

Samba Galêz

Safeguarding Policy and Guidelines



Introduction

Samba Galêz is an unincorporated association which aims to provide the opportunity, facilities and a meaningful context in which any person, regardless of age, sex, creed, or race may develop the individual and collective ability to perform percussion based music and related carnival arts. For the purpose of this document “Samba Galêz” refers to members of the band, the dance group and the workshop leaders.

This policy applies to all members of Samba Galêz and should be read in conjunction with the Whistleblowing and Equal Opportunities Policies

Policy aims:

- Promote a culture of safeguarding within Samba Galêz.
- Establish and maintain a safe environment where children, young and/or vulnerable people feel safe, secure, respected, are able to participate and know how to approach adults if they are in difficulties
- Take all reasonable steps to ensure the safety and welfare of the children , young and/or vulnerable people with whom we come into contact in relation to all aspects of Samba Galêz’s workshops, gigs, social events and residential weekends

Samba Galêz fully recognises its responsibilities for safeguarding and child protection. Implementing this policy and following the guidelines will enable all members of Samba Galêz to participate in workshops and gigs with children, young and/or vulnerable people confident that they have taken all reasonable precautions to prevent harm occurring while being prepared to deal with an incident should it occur.

It is expected that members of Samba Galêz apply this policy to all aspects of Samba Galêz membership when children, young and/or vulnerable people are present.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and young people in Wales. ***A summary of the key legislation is available in Appendix 2***

Procedures

Samba Galêz will seek to keep children, young and/or vulnerable people safe by:

- Appointing from the committee a Designated Safeguarding Person (DSP) for children and young people and a Deputy Safeguarding Person (Deputy DSP). The DSP and deputy DSP will be members of the committee and must hold a valid enhanced DBS certificate. **see Appendix 3**
- Ensuring that the DSP or deputy DSP has received basic, up to date safeguarding training. (Samba Galêz will fund such training if necessary).
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for Samba Galêz members **see appendix 6**
- Ensuring all members of Samba Galêz are made aware the importance of safeguarding and are provided with appropriate information to enable them to recognise, identify and respond to signs of abuse, and other safeguarding concerns relating to children , young and/or vulnerable people. This includes the targeting and grooming of children, young and/or vulnerable people. **see appendix 7**
- Recruiting staff safely, ensuring all necessary checks are made **see Appendix 4**
- Ensuring appropriate action is taken in the event of safeguarding concerns and/or incidents of abuse **see Appendix 5**
- Expecting the highest possible standards of behaviour of all Samba Galêz members **see Appendix 6**

Monitoring

The policy will be reviewed a year after development and then annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event.

Specific Samba Galêz Child Protection Protocols:

To safeguard members under the age of 18, the following protocols need to be followed during Samba Galêz workshops, gigs and residential trips:

- Parents/guardians of **all members aged under 18** will need to provide a signed consent form which confirms that they have read and understand our safeguarding policy and procedures.
- **Junior members under the age of 16** will require a parent or guardian to accompany them to all workshops and gigs or a parent or guardian may nominate an adult to be 'in

loco parentis' during a workshop or gig. (the parent/guardian must provide written consent)

- Parents/guardians of **junior members aged 16 and 17** years will need to provide signed consent for them to attend workshops unaccompanied
- **All members under the age of 18** must be accompanied by a parent/guardian or nominated adult at social events and on residential trips
- Written consent from a parent/guardian must be obtained for **taking photos of members aged under 18** and/or using them for any publicity
- **Contact addresses and telephone numbers of members under the age of 16** will not be posted on the members' area of the Samba Galêz website and should not be circulated among Samba Galêz members.
- **Contact details of members aged 16 and 17** may only be posted on the private members' area of the Samba Galêz website if parental consent has been provided

Raising and maintaining awareness of Safeguarding Policy and Guidelines

- A link to the safeguarding policy will be displayed on the public and private members area of the website. www.sambagalez.info . Links to the policy will also be posted on the public and private Samba Galêz Facebook pages.
- All participants of the access course must sign to confirm they have read and understood the safeguarding policy.
- Parents/guardians of junior members (aged under 18) will need to sign a form confirming they are happy with the policy.
- All new members aged 18 and over will be asked to sign a form confirming they have read and understood the policy
- All members of Samba Galêz (including workshop leaders) will be informed of any revisions/updates to this policy
- Safeguarding will appear as an agenda item at each AGM

Contact details

Designated Safeguarding Person (DSP) **Gill Clark** gillark51@yahoo.co.uk

Deputy DSP **Tina Wright** cmwright1951@gmail.com

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed by the committee on: **November 9th 2019**

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0808 800 5000 | Email: help@nspcc.org.uk

Appendix 1. What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children, young and/or vulnerable people from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children, young and/or vulnerable people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child

Appendix 2. Legal Framework and Guidance

i) All Wales Child Protection Policy and Procedures 2008

These are based on the principle that the protection of children from harm is the responsibility of all individuals and agencies working with children and families, and with adults who may pose a risk to children.

A person who becomes aware of harm, abuse and neglect has a duty of care to act if someone witnesses abuse or neglect, receives information about abuse or neglect, suspected abuse or neglect, including the care or treatment of a child or has suspicions about possible abuse or neglect.

ii) United Nations Convention on the Rights of the Child 1989 (UNCRC)

The convention includes general principles which state that children have:

- *the right to life, survival and development*
- *the right to be heard*
- *right to be protected.*

If a person becomes aware of harm, abuse and neglect the rights of the child should be paramount to the approach chosen and their best interests should always be central.

iii) Children Act 1989 and 2004

Places a duty on all agencies to safeguard and promote the welfare and well-being of children, which includes reporting suspicions at an early stage to encourage preventative action.

Persons have a responsibility to support the local authority in the making of their enquiries into significant harm.

iv) Safeguarding of Vulnerable Groups Act 2006

Provides the legislative framework for a vetting and barring scheme for people who work with children and vulnerable adults, thereby preventing unsuitable individuals from working with children and vulnerable adults.

A person who becomes aware of harm, abuse and neglect is required to report suspicions immediately and to make sure the necessary checks are undertaken

Advice and guidance on the writing of this policy was sought from the NSPCC:

[Safeguarding children and child protection - NSPCC Learning](https://learning.nspcc.org.uk/safeguarding-child-protection/)

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

[Writing a safeguarding policy - NSPCC Learning](https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-po...) <https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-po...>

Appendix 3. The role of the Designated Safeguarding Person (DSP)

This is the first person members of Samba Galêz should approach with safeguarding or child protection concerns. If the designated lead is not available they need to speak to the Deputy Designated Safeguarding Person. The DSP (and the deputy DSP) are responsible for:

- ensuring the policies and procedures are up to date and are reviewed annually
- ensuring that members are made aware of child protection guidelines specific to Samba Galêz and that they are adhered to
- receiving information from members who have safeguarding or child protection concerns and recording it, where appropriate and then:
 1. assessing the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
 2. where appropriate, consulting initially with a relevant agency to test out any doubt or uncertainty about the concerns
 3. where necessary, make a formal referral to a relevant child protection agency, social services or police.

NB. It is not the role of the designated person to decide if abuse has taken place.

Appendix 4. Safe recruitment procedures

Samba Galêz members who serve on the committee and who undertake various other roles do so on a voluntary basis. However, workshop and gig leaders (dance and band) are engaged on a self-employed basis and are subject to the following recruitment and retention procedures:

- For new applicants at least two references will be sought. All appointments will be conditional on the successful completion of a probationary period of at least 3 months.
- Gig and workshop leaders and their deputies (band and dance) must hold a current Enhanced Disclosure and Barring Service Certificate (DBS check). An enhanced DBS check discloses unspent criminal convictions, cautions, reprimands, and warnings received in England and Wales, Scotland and N. Ireland. In addition, local police records are searched for an individual's details held on the DBS children's barred list and DBS Adult First list.

Enhanced DBS checks are designed to ensure that no one on these lists will work with children under 18 or vulnerable adults. They should be renewed every 3 years. A record of all DBS checks is held in the confidential documents section of the Samba Galêz website.

NB Samba Galêz may occasionally engage additional workshop tutors for "one-off" events such as an Encontro. On such occasions Samba Galêz cannot guarantee that all tutors will have DBS checks. Parents/guardians of members aged 18 and under will be advised of this and asked to accompany their children to such workshops.

Appendix 5. Procedure for raising and dealing with safeguarding and child protection concerns

Members of Samba Galêz should speak to the Designated Safeguarding Person (DSP) or the Deputy DSP as soon as possible if they have a safeguarding or child protection concern. Where the DSP or Deputy DSP is not available then the concern should be raised with a member of the committee.

If a member who reports a concern feels that appropriate action has not been taken then they should refer to the Samba Galêz Whistleblowing policy (available on the Samba Galêz website in the documents section of the members area)

and/or contact the NPCC Whistleblowing advice line - 0800 028 0285

Any concerns about confidentiality should not be allowed to override the rights of children, young and/or vulnerable people to be protected from harm. However every effort should be made to ensure information is only shared on a “need to know” basis with those directly concerned.

- Listen and observe without causing alarm. Listen sympathetically to what a child, young and/or vulnerable person says but do not agree not to tell anyone
- Where there are concerns that the child, young person or adult at risk is in immediate danger the appropriate Local Authority Social Services Team or NSPCC should be contacted straight away.

Appendix 6. Code of conduct for Samba Galêz members

Members of Samba Galêz are expected to:

- Treat children, young people and all members with respect
- Be aware of Samba Galêz’s safeguarding policy, guidelines and procedures when attending workshops, gigs and residential weekends.
- Be mindful of the presence of children and young people when engaging in adult language and behaviours
- Take appropriate action if they have any safeguarding concerns

Appendix 7. Information about types and signs of abuse

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Neglect can be just as damaging to a child as physical or sexual abuse.

The NSPCC lists 10 types of abuse:

- Physical
- Neglect
- Sexual
- Child sexual exploitation
- Harmful sexual behaviours
- Emotional
- Domestic
- Bullying and cyberbullying
- Child trafficking
- Female genital mutilation

Children who are being abused may be reluctant to talk about it and there are many signs that may indicate that abuse is taking place.

For more information visit the NSPCC website

<https://www.nspcc.org.uk/globalassets/documents/information-service/definitions-signs-child-abuse1.pdf>