

Harmony Adult All Ability Orchestra: Safeguarding Policy (Children and Vulnerable Adults)

Policy history				
Version	Date	Summary of change	Implementation date	Review date
1	20 May 2017	Policy created		19 May 2018
2	20 May 2018	Sign-up annex updated to include contact email	20 May 2018	19 May 2019
3	11 January 2020	Sign-up annex removed	11 January 2020	10 January 2021
4	21 June 2020	Removal of reference to DBS checks; Update from reference to DSO officers to "responsible/authorised member or Chair" and inclusion of complaint procedure.	21 June 2020	20 June 2021

Purpose and Aim of this Policy

The Harmony Adult All Ability Orchestra is a not-for-profit community orchestra which comprises adults (18 years and above) of all musical abilities at an amateur level. Members come in to contact with children and/or vulnerable adults normally through musical performances (generally twice a year). All members attend on a voluntary basis. The Harmony Adult All Ability Orchestra is committed to protecting children and vulnerable adults who perform or work with the group and will respond to any concerns appropriately.

This policy applies to all members, including the Musical Director (adults, children and vulnerable adults) of the Harmony Adult All Ability Orchestra. This policy will be reviewed annually as part of the AGM and an electronic copy will be displayed on the orchestra's website.

Reference to Relevant Guidance

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

- Children Act 1989
- Data Protection Act 1998
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Working together to safeguard children 2010
- Safeguarding Children and Young People July 2014
- Children and Families Act 2014

Policy for safeguarding children and vulnerable adults

As Harmony Orchestra does not regularly work with children we do not carry out Disclosure and Barring Service checks on any of our members. However a number of our members work with children in their professional lives and so have current checks in place.

- No child or vulnerable adult will be left alone at the rehearsal or performance site; parents or guardians are asked to remain with their child until the agreed responsible or authorised member has arrived on site. The authorised member will ensure that parents or guardians collect their child or that appropriate alternative arrangements have been made for the end of rehearsal or performance;
- Children or vulnerable adults will perform as part of the full ensemble or a subset of the ensembles but not on a one-to-one basis;
- For musical performances, all members including children and vulnerable adults will dress in orchestral attire (for example, formal shirt and trousers or knee-to-full length skirt or dress);
- Communication of rehearsal dates, performance venues and any other relevant information will be sent directly to the parent or guardian of child or vulnerable adult orchestra members, normally via email;

Raising Concerns

The Harmony Adult All Ability Orchestra recognises its duty to report concerns or allegations against any of its members and will use the following process in such an event:

- Take observations/allegations seriously;
- Report any concerns to the Chair;
- Contact the Local Authority for advice and report any allegations within 48 hours of any incident first being raised;
- Follow the advice provided by the appropriate Authority.

Scope of this Policy

This policy applies to all members of Harmony Adult All Ability Orchestra (including Musical Director) and all employees of the rehearsal venue who may be on site during rehearsal or performance times.

Contact Details

CEOP

www.ceop.police.uk

NSPCC Helpline

0808 800 5000

Devon Safeguarding Children Board

<http://www.devonsafeguardingchildren.org/children-young-people/>

Multi-Agency Safeguarding Hub

0345 155 1071

References for this policy

Richmondshire Orchestra Safeguarding Policy (Children and Vulnerable Adults), <https://richorch.wordpress.com/policies/> (Accessed 20 May 2017)

NSPCC: Writing a Safeguarding Policy, <https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/> (Accessed 20 May 2017)

DISC Devon Family Information Safeguarding Policy http://www.devon.gov.uk/disc_safeguarding_policy01.08.11.pdf (Accessed 20 May 2017)

Camden Symphony Orchestra Safeguarding & Child Protection Policy http://www.camdenso.org.uk/sites/www.camdenso.org.uk/files/cso_safeguarding_child_protection_policy_june_2019.pdf (Accessed 21 June 2020)