

**Charles Wood Summer School**  
**Girls' Choir Course**  
**Child Safeguarding Policy Document**

**POLICY AND GUIDELINES**  
**for those working with**  
**CHILDREN AND YOUNG PEOPLE**

Guidelines based on the Royal School of Church Music Guidelines for those working with children and young people on RSCM courses (revised and updated April 2017) prepared for use by the Charles Wood Girls' Choir in line with the CWSS Child Safeguarding Policy Statement. Revised in 2017 in consultation with the Charles Wood Girls' Choir Safeguarding Panel, Church of Ireland Child Protection Officer for Northern Ireland and The Regulator for Safeguarding Trust, Church of Ireland House, Dublin.

## 1. Policy

Charles Wood Summer School has a published Child Protection Policy Statement (Annex A). These guidelines, specifically for the use of those working with children and young people on residential courses and holidays, are consistent with Child Protection Policy Statement and are based on the Royal School of Church Music (RSCM) Guidelines for those working with children and young people on RSCM courses.

## 2. Definitions

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

<i>Child</i>	Child or young person under the age of 18
<i>CWGC</i>	Charles Wood Girls' Choir
<i>Course</i>	Any residential course or holiday, local or national
<i>Course Leader</i>	The person in overall charge of the course (paid or voluntary)
<i>Chaperone</i>	Any member of staff on a course (paid or voluntary).

## 3. Objectives

- To safeguard *children* on any course or holiday organised by Charles Wood Girls' Choir, from any kind of abuse
- To protect *course leaders* and *chaperones* from false allegations

## 4. Guidelines

These guidelines conform with the CWGC Child Protection Policy Statement. They apply to all residential courses or holidays organised by CWGC for the development of children and young people who are members of the congregation and affiliated groups.

Course leaders should check whether other guidelines or requirements are in force where courses take place (diocese, church, school). CWGC Course leaders and chaperones are expected to follow local child protection policies and guidelines.

All course chaperones and staff members will be supervised by and accountable to the course leader. In accordance with CWGC policy, declarations of offences and Criminal Records Bureau Disclosures must have been sought for all course members over the age of 16 prior to the course, and Enhanced Disclosure documentation made available to the CWGC Child Safeguarding Panel.

Chaperones are expected to have read this document and to have accepted the responsibilities it lays on them.

### Three basic principles

- Safety in numbers
- Care in the recruitment of people who are to be involved with children
- Constant watchfulness

### Safeguards

- Good discipline should always be maintained.  
(Children and young people feel safer and more comfortable when clear boundaries are set, firmly and kindly; loss of control can sometimes be a precipitating factor in abuse).
- All forms of physical discipline or corporal punishment are unacceptable.  
(Even if a leaders or chaperone would, e.g. smack his or her own children, these guidelines forbid the use of any form of physical discipline or corporal punishment on CWGC courses or holidays).
- Physical contact is to be avoided.
- Course leaders are encouraged to undertake and document a risk assessment before the course or holiday to include considerations around transport, staffing, health and safety and activities (further details and guidance on conducting a risk assessment can be obtained from the designated safeguarding panel).
- Children must not be permitted to run around with the risk of harm or injury.

- All relevant health and safety regulations should be observed.
- Meetings on a one to one basis should be avoided.
- Where one to one meetings are absolutely necessary, they should, wherever possible, be held in communal rooms, and with another adult present. One to one meetings should never take place in a staff member's room unless no other room is available; the child should be accompanied by another adult.
- There should be a third party present on the premises at all times.
- During individual instrumental or singing lessons, the door into the room should be left open unless a third party is present in the room.
- The recommended ratios for staff to children over 8 and young people, for indoor activities are:
  - up to 20 children/young people – 4 adults (preferably one of each gender)
  - 1 additional adult for every 1 – 10 extra children/young people
- The recommended ratios for staff to children over 8 and young people, for outdoor activities are:
  - 8 – 13 years
    - up to 15 children/young people, 4 adults (preferably one of each gender)
    - 1 additional adult for every 1 – 8 extra children/young people
  - 13 years and over
    - Up to 20 young people, 4 adults (preferably one of each gender)
    - 1 additional adult for every 1 –10 extra young people
- External doors should not be left open unattended with the potential of admitting unauthorised individuals.

### Response

- If allegations of abuse are made, then CWGC will collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations. CWGC will not conduct investigations on its own account.
- Any member of staff on a CWGC course or holiday who is concerned about child safeguarding issues should speak, in the first instance, to the course leader. If the chaperone is not then satisfied that appropriate action has been taken, or if further advice is needed, contact should be made with the CWGC Child Safeguarding Panel.

- Any member of staff who is spoken to by a child concerning Child Protection issues should, in the first instance, listen carefully to what the child has to say, and a written record of the conversation should be made and recorded using the child's words. There should be no attempt to 'clean up' the language or make it more adult. It is important to record what the child has said. Absolute confidentiality should not be promised.
- Any allegation, accusation or suspicion of abuse should be reported immediately to the course leader, who will contact the CWGC Child Protection Officer. No investigation must be undertaken by members of staff themselves, beyond finding out enough information to pass to the appropriate authorities.
- All concerns, allegations and reports should be referred to the statutory agencies. All referrals in relation to children and families are made through the Gateway team. There is a Gateway Team in each Trust area. The Emergency Duty Team is RESWS – Regional Emergency Social Work Service. RESWS only operates from 5pm – 9am on weekdays, all weekend and public holidays.
- When a child has been injured, or a disclosure of abuse has been made, the matron or pastoral care worker on duty on the course or holiday should take care of the child in an appropriate manner. They must make sure that the child is returned to the care of a responsible adult, parent or carer at the end of the course, or sooner if necessary. The police and social services should be informed.
- If there is a concern that the adult is not appropriate, or that the child should not be returned to their parent or carer, then advice should be sought from the police or social services.

## Definitions of child abuse

These definitions are recommended criteria for registration throughout England and Wales by the Department of Health, Education and Science, Home Office and Welsh Office in their joint document *Working Together under the Children Act 1989* (1991), pp 48 – 49:

- *Physical injury* – actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen’s syndrome by proxy.
- *Sexual abuse* – actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles. (Kempe and Kempe, *child Abuse*, London: Fontana/Open Books, 1978)

- *Neglect* – The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child’s health or development, including non-organic failure to thrive.
- *Emotional abuse* – actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.
- *Organised abuse* – Organised and multiple abuse occur both as part of a network or abuse across a family or community, and within institutions such as residential homes or schools. The Government’s revised paper *Working to Safeguard Children* includes the following definition:

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

The Charles Wood Girls' Choir Child Safeguarding Panel is:

**Maria McGilly** (First Contact)  
Phone number: 07796 024150

**Robert Cardwell**  
Phone number: 07810 271017

**Elise Crean**  
Phone number: 07928 685469

**Roger Nesbitt**  
Phone number: 07765 242578

**CHARLES WOOD GIRLS CHOIR**

**CHILD PROTECTION POLICY STATEMENT**

Introduction:

This statement is based on House of Bishops Recommendations, July 1995. Children Act and Home Office 'Safe from Harm' Guidelines.

Aims:

Development of children and young people who are members of the congregation and affiliated groups.

- Protection from harm
- Support for workers (paid and voluntary) with children

Principles:

- Children and young people will be protected in their vulnerability.
- The welfare of the child/young person is paramount
- All allegations of abuse will be taken seriously
- We will collaborate with statutory and voluntary agencies
- Volunteers in our Church will be recruited, trained and supported by leaders and other personnel.
- Declarations of offences and Criminal Records Bureau Disclosures will be sought for all volunteers and paid staff, over the age of 16, who have regular contact with children and young people.
- Working in partnership with parents/guardians/carers

Procedures:

- Appointment of Child Protection Representative(s) and their role.
- Recruitment , screening, support and accountability of volunteers
- Good practice guidelines for church activities
- Health and safety
- Administration

Registration of Premises:

Insurance: The observance of reasonable care  
Duty to adopt best practice

Other users of church premises:

Terms and conditions to be agreed by hirers, in relation to child protection and health and safety

## **Gateway Service Southern Trust**

The central telephone number for all new referrals or information about the service is **028 3741 5285**.

In addition, there is also a freephone number **0800 783 7745** (free from landlines only). The service ensures a quick response to the needs of children and families who are referred for a Social Work Service. A Duty Social Worker is available to take calls from Monday to Friday from 9am-5pm (excluding Public Holidays).

### **Contact details for the Gateway Teams**

Armagh and Dungannon Team  
'E' Floor  
South Tyrone Hospital  
Carland Road  
Dungannon BT71 4AU

Tel: 028 8771 3506

Craigavon and Banbridge Team  
Brownlow H&SS Centre  
Legahory  
Craigavon BT65 5BE

Tel: 028 3834 3011

Newry and Mourne Team  
Dromalane House  
Dromalane Road  
Newry BT35 8AP

Tel: 028 3082 5000, Option 1

### **Regional Emergency Social Work Service**

**After 5.00pm each evening and all day weekends and bank holidays**  
**Tel: 028 9504 9999**

## **Gateway Service Western Trust**

**The Gateway Team can be contacted for help in the Derry, Limavady, Strabane, Omagh and Enniskillen areas by calling the following centralised number: 028 7131 4090**

The Gateway team have three bases:

- Derry Office - Whitehill, 106 Irish Street, Derry - Londonderry BT47 2ND
- Omagh Office - Tyrone & Fermanagh Hospital, Omagh, Co Tyrone BT79 0NS
- Enniskillen Office - 2 Coleshill Road, Enniskillen, Co Fermanagh BT74 7HG

### **Regional Emergency Social Work Service**

**After 5.00pm each evening and all day weekends and bank holidays**

**Tel: 028 9504 9999**

# Gateway Service South Eastern Trust

## Contact

The Gateway Service can be directly contacted for help in the Lisburn, Dunmurry, Moira, Hillsborough, Ballynahinch Downpatrick, Newcastle, Bangor, Newtownards and Comber areas in one of the following ways:

**Telephone:** 0300 100 0300

during office hours (9.00am – 5:00pm) Monday to Friday excluding public and bank holidays

For all other times contact should be made with the Emergency Duty Service.

**Telephone:** (028) 9056 5444

Or in person by calling into any of the three Gateway Teams based at:

### **Greater Lisburn Gateway Team**

Stewartstown Road Health Centre

212 Stewartstown Road

Dunmurry

Belfast

BT17 0FB

### **North Down Gateway Team**

Family Resource Centre

James Street

Newtownards

BT23 4EP

### **Down Gateway Team**

Children's Services

81 Market Street

Downpatrick

BT30 6LZ

### **Regional Emergency Social Work Service**

**After 5.00pm each evening and all day weekends and bank holidays**

**Tel: 028 9504 9999**

# Gateway Service Belfast Trust

## How to access the Service

Anyone can contact this service directly in one of the following ways:

### **By phone:**

During office hours (9.00am – 5:00pm) - you should contact Gateway on **028 9050 7000**

At all other times (all through the night, at weekends and over Bank Holidays) - you should contact the out-of-hours Emergency Service:

**028 9504 9999**

### **In person:**

Speak to a Duty Social Worker at  
Gateway Services  
110 Saintfield Road  
BELFAST  
BT8 6HD