



## CHILD SAFEGUARDING POLICY

Petersfield Orchestra, registered charity no. 267620, is an amateur symphony orchestra. Its members are mainly adults. However from time to time, young people (under the age of 16 years) become involved in the activities of the Orchestra, usually as players. The Orchestra welcomes and actively encourages the involvement of such young people, to foster their musical development and as a way of encouraging future membership. However we need to ensure their safety and well-being while they are in our care.

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### OUR PRIORITIES

- To ensure the safety of any child while rehearsing or performing with the Orchestra.
- To ensure that all adult members (including volunteer helpers) of the Orchestra are aware of their responsibilities as regards the safeguarding of any non-adults among the membership.

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### ROLES AND RESPONSIBILITIES

#### Safeguarding Officer

- The Orchestra Committee will appoint a member or volunteer helper of the Orchestra as Safeguarding Officer, to take responsibility for the supervision of any children who become involved in its activities.
- The appointment of any such officer will be conditional on satisfactory Disclosure and Barring (DBS) checks, or on satisfactory evidence being produced of such checks having previously been made for similar purposes.
- Before any child member joins the Orchestra, the Safeguarding Officer will meet the child and his/her parents to discuss safeguarding issues and other arrangements, e.g. transport, changing facilities, concert dress etc.
- The Safeguarding Officer will be the first point of contact for the child should any personal problems arise from Orchestra activities. The Safeguarding Officer should also act as first point of contact for adult Orchestra members wishing to raise safeguarding concerns.
- On first arrival at the Orchestra, the child will be introduced to the Orchestra Leader, who will arrange their seating and deal with any musical matters.
- The Safeguarding Officer will monitor any children in the Orchestra, to ensure their general well-being.
- It is the responsibility of the Safeguarding Officer to keep abreast of current legislation regarding safeguarding and child protection, and he/she should be willing to undertake any relevant training that may be offered.

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## ROLES AND RESPONSIBILITIES (CONTINUED)

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### Chairman

- The Safeguarding Officer is responsible to the Orchestra Chairman. If the Safeguarding Officer is unable to attend any given rehearsal or concert where child members will be present, he/she should inform the Chairman, who should fulfill the role on a temporary basis or appoint someone to do so.
- Any complaints regarding the safety of children and/or the conduct of members towards such children will be referred to the Chairman. If deemed necessary, guidance will be sought from Hampshire CC Children's Services Dept. A written record will be kept of any such referral, and of any outcome.

### Parents/Guardians

- Before a child takes part in any activity, written permission must be provided to the Orchestra by his/her parents/guardians, who will be given a copy of this policy.
- Unless otherwise agreed, parents of children under 14 should bring them to rehearsals and concerts, and collect them at the end. If this arrangement changes and another person is collecting, the Safeguarding Officer must be informed in advance.

### Orchestra Members

- No member of the Orchestra is allowed to be alone at any time with any child under its care during any activity.
- No member of the Orchestra should meet with any such child outside the Orchestra's activities, or away from the normal meeting places of the Orchestra, unless a parent or other adult approved by a parent is also present.

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## FIRST AID

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There are first aid boxes in the Avenue Pavilion and at the Festival Hall; but there is currently no trained First Aider within the Orchestra. However in any emergency, as much assistance will be offered as is possible and necessary.

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## ANNUAL REVIEW

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This Safeguarding Policy will be reviewed annually by the Orchestra Committee and any changes notified to members. If distribution is by electronic means then printed copies must also be available if requested.

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## SAFEGUARDING OFFICERS

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- The Petersfield Orchestra Safeguarding Officer is currently Piers Burton-Page. He can be contacted via piersbp@gmail.com or via 01730 268635.
- The Deputy Safeguarding Officer is currently Fiona Pope. She can be contacted via popeedu@gmail.com or via 07973 390672.