

Solway Sinfonia Safeguarding Policy Overview

Commitment to safeguarding:

Solway Sinfonia believes that a child or protected adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all vulnerable people and we are committed to safeguarding the well-being of all vulnerable people we come into contact with and to protecting them from harm.

About this policy:

This policy applies to all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Solway Sinfonia or taking part in Solway Sinfonia activities. The purpose of this policy is to provide them with the broad principles that guide our approach to the protection of all vulnerable people.

This policy recognises vulnerable people as:

- Children up to the age of 16.
- Protected Adults aged 16 or over as defined by the Protection of Vulnerable Groups (Scotland) Act 2007. This policy also recognises that risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, therefore any adult can be at risk and the risk can be temporary.

This policy aims to:

- Protect vulnerable people who are members of, receive services from or volunteer for Solway Sinfonia.
- Ensure members, staff and volunteers are carefully recruited and that they understand and accept responsibility for the safeguarding of those vulnerable people they may interact with.
- Ensure that safeguarding of vulnerable people is a primary consideration when Solway Sinfonia undertakes any activity, event or project.

How Solway Sinfonia might work with vulnerable people:

Membership is open to all of a certain standard of playing ability, which may include children under 16. We run regular rehearsals for members and put on concerts for the general public. We run occasional other events which children attend. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals, concerts and other events.
- Relatives and friends of members who attend rehearsals, concerts and other events in a volunteering capacity.
- Audience members at public concerts and other events.

Named Safeguarding Officer:

Sarah Berker has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Sarah Berker in the first instance. Any events or other activities that will involve vulnerable people must be planned with the involvement of Sarah Berker and in line with established procedures and ground rules. A further document 'Ground rules, ways of working and procedures' is available and forms part of this policy.

Policy review:

This policy will be reviewed and amended (if necessary) on an annual basis by the Solway Sinfonia committee. It will also be reviewed in response to changes in relevant legislation or good practice, or in response to an identified failing in its effectiveness.

Solway Sinfonia

Safeguarding Policy

Ground rules, ways of working and procedures

This document forms part of the Solway Sinfonia Safeguarding policy.

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Recruitment practices around safeguarding:

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of Solway Sinfonia activities, a PVG disclosure record will be required before that work is undertaken.

The results of any check to inform a decision will be used confidentially and in line with the Solway Sinfonia equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people:

When Solway Sinfonia organises an event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of PVG checked adults. This will be a minimum of one, but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily PVG checked) compared with the total number of children will be in line with the ratio table below.
- There is a main contact for safeguarding on the day. This will be an individual who has been PVG checked.
- The main contact has access to emergency contact details and other relevant information (e.g. picking up arrangements for vulnerable people).
- If vulnerable people of different gender will be taking part, adults of different gender will be in attendance too.
- A vulnerable person will not be left alone with an adult, unless that adult is PVG checked and carrying out regulated activity.
- Two adults (one PVG checked) should be the last to leave the venue once the activity has finished and will be responsible for ensuring that vulnerable people have the means to get home safely.

Children to one adult ratio table

Child's age	Number of children
0-under 2	3
2-under 3	5
3-under 8	8
Over 8	10

Working with parents/guardians/carers:

If a vulnerable person wishes to take part in Solway Sinfonia activities, written or email permission should be obtained from the appropriate parent/guardian/carer before the activity takes place. Written permission should include emergency contact details for any relevant pick-up arrangements, including permission for another adult to pick up the vulnerable person when the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse:

- If any Solway Sinfonia member, staff member or volunteer witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the Solway Sinfonia named safeguarding officer.
- If the named person is not available, or is involved in or connected to the abuse, it should be reported to the Solway Sinfonia chair or a PVG checked adult.
- 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.

Procedures for dealing with concerns and incidents of abuse:

The named person (or person reported to 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 people 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 involved in the incident.
- Escalate the report by either:
 - a) Raising concerns with the police, for serious or possible criminal offences.
 - b) Requesting an assessment by the local authority social care department to determine 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.

For less serious incidents where the named person feels that internal mediation will be successful, they will initiate an internal investigation.

Where an internal investigation takes place the committee will:

- Inform all parties involved (including parents/guardians/carers where appropriate) of the reported abuse as soon as possible.
- Arrange separate meetings with both parties within ten days of the reported incident. A joint meeting may be arranged if appropriate. Both parties should be given the chance to bring a friend or representative to the meeting. All parties will be invited to submit a written statement in advance of the meeting. The meeting(s) will be attended by the named safeguarding officer and at least one other committee member.
- Once meetings have taken place, decide on next steps and communicate them in writing to all parties within five days. These will be either:
 - a) Escalate the incident to the relevant authority.
 - b) Further investigation with established procedures and timelines.
 - c) 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 interests of the person who has suffered the abuse and of Solway Sinfonia.

Any disciplinary action will be taken in line with the constitution of Solway Sinfonia.