

Children & Young People Safeguarding Policy

(04.25) v2.0

Purpose

Glyndebourne is committed to safeguarding and promoting the welfare of children (under 18 years old) and young people involved in our performances, educational activities, outreach projects, and all other related activities. We are dedicated to providing a safe environment where children and young people are protected from harm and can thrive.

Scope

This policy applies to all Company employees, freelance and temporary workers, volunteers, trustees (collectively referred to as 'Company members'), and visitors. We recognise our Duty of Care to all those who come into contact with Glyndebourne and will take all necessary steps to ensure the safety and wellbeing of everyone involved.

This policy outlines our safeguarding responsibilities and procedures, ensuring that all company members understand their roles in protecting children and young people. It aims to protect children and young people from harm whenever they interact with Glyndebourne, whether working, participating in a Learning & Engagement activity, or attending as an audience member.

Legal Framework

This policy is based on key UK legislation and guidance, a summary of which can be found at: [NSPCC - Child Protection](#).

This policy is available on the Company's [website](#), on its internal [intranet](#), and in printed form upon request from your line manager. It should be read alongside our policies and procedures on:

- Safeguarding Adults at Risk of Harm
- Health & Safety
- Dignity at Work
- Social Media Use
- Managing Complaints
- Whistleblowing
- Safeguarding Administration

We are committed to ensuring that no one experiences abuse of any kind. We have a responsibility to promote the welfare of all, especially children, to keep them safe and practice in a way that protects them.

GLYNDEBOURNE

Key Safeguarding Principles

We recognise that:

- The welfare of children is paramount in all the work we do and in every decision we make
- Working in partnership with children, their parents, carers and other agencies is essential in promoting the welfare of young and vulnerable people
- Everyone, regardless of age, disability, gender, gender reassignment, race, religion, belief, sex, or sexual orientation, has an equal right to protection from all types of harm or abuse
- Some individuals may be more vulnerable due to previous experiences, levels of dependency, communication needs or other factors. Additional safeguards may be required to protect these individuals from harm
- Everyone, including Company Members, Directors, Visitors and Audiences, may be vulnerable in some way at different times

Our Commitment to Safeguarding

We will seek to keep everyone, especially children, safe by:

- Valuing, listening to and respecting them
- Behaving with civility towards fellow Company members and audiences. Appropriate disciplinary action will be taken against Company members who engage in objectionable or insulting behaviour, which could be deemed bullying or harassment
- Appointing Designated Safeguarding Officers (DSO), a Lead DSO, and a Lead Trustee for Safeguarding
- Providing effective management through supervision, support and training for all Company members
- Recruiting Company members safely, ensuring all necessary checks are made for paid employees, freelance workers and volunteers
- Recording and storing information securely in line with data protection laws and the Information Commissioner's Office guidance. Personal information will only be shared when appropriate in a safe controlled manner
- Being transparent about how and with whom information could be shared, seeking agreement where possible unless doing so would be unsafe or inappropriate
- Sharing relevant information with the appropriate agencies and involving children, families and carers when appropriate
- Ensuring that all company members, children, families, and carers know where to seek help if they have concerns
- Preventing unaccompanied children from being on site at any time
- Using appropriate procedures to manage any allegations against Company members
- Maintaining an anti-bullying environment and ensuring policies and procedures to deal with bullying are effective
- Providing a safe physical environment for everyone by applying health and safety measures according to law and best practice
- Fostering a safeguarding culture where everyone treats each other with respect and is comfortable raising concerns

Expectations of Behaviour with Children & Young People

We expect all Company members to:

- Always behave appropriately around children, ensuring swearing and sexual language are never used
- Encourage children to show respect towards each other
- Avoid unnecessary physical contact that could lead to over-familiarity
- Support chaperones in their duties
- Always report any concerns regarding a child's wellbeing to a DSO

You must not:

- Do personal tasks for children and young people that they can do themselves
- Arrange to meet children and young people outside of the normal working environment
- Photograph or film children or young people, except by a designated person using specified equipment or by a professional photographer/filmmaker following Glyndebourne's safeguarding policies
- Request or accept a child's contact details or accept social media 'friend' requests from them. Existing friends should be blocked unless related, in which case consult with a DSO
- Smoke or consume alcohol in the presence of children and young people, even in permitted areas
- Take children and young people alone in a car unless absolutely necessary. In such cases, parental or guardian consent must be obtained, along with prior approval from a line manager, appropriate insurance, and proper child safety restraints

Safeguarding Approach for Different Activities

- Child Performers, Chaperones will supervise child performers at all times. The Head Chaperone ensures all Chaperones are properly trained and aware of safeguarding procedures
- Learning & Engagement, all employees involved in Learning & Engagement activities must follow safeguarding procedures. Risk Assessments will be conducted for all such activities, including those that take place off-site

Children's Data & Images

- Data Protection, all personal data of children must be processed in accordance with the Data Protection Act 2018 (GDPR). Access to this data should be restricted to authorised personnel only
- Images, written consent from a parent or guardian is required before taking or using any images of children. Images should be stored securely and used appropriately

Roles & Responsibilities

Board of Trustees

- Ensure safeguarding policies and procedures are effectively implemented and regularly reviewed
- Appoint a Trustee to lead on safeguarding matters

Senior Management

- Support the implementation of safeguarding policies and procedures
- Ensure appropriate resources and training are made available to all relevant personnel

Lead Designated Safeguarding Officer

- Oversee the safeguarding strategy, offering guidance and direction
- Act as the primary point of contact for any safeguarding concerns

Designated Safeguarding Officers

- Assist the Lead DSO in safeguarding efforts
- Ensure adherence to safeguarding procedures and provide support to employees, freelancers and volunteers

Head Chaperone

- Lead and manage the chaperone team, ensuring the protection and supervision of child performers

HR Department

- Implement safe recruitment practices
- Ensure that all employees receive appropriate safeguarding training
- Maintain up-to-date and accurate records related to safeguarding

All Company Members

- Familiarise themselves with and adhere to safeguarding policies and procedures
- Report any concerns regarding the safety or well-being of children to the appropriate DSO

Recognising Signs of Abuse

Identifying signs of abuse in children is essential for ensuring their safety and wellbeing. Below are the key forms of abuse and their potential indicators:

Physical Abuse

Indicators

- Unexplained injuries such as bruises, burns, fractures, or cuts
- Injuries that don't align with the provided explanation
- Frequent or repeated injuries
- Injuries forming a consistent pattern for example belt marks
- Fear of physical contact or flinching when approached
- Wearing long clothing to conceal injuries, even in warm weather

Emotional Abuse

Indicators

- Excessive withdrawal, fear, or anxiety about making mistakes
- Extreme behavioural fluctuations, such as being overly compliant or excessively demanding
- Lack of attachment to caregivers
- Frequent physical complaints like headaches or stomach aches
- Delayed physical or emotional development
- Attempts to run away from home
- Self-harming or suicidal tendencies

Sexual Abuse

Indicators

- Inappropriate sexual knowledge or interest for the child's age
- Seductive behaviour or inappropriate sexual interactions with peers or adults
- Fear of a specific individual or reluctance to be left alone with them
- Pregnancy
- Statements indicating they have been sexually abused

Neglect

Indicators

- Poor hygiene or inappropriate clothing for the weather
- Constant hunger or stealing food
- Untreated medical or dental problems
- Frequent absences from school or activities
- Frequent accidents or injuries
- Reports of being left unsupervised for extended periods
- Developmental delays or learning difficulties
- Chronic fatigue or falling asleep frequently

Additional Signs Across Abuse Types

- Behavioural Changes, sudden shifts in behaviour or performance
- Withdrawal, becoming unusually passive or withdrawn
- Aggression, increased aggression or defiant behaviour
- Fearfulness, excessive fear of making mistakes or specific individuals
- Clinginess, uncharacteristic attachment to caregivers

Recognising these signs and taking prompt action by reporting concerns to a DSO is critical in protecting the child. While the presence of these signs alone does not confirm abuse, they warrant further investigation by professionals.

Responding to Safeguarding Incidents

Immediate Action

Ensure the child's safety. Contact emergency services if the child is in immediate danger

Reporting

Report concerns immediately to any DSO

Recording

Document all concerns and actions taken. Records should be clear, factual, and kept confidential

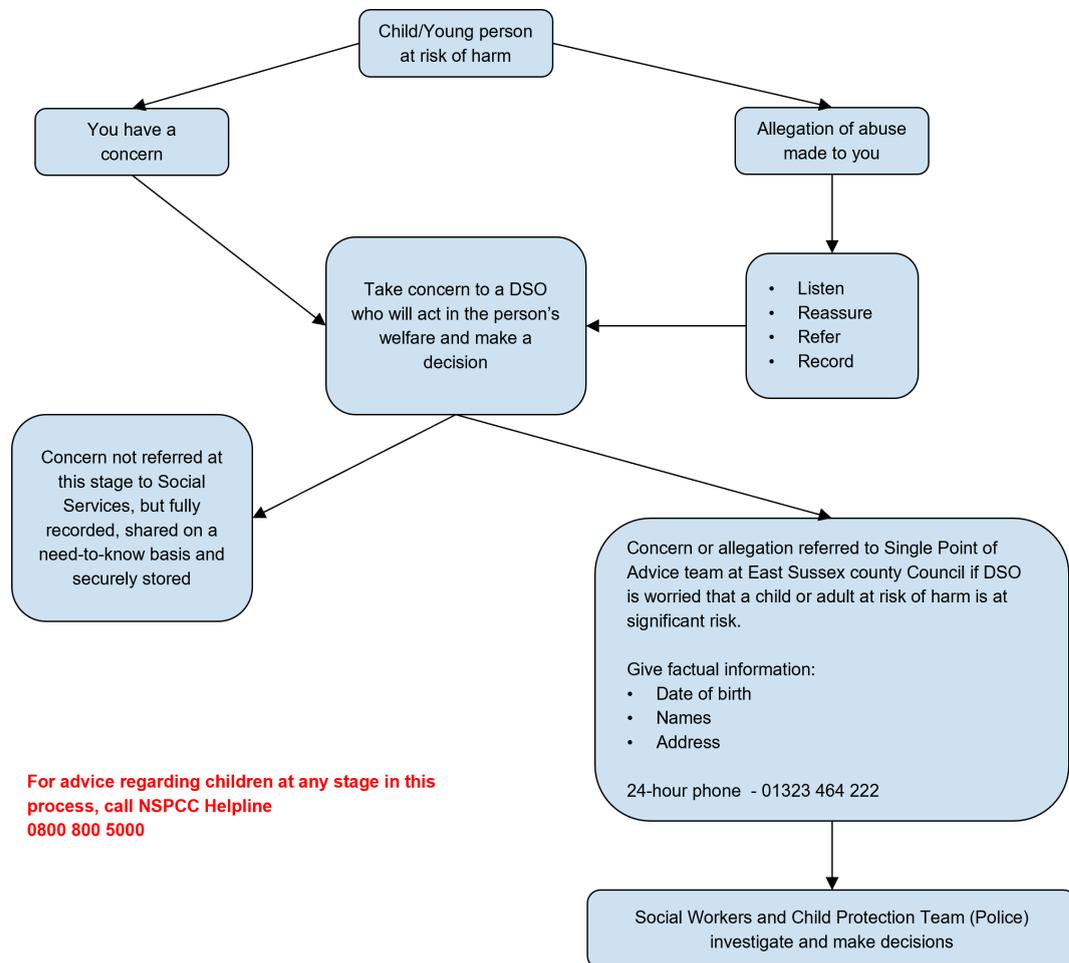
Referral

The DSO will refer concerns to the local authority children's social care or the police as appropriate

Reporting Concerns, Allegations, or Suspicions of Abuse

At all times, safeguarding the welfare of the child or young person is our priority. Any concerns or suspicions must be raised with a DSO or passed onto a manager to ensure proper authority involvement

Process to Follow



You are not responsible for determining the validity of the concern or for investigating any allegations or suspicions. We take all reports seriously and will respond in good faith. If you have any doubts, speak with a DSO, who is trained in handling such concerns.

It is crucial that you do not promise confidentiality to a child, as information may need to be shared with other authorities. However, you can reassure them that the information will be passed to someone responsible for ensuring their safety.

If a child talks about abuse or other inappropriate behaviour, record the conversation as soon as possible, reflecting their exact words. The record must be signed and dated, with the time and location noted and details of anyone present. This record should be passed securely to a DSO and shared only with those who need to know about the incident or allegation.

Do not contact the subject of the allegation or concern or discuss the matter with anyone other than the person you are reporting it to.

Glyndebourne encourages whistleblowing for the protection of children. We will provide support to whistleblowers and employees who may face accusations.

If an allegation of abuse or a declaration is made against you, the DSO will decide whether to refer the matter. If referred, the individual will be suspended for an initial period of up to 10 working days to allow social services to conduct an investigation. This suspension is not a disciplinary action. The HR department or the Lead DSO will inform the individual of the investigation process and available support.

All serious or potentially serious incidents must be reported to the Charity Commission. Contact either the Chief Executive or Finance Director to submit the report.

Designated Safeguarding Officers

Lead Safeguarding Officer

Name/Email	Role	Contact
Stephen Langridge	Artistic Director	07952 890639

Designated Safeguarding Officers

Name/Email	Role	Contact
Donna Marsh	Operations Director	Ext. 2402
Lucy Perry	Head of Learning & Engagement	Ext. 2235
Ian Jackson	Head of Planning & Company Management	Ext. 2236
Susie Blundell	Head Chaperone	Contact Switchboard
Ruth Forbes	Production Coordinator	Ext. 2230

Any member of the Front of House team should contact the Duty Manager.

If you have a concern about a DSO, you should report it to the Lead DSO. If the concern is about the Lead DSO, report it to the Glyndebourne Board of Trustees. You can email governance@glyndebourne.com to request a Trustee name and contact details.

Training

Members of the HR department will complete safer recruitment training and ensure that all individuals working with children undergo Enhanced Disclosure and Barring Service (DBS) checks. DBS checks must be updated every three years.

All employees will receive safeguarding training at induction and then every three years.

Designated Safeguarding Officers will undergo additional training every three years.

All Trustees and Directors will receive Safeguarding Training for Charity Trustees from the NSPCC every three years.

Monitoring & Review

This policy will be reviewed annually to ensure its effectiveness. Updates or changes will be communicated to all employees and volunteers.

By adopting this policy, Glyndebourne reaffirms its commitment to creating a safe and supportive environment for all children and young people involved in our activities and programs.

Further Guidance

Should you have any questions or need further assistance regarding this policy, please do not hesitate to speak with the HR team.