsequently stored on the Creative Oundle server only, and deleted off our social media manager's phone. Consent to use photographs is always sought and no child appears in photographs unless consent has been given.

**6. Dissemination of this document**

A copy of this document is available to all members of permanent staff, who are required to read it

and sign a declaration, kept on file, stating that they have done so.

Copies of this document must be distributed before each course or event to any non-permanent staff, such as tutors or house-parents, who will be working with children

This document is also available on our website www.creativeoundle.co.uk.

Updated September 2027

## APPENDIX 1

### DECLARATION FORM FOR OVERSEAS TUTORS AND STAFF

1. PERSONAL DETAILS

Name .....

Address .....

.....

.....

How long have you been at this address? .....

If less than 12 months, please give the following information:

Previous address .....

.....

How long had you lived there? .....

2. REFEREES

Please give the names and addresses of two people who have known you for at least two years and who would be able to provide a personal reference. (These must not be relatives, and where you have been employed, one should be your current/last employer.)

A. ..... B. .....

..... .....

..... .....

..... .....

..... .....

3. DECLARATION

Guidelines from the Home Office following the Children's Act 1989 advise that all organisations should take steps to safeguard the children who are entrusted to their care. You are therefore requested to make the following declaration:

Have you ever been cautioned by the police for a criminal offence or convicted of a criminal offence?

NO/YES

Have you ever been held liable by a court for a civil wrong or had an order made against you by a matrimonial or family court (with the exception of Child Maintenance).

NO/YES

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

NO/YES

Do you have any health problems which might affect your work with children or young people under the age of 18?

NO/YES

*If you have answered YES to any of the above questions, please give details on a separate sheet.*

It is possible that your name and address may be passed on to more than one official agency involved in child protection. Please confirm you consent to this by signing the form below.

Signed

.....

Date.....

Name (please print) .....

Date of birth .....

## APPENDIX 2

### WORKING CONDITIONS / COURSE SITUATIONS

**4.1** The Courses Manager plans ahead to assess what situations might be a threat to the participating children's safety. Risk assessments are used where appropriate. The following information is available to staff and volunteers:

a. The working roles of the staff that come in contact with children.

b. Risk assessments.

c. Guidelines on working with children (see para 4.2 below).

d. Guidance on the action to be taken should staff be concerned about a child or young person.

e. A contact list detailing who to inform in case of problems/accidents/incidents.

f. Incident report forms -Appendix 3

For all activities, the ratio of supervising staff to students is one to eight for students between the ages of 9 and 12, and one to ten for students between the ages of 13 and 18.[1]

**4.2 Guidelines for all staff for working with children.**

The following guidelines are followed:

a. Maintain privacy and confidentiality.

b. Be very conservative about the circulation of lists of names which include students' telephone numbers, addresses and email addresses.

c. Treat everybody equally, without preference and with respect.

d. Avoid all situations where an adult is alone with a single student.

e. Individuals should not meet with children away from the course environment and outside their defined role without a parent or other adult being present.

f. The teaching of musicians might involve physical contact with students, but staff should avoid contact with students which may be misconstrued as being intimate. In instances where a tutor thinks it is necessary to have physical contact with a student, eg, to touch a student's hand/foot/shoulders etc in a lesson demonstration situation, **permission must be sought before contact is made.** The tutor should explain what they wish to demonstrate and what they intend to do.

[1] www.learning.nspcc.org.uk

g. Be aware of safety in traffic, whether on foot or by car. The law requires everyone to wear a seatbelt where one is provided. The use of handheld mobiles while driving is dangerous and a punishable offence. Particular care must be taken during boarding and exiting a vehicle; to that end vehicles should be parked so that passengers board and exit on to the pavement or side of the road.

h. Report any accidents or incidents to the DSL (use incident report form, Appendix 3 below).

j. Treat any allegations made by a child seriously and report them without delay. Inform the child what actions you will undertake.

**4.3. Students and Families.**

4.3.1 Prior to each course, student's/students' parents are asked to provide the following:

a. Next-of-kin contact details.

b. Medical and pastoral information necessary for the students' safety and well-being. This information is made available to the house-parents of the boarding house, and other staff as necessary.

c. Permission or not for photography, filming and recording of the students.

4.3.2 In addition, where it is included in the course schedule, parents should be alerted to any activities which carry additional risks, eg, punting, swimming, and their permission should be sought for their children to take part in such activities.

4.3.3 At the start of each course, students are briefed on the following:

a. The names of the course director, tutors, administrator, house parents and other staff with whom they will come into contact. Students are to be provided with contact information for these staff.

b. Who they should to talk to in case of problems, issues and physical sickness (ie, Courses Manager or Facilitator, Course Director, house-parent).

c. Action to be taken in the event of an emergency (eg, fire, accident, medical emergency).

d. Action to be taken if they are separated from the group.

e. The expectations we have of their behaviour (see House Rules).

**4.4 Boarding House Arrangements.**

4.4.1 Oundle–based courses are accommodated in the boarding houses of Oundle School. The accommodation and its management, and the welfare support provided by Creative Oundle for Organists are in accordance with the Boarding Schools National Minimum Standards[2].

4.4.2 COfO appoints house-parents on all residential courses to look after the well-being of the students. The ratio of staff to students is one to eight for students from the age of 9 to 12, and one to ten for students between the ages of 13 and 18.[3]

4.4.3 At the start of each course, students are briefed on any hazards within the boarding house, evacuation procedures, including the location of all emergency exits and the assembly area, and the security régime to be followed.

4.4.4 House parents are provided with:

a. Students' disclosed medical details as necessary.

b. Contact details for students' next of kin.

c. Medical emergency contacts.

d. Emergency procedures.

e. Guidelines on working with children.

f. Completed risk assessments.

g. Guidance in relation to dealing with accusations of abuse.

h. Incident report forms.

**5. MANAGING SITUATIONS AHEAD**

**5.1 Risk Assessments**. To anticipate and minimize potential hazards to the health and safety of our students, staff, volunteers, observers and audiences, we undertake risk assessments of key areas using a risk assessment form. An example is at Appendix 3.

**5.2 Potential Hazard Areas.** Potential hazards include:

a. Transporting students.

b. Students moving between Oundle venues by foot (accompanied or unaccompanied).

[2] **Standards and Inspection (boarding.org.uk)**
[3] www.learning.nspcc.org.uk

c. Students getting lost or left behind.

d. Students' day time safety during break times.

e. Students' evening time safety in town.

f. Students' night time safety in dormitories.

g. Unforeseen medical emergencies as well as those resulting from disclosed conditions.

h. Any hazardous activities (such as punting).

The completed risk assessment or key results from it are circulated to staff, in particular to those involved in the activity. These are accompanied by notes on emergency procedures.

## 6. ACTION IN THE EVENT OF INCIDENTS

### 6.1 Medical problems or Accidents:

a. If occurring in the boarding house, seek assistance of Houseparents and/or Course Facilitator, who will be living in the house.

b. Seek the assistance of a qualified first-aider.

c. Consider necessity of attendance at local surgery, Peterborough NHS Walk-In Centre or calling an ambulance.

d. Inform the DSL (currently the Courses Manager) immediately.

e. Consider informing parents.

f. Fill in Accident and Incident Report Form and pass to the DSL.

### 6.2 Abuse & Recognising the Signs:

a. Look for any signs that abuse may be occurring. Such signs might be a change in the behavior of the child (which could of course be due to many other things) or unusually favorable or harsh treatment of a child.

b. Recognize that children with disabilities may be more vulnerable than other children.

c. Inform DSL (currently Courses Manager) immediately.

d. Complete Child and Adult Safeguarding Concern Record Form and pass to the Courses Administrator.

e. DSL in turn contacts:

(1) Child's parents/carers

(2) Children and Young People's Referral Management Centre (RMC): NHS Castle Unit, Islebrook Hospital, Irthlingborough Road, Wellingborough, Northamptonshire NN8 1LP 0300 111 1022, **cyprmc.northants@nhs.net**, **www.nhft.nhs.uk/cyprmc** or NSPCC: **01933 223920** or Northampton Safeguarding Children Partnership, 07872 148334, **nscp@northamptonshire.gov.uk**

## APPENDIX 3

## ACCIDENT AND INCIDENT REPORT FORM

**DETAILS OF ACCIDENT, INCIDENT OR NEAR MISS**

Date of Accident / Incident Time of Accident / Incident:

Where did the accident / incident occur?

Briefly describe the circumstances of the accident / incident:
*Continue overleaf if required*

**DETAILS OF INJURURED PERSON (IF APPLICABLE)**

Title Address of injured person:

Surname:

Forename(s):

Injury or part of body injured/treatment:

Occupation of Injured Person Employment Status of Injured Person:

Date of Birth:

Name and contact details of all witnesses:

Action to prevent reoccurrence:

**Details of person completing this form**

## APPENDIX 4

## Child and Adult Safeguarding Concern Record Form

Use this form for recording child or adult safeguarding concerns, including suspected abuse, and return promptly within 24 hours to the Designated Safeguarding Lead (DSL). Fill in factually. It should be filled out as soon as possible, on the same day as any concern is noted and stored in a secure place until forwarded to the appropriate person or agency. If emailing to the OfO DSL please also follow up with a telephone call to insure we have received it.

| | |
|---|---|
| **Name of the Child or Adult about whom there is a concern (including any names known)** | |
| **Date of Birth** | |
| **Address** | |
| **Name of Parent or Carer and contact details** | |
| **Any special needs known; including medical/disability/language/etc.** | |
| **Nature of concern and details of Conversation held with person of concern** | |

| | |
|---|---|
| **Action Taken** | **[Detail here agency contacted, who spoken to and any timescales/actions given.]** |
| **DSL or Deputy DSL's action and reason for taking it** | **[Include Time & Date, to be completed by DSL]** |
| **Contact details of any agency involved and date contacted, address and phone numbers/e-mails:** | |
| To be completed by the person reporting the concern to the DSL<br><br>**Signature:**<br><br>**Print Name:**<br><br>**Job Title/Role:**<br><br>**Date:** | |
| To be completed by DSL or Deputy DSL:<br><br>**Signature:**<br><br>**Print Name:**<br><br>**Job Title/Role:**<br><br>**Date:** | |

***Please continue overleaf or on separate piece of paper if needed.***