

Southend Wind Orchestra – Safeguarding Policy

Southend Wind Orchestra (SWO) is a charitable organization (unincorporated association) whose objectives are to provide opportunities for local amateur musicians to study, practise and improve their technical skills and musicality by playing together a range of challenging wind band music; to extend the appreciation and enjoyment of audiences through provision of high playing standards at concert; to support local projects through fundraising at regular concerts in S E Essex.

In the pursuit of our objectives, we interact with members, supporters, volunteers and other organisations. We are committed to the safeguarding and wellbeing of our members, supporters, volunteers and others who may interact with us. This policy describes our commitment to safeguarding, how we manage any concerns, and our code of conduct.

This policy consists of two documents based on the Making Music templates:

1. Safeguarding policy – an overview document setting out the Southend Wind Orchestra's commitment to safeguarding
2. Ground rules, ways of working and procedures document – this covers the practical aspect of the policy in more detail.

Appendix:

SWO Safeguarding Code of Behaviour

Named members of the Southend Wind Orchestra:

- SWO Chairperson: Sallie Falvey
- SWO Safeguarding Officer: Sarah Lane Cawte
- SWO Deputy Safeguarding Officer: Lucinda Booth
- SWO Safeguarding Verifier: Sallie Falvey

Terminology:

- **Making Music** – the National Federation of Music Societies. A company limited by guarantee. Registered in England no. 308632 Registered Charity in England no. 249219 and in Scotland no. SC038849. 8 Holyrood Street, London SE1 2EL. Tel 020 393 6030
- **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.
- **Safeguards** – measures put in place to help reduce the risk of children, young people and vulnerable adults being harmed.
- **Member** – a playing member of the orchestra who pays an annual subscription (includes Committee members)
- **Staff** – a paid member of the orchestra, such as Artistic Director, Guest Conductors, Leader, Extras at concerts
- **Volunteers** – e.g. front of house staff

Safeguarding Policy – Southend Wind Orchestra – Overview

1. **Commitment to safeguarding:** Southend Wind Orchestra, hereafter referred to as SWO, 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 we come into contact with and to protecting them from harm.

2. **About this policy**

- This policy applies to: all members, staff (whether employees or freelances), volunteers and anyone working on behalf of the SWO or taking part in SWO activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might 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.
 - This policy aims to:
 - Protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for SWO.
 - Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when SWO undertakes any activity, event or project.

3. **How SWO might work with vulnerable people:** membership is open to anyone who meets the minimum standard of grade 6 or equivalent. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people is regarded as “low level” and might include, but is not limited to:

- Members of SWO who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

4. **Named SWO Safeguarding Officer and Deputy:** a named member of SWO has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the SWO Safeguarding Officer in the first instance or, if not available, to the Deputy Safeguarding Officer. Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the SWO Safeguarding Officer and Deputy and in line with established procedures and ground rules (see below).

5. **Procedures and ground rules:** A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

6. **Policy review:** This policy will be reviewed and amended (if necessary) in September annually by the SWO Committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Safeguarding Policy – Southend Wind Orchestra- **Ground rules, ways of working and procedures**

This document forms part of the SWO Safeguarding policy.

- The policy applies to: all members, staff (whether employees or freelances), volunteers and anyone working on behalf of the SWO or taking part in SWO activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might 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.

This document includes:

1. Recruitment practices around safeguarding
2. Ground rules and ways for working regarding safeguarding of vulnerable people
3. Procedures for raising safeguarding concerns and incidents of abuse
4. Procedures for dealing with concerns and incident of abuse

1) Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the SWO activities, the appropriate level of DBS will be requested before that work is undertaken. Most members of SWO will not require a DBS check.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity (see Appendix – Regulated Activity). The results of any check to inform a decision will be used confidentially.

2) a) Ground rules and ways for working regarding safeguarding of vulnerable people

All members and staff members of SWO will be required to read the SWO Safeguarding Policy each year.

When SWO organises an activity or event where it will be responsible for children, young people and vulnerable adults it will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below – as per Ofsted recommendations.
- There is a main contact for safeguarding on the day – this will be an individual who has been DBS checked. (SWO maintains a list, checked annually, of DBS members.)
- 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).
- That, if vulnerable people of different gender will be taking part in activities, adults of different gender will be in attendance too.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- 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.
- There is an appropriate Safeguarding Code of Behaviour which is available to all adults. It will set out how SWO members, children, young people and vulnerable adults will treat each other and work together. This will be made available to SWO members and parents/guardians/carers, as appropriate, at the time of the event.

Child to adult ratio table

Child's age	Minimum number of adults – at least 1 DBS-checked	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

2) b) Working with parents/guardians: If a vulnerable person wishes to take part in SWO activities, written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details, any relevant drop off and pick-up arrangements, including permission for another adult to pick up the vulnerable person after the activity has finished. Letters should only be sent after prior checking from the Safeguarding Officer or Deputy Safeguarding Officer.

3) Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer of SWO witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named SWO Safeguarding Officer or their Deputy
- If neither named person is available or is involved in, or connected to, the abuse, it should be reported to the SWO Chairperson, in the first instance, or a DBS checked adult from the list held by the SWO Safeguarding Verifier.
- If a vulnerable SWO member wishes to report an incident of abuse against themselves they should report it to the named Safeguarding Officer or an individual they trust.

4) a) Procedures for dealing with concerns and incidents of abuse

i) If the disclosure of abuse is reported to an orchestra member or staff member, in the first instance do not agree or disagree with what is disclosed but:

1. Allow them to speak without interruption, and accept what they say
2. Be understanding and reassuring – do not give your opinion
3. Tell them you will try to help but must pass the information on
4. Take them to the Safeguarding Officer, the Deputy Safeguarding Officer or the SWO Chairperson as quickly as possible

ii) The Safeguarding Officer will first make a decision based on the immediacy of the concern and the following two factors:

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

If none of the above applies the Safeguarding Officer, together with one other DBS checked SWO member, will:

- Sit with the vulnerable person who is making a disclosure and make a note of the concerns reported to them on the SWO pro forma
- Speak with the Chairperson, or other committee members if the allegation is against the Chairperson, to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences;
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection;
 - Conducting an internal investigation – for less serious incidents where they feel internal mediation will be successful.
 - Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
 - Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians, of the person reported as having been abused, of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named Safeguarding Officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. The next steps will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

4) b) Resolution and disciplinary action

- 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 the SWO.
- Membership of the SWO may be terminated at the discretion of the Committee.

Date policy issued: September 2022

This review date: May 2026 **Next review date:** September 2027

SWO Safeguarding Code of Behaviour

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

A) Each member, staff member and volunteer should:

1. remember that they are a role model
2. remember that they are in a position of trust
3. follow the adult-to-young person ratios at all times
4. treat everyone with dignity and respect
5. treat all young people equally – do not show favouritism
6. act within appropriate boundaries, even in difficult circumstances
7. ensure physical contact with children and young people is kept to a minimum and is appropriate and relevant to the work of the particular activity
8. encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
9. create an environment where young people feel safe to voice their concerns
10. report immediately all allegations, suspicions and concerns related to abuse
11. 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.
12. remember that someone may misinterpret their actions

and should:

1. not plan to be alone with a young person
2. not smoke or drink alcohol when they are directly responsible for young people
3. not trivialise abuse or let it go unreported
4. not overstep the boundaries between themselves and young people by engaging in friendships or sexual relationships
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 SWO and behave appropriately themselves
2. know who to go to if the behaviour of anyone at SWO causes them anxiety
3. feel confident that they will be listened to and supported in accordance with the SWO Safeguarding Policy