

CHILD PROTECTION AND SAFEGUARD POLICY

GREEN OPERA (GO) works with children, young people and vulnerable adults in schools and community settings. The company is committed to the safety and well-being of all children, young people and vulnerable adults with whom it interacts. We believe that all children have a right to be safe, protected from abuse and able to reach their full potential. The primary concern of all staff must be the interests and safety of children. All staff members have a pastoral duty towards children. The needs of children are paramount and underpin all our educational work. Staff have a duty in the initial identification of possible abuse and in monitoring the development and progress of children who have been identified as being at risk of significant harm. We view Child Protection as more than simply acting when suspicions arise or information is revealed. We also have a vital role to play in ensuring children are safe at all times and in preparing children to resist abuse and to become responsible, caring and confident adults.

This policy statement sets out Good Practice Guidelines for all GO staff, volunteers and trustees, and also freelance personnel working with the organisation. Our guidelines were formulated in line with the NSPCC guidance

DEFINITIONS

- GO uses the word ‘child’ to refer to anyone under the age of 18 years as defined by the Children Act 1989
- In this context, ‘vulnerable adult’ refers to those adults who, for reasons of physical or mental difficulties, are or may be unable to care for themselves adequately.
- ‘GO Learning Projects’ refers to all workshops and other projects, however long or short, as part of the educational and outreach scheme undertaken by GO.
- ‘GO staff’ applies to any freelance musician, workshop leader, employees and contracted staff, volunteer group or trustee working on or attending a GO Learning Project, however long or short.

PRINCIPLES

- On all GO Learning Projects, all children, young people and adults have the right to be safe from harm or abuse
- We respect the right and dignity of every child, young person and adult with whom we work.
- All children, young people and adults will be treated with equal respect, regardless of age, gender, ethnic, origin, cultural background, disability, sexual orientation or religion.
- All GO staff working with children, young people and vulnerable adults have the responsibility to prevent the physical, sexual and emotional abuse of these people, and to take seriously and act upon any allegations or suspicions of abuse or neglect.
- Use of any alcohol, prescription or non-prescription drugs both legal or illegal with a known impairment effect is unacceptable when working with children, young people or vulnerable adults.



CODE OF CONDUCT FOR ALL GO EMPLOYEES

- Treat all children, young people and vulnerable adults with respect
- Provide an example of good conduct that you wish others to follow
- Use appropriate language
- Ensure that whenever possible there is more than one adult present during activities with children, young people or vulnerable adults, or at least that you are within sight or hearing of others.
- Respect a person's right to personal privacy, including handling any confidential information passed on to you on a strictly need to know basis
- Avoid unnecessary physical contact with participants, and be aware that even minor physical contact may be misinterpreted
- Recognise that special caution is required in moments when you are discussing sensitive issues with children, young people or vulnerable adults
- Turn off all personal mobile phones and tablets during activities. Only cameras or recording equipment belonging to the GO Learning Project or a professional photographer (specifically engaged by GO) may be used.
- Do not use personal social media accounts to communicate with children, young people or vulnerable adults via chat or personal message, other than through groups where messages can be seen by all group members.
- Do not accept children, young people or vulnerable adults as friends on personal Facebook profile (or other social media site)
- Do not use your personal Twitter/Instagram accounts to become a follower of children, young people or vulnerable adults and do not encourage them to follow you
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- Refrain from using alcohol or drugs when working with children, young people or vulnerable adults
- Use adult or staff toilet facilities or exercise due caution where mixed facilities are available
- Give positive and constructive feedback rather than negative criticism

ROLES AND RESPONSIBILITIES

- The GO Board assigns GO's Artistic Director overall responsibility for ensuring the implementation and monitoring of its safeguarding procedures relating to all participants on its projects, whether staff, freelance associates or beneficiaries.
- GO's Artistic Director is GO's Designated Safeguarding Lead for mainstage projects; the Education Officer is the Designated Safeguarding Lead for Learning & Participation projects.
- GO's Artistic Director and or Education Officer (dependent on the context) is responsible for considering (in consultation with other GO staff and Board members, where necessary) whether any incidents involving children or vulnerable adults should be reported to social care, the police, the DBS or any other relevant authority.
- GO's Executive Director is responsible for ensuring that appropriate DBS checks are carried out in relation to GO mainstage projects involving children and vulnerable adults, and for making decisions in relation to the suitability of individuals for work with children or vulnerable adults in that context.
- The GO Education Officer is responsible for ensuring that appropriate DBS checks are carried out in relation to GO Learning & Participation projects involving children and vulnerable adults,



and for making decisions in relation to the suitability of individuals for work with children or vulnerable adults in that context.

- Responsibility for the operational aspects of the DBS application process lies with the GO Executive Director.

PROCESSES

- GO staff working on any project and the GO Learning Projects with children, young people or vulnerable adults will be checked through the Disclosure and Barring Service (DBS) when engaged in GO Learning Projects.
- Freelance personnel will supply their current DBS certificate reference number to be checked by GO staff.
- A new DBS check is required every three years or alternatively individuals can sign up to the Update Service which will be re checked every three years (please refer to most recent DBS guidelines).
- GO staff expect the presence of a class teacher, licensed or DBS checked chaperones or parents/guardians when working with children on GO Learning Projects either at a school or other venues.
- GO staff will liaise with schools and venues to ensure that proper risk assessments have been carried out for activities involving children, young people and vulnerable adults, or undertake to carry out risk assessments itself when appropriate.
- GO will seek consent from partners, parents or carers before using any images of children, young people or vulnerable adults in press or publicity material.
- The Designated Child Protection Officers or person with lead responsibility for protection of children, young people and vulnerable adults are GO Artistic Director and the Chairman of GO Board of Trustees.
- Any suspicions or allegations of abuse or neglect should be reported to the GO Artistic Director and the Chairman of GO Board of Trustees.
- The feelings and concerns of any child, young person or vulnerable adults, and those of a parent/carer, will be listened to confidentially and acted upon as appropriate.
- In most circumstances GO freelance associates will not be working alone with children or vulnerable adults participating in a project. Where small group work is taking place on an GO-run project in a school, one of its freelance associates may be alone with children or vulnerable adults for short periods. Where this occurs a member of the GO Learning & Participation team, an accredited staff member of the school or partner organisation or parent must be easily accessible (for example in an adjoining room or corridor). This is to ensure that GO's freelance associates can easily request support and assistance should it be required (for example where children or vulnerable adults are behaving inappropriately or an accident or medical incident has occurred, or if a child or vulnerable adult appears uncomfortable in any way).
- GO staff and freelance associates should always use toilets specifically designated for their use.
- GO staff and freelance associates must maintain professional boundaries at all times. Personal contact details should not be shared with children or vulnerable adults, nor should GO staff or freelance associates communicate with children or vulnerable adults by telephone, email or social networks (this would include, for example, accepting online friend-requests).
- No GO staff or freelance associates should travel alone with children or vulnerable adults (for example by giving them lifts in a car). If exceptional circumstances arise that justify a member of GO staff or one of its freelance associates travelling alone with a child or vulnerable adult, the

approval of a GO member of staff must be sought and GO's Executive Director should be informed as soon as possible and the incident recorded.

- It is not usually appropriate to touch children or vulnerable adults during project work. However, there may be limited circumstances where touch is appropriate. Examples might include explaining a complicated dance movement, or demonstrating a singing posture. GO staff and freelance associates should always seek the permission of the child or vulnerable adult (and their parent or carer, if present) before touching a child.
- Circumstances may arise where a child or vulnerable adult touches a member of GO staff, or one of GO's freelance associates. This might occur for a number of reasons, including where participants have learning difficulties or other special needs. In such situations, the member of GO staff or freelance artist should seek to minimise physical contact, but this should be done in a sensitive manner, appropriate to the circumstances of the individual child or vulnerable adult.
- GO staff and freelance artists should treat all project participants with courtesy and respect, always paying proper regard to their social, emotional, intellectual and physical needs. Shouting at children or vulnerable adults, or other displays of anger or irritation, are never appropriate.
- If project participants are behaving inappropriately GO freelance associates should seek support from an GO member of staff (or, if the project is taking place in a school, a member of school staff).

Out of school workshops:

- Some GO-run workshops take place at either partner organisations or venues hired by GO. On such occasions GO will abide by the Safeguarding Policies established by the venue. In all circumstances, GO will ensure that:
- If one or more workshop leader(s) are left alone with a group of two or more participants in a room, all workshop leaders will be DBS checked and there will be a ratio of 1 adult per 12 children present at all times. Parents /carers/ or group-leaders will be allowed access to the room at all times. No single child shall be left alone with one or more leader(s) at any time.
- GO staff and freelance associates are not allowed to be in the same toilet as a child. Should an GO-associate need to escort a child to a toilet, the Adult must wait outside.
- GO staff and freelance associates must maintain professional boundaries at all times. Personal contact details should not be shared with children or vulnerable adults, nor should GO staff or freelance associates communicate with children or vulnerable adults by telephone, email or social networks (this would include, for example, accepting online friend-requests).
- It is not usually appropriate to touch children or vulnerable adults during project work. However, there may be limited circumstances where touch is appropriate. Examples might include explaining a complicated dance movement, or demonstrating a singing posture. GO staff and freelance associates should always seek the permission of the child or vulnerable adult (and their parent or carer, if present) before touching a child.
- Circumstances may arise where a child or vulnerable adult touches a member of GO staff, or one of GO's freelance associates. This might occur for a number of reasons, including where participants have learning difficulties or other special needs. In such situations, the member of GO staff or freelance artist should seek to minimise physical contact, but this should be done in a sensitive manner, appropriate to the circumstances of the individual child or vulnerable adult.

Children attending GO performances:

- This policy does not cover safeguarding for children and young people and vulnerable people among its audience members – the other beneficiaries of its work.
- GO is dependent on its host venues to ensure adequate access arrangements and health and safety protection for such audience members. GO will abide by the guidance issued by its venues and will work with venue managements to ensure the highest possible standard of care.

PERFORMING CHILDREN

- In each project where children participate on stage in GO performances, GO will designate a Child Protection Officer for the project who will be notified of their position in writing.
- GO's Child Protection Officer will ensure that all local requirements relating to licensing are observed during such performances and will be the main point of contact for the children's chaperones. (In circumstances where such performances take place primarily under the auspices of the children's school or regular activity group, at premises that the school or activity group controls, the school or activity group leader will be primarily responsible for Child Protection and GO will not designate its own Child Protection Officer.)

Chaperones:

- A designated member of the GO staff team will ensure that any person acting as a soloist and under the age 18 is at all times supervised by a parent/guardian or by a registered chaperone.
- Where GO works with a children's choir/ensemble, a designated member of the GO staff team (usually the Learning & Participation Producer) will ensure that schools or any other Partner Institutions/Organisations with responsibility for the children or young/vulnerable performers taking part provide a suitable number of supervisors.
- A minimum ratio of 1 chaperone per 12 children is required.
- Chaperones/supervisors will be required to safeguard the welfare of such performers in GO rehearsals and performances and will control access to dressing room accommodation and toilets while such individuals/ensembles are on the premises.

Dressing Rooms:

- GO will use its best endeavours to provide a private dressing room with en-suite facilities during rehearsals/performances in costume. Should this not be possible, arrangements will be made to ensure that the child never uses a dressing room at the same time as an adult and that the child has complete privacy while changing.
- The management of the GO performance/rehearsal venues are to be informed of the above requirements when any young artists performs with GO.

Toilets:

- GO will use its best endeavours to dedicate a toilet during rehearsals/performances. Should this not be possible, arrangements will be made to ensure that the child never uses a toilet at the same time as an adult and that the child has complete privacy while using the facility.
- The management of the GO performance/rehearsal venues are to be informed of the above requirements when any young artists perform with GO.

Working Time Regulations:

All children who perform on stage or take part in activities produced by GO must work by regulations set by NNCEE – National Network for Children in Employment and Entertainment.

The Children (Performances and Activities) (England) Regulations 2014
Restrictions in relation to all performances

| Provision | Age 0 to 4 | Age 5 to 8 | Age 9 and over |
|---|--|---|---|
| Maximum number of hours at place of performance or rehearsal (Reg.22) | 5 hours | 8 hours | 9.5 hours |
| Earliest and latest permitted times at place of performance or rehearsal (Reg.21) | 7am to 10pm See note (i) | 7am to 11pm See note (i) | 7am to 11pm See note (i) |
| Maximum period of continuous performance or rehearsal (Reg.22) | 30 minutes | 2.5 hours | 2.5 hours |
| Maximum total hours of performance or rehearsal (Reg.22) | 2 hours | 3 hours | 5 hours |
| Minimum intervals for meals and rest (Reg.23) | Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break | If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, must have breaks stated above plus another break of 15 minutes. | If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, must have one meal break of 45 minutes and at least one break of 15 minutes. If present at the place of performance or rehearsal for 8 hours or more, must have breaks stated above plus another break of 15 minutes. |
| Education (Reg.13) | N/A | 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less. | 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less. |
| Minimum break between performances (Reg.23) | 1 hour 30 minutes See note (ii) | 1 hour 30 minutes See note (ii) | 1 hour 30 minutes See note (ii) |

Notes:

- (i) **Chaperone discretion:** The chaperone may allow a licensed child to take part in a performance for a period not exceeding one hour immediately following the latest permitted time (subject to the overall hours limits on that day) provided it appears to them that (a) the welfare of the child will not be prejudiced and (b) the requirement for this arose in circumstances outside the control of the licence holder. (Reg. 29)
- (ii) **Minimum break between performances:** This may be reduced to not less than 45 minutes where the earlier performance or rehearsal is less than one hour in duration and (a) the following performance or rehearsal takes place at the same location or (b) no travel time is required for the child to take part in the following performance or rehearsal. (Reg.23)

- None of GO staff or GO's freelance associates should ever take photographs or video over the course of any project unless this has been specifically authorized by GO's Artistic Director or Education Officer Artist. GO's Executive Director must ensure that all necessary consents have been obtained before authorising the taking of photographs or video footage.
- Photographs or video footage of children or vulnerable adults participating in GO projects will not be taken unless appropriate consent has first been obtained (in the case of children or those unable to indicate their own consent, this should be obtained either from parents or carers or from the school). Where photographs and video footage are taken, care will be taken to ensure that the use of such material does not put any child or vulnerable adults at risk. Such material should not be linked online to the full names of project participants or any other personal information that might put project participants at risk without prior permission from the participants and their parent(s) or carer(s).

RISK ASSESSMENTS

- GO will complete Risk Assessments for all activities in which children and/or vulnerable young adults take part.
- In the event of a Work Experience Placement involving children, young people or vulnerable people, a Risk Assessment will be completed by the GO Department which intends to host the placement. This will be reviewed by the Designated Safeguarding Lead before the placement is confirmed and the placement may not be allowed if the Risk Assessment identifies significant risk.
- All risk assessments will be kept centrally for the duration of the placement.

RECRUITMENT AND SAFEGUARDING

- GO is committed to good practice within recruitment. We seek to recruit staff who respect and value children and who are committed to the highest standard of personal and professional conduct. This goes beyond simply complying with protocols and legislation but extends to attempts to ensure that individuals have an appropriate set of personal and professional values and are committed to promoting the safety and wellbeing of children.
- Safe recruitment and selection practice is essential in safeguarding and protecting children and young people. GO recognises that anyone may have the potential to abuse vulnerable people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them. For those who will be working with these people:
 - Appropriate checks are carried out on new staff and volunteers
 - An application letter and CV must be completed for all roles.
 - The application process will elicit information about an applicant's past and a self-disclosure about any criminal record.
 - All candidates will be interviewed before appointment.
 - Consent must be obtained from an applicant to seek information from the DBS
 - Evidence of identity and two references must be obtained
 - GO has an open-door policy when rehearsing or during a development process, this means at any time a member of staff or safeguarding team member may enter the space to observe the session, without warning. This offers transparency and an opportunity to feedback and reflect on good practice.

- When advertising vacancies, we inform candidates of our Safeguarding policy and that commitment to this policy is a condition of employment and where necessary DBS Checks/certificates will need to be seen or completed prior to commencing employment with GO.
- GO will ensure that any employees or volunteers directly involved in activity concerning children, young people, and vulnerable people, are carefully selected, trained and supervised to provide a safe environment for them, by observing the following principles:
 - Applicants will be required to complete an application process in which they specify any safeguarding training (This policy covers freelance associates involved in activity concerning children, young people and vulnerable adults)
 - Shortlisted candidates will be interviewed by a panel of at least two appropriate staff/trustees
 - Appointment will be conditional on receipt of at least two satisfactory written references
 - GO will provide any relevant safeguarding training
 - Candidates for any roles will meet the appropriate Head of Department in advance of a conditional offer being made
 - DBS checks will be obtained and checked prior to work commencing

Disclosure and Barring Service Checks:

- Anyone employed by GO to engage in “regulated activity” must have undertaken an enhanced DBS check. It is acknowledged that some of GO’s freelance associates may not come within the statutory definition of “regulated activity” (because the work they undertake with children or vulnerable adults may not take place every week or for more than three days in a 30-day period). However, GO’s expectation is that all GO staff and freelance associates who work with children and vulnerable adults should be subject to an enhanced DBS check (even if they are not in “regulated activity”).
- GO will facilitate appropriate checks for all GO staff and freelance associates including paying the necessary application fee. However, where a member of GO staff or a GO freelance associate already has an enhanced DBS check for the appropriate workforce (i.e. children or vulnerable adults) from a previous employer or other organisation and has already subscribed to the DBS update service, no further DBS check will be required.
- GO will undertake a free online check (provided the member of GO staff or the GO freelance associate gives their permission and discloses a copy of their DBS certificate). Where GO staff or freelance associates have not subscribed to the DBS update service, a fresh DBS check will need to be undertaken in respect of their work at GO.
- All DBS checks must be renewed (or a further online check be carried out via the DBS update service) at least every three years. DBS checks may be repeated more frequently than every three years where it is reasonably practicable and cost-effective to do so (for example where freelance associates have subscribed to the DBS update service).
- In the case of a one-off performance within a school (e.g. an education opera during the spring tour), GO artists are not required by law to hold a valid DBS check. The artists will be accompanied by staff members from the school at all times and will never be left in a one-on-one situation with a child.

Situations where it is impractical to obtain an enhanced DBS check:

- In exceptional circumstances, where there are valid reasons why it has not been possible to obtain an enhanced DBS check in time for a project, the Artistic Director and/or the Education Officer may, in consultation with any other partners involved in the project, decide that the GO freelance associate concerned should be permitted to take part in a particular project. This is

entirely a matter for the discretion of the Artistic Director / Education Officer and any other partners. Where a GO freelance associate without an enhanced DBS check is permitted to take part in a project, their work with children or vulnerable adults will be supervised at all times preferably by a member or staff from the school or partner institution, or if unavailable by a member of GO staff with an enhanced DBS check.

- GO staff and freelance associates must never engage in “regulated activity” unless they have undergone an enhanced DBS check.

Assessing information disclosed as a result of a DBS check:

- In the event of a DBS check disclosing information relevant to the individual’s suitability to work with children or vulnerable adults, the certificate information will be retained until a decision regarding the individual’s suitability to work with children or vulnerable adults has been determined. Responsibility for decisions concerning an individual’s suitability to work with children or vulnerable adults rests with the GO Education Officer.
- GO’s policy in relation to the storage and retention of information relating to DBS checks is set out in Appendix 2 and forms part of its broader Data Protection Policy.

Induction and training of GO Employees:

- All employees are given details of this policy including how to report a concern.
- All employees in contact with children and / or young people and vulnerable adults will be given training in safeguarding where appropriate.

RECOGNISING THE SIGNS OF ABUSE OR NEGLECT

- Child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
- You should always be alert to possible signs of abuse or neglect and raise any concerns with GO’s Executive Director or Associate Artist (Learning & Participation) - or the Designated Safeguarding Lead for any Partner Organisation/ Institution. Abuse can take many different forms, including emotional abuse, neglect, physical abuse and sexual abuse. A good source of advice about the different types of child abuse and possible signs and symptoms of child abuse is the NSPCC website:
<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

You can become aware of the actual or alleged harm to, or abuse of, a child in a variety of ways:

- A child tells you
- The child’s play behaviour
- The child’s appearance, including injuries
- The child’s interaction with parent/carer
- Someone else tells you that they suspect a child is being abused
- The behaviour of another adult towards a child
- You may observe harmful behaviour between a child and adult or between children

There are four broad categories of child abuse and neglect:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse

All staff, volunteers and freelancers should be familiar with the definitions and indicators of abuse and neglect.

Disclosures of abuse and reporting procedures:

- It is possible that, during a GO activity, a child or vulnerable adult might make a disclosure of abuse or of information that might be an indicator of possible abuse. It is important that GO staff and freelance associates know how to respond appropriately to such disclosures. GO staff and freelance associates should follow these guidelines:
 1. Stay calm.
 2. Listen carefully to what is said and show that you are taking it seriously.
 3. Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
 4. Tell the child or vulnerable adult that the matter will only be disclosed to those who need to know about it.
 5. Allow the child or vulnerable adult to continue at their own pace.
 6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
 7. Reassure the child/vulnerable adult that they were right to tell you
 8. Tell them what you will do next, and with whom the information will be shared (in the first instance this will be GO's Artistic Director or Education Officer – or, in a school, community or care establishment setting, the Designated Safeguarding Lead responsible for the child/vulnerable adult concerned on behalf of the Partner Institution).
 9. Make no judgement about what you have heard
 10. Record in writing what was said, using the child or vulnerable adult's own words, as soon as possible
 - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
 11. You should also record in writing any incident of abuse or potential abuse you witness in the course of your work for GO and alert GO's Artistic Director or Education Officer– or the Designated Safeguarding Lead for any Partner Organisation/Institution.
 12. Remember that while you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional agencies, following a referral from either GO's Artistic Director or Education Officer– or the Designated Safeguarding Lead for any Partner Organisation/Institution.

How to report a concern:

- As already stated, any concerns about the welfare of a child or vulnerable adult or possible abuse (including disclosures of abuse or incidents of possible abuse) should be raised in the first instance with GO's Artistic Director or Education Officer.
If neither is immediately available, any concerns should be raised with the GO's Executive Director. Such concerns should also be raised with the Designated Safeguarding Lead for any Partner Organisation/ Institution.

Referrals to social services:

Where a child or vulnerable adult is believed to be at risk of immediate serious harm, an immediate referral should be made to the relevant social services. Anyone can make such a referral but, where practicable, GO's Artistic Director or Education Officer– or the Designated Safeguarding Lead for any Partner Organisation/Institution. They may consult the Designated Safeguarding Lead of any Partner Organisation/Institution before making such a referral – in which case, that person may be agreed to be the most appropriate to make the referral.



Where there is no risk of immediate serious harm to a child or vulnerable adult but there are concerns about a child or vulnerable adult's welfare, then GO's Artistic Director or Education Officer should decide whether or not a referral to social services is appropriate, in consultation with the Designated Safeguarding Lead at any Partner Organisation/ Institution and, where appropriate, members of the GO Board. The reasons for any decision to refer (or not refer) should be carefully recorded, along with the names of those consulted when making the decision.

- Where a criminal offence is suspected, it will normally be for social services to consider the situation and refer the matter to the police, if necessary.
- Any member of GO staff or any of GO's freelance associates who considers that a situation has not been adequately addressed should press for reconsideration of their concerns. To do this, they may have recourse to GO's Complaints Procedure

Whistleblowing:

- GO encourages all members of staff to raise any concerns that they may have about the conduct of others in the organization in relation to any suspected instances of fraud, misconduct or wrongdoing. The GO whistleblowing policy and procedures sets out the GO's position in these matters and lays out a procedure for individuals to raise any concerns and how those concerns will be dealt with.

Important contact information:

- NSPCC Helpline – 08088005000
- If the child, young person or vulnerable young adult are in immediate danger please call 999

IMPLICATIONS

- Copies of this policy will be made available to all GO staff, as well as GO freelance associates undertaking project work with children and vulnerable adults
- GO (employed) staff will receive regular training based on this policy; GO staff and freelance associates directly involved in each of our projects with children and vulnerable adults will receive thorough briefing on safeguarding prior to their first meeting with them
- This safeguarding policy is subject to annual review – to be led by the Artistic Director

CONFIDENTIALITY

- GO has a responsibility to share relevant information about the protection of children. If a child confides in a member of staff and request that the information is kept secret, it is important that the member of staff tells the child sensitively that h/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.
- Members of staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Staff can contact the Executive Director for clarification.

APPENDIX 1

GOOD PRACTICE GUIDELINES

Children engaged to participate in GO performances:

- In each project where children participate on stage in GO performances, GO will designate a Child Protection Officer for the project who will be notified of their position in writing.
- GO's Child Protection Officer will ensure that all local requirements relating to licensing are observed during such performances and will be the main point of contact for the children's chaperones. (In circumstances where such performances take place primarily under the auspices of the children's school or regular activity group, at premises that the school or activity group controls, the school or activity group leader will be primarily responsible for Child Protection and GO will not designate its own Child Protection Officer.)

Considerations when working online:

- GO planning for online or distance learning activities will always include the safeguarding team and school's safeguarding team as part of the planning process.
- GO workshop leaders will remind children at the start of the session not to share personal information in the comments or in questions.
- GO will ensure that they use safe platforms for any online workshops. We work using zoom but participants can only join these meetings with a password that has been emailed to the school or parents of the participants. We use a unique meeting ID for each workshop and a waiting room to ensure that only participants who have registered can join.
- Participants are required to keep their cameras on at all times to ensure that GO is aware of who is participating at all times.
- Should we wish to record the session, permission will be gained from all participants.
- Children participating from home will be required to be supervised by an adult and leave the door to the room in which they are participating open at all times.
- Workshop leaders are required to use an appropriate background and space for the workshop. We ask leaders to either use a blank wall or to blur the background. The rooms the leaders are using are always checked in advance of the workshop.
- Workshop leaders are provided with access to the GO zoom account to prevent them from using personal accounts.

APPENDIX 2

GO POLICY IN RELATION TO THE STORAGE AND RETENTION OF INFORMATION RELATING TO DBS CHECKS

- All information held in connection with this policy will be held and processed lawfully in accordance with the Data Protection Act 1998. Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- Information received in connection with DBS checks is treated as sensitive personal data and is confidential, with access strictly limited only to those members of staff who require it. In most cases this is limited to GO's Executive Director, Associate Artist (Learning & Participation) and the Learning & Participation Producer and designated members of GO's staff team.

- All DBS check information will be stored securely in lockable cabinets and/or password-protected computer files with limited access. If a DBS check is 'clean', the only information retained will be the date of the check, the reference number and the fact that it was 'clean'.
- In the event of a DBS check disclosing information relevant to the individual's suitability to work with children or vulnerable adults, the certificate information will be retained until a decision regarding the individual's suitability to work with children or vulnerable adults has been determined.
- Responsibility for decisions concerning an individual's suitability to work with children or vulnerable adults rests with GO's Artistic Director (for mainstage projects) and Education Officer (for Learning & Participation Projects).
- The certificate information will then be held for a further period of up to six months to allow for the resolution of any disputes after which the certificate information will be securely destroyed. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the provisions of the Data Protection Act and the human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.
- GO will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a DBS certificate after the six-month retention period has elapsed. However, we may keep a record of the date of issue of a certificate (or the date of any online check undertaken via the DBS Update Service), the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Sharing with third parties:

- GO will not share DBS certificate information with third parties other than to confirm that a DBS check has been carried out and that the individual concerned has been cleared to work with children or vulnerable adults. In particular, GO will not inform a third party whether or not a check was 'clean'.

GO CONTACTS

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