



## Safeguarding Policy

This document sets out the policy, key procedures and guidance relating to safeguarding within YOST. It is informed by current legislation and accepted good practice. This includes 'Keeping Children Safe in Education, 2022' published by the Department for Education, and guidance published by the NSPCC. Full details of the sources of guidance are set out in the appendices.

It contains eight sections:

- YOST safeguarding policy statement.
- Safe Recruitment policy and practice.
- Operating procedures and professional standards.
- Responding well to concerns or allegations.
- A low-level concerns policy.
- Social media policy
- Parental engagement policy
- Appendices
  - Secure record storage
  - Vulnerable adults
  - Event planning
  - Training expectations
  - Definitions of child abuse
  - Complaints procedure
  - Details of YOST authorised personnel
  - References

## Definitions

For convenience, the following abbreviations and definitions are used throughout:

Young People	Persons under the age of 18 (where parents are referenced, the term child or children is used)
YOST	Dr Martin Clarke Young Organ Scholars' Trust
Tuition	The teaching of Young Organ Scholars
Representatives	Any person engaged by the YOST to work with young Organ Scholars, YOST Officers and Trustees and may also be termed 'the team'.
DBS	Disclosure and Barring Service

**Legislative note:** What follows in this document are the general principles that apply in England. For specific advice and guidance pertaining to Scotland, Wales or Northern Ireland, the YOST Safeguarding Consultant should be consulted.

# 1. YOST Safeguarding Policy Statement

1.1 YOST is committed to safeguarding in all aspects of its work. Safeguarding is about the action that YOST takes to:

- Promote the welfare of young people with whom it engages - their welfare is paramount.
- Work to prevent abuse happening.
- Protect and respond well to those who report abuse or have been abused.

1.2 Safeguarding is a shared responsibility between the trustees, YOST officers, and teachers. Parents are also key partners in enabling the delivery of safe tuition. All have a clear role to play. To that end, teachers, officers and trustees and any others who work on behalf of YOST in a paid or voluntary capacity must exercise the greatest care when working with scholars and other young people. YOST requires the highest standards of personal and professional conduct from all associated with the organisation.

1.3 Specifically, YOST maintains a duty of care to protect young people attending all YOST events, courses and tuition from any kind of abuse. In addition, a duty to safeguard all adults associated with the work of YOST, including from false allegations and to protect both its standing and its work for the common good.

1.4 YOST expects the parents of organ scholars also to act as partners in safeguarding activity by ensuring compliance with the practice standards set out in part 7 of this policy.

1.5 YOST will always comply with current English and devolved nations legislation, as well as Charity Commission requirements and good practice guidance.

## 2. Safer Recruitment Policy and Procedure

2.1. Critical to good safeguarding is safer recruitment and safer work practices. The YOST therefore aims to:

- Carefully select all those who play a part in YOST activities at every level, in line with safe recruitment procedures
- Ensure that all those involved receive appropriate safeguarding training relative to their role.

2.2. Safer recruitment is an approach to the selection of staff and volunteers that highlights the importance of safeguarding and uses multiple sources of information to make informed decisions. This is particularly important in situations where the teacher works directly with young people or, in the case of a trustee, being in a position of influence or responsibility. The purpose of this policy is to assist the YOST in identifying, deterring, and not appointing those who may cause harm or are unsuited to the role for which they are applying.

2.3. As a charity that supports the teaching of young organ scholars, an appropriate level of musical and technical expertise is also required to ensure a safe and suitable appointment. The trustees ensure compliance with this aspect of the trust's work. Safer recruitment is therefore not designed to inhibit the recruitment of those who have the requisite skills and knowledge and who wish to offer their talents, safely, for the benefit of young people.

2.4 In addition, the Charity Commission's guidance published in 2017 (updated 2019) states: *'As part of fulfilling your trustee duties, you must take reasonable steps to protect from harm people who come into contact with your charity.'* It goes on to make clear that trustees will be held responsible when things go wrong and expect them to put them right. Charities have a responsibility to:

- make sure that employees and volunteers are suitable to work with children and vulnerable adults.
- Request appropriate checks from the Disclosure and Barring Service where the role is eligible.
- be quick to respond to and handle concerns in a full and open manner, carrying out the appropriate investigations.
- make sure that protecting people from harm is central to its culture.

2.5 YOST therefore requires all engaged teachers, trustees and officers to be safely recruited. **YOST also recognises that several teachers, in particular, may already be working for another organisation and will themselves have been already safely recruited into those roles. These procedures aim to ensure that no additional or unnecessary burden is placed on those individuals**

**except where necessary and in compliance with safe practice. For example, the YOST will take full account of accreditation by the Royal College of Organists or other professional memberships, but not rely on this source of information exclusively.**

2.6 YOST will supply brief written details of what each post entails and the how the tutors conduct themselves whilst delivering tuition on behalf of the YOST. This is summarised in section 3 of this policy.

2.7 Applicants for all posts whether teacher, officer or trustee, must supply an up-to-date CV detailing their relevant experience, along with a written statement indicating their reason for applying and how they meet the specification for the post. They must also supply the names and contact details of at least two referees who can testify to their suitability for the selected role. In addition, applicants delivering tuition should show proof of completion of safeguarding training to an appropriate level (e.g. within the Church of England Safeguarding training scheme) within the last three years. YOST requires teachers and other YOST representatives to update their safeguarding training every three years and show evidence of this.

2.8 All applicants will be interviewed by at least two trustees. **(Note: YOST operates on the principle that in some cases the prospective teacher will already be known to a young person and their family, often linked through an existing musical arrangement. In this case, the YOST administrator and the nominated safeguarding trustee or chair will exercise appropriate discretion to vary this aspect of the procedure to ensure that the recruitment process is proportionate. Equally the teachers may already be known to YOST trustees. In such cases proof of suitability and compliance with the YOST minimum standards of a current DBS check (not more than three years old and for the Children’s workforce), two independent references, evidence of completion of safeguarding training to an appropriate level, and professional indemnity insurance must be supplied.)**

#### **Recruitment procedures for posts requiring DBS disclosure (PVG in Scotland)**

2.9 These procedures apply to all posts whether employed, freelance, sessional or voluntary. All recruitment decisions concerning a candidate with a criminal record will take into account the nature of the post and the type, circumstances and background of the offence/s committed. YOST’s safeguarding consultant will always be consulted when a criminal record is returned ‘blemished’ and as appropriate, authorized officers may also take advice from the relevant Registered Body. If this is necessary, YOST will try to preserve the anonymity of the individual concerned.

2.10 YOST requires the following categories of people (known collectively as YOST representatives) to undergo relevant clearance procedures prior to final selection or appointment, having successfully completed the application procedures specified at 2.7 above, as they will have contact with or significant knowledge of young people through regular YOST activity and special events:

- Trustees and Officers of YOST who have contact with young people, or who have access to the personal details of young people.
- Teachers of Young Organ Scholars
- Others in contact with Young Organ Scholars
- Directors of Music, Organists and Musicians in regular contact with Young Organ Scholars.

2.11 These people will be required to complete the YOST Self-Declaration process before appointment is confirmed. Any individual working in 'Regulated Activity' for the YOST is obliged to obtain an Enhanced DBS including a barred lists check. (See 2.13-2.14, below, for details)

2.12 Some roles involving regular supervision may not count as regulated activity but still be eligible for an Enhanced DBS without the barred lists check. The YOST Safeguarding Officer will determine the relevant type of check for the work undertaken and will inform the individual.

### **Identifying Appointments requiring DBS disclosure**

2.13 DBS disclosures with a check on the barring lists will only be required for posts which are designated as involving regulated activity or where a thorough risk assessments indicates that it is relevant and proportionate. Then an Enhanced Disclosure with a barred lists check may be considered. The risk assessment should also cover whether the post requires all convictions to be considered or only those which are unspent as defined in the Rehabilitation of Offenders Act 1974. All forms, advertisements, job descriptions and personal specifications concerning such posts will state clearly that a disclosure will be requested before the offer of a post is confirmed. Trustees will be required to already have or apply for an enhanced DBS disclosure as they have oversight of the work of YOST and access to confidential information about young people and their families.

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### **Beginning the clearance process**

2.14 Successful applicants for any position which involves supervision, regular contact or regulated activity with young people will be required to complete the YOST Self-Declaration process. This also applies to trustees. Any relevant information should be sent to the administrator under confidential cover. Such information will be seen only by those needing to see it as part of the recruiting process, and the Safeguarding Officer. A DBS disclosure will be sought if the work meets the criteria for one.

2.15 YOST will disregard convictions which are not relevant to the post under consideration, subject to the agreement of the Safeguarding Officer in consultation with the Chair of trustees.

### **Discussing disclosure information with candidates**

2.16 YOST will ensure that an open and measured discussion of any convictions relevant to the post takes place either at the interview or separately. A conditional offer of a post will not be withdrawn following the result of disclosure information without discussing the matter with the candidate first. The Safeguarding Officer will be consulted and may conduct a proportionate risk

assessment to inform final decision making. Candidates will be made aware that failure to reveal information that is directly relevant to the post may lead to an offer being withdrawn.

2.17 Where individuals are found to infringe guidelines or policies, YOST reserves the right to exclude them from further YOST involvement. When such decisions are taken, the individuals concerned will be notified and reasons will be given, with the right of reply.

2.18 YOST has a duty to refer to the DBS any individuals for whom it is responsible and believes poses a risk of harm to young people or vulnerable adults.

2.19 YOST will require DBS updates be completed every three years after initial appointment, The self-declaration will be updated at the same time. YOST has a preference for those requiring evidence of a DBS check to make appropriate use of the DBS update service. Details of how to apply for this can be found here: <https://www.gov.uk/dbs-update-service>

### **3. Safe working practice and code of conduct**

3.1 All those engaged with YOST as trustees, officers, teachers and supervisors, must observe the following code of safe working practice, in accordance with their roles and responsibilities:

- Treating all children and young people with respect and dignity.
- Ensuring use of own language, tone of voice and body language is respectful.
- Teaching young people on a one-to-one basis should be avoided with a third party always present or nearby and in earshot, in an adjacent room with the door open.
- Ensuring that young people know whom they can talk to if they need to speak about a personal concern.
- Recording any incidents of concern and sharing them with the YOST Safeguarding Officer
- During teaching taking place in a church or other venue with public access, ensuring appropriate security measures are in place as agreed with the property owners/managers/wardens or that there is supervised access only.
- Maintaining good discipline in teaching sessions and at YOST arranged events.
- Keeping appropriate records of attendance and ensuring familiarity with pupil registration information.
- Being aware at all times of what is taking place in the teaching space and who is present.
- Physical contact must be avoided other than when critical for the immediate wellbeing of the young person.
- Where agreement has been reached, and only with parental consent, to touch a young person to improve posture, for example, this is restricted to the minimum, always taking place with a third-party present.

- Ensuring compliance with all Health and Safety measures that pertain to the premises used for teaching and learning.

3.2 The following are not permitted under any circumstances:

- All forms of physical discipline or corporal punishment are illegal and utterly forbidden.
- Any form of bullying, harassment, belittling, verbal or racial abuse is utterly forbidden.
- Invading a young person's privacy.
- Use of sexually suggestive language or allowing a young person to engage in excessive attention seeking behaviour.
- Engaging in any behaviour which may result in the development of an inappropriate relationship which would be a breach of trust according to the 2003 sexual Offences Act as amended in 2022. It is against the law for someone in a position of trust, e.g. a teacher, to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over).
- Giving lifts to young people without a chaperone
- Inviting a young person to a private home
- Arranging social occasions with young people outside planned teaching session or organised events

3.3 In matching scholars to teachers, YOST, will always pay due consideration to gender and other protected characteristic issues, and the need for a chaperone, if parents are not able to be present.

## **4. Responding well to safeguarding concerns or allegations**

4.1. This section of the policy identifies the actions that should be taken when observing or receiving notification of a safeguarding concern. This may relate to an allegation made about a trustee, an officer, or teacher, or may be about someone not connected with the YOST, such as a family member or other third party. The concerns may be about current or past concerns, but the response should be the same. YOST takes seriously all allegations of abuse and will act without delay on receipt of information about any such concern.

4.2. Some identified or reported concerns may relate more to inappropriate conduct, and the 'Low-level concerns policy' at Section 5 below, provides further advice and guidance.

4.3. At no time should the person who is the subject of the concern be informed until there has been full consultation with the YOST Safeguarding Officer and statutory agencies as required.

4.4 YOST recognises that its primary role is to facilitate the safe teaching of organ scholars by suitably qualified teachers. In fulfilling this role, YOST is mindful that it works in partnership with

several organisations who may already employ the teachers in another capacity and who themselves will be expected to abide by the safeguarding policies of their host or employing organisations. This adds another level of organisational consideration when responding to concerns or allegations. Hence the importance of prompt contact with the YOST Safeguarding Officer within 24 hours of a concern coming to attention, as they can assist in navigating the correct pathway to follow.

4.5 YOST will co-operate fully with all investigative processes started by statutory authorities about any concern involving a YOST representative. YOST will not conduct its own safeguarding investigations once the necessary information had been collated to inform a referral.

4.6. Where the scholar is already a member of a choir, or another music group linked to a particular church or teaching institution, the appropriate safeguarding officer for that organisation must be informed of any concern or allegation. This is to be transparent about information sharing and agreeing the correct procedure to follow.

**Procedures to follow:**

4.7 **Any person who is concerned about a safeguarding issue, such as a specific allegation or suspicion of abuse, must contact the YOST Safeguarding Officer immediately.** They can provide immediate advice and guidance including advising on the need to inform statutory authorities. If the reporter is not then satisfied that appropriate action has been taken, or further advice is needed, contact should be made with the YOST Chair of Trustees.

4.8 Any YOST representative who is spoken to by a young person concerning a safeguarding issue should take the following action:

- Without deferring listening, consider whether the timing or location are appropriate and with the young person's agreement, if necessary, find a suitable alternative venue.
- Stay calm and listen carefully to the young person, not passing judgement or expressing shock or disbelief.
- Take into account the young person's age and level of understanding.
- With consent, make a note of the conversation, dating it and signing it, having checked with the young person that you have recorded accurately what they have said.
- As far as possible record dates, times and location of incidents, who was involved and whether there were any witnesses.
- Not promise confidentiality but explain what will be done with the information and to whom it will be sent (e.g., the YOST Safeguarding Officer).
- Provide the young person with a means to make contact again and offer re-assurance that they are not to blame and have done the right thing by disclosing.
- Not initiate any investigative activity, but simply collate information to pass on.



- Where the person receiving the information has an immediate concern about the welfare of a young person, where abuse is alleged and has assessed any risks they may be exposed to, they should take immediate action to safeguard the young person by contacting statutory authorities such as the police or local authority Children’s Social Care services. If out of office hours, make contact with the Emergency Duty Team through locally advertised contact routes.
- If reporting directly to statutory authorities, refer to YOST in making the report and supply the contact details of the Safeguarding Officer. In addition, contact the YOST Safeguarding Officer as soon as practically possible to inform them of the action already taken.

4.9 In the case of a young person who is away from home attending a course, if the young person has been harmed or a disclosure of abuse has been made, the adult leading the course should take care of the young person and ensure that they are returned to the care of a responsible adult, parent or carer, either at the end of the course or sooner if necessary. If there is a concern that the adult is not appropriate or that the young person should not be returned to their parent or carer, then advice should be sought from the police or Children’s Services. The YOST Safeguarding Officer should also be consulted.

**Responding to concerns about the observed or reported behaviour of a YOST representative.**

4.10 Where a safeguarding concern relates to the observed or reported behaviour of a YOST representative, without an allegation necessarily being made by a young person, the YOST Safeguarding Officer must be contacted immediately for advice and guidance.

4.11 The person concerned should not be approached and no investigation should be started. Until consultation has taken place with the YOST Safeguarding Officer, information should not be passed on to any other individual.

## **5. YOST Low level safeguarding concerns policy**

**The purpose of this policy and associated guidance**

5.1 The statutory framework Keeping Children Safe in Education 2022 (KCSE) notes the importance of creating a culture in which all concerns about adults (including allegations that do not meet the harm threshold) are shared responsibly and with the right person. YOST as a music education charity is bound by the provisions of KCSE, as are partner organisations.

5.2 Organisations are required to have policies and processes in place to deal with any concerns (including allegations) which do not meet the harm threshold. These are referred to as ‘low-level’ concerns.

5.3 This guidance sets out how this requirement is adopted by YOST and is for all YOST representatives whose role and area of responsibility involves contact with young people under the

age of 18. This guidance can also apply to those who may have contact with vulnerable adults through their work with the YOST.

**Underpinning principles (from ‘Guidance for safer working practice for those working with children and young people in education settings’, February 2022)**

5.4 In Section 1 of this YOST safeguarding policy document, reference has already been made to the key safeguarding principles adopted by the organisation. These confirm *inter alia* that the welfare of the young person is paramount. In addition, this section of the policy document adds a further set of principles which in turn reflect the code of safe practice in section 3:

- YOST representatives should understand their responsibilities to safeguard and promote the welfare of young people. This includes being vigilant and noting the actions of others.
- YOST representatives are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- YOST representatives should carry out their roles in an open and transparent way including self-reporting if their conduct or behaviour falls short of these guiding principles.
- YOST representatives should discuss and/or take advice promptly from the YOST Safeguarding Officer if they have acted in a way which may give rise to concern.
- YOST representatives should apply the same standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- YOST representatives should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for young people.
- YOST representatives should be aware that breaches of the law, organisational guidelines or professional codes of conduct established by a registering body, could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

**What are low level concerns? (Reproduced from Keeping Children Safe in Education, 2022)**

5.5 A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ that an adult working on behalf of YOST may have acted in a way that is inconsistent with our code of conduct. This could include inappropriate behaviour outside of work.

5.6 A low-level concern may not meet the ‘harm threshold’ for referral to the Local Authority Designated Officer. The harm threshold is an allegation that means that a person who works with children/young people has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children

5.7 In contrast, examples of low-level behaviour would include, but is not limited to:

- Being over friendly with young people
- Having favourites
- A YOST representative taking photographs of a YOST-supported young person on a personal mobile phone
- Engaging with a young person on a one-to-one basis in a secluded area
- Humiliating the individual (through unwarranted criticism of performance for example)

5.8 Low level concerns may arise as a result of naivety, be accidental or unintentional, be the result of misinformed action, a failure to follow procedures, a lack of training or, more rarely, deliberate abuse.

### **Action to be taken**

5.9 Recording what may be termed 'near misses' is an example of how YOST complies with its legal duty to keep children safe and protect them from harm. An individual who observes or reports such an event does not have to decide if it reaches the threshold of statutory reporting. The key thing is to make the report, as ignoring it may lead to escalation of the concerning behaviour without proper attention being paid to it.

5.10 YOST representatives may also self-refer if they realise or believe they may have not complied with YOST good practice guidelines or behaved in a way that may cause reputational damage. This can lead to dialogue with the Safeguarding Officer and the Chair of Trustees and may lead to organisational learning or changes to practice guidance. An individual training requirement or support plan may also be identified.

5.11 Self referrals or reports of concerning behaviour should be submitted to the YOST Safeguarding Officer in writing, giving full details of the incident and its context, supplying a chronology where possible and signing, dating and timing the report.

5.12 The YOST Safeguarding Officer will arrange to discuss the report with the individual submitting the report, or the subject, and according to circumstances (e.g. such as the person involved already working for a partner organisation) will share the information as appropriate. If the Safeguarding Officer believes that the harm threshold has been reached, they will contact statutory authorities directly before contacting the subject.

5.13 The reports will be held by the YOST administrator in line with YOST's record retention policy.

5.14 If YOST is subsequently approached for a reference by the subject of concern reference will only be made if a safeguarding allegation is substantiated by the Local Authority Designated Officer.

5.15 YOST is also aware and reminds its representatives that deliberately invented/malicious allegations are extremely rare but that all concerns should be reported and recorded.

## **6. YOST Online Safety policy**

6.1 Through its work with children and young people, YOST welcomes the opportunity to make full use of the internet and social media for promotion of its activities and to effect good communication. The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide trustees, officers, teachers, parents and young people with the overarching principles that guide YOST's approach to online safety
- ensure that, as an organisation, YOST operates in line with its values and within the law in terms of the use online devices.

6.2 The online world provides everyone with many opportunities; however, it can also present risks and challenges. YOST has a duty to ensure that all children, young people and adults involved in the organisation are protected from potential harm. YOST does not provide devices, nor other equipment, but working in partnership with children, young people, their parents, carers and other agencies, YOST believes it essential to promote young people's welfare and help them to be responsible in their approach to online safety. As a small charitable organisation, YOST will adhere to the best practice standards recommended by the NSPCC, and which can be accessed here:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

6.3 As part of implementing its policy, the measures that YOST will take are as follows.

- The YOST safeguarding officer will have oversight of online safety.
- Provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code.
- Support and encourage the young scholars to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- Support and encourage parents and carers to do what they can to keep their children safe online.
- Develop an online safety agreement for use with young people and their parents or carers that sets out clear communication arrangements.
- Develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or young person.
- Ensure that emails from teachers' personal accounts are only used to arrange lessons and that these will only be sent to parents.

- Ensure personal information about the adults and young people who are involved with the organisation is held securely and shared only as appropriate.
- Ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Provide advice and guidance for trustees, officers and teachers about online safety in the context of YOST activities.
- Examine and risk assess any social media platforms and new technologies before use by YOST.

6.4 The scope of this policy includes the following areas of current or potential activity:

- staying in contact with young people outside of face-to-face meetings, activities, and events.
- providing specialist support to individual young people related to their musical development.
- promoting events.
- livestreaming activities and running online sessions.
- creating online groups, forums and communities.

6.5 The code of safe working practice at section 3 of the policy document sets out behavioural expectations of those adults working directly or indirectly with individual young people. In addition, and in respect of the use of e-communication and social media, adults are reminded to:

- only use accounts that have been authorised by YOST to communicate with young people (never using personal accounts),
- turn on privacy settings on accounts that are used to interact with young people,
- only use a personal device on an agreed basis, keeping a record of this authorisation and who can see the communication,
- ensure all communications are relevant to the work of YOST, and
- use age-appropriate language.

6.6 **Online forums:** should YOST plan to develop an online communication forum for young people engaged with the organisation, a moderation policy will be developed which will include clear guidance about who can join the forum, posted subject matter, and when moderation occurs.

6.7 **Parental recording of lessons or events:** YOST will supply all young people, parents or carers with a guidance note should they wish to record teaching sessions or YOST organised events, using phone video functions or a separate camera, enabling them to refer back to their recording whenever they want. The guidance will cover consent, storage and sharing of images and audio recordings.

## **7. Parental Engagement Policy in respect of safeguarding**

7.1 Working in partnership with parents and keeping in regular communication with them is an essential part of YOST's work. This is not only to keep them informed of their child's musical progress, but to provide re-assurance that all teaching and associated activities are safe.

7.2 Before a young person can be enrolled by the YOST, a biographical record will be made to complete the registration process. This will include personal and familial details along with any health, disability or dietary information that will be required to enable the assigned teacher to understand any risk that may be involved in delivering teaching sessions or planned additional activities and events. YOST will pass such details on to the teacher before teaching commences. Dietary information is essential when planning an event away from home or the usual teaching venue.

7.3 Parents are required to complete a general parental consent form to allow their child to be taught by a YOST approved teacher. This includes giving or withholding consent to appropriate touch and direct communication with the child on the part of the teacher.

7.4 It is essential that parents are consulted about any publicity, media and social media coverage of their child in a YOST organised activity. A separate consent form will be sent to each or all parents concerned on each occasion, by the relevant YOST officer, supervisor or teacher. All consent forms must be filed by the YOST administrator.

7.5 Whenever YOST arranges an event or activity outside the regular pattern of teaching, further consent specific to the planned event must be obtained.

7.6 During the process of each tuition session, parents, carers or other authorised adults, must be present and in earshot for the full duration of the teaching session.

7.7 As with organ lessons, scholars must be accompanied to any planned event by either parents or an adult, named in writing by the parents.

7.8 Parents should be reminded about the YOST social media policy and their responsibilities to uphold this. (See 6.7 above)

July 2023, for review July 2024

## 8. Appendices

### 1. Procedure for secure storage, handling, use, retention and disposal of disclosures and disclosure information.

As an organization using the Disclosure and Barring Service to help assess the suitability of applicants for a position of trust, YOST complies fully with the relevant codes of practice regarding the correct handling, use, storage retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act. The DBS Code of Practice can be viewed at:

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop> . A hard copy can be made on request.

Disclosure information is only used for the specific purpose for which it was requested and for which the subject's full consent has been given. Sensitive information is always kept securely.

Similarly, for personal data held about organ scholars and their families, this information will be kept securely and be subject to the provisions of the 2018 General Data Protection Regulation. Hard copy information will be held by the YOST administrator in a locked filing cabinet or electronically in a password protected space in the YOST recording system.

### 2. Vulnerable Adults

YOST is committed to the support, nurture, protection and safeguarding of all. We recognise that there are many different levels of vulnerability and that all adults should be offered respect, and we will try our best to ensure opportunities for all within YOST. Those in YOST who are not eligible for DBS checks for Vulnerable Adults through YOST, necessitate the need for Vulnerable Adults to be accompanied by their own carer at YOST events. If specific advice is required regarding safeguarding of Vulnerable Adults, please contact the YOST Safeguarding Officer.

### 3. Event Planning

From time to time YOST itself or individual teachers will plan additional events or courses designed to enhance a young person's experience of organ scholarship, and to improve their skill. Supervisors and teachers are required to discuss each proposed event with the YOST Safeguarding Officer at an early stage in its planning. The purpose of this is to arrange for a risk assessment to be carried out and then to formulate any necessary mitigation measures or procedures for the occasion.

### 4. Training Expectations

YOST does not provide safeguarding training for teachers, who are expected to have completed safeguarding training in their host institutions. As stated in Section 2, teachers

will be required to show evidence of this. YOST trustees will however be required to attend a safeguarding training update session on a three-yearly basis reminding them of their obligations under Charity Commission guidelines. This will be provided by the YOST Safeguarding Consultant, its content agreed with the Chair.

## **5. Definitions of child abuse**

Somebody may abuse or neglect a young person by inflicting harm or by failing to prevent harm. Young people may be abused in a family or in an institutional or community setting, by those known to them, or more rarely by a stranger. Abuse can also occur and can be perpetrated by a peer.

### **Physical Abuse**

Where a young person's body is hurt or injured.

### **Emotional Abuse**

Where a young person does not receive love and affection, may be frightened by threats or taunts, or given responsibilities beyond their years.

### **Sexual Abuse**

Where an adult (and sometimes another young person) engage in any form of sexual activity, including conversation and sharing sexually explicit images with the young person.

### **Neglect**

If adults fail to care for a young person and provide protection from danger, seriously impairing health and development, this is serious neglect and must be reported to the YOST Safeguarding Officer.

A full definition of each of these indicators can be found in:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2). This guidance includes further references to child sexual exploitation, peer on peer abuse, and contextual safeguarding.

### **Grooming**

If any person suspects or witnesses what they believe is grooming behaviour this must be reported to the YOST Safeguarding Officer. This may be self-reported by a young person or by a parent or other person who observes behaviour that concerns them.

## **6. Complaints Procedure**

If a parent, guardian, or carer wishes to complain about the way an incident affecting their child has been dealt with by staff or volunteers at a YOST activity, they should put this complaint in writing to the YOST Safeguarding Officer in the first instance. If the subsequent



response is regarded as unsatisfactory, they should then refer it to the YOST Chairman of the Trust to be investigated further. Such matters will be dealt with promptly and in confidence. All correspondence will be held securely.

## **7. Details of YOST authorised personnel**

### **The YOST Safeguarding Officer /Deputy Safeguarding Officer**

The Safeguarding Officer or the Deputy Safeguarding Officer is the first point of contact for any queries about safeguarding policy and about procedural issues regarding the clearance of staff and volunteers and is authorized to respond to any information regarding the safety and wellbeing of young people engaged in YOST activities and to answer any concerns related to the clearance of those working on behalf of YOST in a paid or unpaid capacity,

### **Chair of the Trust**

The Chairman takes final responsibility for Safeguarding. The Safeguarding Officer and the Chairman will liaise closely, and both are authorised to respond to any issues relating to the safety and wellbeing of young people and issues relating to clearance of adults who work on behalf of YOST.

### **Authorised Officers**

The Chairman and the Officers of YOST; The Secretary, The Bursar, The National Scholarship Supervisor, The Safeguarding Consultant, The Safeguarding Officer and the Deputy Safeguarding Officer are authorised, either in consultation with one or all of the others or in consultation with the YOST Trustees to:

- to decide on the level of clearance (if any) required for a particular role or position,
- to see disclosure information, if necessary,
- to make a decision concerning the engagement of a candidate.

### **Contact Details for the Chair of YOST and YOST Safeguarding Officer (The Director)**

Please refer to <https://www.yost.org.uk/contact-us> for current contact details.

### **References:**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.rscm.org.uk/wp-content/uploads/2022/09/RSCM-Safeguarding-Policy-June-2022.pdf>

<https://learning.nspcc.org.uk/research-resources/templates/online-safety-policy-statement-and-agreement>

<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>