

# HELENSBURGH ORCHESTRAL SOCIETY

## SAFEGUARDING POLICY

### **Commitment to safeguarding**

Helensburgh Orchestral Society (HOS) believes that any child, young person or vulnerable adult (vulnerable person) should never experience abuse of any kind.

We recognise that we have a responsibility to protect the welfare of all such vulnerable persons, and we are committed to safeguarding their well-being whilst they are engaged in activities that we have promoted, to protect them from harm, and to ensure that no volunteer or group participant receives less favourable treatment.

### **About this policy**

This policy applies to: all members, volunteers or visiting players in HOS.

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

### **How Helensburgh Orchestral Society might work with vulnerable people**

Membership is open to all ages and 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 participate in rehearsals and concerts
- Relatives and friends of members, and others, who attend rehearsals and concerts in a voluntary capacity to assist

All queries and concerns relating to safeguarding should be referred to the President /Secretary in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the Committee.

### **Safeguarding Policy – applications and procedures**

- The policy applies to: all members, volunteers or visiting players in HOS
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18. Children and Young People (Scotland) Act 2014.
  - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups (Scotland) Act 2017. 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.
- The President and Secretary are designated safeguarding leads within the organisation.

# HELENSBURGH ORCHESTRAL SOCIETY

## Organising events

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

- Planning is carried out in line with this policy and procedures.
- The President or Secretary will be the contact for safeguarding issues.
- That if vulnerable people are taking part in activities, the orchestra will endeavour to respect peoples' needs.

## Working with parents/guardians

- If a vulnerable person wishes to take part in HOS activities, written permission (email is acceptable) should be obtained from parents/guardians where appropriate, and before the activity takes place.
- Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.
- Any specific needs of the vulnerable person should be sought, along with any considerations that HOS should take into account in planning the activity
- As per HOS's Data Protection Policy, a form should also be completed for a vulnerable person under the age of 18 where permission is sought to retain and use personal information concerning the vulnerable person for the purpose of planning and managing their participation

## Procedures for raising safeguarding concerns and incidents of abuse

- If any member, volunteer or visiting player in HOS witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the President or Secretary.
- If the President or Secretary is not available, or is involved in or connected to the abuse, it should be reported to another member of the committee.
- If an individual wishes to report an incident of abuse which has happened to them, they should report it to the President or Secretary or an individual they trust.

## Procedures for dealing with concerns and incidents of abuse

The President or Secretary (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 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 were involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.

# HELENSBURGH ORCHESTRAL SOCIETY

- 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.
  
- Where cases are escalated, the committee will cooperate with the police or local authority in dealing with the reported incident.
  
- 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 having 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.
    - o Both parties should be given the chance to bring a friend or representative to the meeting.
    - o Meetings will be attended by the President or Secretary and at least one other committee member.
    - o 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 the next steps and communicate them to all parties in writing within 5 days. There will be either:
  - o Escalation of the incident to the relevant authority.
  - o Further investigation – with established procedures and timelines to work towards a resolution.
  - o 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 of HOS.
- Any disciplinary action will be taken in line with the HOS constitution.

Policy Adopted by the committee on: 02/12/2024

Review due: annually, in December 2025, or when any legal changes are required.