



# **Safeguarding Policy for the Kent Youth Jazz Orchestra**

## **Safeguarding Policy – Kent Youth Jazz Orchestra (KYJO)**

**Commitment to safeguarding:** Kent Youth Jazz Orchestra hereafter referred to as KYJO believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

KYJO is formed of predominantly children aged from 10 years old up to 16 years old, young people aged 16 up to 18 years old and in some cases adults (18+) as we invite KYJO alumni to participate in our activities. The children, young people and adults play musical instruments in the orchestra and participate in educational rehearsals under the direction of a Musical Director and Assistant Musical Director. They also participate in educational Jazz Workshops with invited guest tutors and play in public performances, including concerts and other gigs. KYJO also undertakes domestic and international concert tours that are residential and can last several days. We refer to all the children, young people and adults that play with KYJO as the 'Players'. KYJO always communicates with the player's parents / guardians or responsible adults.

KYJO regularly invites and allows prospective players to join rehearsals on an ad hoc basis and also actively seeks children and young persons to participate in educational jazz workshops. We also invite children, young persons and vulnerable adults to watch KYJO play at concerts and other gigs.

**KYJO is a registered charity, charity number 1149477**

Our activities as listed on the Charity Commission website are:

KYJO IS A NON-PROFIT ORGANISATION CREATED TO PROVIDED TALENTED YOUNG MUSICIANS WITH TUITION AND OPPORTUNITY TO PLAY A MIX OF MODERN COMPOSITION, JAZZ STANDARDS, JAZZ-ROCK, JAZZ-FUNK AND SIMILAR BIG-BAND JAZZ. KYJO PERFORMS AT MAJOR VENUES AND FESTIVALS, APPEARING WITH TOP NAMES IN THE JAZZ WORLD, INCLUDING DIGBY FAIRWEATHER AND ITS PATRONS DEREK NASH & STEVE WATERMAN.

LEARN MORE AT [WWW.KYJO.CO.UK](http://WWW.KYJO.CO.UK)

**KYJO Charity Trustees as of 15<sup>th</sup> February 2022**

John Levett - Ray Russell - Paul Gripper - Audrey Franks

### **Registered Address and Contact Details**

21 BOSVILLE DRIVE  
SEVENOAKS  
KENT  
TN13 3JA

RAY RUSSELL  
Tel: 01732 742213  
Email: [rhmussell@aol.com](mailto:rhmussell@aol.com)  
Website: [www.kyjo.co.uk](http://www.kyjo.co.uk)

## **KYJO Trustees as of 15 February 2022**

John Levett – Chairman

Ray Russell – Treasurer

Audrey Franks – Secretary and Safeguarding Officer

Paul Gripper

## **KYJO Operations Committee**

KYJO is run by a committee of volunteers including but not limited to the trustees. The KYJO Committee contract freelance support from the Musical Director and Assistant Musical Director. To avoid conflict of interest the Musical Director and Assistant Musical Director do not sit on the KYJO Committee but attend KYJO Committee meetings when possible and have significant input in to the direction and scope of KYJO activities. (For clarification the Musical Director and Assistant Musical Director to KYJO are defined as staff in this policy.)

## **About this policy**

- This policy applies to; all players, staff (whether employees or freelancers), volunteers, trustees and anyone working on behalf of KYJO or taking part in KYJO activities.
- The purpose of this policy is to provide players, parents, guardians, responsible adults, staff, volunteers and trustees with the overarching principles that guide our approach to the protection of vulnerable people
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
  - Protect children, young people and vulnerable adults who are; members of, receive services from, or volunteer for, KYJO.
  - Ensure staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
  - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when KYJO undertakes any activity, event or project.

**How KYJO works with vulnerable people:** participation is open to those over 10 years of age. We run regular rehearsals for players and put on jazz workshops as well as concerts for the general public. We also take the players on concert tours in the UK and abroad that are residential and can last several days. As such our involvement with vulnerable people might include, but is not limited to:

- Players in the group who attend rehearsals, jazz workshops, concerts, concert tours in the UK or abroad
- Relatives and friends of players who attend rehearsals, jazz workshops and concerts in a volunteering capacity
- Relatives and friends of players who accompany KYJO on domestic or international concert tours which are residential and can last several days
- Audience members at public concerts

**Named safeguarding person:** Audrey Franks has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Audrey Franks in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Audrey Franks and in line with established procedures and ground rules (see below).

**Procedures and ground rules:** A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

**Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the KYJO Committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

## Safeguarding policy – KYJO –

### Ground rules, ways of working and procedures

This document forms part of the KYJO Safeguarding policy

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This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

#### **Recruitment practices around safeguarding**

If an existing or potential new staff member or volunteer will be working with vulnerable people as part of KYJO activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the KYJO equal opportunities policy.

## Ground rules and ways for working regarding safeguarding of vulnerable people

**When** KYJO organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too when practically possible.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- A DBS checked adult should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

## Working with parents/guardians/responsible adults

The KYJO Registration Form provides written and signed consent from parents/guardians/responsible adults for their child / young person / vulnerable adult to participate in KYJO activities including regular rehearsals, jazz workshops, concerts, gigs and other related activities.

In addition, ongoing e-mail and text message communications between the KYJO Secretary and parents/guardians/responsible adults forms the essential link and informed consent for KYJO Players to participate in those activities throughout the year.

### **Procedures for raising safeguarding concerns and incidents of abuse**

- If any staff member or volunteer in KYJO witnesses, suspects or is informed of a suspected case of abuse they should immediately report it to the named safeguarding officer; Audrey Franks.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the KYJO chairman John Levett or a DBS checked adult: Paul Gripper.
- If an individual wishes to report an incident of abuse against themselves, they should report it to the named safeguarding officer or an individual they trust.

### **Procedures for dealing with concerns and incidents of abuse**

The named safeguarding officer, Audrey Franks (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named safeguarding officer, Audrey Franks (or person reported to in their absence) will:

- Make a note of the concerns reported to them.
- Speak with the KYJO Committee to decide how to handle the reported abuse. Excluding any KYJO committee members who are involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.
  - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
  - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the KYJO committee will cooperate with the police or local authority in dealing with the reported incident.

- Where an internal investigation takes place the KYJO committee will:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the parents/guardians/responsible adults of the person reported as being abused of the incident.
  - Arrange separate meetings with both parties within 14 days of the reported incident. A joint meeting may be arranged if appropriate.
    - Both parties should be given the chance to bring a friend or representative to the meeting.
    - Meetings will be attended by the named safeguarding officer and at least one other committee member.
    - All parties will also be invited to submit a written statement in advance of the meeting.
  - Once meetings have taken place the KYJO committee will decide on next steps and communicate them to all parties in writing within 7 days. They will be either:
    - Escalate the incident to the relevant authority.
    - Further investigation – with established procedures and timelines to work towards a resolution.
    - A decision or resolution.

### **Resolution and disciplinary action**

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests the KYJO.
- Any disciplinary action will be taken in line with the KYJO constitution.



## **Guidance Notes for KYJO Safeguarding Policy**

### General recommendations

- We recommend that NO-ONE, checked or unchecked, is left alone with a young person
- Any person who may reasonably have physical contact with a young person or may be required to, for example, accompany a sick child into the washroom should be given an enhanced disclosure with barred lists check. You should have at least two checked staff that can fill this latter role if the need arises
- If a person's only role is, for example, to serve refreshments from behind a counter and that person will not be left alone with young people, then it is not necessary to have them checked
- If a person's only role is to act as a steward, and that person will not be left alone with or responsible for supervising young people, then it is not necessary to have them checked
- Anyone who is in physical contact or in a position of trust (e.g. a musical director) with young people should have an enhanced check, including a barred list check where eligible
- Ask yourself the following question: 'if I employ this person to undertake this role and they subsequently turn out to have a criminal record, would I or a parent feel I had been negligent in not applying for a DBS check?'

### **KYJO Rehearsals**

NO-ONE, checked or unchecked is left alone with a young person

The door to the rehearsal room remains open at all times

Parents are encouraged to stay and wait in the corridor / observe rehearsal through the open door / window (they are asked not to sit in the rehearsal room)

### **KYJO Jazz Workshops**

NO-ONE, checked or unchecked is left alone with a young person

As far as is possible, doors should remain open and windows clear so that others may see what is happening at all times

Guest Tutors should be accompanied at all times by DBS checked KYJO Staff / Volunteers

## **KYJO Concerts / Gigs**

NO-ONE, checked or unchecked is left alone with a young person

As far as is possible, doors should remain open and windows clear so that others may see what is happening at all times

Players should be allowed to get ready, change in a designated area away from the General Public

Players and their parents, guardians, responsible adults should be given clear information on drop off and collection

Players should stay together and if necessary go to the bathrooms in pairs and not alone when at public venues

KYJO Staff / Volunteers must not offer lifts to Players without the prior consent (by e-mail, text) of their parents, guardians, responsible adults

All KYJO Staff / Volunteers should be aware of their position of influence over young people and ensure nothing in their behaviour can be interpreted as 'grooming' a child, for example offering the allure of prestige, status or reward within KYJO in return for a special relationship

**Directives** will be issued or varied from time to time in line with government regulations at the time (eg Pandemic)