

# Safeguarding Policy



*Harborne Orchestra*

Harborne Orchestra is a not-for-profit organisation run by the Orchestra Committee.

## 1. **Terminology:**

- 1.1. **DBS** – Disclosure and Barring Service
- 1.2. **Freelancer** – a paid member of Harborne Orchestra, such as Conductors, Extras at concerts
- 1.3. **Harborne Orchestra Activities:** Rehearsals, concerts, events or projects held or organised by Harborne Orchestra.
- 1.4. **Member** – a playing member of Harborne Orchestra who pays an annual subscription.
- 1.5. **Orchestra Committee** – members of Harborne Orchestra elected to positions in the Harborne Orchestra committee at the Annual General Meeting.
- 1.6. **Safeguarding** – the process of protecting children, young people and vulnerable adults from harm, whether the harm is caused by accidents, deliberate abuse (physical, emotional, sexual), neglect, bullying, discrimination or prejudice or failure to help children take part in activities that are open to most of their peers.
- 1.7. **Safeguards** – measures put in place to help reduce the risk of children, young people and vulnerable adults being harmed.
- 1.8. **Suitable Adult** - A parent, guardian or carer aged 18 or over, or an adult aged 18 or over nominated by a parent, guardian or carer, of a vulnerable person.
- 1.9. **Volunteer** – Anyone providing free assistance to Harborne Orchestra e.g. front of house.
- 1.10. **Vulnerable People:** Children up to the age of 16, young people aged 16-17, vulnerable adults aged 18 and over.

## 2. **Overview:**

- 2.1. **Commitment to safeguarding:** Harborne Orchestra, believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults within the activities of Harborne Orchestra, and to protecting them from harm.

We recognise that all vulnerable people regardless of race, gender, religious belief, disability, age, sexual orientation or identity have equal right to protection from harm, and that some vulnerable people are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.

- 2.2. **Policy Statement:** This policy:

2.2.1. Applies to: all members, freelancers, volunteers and anyone taking part in Harborne Orchestra activities.

2.2.2. Provides the overarching principles that guide our approach to the protection of vulnerable people.

2.2.3. Recognises vulnerable people as:

- i. Children up to the age of 16 and young people aged 16-17;
- ii. Adults aged 18 and over defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006 (as amended from time to time); this may include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

2.2.4. Aims to:

- i. Protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for, or participate in activities of Harborne Orchestra.
- ii. Ensure members, freelancers and volunteers working with children, young people and vulnerable adults are carefully selected and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.

- iii. Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Harborne Orchestra undertakes any activity, event or project.

2.3. **How Harborne Orchestra might work with vulnerable people:** Membership is generally open to those aged 16 and over. On exception members may be below the age of 16 but they must be accompanied at all times by a Suitable Adult who is aged 18 or over. We run regular rehearsals for members and perform concerts for the general public. As such Harborne Orchestra's involvement with vulnerable people is regarded as "low level" and might include, but is not limited to:

2.3.1. Members of Harborne Orchestra who attend rehearsals and concerts;

2.3.2. Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity;

2.3.3. Freelancers who attend rehearsals and concerts;

2.3.4. Audience members at public concerts.

2.4. **Safeguarding Officer and Deputy:** The Chairperson of Harborne Orchestra has overall responsibility for safeguarding issues and is the Safeguarding Officer. The Orchestra Committee will appoint a Deputy Safeguarding Officer. All queries and concerns relating to safeguarding should be referred to the Safeguarding Officer in the first instance or, if not available, to the Deputy Safeguarding Officer by email via [orchestraharborne@gmail.com](mailto:orchestraharborne@gmail.com). Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the Safeguarding Officer and Deputy and in line with established procedures and ground rules (see below).

2.5. **Policy review:** This policy will be reviewed by the Orchestra Committee annually, and amended if necessary.

### 3. **Disclosure and Barring**

3.1. If an existing or potential new member, or volunteer will be working with vulnerable people as part of Harborne Orchestra activities, the appropriate level of DBS checks will be requested before that work is undertaken in accordance with the Safeguarding Vulnerable Groups Act 2006 (as amended from time to time). Most members of Harborne Orchestra will not require a DBS check.

- 3.2. The level of DBS check required will be decided by the Orchestra Committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially.

#### 4. **Working Procedures for safeguarding of vulnerable people:**

- 4.1. A copy of this Safeguarding Policy will be made available to all members and freelancers of Harborne Orchestra.
- 4.2. When Harborne Orchestra organises an activity or event where it will be responsible for children, young people or vulnerable adults it will ensure:
  - 4.2.1. Planning is carried out in line with this policy and procedures.
  - 4.2.2. The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
  - 4.2.3. There is a main contact for safeguarding on the day – this will be an individual who has been DBS checked. (Harborne Orchestra maintains a list, checked annually, of DBS checked members).
  - 4.2.4. The main contact has access to emergency contact details and other relevant details (e.g. information about dropping off and picking up arrangements for vulnerable people).
  - 4.2.5. That, if vulnerable people of different gender will be taking part in activities, adults of different gender will be in attendance too.
  - 4.2.6. A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
  - 4.2.7. Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people leave the event according to its safeguarding plan and risk assessment.
  - 4.2.8. The Safeguarding Code of Behaviour is attached at Appendix 1. It sets out how Harborne Orchestra members, children, young people and vulnerable adults will treat each other and work together. This will be made available to Harborne Orchestra members, freelancers, and parents, guardians, carers, as appropriate, at the time of the Harborne Orchestra activity.

4.2.9. If a child is under the age of 16 a member and/or attends Harborne Orchestra activities they must be accompanied at all times by a Suitable Adult, aged 18 or over. That Suitable Adult will be responsible for any travel arrangements for that child to and from Harborne Orchestra activities.

4.2.10. Young people aged 16 or 17 may attend Harborne Orchestra activities unaccompanied if they provide the written consent and mobile telephone number of their parent or guardian to the Safeguarding Officer.

4.2.11. No photos are to be taken or published of any child or young person attending Harborne Orchestra activities without the prior written consent of their parent or guardian.

## **5. Procedures for raising safeguarding concerns and incidents of abuse**

5.1. If any member, freelancer or volunteer of Harborne Orchestra witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named Safeguarding Officer or their Deputy.

5.2. If neither the Safeguarding Officer or Deputy is available or is involved in, or connected to, the abuse, it should be reported to another member of the Orchestra Committee, in the first instance, or a DBS checked adult.

5.3. If a vulnerable Member wishes to report an incident of abuse against themselves they should report it to the Safeguarding Officer or an individual they trust.

## **6. Procedures for dealing with concerns and incidents of abuse**

6.1. If the disclosure of abuse is reported to a member or freelancer, in the first instance:

6.1.1. Allow the person making the disclosure to speak without interruption, and accept what they say

6.1.2. Be understanding and reassuring – do not give your opinion

6.1.3. Tell them you will try to help but must pass the information on

6.1.4. Take them to the Safeguarding Officer, or the Deputy as quickly as possible

6.2. The Safeguarding Officer or Deputy will first make a decision based on the immediacy of the concern and the following two factors:

6.2.1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.

- 6.2.2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.
- 6.3. If none of the above applies the Safeguarding Officer, together with one other Committee member, will:
- 6.3.1. Sit with the vulnerable person who is making a disclosure and make a note of the concerns reported to them.
- 6.3.2. Speak with the Orchestra Committee, to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
- 6.3.3. Escalate the report by either:
- i. Raising concerns with the police – for serious or possible criminal offences;
  - ii. Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection;
  - iii. Conducting an internal investigation – for less serious incidents where they feel internal mediation will be successful.
  - iv. Where cases are escalated the Orchestra Committee will cooperate with the police or local authority in dealing with the reported incident.
- 6.4. Where an internal investigation takes place the Orchestra Committee will:
- 6.4.1. Inform all parties involved of the reported abuse as soon as possible.
- 6.4.2. Inform the family/guardians, of the person reported as having been abused, of the incident.
- 6.4.3. Arrange separate meetings with both parties within a reasonable time of the reported incident. A joint meeting may be arranged if appropriate.
- i. Both parties should be given the chance to bring a friend or representative to the meeting.
  - ii. Meetings will be attended by the Safeguarding Officer and at least one other committee member.
  - iii. All parties will also be invited to submit a written statement in advance of the meeting.

- 6.4.4. Once meetings have taken place the Orchestra Committee will decide on next steps and communicate them to all parties in writing within 5 days. The next steps will be either:
- i. Escalate the incident to the relevant authority.
  - ii. Further investigation – with established procedures and timelines to work towards a resolution.
  - iii. A decision or resolution.

## **7. Resolution and disciplinary action**

- 7.1. If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of Harborne Orchestra.
- 7.2. Membership of Harborne Orchestra may be terminated at the discretion of the Orchestra Committee.
- 7.3. Any appeal must be made to the Orchestra Committee via email to [orchestraharborne@gmail.com](mailto:orchestraharborne@gmail.com) within 7 days of the date of the decision.

## **8. Legal Framework**

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Equality Act 2010
- Working together to safeguard children 2018

**This policy was approved and adopted by the Orchestra Committee on 21<sup>st</sup> May 2021**

**Chairperson: Jill Jack**

## **Appendix 1. Safeguarding Code of Behaviour**

When Harborne Orchestra is involved in an activity where there are children, young people and/or vulnerable adults:

A. Each member, freelancer and volunteer should:

1. Remember that they are a role model
2. Remember that they are in a position of trust
3. Treat everyone with dignity and respect
4. Treat all vulnerable people with equality
5. Act within appropriate boundaries, even in difficult circumstances
6. Ensure physical contact with children and young people is kept to a minimum and is appropriate and relevant to the particular activity
7. Encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
8. Create an environment where vulnerable people feel safe to voice their concerns
9. Report immediately all allegations, suspicions and concerns related to abuse
10. Respect a young person's right to personal privacy as far as possible, recognising that in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.
11. Remember that someone may misinterpret their actions

and should:

1. Not plan to be alone with a young person unless they have a DBS check
2. Not smoke or drink alcohol when they are directly responsible for vulnerable people
3. Not trivialise abuse or let it go unreported
4. Not overstep the boundaries between themselves and young people by engaging in inappropriate friendships.
5. Not allow activities that encourage bullying behaviour
6. Not use inappropriate, suggestive or threatening language, whether verbal, written or online
7. Not rely on their reputation or position to protect them

B. Each child, young person and/or vulnerable adult should:

1. Be able to rely on the appropriate behaviour of everyone at Harborne Orchestra and behave appropriately themselves
2. Know who to go to if the behaviour of anyone at Harborne Orchestra causes them anxiety
3. Feel confident that they will be listened to and supported in accordance with the Harborne Orchestra Safeguarding Policy