

SAFEGUARDING POLICY

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Dear Delegation Heads, Teachers, Tutors, Caretakers and Volunteers involved in SEYO 2024

The LiberaMusica team and Sistema Europe are looking forward to seeing you all in Pesaro this summer.

We present to you the document "**Safeguarding Policy**" with the aim of ensuring the total safeguarding of SEYO 2024 participants. Please read this document carefully and if you have any questions do not hesitate to contact the Organising Committee in charge of SEYO 2024 (you will find their contacts at the end of the document).

To participate in SEYO 2024 **you will need to accept and sign this Safeguarding Policy, both the document and the annexes included in it.** Participation cannot be formalised if this document is not signed.

This Safeguarding Policy applies and adapts Sistema Europe's Safeguarding Policy to SEYO 2024 in Pesaro.

Its purpose is to guarantee the wellbeing of every participant and the general awareness of responsibility on this matter: we are all part of this Safeguarding Policy. This will undoubtedly contribute to making SEYO 2024 a most memorable encounter.

DEFINITIONS

Child: *A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child (1989).* Failure to know the age of a SEYO 2024 participant at any time or in any situation will not be considered an excuse.

Organizing Team: Chiara Galli, Lydia Margari, Jose Angel Salazar Marin, Etienne Abelin, Maria Majno

SEYO 2024 director: Chiara Galli

Caretakers: Teachers, coaches, conductors, volunteers

Safeguarding Representatives: Chiara Galli, Alessandro Franca



1. SAFEGUARDING PRINCIPLES

“The obligation to respect the right of children to be heard is equal to the obligation to protect. Effective and sustainable protection for children can only be achieved through listening to children” (Quote by Gerison Lansdown, Co-chair of the Eurochild Participation Reference Group).

Participants will be treated with respect at all times. Their rights to privacy and dignity must be protected.

All activities will be designed and carried out guaranteeing safety and minimising the risks of harm to participants' welfare.

If there is any concern about their welfare, they will be communicated to the organisers so these concerns can be addressed.

All caretakers, including volunteers and personnel must report incidents or suspicions of abuse or disrespectful treatment immediately to ensure the incidents reach the appropriate authorities.

“Kids always tell the truth”. All suspicions and allegations of abuse or disrespectful treatment will be taken seriously and responded to swiftly and appropriately. The organisers will treat every allegation as a serious matter.

This safeguarding policy also applies to young adults who are participants and who may be vulnerable, by reason of disability, illness, the context in which they find themselves or as a result of social or other inequalities, and therefore unable to care for or protect themselves from harm or exploitation.

Common sense must be applied at all times by all responsible persons, applying these principles in every situation, even the most unforeseeable ones.

The nine requirements for meaningful, safe and inclusive children's participation:

1. Participation is transparent and informative.
2. Participation is voluntary.
3. Participation is respectful.
4. Participation is relevant.
5. Participation is child-friendly.



6. Participation is inclusive.
7. Participation is supported by training.
8. Participation is safe and sensitive to risk.
9. Participation is accountable.

2. SAFEGUARDING REPRESENTATIVES

The Organising Committee will appoint two Safeguarding Representatives.

- The Organizing Committee will make sure that all caretakers, personnel and participants are made aware of who the Safeguarding Representatives are and how they can contact them.
- Any concerns about the safeguarding of participants will be reported directly to one of the Safeguarding Representatives.
- Any allegations must be recorded in writing and reported directly to one of the Safeguarding Representatives.
- The Safeguarding Representatives will report all concerns to the Safeguarding Representatives, the General Coordinator and to the relevant Heads of the Delegation, who will jointly decide on the most appropriate course of action.

3. PROVISIONS IN CASE OF AN ALLEGATION OF ABUSE

- The matter will be referred to the appropriate authorities if it is such as requiring this measure by law.
- For the duration of any investigation the person involved will be moved to duties which do not require contact with young people or vulnerable adults.



- The Organizing Committee will provide effective support to any person subject to an allegation.
- Wherever possible, the allegation will be kept confidential unless otherwise required by circumstances and legal considerations
- If necessary, the Psychosocial Committee will appoint someone external to provide support to the persons involved.

4. KEEPING PARTICIPANTS SAFE

The Organizing Committee will make sure that every agent in SEYO 2024 has read and signed this Safeguarding Policy and attends any related briefing.

Safeguarding policy is a statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.

5. SAFEGUARDING RULES

It is our responsibility to be virtuous references for every participant. Our example will be imitated by them and it is our task to show them the way to become exemplary citizens that can make the world a better place.

These rules apply to relationships with all participants, regardless of their age. Treatment to young adults should equally follow these rules: while some behaviours may not be illegal, they are not appropriate for the nature of our work. Always remember that some young adults who are participants may be vulnerable

Participants will be treated with respect at all times. Their rights to privacy and dignity must be protected.



Regarding personal or intimate behaviour:

1. Behave with decorum and formality.
2. Always seek to ensure you are never alone with a participant.
3. Never enter occupied participants' dormitories or shower rooms unless in an emergency.
4. Avoid situations where participants may be put in a compromising situation.
5. Avoid situations where the approach or treatment of a participant could be misconstrued, e.g. an arm around the shoulder etc.
6. Do not engage in any sexual or intimate relations with any participant or student. If this happens you will be immediately expelled from SEYO 2024 and excluded from every possible future collaboration with Sistema Europe or any of its members. Also, we will inform authorities of this behaviour.

Regarding the protection of participants:

1. Always protect the participants under your care, especially the most vulnerable ones, and be available for them.
2. Do not allow any adult based conversation or behaviour, i.e. drinking, smoking, fighting or sexually provocative games involving or observed by children. Do not make suggestive remarks or discriminatory comments about any other participant.
3. Do not display favouritism, reject any individuals or single out 'trouble makers'.
4. Do not use over-familiar or suggestive nicknames.
5. Do not tolerate any bullying of a child, by adults or by other children.
6. Any caretaker that engages in adult behaviour involving or observed by children or in bullying, will be immediately expelled from SEYO 2024.

Regarding the separation of personal life from the caretaker relationship:

1. The relationship you engage in with the participants is a relationship of care, in which the participant's parents have trusted you to look after them for the purposes of SEYO 2024 or their participation in your programme. Their consent, however, is limited to this purpose.
2. Never arrange to meet, or to contact, a participant they have met through work for any reason not related to their role at work.



3. Do not exchange personal details e.g. home address, phone numbers, e-mail.
4. Do not respond to social media requests or connect such as a Facebook 'Friend Request'.
5. Do not take photographs or film the children unless with permission from the organisers.

6. MEDIA AND SOCIAL MEDIA PERMISSIONS AND PROTECTION

PERMISSIONS

Media permissions are provided by participants who are of age or by the families of children participating in SEYO 2024.

The SEYO event will be audio-visually recorded for dissemination to families and the community in general. Participants or families (for minors) will be asked to send the completed image rights release form provided.

SIGNPOSTING AND PROTECTION

- Minors not given permission to be photographed or filmed will be clearly identified to all freelance photography and videographer staff, with the supervision of the relevant delegation staff.
- The Organizing Committee will make sure that Chaperones and Teachers know about this situation so they can help protect the minors and to ensure that they occupy seats that are not reachable by cameras if possible.
- Also, the Organizing Committee will inform the Communications Team about who have not been granted permission.

PRIVACY AND MEDIA



- The Communications Team will be responsible to inform of this situation to any media agents photographers etc.
- The Communications Team will make sure that media agents accept and sign the joint guidelines on how to inform about childhood.

7. HEAD OF DELEGATION - SAFEGUARDING DUTIES

Child protection policy applies to: *All staff; Management Board members; interns and volunteers All those acting within SEYO 2024, such as members, consultants or trainers. All those adults accompanying children to events and activities organised within SEYO 2024. All those who participate in SEYO 2024 events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.*

Thus every member working with SEYO 2024 should read and sign the commitment to its principles.

1. Each Head of Delegation must take very seriously their duties to safeguard children and young people.
2. Each Head of Delegation has a duty to familiarise themselves fully with this policy and pay special attention to any policies that are different or unfamiliar to the country or organisation of the Delegation.
3. Each Head of Delegation has a duty to fully brief all accompanying team and ensure they are clear on the policies and procedures outlined in this document
4. Each Head of Delegation has a duty to explain to children and young people about the Safeguarding Policy and to brief the children and young people on key ways in which they can help keep themselves and others safe, including their own use of Social Media and their expectations about staff and adult responses.
5. Additionally, the Head of Delegation for groups including young adults aged 18 - 24 has a duty to inform all young adults about this policy, draw attention to any possible areas of misunderstanding, difference in law and policy, especially around the 'age of consent', and give them a chance to ask questions, to equip them as well as possible to keep themselves and others safe.



6. The Head of Delegation must ensure all caretakers and team take seriously their duty of care for all participants for the duration of the project, regardless of the delegation.
7. The Head of Delegation must make themselves and their team familiar with who the Safeguarding Representatives are and how to contact them.

Additional guidance for Heads of Delegation is to introduce yourself to as many Heads of Delegation as possible, especially those who share accommodation floors or areas with you, so you know who to contact with any concerns pertaining to their or your participants. You may even want to agree additional procedures to keep participants safe.

8. RESPONSES TO DISCLOSURES TO BE EFFECTED BY THE SEYO 2024 ORGANISATION

DISCLOSURE OF ABUSE THAT HAS TAKEN PLACE DURING THE SEYO 2024 RESIDENCY:

Safeguarding Representatives will deal with the Head of Delegation and relevant authorities. Immediate actions include a whole team meeting during the camp to reinforce policy and procedure for the remainder of the SEYO 2024 encounter. The Sistema Europe Representatives and General Coordinator will have to confer with other Heads of Delegation as to whether the encounter can continue, according to the nature of the disclosure.

DISCLOSURE OF INAPPROPRIATE (BUT NOT ILLEGAL) RELATIONS THAT BREACH THIS POLICY:

Breach of policy will be taken seriously. Likely actions upon disclosure include removal of persons involved immediately from the SEYO 2024 encounter, and ban from working on future SEYO projects. Likely immediate actions may include a whole team meeting during the camp to reinforce policy and procedure for the remainder of the camp.



ALLEGATIONS:

During investigation, the agents involved will make all efforts to keep such allegations confidential and to strongly discourage rumour. Persons may be removed from direct contact with children and young people on the project, until accurate facts have come to light and appropriate course of action agreed.

FALSE ACCUSATIONS:

False accusations will be taken very seriously and victims of false accusations will be protected as far as possible. Confidentiality as far as possible is essential for minimising reputational and emotional damage. The likely course of action for accusers making false claims is to be sent home immediately and for Heads of Delegation to lead on actions taken thereafter.

DISCLOSURE OF ABUSE (OUTSIDE THE RESIDENCY):

Safeguarding Representatives will deal with the Head of Delegation and relevant authorities as to the appropriate course of action.

For confirmation and acceptance by the person responsible of Delegation or Caretaker, Teacher, Member off the staff and volunteer:

LAST NAME _____: First Name _____

Delegation _____

Place _____ Date _____



ANNEX 1

1. FURTHER SPECIFICATIONS

EXCEPTIONS FOR ADULT SUPERVISION

- **Toilets:** Adults should avoid, if at all possible, needing to accompany children into toilets, unless a parent has given permission for caretakers of the same gender to accompany a child to help with a specific issue, such as extreme fear of claustrophobia. Toilets should, wherever possible, be allocated to Boys and Girls, Male and Female Adults accordingly, and children should go in pairs to toilets. Children should be briefed to alert the Safeguarding Representatives or another known adult immediately if an adult is found in a children's toilet. Adult staff must try to avoid using the children's toilets at all costs.
- **Bedrooms:** Adults should avoid going into children's bedrooms, and instead communicate from the doorway with the door open. An adult should never enter a child's bedroom if there is only one child in the room. If requiring access to dormitories for the normal performance of their work function, only do so while the room is unoccupied or, if an adult needs to enter a child's bedroom in case of emergency or for a room search e.g. for illegal items, adults should knock, ask children to ensure they are clothed, then stand at the doorway and ask children or young people to exit before any adult enters to address the problem. On entering a room, the door should be fully open, with a minimum of 2 children present and, wherever possible, another adult present.
- **Showers:** There is no context in which it is appropriate for an adult to enter children's or young people's showers while young people are present, unless in a health & safety emergency that could lead to casualty or fatality. Wherever possible, adults should knock, ask children to clothe themselves, then stand at the doorway and ask children or young people to exit the showers before any adult enters to address the problem.



ADULTS WORKING ALONE WITH CHILDREN OR YOUNG PEOPLE

The SEYO 2024 policy is to avoid, as far as humanly possible, opportunities for 1:1 contact in confined spaces unless in a Health & Safety emergency. Adults to address any issues with participants with another adult present, or where impossible, in a public space where other people can see the interaction between caretaker or staff member and participant, never behind closed doors. Caretakers must be briefed to be particularly vigilant about interactions at bed-time. Staff should only check dormitories of children of the same gender and to avoid entering a dorm when only one child is in the room unless in a Health & Safety emergency.

TOUCHING PARTICIPANTS

Touching should be kept to the minimum unless staff are required to do so in order to fulfil duties e.g. assistance with instrument bow holds, or in a health & safety emergency, and always with permission. For games, dances or physical warm-ups that require touch, ascertain which activities staff should be involved in and avoid contexts where staff touching participants could increase risk of allegation, discomfort, misunderstanding or inappropriate contact. Staff should ask permission to touch children for specific reasons e.g. to adjust posture - and explain those reasons to them in advance. If they refuse or seem uncomfortable, do not do it. Ideally, get someone of the same gender as the student to demonstrate the action.

In the event of being 1:1 with a participant, which should be avoided if possible, touch should be avoided completely unless in a health & safety emergency. Staff must avoid hugging, piggybacks, play fights, sitting on lap etc. or any other such contact that could be misconstrued, make someone feel uncomfortable or blur boundaries between staff and participants.

BULLYING / VIOLENCE

There will be zero tolerance for physical or mental bullying or violence at any time, for any age group. The Organising Committee will ensure project ethos is instilled at the start of the programme, including participants' responsibilities towards one another. Reporting lines must be clear at all times, with all incidents of fights, bullying or possible bullying communicated to caretakers and Safeguarding Representatives at the earliest possible opportunity. Caretakers must be briefed to be extra vigilant about dynamics between participants and talk through possible signs of bullying, actions and protocol for



intervention and conflict resolution, accompanied by a copy of this document. Mechanisms must be put in place for participants to come forward to responsible agents with any concerns, with 'key workers' allocated. Incident forms to be completed for all incidents, with parents called for any serious matters.

MENTAL WELLBEING

Psychosocial Agents may work with participants or caretakers who experience a wide variety of issues pertaining to their mental wellbeing. These may include:

- Clinical depression
 - Self-harm including cutting
 - Eating disorders such as anorexia and bulimia
 - Personality disorders
 - Anxiety
 - Extreme anger management challenges
- Phobias
 - Trauma e.g. war, terrible misfortune, bereavement, accident, homelessness

Medical documents submitted by parents may pick up some of these issues and make recommendations. Where issues are stated but recommendations not given, Psychosocial Agents or other caretakers may contact the parent directly for guidance on support for the child.

All staff and volunteers should follow the same protocol for disclosure of abuse, by listening, not probing for further information, not promising confidentiality, and writing down what is shared, as an incident, to be reported to the Safeguarding Representatives.

TRAUMA

In the case of participants who have experienced trauma, Psychosocial Agents will work closely with relevant organisations, experts and in some cases, parents, to determine appropriate support mechanisms and protocols for the particular case, including whether or not all other participants need to be made aware and equipped with guidance on how to support their peers.



2. CHILD ABUSE - HOW TO IDENTIFY IT

SIGNS AND SYMPTOMS

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be considered if a child shows a number of these symptoms, or any of them to a marked degree.

Sexual Abuse

- Overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.
- Medical problems e.g. chronic itching, genital pain, sexually transmitted diseases.
- Extreme reactions, such as self-harm, suicide attempts, running away, overdoses.
- Depression.
- Personality changes such as becoming insecure or clinging.
- Regressing to younger behaviour patterns such as thumb sucking.
- Sudden loss of appetite, compulsive eating or eating disorder.
- Being isolated or withdrawn.
- Lack of trust or fear of someone they know well e.g. not wanting to be alone with minder.
- Soiling or wetting bed.
- Becoming worried about clothing being removed.
- Suddenly drawing sexually explicit pictures.
- Acting out sexual activity on other children.

Physical Abuse

- Unexplained recurrent injuries or burns.
- Improbable excuses or refusal to explain injuries.
- Wearing clothes to cover injuries, even in hot weather.
- Refusal to undress for gym.



- Bald patches.
- Running away.
- Fear of medical help or examination.
- Self-destructive tendencies.
- Aggression towards others.
- Fear of physical contact – shrinking back if touched.
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study').
- Fear of suspected abuser being contacted.

Emotional Abuse

- Physical, mental and emotional development lags.
- Sudden speech disorders.
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc.')
- Overreaction to mistakes.
- Extreme fear of any new situation.
- Inappropriate response to pain ('I deserve this').
- Neurotic behaviour (rocking, hair twisting, self-harm).
- Extremes of passivity or aggression.

Neglect

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Untreated medical problems.
- No social relationships.
- Compulsive scavenging.
- Destructive tendencies.



ANNEX 2

1. PROCEDURES AND REPORTING PROCEDURES

FOR CHILD SAFEGUARDING REPORTING Purpose

This procedure is linked to the SEYO 2024 Safeguarding Policy. This procedure is applicable to all those involved in SEYO 2024.

All reports will be handled based on the procedures described in this document and dealt with professionally and in confidence, based on what is most appropriate. "In confidence" means that all reporting is dealt with by responsible managers or other appropriate persons within the organization, for example designated contact persons, before a decision is taken on possibly referring the matter to social services or the police. All reports made in confidence will be dealt with in the best interests of the child and young, whatever the outcome of the investigation.

What to do if children talk to SEYO 2024 staff and volunteers about abuse or neglect or talk spontaneously individually or in groups when they are present. In these situations, staff and volunteers must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that they cannot promise not to speak to others about the information the child has shared.



- Reassure the child: that you are glad he or she has told you; that he or she has not done anything wrong; what you are going to do next.
 - Explain that you will need to help keep the child safe.
- Where there is suspicion that a matter is of a criminal nature, it will be reported to the police, provided this does not put the child and young at risk.

SEYO 2024 reporting guidelines show how incidents, near miss and suspicions are to be reported.

These reporting lines cover all SEYO 2024 representatives and cooperating businesses and organisations. An employee who deliberately makes a false or malicious accusation of abuse will face disciplinary measures.

2. REPORTING PROCEDURES

1. What must be reported?

There are two types of reporting procedure within Child Safeguarding, namely incident reporting and near miss reporting.

A. Incident Reporting

If there has been a breach of the Safeguarding policy in our own operations, reports are made to the relevant head of delegation and to the Safeguarding Representatives if.

- You see or suspect that a child and young person has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report
- A child tells you about violation or abuse



B. Near miss reporting

Near miss reporting is an important part of ensuring that SEYO 2024 operations are safe and secure for children and young people, but also an important element in continuously strengthening and improving our own operations and our procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children and young people must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached Safeguarding Policy but where no child has been harmed yet.
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents

Your responsibility

SEYO 2024's staff, teachers, volunteers or representatives of the organisation who suspect, observe or are informed of a deviation from the policy shall:

- Inform one of SEYO 2024's designated Safeguarding Representatives immediately
- Not pass on details to others unless they have been delegated responsibility for forwarding or responding to notifications.

Situations that arise and come to attention outside SEYO 2024's own program fall outside the scope of the reporting procedure (incident and near miss reporting).

The SEYO 2024 Safeguarding Policy still requires us to act in these situations, but there are different channels that must be used.

The following section clarifies notification of concern and reporting to the police.

Notification of concern

All staff and all representatives of SEYO 2024 must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this is not within our own programs. In this case, we do not only follow the incident



reporting procedure described above but also notify our concern to social services in the municipality where the child lives.

Reporting to the police

If the law has been broken in connection with harm to a child and young, even if this is not within SEYO 2024 premises, this must be reported to the nearest police station, provided this does not put the child and young at risk.

2 When must reporting take place?

All deviations from the policy must be reported immediately.
The notification must normally be made on the same working day or within 24 hours.

3 To whom must the report be made?

Contact person:

If your suspicions concern the person to whom you should report, you must turn to the next responsible person.

Your responsibility

The Safeguarding Representatives shall:

- Be available immediately to discuss the suspicions or report
- Provide a confidential and appropriate environment in which to discuss the matter.

4 How do I make a report?

A verbal and documented report must be made within 24 hours. The discussion with your head of delegation / Safeguarding representative shall focus on:

- Description of the matter

The risks to the child/children



- Action/next steps.

Use the relevant form: *Child Safeguarding – Incident reporting* or *Child Safeguarding – Near miss reporting*. Ensure that detailed notes are made of all events and note what the child said in his/her own words (if this is possible).

The director/responsible contact person shall inform the contact person at the head office or his/her manager of the notification immediately.

If the matter requires immediate action, both head office and the responsible director/contact person shall be contacted as soon as possible during the investigation.

Your responsibility

The director/responsible contact person shall:

- Make sure that discussion of the matter addresses all three areas under point 4.
- Make sure that a written report is provided by the employee or representative who notified the matter
- Be responsible for head office being contacted in cases where the matter requires immediate action
- Immediately seek medical assistance for the child/children if the situation requires.

The contact person at head office shall:

- Be reachable immediately for the director concerned to discuss the case
- Document discussions
- Follow up the details of the response to a report where immediate action was necessary
- Make sure that the report is saved in a central confidential archive at the head office for documentation purposes².

5 Action/Next steps

As soon as a report has been made, it is crucial that the director reports in order to discuss subsequent actions and assess how the child/children can best be supported and protected.

Your responsibility

The director/responsible contact person shall:



- Contact the contact person at head office to discuss suitable measures.
 - Assess whether it is a police matter, requires further investigation internally or should be reported to another organisation.
 - Take a decision on further investigation.
- Draw up action plans to address the needs identified, based on the best interests of the child/children.

Following up the procedure

The director of SEYO 2024 is responsible for following up the procedure.

3. REPORTING FORM FOR INCIDENT REPORTING

If there has been a breach of the Safeguarding Policy in SEYO's activities, reports are made in and to our own organization.

You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation.

You receive a notification.

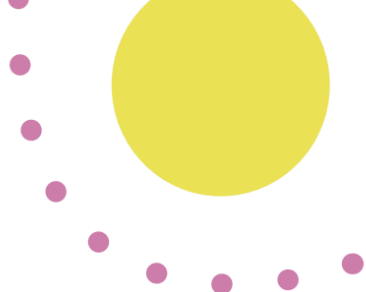
A child tells you about violation or abuse.

<p>1. About the child/children</p> <p>(A separate sheet is required for each child, since details of violations or abuse are never the same for individual children in a group.)</p>
<p>Name:</p>



<p>Gender identity:</p> <p>Age:</p> <p>Address:</p> <p>With whom does the child live?</p>
<p>2. About your concern</p>

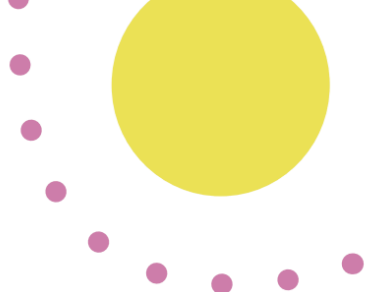
<p>Why are you concerned: Suspicion/observation/accusation/disclosure?</p> <p><i>(This section concerns information on how you became aware of the alleged abuse and when the abuse took place, including date, time and place. Where the allegation is being made by a third person, provide details of the person if possible.)</i></p>
<p>Type of concern/accusation:</p> <p><i>(This section should contain information on the type of abuse that is alleged to have taken place: offensive, discriminatory, physical, sexual, psychological, exploitative; it may cover more than one category. Write down exactly what was said, or what the child said and what you said)</i></p>
<p>Information concerning the alleged perpetrator, if known: (name, role, type of work,</p>



location, etc.)

Your observations: <i>(e.g. the child's emotional state, any physical injuries)</i>
Does the child need to see a doctor?
Other relevant information: <i>(e.g. disability, language, circumstances)</i>
Are any other organizations affected? <i>(State other organizations working with this child)</i>
Were other children involved or possibly aware of the incident? <i>(name, number, age, gender)</i>

What corrective actions have been taken in relation to other children who were/may have been involved? *(Have you written an additional report for these children?)*



<p>Have you reported to the parent(s) or caregiver(s)?</p> <p><i>(name and contact details of person(s), and date and time when you contacted them or tried to contact them)</i></p>
<p>Have you reported to other staff within LiberaMusica or another organization?</p> <p><i>(Enter the name of the organization and the person to whom the report was made, date and time.)</i></p>
<p>Advice from the other organization:</p>

<p>Corrective actions taken by SEYO 2024 and time frame for response: <i>(What actions have you taken locally, referrals, reports, to whom and when.)</i></p>
<p>Your name and your role in SEYO 2024:</p> <p>Your relationship to the child/children or young in question:</p> <p>Signature and position of person making the report:</p> <p>Date and place:</p>



Name of contact person or director to whom the report has been sent, and date:

4. REPORTING FORM FOR NEAR MISS REPORTING

Near miss reporting is an important part of ensuring that SEYO 2024’s operations are safe and secure for children or young people but also an important element in continuously strengthening and improving our own operations and our procedures.

Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children or young people must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached Safeguarding Policy but where no child has come to harm as yet.
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents.

<p>1. About the risk or shortcoming in our operations</p> <p><i>(A separate sheet must be completed for each risk to ensure follow-up and corrective action.)</i></p>
<p>Describe the risk: <i>(What is the shortcoming, in what way our program is failing, how was the shortcoming discovered?)</i></p>
<p>Where/Affiliation: <i>(Describe relevant affiliation: Activity)</i></p>



When did the near miss occur?
Who is responsible for the program?
Any proposed corrective action:
Other relevant information:
Corrective actions taken and time frame for response: <i>(What actions have you taken locally, referrals, reports, to whom and when.)</i>



<p>Your name and your role:</p> <p>Signature and position of person making the report:</p> <p>Date and place:</p> <p>Name of contact person or manager to whom the report has been sent, and date:</p>
<p>FOLLOW-UP</p> <p>To be completed by responsible contact person in consultation with the person responsible for the operation in question</p>
<p>Describe the corrective action decided on:</p> <p>Time plan for corrective action (date by when the failing shall be remedied)</p>
<p>Shortcoming/risk remedied: (date)</p>

5. WHAT HAPPENS NEXT

SEYO 2024 personnel are referrers not investigators. All incidents or suspicions of child abuse are to be reported immediately through the Safeguarding Representatives and the Head of Delegation to the appropriate authorities. The Safeguarding Representative or the Head of Delegation will take full responsibility from then onwards, for any future decisions or actions taken (i.e. reporting the incident to the Children's Services or the Police.) You will be asked to give details of your concerns. This might be what you have actually witnessed, observed, suspicious remarks or what has been disclosed to you. You will



also be asked for the date when this was disclosed.

6. HOW TO DEAL WITH AN ALLEGATION

If an allegation is made against a member of staff or volunteer: In all situations, it is vital to record the details of an allegation or reported incident, as soon after the event as possible. If you receive an allegation about any adult, record the facts as you know them and immediately tell the Safeguarding Representatives. If an allegation is made about you and directly to you, keep calm and write down everything you hear. Take it seriously but do not pursue a line of questioning. Go immediately to find the designated Safeguarding Representatives to take the report from the child. In all cases, an accurate written record

should be made of:

- Date & time of incident or disclosure
- Persons involved
- What was said or done and by whom
- Names of persons reporting and to whom reported.
- What action has been taken (by you or other).
- Sign and date it.
- Hand it immediately to the designated Child Welfare Leader

These records will be kept securely, and only for as long as is necessary. The information contained within will only be shared with those who need to know about the incident or allegation. It is the intention of SEYO 2024 to protect personnel and children from avoidable suspicion and hurt in the event of disclosure or allegation.



ANNEX 3

STATEMENT OF ACCEPTANCE FOR CHILD SAFEGUARDING REPORTING

Signed declaration for all staff and all representatives³ of SEYO 2024.
I hereby certify that I have read and understood SEYO 2024's Safeguarding Policy.

I undertake to abide by all aspects of SEYO 2024's Safeguarding Policy, including the personal and professional obligations it entails.

I understand that a serious breach of SEYO 2024's Safeguarding Policy, may be grounds for SEYO 2024 to terminate my employment and/or any connection with SEYO 2024.

I also understand that certain behaviours that breach SEYO 2024's Safeguarding Policy, may have consequences under criminal law.

As part of the appointment process, I undertake to provide an extract from the police records registry, before taking up this employment/an engagement/position of trust.

Print name _____

Signature _____

Date _____