

Worcester Philharmonic Orchestra

SAFEGUARDING POLICY

The purpose of this policy is to safeguard, protect and provide a duty of care to people, our members and personnel, and particularly vulnerable adults and children who may attend our orchestra or concerts performances.

Such protection includes harm arising from:-

- The conduct or actions of personnel, whether paid or unpaid, associated with Worcester Philharmonic Orchestra.
- Participation in Worcester Philharmonic Orchestra's programmes and activities.

The policy sets out the commitments made by Worcester Philharmonic Orchestra and informs personnel and members of their responsibilities in relation to safeguarding.

In the UK safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse, neglect, bullying and harassment. In our Orchestra we understand it to mean that vulnerable adult and children members of the Orchestra must be safeguarded from harm that arises from coming into contact with our personnel or members.

Scope of Application

This policy refers to the conduct and actions of **Personnel** - those paid and unpaid people in a position of leadership and management of Worcester Philharmonic Orchestra. This policy also applies to **Members** and refers to all participants in Worcester Philharmonic Orchestra whether paying a subscription or not, those deputising for members, volunteers and visitors to our concerts and events.

Commitment to Safeguarding

Worcester Philharmonic Orchestra believes that everyone, regardless of age, gender, identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, which can include but is not confined to, abuse, neglect, bullying, harassment and exploitation. Worcester Philharmonic Orchestra will not tolerate any of the above forms of behaviour from its personnel or members as defined in the scope of application. Such behaviours will be dealt with promptly and decisively and a written record of such behaviour committed by a named individual will be retained on file and held by the Committee, and a continuation of such behaviour by the individual will result in immediate and permanent dismissal from Worcester Philharmonic Orchestra and its activities.

Safeguarding in relation to vulnerable adults and children

This policy recognises vulnerable people as:-

- Children up to the age of 16 and young people aged 16 – 18.
- Adults over the age of 18 defined as vulnerable. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, or reduced physical or mental capacity.

This policy aims to:-

- Protect children, young people and vulnerable adults who are members of, or receive services from or volunteer for Worcester Philharmonic Orchestra.
- Ensure that the safeguarding of children, young people and vulnerable adults is a primary consideration when Worcester Philharmonic Orchestra undertakes any activity or event.

How Worcester Philharmonic Orchestra might work with vulnerable people

We run regular weekly 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 orchestra who attend rehearsals and concerts.
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity.
- Audience members at public concerts.
- Abusive, harmful or neglectful behaviour in relation to a child, young person or vulnerable adult may be brought to the Safeguarding Officer by any member of the orchestra who witnesses such behaviour or suspects that it has or may have taken place.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, personnel or volunteer in Worcester Philharmonic Orchestra suspects or is informed of a suspected case of abuse they should immediately report it to the named safeguarding officer.
- 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 to raise it on their behalf.
- If the named safeguarding officer is not available, or is involved in or connected to the abuse, it should be reported to the Chair of the orchestra.

Procedures for dealing with concerns and incidents of abuse

The named safeguarding officer (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following factors:-

- If the individual concerned is in immediate danger or needs emergency medical attention - call the police or ambulance service.
- If the person at the centre of the allegation is working with the individual concerned at the current time, to remove them, in a sensitive manner, from direct contact with the individual concerned and follow the procedures below.

If none of the above applies the safeguarding person will:

- Make a written note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse, excluding any committee member(s) who may be involved in the incident.
- Make an internal investigation conducted by committee members, with a written record of all procedures and processes followed.
- Inform all parties involved in the reported abuse as soon as possible.
- If applicable, inform the family/guardians of the person reported as being abused of the incident.
- Arrange separate meetings with both parties within 10 days of the reported incident. If this is not possible, to take place at the earliest opportunity. A joint meeting may be arranged if appropriate.
- Meetings will be attended by the named safeguarding officer and at least two other Committee members.
- All parties to be invited where applicable 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 or if not possible, at the earliest opportunity.

Implement the decision

- 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 Worcester Philharmonic Orchestra.
- Any disciplinary action will be taken in line with Worcester Philharmonic Orchestra Constitution.
- Notwithstanding the above, the perpetrator must wholly abide by the decisions of the Committee.
- Should the perpetrator continue in abusive behaviour they will be immediately dismissed from Worcester Philharmonic Orchestra and may take no further part in its activities. It should be noted that it may be considered necessary to inform the appropriate authorities in such an instance.

Photography, Video and All Online Media

Photographs or videos containing members or other people associated with the orchestra may be used for the promotion of the orchestra or reporting in the press once the members and parents/guardians of children, young people and vulnerable adults have given permission.

- Permission for the above will be routinely sought at the time of becoming a member.
- All members must complete the registration form on becoming a member and give permission for inclusion in such publicity.
- Any member can ask for their photos to be removed from the website even if they have previously given oral/and or written consent to their use.

Communication of the policy

The Safeguarding Policy should be available to members, personnel, parents and carers as requested and clearly signposted and displayed on Worcester Philharmonic Orchestra's website where it is available to members and the public.

Should any member have any questions or need clarification on any aspect of this policy they should contact the Committee /Chair.

Policy Review

The policy will be reviewed annually and updated in line with the current law.

Safeguarding Lead: Sarah Keene (cellist)

DBS checked: Sarah Keene (cellist); Mathew Curtis (clarinet); Susan Kilgour (double bass)

Worcester Philharmonic Orchestra Committee (19 March 2025)

Chair:	Susan Kilgour
Secretary:	Colin Harnett
Treasurer:	Susan Kilgour
Concert Manager:	Susan Kilgour
Librarian:	Theresa Mountain
Publicity:	Janet Geerlings
Programmes:	Chris Lewis

Policy written: 18/3/25

Next review: 18/3/27