

Nottingham Symphony Orchestra

Safeguarding Policy

This policy was adopted by the Directors of Nottingham Symphony Orchestra on 19 June 2024

Date of last review: 19 June 2024

Next review due: 30 June 2026

1. **Commitment to safeguarding**

Nottingham Symphony Orchestra (“**NSO**”) believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

2. **Scope of this policy**

2.1 This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of NSO or taking part in activities involving NSO.

2.2 The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people

2.3 This policy recognises vulnerable people as:

2.3.1 Children up to the age of 16 or young people aged 16-18.

2.3.2 Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This could 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 also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.

2.4 This policy aims to:

2.4.1 Protect children, young people and adults at risk who are members of, receive services from, or volunteer for, NSO.

2.4.2 Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.

2.4.3 Ensure that safeguarding of children, young people and adults at risk is a primary consideration when NSO undertakes any activity, event or project.

3. **When NSO might work with vulnerable people**

Generally, members of NSO are adults. 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

4. **Named safeguarding person**

NSO has a named safeguarding person. This person is currently Sarah Trevers. This person has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the safeguarding person in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the safeguarding person and in line with established procedures and ground rules (see below).

5. **Procedures and ground rules**

A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

6. **Policy review**

This policy will be reviewed and amended (if necessary) by the directors every two years. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness. Members will be informed of any changes to the policy and be invited to comment.

Nottingham Symphony Orchestra

Safeguarding Policy - Ground rules, ways of working and procedures

1. Introduction

This document forms part of the NSO Safeguarding policy. The policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of NSO or taking part in activities involving NSO.

The purpose of this policy is to provide members staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.

This policy recognises vulnerable people as:

- Children up to the age of 16 or young people aged 16-18.
- Adults aged over 18 at risk including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this could 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 document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

2. Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the NSO activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the NSO Equal Opportunities Policy.

3. Ground rules and ways for working regarding safeguarding of vulnerable people

When NSO organises an activity or event where they will be responsible for vulnerable people they will ensure:

- 3.1 Planning is carried out in line with this policy and procedures.
- 3.2 The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- 3.3 Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below, in accordance with Ofsted recommendations.
- 3.4 There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.

- 3.5 The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- 3.6 That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- 3.7 A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- 3.8 Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people are collected in accordance with agreed pick-up arrangements.
- 3.9 From time to time NSO works in partnership with other performing arts organisations including children. The arrangements of this partnership place the responsibility for safeguarding with the children’s performing arts organisation. A copy of their policy will be required and NSO members will work within their policy guidelines.
- 3.10 No photos will be taken by, or published by, NSO of any person under the age of 18 attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the safeguarding person. NSO cannot be held responsible for any photos taken by third parties.
- 3.11 Adults supervising persons under the age of 18 at NSO events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

4. Working with parents/guardians

If a vulnerable person wishes to take part in NSO activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details and any relevant pick-up arrangements including permission for another adult to pick up the vulnerable person after the activity has finished.

5. Procedures for raising safeguarding concerns and incidents of abuse

- 5.1 If any member, staff or volunteer in NSO witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding person.
- 5.2 If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the a member of the Executive Committee, one of the Directors or a DBS checked adult.
- 5.3 If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding person or an individual they trust.

6. Procedures for dealing with concerns and incidents of abuse

The named safeguarding person (or in their absence the person to whom any concerns or incidents of abuse have been reported) will first make a decision based on the immediacy of the concern and the following two factors:

- 6.1 If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
- 6.2 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.
- 6.3 If none of the above applies the safeguarding person will:
 - 6.3.1 Make a note of the concerns reported to them.
 - 6.3.2 Speak with a director to decide how to handle the reported abuse, excluding any director who is involved in the incident.
 - 6.3.3 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.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- 6.4 Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- 6.5 Where an internal investigation takes place the safeguarding person will:
 - 6.5.1 Inform all parties involved of the reported abuse as soon as possible.
 - 6.5.2 Inform the family/guardians of the person reported as having been abused.
 - 6.5.3 Arrange separate meetings with relevant parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - All parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding person and at least one other director.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - 6.5.4 Once meetings have taken place the directors and the safeguarding person will decide on next steps and communicate these to all parties in writing within 5 days. Next steps 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.

7. **Resolution and disciplinary action**

- 7.1 If the directors or the safeguarding person concludes that abuse has taken place any final resolution or decision will be taken in the best interests of the affected individual and NSO.
- 7.2 Any disciplinary action will be taken in line with the 'dealing with complaints' section of NSO's Equal Opportunities Policy.