

Eisteddfod Guernsey Safeguarding Procedures

This document is to be read in conjunction with the EG Safeguarding Policy document

Purpose of this Procedures document

This procedures document explains what EG will do in order to help keep people safe.

Definition of procedure

A procedure is an established way of doing something. This document lists the safeguarding procedures for EG

Recruitment

EG will ensure that all people working with, or coming into contact with, young people/adults at risk have an enhanced DBS check and that the disclosure is satisfactory to the executive committee.

Adults at risk are defined as:

People aged 18 or over :

Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness

Who, on account of the above, may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Where necessary, Volunteers will be required to undertake safeguarding training and demonstrate that they have read or heard, and understood, the safeguarding policy and procedures document

The organisation will work within the current legal framework for reporting volunteers that are abusers.

Codes of conduct for volunteers

All EG volunteers are expected to maintain high levels of professional conduct.

EG volunteers will commit to undertaking the necessary training as required by the EG

Volunteers who work with children/young people/adults at risk should not be alone with a child/young person/adult at risk.

Chaperones for children and young people must be adequately screened by the EG management and understand and agree to the safeguarding policy and procedures

Volunteers whose duties are confined to working within the theatre or other performance areas and in Exhibition halls are not required to undergo training or DBS checks.

Making sure events run safely

EG is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers.

EG will ensure that

- Chaperones are appointed for children and young people for the performance sections of the Eisteddfod and must maintain a presence within the backstage and changing rooms area.
- The chaperones have had an enhanced DBS check and the executive committee is satisfied with its contents
- The chaperone has had training in safeguarding and understands what to do to keep children safe e.g if a child becomes ill, if a child is not collected. This will require separate procedures and in induction
- No one is permitted backstage or in dressing rooms except the chaperone/s or with the express permission of the DSL, unless they are essential to the performance in the Festival e.g choir and orchestra conductors, music teachers to help 'tune' instruments, etc.
- No photography takes place backstage or within the changing areas
- All performers, their parent/carer/guardian, volunteers, wider public know these arrangements beforehand
- A copy of the safeguarding policy and procedures is available online/in dressing rooms with the DSL contact details
- All volunteers are familiar with, and abide by, the policy and procedures

Any volunteer who does not abide by the safeguarding policy and procedures will not be permitted to work with young people, children, adults at risk, and/or not be permitted to volunteer for EG

n.b the above measures will be put into place as soon as is possible but not all are guaranteed to be effective from 01. 03.2023

Responding to concerns about a person's welfare

EG is committed to ensuring that the executive committee and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse.

EG will ensure that the Designated Safeguarding Lead (DSL) and volunteers have access to training around Safeguarding.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: UK Department of Health, 2000)

Recognising the signs and symptoms of abuse

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions, or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

Responding to people who have experienced or are experiencing abuse

EG recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret If you witness abuse or abuse has just taken place the priorities will be:

- Call an ambulance if required
- Call the police if a crime has been committed
- Preserve evidence
- Keep yourself, volunteers and service users safe
- Inform the DSL in your organisation
- Record what happened in place/file/log where Safeguarding concerns will be recorded

If you are concerned about a person's welfare for any reason

1. Follow the guidance above
2. Tell the DSL your concerns. All concerns should be kept confidential and should not be discussed with anyone other than the DSL who should make a referral to social services
3. The referral process is instigated by the DSL and is outlined below.

Referral process

The DSL refers concerns and information to MASH (Multi-Agency Support Hub)

Enquiry form (referral) can be found on the ISCP website (iscp.gg) on the home page.

The link is the second paragraph, then click enquiry form.

It can also be accessed on the gov.gg website by typing MASH in the search bar

MASH can be emailed at multiAgencySupportHub@gov.gg

For adult MASH referral form type 'adult MASH' into the searchbar on the gov.gg website

Concerns can also be discussed with the on-call duty social work team

01481 223182

01481 222222 (out of hours)

If you believe a person is in immediate danger call 999 or 112

For adult safeguarding

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The DSL may take advice at the above stage from the HSC Adult Safeguarding Manager and/or one of the HSC Adult Safeguarding Lead managers and/or other 'advice giving' organisations such as Police.

Guernsey Police Phone: 01481 222222 (ask for Public Protection Unit)

HSC Adult Safeguarding Manager Phone: 256923 or via PEH Switchboard 725241 Fax: 01481 251548
Available: Monday, to Friday 8.45 am-17.00

Taking, storing and sharing photographs and images of children and young people

No photography is permitted backstage/ in any changing areas

Storing child protection records

All concerns will be recorded. The information should be factual and not based on opinions

Data is strictly confidential

All records will be kept by the DSL at a safe place

The data will be stored in accordance with the EG GDPR policy, to comply with Guernsey Data Protection Law 2017.

Access to this information will be restricted to the DSL and authorised Executive committee members

Managing concerns about allegations made against volunteers

Any such should be communicated to the DSL

Disseminating/Reviewing safeguarding procedures

This Safeguarding Policy and Procedure will be clearly communicated to volunteers, service users, parents and carers. The DSL will be responsible for ensuring that this is done.

This Safeguarding Procedures document will be reviewed annually by the executive Committee. The DSL will be involved in this process and can recommend any changes. The DSL will also ensure that any changes are clearly communicated to volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

These procedures to come into effect on 01.03.2023

Date of next review – 01.03.2024

Signature

Owen Cole - chairman