

MARCHWOOD ORCHESTRA SAFEGUARDING POLICY

2017-09-24

Policy Statement

Marchwood Orchestra is an amateur orchestra. Although its members are mainly adults, some young persons (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 persons in order to foster their musical development. However, we need to ensure their safety and well-being whilst they are in our care.

Aims of this policy

- To ensure the safety of any child/young person entrusted to the care of the Orchestra.
- To protect the position of the Orchestra in the event of any allegations of misconduct towards such children/young persons.

Definitions

- **Orchestra** – The Marchwood Orchestra.
- **Activity** – any rehearsal, concert or associated activity officially arranged by the Orchestra.
- **Child or Young Person or Junior Member**– any person under the age of 18 years taking part in an Orchestra activity.
- **Parent or Guardian** - the person(s) legally responsible for the child/young person/junior member.
- **Committee** – the Committee of the Orchestra.
- **Supervisor/Assistant Supervisor** – a member of the Orchestra who has been approved by the Committee to look after the interests of the young persons involved in the Orchestra's activities.

Rôles and responsibilities

1. The Orchestra

Marchwood Orchestra recognises that it is in a position of trust with young persons under the age of 18 years and that their welfare is of paramount importance. Child protection belongs to everyone and to support this the following procedures have been adopted.

On first arrival at the Orchestra, the young person will be introduced to the Musical Director, who will arrange their seating and deal with any musical matters. The young person will then be introduced to the Supervisor, who will be the first point of contact for the young person should any personal problems arise out of Orchestra activities.

At this first visit the young person will be given written details about the Orchestra by the Supervisor. This includes the core activity, the membership description, costs and current rehearsal arrangements (times, venue, and dates) and an application form. The parents or guardians of the young person will also be given copies of these details.

Should the young person subsequently wish to formally join the Orchestra they will need to complete this application form. It gives the date of birth, address and two contact details in the event of an emergency. Parents or guardians will sign the application form to give consent for their child to join and perform, and to confirm that they agree to the conditions which are laid out in this Policy.

2. Parents/guardians

It is the responsibility of the parents or guardians to make adequate arrangements for their child to travel to and from Orchestra rehearsals and concerts. However, no young person will be left on their own at the end of a rehearsal or concert. It is the responsibility of the parents or guardians to ensure that no young person is left waiting to be collected unattended.

3. The Committee

- The Committee of the Orchestra shall appoint at least two members to be responsible for child protection and safeguarding. These persons will be known as 'Supervisor' and 'Assistant Supervisor'. They must be members of the Orchestra, and these appointments will be made at the first meeting of the Committee following the AGM. These nominations will be made known to the members of the Orchestra.
- The Committee will be responsible for dealing with any child protection issues reported to it by the Supervisor or Assistant Supervisor.
- The Committee will ensure that the young person's telephone numbers, addresses and email addresses are kept only by the Supervisor and the Orchestra's Secretary.
- The Committee will ensure that no taking and storing of photographs and videos of children is undertaken during Orchestra activities unless their parents' permission has been obtained beforehand, preferably in writing.

4. 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.
- No member of the Orchestra is permitted to meet with any child Orchestra member outside such activities or away from the normal meeting place, unless a parent or other adult approved by a parent is present.
- All members of the Orchestra accept that they hold a position of trust with junior members and that this position of trust will not be abused.

5. The Supervisor

- All responsibilities pertaining to the Supervisor shall apply equally to the Assistant Supervisor.
- The Supervisor will keep a discreet watch on young persons in the Orchestra and ensure their general well-being.
- The Supervisor will keep a file containing all completed application forms. They give the date of birth, address and two contact details of each young person in the Orchestra. This file must be kept readily available at every rehearsal/concert.
- In the event of an emergency the Supervisors' primary responsibility is the safety of the Orchestra's junior members.

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 must 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.

Peter Robson, DPSI,
Chairman, Marchwood Orchestra.