

## SAFEGUARDING CHILDREN

## Gabrieli Child Protection Policy

**Policy Statement**

The Trustees, Artistic Director and staff of Gabrieli believe that every child and young person who comes into contact with the organisation has at all times and in all a right to feel safe and protected. This Child Protection Policy has been assembled with this statement in mind. It provides guidance to ensure that all young people can flourish in a safe and secure environment.

This policy should be used in conjunction with local multi-agency safeguarding arrangements and procedures as set out by the local safeguarding partners (the local authority, police, and integrated care board).

No child or young person should experience abuse of any kind. Gabrieli recognises both the organisation's and the individual's responsibility to safeguard the welfare of young people through a commitment to exemplary practice as outlined in our policy and procedures.

**We recognise that:**

- The welfare of children and young people is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Children from minority ethnic groups and/or disabled children often face greater barriers with regards to child protection, for example with communication or the impact of discrimination
- Working in partnership with children, young people, their parents, carers and other partner organisations is essential in promoting young people's welfare.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Staff and volunteers should be clear on how to respond appropriately.

**Policy aims**

The aim of Gabrieli's Children and Young People Safeguarding Policy is to promote good practice and to allow all staff to make informed and confident responses to specific protection and safeguarding issues. This policy applies to all staff, including the Artistic Director and the Board of Trustees, paid staff (contracted or freelance) and other workers, and anyone working on behalf of Gabrieli coming into contact with children and young people.

We will seek to safeguard children and young people by:

- adopting child protection guidelines through procedures and a code of conduct for staff, designed to minimise situations where the abuse of children may occur.
- adhering to the requirements of UK legislation in relation to the safeguarding of children and young people.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- sharing information about child protection and best practice with children, young people, parents, staff, volunteers and partner organisations.
- sharing information about concerns with agencies who need to know and involving parents and children appropriately and in line with best practice
- providing effective management for staff through supervision, support and training and through the appointment of a designated child protection officer.

### Early Help & Prevention

Gabrieli recognises the importance of providing early help to children, young people and families as soon as problems emerge. Staff should be alert to the early signs of abuse, neglect, or wider safeguarding concerns and take timely action.

Early help means providing support as soon as a problem emerges at any point in a child's life. All staff should understand their role in identifying emerging concerns, sharing information, and contributing to early help assessments in partnership with other agencies where appropriate.

Gabrieli will work in line with local threshold guidance to determine the appropriate level of support and intervention.

### Our Commitment to keeping children safe

As an organisation and individually as staff and volunteers of Gabrieli, we commit to keeping children safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead, along with a Trustee of the board to take lead responsibility for safeguarding at the highest level in the organisation
- Developing and frequently reviewing our safeguarding and child protection procedures
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- Ensuring children, young people, and their families and/or close contacts know about the organisation's safeguarding and child protection policies and what to do if they have a concern about a child's safety
- Building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance. Gabrieli recognises that timely information sharing is essential for effective safeguarding and that concerns about sharing information must not prevent appropriate information being shared where a child is at risk of harm
- Sharing information lawfully, proportionately, and in a timely manner with relevant agencies, in accordance with safeguarding guidance
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving child, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring that the voice of the child is heard, recorded, and taken seriously in all safeguarding concerns, recognising that children are best placed to describe their own experiences
- Ensuring all staff and volunteers receive safeguarding induction and regular safeguarding training appropriate to their role

## Supporting documents

This policy should be read alongside our organisational policies, procedures, guidance, and other related documents, including:

- Gabrieli's Children and Young People Safeguarding Procedures
- Code of Conduct
- Procedures for Reporting Concerns
- Safeguarding Reporting Template
- Role description for the Designated Safeguarding Lead

## Definitions and abbreviations

For the purposes of this policy, the following definitions and abbreviations shall be used. These are drawn from guidelines from Arts Council England ('Keeping Arts Safe', 2005) and the NSPCC.

*Children and young people:* a child is a person aged under 18. In this document, a 'young person' refers to beneficiaries of Gabrieli's educational and outreach projects, under the age of 25. The term has no legal status – it acknowledges that people aged 18 and over may not think of themselves as 'children'.

*DBS:* the Disclosure and Barring Service.

*Staff:* where the policy refers to 'staff' this includes anyone employed by Gabrieli through the payroll, artists employed on a freelance basis, volunteers, and trustees.

*Partner organisations:* partner organisations refer to any organisation with which Gabrieli arranges a project involving children and young people. This refers to schools, youth choirs and any other youth-focused, corporate, service or professional organisations.

*Safeguarding partners:* the local authority, integrated care board (ICB), and police, who work together to safeguard and promote the welfare of children in a local area.

## Relevant Legislation and Frameworks

This policy is supported by the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Children and Social Work Act 2017
- Working together to safeguard children 2023

## Key contacts

**Designated Safeguarding Lead:** Anna Winstone, Director of Gabrieli Roar  
07709 825807  
anna@gabrieli.com

**Deputy Safeguarding Lead:** Susie York Skinner  
07801 189879  
susie@gabrieli.com

**Trustee Lead for Safeguarding:** Louise Soden, Gabrieli Trustee  
louisemvsoden@gmail.com

**NSPCC Helpline:** 0808 800 5000

Review of policy
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This policy will be reviewed annually and updated in line with changes in legislation and statutory guidance. It will also be reviewed following any significant safeguarding incident or learning outcome. This policy was most recently reviewed on 12 May 2026.

## SAFEGUARDING CHILDREN

# Gabrieli's Children and Young People Safeguarding Procedures

**Roles and responsibilities**

Gabrieli is committed to effective multi-agency working and will cooperate with local authority children's social care, police, health services, and other relevant partners. Where appropriate, Gabrieli staff may be required to contribute to multi-agency safeguarding meetings, share relevant information, and support the implementation of safeguarding plans.

All child protection concerns should be acted upon immediately. If you are concerned that a child or young person might be at risk or is suffering abuse, you should tell the partner organisation involved and Gabrieli's designated child protection lead. The procedure for this can be found in the dedicated 'Procedure for Reporting Concerns'.

**Gabrieli's Designated Safeguarding Lead:**

Anna Winstone, [anna@gabrieli.com](mailto:anna@gabrieli.com), 07709 825807

**If the Designated Lead is not available, speak to the Deputy Safeguarding Lead:**

Susie York Skinner, [susie@gabrieli.com](mailto:susie@gabrieli.com), 07801 189879

The designated safeguarding lead's duties are to:

- Take the lead responsibility within Gabrieli for the protection of children and young people.
- Receive all reports of concerns and refer them as appropriate, whether that be to the partner organisation's Child Protection Officer, to the social services or the police, or to the NSPCC if deemed necessary.
- Organise and record training for Gabrieli staff where relevant.
- Keep confidential records of all incidents.
- Be kept up to date with changes in legislation relating to the safeguarding of children and young people.

**Recruitment of staff**

Gabrieli recognises that anyone may have the potential to abuse children or young people in some way. All due diligence shall be made to ensure that suitable people are recruited.

At an absolute minimum the following reasonable steps shall be followed:

- Gabrieli will apply for Enhanced DBS disclosures for all staff members who will be working with and making decisions on who will be working with children and young people.
- It will be a requirement for all new staff members to have an Enhanced DBS disclosure before they are involved with Gabrieli activity involving children and young people.
- Consent should be obtained from all staff members before applying for an Enhanced Disclosure from the DBS. Anyone who refuses to consent will not work with children and young people as part of a Gabrieli activity and will not be able to make decisions affecting a project involving children or young people.

- Gabrieli will ensure DBS checks are carried out at the point of recruitment and will review safeguarding suitability on an ongoing basis. Staff are encouraged to subscribe to the DBS Update Service to enable status checks where appropriate.
- All members of staff should be clear about their responsibilities and work to an agreed job description wherever possible.
- These guidelines and procedures will be made available to everyone before embarking on activities involving children and young people.
- Gabrieli will not knowingly permit individuals on the Barred Lists administered by the DBS to engage in activity with children and young people.
- Gabrieli may carry out proportionate online searches of shortlisted candidates as part of its commitment to safer recruitment practices.

### Safe working practice

In line with best practice, anyone working directly with children and young people should:

- Receive a copy of all Gabrieli's child protection and safeguarding policy and procedures.
- Understand how to report concerns (see 'Procedures for Reporting Concerns').
- Be updated by Gabrieli where possible on any updates and changes to legislation relating to safeguarding children and young people.
- Be aware of safe working practice by agreeing to the Code of Conduct

### Use of photographs

- Gabrieli will ask partner organisations and individuals for permission for photographs to be taken of participants.
- Partner organisations must give prior written consent for the use of any photographs or video.
- The names of children and young people will not accompany photographs unless Gabrieli has the permission of the parent/guardian.
- Photographs will not be distributed to individuals who do not have permission to use them.

### Online Safety and Digital Communication

Gabrieli recognises the importance of safeguarding children and young people in online environments. All digital communication involving children and young people must be professional, transparent, and in line with Gabrieli's safeguarding expectations.

We will:

- Only use organisational accounts (not personal emails or social media) for communication.
- Obtain written parental/carer consent before any online sessions or digital media sharing.
- Ensure children's full names, images, or personal information are not shared without consent.
- Be aware of risks including online grooming, exploitation, cyberbullying, and the sharing of inappropriate content
- Take steps to minimise risks through appropriate supervision and safe use of digital platforms
- Be aware of emerging online risks, including misinformation, disinformation, and AI-generated content
- Consider appropriate filtering, monitoring, and supervision arrangements where digital platforms are used

## SAFEGUARDING CHILDREN

# Code of Conduct

### Purpose

This behaviour code outlines the conduct that Gabrieli expects from all staff and volunteers. This includes trustees, freelance/contract staff, musicians, interns, students on work placements and anyone who is undertaking duties for the organisation whether paid or unpaid.

The Code of Conduct aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Gabrieli is responsible for making sure everyone taking part in our activities and services has seen, understood, and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

### The role of staff and volunteers

In your role at Gabrieli, you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

### Responsibility

In your role at Gabrieli working and/or interacting with children and young people, you must agree to the following code of conduct:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
- Ensuring equipment is used safely and for its intended purpose
- Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies, and procedures
- Including our policies and procedures for child protection and safeguarding
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Gabrieli's Designated Safeguarding lead, Anna Winstone, Director of Gabrieli Roar
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- This includes behaviour being displayed by an adult or child and directed at anybody of any age.

## Rights

Furthermore, you should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to Gabrieli
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

## Relationships

You should:

- Promote relationships that are based on openness, honesty, trust, and respect
- Avoid favoritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people
  - o If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
  - o If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible
  - o Unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

## Respect

You should:

- Always listen to and respect children
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible.
  - o If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

## Unacceptable behaviour

- When working with children and young people, you must not:
  - Allow concerns or allegations to go unreported
  - Take unnecessary risks
  - Smoke, consume alcohol or use illegal substances
  - Develop inappropriate relationships with children and young people
  - Make inappropriate promises to children and young people
  - Engage in behaviour that is in any way abusive
    - o Including having any form of sexual contact with a child or young person.

- Let children and young people have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people.

### **Upholding this code of conduct**

You should always follow this Code of Conduct and never rely on your reputation or that of Gabrieli to protect you.

If you have behaved inappropriately, you will be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Gabrieli. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Gabrieli's Designated Safeguarding Lead, Anna Winstone, Director of Gabrieli Roar. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

## SAFEGUARDING CHILDREN

# Procedures for Reporting Concerns

### Recognising signs of abuse

It is important that all Gabrieli staff are alert to and recognise signs of child abuse and the ways in which they may come to light. Possible types of abuse might include physical, emotional or sexual abuse, or neglect. Signs of child abuse may come to light in a variety of ways, including unexplained injury, sudden changes in behaviour or extreme behaviour, developmental delay, weight loss or gain and depression.

Safeguarding concerns may also include child criminal exploitation (CCE), child sexual exploitation (CSE), serious violence, domestic abuse, radicalisation, online abuse, bullying, peer-on-peer abuse, forced marriage, honour-based abuse, female genital mutilation (FGM), mental health concerns, and children missing education.

Gabrieli recognises that mental health concerns may, in some cases, be an indicator that a child has experienced or is at risk of abuse, neglect, or exploitation.

### Child-on-Child (Peer-on-Peer) Abuse

Gabrieli recognises that children can abuse other children. This is referred to as child-on-child or peer-on-peer abuse and can include bullying (including online), physical abuse, sexual violence or harassment, and emotional harm.

Such behaviour will be taken seriously, and all concerns will be managed in line with safeguarding procedures.

### What to do if you suspect abuse

It is not the responsibility of Gabrieli staff to decide whether or not child abuse has taken place. However, all staff are required to report any concerns or allegations about the behaviour of colleagues or practices which are likely to put children or young people at risk of abuse or other serious harm by following the procedures outlined below.

Gabrieli assures all staff that it will fully support and protect anyone who in good faith reports their concerns of child abuse or that a colleague is, or may be, abusing a child. Whilst all reports and disclosures have to be shared with those responsible for the child (where appropriate this is likely to include the Child Protection Officer of the relevant partner organisation and the parents) the source of the disclosure will remain confidential wherever possible.

- If a staff member suspects abuse, or if a child or young person makes an allegation or disclosure of abuse, staff are expected to do the following:
- Keep a written log or record of any complaints, conversations or events as well as your response. Staff need to make a note not just of major incidents but also of little incidents or events that make you suspicious or concerned.
- Report as soon as possible (within 24 hours) to the Designated Safeguarding Lead any concerns or allegations about the behaviour of colleagues or practices which are likely to put children or young people at risk of abuse or other serious harm.

- Staff must always discuss concerns with Gabrieli's Designated Safeguarding Lead and not keep them to themselves. Staff are asked not to discuss the matter with anyone else without the agreement of the Designated Safeguarding Lead.
- If the allegation is made against the Designated Safeguarding Lead, you should report your concerns to the Gabrieli Trustee Safeguarding Lead, Louise Soden.
- If there is an injury or accident involving a child or young person, you must make a record of the injury in the 'occurrences/accidents' book. You are expected to make the entry yourself; if someone else makes the entry you must check it and countersign it.
- If a member of staff is worried about sharing concerns about abuse with the Designated Safeguarding Lead or if the matter is serious (e.g. the child is clearly injured) and the Designated Safeguarding Lead or connected Child Protection Officer is not available, they must contact the police, and if necessary, an ambulance.

### **What to do if a child or young person makes an allegation or disclosure of abuse against an adult or another child or young person**

It is possible that a child or young person who is suffering or has suffered abuse will confide in staff. The following action should be taken if someone discloses concerns of abuse:

- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell the story at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to 'keep it a secret'. The first opportunity should be taken to say that this information will have to be shared with others. It should be made clear that only people who need to know will be told and they should be able to help.
- The child or young person should be reassured that they 'did the right thing' in telling someone.
- The child or young person should be told what is going to happen next.
- In confidence, make the Designated Safeguarding Lead aware of the situation
- The person with designated responsibility for child protection in the partner organisation (e.g., teacher in a school or the youth choir leader) should be told immediately.
- As soon as possible a note should be made of what was said, using the person's own words. Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record. Use the dedicated 'Safeguarding Reporting Form' wherever possible.

### **Low-Level Concerns**

Gabrieli recognises the importance of identifying and responding to low-level concerns about adults working with children and young people.

A low-level concern is any concern, no matter how small, that an adult working with children may have acted in a way that:

- is inconsistent with the organisation's Code of Conduct
- creates a sense of unease or doubt
- may indicate unsafe or unprofessional practice

Low-level concerns may include, but are not limited to, inappropriate language, favouritism, boundary issues, or use of personal communication methods.

All low-level concerns should be shared with the Designated Safeguarding Lead and recorded appropriately. This helps to build a culture of openness and supports early identification of potentially harmful behaviour.

### LADO process

All allegations against staff or volunteers that indicate a person may have harmed a child, committed a criminal offence against a child, or behaved in a way that suggests they may pose a risk to children must be reported to the Local Authority Designated Officer (LADO) within one working day.

Gabrieli will not undertake any internal investigation before seeking advice from the LADO.

### Dealing with allegations against staff

Complaints against a member of staff will always and without exception be investigated. Where there is a complaint against a member of staff, the following actions should be taken:

- The same procedures should be followed as outlined under the section headed 'What to do if you suspect abuse'.
- The police and other agencies will be informed in line with appropriate reporting and follow up procedures and policies. If there are reasonable grounds to believe that a criminal offence has been committed, the police must be involved immediately. If the police have not been involved, report the matter to the relevant Social Services Duty Officer if it is felt appropriate.
- Confidentiality of all concerned must be maintained whilst an allegation is being investigated or considered.
- The reporter will not be victimised for expressing concerns about a child or young person, suspected abuse, or a colleague.
- The person making the original report will have to make a statement in writing at the earliest opportunity and must co-operate fully in any investigation.
- The alleged abuser should be suspended on pay from working in the activity with children and young people immediately until the outcome of any investigation is clear.
- All incidents will be investigated internally after any external investigation has finished, to review organisational practice and to put in place any additional measures to prevent a similar thing happening again.
- Gabrieli will consider whether reporting to the DBS is necessary. Gabrieli is obliged by law to report any individual suspected of being unsuitable to work with children and young people to the DBS.

## SAFEGUARDING CHILDREN

# Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to children and/or young people. In an emergency, please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Lead within 24 hours. The form should be completed at the time or immediately following disclosure but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1	Your details – the person completing the form		
Full name			
Position			
Telephone		Email	

2	Details of the child or young person		
Full name			
Address			
Telephone		Email	
Gender		Date of birth	
Is there any information about the child that would be useful to consider?			

3				Contact information for parent/carer			
Full name(s)							
Address							
Telephone				Email			
Gender				Date of birth			
Have they been notified of this incident? Please provide details							

4				Details of the incident			
Date and time of incident							
Are you reporting your own concerns or concerns raised by someone else (please provide details)							
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)							
Child's account of the incident							

Please provide any witness accounts of the incident

5 Other people present or potential witness details			
Full name			
Address			
Telephone		Email	

6 Details of any person involved in this incident or alleged to have caused incident/ injury			
Full name			
Address			
Telephone		Email	

8 Additional relevant information	
Please detail anything else that you believe to be helpful or important	

9 Declaration: I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter			
Signature			
Print Name		Date	
Safeguarding Lead's name		Date reported	