

City of Carlisle Orchestra Safeguarding and Child Protection

City of Carlisle Orchestra (COCO) is a community orchestra which presents an annual series of concerts but also recognises its role in developing players and audiences for the future. Collaborating with the local youth orchestra on side by side projects is an important part of this work.

Rehearsals take place at Trinity school in Carlisle and students are encouraged to join the orchestra.

Thus, whilst the majority of orchestral members are over 18 there are currently eight players who are under 18 and other children who join the orchestra for a specific project.

Under the law (Children Act 1989 and Children Act 2004) and government guidance on how organisations should work together, voluntary groups have a responsibility to contribute to the safeguarding of the children with whom they work, to act on any concerns that a child is at risk of abuse and make sure that the way they work does not place children at unacceptable risk of harm.

Safeguarding: *the process of protecting children from harm – whether this harm is caused by accidents, deliberate abuse, neglect (deliberate or not) or factors such as bullying, prejudiced attitudes or a failure to enable children to participate in activities that are open to most of their peers.*

Organisations are expected to carry out the right DBS and barred list checks for individuals who

- undertake a regulated activity on a regular basis. *Regulated activities include unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.*
- For supervised activities organisations are expected to provide a 'reasonable level' of supervision and to decide whether the supervision they can provide will be enough to protect the children they work with.

The COCO designated contacts

- Rebecca Raven
- Graham Harris
- Lyn Young

COCO Safeguarding Working Guidelines

These guidelines apply to all orchestral members and associates.

Orchestral Members under 18

Where a person under 18 wishes to play with the orchestra **written permission** must be obtained from a parent/guardian.

The committee member with responsibility for membership will greet all new members and ensure that the COCO permission Form is completed for students under 16 years and emergency contact details recorded for players under 18 years.

Parents are responsible for ensuring their safe transport to and from rehearsals and the concert venue.

Safeguarding concerns should be reported to a COCO designated contact. The designated contacts will then discuss within 3 days and decide on the course of action required.

When young people are participating in COCO rehearsals and performances

- **At least two adults must be present at all times.**
- Rehearsals and instruction must be conducted in **groups** rather than individually.
- Groups of children must **not be left unsupervised** at any point, even in rehearsal venues.
- **Supervision ratios** should be as outlined by the NSPCC Guidelines
 - 4-8 years one adult to six children
 - 9-12 years one adult to eight children
 - 13-18 years one adult to ten children

Community Projects

COCO Community work involving pupils from local primary and secondary schools.

It is not anticipated that any regulated activities will take place. Students may join the orchestra for rehearsals and participate in the concert. Most rehearsals involve the full orchestra but there are occasional sectional rehearsals. It is not anticipated that any individual tuition would take place prior to, during or after a rehearsal. In the unlikely event that this is required, prior permission must be sought from the COCO committee and Disclosure and Barring Service checks be carried out prior to its commencement.

For community projects a member of the orchestra will be the **COCO designated contact** and be responsible for liaising with partner organisation. Where a member of the orchestra works in the school either as a member of staff or as a visiting peripatetic instrumental teacher it is anticipated that this person is the most appropriate to take this role.

The host school/organisation will take responsibility for gaining parental consent to participate in the event.

Parents are responsible for transporting young pupils to and from the rehearsal/concert venue.

The COCO designated contact will coordinate arrangements at the venue.

At concert venues young people will be allocated a designated waiting area. If possible there should be sufficient adults from the host school to supervise the children. If additional adults are required to conform to the ratios stated above other adults asked to assist with students should whenever possible also have a DBS check. Students should be supervised at all times during rehearsals, events and concerts.

NSPCC guidelines and good practice have been adopted by the orchestra. For further details see <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

Policy agreed February 2017

COCO Child Protection Policy

This policy applies to all members and anyone carrying out tasks on behalf of **City of Carlisle Orchestra**.

The purpose of this policy is:

- to protect children and young people who receive **City of Carlisle Orchestra's** services, including the children of adults who use our services
- to provide staff and volunteers with the overarching principles that guide our approach to child protection.

City of Carlisle Orchestra believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989• United Convention of the Rights of the Child 1991• Data Protection Act 1998• Sexual Offences Act 2003• Children Act 2004• Protection of Freedoms Act 2012• Relevant government guidance on safeguarding children.

We recognise that:

- the welfare of the child/young person is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of their level of dependency or their communication needs
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for members and associates
- developing and implementing an effective e-safety policy and related procedures
- sharing information about child protection and good practice with children, parents, members and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

We are committed to reviewing our policy and good practice annually.

This policy will be reviewed by the COCO Committee during:

February 2018

Making Music Adapted from *Firstcheck* (NSPCC, 2006)