GARSINGTON OPERA

AT WORMSLEY

SAFEGUARDING POLICY

CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Document control

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Applies to	The policy applies to all contingent staff and artists, paid or unpaid at Garsington Opera, as well as partner organisations and their staff engaged in Garsington Opera activities.

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Application of this policy

This policy is related to safeguarding children, young people, and vulnerable adults. Matters related to staff, such as bullying and harassment, are managed by HR. These policies can be found on the Garsington Opera website or within the General Information drive.

Who does this policy apply to?

This policy applies to all staff, participants, and freelancers in any capacity, paid or unpaid, and includes third-party contractors. It is also relevant to people we engage with, including children and their parents/guardians.
The policy is fully supported by the Board of Trustees, the Chief Executive and the Senior Management Team.

Context

Garsington Opera is a charitable company limited by guarantee, with its registered office at Garsington Studios, Stokenchurch HP14 3YF. Its Company registration number is 02567390, and its charity registration number is 1003042. The Charity Commission regulates Garsington Opera. Garsington Opera has two subsidiaries, Garsington Enterprises Limited and Garsington Opera Productions Limited, which are covered by this policy.

Garsington Opera works from its studios and auditorium on the Wormsley Estate in Stokenchurch. On occasion, productions may tour to other locations in the United Kingdom.

Garsington Opera produces an annual opera festival and delivers a significant Learning and Participation programme working with local schools, children, young people, and adults. Some opera productions include children licenced to perform under The Children (Performances and Activities) (England) Regulations 2014. Licensing for Garsington is either through a 'Body of Persons Approval' (BOPA) from Buckinghamshire Council or an individual licence from the child's local authority.

There are approximately 25 permanently contracted staff at Garsington Opera, with additional casual staff, freelancers, and volunteers. A small number of staff are also contracted through third-party organisations (cleaning, catering, etc.).

Equal opportunities statement

Garsington Opera is committed to providing equity of opportunity and protection from abuse for all, which aligns with our commitment to diversity and inclusion.

Comments and actions that contribute to discrimination, harassment, or victimisation are not acceptable and will be challenged. Such incidents involving children will be recorded and shared with parents and carers and for those involving vulnerable adults, their next of kin, and the relevant agencies when necessary and appropriate.

Policy Aim

Garsington Opera aims to implement the principles of the Government's 'Working Together to Safeguard Children' guidance, which underpins child protection and safeguarding in England, The Care Act 2014. The guidance also includes guidelines from the NSPCC and other sources, such as NNCEE (National Network for Children in Employment and Entertainment) and Keeping Children Safe in Education (September 2026).

Its purpose is to:

- Demonstrate its commitment to the welfare of children, young people, vulnerable adults and staff.
- Outline the legal requirements, organisational procedures and best practice for protecting and safeguarding children, young people and vulnerable adults.

The policy has two aspects of intervention:

- PROACTIVE/PREVENTATIVE – providing guidance to ensure steps are taken to reduce the likelihood of harm or abuse to children and/or vulnerable adults.
- REACTIVE/RESPONSIVE – ensuring plans are in place to respond to concerns of harm or abuse, to ensure the child/adult at risk is supported, and Garsington Opera reviews and puts measures in place to prevent this situation happening again.

Proactive/preventative measures are in place for different scenarios. It is essential we plan and risk assess all our work with children, young people and vulnerable adults. While background checks are in place where appropriate for those working closely with children, young people and vulnerable adults, this is part of a broader matrix of measures which are in place.

Garsington Opera endeavours to provide a safe and friendly environment. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

Policy statement for protecting children, young people and vulnerable adults

Garsington Opera believes that safeguarding is everyone's responsibility. We recognise that the care, protection and welfare of children, young people and vulnerable adults is paramount and that these groups have the right to be protected from all types of harm.

Garsington Opera has a fundamental duty of care towards all children, young people, and vulnerable adults who participate in Garsington Opera activities, whether as performers, visitors, or through an activity or project. This applies to everything Garsington Opera does, regardless of where it is delivered, and includes online/digital delivery.

Garsington Opera is committed to:

- Valuing, respecting and listening to children, young people and vulnerable adults; preventing anything which contradicts their dignity and rights;
- Developing and maintaining appropriate systems to protect children, young people and vulnerable adults from abuse;
- Training staff to ensure there is a common understanding of recognising abuse and reporting concerns;
- Sharing information about concerns with appropriate agencies, involving children and parents as appropriate, while maintaining confidentiality;
- Developing an environment of safety and security, operating according to guidelines for the care of children in stage performances and local Safeguarding Partnership and Board policies and procedures.

The following principles guide Garsington Opera's work:

- Considering the best interests and welfare of children, young people and vulnerable adults as paramount and are factored into decision-making;
- Ensuring a child-centred and rights-based approach is used to ensure children and young people are in focus during planning, delivery and performances;
- Ensuring an at-risk adults-centred and rights-based approach is used to ensure at-risk adults are in focus during planning, delivery and performances;
- Maintaining strict confidentiality to ensure sensitive personal data is protected, and people will be informed about issues on a need-to-know basis;
- Recognising elements of risk and taking all necessary steps to reduce this risk;
- Ensuring suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately and that all staff know how to report an issue.

Glossary and definitions used in this policy

Children and Young People:

The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

Vulnerable adults:

This Policy will also relate to vulnerable adults, as similar care and protection principles apply to this group.

An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect.

Young Performers:

Young people (Under 18) engaged by Garsington Opera to perform a specific role as a part of a production.

Garsington Opera employees/staff and artists:

Those employed on a permanent or fixed-term basis.

Contingent workforce:

Guest artists, freelancers, casuals, volunteers, work experience, contractors.

Trustee:

The Board of Trustees lead Garsington Opera and decide how it is run.

Everyone has a duty of care to safeguard and promote the welfare of children, young people and vulnerable adults. They must maintain professional standards of behaviour, so they feel safe and supported. Sadly, misunderstandings can and do occur, and can have severe consequences for staff. The following guidance should be applied to your working life. You should recognise that a failure to do so may result in formal disciplinary action.

Regardless of their role, all staff at Garsington Opera must read and act upon the Safeguarding Policy, always speak up about any safeguarding concern, and read and understand the Whistleblowing Policy.

You should treat everyone with respect and dignity, regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity. Do not use language or other behaviour to humiliate, demean or undermine a child and do not use swear words when they are present. Be especially careful of the use of sarcasm, as this can be misinterpreted.

To protect yourself, it is important that you always act professionally and transparently around children and are careful not to behave in a way that could reasonably be subject to misinterpretation.

Do not meet children you have interacted with through Garsington Opera socially in person or online and do not share personal information such as phone numbers. Do not accept gifts or hospitality from children, young people, parents or guardians.

Time and attention must be allocated on a needs basis. No rewards or gifts should be given to single out individuals, as this might be construed as grooming. Giving gifts can be misinterpreted and may be considered bribery or grooming. It is important to discuss any gifts or rewards used in your professional life with your line manager to ensure that they are acceptable.

Should you become aware that a child is behaving towards you in a way that suggests that they may have become infatuated, you must ensure your own behaviour cannot be subject to misinterpretation. Advise your line manager and/or the safeguarding manager immediately so that appropriate and sensitive action can be taken. It is never appropriate for a member of staff to have a personal or sexual relationship with a child or young person.

Avoid unnecessary or inappropriate physical contact with a child.

If at any point you feel concerned about a situation that might compromise your professional standing, or you are concerned about the behaviour of another adult or child, talk to your line manager, the Designated Safeguarding Lead (DSL) or one of the Deputies (DDSL).

Why do we need a policy to safeguard children, young people and vulnerable adults?

Government guidance is clear that all organisations working with children, young people, vulnerable adults, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and vulnerable adults can also abuse and that such incidents fall into the remit of this policy.

In the case of contractors, visiting companies, creatives and consultants, it is incumbent upon the relevant Head of Department that all appropriate persons are made aware of this policy and comply with it.

Everyone who works with or deals with children or vulnerable adults in Garsington Opera in any capacity must read and ensure they understand this policy and are aware of and implement the procedures and protocols relevant to their role.

To undertake these responsibilities, we have:

- senior managers committed to safeguarding
- clear guidance on people's responsibilities and accountability
- a culture of listening to children, young people and vulnerable adults
- procedures for safeguarding children, young people, and vulnerable adults
- procedures for dealing with allegations against, and concerns about, any personnel
- mandatory induction and further safeguarding training for staff in contact with children, young people and vulnerable adults for staff, paid and unpaid

In the context of this policy, when we talk about 'safeguarding' or 'protecting' we do not mean preventing accidents as this is covered by Health and Safety.

This policy is mandatory and must be applied in all situations where Garsington Opera works with children, young people or vulnerable adults, and all efforts must be made to comply with this policy.

Related policies

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, vulnerable adults, parents and carers.

We fully endorse the principal of the welfare of children, young people and vulnerable adults, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a need-to-know basis.

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the DSL or DDSL,

Data Protection

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within Garsington Opera, which will affect others in an illegal and or harmful way.

Garsington Opera organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and vulnerable adults as soon as possible with the DSL or DDSL.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and/or the Charity Commission.

Roles and responsibilities

Garsington Opera has specific legal obligations under UK law related to children, young people, and vulnerable adults. We are required to report any serious safeguarding incident to the Charity Commission, and failure to report could result in regulatory action.

Garsington Opera has a duty of care for any child, young person, or adult at risk with whom it interacts, regardless of the nature of the interaction, as well as a responsibility to act in the person's best interests if it becomes aware of a risk of harm. This is the case even if the risk lies away from Garsington Opera.

Everyone shares responsibility for promoting the welfare of children, young people, and vulnerable adults regardless of their specific role. The Senior Management Team is accountable for safeguarding within their area of work and reports to the Board of Trustees, who hold ultimate accountability for safeguarding at Garsington Opera.

Designated Safeguarding Lead and Deputy Designated Safeguarding Lead

The role of the Lead and Deputy Safeguarding Leads at Garsington Opera is to oversee and ensure that our safeguarding policy is fully implemented.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- arranging training for all staff

One of the DDSLs should be available to support or cover for the DSL. They will also handle any complaints or allegations against the Lead for Safeguarding if appropriate.

Safeguarding Trustee			
Executive Director responsible for safeguarding			
Ben Weston			
Designated Safeguarding Lead			
Pippa Adamson	Chief Operating Officer	Pippa1@garsingtonopera.org	07702 622073
Deputy Designated Safeguarding Leads			
Michelle Williams	Director of Artistic Administration	michelle@garsingtonopera.org	07802 875501
Judy Knowles	Director of Learning & Participation	judy@garsingtonopera.org	07443 743425
Shared Safeguarding Team email (for DSL and DDSL)		safeguarding@garsingtonopera.org	

Line of Accountability for Safeguarding

Everybody working for Garsington Opera, whether as a permanent, casual or freelance member of staff, or as a volunteer, and regardless of seniority or role, has a responsibility to safeguard children, young people and vulnerable adults. Everyone must be vigilant to the signs that may indicate harm or a risk of harm, and must report any disclosures or concerns, as soon as possible, through the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

The responsibility for safeguarding at board is shared between members. Safeguarding is on the organisation's risk register. Garsington Opera must comply with the PREVENT Duty.

Induction and Training

All permanent staff complete an induction which includes safeguarding, and sign to record they have received and understood this policy.

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible.

To eliminate safeguarding risk, we need embedded measures across all our work, and safeguarding needs to be understood by all staff and contingent workers.

Recognising abuse in children, young people and vulnerable adults

Abuse can happen in different settings (home, community, youth group, school, hospital) and the perpetrator is normally someone known to the child, such as a family member, youth worker, or teacher. Abuse can also happen in an environment such as Garsington Opera where we work with children as performers, audiences, in workshops and so on. It is essential that all staff understand the signs and symptoms of abuse, regardless of their role, and know how to report concerns.

For details of types of abuse, see Appendix 1.

Responding to allegations and concerns

Garsington Opera has a duty of care to ensure we respond appropriately to situations of actual or suspected abuse, with the primary focus being the best interest of the child, young person, or adult at risk who is the victim of abuse or alleged abuse.

All allegations or concerns must be taken seriously, regardless of who the alleged perpetrator and alleged victim(s) are, and regardless of the situation.

Further information can be found in:

Appendix 2: Handing a Disclosure

Appendix 3: Handling Allegations

Appendix 4: Reporting a Concern or Disclosure (form)

Appendix 5: Garsington Opera reporting system

How to report a concern

We have a duty of care to ensure we respond appropriately to situations of actual or reported harm.

If a child, young person or vulnerable adult is NOT in immediate danger or harm, speak to the DSL or DDSL straight away or as soon as possible within 24 hours, providing details of the disclosure (see Appendix Four).

If as child, young person or vulnerable adult IS in immediate danger, speak to the DSL or DDSL who will contact the police. If the DSL or DDSL are not available, dial 999 immediately. You should also contact the relevant local authority immediately (see Appendix 5 for contact details).

Where a referral is made directly, you should inform the DSL or DDSL immediately that a referral has been made.

If there are any concerns regarding FGM, these should be reported directly to the police.

Low level concerns

Low level concerns refer to any concern, doubt or worry that a staff member, volunteer or contractor may have about a child, young person or vulnerable adult that:

- does not meet the harm threshold for referral
- conflicts with the organisation's code of conduct or professional standards
- may incur inside or outside of the workplace.

Examples might include humiliating a child with inappropriate language, minor breeches of professional boundaries, a child who isn't eating meals.

Reporting and responding to these concerns is crucial because it promotes a culture of safeguarding, prevents escalation into more serious misconducts, supports DSL and DDSLs to pull together a fuller picture of a situation, can highlight training needs or gaps and protects staff from potential misunderstandings or false allegations.

If you have a low level concern, please report it to the DSL or DDSL.

How we work

Performance activities

Children, young people and vulnerable adults may be contracted to perform at Garsington Opera or during a project elsewhere in England. For performance related activities, the following additional measures are in place:

- The activity is covered by a licence, exemption or via a Body Of Persons Approval (BOPA). This includes a detailed risk assessment related to the activity which is submitted to the licensing authority
- Professional licenced chaperones from our team of chaperones are assigned to the production or project
- Chaperones work to the guideless as laid out in the Chaperone Handbook and undertake their work with the child's best interests at the centre of everything they do
- Health and Safety and stage inductions are completed to ensure the children, young people and vulnerable adults understand the stage area and know the stage manager.

Lone and One to One Working

We will avoid lone working, one to one working with children, young people and vulnerable adults whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- the care or activity provided is suitable for one to one working,
- the lone worker has been recruited, trained and supervise to undertake this particular role,
- that health and safety issues have been identified and recommendations followed,

- safeguards are in place to protect individual's rights to safe working practice,
- safeguards are in place in relation to strategies for emergency situations,
- relevant business insurance is in place for use of personal vehicles,
- accurate and relevant written recording is maintained following any care and activity, signed and dated.

Equality and reasonable adjustments

Garsington Opera is committed to respecting the rights of children, young people and vulnerable adults who have protected characteristics and will make reasonable adjustments to ensure that our provision is open to all.

Online safeguarding

Garsington Opera is committed to respecting the rights of children, young people and vulnerable adults featured in its online communications, the correct handling of data, and enabling a safe online environment for all users.

Garsington Opera works in the digital space and captures and communicates content online to and about children and young people. We recognise that while the online world has huge benefits, there are also significant risks which must be addressed to ensure we are keeping the people we work with safe from harm.

Social Media

We recognise that children and young people may follow artists' professional social media sites, however staff and artists are advised against any interaction with children and young people other than in the public domain.

3rd Party Venue Hire

All third-party venue hires are required to ensure that children, young people, and vulnerable adults are protected at all times by taking all reasonable steps to keep them safe from harm and abuse and carrying full public liability insurance.

This means that:

- they will comply with this Safeguarding Policy unless they already have an equivalent;
- they will provide Garsington Opera with a copy of their organisation's Safeguarding Policy/ies or if they do not have one adopt Garsington Opera policy;
- they will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by using safe recruitment processes, including disclosures from the Disclosure and Barring Service where eligible,
- they will keep a list of the names of all paid and voluntary workers with regular and direct contact with children, young people and/or vulnerable adults, and update it annually;
- no person under the age of 18 years will be left in charge of any children young people or vulnerable adults of any age;

- no child or group of children or young people and/or vulnerable adults should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- they will be required to inform Garsington Opera Safeguarding Manager within 24 hours of any incidents or allegations of abuse or causes of concern.

Codes of conduct

Garsington Opera has a code of conduct which lays out expectations for employees, freelancers, volunteers and participants. The code is sectioned to provide age appropriate guidance and can be found on the website under Policies.

For ease of use, two quick guides have been developed for both adults and young people. These are shown in Appendix 7.

Appendix 1: Types of abuse

The following is for guidance only. It is important to be observant, listen and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Abuse related to faith or belief
- Alcohol and substance misuse
- Breast ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Honor based abuse
- Misogyny
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking

Appendix 2: Handling a disclosure from a child, young person or adult at risk

Anyone receiving a disclosure must follow this guidance.

Receive:

- Listen to what is being said without displaying shock or disbelief. Reacting negatively may cause the child, young person or adult at risk to shut down.
- Accept what is being said without judgement.
- Allow the child, young person or adult at risk the space to talk without asking too many questions.
- Use open questions and not leading questions
- Take them seriously.

Reassure:

- Reassure the child, young person or adult at risk, as far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now".
- Tell them they did nothing wrong by talking to you and you take it seriously.
- Don't promise confidentiality. You have a duty to report your concerns.
- Tell the child, young person or adult at risk that you need to tell others, but only those whose job it is to help them.
- Acknowledge how difficult it must have been to talk and how brave they have been – it takes a lot to come forward about abuse.

React:

- Listen quietly, carefully and patiently. Do not assume, speculate or jump to conclusions.
- Do not investigate, interrogate or decide if the child, young person or adult at risk is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation.
- Let the child, young person or adult at risk explain to you in his or her own words what happened, don't ask leading questions.
- You may ask if they have been harmed and what the nature of the harm is
- Ask open questions like "Is there anything else that you want to tell me?"
- Communicate with the child, young person or adult at risk in a way that is appropriate to their age. This is especially important for those with specific needs and/or for those whose mother tongue is not English.

- Do not ask the child, young person or adult at risk to repeat what they have told you to another member of staff. Explain what you will do next and who you have to talk to.
- Seek advice from the DSL or DDSL.
- In an emergency, seek help and contact relevant local authorities including police and social services
- Support the child, young person or adult at risk, they will continue to look to you for support since you know about the situation, and the child will see you as a safe person.

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- Recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
    - what has been monitored/observed
    - what has been said and by whom
    - what has given cause for concern
    - what action has and/or will be taken including the reason for those actions
    - the reason stated for no action being taken and by whom
- non-judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the DSL or DDSL
- stored safely and securely by the DSL or DDSL

Any disclosure should be handled on a need-to-know basis.

Appendix 3: Handling Allegations, Complaints and Disciplinary/Grievance Procedures related to Children Young People and Vulnerable adults

Our policies and procedures to deal with allegations or complaints in relation to children, young people and vulnerable adults, are in line with the statutory guidance, Charity Commission guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, in relation to children, young people and vulnerable adults , the DSL or DDSL will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and/or the police before making an open decision about the best way forward.

In the case where the DSL is implicated, a DDSL should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Executive Director.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and/or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- Disclosure and Barring Service
- Charity Commission

In all cases, we would undertake an immediate risk assessment.

Appendix 4: Reporting a concern or disclosure

This form should be filled in when you have any concerns about a child or adult at risk, a disclosure, or someone's behaviour towards them which you feel is inappropriate. Complete as much information as you can, but do not delay due to missing information. Once complete, send to safeguarding@garsingtonopera.org where a member of the team will respond. If you are making a report about a member of the Safeguarding Team, you should contact the Executive Director.

Please ensure the completed details are factual and do not include opinion.

Your details	
Name	
Department and job title	
Email address	
Contact number	
Details of child/adult at risk affected	
Name	
Gender	
Date of Birth	
Name of parent/carer and contact details (if known)	
Any additional needs known	
Date and time of incident	

Location incident took place		
Does your concern relate to anyone working for Garsington Opera (in any capacity)?	☐	YES
	☐	NO
	☐	NOT SURE
Person's name and job title (if known)		
Nature of concern		

Summary of concern (what was said, who else was involved or present, observed state of person making disclosure etc

Please give details of who else is aware of this and what they know
Lead, Deputy, or Designated Safeguarding Lead only
Record the action taken and the reason for taking it OR why no action has been taken at this time. Time and date:
Name of organisation, address and phone numbers/e-mails for the contacts above

Appendix 5: Useful contacts

Any email referral should be followed up with a call to ensure it has been received.

To report a concern about a child (Buckinghamshire):	
First response team	01296 383962
Out of hours	0800 999 7677
E-mail	Secure-cypfirstresponse@buckinghamshire.gov.uk
Buckinghamshire LADO consultations and referrals	
Duty Child Protection Adviser	01296 382070 Secure-LADO@buckinghamshire.gov.uk
To report a concern about a child (Oxfordshire):	
Multi Agency Safeguarding Hub (MASH)	0345 050 7666
Out of hours	0800 833 408
Oxfordshire LADO consultations and referrals	
Local Authority Designated Officer	01865 815956 (LADO) 01865 810603 (Team) Lado.safeguardingchildren@oxfordshire.gov.uk
Other useful contacts	
NSPCC advice	0808 800 5000 or help@nspcc.org.uk
FGM helpline	0800 028 3550
Forced Marriage Unit	020 7008 0151 fmu@fco.gov.uk
Anti-Terrorist hotline	999 or 0800 789 321
Police	101 and request area. Emergency 999

Appendix 6: Legislative Framework

This policy complies with, and is underpinned by the requirements of the following:

- Care Act 2014
- Children Acts 1989 and 2004
- The Children (Performances and Activities) (England) Regulations 2014
- Data Protection Act 2018
- Equality Act 2010
- Freedom of Information Act 2000
- Human Rights Act 1998
- Keeping Children Safe in Education 2026
- The Mental Capacity Act 2005, Mental Capacity (Amendment) Act 2019
- The Protection of Children Act 1978
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Working Together to Safeguard Children Statutory Guidance 2026
- The United Nations Convention on the Rights of the Child (UNCRC) 1989.

Appendix 7: Codes of Conduct

Code of Conduct for Working with Children

This behaviour code outlines the conduct that Garsington Opera Learning & Participation expects from all our staff and freelancers working on youth projects.

You are acting in a position of trust and 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 by young people and are expected to act appropriately. A child is any young person up to the age of 18.

You should:



Listen to and respect children at all times



Act in a professional manner and use appropriate language (no swearing)



Dress in an appropriate manner for working with young people.



Treat children and young people fairly and without prejudice or discrimination



Make sure any physical contact is appropriate



Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems

You are responsible for:



Modelling good behaviour for children and young people to follow



Fostering a fun, safe and inclusive atmosphere for children and young people in sessions



Following our principles, policies and procedures



Reporting any behavioural issues to a Garsington member of staff/ chaperone/teacher

You must <u>not</u>:



Photograph any children



Be on your own with an individual child



Let children and young people have your personal contact details



Patronise or belittle children and young people



Make comments relating to a child's appearance



Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

This Code of Conduct should be read in conjunction with the Child Safeguarding Policy found here: garsingtonopera.org/policies/

Children & Young People Code of Conduct

Garsington Opera is a professional opera company: Children and young people will be treated with the same respect and courtesy as members of the professional Garsington Company. In turn, a similar standard of conduct is expected from children and young people.



We aim to be a friendly, vibrant, and lively company. Speak to a member of staff if anything or anyone affects your enjoyment of participating.



Treat everyone with respect.



You will be supervised by suitably qualified staff and professional chaperones.



Attendance is expected at all sessions unless agreed in advance or in exceptional circumstances.



Always be punctual unless there are exceptional or unforeseen circumstances.



You may be photographed and filmed for publicity and promotion purposes.



No photographs/videos should be taken without permission in writing.



Young people aged 14+ may mention Garsington Opera on social media, sharing official content politely and with respect.



You must not make contact with or follow any staff, creative team or artists on social media unless you are aged 18+.



Mobile phones/electronic devices or cameras are not permitted unless at the specific request of Garsington Opera.



You must not use drugs, alcohol or other intoxicants before or during a rehearsal or performance.

GO Participate
Code of Conduct for Working with Children in a Digital/Online Setting

This Code of Conduct outlines the behaviour that Garsington Opera expects from all our staff and freelancers working with young people in a digital/online setting. The definition of digital/online session in this instance refers specifically to any meetings/sessions run on an any online platform, for example, Zoom or Teams.

You are acting in a position of trust and 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 by young people and are expected to act appropriately. A child is any young person up to the age of 18.

GARSINGTON OPERA DIGITAL SESSIONS WITH YOUNG PEOPLE ARE PRIVATE AND BY INVITE ONLY.

Garsington Staff/Leaders running digital settings should:

- follow all recommended online platform security settings to ensure that platforms are as safe as possible
- ensure that there are at least **two** adults (including one with an enhanced DBS and/or who is a licensed chaperone) in the session
- ensure that the number of adults is appropriate for the number of children and young people in the session
- only admit authorised personnel to the online session
- ensure young people are identified on screen by their first name only
- end the session immediately if there is cause for concern

All adults should:

- ensure your on-screen background is appropriate
- listen to and respect children at all times
- act in a professional manner and use appropriate language (no swearing)
- dress in an appropriate manner for working with young people
- treat children and young people fairly and without prejudice or discrimination
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems.

All adults must <u>not</u>:

- pass any details of the digital sessions to anyone outside Garsington unless with the prior permission of an appropriate Garsington member of staff
- photograph/film or screenshot (by any means) the session unless with the prior consent of the parent (if the child/young person is under 16) or young person (if aged 16+) **and** by a Garsington member of staff on a Garsington device
- let children and young people have your personal contact details (mobile number, email or postal address)
- share their social media account details or engage in conversations with children and young people on social media
- patronise or belittle children and young people
- make comments relating to a child's appearance
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Garsington Opera has the right to remove any participant from digital sessions if they are not adhering to this Code of Conduct or Safeguarding Policy.

This Code of Conduct should be read in conjunction with the Child Safeguarding Policy.

GO Participate
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You should:

- listen to and respect children at all times
- act in a professional manner and use appropriate language (no swearing)
- dress in an appropriate manner for working with young people
    - this includes ensuring your clothing and footwear is appropriate for moving actively during sessions
- treat children and young people fairly and without prejudice or discrimination
- make sure any physical contact is appropriate
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems.

You are responsible for:

- modelling good behaviour for children and young people to follow
- fostering a fun, safe and inclusive atmosphere for children and young people in sessions
- following our principles, policies and procedures
    - including our policies and procedures for safeguarding and child protection
- reporting any behavioural issues to a Garsington member of staff/chaperone/teacher

You must <u>not</u>:

- photograph or film any children
- be on your own with an individual child unless you hold an enhanced DBS (and are in a public area or authorised by an appropriate member of staff)
- 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
- patronise or belittle children and young people
- make comments relating to a child's appearance
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

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