



# Cobweb Orchestra Safeguarding Policy

## Purpose

The purpose of this policy is to protect people, particularly children and vulnerable adults, from any harm that may be caused due to their involvement with The Cobweb Orchestra. This includes harm arising from:

- The conduct of staff or personnel associated with The Cobweb Orchestra
- Participation in The Cobweb Orchestra's programmes and activities

The policy lays out the commitments made by The Cobweb Orchestra, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by The Cobweb Orchestra, or associated personnel when engaged in Cobweb Orchestra activities.

## What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

In our orchestra we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

## Scope

- All staff contracted by The Cobweb Orchestra
- Associated personnel whilst engaged in activities related to The Cobweb Orchestra, including but not limited to the following: members; participants; consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

## Policy Statement

The Cobweb Orchestra believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The Cobweb Orchestra will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, vulnerable adult safeguarding, and general protection from abuse.

The Cobweb Orchestra commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### The Cobweb Orchestra responsibilities

The Cobweb Orchestra will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their participation in, or attendance at, The Cobweb Orchestra's activities. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### Staff responsibilities

#### Child safeguarding

The Cobweb Orchestra staff and associated personnel must not:

- Be involved sexually with a child, nor subject a child to physical, emotional or psychological abuse, or neglect

#### Adult safeguarding

The Cobweb Orchestra staff and associated personnel must not:

- Be involved sexually with a vulnerable adult, nor subject a vulnerable adult to physical, emotional or psychological abuse, or neglect

Additionally, The Cobweb Orchestra staff and associated personnel must:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an The Cobweb Orchestra staff member or associated personnel to the appropriate staff member or trustee.

## Enabling reports

The Cobweb Orchestra will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

The Cobweb Orchestra will also accept complaints from external sources such as members of the public, partners and official bodies.

## How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their group leader, line manager, or to the safeguarding trustee or the chair of trustees. If the staff member does not feel comfortable reporting to any of these people, (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member or trustee.

## Response

The Cobweb Orchestra will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

The Cobweb Orchestra will apply appropriate disciplinary measures to staff found in breach of policy.

The Cobweb Orchestra will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

### Associated policies

Complaints policy

Procedures for safeguarding in staff recruitment

## Glossary of Terms

### Child

A person below the age of 18

### Harm

Psychological, physical and any other infringement of an individual's rights

### Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

In our orchestra, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our staff or programmes.

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

### Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

### Vulnerable adult

Sometimes also referred to as at risk adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### Appropriate trustees

The safeguarding trustee is Judith Derry-Greene: [judith.greene@cobweborchestra.org.uk](mailto:judith.greene@cobweborchestra.org.uk)

The chair of trustees is Michael Cave: [michael.cave@cobweborchestra.org.uk](mailto:michael.cave@cobweborchestra.org.uk)

Policy last updated: 12.04.21

Policy last approved by trustees