



# Safeguarding Policy (updated December 2021)

The following is the Safeguarding Policy for Exeter Children's Orchestra (ECO). Its aim is to ensure that all children who play with ECO (members) have adequate protection from deliberate or accidental harm. A copy will be provided to the parent or carer of each new member of ECO when they join the orchestra, and to each Tutor.

## **General Principles**

ECO aims to provide a safe, secure environment in which members can thrive. It is ECO's policy to minimise situations in which the abuse of children could occur.

Any parent, child or carer may disclose concerns or complaints privately to any ECO Committee member.

A member of the Committee will act as the Safeguarding Officer. It is their responsibility to familiarise themselves with Devon County Council guidelines about safeguarding, and especially with what they should do if a member discloses abuse (whether the abuse has occurred at ECO or in another setting). The name and telephone number of the Safeguarding Officer is made publically available to members, parents and carers via the website and also on the noticeboard in the rehearsal premises. Contact details for other members of the Committee, including the Chairperson, will also be displayed on the notice board.

All committee members, the Director of Music and section tutors will have been DBS checked (by ECO or another organisation), and have a certificate no more than 3 years old. It is the Safeguarding Officer's responsibility to maintain this practice and to ensure new DBS checks are carried out when needed; they seek guidance regarding this and any other safeguarding issues from a named worker in at Devon County Council/Record Disclosure Service.

Permission will be obtained from the parent or carer of each member for the use of photographs on the ECO web-site or for publicity purposes.

Insurance will be provided by ECO for Public Liability, and for accidental damage to instruments owned by the Orchestra. Injury to members and their families, and damage to their own instruments, is not covered – this cover must be provided by parents if required.

This policy will be reviewed annually and revised if necessary in accordance with national and county guidance.

### **Rehearsals and Events**

The following policies apply to Rehearsals, Concerts and Social Events organised or sponsored by ECO. Events sponsored by ECO include events organised by individuals to which members are invited because they are members of the orchestra, but not to events organised by individuals to which some or all members of the Orchestra are invited as personal friends. Events sponsored by ECO will be clearly identified as such in material provided to parents/carers.

A register of members present will be maintained at each rehearsal and event. The registers will identify members of Exeter Youth Orchestra (EYO), who stay for an additional rehearsal. Adults who are present during rehearsals in an official capacity will also be required to sign a register. However, parents or carers who are present because of dropping off or picking up children and remaining in the public areas will not be required to sign a register.

During rehearsals, at least one parent or carer will be present in the main rehearsal room (for both ECO and EYO). Additionally at least one committee member will be present in the main building. All those present during rehearsals will have been informed about their responsibilities and who to contact in case of an emergency.

At concerts at least one DBS-checked adult will be present in each changing room or rest area during breaks, to supervise.

A First Aid kit for the use of members, parent and carers will be available during rehearsals and events. Members of the Committee will contact parents or carers in the event of an illness or accident, and also contact the medical emergency services if necessary.

If a member needs individual attention (for example if taken ill) they should if possible be attended by their own parent or carer, if they are available. If this is not possible a Committee member will attend to them.

Members should not leave the premises during breaks at rehearsals or events, unless specific written permission has been provided by their parent or carer. It is the responsibility of the parent or carer to make their child aware of this rule, as the committee cannot prevent a child from leaving the premises if determined to do so.

When a number of ECO members are taken to or from an event by public or hired transport, at least two adults (one of whom will have been DBS checked) will accompany them.

A risk assessment will be carried out for the premises used for each event in good time before each event. The completed documentation will be filed safely and details provided to each adult taking responsibility at the event. These details will include major risks, escape routes, emergency procedures, and who will be responsible for what.

The risk assessment for rehearsal premises will be reviewed on a regular basis (at least annually). The completed documentation will be filed safely, and a copy provided to each member of the committee.

A fire drill shall be carried out at the rehearsal premises at least once a year, and any concerns recorded and acted upon.

Instructions about procedures to be carried out if a fire occurs during a concert or event will be given to the members of the orchestra before the start of the concert or event.

### **Foreign Trips and Exchanges**

Visitors from abroad will be offered, as far as possible, the same level of safety as exists for ECO members. If the ECO Safeguarding Officer is not travelling on the exchange, another Committee member will take over this role for the duration of the trip.

A separate Policy will be drafted for each foreign exchange, considering the risks and safeguarding needs of the particular situation.