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Date of last review of this policy	September 2023
Date for next review of this policy	November 2024
Policy owner	Designated Safeguarding Lead: Naomi Benn

1. Key Contacts for Emergency Situations

In case of immediate danger	Police Tel: 999
Designated Safeguarding Lead (DSL): Naomi Benn, Head of Hallé Connect	Mobile: 07876 687758 Office: 0161 907 9048 Email: naomi.benn@halle.co.uk
Deputy Designated Safeguarding Lead (DDSL): Isabelle Orford, Ensembles Manager	Mobile: 07736 609342 Email: isabelle.orford@halle.co.uk
Chief Executive: David Butcher	Mobile: 07889 602 031 Office: 0161 237 7025 Email: david.butcher@halle.co.uk
Nominated Safeguarding Board Member: Merryl Webster	Mobile: 07710 327 230 Email: merryl.webster@btconnect.com

Further external contacts are included in Appendix 8.

2. Hallé Safeguarding Policy: Quick Reference Summary

Produced as a separate document for ease of reference.

This quick reference document summarises, but does not replace, the full Hallé Safeguarding Policy with which all staff and volunteers are required to familiarise themselves.

For the purposes of this document, the word ‘Hallé’ refers to all departments, activities and aspects of the Hallé Concerts Society.

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults and protect them from harm. Safeguarding means:

- protecting individuals from abuse and maltreatment;
- preventing harm to an individual’s health or development;
- ensuring the provision of safe and effective care; and
- taking action to enable everyone to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

A young person is in the upper age ranges of the official definition of a child. The term has no legal status – but it acknowledges that people aged 16 or 17 may not think of themselves as ‘children’.

A vulnerable adult is someone aged over 18 years who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The Hallé aims to create a culture of safety, equality and protection and to maintain an environment where all children and adults feel safe, secure and valued, and know they will be listened to and taken seriously. All children, young people and vulnerable adults will know that there are people whom they can approach to share any concerns and that they will be treated with respect. All staff and volunteers will know the Hallé’s expectations of conduct and behaviour, and that there are procedures in place to manage any allegations which may be made against them.

Any staff or volunteer role which brings the person into regular contact with children, young people or vulnerable adults as specified by the Disclosure and Barring Service (DBS) criteria, will require a satisfactory DBS check before work can commence.

Underpinning principles

1. The welfare of the individual is paramount.
2. Safeguarding and promoting the welfare of children, young people and vulnerable adults is **everyone’s** responsibility.
3. Staff and volunteers should work and be seen to work in an open and transparent way.
4. Everyone is responsible for their own actions and behaviour, and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
5. The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

If you have concerns about an individual, all staff and volunteers must:

1. Reassure the individual that they are right to report it, if this is the source of the information. Be sensitive to the fact that people with disabilities or special needs may require additional support to express what they want to say.



2. Be clear that while you will act sensitively, you cannot promise to keep secrets, and you will need to make a report if there is any possibility that someone is at risk.



3. Do not speak to anyone else about the concern.



4. If necessary, phone 999. However, in most cases, simply make sure any children, young people or vulnerable adults in your care are safeguarded by other members of staff / volunteers to give you a moment alone in private.



5. Immediately make a written record of the information, including the time, date and place of the alleged incident, persons present, and what was said (using the individual's own words). Sign and date the record.



6. Immediately then speak to the Designated Safeguarding Lead (DSL), or in their absence the Deputy Designated Safeguarding Lead (DDSL). Pass on the written record to them. They will decide whether to refer the matter onto the relevant authorities. Where the DSL or DDSL is the subject of an allegation, it should be reported to the Chief Executive. Relevant mobile telephone numbers are listed below.



7. Leave the concern with the DSL or DDSL to discuss with the relevant authorities.



8. Complete any actions as agreed with the DSL or DDSL.



9. Return to normal duties without mentioning the concern to anyone else.

Designated Safeguarding Lead (DSL): Naomi Benn, Head of Hallé Connect	Mobile: 07876 687758
Deputy Designated Safeguarding Lead (DDSL): Isabelle Orford, Ensembles Manager	Mobile: 07736 609342
Chief Executive: David Butcher	Mobile: 07889 602 031

Full details are in the Hallé's Safeguarding Policy, and all staff and volunteers are required to familiarise themselves with this policy.

3. Introduction

3.1 Definitions:

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults and protect them from harm. Safeguarding means:

- protecting individuals from abuse and maltreatment;
- preventing harm to an individual's health or development;
- ensuring the provision of safe and effective care; and
- taking action to enable everyone to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

A young person is in the upper age ranges of the official definition of a child. The term has no legal status – but it acknowledges that people aged 16 or 17 may not think of themselves as 'children'.

A vulnerable adult is someone aged over 18 years who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

3.2 This policy has been developed to ensure that all adults at the Hallé Concerts Society are working together to safeguard and promote the welfare of children, young people and vulnerable adults. For the purposes of this document, the word 'Hallé' refers to all departments, activities and aspects of the Hallé Concerts Society.

3.3 This policy describes the management systems and arrangements in place to create and maintain a safe environment for all our children, young people, vulnerable adults, staff and volunteers. It identifies any actions that should be taken in response to any concerns about individual welfare.

3.4 The Hallé comes into contact with children, young people and vulnerable adults through a variety of activities, in particular through all Hallé Connect work away from the formal concert platform, including:

- Hallé Education projects held in schools, colleges and other educational settings as well as care homes, prisons, other community settings, the Bridgewater Hall and Hallé St Peter's;
- The 'family' of Hallé Ensembles, including the Hallé Youth Orchestra, Hallé Youth Choir, Hallé Youth Training Choir and Hallé Children's Choir, a range of adult choral activities and outreach activities;
- Work experience placements, for example in the administration office; and
- The use of Hallé St Peter's as a creative learning resource for children, young people and vulnerable adults.

4. Ethos

4.1 The Hallé aims to create a culture of safety, equality and protection and to maintain a safe and trusted environment where all children and adults feel secure and valued, and know they will be listened to and taken seriously. All children and adults will know that there are people whom they can approach to share any concerns and that they will be treated with respect. All staff and volunteers will know the Hallé's expectations of conduct and behaviour, and that there are procedures in place to manage any allegations which may be made against them.

4.1.1 The Hallé will follow the local inter-agency procedures of the relevant Safeguarding Children's Partnerships and Safeguarding Partnerships.

4.1.2 The Hallé will deal appropriately with every suspicion or complaint of abuse and support children who have been abused in accordance with appropriate child protection and/or welfare plans.

4.1.3 The Hallé will operate procedures which, so far as possible, ensure that staff and others who are innocent are not prejudiced by malicious, false, unsubstantiated or unfounded allegations.

4.2 The Hallé will work in partnership with other organisations where appropriate to identify any concerns about individual welfare and take action to address them, in accordance with national guidance set out in 'Working Together to Safeguard Children, HM Government 2018, updated July 2022', local guidance issued by the Manchester Safeguarding Partnership and a full list of guidance documents as listed in Appendix 10.

4.3 Underpinning principles:

4.3.1 The welfare of the individual is paramount.

4.3.2 Safeguarding and promoting the welfare of children, young people and vulnerable adults is **everyone's** responsibility.

4.3.3 Staff and volunteers should work and be seen to work in an open and transparent way.

4.3.4 Everyone is responsible for their own actions and behaviour, and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

4.3.5 The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

5. Roles and Responsibilities

5.1 The Board will ensure that:

5.1.1 A Nominated Safeguarding Board Member is appointed and receives appropriate training. The Nominated Member will liaise with the Designated Safeguarding Lead (DSL) and will provide the Board with appropriate information about Safeguarding, including any instances (in general terms) which could present a cause for concern.

5.1.2 There is a member of the Senior Management Team who is designated to take lead responsibility for Safeguarding: the DSL.

5.1.3 The Safeguarding Policy is regularly reviewed and updated to comply with national guidance and law.

- 5.1.4 The Hallé operates safe recruitment and selection practices including the appropriate use of references and checks on new staff and volunteers.
 - 5.1.5 Procedures are in place for dealing with allegations of abuse against members of staff and volunteers, and these are in line with Manchester Safeguarding Partnership guidance.
 - 5.1.6 All staff and volunteers who have regular contact with children, young people and vulnerable adults receive appropriate training which is updated every three years.
- 5.2 The Chief Executive will ensure that:
- 5.2.1 The policies and procedures adopted by the Board are fully implemented and followed by all staff and volunteers.
 - 5.2.2 Safe recruitment and selection of staff and volunteers is practiced, in accordance with the Hallé's Recruitment Policy (attached as Appendix 2).
 - 5.2.3 A Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are appointed and receive appropriate ongoing training, support and supervision.
 - 5.2.4 Sufficient time and resources are made available to enable the DSL and DDSL to discharge their responsibilities.
 - 5.2.5 All staff and volunteers receive appropriate training which is updated every three years.
 - 5.2.5 All staff and volunteers, including temporary staff, are made aware of the Hallé's safeguarding policy and arrangements.
 - 5.2.6 All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of children, young people and vulnerable adults, and such concerns will be addressed sensitively and effectively.
 - 5.2.7 Parents / carers are aware of and have an understanding of the Hallé's responsibilities to promote the safety and welfare of the children, young people and vulnerable adults it works with by making its obligations clear in Ensembles membership packs, parents' meetings, and the Partnership Guidelines issued to schools and other settings for Education projects (see Appendices 3 and 4).
- 5.3 The Designated Safeguarding Lead (DSL) will:
- 5.3.1 Act as the first point of contact with regards to all safeguarding matters.
 - 5.3.2 Attend updated training every three years.
 - 5.3.3 Provide relevant information to the authorities on how the Hallé carries out its safeguarding duties.
 - 5.3.4 Provide support and training for staff and volunteers.
 - 5.3.5 Ensure that the Hallé's actions are in line with the Manchester Safeguarding Partnership guidelines.
 - 5.3.6 Support staff to make effective referrals to Children and Families Services and any other agencies related to safeguarding children, young people and vulnerable adults.
 - 5.3.7 Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
 - 5.3.8 Manage and keep secure the Hallé's safeguarding records.

- 5.3.9 Ensure that all staff and volunteers understand and are aware of the Hallé's reporting and recording procedures and are clear about what to do if they have a concern about an individual.
- 5.3.10 Liaise with the Chief Executive and Nominated Safeguarding Board Member about any safeguarding issues or potential causes of concern.
- 5.3.11 Ensure that the Safeguarding policy is regularly reviewed and updated. Keep up to date with changes in local and national policy, guidance and law.

6. Recruitment, Disclosure and Barring Service Certificates and Licensed Chaperones

- 6.1 Safe recruitment and selection of staff and volunteers is practiced in accordance with the Hallé's Recruitment Policy, attached as Appendix 2.
- 6.2 Any staff or volunteer role which brings the person into regular contact with children, young people or vulnerable adults as specified by the Disclosure and Barring Service (DBS) criteria, will require a satisfactory DBS check before work can commence. It is worth noting that occasional contact with children, young people or vulnerable adults does not require a DBS check, but these individuals will need to be supervised appropriately. The umbrella body for processing all Hallé DBS checks is Salford City Council Safe Employment Team. Further details about the criteria and process for completing DBS checks are attached as Appendix 5.
- 6.3 Any staff or volunteers who work regularly with children, young people or vulnerable adults may choose to have their DBS Certificate kept up to date by the DBS Update Service for an annual fee. This Service is of particular relevance for Ensembles and Education administrative staff, and any players who regularly work with children, young people or vulnerable adults through, for example, teaching or Hallé Education projects. In these cases, the Hallé will support the initial certificate completion cost (as for any staff / volunteer), and thereafter contribute half of the annual update fee. If such individuals choose not to keep their certificate up to date in this way, the Hallé will renew DBS checks every three years at its own expense.
- 6.4 In accordance with the 'Children (Performances and Activities) (England) Regulations 2014', the Hallé adheres to current guidelines for performance licences and the use of registered or licensed chaperones. Under section 37 of the 1963 Act, a licence must be obtained before a child can take part in certain activities in Great Britain, including performances where a charge is made (for example when the Hallé Youth Ensembles are performing at the Bridgewater Hall), however these regulations do not apply to school or curriculum activities. Under current legislation, only children of compulsory school age (up the summer of the academic year they turn 16) are required to be licensed and supervised by a Licensed Chaperone.
 - 6.4.1 The Hallé uses Licenced Chaperones from Local Authorities to supervise children in the Hallé Youth Ensembles for all concerts and performances. These chaperones may be staff or volunteers but have all been through a rigorous application process to be issued with their licence, including a DBS check, Safeguarding Training, interview at the Local Authority and supplying two suitable references. The current ratio of chaperone to children (aged 8 and above) is 1:12 but in accordance with good practice the Hallé employs more chaperones than the minimum requirement.
 - 6.4.2 Most of the concerts that require to be licensed under section 37 of the 1963 Act take place within the Manchester City Council area at the Bridgewater Hall, or other venues, and are covered by a Body of Persons Approval (BOPA) licence. The criteria and conditions of the BOPA require the Hallé to ensure a suitable number of licensed chaperones supervise each performance, and all risk assessments adequately meet the safety and wellbeing of the children taking part.

- 6.4.3 For a performance outside of the Manchester City Council area involving the Hallé Youth Ensembles or other children, the Hallé will apply for a BOPA from the relevant council (for example Salford City Council when performing in Media City UK).
- 6.4.4 The Hallé keeps a log of all current chaperones, with photo ID and renewal dates and as required by the BOPA, all chaperones carry and wear visible ID when supervising children.

7. Training

- 7.1 There are different levels of training and frequency required for Hallé staff and volunteers.
- 7.1.1 Advanced training (provided through the Manchester Safeguarding Partnership or individual local authorities providing chaperone licences): For the Designated Member(s) of the Board, staff with responsibility for Safeguarding and Registered Chaperones (staff or volunteers) with responsibility for supervising the pastoral care of children, young people or vulnerable adults. This training will be updated at least every three years.
- 7.1.3 Intermediate training (provided through the MSP e-learning course): For any staff or volunteers involved in pastoral care responsibilities, or with regular involvement with children, young people or vulnerable adults, for example, staff attending Youth Ensembles residential courses. This training will be updated at least every three years.
- 7.1.4 Basic training (provided in-house or externally as required): Whole Administration and Orchestra. This training will be updated at least every three years.
- 7.1.5 Induction (provided in-house): For any new member of staff or volunteer.

8. Expected Conduct: Guidance

- 8.1 The Hallé accepts that it has a responsibility to set personal and professional boundaries for staff and to be explicit about what behaviours are unacceptable and will impact on their employment. The Hallé's Code of Practice for Working with Children, Young People and Vulnerable Adults is attached as Appendix 1. This document is explained as part of the induction and ongoing training processes for any staff or volunteers who may come into contact with children, young people or vulnerable adults.

9. Common Indicators of Abuse

- 9.1 Hallé staff and volunteers have a responsibility to be vigilant to common indicators of abuse, and to report any concerns to the DSL, who will refer the matter to the relevant authorities.

Common indicators of abuse include but are not limited to:

- 9.2 Physical abuse:
- Bruises, black eyes and broken bones are obvious signs of physical abuse. Other signs might include:
 - Injuries that the individual cannot explain or explains unconvincingly
 - Untreated or inadequately treated injuries
 - Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
 - Bruising that looks like hand or finger marks

- Cigarette burns, human bites
- Scalds and burns.

9.3 Sexual abuse:

- Pain, itching, bruising or bleeding in the genital or anal areas
- Genital discharge or urinary tract infections
- Stomach pains or discomfort walking or sitting
- Sexually transmitted infections
- Sexual Exploitation, including the photographing or videoing of children performing indecent acts; and 'upskirting': where a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.

9.4 Behavioural signs of abuse:

- The individual may refuse to attend rehearsals, events or concerts, or start to have difficulty concentrating so that their participation in the session is affected
- They may show unexpected fear or distrust of a particular person, or refuse to continue with their usual social activities
- They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- The individual may describe receiving special attention from a particular person, or refer to a new, 'secret' friendship with an adult or young person.

9.5 Psychological and/or Emotional abuse:

This occurs when an individual's basic need for love and praise, security and recognition go unmet, either through deliberate negative actions by parents/carers or by a failure to act positively. It may involve conveying to individuals that they are:

- Worthless, or unloved
- Inadequate
- Valued only insofar as they meet the needs of another person. It may involve causing individuals frequently to feel frightened or in danger, or be the exploitation or corruption of others.

This abuse may involve the use of intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse such as shouting, swearing or the use of discriminatory and or oppressive language. It can also involve a deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction of freedom, choice or access to personal hygiene, a threat to withdraw care or support, a threat of institutional care, the use of bribes, name calling or threats. Signs and indicators may include stress or anxiety in response to certain people, compulsive behaviour, reduction in skills and concentration, lack of trust, lack of self-esteem, fear of other individuals, and there may be changes in sleep patterns.

9.6 Neglect and acts of omission:

There are occasions when nearly all parents / carers find it difficult to cope with the many demands of caring for others, but this does not mean the children, young people or vulnerable adults in their care are being neglected. Neglect involves persistent or severe failure to meet the

physical and or psychological needs of an individual in their care. This may include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health-care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others, failure to use agreed risk management procedures, inadequate care in residential setting, withholding affection or communication, and denying access to services.

Here are some signs of possible neglect:

- If the individual seems underweight and is very small for their age
- If they are poorly clothed, with inadequate protection from the weather
- If they are often absent from rehearsals for no apparent reason
- If they are regularly left alone, or in charge of younger brothers or sisters
- Someone being abused may have low self-esteem, deterioration, depression, isolation, continence problems, sleep disturbances, or pressure ulcers.
- There may be a seemingly uncertain attitude and cold detachment from a carer denying the individual's requests, a lack of consideration to the individual's requests, and denying others access to the individual such as health care professionals.

9.7 Self-neglect:

Self-neglect covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

9.8 Self-harm:

Hallé staff may become aware of an individual engaging in self-harm. Examples of self-harming behaviour can include cutting, branding, picking at skin, hair-pulling, head-banging, punching things, consuming harmful substances or taking personal risks. Young people are particularly susceptible to developing eating disorders, such as anorexia, bulimia or binge-eating disorder, although these can develop at any age.

Ensembles Administrators have training in youth mental health first aid and awareness. In most cases, the parents / carers are aware of the situation, but it is important for the individual to access professional support as soon as possible.

Greater Manchester local authorities have new self-harm pathways to better support individuals and their families suffering in this way: full details of where to refer for support can be found at <https://greatermanchesterscb.proceduresonline.com>

9.9 Financial or material abuse:

Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Signs and indicators may include denying access to money, theft, misuse of benefits or allowance, unexplained withdrawals, forged signatures, an over-protection of money, an inability to pay bills or money not available. An abuser may be evasive when discussing finances, and goods or services purchased may be in the possession of the abuser.

9.10 Discriminatory abuse:

Discriminatory abuse includes forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion or health status and may be the motivating factor in other forms of abuse. It can be personal, a hate crime or institutional. There may be a withdrawal or rejection of culturally inappropriate services e.g. food, mixed gender groups or activities. The individual may simply agree with the abuser for an easier life, there may be disclosure, or someone may display low self-esteem. An abuser may react by saying "I treat everyone the same", have inappropriate nick names, be uncooperative, use derogatory language, or deny someone social and cultural contact.

9.11 Institutional or organisational abuse:

Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. Signs and indicators may include a system that condones poor practice, deprived environment, lack of procedures for staff, one commode used for a number of people, no or little evidence of training, lack of staff support and supervision, lack of privacy or personal care, repeated unaddressed incidents of poor practice, lack of homely environment, and a manager implicated in poor practice. There may be a lack of personal clothing, no support plan, lack of stimulation, repeated falls, repeated infections, unexplained bruises or burns, pressure ulcers, and an unauthorised deprivation of liberty. Abusers may have a lack of understanding of a person's disability, misuse medication, use illegal controls and restraints, display inappropriate physical intervention, and inappropriately use power or control.

9.12 Domestic abuse:

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent. There is no requirement for the victim and perpetrator to live in the same household.

Under the Domestic Abuse Act 2021, children are recognised as victims of domestic abuse in their own right, if they see, hear, or experience the effects of the abuse, and are related to the perpetrator of the abuse or the victim of the abuse. Abuse directed towards the child is defined as child abuse.

Domestic abuse in teenage relationships is just as severe and has the potential to be as life threatening as abuse in adult relationships. Victims under 16 should be treated as victims of child abuse and age appropriate consequences should be considered for perpetrators under 16. Abuse involving perpetrators and victims aged between 16 and 18 could be both child and domestic abuse.

9.13 Peer on peer abuse:

All staff and volunteers should be aware that children can abuse other children (often referred to as peer on peer abuse). This can happen away from Hallé sessions as well as during them.

Everyone should understand that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported.

Peer on peer abuse is most likely to include, but may not be limited to:

- Bullying;
- Abuse in intimate personal relationships between peers;
- Physical abuse;
- Sexual harassment or violence;
- Causing someone to engage in sexual activity without consent;
- Upskirting; and
- Consensual and non-consensual sharing of nude or semi-nude images (also known as sexting).
- NB: any of the above could include an online element which facilitates, threatens and/or encourages abuse.

The Hallé operates a zero tolerance approach to bullying or peer on peer abuse of any kind, which is made clear in our rules and membership packs.

It is important if staff or volunteers have any concerns regarding peer on peer abuse they should speak to the Designated Safeguarding Lead (or Deputy).

9.15 Female Genital Mutilation (FGM):

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Girls who are threatened with, or who have undergone FGM may appear anxious, depressed and emotionally withdrawn. They may absent themselves, possibly spending prolonged periods in the bathroom. Victims of FGM are most likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

9.16 Modern slavery:

Modern slavery encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs and indicators may include signs of physical or psychological abuse, victims may look malnourished or unkempt, or appear withdrawn. Victims may rarely be allowed to travel on their own, and may seem under the control or influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. They may be living in dirty, cramped or overcrowded accommodation, and / or living and working at the same address. Victims may have no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work. People may have little opportunity to move freely and may have had their travel documents retained, e.g. passports. They may be dropped off / collected for work on a regular basis either very early or late at night. Victims may avoid eye contact, appear frightened or hesitant to talk to strangers and fear law

enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family.

9.17 Radicalisation to terrorism:

Through its PREVENT programme the Government has highlighted how some people may be vulnerable to radicalisation and involvement in terrorism. This can include the exploitation of children, young people and vulnerable adults and involve them in extremist activity. Radicalisation can be described as a process, by which a person to an increasing extent accepts the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific political/ideological objective. Vulnerable individuals being targeted for radicalisation and recruitment into violent extremism is viewed as a safeguarding issue. Signs and indicators may include being in contact with extremists, articulating support for violent extremist causes or leaders, or accessing violent extremist websites, especially those with a social networking element. They may possess violent extremist literature, use extremist narratives to explain personal disadvantage, justify the use of violence to solve societal issues or demonstrate significant changes to appearance and/or behaviour.

10. Receiving a Disclosure

- 10.1 An allegation or concern about a worker, carer or volunteer may arise from a number of sources, e.g. a report from an individual child, young person or vulnerable adult, a concern raised by another worker from within the organisation or from another organisation, from a parent or carer, or information arising from a disciplinary hearing.
- 10.2 The member of staff who has received the allegation or who has a concern about a colleague (or a carer) must immediately record the details and report this to the DSL or, in their absence, the DDSL. Where the DSL or DDSL is the subject of the allegation, it should be reported to the Chief Executive.
- 10.3 If a disclosure is given, all staff and volunteers must follow the procedure in paragraph 11.2 below.

11. Reporting Concerns

11.1 Everyone has the responsibility and obligation to report any concerns about the welfare and safety of any individual and all such concerns will be taken seriously.

11.2 **All Staff and Volunteers: If you have concerns about an individual, you must:**

11.2.1 Reassure the individual that they are right to report it, if this is the source of the information. Be sensitive to the fact that people with disabilities or special needs may require additional support to express what they want to say.



11.2.2 Be clear that while you will act sensitively, you cannot promise to keep secrets, and you will need to make a report if there is any possibility that someone is at risk.



11.2.3 Listen carefully and keep an open mind. Do not ask leading questions (i.e. questions which suggest an answer), and do not take a decision as to whether abuse has taken place.



11.2.4 Do not speak to anyone else about the concern.



11.2.5 If necessary, phone 999. However, in most cases, simply make sure any children, young people or vulnerable adults in your care are safeguarded by other members of staff / volunteers to give you a moment alone in private.



11.2.6 Immediately make a written record of the information, including the time, date and place of the alleged incident, persons present, and what was said (using the individual's own words). Sign and date the record.



11.2.7 Immediately then speak to the Designated Safeguarding Lead (DSL), or in their absence the Deputy Designated Safeguarding Lead (DDSL). Pass on the written record to them. They will decide whether to refer the matter onto the relevant authorities. Where the DSL or DDSL is the subject of an allegation, it should be reported to the Chief Executive. Relevant mobile telephone numbers are listed below.



11.2.8 Leave the concern with the DSL or DDSL to discuss with the relevant authorities.



11.2.9 Complete any actions as agreed with the DSL or DDSL.



11.2.10 Return to normal duties without mentioning the concern to anyone else.

Designated Safeguarding Lead (DSL): Naomi Benn, Head of Hallé Connect	Mobile: 07876 687758
Deputy Designated Safeguarding Lead (DDSL): Isabelle Orford, Ensembles Manager	Mobile: 07736 609342
Chief Executive: David Butcher	Mobile: 07889 602 031

12. Recording Mechanisms

- 12.1 A clear written record should be made of all observations, actions and conversations. Every effort should be made to record carefully what the child, young person or vulnerable adult says in their own words.
- 12.2 Records should be made immediately, signed and dated.
- 12.3 Sensitive information is to be kept locked away and/or password protected.

13. Informing Parents / Carers and Schools

- 13.1 Our approach to working with parents / carers, schools and community settings is one of transparency, recognising our responsibilities towards the children, young people and vulnerable adults with whom we work.
- 13.2 The responsibility for informing parents / carers, schools or community settings rests with the DSL or DDSL. Hallé players, administrative staff and volunteers should not directly inform any other party than the DSL or DDSL.
- 13.3 If concerns are raised within a school or community setting, the DSL or DDSL will speak in the first instance with the main contact for the project.
- 13.4 If concerns are raised within a Hallé setting, the DSL or DDSL will inform the parents / carers directly. Parents / carers will not be informed only if it is believed that doing so could put the individual at risk. In such cases, the DSL, DDSL or Chief Executive will seek advice from the Police and/or relevant authorities.

14. Information Sharing

- 14.1 There may be occasions when it is necessary to share the information that the Hallé holds about individual children, young people or vulnerable adults with agencies such as the Local Authority or Police in accordance with the escalation procedure. Other potential instances for information sharing are included in Appendix 7.

15. Managing Allegations Against Staff

- 15.1 The Hallé follows procedures recommended by the Manchester Safeguarding Partnership (MSP) when dealing with allegations made against staff and volunteers. These can be viewed in full via the MSP website. In summary:

Any allegation of abuse or potential unsuitability will be dealt with fairly, quickly and consistently, in a way that strikes a balance between the need to protect children from abuse and the need to protect staff and volunteers from malicious, false, unsubstantiated or unfounded allegations. The Hallé's procedures conform to Part 4 of Keeping Children Safe in Education (KCSIE).

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the individual child, young person or vulnerable adults, their parents / carer and the accused person up to date with progress of their case, information should be restricted to those who have a need to know: this is in order to protect children, young people, vulnerable adults, staff and volunteers, and to facilitate enquiries, and to manage related disciplinary or regulatory requirements.

It is in everyone's interests to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Every effort should be made to manage cases to avoid any possible delay. Target timescales will depend on the nature, seriousness and complexity of the allegation.

The Hallé, as the employing organisation, together with the Local Authority Designated Officer (LADO), Children and Families Service and/or Police, where they are involved, should consider the impact on the individual child, young person or vulnerable adult concerned, ensure their immediate safety or provide support as appropriate. Liaison between the agencies should take place in order to ensure that the individual's needs are addressed.

The member of staff will:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
- Be kept informed of the progress and outcome of any investigation as appropriate. The person responsible for this will be identified at the first Strategy Meeting.
- If suspended, be advised to contact their union representative (if applicable) and be kept up to date about events in the workplace.

Suspension is a neutral act and it should not be automatic. Following advice from the MSP, suspension will be considered in any case where:

- There is cause to suspect an individual child, young person or vulnerable adult is at risk of significant harm;
- The allegation warrants investigation by the Police; and / or
- The allegation is so serious that it might be grounds for dismissal.

All allegations will be followed up, regardless of whether the person involved tenders his or her resignation, or ceases to provide their services. No compromise agreements (i.e. where a person agrees to resign without any disciplinary action and both parties agree a form of words to be used in any future reference) can be used in cases involving the management of allegations. The Hallé will follow its legal obligations to refer any issues of concern to the relevant agencies.

16. Escalation Procedure: What Happens Next

16.1 When informed of **general concerns about a child, young person or vulnerable adult** (for example, following a disclosure about an incident within a private or home setting, or upon noticing signs of abuse), the DSL or DDSL will assess whether the individual is in immediate danger of being harmed, and if so, will immediately call the Police on 999. For less immediate emergencies, the DSL or DDSL will refer the matter to the local authority where the individual resides. A list of local authority contacts is included in Appendix 8.

16.2 When informed of **a concern or allegation about a member of staff or volunteer**, the DSL or DDSL should not investigate the matter, nor interview the member of staff, volunteer, child, young person or vulnerable adult concerned, or potential witnesses. They will:

- Obtain written details of the concern / allegation, signed and dated by the person receiving the allegation (not the child, young person or vulnerable adult making the allegation);
- Countersign and date the written details;
- Record any information about times, dates and location of incident(s) and names of any potential witnesses; and

- Record discussions about the child, young person or vulnerable adult and / or the member of staff, any decisions made, and the reasons for those decisions.
- 16.3 If the child, young person or vulnerable adult has sustained an injury, the DSL will consider the need to have them medically examined. In this instance their parent / carer must be notified and the reason given as to why a medical opinion was required.
- 16.4 If the allegation does not meet any of the MSP Threshold Criteria (as listed below in paragraph 16), then it should be dealt with by the Hallé at organisational level. If the DSL, DDSL or their representative decides that no further action is required, the reason for that decision must be recorded and the written record sent to the Local Authority Designated Officer (LADO) within five working days. Contact details are included in Appendix 8.
- 16.5 If the allegation meets the MSP Threshold Criteria, the DSL, DDSL or their representative must report it to the LADO within one working day. Referral should not be delayed in order to gather information. A failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter. Contact details are included in Appendix 8.
- 16.6 If the DSL or DDSL is unsure about how to proceed or cannot determine whether the criteria are met, they should consult with the LADO within one working day. Contact details are included in Appendix 8.
- 16.7 In the absence of the LADO or a member of their team, and if an allegation requires immediate attention but is received outside normal office hours, the DSL, DDSL or their representative should consult the local Police and inform the LADO as soon as possible.
- 16.8 If the allegation meets the MSP Threshold Criteria, the resulting investigation will depend on the external agencies involved in the case. All Hallé staff and volunteers will be required to cooperate with any such investigation.
- 16.9 A flowchart outlining the Escalation Procedure is included as Appendix 9.

17. Threshold Criteria for Considering 'Unsuitability'

- 17.1 Should the Designated Member of Staff or her representative become aware of an individual's behaviour which may be of concern, they will need to consider whether further investigation is necessary to determine whether the individual has:
- 17.1.1 Harmed or may have harmed a child, young person or vulnerable adult;
 - 17.1.2 Contravened or continued to contravene any safe practice guidance given by their organisation or regulatory body;
 - 17.1.3 Exploited or abused their position of power;
 - 17.1.4 Acted in an irresponsible manner which any reasonable person would find alarming or questionable;
 - 17.1.5 Demonstrated a failure to understand or appreciate how his/her own actions or those of others could adversely impact upon the safety and well-being of a child, young person or vulnerable adult;
 - 17.1.6 Demonstrated an inability to make sound professional judgements which safeguard the welfare of children, young people or vulnerable adults;
 - 17.1.7 Failed to understand or recognise the need for clear personal and professional boundaries in their work;

- 17.1.8 Behaved in a way in his/her personal life which could put children, young people or vulnerable adults at risk of harm;
- 17.1.9 Been the subject of a criminal investigation;
- 17.1.10 Been subject to enquiries under local child protection procedures; or
- 17.1.11 Behaved in a way which undermines the trust and confidence placed in them by their employer.

18. Early Help Assessment

- 18.1 In the interests of child welfare, where there are no immediate safeguarding concerns but additional needs have been identified, the DSL or DDSL should consider whether the child or young person would benefit from an Early Help Assessment. The Hallé will liaise with other agencies if required to ascertain what additional support may be required.

19. Review

- 19.1 The Hallé has a responsibility to undertake regular audits to ensure that systems are working effectively and procedures are being followed across the organisation. This policy will be reviewed annually.

Appendices

1. Hallé Code of Practice for Working with Children, Young People and Vulnerable Adults
2. Hallé Recruitment Policy
3. Hallé Education Partnership Guidelines for Schools
4. Hallé Education Partnership Guidelines for working with vulnerable adults
5. Criteria and Process for Disclosure and Barring Service checks
6. Hallé Whistle-blowing policy
7. Information Sharing
8. Useful References and Contacts
9. Escalation Procedure
10. Further Reading

Appendix 1: Hallé Code of Practice for Working with Children, Young People and Vulnerable Adults

For all Hallé Concerts Society (HCS) employees, freelance contract staff and volunteers who come into contact with children, young people or vulnerable adults, for example through Hallé Education projects or work with the Hallé Youth Ensembles.

This document is appended to the Hallé's Safeguarding Policy to outline the basic expectations for appropriate communication and behaviour.

Adults who work with children, young people or vulnerable adults are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All staff and volunteers should work and be seen to work in an open and transparent way.

Introduction

The overriding principle on which we operate is that everyone treats each other with respect at all times. No-one should ever be treated in such a way as to be made to feel uncomfortable or be put in a situation that makes them feel uncomfortable.

The Hallé expects its staff and volunteers to:

- Be present when expected and agreed in advance;
- Behave in a professional way at all times, always being aware of setting a good example;
- Share a duty of care at all times to all children, young people and vulnerable adults; and
- Share any concerns about any children, young people and vulnerable adults with supervisory staff.

Whilst it is easy to be friendly with children, young people or vulnerable adults some children can slip into a relationship with you which is a bit too familiar, and this can create potentially awkward situations. For your own protection it is up to you to ensure that the proper boundaries are maintained, and this document sets out our good practice guidelines to ensure this is the case.

Legal definitions of terms

- A child is anyone up to the age of 18
- A young person is in the upper age ranges of the official definition of a child. The term has no legal status – but it acknowledges that people aged 16 or 17 may not think of themselves as 'children'
- A vulnerable adult is an adult who is vulnerable because of 'their age, disability, learning difficulties, health, poverty, employment status or other criteria.' There is a long list of examples which includes: 'is under the supervision of the probation services'; 'is receiving any form of healthcare'; and 'requires assistance in the conduct of their own affairs'

Appropriate communication

1. **It is strongly advised to avoid any situation when you will be on your own with a child, young person or vulnerable adult.** This is a good practice principle, and one that will save you from finding yourself in a situation when it could become your word against the individual's. You are always welcome to ask for the company of another member of staff, or you can simply make sure that you have a group of people around you.

There are occasions when this is impossible, for example when dealing with a first aid issue, when the other people present may temporarily leave the room to get help or the first aid kit: this is perfectly legal, sensible and should give no cause for concern, especially as all our staff and volunteers have completed Disclosure and Barring Service checks, however our advice is always to minimise any one-to-one situations.

2. **Be aware that any communication you make is open to interpretation.** Become aware of your different communication styles and gestures. Ensure that all communication with children, young people or vulnerable adults is kept professional: interested in what they have to say and yet always slightly detached. Physical contact of any kind is inadvisable as it can be so easily misinterpreted.

Be aware of the age and capacity of the people you are working with and tailor your communication appropriately. Avoid asking any personal questions, although you may find that some people open up to you without any prompting – this is quite normal!

Hallé Administrators will make all other staff aware of any other issues such as health or disability that may need to be taken into consideration when communicating with any particular individual.

Remember that everyone is there to enjoy learning about music – it is allowed to be fun! Even if members break the rules of membership we deal with things in a calm and professional manner.

The use of offensive or abusive language is wholly inappropriate at all times.

Social contact

1. It is possible, particularly with older children in the Hallé Ensembles, to feel a social connection with some members who over time we get to know well. While this is understandable, it also has the potential to create difficult situations for all involved, and needs to be handled with great care by each member of staff concerned. There should always be a very clear line between staff and members / participants. **It is advised that staff members socialise primarily with each other** to avoid any confusion.
2. The Hallé Administrators have work contact details, which are the primary point of contact for all Hallé activities: no personal contact details for any member of staff are to be shared with participants or families. It is also HCS policy that no personal contact details for any member of staff are to be shared with anyone external to the company without the prior consent of the staff member.
3. The rules of membership clearly state that illegal substances of any kind are forbidden. Alcohol and cigarettes follow the English law and are forbidden for any under 18 year olds (NB: the national smoking age was raised to 18 a few years ago). **Staff members have a duty to be vigilant regarding alcohol and cigarettes.**
4. There are times when staff and members will share social time, for example when on tour with the Youth Ensembles: these are often some of the best moments of a tour, and it is expected that everyone will enjoy them. It is permitted for staff to drink alcohol in the presence of members, some of whom will be over 18 and also permitted to drink. However, **staff members remain responsible for the welfare of our members at all times and need to be fully capable of appropriate decisions and actions.**
5. Smoking is permitted only in the designated areas of any venue visited.

Social media

We live in an increasingly intrusive world, where our slightest actions can be reported on, tracked, photographed and shared across the internet, and children are using these new forms of communication far more than other methods. Sadly, children, young people and vulnerable adults often do not realise the public nature of these communications. The Hallé Administrators have official Hallé Facebook, Instagram and Twitter profiles in order to interact with the Ensembles members in this way – it can be the most efficient reminder of an extra rehearsal or different venue, and enables us to see what they write about the Hallé or each other online.

Keep your private life private. It is strongly advised that staff avoid any personal contact with children, young people or vulnerable adults through personal emails or social media or networking sites, for example, Facebook, Twitter, Instagram etc.

Boundaries

It can happen that a particular child, young person or vulnerable adult may persistently want to step over the above boundaries or possibly even declare personal feelings for you. If this happens:

- Do not reciprocate in any way whatsoever;
- Make a written note as soon as possible of what was said or done and under what circumstances;
- Report the incident as soon as possible to your supervisor. This must be done, for your own protection;
- Ensure that you are not, in the future, ever alone with this child, young person or vulnerable adult; and
- If there are any further incidents or you are still uncomfortable for any reason, tell your supervisor.

If a situation arises where nothing specific has happened but you are uncomfortable about something/someone, **tell your supervisor**. You have nothing to lose: this is for your own protection.

You can be reassured that when you tell your supervisor, they will deal with the matter discreetly and sensitively, and make a written account of the situation. It may be that no action need be taken at all, but at least there will be something in writing that can be referred back to, if necessary, in the future. By reporting the matter to a more senior member of staff, you have passed on the responsibility and therefore done everything which can be expected of you.

Reporting allegations or concerns

All staff are required to report any concerns or allegations about the behaviour of colleagues or practices which are likely to put children, young people or vulnerable adults at risk of abuse or other serious harm to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

For more detailed information, please refer to the Safeguarding Policy.

Appendix 2: Hallé Recruitment Policy

Advertising and shortlisting

- 1 As soon as any post becomes vacant a job description, including a person specification, should be prepared or revised before any other steps are taken.
- 2 As soon as practically possible all vacant posts will be advertised in the appropriate media, eg in the case of senior management in the national media (eg Guardian) and in the case of junior management generally in local print and/or specialist online media. All posts will be advertised internally and on the website with standard application form.
- 3 Advertisement copy will contain:
 - brief details of the post
 - funding and other required credit (eg sponsors)
 - website details
 - a date by which applications must be in
 - “The Hallé welcomes applications from all sections of the community and endeavours to meet all access needs”

and if possible

- provisional dates for the first interview.

It is the responsibility of the Line Manager of the post to make sure that these details are correct.

- 4 Once the advertisement is placed a shortlisting and interview panel will be selected. This should not normally be fewer than three and not more than six people. Attention should be given to age and gender balance. All members of the Panel must be familiar with the Hallé’s Recruitment and Equal Opportunities Policies and be provided with copies if they have not recently read them. The Panel should select a Chair (normally the Line Manager of the post). Where the appointment directly affects the Orchestra, (i.e. Orchestra Manager, etc) the head of department will invite a member of the Orchestra onto the panel.
- 5 A job pack should be prepared by the Line Manager of the post. This must contain:
 - the job description
 - the person specification
 - details of the job including salary, pension rights etc
 - application form
 - equal opportunities monitoring form (the information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only. It will be kept separate from the application and will not be seen by the selection panel....and any other helpful and relevant information (eg a season brochure).

This will be circulated to the Panel.

- 6 Once the application date has passed, copies of applications (but *not* equal opportunities monitoring forms) should be distributed to the Panel, who should then meet or otherwise agree those candidates shortlisted for interview. Other than in exceptional circumstances the shortlist should be kept to a reasonable size (ideally not fewer than four and not more than six).
- 7 In setting times for the first interview consideration should be given to the size of the shortlist and the seniority of the position. The Chair of the Panel should prepare a sheet, based on the

skills and qualities required in the Job Description and Person Specification, in order to assess each candidate. This should be filled in to provide feedback should any of the candidates require clarification of the reasons that they are/are not shortlisted. It may also be appropriate that, at the shortlisting stage, the Panel agrees a specific task (eg a presentation) for candidates to undertake at interview. It is the Chair's job to determine this.

- 8 All candidates for interview must provide (in addition to anything else) a current CV (whether as part of the application form or otherwise) and the names of two referees (a pre-written reference is not acceptable). They should also be encouraged to respond to the details for the post in their application.

The interview

- 9 Interviewees should be asked in advance if they need any special assistance.
- 10 All candidates for interview will be paid reasonable expenses (eg UK internal travel and hotel costs). Interviews for those travelling long distances will be at times which, if at all possible, take this into account.
- 11 The Chair of the Panel should prepare its members, in advance of the first interview, to pursue specific areas of questioning and answer any specific questions relating to the appointment conditions. Training will be given to anyone who has not been on an interview panel before. The Chair should also reach agreement with the Panel on the key qualities for the post (ie what the Hallé is looking for at interview). It is the role of the Chair to ensure that the Society's commitment to diversity is made clear at interview.
- 12 The Chair should also provide a form, which should be filled in to assess each candidate (again for subsequent feedback). This would usually be based around the person specification for the job. (S)he will be responsible for assessing and articulating the consensus assessment of each candidate. These forms (and any other written material to be retained in connection with the post) should be lodged with the Senior PA at the end of the process.
- 13 Each candidate should be given the opportunity to answer the same questions in roughly the same order and should be treated equally in terms of visits around the building, meetings with Staff etc.
- 14 Candidates' comparative suitability should be discussed at the end of each day of interviewing – panels should avoid getting into assessment on a candidate-by-candidate basis. If there is more than one interview day the Chair of the Panel may require that no candidate is discussed until the final interview has taken place.
- 15 Decisions on the successful candidate will be by consensus though it is very likely that a second (or even third) interview will be needed to reach a decision. It is the responsibility of the Chair to make sure that the decision is reached properly and accountably and that all candidates, successful or unsuccessful, can be provided with feedback on their performance at interview. If the panel is unable to reach an agreement the Chair must discuss the matter with the Chief Executive, who in any case must approve the appointment
- 16 Subsequent interviews will usually involve the same panel; however this may be neither practical nor, in some cases, desirable. It will be the responsibility of the Chair to inform the Panel how

and why subsequent stages are to be carried out. In the case of dispute the matter should be referred to the Chief Executive.

- 17 The Chair of the panel will also be responsible for the following:
- Informing the Chief Executive of the outcome of the interviews.
 - Taking up references, where and from whom appropriate. If taken verbally (and this may be preferable) notes should be taken of the referees' comments. The Panel may wish to identify specific areas in which a referee should be asked to comment. All comments should also be passed on to the appointee's personnel file.
 - Seeking necessary clearance from the relevant authorities (eg the-CRB) if the post involves work with young people or vulnerable adults.
 - If an appointment has been made, informing the candidate and preparing an offer letter. This will normally be signed by the Chief Executive, but in any event must be approved by him/her and must be in accordance with a standard format held by the Senior PA
 - Informing all those involved in the recruitment process of its outcome.
 - Informing unsuccessful candidates and providing feedback upon request.
 - Informing the Finance Department for payroll purposes.
 - Ensuring that BWH Reception signing-in form is amended.
 - Informing IT personnel.

Confirmation of Post

- 18 After the probationary period, the employee should be sent a letter confirming them in post.

Archive/Filing

- 19 All unsuccessful applications, except for shortlisted applicants, should be kept for 4 weeks to enable feedback on the application or interview if requested. After 4 weeks these should be shredded. Application Forms and notes on shortlisted candidate should be kept until the successful applicant is confirmed in post following the probationary period. The successful application form and references should be placed on the appointee's personnel file. A copy of interview questions and any written test should be kept centrally along with a list of applicants and interviewees. A copy of the advert should also be filed with these.

Updated 10/09/18

MT

HALLÉ EDUCATION

PARTNERSHIP GUIDELINES

Your Sessions with the Hallé

Hallé Education is delighted to be working with your school and hopes that your pupils will enjoy the experience of discovering, creating and performing music with musicians from the Hallé.

Please find below some guidelines, which will help you to maximise the potential of the project and, hopefully, provide both you and your pupils with a worthwhile and fulfilling experience.

- Teachers and Hallé musicians should work as a team; the teacher is responsible for classroom management and organisation e.g. grouping of children; the musicians are responsible only for the musical aspects of the session.
- **Musicians are NEVER to be left in charge of the group or be required to be in a one-to-one situation with a pupil. A teacher must be present at all times in order to comply with the Hallé's Safeguarding Policy (see overleaf for more information).**
- In order to comply with the Hallé's Safeguarding Policy, each school must provide Hallé Education with the name of their Safeguarding Officer at least one week prior to the Hallé musician's first visit.
- The children involved with the project should remain the same from beginning to end and should be present at each of the sessions.
- A suitable space, preferably the hall, should be made available for the Hallé visits with, if possible, a side area or classroom to allow for your class to be divided into smaller groups.
- A good selection of both tuned and untuned classroom percussion instruments will be required and resources should be ready in situ prior to the musicians' arrival. If any of your pupils play an instrument, please encourage them to bring it along to the workshop(s). It is helpful if, before the start of the project, you could inform the Hallé of any children who play instruments and approximate standards, together with a list of any classroom percussion available.
- Audio and/or video recording of any part of the session must be by prior agreement with the Hallé musician involved. The Hallé encourages schools to interact using social media during the project provided that any photographs of the Hallé musicians are used with their prior agreement. All audio or video recordings must be approved by the Hallé Education Director prior to posting and the Hallé should be mentioned and tagged in all content.
- For programmes that run across multiple sessions/workshops, follow-up work between visits is preferable to ensure the project is most effective. The end of each workshop could be recorded (as outlined above) to assist the class teacher in rehearsing the musical content, so that progress has been made when the musicians return.
- Teachers should make musicians aware of any specific additional needs and relevant behaviour policies and should manage class behaviour and concentration before it impacts negatively on the session.
- It is helpful for the musicians if your pupils can wear a sticky label with their name on it for each session.

- **The maximum number of children per session is 30** (unless agreed with Hallé Education prior to the musician(s) visiting the school)

Appendix 4: Hallé Education Partnership Guidelines for working with vulnerable adults

HALLÉ EDUCATION

Hallé Education is delighted to be working with your organisation and hopes that your service users will enjoy the experience of discovering, creating and performing music with musicians from the Hallé. Please find below some guidelines, which will help you to maximise the potential of the project and, hopefully, provide both your organisation with a worthwhile and fulfilling experience.

Essential

- Organisation staff, Hallé staff and Hallé musicians should work as a team; the designated member of organisation staff is responsible for room management and organisation e.g. getting workshop participants to the designated space on time; the musicians are responsible only for the musical aspects of the session.
- Musicians are NEVER to be left alone with vulnerable adults or those with specific care requirements. A qualified member of staff must be present at all times in order to comply with the Hallé's Safeguarding Policy (a full copy of which can be obtained on request).
- As soon as possible in the preparation stage for a project, your organisation should provide the Hallé with a designated contact through whom all correspondence regarding the conduct of the project should be made. They should hold a position within your organisation from where the majority, if not all, of the necessary steps of organising a project can be administered. Our first line of communication will be with this contact wherever possible. They will be listed on reference sheets we issue to players in advance of a project.
- A designated safeguard lead will also be requested. The lead may also be the designated contact or another individual. They will also be listed on reference sheets we issue to players in advance of a project.
- Still photography **only** is permitted for use via online platforms, provided first-hand permissions are obtained from everyone in the photo. Permission for an audio or video recording of any kind needs to be sought through the Education Director. Audio or video recording **must not** be posted to online platforms without the prior consent of the Hallé musicians involved **and** the Education Director (see document end for contact details).
- A suitable space, subject to project specifications, that is reserved in advance of a project is vital and will be expected of the organisation by the Hallé. An unsuitable space could have negative effects on the delivery of the project and the number of participants we can accommodate. Please consult your Hallé contact with any queries regarding suitability of space.
- The designated organisation contact or a substituted, qualified member of staff should make the musicians aware of any specific additional needs or behaviours, which could impact on how the session is run, positively or negatively e/g: a new hobby, a bereavement etc.
- **The maximum number of participants in any given project can vary, depending on the circumstances of the activity. Please consult your Hallé contact to discuss participant numbers in order for your project to operate most effectively.**

Desirable

- With the majority of our projects operating over several sessions, our work is more effective when the same individuals participate in the project each visit e/g: the same individuals come every week to a project lasting 8 weeks. We understand that this is not always possible but would like to highlight this scenario as preferable.

- Should it be applicable and you wish to engage in follow-up work between projects, please consult your Hallé contact for assistance e/g: small activities with individuals in an inpatient setting.
- Wherever possible, it is helpful if project participants can wear a name label to assist the musicians. This is particularly useful in sessions for individuals living with Dementia.

For more details, including our full Hallé Safeguarding Policy, please contact the Education Director:

Steve Pickett *Hallé Education Director*

4/11/2019

Appendix 5: Criteria and process for the requirement of Disclosure and Barring Service checks

An employer may request a criminal records check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process. For certain roles the check will also include information held on the DBS's children and adults barred lists, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.

These checks are to assist employers in making safer recruitment and licensing decisions. Employers should arrange a DBS check only for a successful job applicant. They can withdraw a job offer if the results show anything that would make the applicant unsuitable.

Duration of criminal record check validity

There is no official expiry date for a criminal record check issued by DBS, however at the Hallé we aim to recheck staff and volunteers every three years in accordance with good practice.

Any information revealed on a DBS certificate will be accurate at the time the certificate was issued. The Update Service is an option for individuals to maintain the up to date nature of their checks.

How the process works for the Hallé

The Hallé completes Disclosure and Barring Service checks through the Safe Employment Team at Salford City Council, contact: 0161 793 2000 or dbs@salford.gov.uk

Disclosure and Barring Service checks may be requested only when the relevant job role requires a check to be completed. Hallé managers may need to explain to Salford City Council why they feel a check is required for each job role.

These are the basic steps for completing a DBS check:

1. Check whether the individual is already subscribed to the DBS Update Service. If so, they can give the Hallé details (certificate number, date of birth and permission) of how to carry out a free, instant check to confirm whether the information released on the DBS certificate is current and up to date. If not:
2. Contact applicant asking for 3 forms of ID as specified on the Salford Identity Check Form, and ask to come and show the original documents to a member of Education or Ensembles staff, or the Administrative Assistant.
3. Fill in the Identity Check form together with the applicant: make sure it is signed in two places by applicant, stamped with a Hallé stamp and signed by the member of Education or Ensembles staff, or the Administrative Assistant.
4. Tell the applicant that an email will be sent by Salford Council with a link that needs completing by them before the check can begin.
5. Send an email to dbs@salford.gov.uk to request the check, including the level of check required. Attach the Identity Check Form as a password-protected PDF. Send a second email with the password.
6. Link will be sent to applicant and confirmation that it has been sent will come through. The application will be processed after the link is completed by the applicant.

7. Certificate number and date will be sent to the Hallé via email if record is clear, and the applicant will receive the full paper copy.
8. If the check is not clear, the Hallé will be informed by Salford and a conversation needs to be had with the applicant who should not be booked for education work in the meantime: please refer to the DSL or DDSL in this instance.

DBS checks are required when the Hallé staff or volunteer concerned will be carrying out tasks which satisfy the definition of 'regulated activity' relating to children, or for licensing purposes at Hallé St Peter's (in particular with reference to the sale of alcohol). There are three levels of DBS check: standard, enhanced and a barred list check. Salford City Council will require details as to the level of check required. The DBS website has a quick online questionnaire to determine what level of check is appropriate.

For most Hallé work with young people the following considerations will apply:

1. DBS enhanced and barred list checks **will be** required for anyone satisfying the frequency and intensity condition of the 'regulated activity' criteria, i.e. the work that they are involved in may mean that they are in sole charge of training or supervising children once a week or more often, or on 3 or more days within a 30-day period, or involves overnight supervision (for example on Ensembles residential courses). This applies to all Ensembles artistic and administrative staff, and regular volunteers. It may apply to those involved in more intense or longer-term education project work.
2. DBS checks **are not** required for anyone completing occasional project work within specified establishments including schools, nurseries and other educational settings. This may apply to many Hallé Education projects. As stated clearly by Ofsted, 'Visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time are not eligible for DBS checks and schools and colleges will not be entitled to request them.'
3. DBS checks **may not** be required for staff or volunteers who are sufficiently supervised by someone who is checked and defined as working in 'regulated activity', for example, student players under the Strings Leadership Scheme who are accompanied by a checked Hallé player for a one-off Education project. However, in accordance with good practice, the Hallé will apply for standard level checks for any member of staff or volunteer who may find themselves in sole charge of a group of children, for example, a Hallé player tutoring a small group of Youth Orchestra members, supervised from a distance / another room by the Youth Orchestra Administrator and/or Music Director. Should that player (for example) be regularly involved in training or supervising children, an enhanced level check will be required.

Appendix 6: Hallé Concerts Society Whistle-blowing Policy

Overview

The HCS is committed to always acting in a manner which is ethical, fair, even-handed and in compliance with all laws, regulations and obligations. However, all organisations are at risk of developing practices which are illegal, unfair and unethical if there is not sufficient accountability.

The *Public Interest Disclosure Act 1998* gives all employees legal protection from dismissal, disciplinary action, penalization or adverse treatment where they publicly disclose serious concerns, provided that the disclosure is made in accordance with this procedure and is in good faith. The situations covered include criminal offences, risks to health and safety, failure to comply with a legal obligation, miscarriage of justice and environmental damage.

Purpose of this policy and relationship to grievance procedure

The purpose of this policy and procedure is to allow staff to raise concerns about serious systemic malpractice or non-compliance within the HCS. It should not be used lightly or frivolously, or as a means for dealing with employees' own personal grievances.

Personal grievances should be raised through the HCS's normal grievance procedure.

How to raise concerns

Employees should raise any concerns under this policy directly with their line manager (or if their line manager is the subject of their concerns, his/her immediate superior).

Where employees have tried all other channels, or are unable to raise concerns with any of the above, then they should address their concerns to the Chairman of the Board, Chair of the Audit Committee or other Board member. Contact details are available from the Senior PA, Alison Lever.

How the HCS will deal with concerns

The HCS will deal with any concerns raised under this policy by launching an immediate investigation to determine if any action is necessary. This will usually begin by making informal enquiries and inspecting and auditing records and procedures, but may result in a formal investigation at a later stage.

The HCS will inform the employee who raised concerns who is investigating the matter, and will keep them informed of any developments or decisions, as long as these are not confidential.

A report of any concerns raised under this policy will be made to the Audit Committee.

Raising concerns externally

In exceptional circumstances it may be necessary for employees to raise concerns externally. This should only be done in cases where it is not possible for the employee to raise concerns internally, or where this has been done but the concerns have been dismissed. If an employee takes a matter outside the Hallé, he or she should ensure that no disclosure of confidential information takes place as the Public Interest Disclosure Act does not provide blanket protection and could leave employees vulnerable to disciplinary or other action, if they disclose confidential information in circumstances not covered by the Act.

An employee should only raise concerns with an external regulator or authority where he/she honestly and sincerely believes that the allegations are true and genuine. Guidance on raising concerns externally can be found online at

www.gov.uk/whistleblowing/who-to-tell-what-to-expect

updated May 2017

Appendix 7: Information Sharing

There may be occasions when it is necessary to share the information that the Hallé holds about individual children and young people with agencies such as the Local Authority or Police in accordance with the escalation procedure.

Other potential instances for information sharing:

- The Hallé will consider whether it is required to report safeguarding incidents to any other regulatory body or organisation, including but not limited to:
- Health and Safety Executive: the Hallé is legally required under RIDDOR to report certain incidents to the Health and Safety Executive. Please see the Hallé Health and Safety Policy for further details.
- Charity Commission: The Hallé is a registered charity and is required to report all serious incidents to the Charity Commission promptly in accordance with its guidance issued in June 2019.
- Disclosure and Barring Service: Hallé will make a prompt referral to the DBS if their criteria for a referral are met.
- Insurers: Hallé will consider whether it is necessary to report a safeguarding incident to the relevant insurers and/or brokers.

Appendix 8: Useful References and Contacts

If an individual is in immediate danger of being harmed, call the Police on 999

To discuss or refer an issue of concern about a member of staff or volunteer (DSL or DDSL or Chief Executive only):

Contact the Manchester Contact Centre:

Tel: 0161 234 5001 answered 24/7

Email: mcsreply@manchester.gov.uk

SMS Text: 07860 003160

In the absence of the MCC Designated Officer (formerly known as LADO) or a member of the team, and if an allegation requires immediate attention, but is received outside normal office hours, the DSL or their representative should consult the local Police and inform the Designated Officer as soon as possible.

To request a DBS disclosure check:

Salford City Council Safe Employment Team, tel: 0161 793 2000 or dbs@salford.gov.uk

1. Key Contacts

1.1. Hallé Contacts

In case of immediate danger	Police Tel: 999
Designated Safeguarding Lead (DSL): Naomi Benn, Head of Hallé Connect	Mobile: 07876 687758 Office: 0161 907 9048 Email: naomi.benn@halle.co.uk
Deputy Designated Safeguarding Lead (DDSL): Isabelle Orford, Ensembles Manager	Mobile: 07736 609342 Email: isabelle.orford@halle.co.uk
Chief Executive: David Butcher	Mobile: 07889 602 031 Office: 0161 237 7025 Email: david.butcher@halle.co.uk
Nominated Safeguarding Board Member: Merryl Webster	Mobile: 07710 327 230 Email: merryl.webster@btconnect.com

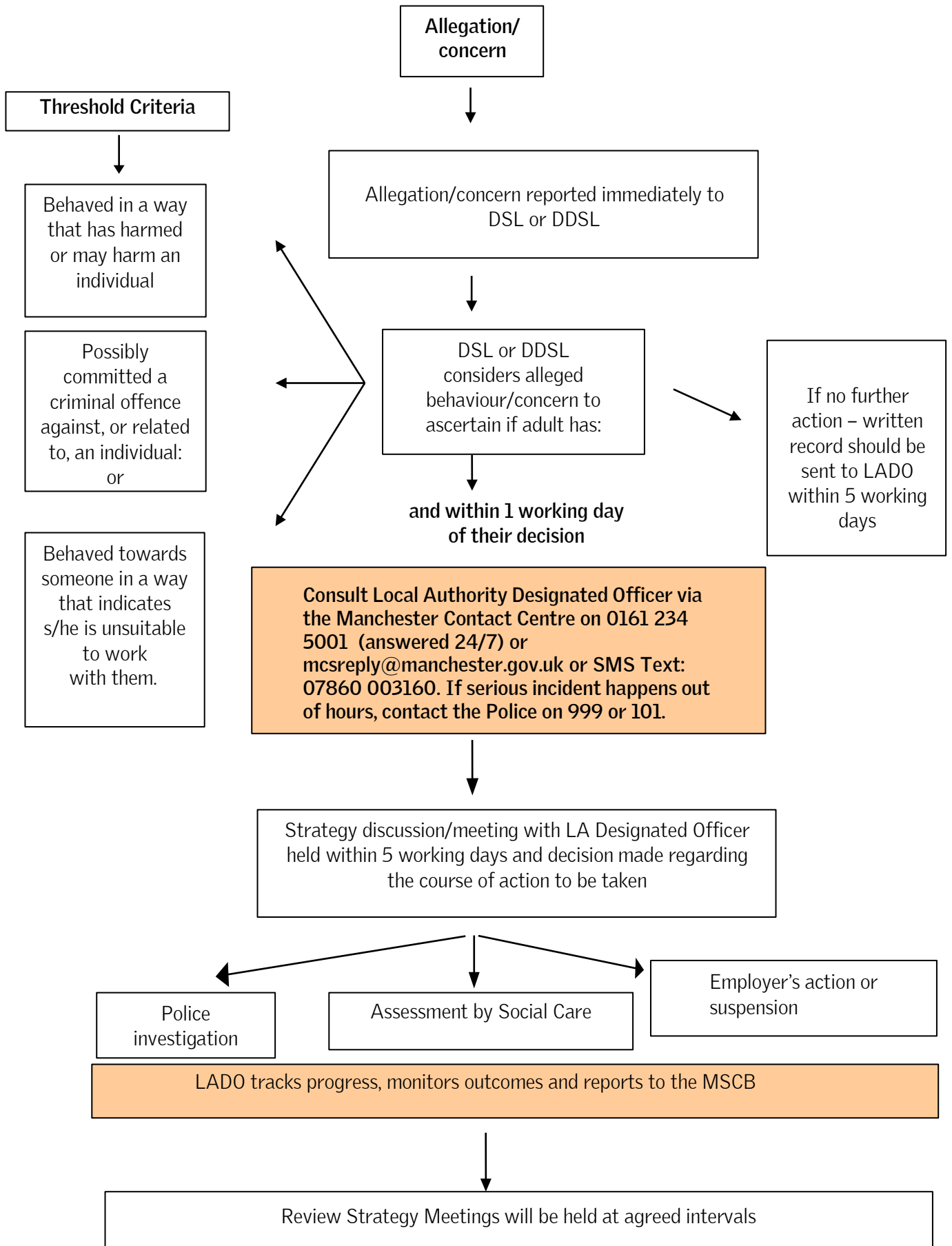
1.2. Key External Contacts

In case of immediate danger	Police Tel 999
Manchester Multi-Agency Safeguarding Hub (MASH) Manchester Contact Centre	Tel: 0161 234 5001 answered 24/7 Email: mcsreply@manchester.gov.uk If including sensitive information, then: socialcare@manchester.gcsx.gov.uk SMS Text: 07860 003160
Designated Officer, Manchester City Council (formerly LADO)	Tel: 0161 234 1214 Complete referral form at: https://www.manchestersafeguardingpartnership.co.uk/resource/lado/ Email referral form within 24 hours of the incident to: quality.assurance@manchester.gov.uk
Manchester Safeguarding Partnership (MSP)	www.manchestersafeguardingpartnership.co.uk
Greater Manchester Safeguarding Partnership (GMSP)	https://www.manchestersafeguardingboards.co.uk/partner/greater-manchester-safeguarding-partnership/ https://greatermanchesterscb.proceduresonline.com/
FGM reporting: non-emergency police contact number	101
Manchester Prevent and Community Cohesion Coordinator	Samiya Butt Email: s.butt@manchester.gov.uk Tel: 0161 234 1489 Non-emergency DfE advice 020 7340 7264 counter-extremism@education.gsi.gov.uk
Channel Team based at GMP Headquarters	Email: channel.project@gmp.police.uk Tel: 0161 856 6362
UK Safer Internet Centre	0344 381 4772 helpline@saferinternet.org.uk

NSPCC whistleblowing helpline	Tel: 0800 028 0285 Email: help@nspcc.org.uk www.nspcc.org.uk/whistleblowing-advice-line
Reporting serious wrongdoing to the Charity Commission	www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer whistleblowing@charitycommission.gsi.gov.uk
Child Exploitation and Online Protection (CEOP)	https://www.ceop.police.uk/safety-centre/
DBS disclosure check	Salford City Council Safe Employment Team (for Hallé applications): Tel: 0161 793 2000 Email: dbs@salford.gov.uk General information: https://www.gov.uk/government/organisations/disclosure-and-barring-service DBS: Helpline: 01325 953795 or dbspartnerships@dbs.gsi.gov.uk DBS Customer Services: 0870 90 90 811 or customerservices@dbs.gsi.gov.uk
Bolton Safeguarding Children Partnership	Referral & Assessment Team 01204 331500 (office hours) Emergency Duty Team: Tel 01204 337777
Bury Children's Safeguarding Partnership	MASH Team Tel 0161-253-5678 (office hours) Emergency Duty Team Tel 0161 253 6606
Cheshire Safeguarding Children Partnership	Cheshire East Consultation Services (ChECS): 0300 123 5012 (office hours) Emergency Duty Team 0300 123 5022 (out of hours) West & Chester, Integrated Access and Referral Team (iART) Tel 0300 123 7047 (office hours) Emergency Duty Team 01244 977 277 (out of hours)
Oldham Safeguarding Children Partnership	MASH team Tel 0161 770 7777 (office hours) Emergency Duty Team Tel 0161 770 6936 Email: child.mash@oldham.gov.uk

Rochdale Safeguarding Children Partnership	Early Help & Safeguarding Hub (eHASH) Tel 0300 303 0440 Email: ehash@rochdale.gov.uk
Salford Safeguarding Children Partnership	The Bridge Partnership Tel 0161 603 4500 Email: worriedaboutachild@salford.gov.uk
Stockport Safeguarding Children Partnership	Tel 0161 217 6028 (office hours) Tel 0161 718 2118 (out of hours)
Tameside Safeguarding Children Partnership	Children's Hub Tel 0161 342 4101 (office hours) Tel 0161 342 2222 (out of hours)
Trafford Strategic Safeguarding Children Partnership	Multi Agency Referral & Assessment Team (MARAT) Tel 0161 912 5125 (office hours) Tel 0161 912 2020 (out of hours)
Wigan	Children's Social Care Team Tel 01942 828300 (office hours) Tel 0161 834 2436 (out of hours)
Department for Education	www.education.gov.uk

Appendix 9: Escalation Procedure



Appendix 10: Further reading

This policy has been developed with regard to the following advice and guidance:

- Working Together to Safeguard Children, HM Government, updated July 2022 (WTSC)
- Greater Manchester Safeguarding Children Procedures Manual
- Keeping Children Safe in Education 2022, DfE September 2022 (KCSIE)
- Review of Sexual Abuse in Schools and Colleges 2021 (Ofsted)
- Domestic Abuse Act 2021
- Disqualification under the Childcare Act 2006, DfE August 2018
- Information sharing: advice for practitioners providing safeguarding service to children, young people, parents and carers, HM Government, July 2018
- Disqualification under the Childcare Act 2006, DfE August 2018
- Educate Against Hate, HM Government 2018
- Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation, DfE February 2017
- Strategy for dealing with safeguarding issues in Charities, Charity Commission December 2017
- Regulatory alert to charities – safeguarding, Charity Commission December 2017
- How to report a serious incident in your charity, Charity Commission June 2019
- Report serious wrongdoing at a charity as a worker or volunteer, Charity Commission October 2018
- Multi-agency statutory guidance on female genital mutilation, HM Government April 2016
- Human Rights Act 1998
- Mental Capacity Act 2005, Chapter 9
- Mental Capacity Act 2007, Code of Practice
- Mental Capacity Act 2007, Deprivation of Liberty safeguards; Code of Practice to supplement the main Mental Capacity Act code of Practice (2008)
- Modern Slavery Act 2015
- Equality Act 2010
- Mental Health Act 2007
- Criminal Justice Act 2003
- Counter Terrorism and Security Act 2015
- Revised Prevent duty guidance for England and Wales, April 2019
- Data Protection Act 2018
- NSPCC Report Remove Tool 2022
- UK Council for Internet Safety (UKCIS) Digital Passport 2022

Hallé Safeguarding Policy: Declaration

I have read the Hallé Safeguarding Policy and agree to abide by the terms of this policy at all times whilst working or volunteering with the Hallé Concerts Society.

.....
Signature

Date

.....
Name – please print

.....
Address

.....
Address

.....
Address

.....
Contact telephone number

Please complete and return to:

Alison Lever
Senior PA
Hallé Concerts Society
The Bridgewater Hall
Manchester
M1 5HA