

## Swindon Symphony Orchestra Safeguarding Policy

### Policy Statement

The Swindon Symphony Orchestra is an amateur orchestra whose members are mainly adults. However, at times young people (under 18 years) are involved in the Orchestra's activities. The Orchestra welcomes and actively encourages the involvement of such young people, to foster their musical development and encourage future membership. We do, however, recognise the need to ensure the safety and well-being of children and vulnerable adults whilst they are involved in orchestral activities.

The purpose of this Policy is to raise awareness among the members of the Orchestra about the appropriate ways to act and behave in relation to these groups of members within the Orchestra and to create a safe environment in which they can feel comfortable and secure while engaged in any rehearsal, concert or associated activity officially arranged by the Orchestra.

We are also committed to reviewing our policy and good practice on an annual basis.

### Guidelines for all members

Any personnel involved with the Orchestra should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of The Swindon Symphony Orchestra.

Members are committed to

- Treating young people and vulnerable adults with respect and dignity.
- Recognising the unique contribution each individual can make.

Members will avoid

- Using inappropriate language and offensive language such as swearing and sarcasm.
- Unnecessary physical contact with the person.
- Giving a child a lift unaccompanied (unless permission has been sought from parents).
- Being alone with a child/vulnerable person
- Leaving a child/vulnerable person unsupervised in a rehearsal/concert venue.
- Seeking to establish an inappropriate relationship or friendship with a child/vulnerable person outside the Orchestra
- Any conduct which lead any reasonable person to question motivation and intentions.

## Use of Photography and Recorded Images

Using images of children for publicity purposes requires the age-appropriate consent of the individual concerned and their legal guardians. This includes displays on websites, in publications or in a public place. If images are to be retained, permission must be sought and images securely stored. Files holding images must be protected from access via the internet and may only be released to and used by those so authorised. If a photograph including a child is used, the child must not be named.

## Communication

Any necessary communication must be made through the parent and not through direct contact with the child.

## Protection Procedures

1. This Policy is to be reviewed annually and presented to the Annual General Meeting of the Orchestra.
2. At the AGM, following the election of the Committee, the Committee will appoint two of its members to be the designated Safeguarding Officers (who will preferably hold a current DBS certificate).
3. It is recognised that the designated Safeguarding Officers may not have had training in child protection.  
However, in the event of a disclosure/allegation/complaint being made, the matter will be referred to the appropriate agencies.
4. The names of the Safeguarding Officers will be made known to all members of the Orchestra.
5. The Policy, and the names of the Safeguarding Officers, will be published on the Orchestra's website.
6. The Safeguarding Officers will ensure that there is a minimum of two adults present when supervising young people.

7. If a young person wishes to disclose to an orchestral member something that relates to a child protection issue then the member should listen but not question or interrupt.  
It must be explained to them that information given must be passed on to someone who can help.  
A note of the discussion should be made recording when/where the discussion took place, who was present and what was said.  
The disclosure must be reported immediately to one of the elected Safeguarding Officers.
  
8. If any member sees/hears something which leads them to believe that a young person may be being neglected or suffering physical, sexual or emotional abuse, they must immediately report their concerns to one of the elected Safeguarding Officers.
  
9. In the event of a complaint or allegation, the matter should be referred to one of the Safeguarding Officers who will take the appropriate action. All complaints and allegations will be dealt with sensitively.
  
10. The Orchestra Secretary will:
  - Hold a secure register containing emergency contact numbers for all young people in the Orchestra
  - Will be the first point of contact for parents/carers
  - Seek written permission from parents/carers about the taking, displaying, distributing and keeping of photographs and videos.

This Policy was adopted on.....31 August 2016.....

And will be reviewed on .....Autumn AGM 2017.....

#### Designated Safeguarding Officers

- Terry Fosker (terrifosker@hotmail.com)
  
- Philippa Mayhew Simpson (philippamayhewsimpson@yahoo.co.uk)