

Norwich Chamber Music

Safeguarding Policy

1. POLICY STATEMENT

The purpose of this statement is to layout the safeguarding ethos and actions of Norwich Chamber Music (NCM) to promote the protection of children and adults. It applies to anyone working on behalf of NCM including:

- 1.1. NCM trustees
- 1.2. Volunteers
- 1.3. All students (under 18 and adults)
- 1.4. Visiting instrumental tutors (paid and unpaid)
- 1.5. Visiting performers (paid and unpaid)
- 1.6. Workshop leaders
- 1.7. Parents
- 1.8. Anyone involved with delivering NCM educational projects

2. CODE OF CONDUCT

Anyone involved in delivering NCM activities will be required to abide by our code of conduct and will be given a copy of the NCM safeguarding policy outlining key information and actions.

3. RECRUITMENT OF STAFF AND VOLUNTEERS

- 3.1. NCM will appoint a safeguarding lead (DSL). This will usually be the responsibility of the Education Secretary.
- 3.2. Any staff/volunteers working with students under 18 will be required to have an up-to-date enhanced DBS certificate.
- 3.3. The DSL will oversee checks on any staff/volunteers involved in delivering NCM projects. This may include DBS checks/references.

4. TRAINING AND INDUCTION

- 4.1. Tutors and volunteers involved in delivering NCM activities will be sent a copy of the NCM safeguarding policy before taking part in any events.
- 4.2. A signed document acknowledging they have read this policy will be requested.
- 4.3. An annual review of the policy will be undertaken by NCM trustees.
- 4.4. A copy of the safeguarding policy will be on the NCM website at: www.norwichchambermusic.org.uk

5 HOW TO RAISE A CONCERN

- 5.1 Any incidents / disclosures / suspicions of safeguarding concerns should **immediately** be referred to the DSL **on the day the incident occurs, or the disclosure is made**. Should the concern arise outside

of office hours the matter should be reported the next working day or within 24 hours of the receiving the original concern / report. If the matter occurs outside of office hours and it is an emergency, there should never be a delay to contact Emergency services such as the police or social services.

- 5.2 Once notified of safeguarding information the DSL will assess risk and ascertain next actions (for instance whether to refer to the relevant Local Authority or other support agencies)

5. CONTACT DETAILS

NCM Designated Safeguarding Lead Josephine Curry
Jo.curry@sky.com
Tel: 07768 544005

Chair of Norwich Chamber Music David Baulcombe
dcb401@icloud.com
Tel: 07919 250341

Norfolk CC LADO Ancil Gerber
LADO@norfolk.gov.uk
Tel: 01603 223473 (office hours)

NSPCC HELPLINE: 0808 800 5000

NSPCC Sexual Harassment
& Abuse in Education Helpline: 0800 136 663

Victim Support Helpline: 0808 1689111

For advice and support regarding
Domestic Abuse / Sexual Harassment / Hate Crime
Email: COI.VVA@victimsupport.org.uk

6. ACCESS DETAILS

The NCM safeguarding policy can be accessed online here:
www.norwichchambermusic.org.uk

WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD/ ADULT OR A PROFESSIONAL

Is the person in immediate danger? For all emergencies dial: 999			
If you are approached by a child/adult, with a disclosure that they are being of had been harmed of abused	If you suspect or are concerned that a child/adult is, or may be subject to risk/neglect/abuse or harm	If you are concerned that a student, colleague/visitor is in danger of being radicalised	If you have a safeguarding concern about a tutor/volunteer



<p>Stay Calm Don't promise to keep the information a secret Don't question the individual except to clarify what they are saying Report immediately & record the information. Include as much information as you can (date, time, persons present etc)</p>	<p>Immediately inform the Designated Safeguarding Lead in your area.</p>	<p>If you have concerns that someone may be vulnerable to radicalisation and/or recruitment to a terrorist ideology / immediately contact the DSL who will advise on next actions.</p>	<p>If the behaviour / comments of a member of staff / volunteer is inappropriate / threatening or potentially putting a child or adult at risk, you must report your concerns immediately to the Chair of NCM and the DSL. Any safeguarding allegations concerning a tutor/volunteer will be referred to the LADO if it is considered appropriate.</p>
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**Please report concerns even if you are unsure whether it is a safeguarding issue.
If you have a concern and are unable to reach the Designated Safeguarding Lead or Chair of NCM, do not hesitate to contact Children's Services, Adult Services or the police directly and inform the Head of Safeguarding of any such referrals**

HOW TO REPORT A CONCERN ABOUT A CHILD /ADULT AT RISK

- You receive a direct report of **current** or **non-recent** abuse / harm / potential risk / concerns of radicalisation etc:
- You observe / hear something, but you are not sure it is a safeguarding issue;
- You receive third party information indicating potential safeguarding risk / harm



1. Report **immediately** to the DSL or NCM Chair on the **same day** the concern was received.
2. **Immediate danger or emergencies:** Ring Police / Emergency Services



Feedback to DSL to agree next actions / potential referrals to other partner agencies / support to the student or staff member or closure of the notification (if safeguarding remit was not met). DSL to keep a robust record of all notifications received (regardless of remit).

NCM acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of NCM in a safe environment, and are protected from abuse whilst participating in concerts, educational workshops, or other activity

NCM acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

The responsibility for children including disabled children that attend its events will lie with an appropriate person such as a parent or teacher or other individual who has been appropriately vetted by the Disclosure and Barring Service. Access will not be granted unless such an appropriate person is present.

As part of our safeguarding policy NCM will:

- 1 Promote and prioritise the safety and wellbeing of children and young people

- 2 Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided as appropriate with opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- 3 Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- 4 Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- 5 The Education Co-ordinator of NCM will be designated Child Protection Officer with responsibility for ensuring appropriate adherence to this Policy at events managed by NCM, or for ensuring adherence to the relevant site-specific Policies at other events such as at School workshops.

This policy was adopted on:

DATE: 6th March 2025

Next review

DATE: 31st March 2026

Signed:

Josephine Curry, DSL for
NCM_____

David Baulcombe, Chair of NCM
committee_____