

Safeguarding Policy – Bristol Millennium Orchestra

September 2019 (to review September 2020)

Overview

Commitment to safeguarding: Bristol Millennium Orchestra [the BMO] 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 with whom we come into contact and aim to protect them from harm.

About this policy

- This policy applies to all members, associates [including but not restricted to family/friends of BMO members acting in a volunteer capacity, deputising players, concert soloists] and anyone working on behalf of the BMO or taking part in the BMO activities.
- The purpose of this policy is to provide members and associates 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 or associates of the BMO, and audience members attending the BMO concerts;
 - ensure members and associates understand and accept responsibility for the safeguarding of those vulnerable individuals with whom they are interacting;
 - ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when the BMO undertakes any activity, event or project.

About the BMO

- The BMO is composed of playing orchestra members and conductors. Membership is open to those of 18 years of age and over. It is managed by a committee. Officers and other committee members are elected to serve on this body, and others may be co-opted onto the committee from time to time.
- Rehearsals are run by our volunteer conductors or a substitute on occasion. The BMO arranges approximately 3 concerts per year. From time to time the BMO might organise other events such as choral workshops, social events and outings.
- The BMO does not advertise itself as an activity suitable for children or vulnerable adults. Most members are independent adults. As such our involvement with vulnerable people might include, but is not limited to:
 - soloists aged less than 18 years of age;
 - BMO members defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006 as per above;
 - associates as defined above who attend rehearsals and concerts;
 - audience members at public concerts.

- The BMO rehearsals and performances are group activities, and there is no need for a member of the BMO to be alone with another member of any age. The BMO is therefore unlikely to be targeted by a person seeking opportunities to abuse children, young people or vulnerable adults. Nonetheless the committee recognises the need to safeguard the welfare of any vulnerable persons with whom we may work or come into contact.

Named safeguarding leads: Sarah Kennedy and Lorna Robinson have joint responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the safeguarding leads, either in person or via the dedicated email address in the first instance.

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

It is recommended that the safeguarding leads have clear DBS checks.

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 will be reviewed and amended (if necessary) on an annual basis by the 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 – Bristol Millennium Orchestra:

Ground rules, ways of working and procedures

This document forms part of the BMO Safeguarding Policy.

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- The purpose of this policy is to provide members and associates and any other interested party 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;
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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/incidents of abuse
 4. Procedures for dealing with concerns/incidents of abuse
 5. Resolution and disciplinary action
 6. Advice to BMO members and associates of the approach to be taken in the event of a safeguarding disclosure
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1. Recruitment practices around safeguarding

All existing and potential members must disclose if they are being investigated for, or have been convicted of, an offence against a vulnerable person.

If an existing or potential member discloses that they are being investigated for, or have been convicted of, an offence against a vulnerable person, the safeguarding leads should be informed and take advice as appropriate from external bodies such as, but not exclusive to, the Safeguarding Board, the police, the individual's social/case worker; a plan will then be drawn up and acted upon accordingly.

(Flow diagram)

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

If a child or young person wishes to take part in the BMO's activities:

- The body organising the child/ren's or young person/s involvement (e.g. teacher, parent, guardian) must provide written permission for their child/ren or young person/s to take part in the BMO's activities before the activity takes place (an email is acceptable).
- The organising body or parent/guardian retains full responsibility for the child's transport arrangements to and from rehearsals and the venues for performances or activities, and for their welfare during their time with the BMO.

- Rehearsals and other activities will be conducted in an open environment to avoid private or unobserved situations. Adult members (other than a parent or guardian) should ensure that they are not alone with a child or young person.
- When the BMO organises an activity or event that involves vulnerable people, they will ensure that planning is carried out in line with this policy and procedures.

3. Procedures for raising safeguarding concerns/incidents of abuse

- If any member or associate of the BMO witnesses, suspects, or is informed of a witnessed or suspected case of abuse, they should immediately report it to one/both of the safeguarding leads.
- If neither safeguarding lead is available, or is involved in or connected to the abuse, it should be reported to the Chair of the committee, or failing that, another member of the committee.
- If an individual wishes to report an incident of abuse against themselves, they should report it to one/both of the safeguarding leads, the Chair of the committee, another member of the committee, or an individual they trust.

4. Procedures for dealing with concerns/incidents of abuse

One/both of the safeguarding leads (or person reported to in their absence) 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 lead/s or the person reported to in their absence will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse, excluding any committee members involved in the incident.
- Escalate the report by:
 - raising concerns with the police – for serious or possible criminal offences; or
 - requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection; or
 - 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 being been abused of the incident;
 - arrange separate meetings with both parties, where possible 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 one/both of the safeguarding leads and/or at least one other committee member (minimum two people).
- 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, where possible within 5 days. They will:
 - escalate the incident to the relevant authority; or
 - conduct a further investigation to work towards a resolution; or
 - confirm a resolution, including disciplinary action if warranted.

5. **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 BMO.
- Any disciplinary action will be taken in line with the BMO constitution.

6. **Advice to BMO members and associates of the approach to be taken in event of a safeguarding disclosure**

The BMO notes the importance of being alert to safeguarding concerns and to the difficulty individuals may have in reporting it. To assist in responding appropriately to a disclosure, we offer the following strategy for anyone who is made aware of an issue:

- Listen carefully.
- Reassure the vulnerable person involved that this matter will be disclosed only to those who need to know about it and that they are doing the right thing in telling you.
- Avoid leading questions or closed questions.
- Write down what has been said, with date and time and any names mentioned, as soon as possible after the disclosure.
- Tell the vulnerable person what you are going to do next (in the first instance, report the matter to the safeguarding leads).