

What to do if accused of inappropriate behaviour:

While this is likely to be distressing, try to keep calm so as not to escalate the situation. Inform a colleague and a Project Manager as soon as possible. Advise the young person/vulnerable adult that they should also inform an appropriate adult. This will ensure that you both received the support you need.

To report any Safeguarding concerns during office hours please call The Hive on 01743 234970

Outside of office hours please email ellen@hiveonline.org.uk

The Hive's emergency contact number is 07793964385

You can report your concerns online via the 'Report child abuse online - NSPCC website' or phone the Initial Contact Team at Shropshire Council on 0345 678 9021. If you need to report concerns out of office hours then please contact the Emergency Duty Team at Shropshire Council on 0345 6789040.

You can also speak to:

- Protecting Vulnerable People (West Mercia Police): 0300 333 3000
- NSPCC: 0800 800 5000
- Childline: 0800 1111

Dealing with over familiar or provocative behaviour – including touch or physical contact

Possible Scenario: A participant has initiated unwanted attention or inappropriate behaviour

What to do: It is always best to deal with this at the time with an open, caring and direct approach. This is an opportunity to model appropriate relationships to young people or vulnerable adults. Possibly discuss with the participant and support worker if present. Always make sure you feel safe with the person you're engaging with – discuss in the debriefing sessions with your colleagues (or sooner) and agree how this will be tackled to maintain everyone's safety and personal space.

Recognising a disclosure (and what to do if there are concerns)

Possible Scenario: A young person or vulnerable adult tells you they are being somehow abused or bullied by a parent/carer/partner/peer OR you overhear young person/vulnerable adult telling another young person that this is happening. You may also have a concern that the young person/vulnerable adult, carer or accompanying adult has been abusive towards them OR they are self-harming.

What to do: Report this to a Project Manager and ensure you keep a clear and accurate written record of what was disclosed and any concerns you may have. It is good practice to do this at the earliest opportunity.



Social Media

Possible Scenario: a young person has enjoyed working with you and wants to develop a friendship/have contact with you informally.

What to do: Ensure all your social media profiles have high privacy settings. **Do not** accept any friend requests from young people. If the young person discusses the fact that they want to send you a friend request, simply reply that you don't accept friend requests from any young person you have worked with. **Never** give out your personal mobile number or other contact details nor agree to meet young person or vulnerable adult in your own time.

Lifts / Transport

Possible Scenario: a young person may live close to you, on your route home or it may be bad weather.

What to do: It is never good practice to offer a young person you have worked with a lift to their home/next appointment. The young people we work with are vulnerable and this puts you and the young person in a 1:1 situation. A young person may misinterpret your intentions or make an allegation. You may not have insurance for transporting young people in connection with your work in the event of an accident.

Working 1:1 with a young person/participant

Possible Scenario: Other music leaders have left the room/ gone to work with an individual in a breakout space.

What to do: Sometimes it is unavoidable to be left alone with a young person, however it is the responsibility of every supervising adult to remain aware of the ratio of workshop leaders or support workers with young people/vulnerable adults. Minimise risks if 1:1 by leaving doors propped open, work in the open gallery space and colleagues keep checking in on each other.

Oversharing/giving away too much personal info

Possible Scenario: Young people are asking you lots of personal information.

What to do: Be general about where you live and who with, never giving addresses – this is an opportunity to model personal safety to young people, keeping information for close friends and family. **Never** arrange to meet a young person or vulnerable adult in your own time/beyond workshop arrangements.