



## APPENDIX 1: LONDON SINFONIETTA GOOD PRACTICE GUIDELINES

*An online version of this form which is sent to anyone coming into contact with children can be accessed here: <https://forms.office.com/e/cbQmRxFPbu>*

Safeguarding and promoting the welfare of children is everyone's responsibility – the London Sinfonietta ensures that all staff (including trustees, employees, freelancers and volunteers) safeguard and promote the welfare of children. This form is a briefing of the key issues you need to be aware of - the following information can be found on the London Sinfonietta website (<https://londonsinfonietta.org.uk/safeguarding-policy>) and a hard copy is available from the London Sinfonietta office.

London Sinfonietta requires that everyone connected with the organisation who may come into contact with or has access to the personal details of children and/or adults at risk should:

- Read these guidelines and adhere to the LS Safeguarding Code of Conduct at all times
- Complete and sign this declaration (in accordance with legal requirements)
- Follow all relevant safety guidelines as appropriate to the project, including wider health & safety guidelines

### **What to do if you are worried about a participant**

If you have any welfare or safeguarding concerns about any participant whilst working with the London Sinfonietta, you must report it to a member of the London Sinfonietta Participation and Learning team immediately (see contact details at the end of this form).

If a child is in immediate danger, ring 999. If you have any welfare or safeguarding queries or would like to discuss anything further you can also contact the NSPCC helpline on 0808 800 5000.

If a participant makes a disclosure to you that they are suffering any kind of abuse (emotional, sexual, physical) or neglect:

- Stay calm
- Allow them to tell their story at their own pace
- Observe and listen but don't ask leading questions
- Reassure the child that they have done the right thing by telling you
- Never promise a child that what they told you can be kept a secret; explain that you have a responsibility for their safety and therefore have to tell someone who can help
- Avoid making comments or judgements about what is shared

- Immediately report the disclosure to the London Sinfonietta Designated Safeguarding Officer (DSO)
- Make brief notes as soon as possible after the conversation/incident
- Sign and print your name, with your role in the project, on a written record and share with the DSO

### **London Sinfonietta Safeguarding Code of Conduct:**

The term children refers to all young people under the age of 18 and the following Code of Conduct also applies when working with adults at risk.

Everyone filling out this form must provide their name and agree to the following statements:

- Treat all people equally, with respect and dignity; always put the welfare of participants first
- Maintain a safe and appropriate distance and **avoid** all forms of physical contact unless required by the project activity. If you need to have physical contact with a child as part of project activity you must ask for permission in advance eg. 'is it ok if I touch your shoulder?'
- **Never** be alone with a child or a group of children. If necessary, please ask a member of the London Sinfonietta P&L team to join you.
- **Never** engage in rough, physical or sexually provocative games or make sexually suggestive comments to a child, even in jest.
- **Never** allow or engage in any form of inappropriate touching or do things of a personal nature for children that they can do themselves
- **Never** associate with children you have met at work outside of the work environment including via social media or any online contact
- **Never** give out your personal details or encourage participants to share their own personal information or contact details with you
- **Never** set-up any meetings with under 18's or adults at risk on any other personal mobile devices, social media, video conferencing platforms and apps.
- **Never** use or allow children to use inappropriate language unchallenged

### **Additional guidelines for working online:**

- **You must** set up for the session with a neutral (physical or virtual) background and avoid displaying any personal or intimate items.
- **You must** always present yourself as professionally, in dress and in manner, as you would if you were working in person
- **You must** log onto the session at least 15 minutes before the start of the activity for a briefing session on safeguarding, the plan for the session including any needs of participants who will be involved, and to check that sound/video settings are appropriate
- **You must** set your Zoom display name as first name and surname so as to identify yourself to the group.
- **You must** ensure that you are using the latest version of Zoom in order that all security features are up to date
- **Never** record the session, take screenshots or photographs of the session under any circumstances. All participants will be reminded of this at the beginning of the session.
- **Never** share any personal information, contact details or files with participants

- I agree to follow the LS Good Practice Guidelines, and understand the action I must take if I have any concerns about the welfare of a child or adult at risk whilst working with the London Sinfonietta.  
I understand that failure to report a safeguarding concern is a disciplinary matter for anyone working with London Sinfonietta.

**London Sinfonietta Safeguarding Declaration:**

This declaration must be completed and submitted to London Sinfonietta prior to commencing any work with the London Sinfonietta. It will be retained by the London Sinfonietta for a period of 12 months after completion of the project and may be disclosed to the London Sinfonietta at its request during that time. Any information provided here will be kept confidential.

19. Do you have a current (issued within the last 3 years) enhanced DBS certificate? *(Logic applied to this question, if yes, taken to DBS details section, if no, taken to disclosure questions)*

☐ Yes ☐ No

**DBS Details**

Please add relevant information below and bring a copy with you to the first day of the project

20. Certificate Number

21. Date of Issue

22. Full Name

23. Date of Birth

24. Is your certificate registered with the Update Service?

☐ Yes ☐ No

**Disclosure Questions**

25. Has anybody conducted an enquiry or investigation about any allegations or concerns that you may pose an actual or potential risk to children or young people (those under the age of 18) or adults at risk?

☐ Yes ☐ No

26. If your answer to question 25 was "Yes", provide details about the subject matter of the enquiry together with the outcome and what action was taken

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27. Have you been convicted of any offence or received any cautions or bind-overs; or are you/have you been subject to any injunction or civil orders connected with the protection of children or adults at risk?

☐ Yes ☐ No

28. If your answer to question 27 was "Yes" provide full particulars together with dates.

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29. Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child(ren) or adult(s) at risk?

☐ Yes ☐ No

30. If your answer to question 29 was “Yes” provide details together with dates.

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### **Final Declaration**

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the London Sinfonietta’s Privacy and GDPR Data Protection Policies, <https://londonsinfonietta.org.uk/privacy-and-cookie-policy> (full details can be obtained from the London Sinfonietta Office.)

31. Name:

32. Date:

### **LONDON SINFONIETTA SAFEGUARDING CONTACTS:**

#### **Designated Safeguarding Officer**

Lily Caunt, Head of Participation and Learning

[Lily.caunt@londonsinfonietta.org.uk](mailto:Lily.caunt@londonsinfonietta.org.uk)

+44 (0)20 3435 5456 (office) / 07915908323 (personal mobile, not for forwarding)

#### **Senior Management Lead for Safeguarding**

Andrew Burke, CEO/Artistic Director

[andrew.burke@londonsinfonietta.org.uk](mailto:andrew.burke@londonsinfonietta.org.uk)

+44 (0) 20 3435 5453 (office) / 07866 506053 (personal mobile, not for forwarding)

#### **Chair of LS Council (Board)**

Fiona Thompson

[Chair@londonsinfonietta.org.uk](mailto:Chair@londonsinfonietta.org.uk)