



Portsmouth Philharmonic Orchestra

Safeguarding Policy

Commitment to safeguarding: Portsmouth Philharmonic Orchestra 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.

About this policy

- This policy applies to all members, volunteers and anyone working on behalf of Portsmouth Philharmonic Orchestra or taking part in Portsmouth Philharmonic Orchestra activities
- The purpose of this policy is to provide members, volunteers and guest musicians with the overarching principles that guide our approach to the protection of all vulnerable people
- All members, potential members, volunteers and guest musicians are required to read and agree to the policy
- 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 vulnerable adults who are members of, receive services from, or volunteer for, Portsmouth Philharmonic Orchestra
 - Ensure members 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 Portsmouth Philharmonic Orchestra undertakes any activity, event, or project

How Portsmouth Philharmonic Orchestra might work with vulnerable people

The members of the orchestra are mainly adults. However, from time to time young people under the age of 18 or vulnerable adults become involved in the activities of the orchestra. We run regular rehearsals for members and put on concerts for the general public. 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
- Guest musicians who may play with us on an ad hoc basis
- Audience members at public concerts

Named safeguarding officer

The committee will appoint a named safeguarding officer who has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the officer in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the safeguarding officer and in line with established procedures.

Policy review

This policy will be reviewed and amended (if necessary) on an annual basis by the orchestra 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 procedures

These procedures include:

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

Recruitment practices around safeguarding

If an existing or potential new member or volunteer has a conviction against a child or vulnerable adult, they must disclose this verbally to the safeguarding officer. The orchestra committee will then consider whether it is appropriate for them to participate and what additional safeguarding measures need to be put in place. All members will be reminded of this requirement annually.

If an existing or potential new member or volunteer will be working unsupervised with vulnerable people as part of the Portsmouth Philharmonic Orchestra activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the Portsmouth Philharmonic Orchestra equal opportunities guidelines.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Portsmouth Philharmonic Orchestra organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and associated 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

- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked
- The main contact has access to emergency contact details and other relevant details (eg information about 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 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 get home safely

Working with parents/carers

If a vulnerable person wishes to take part in Portsmouth Philharmonic Orchestra activities, written permission should be obtained from parents/carers where appropriate, and before the activity takes place. Written permission should 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.

The vulnerable person and their parent/carer will be introduced to the safeguarding officer and be given their contact details. The safeguarding officer will be the first point of contact for the vulnerable person should any problems arise from orchestra activities and will keep a discreet watch on them and ensure their general well-being.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member or volunteer of Portsmouth Philharmonic Orchestra witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer
- If the safeguarding officer is not available, or is involved in or connected to, the abuse, it should be reported to the chair of the orchestra
- If an individual wishes to report an incident of abuse against themselves, they should report it to the named safeguarding officer or an individual they trust

Procedures for dealing with concerns and incidents of abuse

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 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 who were 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
- 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/carers of the person reported as being 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. They 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

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 Portsmouth Philharmonic Orchestra
- Any disciplinary action will be taken in line with the Portsmouth Philharmonic Orchestra constitution

Date policy agreed: March 2020

Date reviewed: September 2021