

## Safeguarding Policy – Aldworth Philharmonic Orchestra

Version 2.0 - November 2024

### Commitment to safeguarding

Aldworth Philharmonic Orchestra (“**APO**”) believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the wellbeing of all children, young people and adults at risk we come into contact with and to protecting them from harm.

### About this policy

- This policy applies to: all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of APO or taking part in APO’s activities, including APO Young.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all 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 at risk as defined 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 also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
- This policy aims to:
  - Protect children, young people and adults at risk who are: members of, receive services from, or volunteer for, APO.
  - Ensure members, staff and volunteers working with children, young people and adults at risk 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 adults at risk is a primary consideration when APO undertakes any activity, event or project.
  - Remind APO members of their responsibility to behave appropriately, as set out in the APO Rules and Regulations document and the Code of Conduct contained therein. This applies both at in person APO events and through any other contact with vulnerable people, including social media.
  - Encourage reporting of safeguarding incidents. We encourage reporting at any time and, whilst recognising that reporting can be difficult, prompt reporting will give us a greater chance of resolving the situation as efficiently and effectively as possible.

### How APO might work with vulnerable people

We run regular rehearsals for members and put on concerts for the general public as well as events for children who are members of APO Young. As such our involvement with vulnerable people might include, but is not limited to:

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



- APO Young members

### **Named safeguarding person**

Aoife Dudley and Mel Le Breuille have responsibility for safeguarding issues. All queries and concerns relating to safeguarding must be referred to Aoife ([aoife@apo.org.uk](mailto:aoife@apo.org.uk)) or Mel ([mel@apo.org.uk](mailto:mel@apo.org.uk)) in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Aoife and/or Mel and in line with established procedures and ground rules (see below).

### **Procedures and ground rules**

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

### **Policy review**

This policy must be reviewed and amended (if necessary) on an annual basis by the APO Committee. It must also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

## Safeguarding policy

### Aldworth Philharmonic Orchestra

#### Ground rules, ways of working and procedures

This document forms part of the Aldworth Philharmonic Orchestra (“**APO**”) Safeguarding Policy

- The policy applies to: all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of APO or taking part in APO 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 at risk including those 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:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and responding to reports of safeguarding incidents
- Procedures for dealing with concerns and reports of safeguarding incidents

#### Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of APO activities the appropriate level of DBS must be obtained before that work is undertaken.

The level of DBS check required must be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision must be used confidentially.

#### Ground rules and ways for working regarding safeguarding of vulnerable people

When APO organises an activity or event, including an APO Young event, where they will be responsible for vulnerable people the APO committee must 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 must 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 must be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this must be an individual who has been DBS checked.
- If the vulnerable person’s parent or guardian does not stay with the vulnerable person for the duration of the activity or event, the main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- If the vulnerable person’s parent or guardian does not stay with the vulnerable person for the duration of the activity or event, then 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 left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) must be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Child's age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

**Working with parents/guardians:** If a vulnerable person (excluding those under 16) wishes to take part in APO activities and if the vulnerable person's parent or guardian does not stay with the vulnerable person for the duration of the activity or event, written permission (email is fine) must be provided by parents/guardians where appropriate, and before the activity takes place. Written permission must include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished. Under 16s are not permitted to take part in APO activities without a parent or guardian, or approved chaperone, present at all times.

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

- If any member, staff or volunteer in APO witnesses, suspects or is informed of a witnessed or suspected or potential safeguarding incident, they must immediately report it to the named safeguarding officers, Aoife Dudley and Mel Le Breuilley.
- If a named person is not available, or is involved in or connected to, the abuse, it must be reported to the other named person or the group Chair, Michael Rowley.
- If an individual wishes to report a safeguarding incident that they themselves have experienced, they must report it to the named safeguarding officer or an individual they trust.

#### **Procedures for dealing with concerns and reports of safeguarding incidents**

The named person (or person reported in their absence) must 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 reported incident 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 named person must:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported incident, excluding any committee members who were involved in the incident.
- Inform a parent or guardian if the vulnerable person is under 18.
- 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.
- An internal investigation – for less serious incidents where they feel internal mediation will be successful.
  
- Where cases are escalated the committee must cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the committee must:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the family/guardians of the vulnerable person involved in the reported safeguarding incident and treat them as the main contact regarding the investigation.
  - Arrange separate meetings with both parties within 10 days of the incident being reported. A joint meeting may be arranged if appropriate.
    - A parent or guardian must attend the meeting with any person aged under 18.
    - Both parties must be given the chance to bring a friend or representative to the meeting.
    - Meetings must be attended by the named safeguarding officer and at least one other committee member.
    - All parties must also be invited to submit a written statement in advance of the meeting.
  - Once meetings have taken place the committee must decide on next steps and communicate them to all parties in writing within 10 days. They must be one of the following:
    - Escalate the incident to the relevant authority.
    - Further investigation – with established procedures and timelines to work towards a resolution.
    - A decision or resolution.

### **Resolution**

- If abuse is found to have taken place any final resolution or decision must be taken in the best interest of the person who has suffered the abuse and the best interests of APO.