



## **Watford Jazz Junction**

### **Safeguarding Policy**

#### **Summary: Our safeguarding policy and procedures**

This policy applies to all staff, the advisory committee, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Watford Jazz Junction CIC.

The object of Watford Jazz Junction is to provide a vibrant live jazz festival in Watford with performing opportunities for a wide range of talent both professional and amateur, group workshops and a range of associated activities to be enjoyed by a broad audience of Watford residents, visitors and jazz fans.

#### **Purpose**

The purpose of this policy is:

- to protect children and young people who perform as part of the Watford Jazz Junction
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding
- Watford Jazz Junction believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them and all concerns and allegations of abuse will be taken seriously and responded to appropriately.

#### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

#### **Definition of the term “safeguarding”**

- Safeguarding is about embedding proper practices throughout our organisation to ensure the protection of children and young people wherever possible. In contrast, child protection is about responding to circumstances that arise.

- Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in authority. This can be caused by those inflicting harm or those who fail to act to prevent harm.
- It can take a number of forms including physical, sexual, or emotional abuse, bullying, neglect or financial or material abuse.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- referring to associated policies and procedures which promote the safety and welfare of children and young people including health and safety, anti-bullying, use of photographs and video materials
- providing effective management for staff and volunteers through supervision, support and regular training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately

### **Staff responsibilities**

The Designated Safeguarding Lead: Chris Newstead, Festival Director

Contact: email [christophernewstead@hotmail.com](mailto:christophernewstead@hotmail.com)

Phone: +44 (0) 7811 081 411

### **Key Safeguarding Responsibilities**

The Designated Safeguarding Lead (DSL):

- have the status and authority within the organisation to carry out the duties of the post, including committing resources and supporting and directing other staff
- are appropriately trained, with updates every two years

Because Safeguarding is everyone's responsibility: all Watford Jazz Junction staff, representatives and volunteers who, during the course of their activities with Watford Jazz Junction, have direct or indirect contact with children and adults at risk have a responsibility to safeguard and promote their welfare. This policy applies to all Watford Jazz Junction staff, volunteers, temporary, part-time staff and advisory committee members.

### **Role Safeguarding Responsibility**

**Advisory Committee:** Ensure that effective safeguarding policies and practices are approved, implemented and monitored throughout Watford Jazz Junction. Take steps to ensure that any safeguarding risks arising from Watford Jazz Junction activities and operations involving children and young adults at risk are assessed and measures are put in place to reduce these risks to acceptable levels.

**Festival Director:** Ensure that Watford Jazz Junction has appropriate and effective safeguarding policies and procedures in place. Ensure that the advisory committee are immediately advised of any major causes of safeguarding concern. Appropriate resourcing of safeguarding support and training throughout Watford Jazz Junction.

Ensure safe recruitment, selection and vetting procedures are followed for all Watford Jazz Junction personnel, paid or unpaid.

Establish appropriate risk management strategies in relation to children and adults at risk throughout Watford Jazz Junction's services.

Ensure Watford Jazz Junction's safeguarding practices, training and procedures comply with national legislation and guidance.

Develop and deliver appropriate safeguarding training by suitably qualified source across all of Watford Jazz Junction's areas of work on a regular basis.

**Staff and Volunteers:** Identify and take steps to safeguard and protect children and young adults at risk when concerns arise.

**Management of Staff:** To minimise the risk of abuse or allegations of abuse, a Code of Behaviour must be followed by staff and volunteers. Training in issues concerning the protection and welfare of young or vulnerable people will be provided for all new staff, and regularly to all staff (every 2 years).

Aware of how and when to take action Indicators of abuse can take many varied forms and the identification of physical signs can be complicated as children may go to great lengths to hide any such signs.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other re-occurring minor injuries;
- show signs of pain or discomfort;
- keep arms and legs covered even in warm weather;
- look unkempt and uncared for;
- have difficulty in making or sustaining friendships;
- appear fearful;
- frequently arrive late for lessons;
- display a change in behaviour;
- be constantly tired or pre-occupied;
- be wary of physical contact.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. However, it is important that staff and volunteers report any concerns in this regard, however minor or insignificant they may think they are - they do not need "absolute proof" that the child is at risk nor is it their responsibility to investigate or decide whether such abuse is taking place.

### **Reporting**

All incidents should be recorded and emailed to the Safeguarding lead manager and copied to the Festival Director. The records will be stored securely in compliance with relevant legislation and kept in accordance with the Data Protection law.

Watford Jazz Junction recognises its duty to follow up and report all concerns or allegations made against any of its members of staff, volunteers, trainers or trustees and all such concerns of allegations of abuse will be treated seriously. Where there is an allegation against a member of staff the Safeguarding lead manager and Festival Director should be informed and a disciplinary investigation will be carried out. There may also be criminal (police) investigations. If necessary the appropriate authorities will be contacted and if there is any concern for the immediate safety of a child or young person then the police/social services will be contacted.

Anyone can raise the alert, if necessary, with the appropriate local service.

The national helplines are:

Call 999 if the child is at immediate risk, or call the police on 101 if you think a crime has been committed.

<https://www.gov.uk/report-child-abuse-to-local-council> - find your local council by postcode

0808 800 5000 – NSPCC hotline

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/> - NSPCC online abuse report

### **Monitoring**

Watford Jazz Junction will monitor the following safeguarding aspects:

- Safe recruitment practices
- Staff vetting and checks
- References for new staff
- Training and its effectiveness
- Whether concerns reported are actioned properly and reported on
- Policies and procedures are kept up to date and regularly reviewed

### **Conflict resolution**

Watford Jazz Junction is aware of its responsibilities in relation to the resolution of professional disagreements in work regarding the safety of children and young people. Any conflicts in this area will be notified to the Festival Director for resolution.

This policy is reviewed, approved and endorsed by the Festival Director annually or when legislation changes.

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This policy was last reviewed on 12 April 2024

Next review on 1 May 2026

Signed:

A handwritten signature in black ink, appearing to read 'C Newstead', with a long horizontal flourish extending to the right.

Chris Newstead, Festival Director