This document is the **Safeguarding Policy for the Wirral Community Orchestra**, which will be followed by all the members of the organisation and followed and promoted by those in a position of leadership within the organisation.

**The objectives of the Orchestra** are

• To provide the opportunity for people of all ages to play in the Orchestra

• To extend the opportunity to play in an orchestral environment to the wider community.

• To advance Musical Education and appreciation of the Orchestra

**Commitment to safeguarding:**

Wirral Community Orchestra believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

* This policy recognises vulnerable people as:
* Children up to the age of 16 or young people aged 16-18.
* Adults aged over 18 defined as vulnerable. 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 aims to:
	+ Protect children, young people and vulnerable adults who are; members of, receive services from, or volunteer for, Wirral Community Orchestra.
	+ Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Wirral Community Orchestra undertakes any activity, event or project.

**Named safeguarding person:**

**Alan Sheppey** has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Alan Sheppey in the first instance.

**How Wirral Community Orchestra** **might work with vulnerable people:**

We run regular 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 group who attend rehearsals and concerts
* Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
* Audience members at public concerts

**Procedures for raising safeguarding concerns and incidents of abuse**

* If any member or volunteer in Wirral Community Orchestra witnesses, suspects or is informed of a witnessed or 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.
* If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair Lesley Owen or a DBS checked adult:
	+ Louise Doiley
	+ Margaret McClure

**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 are involved in the incident.
	+ An internal investigation – for less serious incidents where they feel internal mediation will be successful.
* 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.
* Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.

**Photography, Video and Website/ Facebook**

* Photographs or videos will only be used for promotion of the orchestra or reporting in the press if parents or carers have given their permission, which is 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.

**Communication of the Policy**

The Safeguarding policy should be available to members, parents and carers as requested and also on the orchestra’s website

**Policy Review**

The policy should be reviewed at appropriate intervals to ensure it is up to date with current recommendations and regulations.

 **Policy review:**

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

* Where an internal investigation takes place the committee will:
	+ Inform all parties involved of the reported abuse as soon as possible.
	+ Inform the family/guardians of the person reported as being been abused of the incident.
	+ Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
		- Both parties should be given the change to bring a friend or representative to the meeting.
		- Meetings will be attended by the named safeguarding officer and at least one other committee member.
		- All parties will also be invited 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.

They will be either:

* + - Escalate the incident to the relevant authority.
		- Further investigation – with established procedures and timelines to work towards a resolution.
		- A decision or resolution.

**Resolution and disciplinary action**

* 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 the Wirral Community Orchestra.
* Any disciplinary action will be taken in line with the Wirral Community Orchestra constitution.

**Communication of the Policy**: This policy will be available for all to view as it will be displayed on our website, (www.wirralcommunityorchestra.co.uk)