



Title:	Safeguarding and Child Protection Policy
Version:	2
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1 Scope

1.1 Commitment to safeguarding:

City of Carlisle Orchestra (CoCO) 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 well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

- This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of CoCO or taking part in CoCO 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 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 CoCO.
 - 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 CoCO undertakes any activity, event or project.
 - Provide members, committee members and volunteers with the overarching principles that guide our approach to child protection.

2 Background

The City of Carlisle Orchestra (CoCO) is a community orchestra which presents an annual series of concerts but also recognises its role in developing players and audiences for the future. Collaborating with the local youth orchestra on side by side projects is an important part of this work.

The City of Carlisle Orchestra has a responsibility to safeguard the welfare of children and young people up to the age of 18 in their charge. CoCO accepts the duty of care under the following legislation:-

Children and Young Persons Act 1963, the Child Performance Regulations (1968), United Convention of the Rights of the Child (1991), the Protection of Children Act (1999), The Criminal Justice and Court Services Act (2000), Sexual Offences Act (2003), Protection of Freedoms Act (2012), the Children Acts (1989 and 2004), Safeguarding Vulnerable Groups Act (2006).

Under these laws and relevant government guidance on how organisations should work together, voluntary groups have a responsibility to contribute to the safeguarding of the children with whom they work, to act on any concerns that a child is at risk of abuse and make sure that the way they work does not place children at unacceptable risk of harm.

Rehearsals take place at Trinity school in Carlisle and students are encouraged to join the orchestra. Thus, whilst the majority of orchestral members are over 18 there are currently a number of players who are under 18 and other children (e.g. soloists) who may join the orchestra for a specific project.

We recognise that:

- the welfare of the child/young person/adult at risk is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of their level of dependency or their communication needs
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, adults at risk and young people safe by:

- valuing, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for members and associates
- developing and implementing an effective e-safety policy and related procedures
- sharing information about child protection and good practice with children, parents, members and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

3 Safeguarding

The process of protecting children from harm – whether this harm is caused by accidents, deliberate abuse, neglect (deliberate or not) or factors such as bullying, prejudiced attitudes or a failure to enable children to participate in activities that are open to most of their peers.

Organisations are expected to carry out the right DBS and barred list checks for individuals who:-

- undertake a regulated activity on a regular basis. Regulated activities include unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on wellbeing, or driving a vehicle only for children.
- For supervised activities organisations are expected to provide a 'reasonable level' of supervision and to decide whether the supervision they can provide will be enough to protect the children they work with.

4 CoCO Safeguarding Guidelines

These guidelines apply to all orchestral members and associates.

4.1 Orchestra Members under 18

Where a person under 18 wishes to play with the orchestra written permission must be obtained from a parent/guardian. The committee member with responsibility for membership will greet all new members and ensure that the **CoCO permission Form** is completed for students under 16 years and emergency contact details recorded for players under 18 years.

Parents are responsible for ensuring their safe transport to and from rehearsals and the concert venue. Safeguarding concerns should be reported to a CoCO designated contact. The designated contacts will then discuss within 3 days and decide on the course of action required.

4.2 When young people are participating in CoCO rehearsals and performances

- At least two adults (one DBS checked) must be present at all times.
- Rehearsals and instruction must be conducted in groups rather than individually.
- Groups of children must not be left unsupervised at any point, even in rehearsal venues.

4.3 Supervision ratios

Child to adult ratio table

Childs 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

4.4 Working with parents/guardians:

If a vulnerable person wishes to take part in CoCOactivities written permission (email is fine) should be obtained from parents/guardians 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

5 Community projects

5.1 CoCO Community work involving pupils from local primary and secondary schools

It is not anticipated that any regulated activities will take place. Students may join the orchestra for rehearsals and participate in the concert. Most rehearsals involve the full orchestra but there are occasional sectional rehearsals. It is not anticipated that any individual tuition would take place prior to, during or after a rehearsal. In the unlikely event that this is required, prior permission must be sought from the CoCO committee and Disclosure and Barring Service checks be carried out prior to its commencement.

For community projects a member of the orchestra will be the CoCO designated contact and be responsible for liaising with partner organisation. Where a member of the orchestra works in the school either as a member of staff or as a visiting peripatetic instrumental teacher it is anticipated that this person is the most appropriate to take this role.

The host school/organisation will take responsibility for gaining parental consent to participate in the event. Parents are responsible for transporting young pupils to and from the rehearsal/concert venue. The CoCO designated contact will coordinate arrangements at the venue.

At concert venues young people will be allocated a designated waiting area. If possible there should be sufficient adults from the host school to supervise the children. If additional adults are required to conform to the ratios stated above other adults

asked to assist with students should whenever possible also have a DBS check. Students should be supervised at all times during rehearsals, events and concerts.

NSPCC guidelines and good practice have been adopted by the orchestra. For further details see <https://learning.nspcc.org.uk/safeguarding-child-protection>.
<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

6 Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in CoCO 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 named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair or a DBS checked adult: [See Section 7, Designated/DBS checked adults].
- 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.

6.1 Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported 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 named person 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 of 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/guardians of the person reported as being been 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 change 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.

6.2 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 the CoCO.
- Any disciplinary action will be taken in line with the CoCO constitution.

7 Designated Contacts

The role of the Safeguarding designated contacts is:-

- To receive, monitor and record concerns regarding the safety and well-being of the children and young people who take part in CoCO activities
- Where appropriate, to make prompt referrals on concerns raised to Cumbria County Council and, liaise with other agencies
- To ensure confidentiality is kept
- To ensure the Committee is aware of any issues around the maintenance of the policy and to report the, on a regular basis
- Ensure the leaders with the group are aware of the Safeguarding Policy
- To ensure that number of the group have successfully completed DBS checks and have kept them up to date.
- Lead annual review of the policy

7.1 CoCO Designated contacts

- Rebecca Le Breton
- Graham Harris
- Lyn Young

8 Photographs

Any photographs taken of children under 16 should and will not published without permission given by the parent/carer and the young person is consulted.

9 Useful contacts/resources

NSPCC: 0800 800 5000

Childline: 0800 1111

Making Music guidelines and policies <https://www.makingmusic.org.uk/resource>