

HARLOW SYMPHONY ORCHESTRA SAFEGUARDING POLICY

Policy Statement

The Harlow Symphony Orchestra (the Orchestra), a registered charity, is an amateur orchestra.

Although its members are mainly adults, children under the age of 16 years (Children) and young adults of 16-18 years of age (Young Adults) are sometimes involved in the activities of the Orchestra, usually as players. The Orchestra welcomes and actively encourages the involvement of such young people, to foster their musical development and as a way of encouraging future membership. However, we need to ensure their safety and well-being whilst they are in our care.

There may also be occasions when adults aged over 18 who may be at risk due to a learning or physical disability or a physical or mental illness, chronic or otherwise (Vulnerable Adults) also take part in activities and this policy also applies to such individuals.

Children, Young Adults and Vulnerable Adults are together referred to in this policy as Vulnerable People.

This policy applies to all regular members of the Orchestra and also to those temporarily working/playing with or for the Orchestra at any time. All members of the Orchestra are responsible for being familiar with the processes outlined in this Policy and bringing potential issues to the Committee's attention.

Aims of this policy

To ensure the safety of any Vulnerable People entrusted to the care of the Orchestra.

To protect the position of the Orchestra in the event of any allegations of misconduct towards such individuals.

Definitions

Activity – any rehearsal, concert or associated activity officially arranged by the Orchestra.

Committee – the Committee of the Orchestra (who are also the trustees of the charity).

Supervisor – any member of the Orchestra who has been approved by the Committee to look after the interests of the Vulnerable People covered by this policy.

Roles and responsibilities

Committee

The Committee will be responsible for the appointment of Supervisors.

The Committee will be responsible for dealing with any child protection issues reported to it by the Supervisors or any member of the Orchestra.

The Committee will ensure that the circulation of lists of names which include Vulnerable People's telephone numbers, addresses and email addresses is restricted to the Committee, the Musical Director, and the appointed Supervisor.

Supervisor

The Committee will appoint suitable members of the Orchestra to take responsibility for the supervision of any Vulnerable Person becoming involved in its activities.

The appointment of such Supervisors will be made after satisfactory evidence has been obtained that checks have been made with the Criminal Record Bureau (DBS) for similar purposes within the last three years.

Each Vulnerable Person involved in the activities of the Orchestra will be allocated a Supervisor.

On their first attendance at the Orchestra, the Vulnerable Person will be introduced to the Musical Director, who will arrange their seating and deal with any musical matters, and to their Supervisor, who will be the first point of contact for the Vulnerable Person, should any personal problems arise from Orchestra activities.

Supervisors will keep a discreet watch on Vulnerable People in the Orchestra and ensure their general well-being.

Parents/carers

Before a Vulnerable Person takes part in any Activity, written permission must be provided to the Orchestra by his/her parents/carers. The permission form is attached to this policy. The policy can be accessed from the members' section of the website, or a hard copy can be requested from the Orchestra's Secretary.

Orchestra members

There is to be no inappropriate contact between members and any Vulnerable Person in the Orchestra during any Activity.

No member of the Orchestra is permitted to meet with any Vulnerable Person outside such Activities or away from the normal meeting place, unless a parent or other adult approved by a parent is present.

Photography/Use of images

HSO will occasionally take photographs and videos of rehearsals or live events to share on the website. To reduce misuse of images the HSO will:

- Never name individuals in images;
- Ensure permission is gained from parents/guardians to use images which include Vulnerable Persons

In some cases the individuals themselves may also be asked as well as appropriate parental permission being sought.

Complaints Procedure

1 - All members of the Orchestra should be vigilant and if they see or suspect anything of concern they should report it immediately to a member of the Committee.

2 - If a Vulnerable Person has reason to report an incident, they should report it to a member of the Committee, their Supervisor or a trusted adult who will then:

Decide if the Vulnerable Person is in immediate danger or needs emergency medical attention and if so, call the police and/or ambulance service.

If the individual to whom the incident is reported is not a member of the Committee he/she should then urgently contact a member of the Committee who will inform the Vulnerable Person's parent/guardian.

If the Vulnerable Person is not in immediate danger, then the incident should be referred to a member of the Committee who will then contact the Vulnerable Person's parent/guardian.

If the person at the centre of the allegation is working with the Vulnerable Person at the time of the incident they should be removed from the situation in a sensitive manner and should not have any further contact with the Vulnerable Person.

Procedures for dealing with concerns and incidents of abuse:

The procedures below should then be followed:

The Committee along with the Vulnerable Person's Supervisor and his/her parent/guardian should decide how to proceed. At this point the incident may still be reported to the police.

Less serious incidents may be dealt with via internal mediation.

This should involve:

Arranging separate meetings with both parties. Meetings will be attended by the Supervisor and at least one other Committee member.

Each party may bring another individual for support.

A report of the meeting will be sent to both parties with recommendations as to the resolution of the issue.

This may include final agreed resolution of the issue, further investigation by the Committee, in some cases disciplinary action to ensure contact between the Vulnerable Person and the individual is, for example, minimised and supervised, or escalation to a higher authority such as the Police may still be an option.

The above policy was agreed at a meeting of the Harlow Symphony Orchestra Committee on 18 February 2026.

Harlow Symphony Orchestra (HSO, the Orchestra)

Parental consent form

I parent or guardian of
consent to attending rehearsals of the HSO at
Tany's Dell School Harlow.

I also consent to them attending concerts and other events with the
Orchestra which are at locations other than the rehearsal venue.

This consent will be valid whilst the above-mentioned player is a member of
the Orchestra.

Signed

Date

Please supply two emergency contacts

Name..... Mobile number

Relationship to individual.....

Name..... Mobile number.....

Relationship to individual.....

Harlow Symphony Orchestra (HSO, the Orchestra)

Photography consent form

The Orchestra may from time to time take or employ others to take photos or videos of the Orchestra for use on the Harlow Symphony Orchestra website or for promotional purposes.

The Orchestra will never name any individuals.

I parent/guardian of

do/do not (please delete as appropriate) consent to the taking of photos and or videos of the Orchestra which may include (insert name) for use on the HSO website or for promotional purposes.

This consent will be valid whilst the above-mentioned player is a member of the Orchestra.

Signed..... Date.....

Please provide two emergency contacts:

Name Mobile

Relationship to individual.....

Name Mobile.....

Relationship to individual.....

