



Safeguarding Policy.

Last updated 19/04/22

Safeguarding Policy – The Big Reveal – overview

Commitment to safeguarding: The Big Reveal believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

About this policy

- This policy applies to; all members, staff (whether employees or freelances), volunteers and anyone working on behalf of The Big Reveal or taking part in Revelation Strings and The Revellers activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are; members of, receive services from, or volunteer for, The Big Reveal.
 - Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when The Big Reveal undertakes any activity, event or project.

Named safeguarding person: Dr Sarah Smith has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Dr Sarah Smith in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Dr Sarah Smith and in line with established procedures and ground rules (see below).

Procedures and ground rules: A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation (i.e. recent changes to Children’s Licencing S.37(3)(b) , good practice, or in response to an identified failing in its effectiveness.

Safeguarding policy – The Big Reveal - Ground rules, ways of working and procedures

This document forms part of The Big Reveal Safeguarding policy

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This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the The Big Reveal activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially.

Ground rules and ways for working regarding safeguarding of vulnerable people

When The Big Reveal organises an activity or event where they will be responsible for vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians: If a vulnerable person wishes to take part in The Big Reveal activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished. This includes the youth members of Revelation Strings when David Burrige will undertake responsibility for these students in rehearsals and concerts.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in The Big Reveal witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; Dr Sarah Smith.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair Dr Sarah Smith or a DBS checked adult: David Burrige, Bridget Burrige, Julia Robinson, Dr Hannah Cook.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who of involved in the incident.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being been abused of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the change to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests The Big Reveal
- Any disciplinary action will be taken in line with the The Big Reveal constitution.

In line with best practice in Kent, The Big Reveal also fully recognises its responsibilities for Safeguarding including Child Protection and E-safety.

Our policy applies to all staff, and volunteers working in the organisation. The five main elements are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues through Child Protection Awareness Training (CPAT)
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed Safeguarding (CP) procedures.
- establish a safe environment in which children can learn and develop.

We recognise that, because of their interaction with children, our staff is well placed to observe the outward signs of abuse. The Big Reveal will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults in the organisation whom they can approach if they are worried

We will follow the procedures set out by Kent Children's Safeguarding Team and take account of guidance issued by the Department for Education (DfE) and the Office for Standards in Education (Ofsted) to:

- ensure we have a designated senior person for Safeguarding and in particular Child Protection (DSO) Dr Sarah Smith. David Burrige (Education Director) who formally had this role as a County Music Advisor and who has received appropriate training and support for this role will undertake training for Big Reveal Staff to keep them up to date with latest best practice by carrying out appropriate (CPAT).
- ensure every member of staff (including volunteers) knows the name of the designated senior person responsible for child protection and their role
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person
- ensure that parents have an understanding of the responsibility placed on The Big Reveal and its staff for Safeguarding and Child Protection by setting out its obligations in documentation and on our website

- develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- keep written records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely and in locked locations
- develop and then follow procedures where an allegation is made against a member of staff or volunteer
- ensure that safe recruitment practices are always followed. (key staff working with children hold a current Disclosure & Barring Service checks.
- ensure there is an appropriate E-safety policy in place for staff and volunteers of The Big Reveal

If any student's behaviour proves challenging and/or defiant or if they appear withdrawn, The Big Reveal will endeavour to support the pupil through

- □ the content of its activities such as ensembles, tours and workshops;
- an ethos which promotes a positive, supportive and secure environment;
- activities and an environment that gives students a sense of being valued;
- liaison with appropriate Local Authority agencies such as social services and child safeguarding services.
- a behaviour policy (Code of Conduct for Students) encouraging peer support and consideration

Code of Conduct for Students

The Big Reveal strives to foster a safe, welcoming and inclusive atmosphere and it is expected that all Staff and Students will be:

- (a) polite and courteous to each other;
- (b) good-natured, interacting in a friendly and sociably acceptable manner;
- (c) responsible to ensure their behaviour is appropriate at all times;
- (d) diligent and attentive to everyone's needs; and (e) respectful of the fabric of the venues and other individual's personal property..

Dr Sarah Smith April 2018