



## **Safeguarding Policy**

### **Policy Statement**

The Loughborough Orchestra, a registered charity, is an amateur orchestra. Although its members are mainly adults, sometimes young people (under the age of 18 years) are involved in the activities of the Orchestra, usually as players. The Orchestra welcomes and actively encourages the involvement of such young people to foster their musical development and as a way of encouraging future membership. However, we need to ensure their safety and well-being whilst they are in our care.

On occasions when a 'vulnerable adult' is involved with the Orchestra activities, that person should also be assumed and be liable to the same and appropriate duty of care as any child would be.'

NB where "Child" is quoted in the rest of this document, please add or Vulnerable Adult

### **Aims of this policy**

- To ensure the safety of any child entrusted to the care of the Orchestra
- To protect the position of the Orchestra in the event of any allegations of misconduct towards such people.

### **Definitions**

- Orchestra - The Loughborough Orchestra
- Activity - any rehearsal, concert or associated activity officially arranged by the Orchestra
- Child - any person under the age of 18 years taking part in an Orchestra activity
- Vulnerable Adult - Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
- Committee - the committee of the Orchestra (who are also the trustees of the charity)
- Supervisor - any member of the Orchestra who has been approved by the Committee to look after the interests of the children involved in its activities.

### **Roles and responsibilities**

#### **Supervisor**

- The Committee will appoint certain suitable members of the Orchestra to take responsibility for the supervision of any children becoming involved in its activities
- The appointment of such supervisors will be made after satisfactory evidence has

been obtained that checks have been made with the Criminal Record Bureau (CRB) for similar purposes within the last three years

- Each child involved in the activities of the Orchestra will be allocated to one or more supervisors.
- On their first arrival at the Orchestra, the child will be introduced to the Musical Director, who will arrange their seating and deal with any musical matters and to their supervisor, who will be the first point of contact for the child, should any personal problems arise from Orchestra activities.
- Supervisors will keep a discreet watch on children in the Orchestra and ensure their general well-being.

### **Committee**

- The committee will be responsible for the appointment of Supervisors
- The committee will be responsible for dealing with any child protection issues reported to it by the Supervisors.
- The committee will ensure that the circulation of lists of names which include children's telephone numbers, addresses and email addresses is restricted to only the appointed Supervisor and the Musical Director.
- The committee will ensure that no taking and storing of photographs and videos of children is undertaken during Orchestra activities unless the appropriate section of the permission slip has been completed. No assumptions are to be made about whether it is acceptable. In the case of older children, the children themselves should be asked as well as appropriate parental permission being sought.

### **Parents/carers**

- Before a child takes part in any activity, written permission must be provided to the Orchestra by his/her parents/carers. The permission form is attached to this policy. The policy can be accessed from the members' section of the website, or a hard copy can be requested from the Orchestra Secretary

### **Orchestra members**

- No member of the Orchestra is allowed to be alone at any time with any child in the Orchestra during any activity. Independent arrangements made by parents are excluded from this clause.
- There is to be no inappropriate contact between members and any child in the Orchestra during any activity
- No member of the Orchestra is permitted to meet with any such child outside such activities or away from the normal meeting place, unless a parent or other adult approved by a parent is present.

### **Complaints Procedure**

- Any complaints regarding the safety of children and/or the conduct of members towards such children are to be referred to the Supervisor in the first instance. He/she will raise it with the committee, who will decide what further action should be taken, if relevant. The Supervisor will then report back to the complainant.



**Permission Form: Safeguarding Policy**

Child's name:

I give permission for my child to take part in the activities organised by The Loughborough Orchestra. I have received, read and understand the contents of the Safeguarding Policy:

Yes     No

I give permission for photos of my child to be displayed in the member's section of the website (this page is not accessible to the general public:

Yes     No

I give permission for my child to be included in small group/full Orchestra photos which may be used for advertising purposes.

Yes     No

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

**Parent / Carer contact details**

Name:

Address:

Postcode:

Phone: