

NORWICH PHILHARMONIC SOCIETY

Safeguarding Policy

Part 1: Overview

Commitment to safeguarding: Norwich Philharmonic Society believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm. It is the responsibility and legal duty of all members of the Society to report concerns about or signs of abuse in a child or vulnerable adult (as defined below) and to report concerns about the behaviour/conduct of a colleague with regard to the protection and safeguarding of vulnerable people.

About this policy

- This policy applies to: all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Norwich Philharmonic Society or taking part in Norwich Philharmonic Society activities.
- 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 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; 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.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are: members of, receive services from, or volunteer for, Norwich Philharmonic Society.
 - Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Norwich Philharmonic Society undertakes any activity, event or project.

How Norwich Philharmonic Society might work with vulnerable people: membership is open to those over **16 years of age who satisfy the auditions**. 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

Named safeguarding person(s):

The following persons have responsibility for safeguarding issues:

Chorus and Committee: **Alison Rhodes (Tel: 01508 558142;**
email: alison.rhodes@btinternet.com)

Orchestra: **Susanna Manrique (Tel: 07866 426733;**
email: susannamanrique@gmail.com)

Society Stewards & audiences: **Alison Guy (Tel: 07788 490017;**
email: alisonphiluk@gmail.com)

All queries and concerns relating to safeguarding should be referred to the above-named, as appropriate, in the first instance.

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

Procedures and ground rules: these form Part 2 of this policy and are set out below..

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Norwich Philharmonic Society Committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Part 2: Ground rules, ways of working and procedures

This document forms part of the Norwich Philharmonic Society Safeguarding policy. As set out in Part 1 above:

- The policy applies to: all members, staff (whether employees or freelances), volunteers and anyone working on behalf of Norwich Philharmonic Society or taking part in Norwich Philharmonic Society activities.
- The policies 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 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; 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.

This part of the 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 incidents of abuse
- Awareness raising and training

Recruitment practices around safeguarding

With regard to Norwich Philharmonic Society activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the Committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used in a confidential manner.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Norwich Philharmonic Society organises an activity or event where they will be responsible for vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.

- The event is attended by an appropriate number of DBS 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 DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.

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 get home safely.

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

Working with parents/guardians: If a vulnerable person wishes to take part in Norwich Philharmonic Society 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.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in Norwich Philharmonic Society witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the appropriate named safeguarding officer:
Alison Rhodes (with regard to the Chorus and the Committee)
Susanna Manrique (with regard to the Orchestra)
Alison Guy (with regard to Society Stewards and audiences)
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the Society's Chair, Caroline Dixey.
- If an individual wishes to report an incident of abuse against themselves they should report it to a named safeguarding officer or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person to whom an incident is reported 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 member(s) involved in the incident.
- Escalate the report by:
 - 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.
- 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 being 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.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other Committee member.
 - 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 next steps and communicate them to all parties in writing within 5 days. They 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.

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 the Norwich Philharmonic Society.
- Any disciplinary action will be taken in line with the Norwich Philharmonic Society constitution.

Awareness raising and training

- The safeguarding policy will be available via the Society's website.
- At the start of each season, the Committee Secretary will remind the Committee and Society Volunteers (via the Front of House Manager and/or Chief Steward) and the Chorus and Orchestra Secretaries will remind members of their responsibilities with regard to safeguarding.
- The Society will defray reasonable costs of relevant training for the named safeguarding persons.

Useful contact numbers

If the named persons are not contactable, Society Members/Volunteers, as members of the public, may contact :

- Norfolk County Customer Services, if there are concerns about a child: Tel: 0344 800 8020
- Local Authority Designated Officer with regard to allegations and concerns in respect of adults:
Tel: 01603 223473; email: LADO@norfolk.gov.uk
- The Chair or Vice-Chair of the Society, if there are concerns about a Society Member or Volunteer
(Chair: Caroline@dixey.co.uk); Vice-Chair: Catrinanixon@btconnect.com))
- In an emergency, the police should be called.

Policy adopted: 30 April, 2023; Reviewed: 18 September 2023; 23 September, 2024; 17 September, 2025