

Blackpool Symphony Orchestra Safeguarding and Child Protection

Blackpool Symphony Orchestra (BSO) 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 local arts organisations and running educational outreach projects is an important part of this work. Projects have included conducting workshops, open rehearsals and performing with pupils from a local school.

Rehearsals take place at Our Lady of the Assumption Catholic Primary School. Whilst the majority of orchestral members are over 18 there are usually some regular players who are under 18 or children who join the orchestra for a specific project.

Commitment to safeguarding:

Safeguarding: *the process of protecting children and vulnerable adults 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.*

Blackpool Symphony Orchestra 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 protect them from harm.

About this policy

- This policy applies to; all members, musicians, volunteers and anyone working on behalf of Blackpool Symphony Orchestra or taking part in Blackpool Symphony Orchestra 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, Blackpool Symphony Orchestra.
 - 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 Blackpool Symphony Orchestra undertakes any activity, event or project.

BSO Safeguarding Working Guidelines

This policy applies to all members and participants in our rehearsals, events and concerts.

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 concerts and events

Orchestral 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 [BSO permission Form](#) is completed for students under 18 years.

Parents are responsible for ensuring their safe transport to and from rehearsals and the concert venue.

When young people are participating in BSO rehearsals and performances

- **At least two adults 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.

Safeguarding policy - Ground rules, ways of working and procedures

When Blackpool Symphony 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 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.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- 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 (e.g. information about picking up arrangements for vulnerable people).
- 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 are collected.

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

Working with parents/guardians: If a vulnerable person wishes to take part in Blackpool Symphony Orchestra activities 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

Collaborative Projects

BSO activities can involve partnerships with 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 BSO committee and Disclosure and Barring Service checks be carried out prior to its commencement.

For collaborative projects a member of the orchestra will be the BSO designated contact and be responsible for liaising with the 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 BSO 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.

Recruitment practices around safeguarding

The Music Director/Conductor is a paid position and the appropriate level of DBS will be requested before that work is undertaken.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in Blackpool Symphony Orchestra witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; [Wendy Pallant]
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair [Martin Scragg] or a DBS checked adult: [Helen Harrison].
- 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 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.

Named safeguarding person: Wendy Pallant has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to them in the first instance.

DBS Checked:

- Wendy Pallant (Vice-Chair - Violin)
- Helen Harrison (Musical Director)

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the BSO 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.