

Safeguarding our Children and Young People

A Quick Reference Guide for all Members and Associates of Abergavenny Orchestral Society

Abergavenny Orchestral Society believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects children and young people.

All those who come into contact with children and young people are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

When and what I might be concerned about

At any time you might be concerned about information which suggests a child or young person is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child or young person's behaviour or presentation, pick up signs of emotional distress, or have a child or young person disclose a harmful experience to you.

Harm to a child or young person can be caused by:

- a parent/carer
- a family member or friend
- another child
- a stranger
- a member or associate of Abergavenny Orchestral Society

What should I do if a child or young person discloses that they are being harmed?

While this can be alarming, it is important to know what to do and for you to stay calm, controlled and follow some simple guidelines:

- Listen to what is being said rather than ask questions. Allow the child or young person to talk freely without interruption and accept what is being said.
- Do not promise confidentiality, but make them aware that their disclosure will be reported only to those who need to know and who can help.
- Do not ask leading questions or interrogate the child or young person. Only ask non-leading questions for clarification, if necessary.
- Reassure the child or young person that it is not their fault and stress that it is right to tell.
- Record details of the disclosure immediately, including the exact words and phrases used by the child or young person. If possible, use 'Form for reporting concerns about a child', if not your notes will need to be written up using this form. Sign and date all written records.
- Report to the Designated Safeguarding Lead (DSL) immediately, giving them your written record.

Disclosures are **confidential** and should not be discussed with anyone apart from those who need to know.

What should I do if the alleged abuser is the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead?

You should report this to the most senior person not implicated in the concern. You can also report your concerns to the Chairman of Abergavenny Orchestral Society or directly to the Local Authority Designated Officer (LADO).

Contacts

For further information, please see all our policies and procedures on our website:
<http://abergavennysymph.org.uk/documents>

Designated Safeguarding Lead: Heather Leighton – 07920 408583

Deputy Designated Safeguarding Lead: Bethan Barlow – 07929 357779

Chairman: Peter Geraghty - 07930 164604

E-Safety Officer: Simon Large – 07982 975459 or e-safety@abergavennysymph.org.uk

Local Authority Designated Officer: 01291 635669