

Andover Light Orchestra Safeguarding Policy

Andover Light Orchestra is an amateur orchestra whose members are mainly adults. However, at times young people (under 18 years) and vulnerable adults are involved in the Orchestra's activities. The Orchestra welcomes and actively encourages the involvement of such people, to foster their musical development and encourage future membership. We do, however, recognise the need to ensure the safety and well-being of children and vulnerable adults whilst they are involved in orchestral activities.

The purpose of this Policy is to raise awareness among the members of the Orchestra about the appropriate ways to act and behave in relation to these groups of members within the Orchestra and to create a safe environment in which they can feel comfortable and secure while engaged in any rehearsal, concert or associated activity officially arranged by the Orchestra.

We are also committed to reviewing our policy and good practice, and reminding members of the policy, on an annual basis.

Guidelines for all members

Any personnel involved with the Orchestra should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of The Andover Light Orchestra.

Members are committed to -

- Treating young people and vulnerable adults with respect and dignity.
- Recognising the unique contribution each individual can make

Members will avoid –

- Using inappropriate language and offensive language such as swearing and sarcasm.
- Unnecessary physical contact with the person.
- Giving a child/vulnerable adult a lift unaccompanied (unless permission has been sought from parents/legal guardians or the vulnerable adult themselves).
- Being alone with a child/vulnerable adult
- Leaving a child/vulnerable adult unsupervised in a rehearsal/concert venue.
- Seeking to establish an inappropriate relationship or friendship with a child/vulnerable adult outside the Orchestra
- Any conduct which may lead any reasonable person to question motivation and intentions.

Use of Photography and Recorded Images

Using images of children/vulnerable adults for publicity purposes requires the age-appropriate consent of the individual concerned and their legal guardians. This includes displays on websites, in publications or in a public place. If images are to be retained, permission must be sought and images securely stored. Files holding images must be protected from access via the internet and may only be released to and used by those so authorised. If a photograph including a child is used, the child must not be named.

Communication

Any necessary communication with a child must be made through the parent and not through direct contact with the child.

Protection Procedures

1. This Policy is to be reviewed annually and presented to the Annual General Meeting of the Orchestra.
2. At the AGM, following the election of the Committee, the Committee will appoint one of its members to be the designated Safeguarding Officer
3. It is recognised that the designated Safeguarding Officer may not have had training in child/vulnerable adult protection. However, in the event of a disclosure/allegation/complaint being made, the matter will be referred to the appropriate agencies.
4. The name of the Safeguarding Officer will be made known to all members of the Orchestra.
5. The Safeguarding Officer is responsible to the Orchestra Chairperson(s). If the Safeguarding Officer is unable to attend any given rehearsal or concert where child/vulnerable adult members will be present, he/she should inform the Chairperson(s), who should fulfill the role on a temporary basis or appoint someone to do so.
6. The Policy, and the name of the Safeguarding Officer, will be published on the Orchestra's website.
7. The Safeguarding Officer will ensure that there is a minimum of two adults present when supervising young people.
8. If a young person or vulnerable adult wishes to disclose to an orchestral member something that relates to a child protection or vulnerable adult safeguarding issue then the member should listen but not question or interrupt. It must be explained to them that information given must be passed on to someone who can help. A note of the discussion should be made recording when/where the discussion took place, who was present and what was said. Please record the exact words said by the child/vulnerable and do not add you own words, thoughts or interpretation. The disclosure must be reported immediately to the elected Safeguarding Officer.
9. If any member of the orchestra sees/hears something which leads them to believe that a young person or vulnerable adult may be being neglected or suffering physical, sexual or emotional abuse, they must immediately report their concerns to the elected Safeguarding Officer.

In the event of a complaint or allegation, the matter should be referred to the Safeguarding Officer who will take the appropriate action. All complaints and allegations will be dealt with sensitively. If deemed necessary, guidance will be sought from Hampshire County Council Children's Services/Adult Services. A written record will be kept of any such referral, and of any outcome.

The Orchestra Secretary will:

- Hold a secure register containing emergency contact numbers for all young people/vulnerable adults in the Orchestra
- Will be the first point of contact for parents/carers
- Seek written permission from parents/carers/vulnerable adults about the taking, displaying, distributing and keeping of photographs and videos.

First Aid

There are first aid boxes in St. Michael's Church and St. Michael's Church Hall. In any emergency, as much assistance will be offered as is possible and necessary.

Current Safeguarding Officer Details

Name: Kate Hughes

Email: info@andoverlightorchestra.co.uk

This Policy was adopted on 25/05/2023

This policy was reviewed on. 12/03/2026