
POLICY FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Orchestras Live is committed to good practice which safeguards vulnerable people from harm, including children, young people and vulnerable adults. Harm can be caused by physical, emotional or sexual abuse or as the result of neglect. All organisations which work in partnership with Orchestras Live must have an appropriate policy in place and should be aware of the following guidance.

Introduction

Charity trustees are responsible for providing a safe and trusted environment for anyone who comes into contact with their charity, including staff and volunteers. Any failure by trustees to manage safeguarding risks adequately is of serious regulatory concern to the Charity Commission.

This document details the expectations Orchestras Live has regarding safeguarding policies and procedures of all agencies and organisations working in partnership with Orchestras Live to provide orchestral activities to children, young people and vulnerable adults.

Policy statement

Children, young people and vulnerable adults benefit from their involvement in musical activities provided by agencies and organisations. It is the duty of those agencies and organisations to ensure that children are safe and protected from harm whilst engaging in these activities and to have policies and procedures in place to promote safe working practices and a clear understanding of what to do if abuse is suspected or disclosed.

The role of Orchestras Live

Orchestras Live acts in a variety of roles: as a co-producer, funding partner and adviser in devising and organising projects, some of which have as participants groups of children and/or adults who can be considered vulnerable by virtue of age, disability or social circumstances. Orchestras Live works alongside professional orchestras, local authorities, music education hubs, schools and other service providers such as care homes on these projects, and in most cases they (not Orchestras Live) are the promoters and engage the professional musicians, other artists and other people who work directly with the participants.

Orchestras Live staff, whether permanent or temporary, act as facilitators, using their specialist knowledge to contribute to planning and ensure that the objectives of projects are met and the charity's funds are used effectively for the intended purposes.

Orchestras Live staff members never have responsibility for supervising activities with project participants but may be present as observers at schools or other premises during project sessions at which participants are supervised by teachers or other authorised personnel.

Procedures

- Each organisation working in partnership with Orchestras Live is obliged to have and to implement a Safeguarding Policy. This should cover both in-person and online activity as appropriate.
- Organisations working in partnership with Orchestras Live must have in place policies and procedures which seek to ensure that inappropriate persons do not gain access to children and vulnerable adults, that staff are trained and supported in ensuring their safety, and that good practice is established and monitored. These procedures should include reviewing the artists' and practitioners' experience, training and qualifications in relation to the specific project for which they are being employed, in addition to ensuring that the appropriate level of criminal record check with the Disclosure and Barring Service (DBS) has been undertaken satisfactorily.
- All adults who are working with vulnerable people on projects supported by Orchestras Live must comply with the requirements of the Safeguarding of Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 and any subsequent legislation. This rule applies also to trainees and volunteers.
- The Senior Creative Producer, Regional Producers and any project managers engaged by Orchestras Live must undergo a DBS record check as a condition of their terms of employment. Any other Orchestras Live staff member or representative who might visit a project on a regular basis should also be DBS checked.
- Orchestras Live staff members and trustees never supervise and are never alone with participants. All OL representatives are required to comply with a school or other setting's safeguarding requirements, including providing proof of ID and DBS status if required, and adhering to visitor protocols.
- Organisations will have to pay due respect in their Safeguarding Policy to issues of diversity and equal opportunities, as for different reasons, disabled people and children from ethnic minorities are particularly vulnerable to abuse.
- Orchestras Live will have the right to view an organisation's safeguarding policy and procedures at any time upon request, if they are working in partnership with Orchestras Live. It is the responsibility of organisations to review and update their policies and procedures in light of developments in their own practice and in legislation relating to protection issues.
- In addition to photographs taken at events by its staff, Orchestras Live uses photographs and video material of children and young people taking part in musical activities in our external communications. Organisations must ensure they have obtained permission from the guardians of the children and young people in the photographs before sending them to Orchestras Live, and take reasonable steps to ensure that reproduction of a child's photograph (or a photograph of a group of children) does not upset any child or put any child at risk. This requirement is part of Orchestras Live's contractual agreements with its partners. We will ensure that any photographs or video material sent to Orchestras Live by organisations with whom we are working in partnership are cleared before publication by Orchestras Live. Before taking any photos or video recordings at project events, Orchestras Live staff will check with partners that all consents are in place.
- Demographic and other data relating to individual participants will only be used and/or stored by Orchestras Live in an anonymized format.
- When working online with children and vulnerable adults, Orchestras Live will work with partners to ensure online spaces are hosted appropriately and safely in a professional manner, in line with all partners' – including schools' – safeguarding policies.
 - All online spaces will be password protected and details of meetings will only be circulated to participants and members of the workshop delivery team.
 - We require that online workshops are delivered with a minimum of 2 appropriate adults present, one of whose responsibilities will be to manage the online space.

- Orchestras Live will require the project manager / participant group leader to manage attendance to ensure those entering the online space are the individuals registered for the workshop.
- The delivery team will be required to join the online workshop from an appropriate space for delivering professional work, using an appropriate virtual background if required.
- All attendees will be made aware that any inappropriate behaviour will result in their removal from the online space.
- Screen sharing will only be made an available tool for co-hosts of a meeting.

Status of this policy statement

This policy statement is reviewed annually.

Reviewed 1 November 2023

Formal review by Board: 29 November 2022