



## CAPE TOWN PHILHARMONIC ORCHESTRA

### YOUTH PROTECTION POLICY

#### INTRODUCTION

- The Cape Town Philharmonic Orchestra (CPO) fully recognises its responsibilities towards the protection of young people. As an organisation with an education and development programme working with children and young adults, the safety and protection of young people is paramount. The CPO thus promotes an ethos aimed at giving children and young adults a safe, respectful, positive and supportive environment to promote their well-being and self-value whilst participating in the CPO's Youth Development & Education Programmes (YDEP).
- The CPO Youth Protection Policy will be implemented by adhering to the policy guidelines contained within this document. All CPO employees, volunteers, students and their families, partner schools and service providers must be made aware of this policy and comply with it failing which corrective may be taken.
- The Chief Executive Officer carries ultimate responsibility for decision-making with regard to safeguarding children and young adults in YDEP and the senior management team deputise for the Chief Executive Officer.
- A child is defined as a person under the age of 18. The use of the term "young person" throughout this policy includes not only a child but all YDEP musicians whether they are under the age of 18 or not.
- "Abuse" is defined as follows (No. 38 of 2005: Children's Act, 2005):
  - "Any form of harm or ill-treatment deliberately inflicted on a child, and includes:*
    - (a) assaulting a child or inflicting any other form of deliberate injury to a child;*
    - (b) sexually abusing a child or allowing a child to be sexually abused;*
    - (c) bullying by another child;*
    - (d) exploiting a child by any labour practice; or*
    - (e) exposing or subjecting a child to behaviour that may harm the child psychologically or emotionally."*

- Categories of abuse:

<b>Physical abuse</b>	Physical punishment; deliberate injuries; inappropriate restraint; lack of supervision which results in harmful accidents
<b>Negle</b>	Persistent failure to meet a young person's physical and psychological needs; failure to protect a young person from danger which impairs his/her health or development

<b>Emotional abuse</b>	Persistent ridicule, rejection, humiliation, intimidation, bullying, criticism, inappropriate expectations
<b>Sexual abuse</b>	Allowing access to pornographic materials; involvement in sexual activity of adults; touching/talking in sexually explicit and inappropriate ways

- This policy must be read together with the CPO's indemnity form.

#### **POLICY AIMS**

- The CPO's policy applies to all staff, volunteers, service providers and any and all ancillary persons who administer or oversee operations for the organisation;
- The welfare of the young person is paramount and their rights are recognised as:
  - The right to be protected from abuse, exploitation and discrimination whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity;
  - The right to be valued, listened to and respected as an individual;
- Secure parental consent in writing for YDEP staff to act in *loco parentis*; to administer first aid and/or medical treatment, if the need arises; and transport Youth in cars, again if the need arises;
- Ensure all staff members who engage with young people on a one-to-one basis are adequately trained.
- No activities will be undertaken with young people without the presence of the recognised teachers and/or community worker;
- When young people are transported to and from any venue for the purpose of music lessons, rehearsals, concerts, workshops and camps they will be transported in roadworthy vehicles which will be driven by licensed and responsible drivers;
- No drinking will be allowed (even for those who have reached the legal age limit) at any activity, e.g. music lesson, rehearsal, performance;
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately;
- All staff have a responsibility to report concerns to the Youth Protection Manager (YPM).

## **POLICY GUIDELINES**

The guidelines cover four main areas:

1. Staff recruitment, support and training
2. Staff conduct – required practice
3. Young person's conduct – required practice
4. Young person protection procedures

### **1. Staff recruitment, support and training**

Staff are selected on their suitability for the activity requirements and responsibilities and their ability to demonstrate that they can work safely with young people (as determined by the application form and pre-activity training).

### **2. Staff conduct – required practice**

All staff and volunteers should demonstrate exemplary behaviour therefore acting as role models and so protect themselves from allegations of misconduct.

The following are guidelines for good standards of behaviour:

- Treat all young people equally with respect and dignity;
- Build balanced relationships based on mutual trust;
- Set a good example to the young people. Be an excellent role model – this includes not smoking or drinking alcohol in the company of/whilst responsible for young people;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Use appropriate language at all times;
- Maintain a safe and appropriate distance with young people. If teachers feel they need to touch a young person in order to rearrange finger positions/help with breathing (for example), they must ask permission from the young person first.

### **Practice to be avoided**

Employees, volunteers and service providers should never:

- Permit, accept, encourage or ignore abusive or discriminatory behaviour by another person or group of people;
- Trivialise the feelings, concerns, beliefs expressed by any young person which may include suspicion of abuse or discrimination;
- Allow allegations made by any young person to go unchallenged, unrecorded or not acted upon;
- Engage in over-familiar or inappropriate behaviour towards or contact with or in front of any young person (i.e. physical, verbal, sexual, rowdy play) or allow/encourage fellow employees to do the same;
- Make gratuitous physical contact with a young person (there may be occasions where a distressed child needs comfort and staff should use their discretion to ensure that physical contact is appropriate and not unnecessary or unjustified contact); Use physical punishment;

- Use physical force against a young person, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a young person because they are an immediate danger to themselves or others or to property then the minimum amount of force should be used for the shortest amount of time;
- Show favouritism in any way/undermine in any way;
- Confide personal details to young people and be party to gossip about staff and any young person, including criticism of either group;
- Reduce any young person to tears as a form of control;
- Promote a particular belief, religion or political standing.

### **3. Young person's conduct – required practice**

All young people should maintain a high standard of behaviour therefore acting as role models to their fellow students.

The following are guidelines for good standards of behaviour:

- Be in the right place at the right time;
- Be prepared for whatever activity you are taking part in, e.g. music lesson, rehearsal, performance;
- Respect and listen to your fellow students;
- Respect and listen to your teacher;
- Keep your hands to yourself;
- Do not bully or harass a teacher or one of your fellow students;
- Use appropriate language;
- Use facilities, instruments and equipment for the intended purposes;
- Take responsibility for one's actions and maintain honesty at all times;
- Always be kind, polite, and courteous to others.

### **4. Youth protection procedures**

Becoming aware of inappropriate behaviour of any form can cause a multitude of emotional reactions, which are personal to each individual. Whatever the reaction and whether the concern is actual or suspected, it must be responded to in the correct manner according to the procedure outlined below.

#### **Reporting procedure**

It is the duty of any staff member to report disclosure of inappropriate behaviour. Even if the truth of the disclosure is uncertain, an appropriate response has to be made and all suspicions or allegations will be taken seriously and dealt with by the YPM with support from the CPO management.

Written records of any concerns with regard to any inappropriate behaviour towards young people will be kept in a secure location.

If any of the following occurs it must be reported immediately to the YPM:

- If you have had to restrain a young person
- If you accidentally hurt a young person
- If a young person seems distressed in any manner
- If a young person misunderstands/misinterprets something you have said or done
- If you have to deal with a disclosure
- If there is a serious and immediate threat to a young person
- If you witness any inappropriate activity between students to each other or between student and teacher

**If a concern arises or complaint is made the following steps will be taken:**

- a) The concern or complaint must be recorded in writing within 48 hours on the Reporting Form (see Annexure A);
- b) Once recorded, the Reporting Form will be given to the YPM within 24 hours;
- c) The YPM will decide whether the concern can be handled by the YDEP team;
- d) The YPM will consult the CPO management for assistance and advice, if necessary; and especially if the concern is of a serious nature;
- e) A collaborative decision will be made for an appropriate response.

### **When to be concerned**

All employees, volunteers and service providers should be concerned about a young person if they:

- Show changes in behaviour;
- Have an injury which is not typical of a young person's general behaviour (for example, bumps and scrapes from sports, etc.);
- Exhibit significant changes in behaviour, performance or attitude;
- Exhibit extreme beliefs that may have an influence on their fellow students;
- Indulge in sexualised behaviour which is explicit or inappropriate;
- Disclose an experience in which they may have been harmed.

If you are concerned about a young person or worried about his/her behaviour/safety but they have not disclosed any abuse, discuss privately with the YPM who will then decide the correct course of action.

### **What to do upon suspicion or disclosure of a concern/complaint:**

Below are some basic principles in reacting to suspicions, allegations, and/or disclosures:

<b>What to do</b>	<b>What not to do</b>
Stay calm.	Don't panic. Don't over-react. It is extremely unlikely that the young person is in immediate danger.

Listen, hear and believe.	Don't probe for more information or over-question. Over-questioning the young person may affect how the young person's disclosure is received at a later date. Don't make a young person repeat a story unnecessarily.
Give time to the young person to say what he/she wants to say.	Don't make assumptions, don't paraphrase and don't offer alternative explanations
Reassure & explain that the young person has done the right thing in telling you. Explain that only those professionals who need to know will be informed.	Don't make negative comments about the alleged abuser.  Don't make promises about the outcome until you can fulfil them.
Act immediately in accordance with the procedure in this policy and record in writing as accurately as possible what was said to you. Include witnesses' accounts, if applicable	Don't try to deal with it yourself.
Report to the YPM and hand in the written account of events.	Don't 'gossip' with colleagues about what has been said to you.

**ANNEXURE A**

**The Youth Protection Policy Reporting Form**

**1. Staff details**

Name: .....

Contact number: .....

Date: .....

Time: .....

Position: .....

**2. Young person's details (include as much information as possible)**

Name: .....

Contact number: .....

Date of birth: .....

YDEP Project Name: .....

Address: .....

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School Grade: ..... Music Teacher: .....

5. Details of incident (Please include suspicions, allegations, what has been said, giving details of times, dates & young person's emotional state, what the young person has said in response to the suspicions/concerns.). **Make clear distinctions between what is fact, opinion or hearsay.**

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**4. Action taken (please include dates)**

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Signature: ..... Date: .....

YPM Name: .....

Signature: .....

Date: .....