



# Westmorland Youth Orchestra

## Policies and Procedures

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# **Safeguarding and Child Protection**

## **Safeguarding & Child Protection Policy**

Westmorland Youth Orchestra works with children and young people as part of its activities. These include feeder, ensemble and theory groups as well as the main orchestra.

The purpose of the policy statements is:

- to protect children and young people who attend Westmorland Youth Orchestra and its feeder, ensemble and theory groups from harm. This includes staff and volunteers.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to safeguarding.

The policy statement applies to anyone working on behalf of Westmorland Youth Orchestra, including the conductor, the committee, the tutors, paid staff and volunteers.

### **Legal framework**

The policies have been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017, The Equality Act 2010, Sexual Offences Act 2003 (s22A) and the statutory guidance, Working Together to Safeguard Children. A summary of the key legislation and guidance is available from [Child protection system for England | NSPCC Learning](#)

### **We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- staff and volunteers should have a safe working environment and be respected at all times.

### **We recognise that:**

- the welfare of people involved with WYO is paramount in all the work we do and in all the decisions we take
- all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

### **We will seek to keep children, young people, staff and volunteers safe by:**

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead for children and young people, a deputy and a lead trustee member
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- implementing a code of conduct for staff and volunteers

- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information and using it professionally and securely, in line with data protection legislation and guidance
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment
- ensuring that we have effective complaints and whistle-blowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

## **Contact details**

### **Designated committee safeguarding lead**

Rachel Lee, E: [bolsonrachel@yahoo.co.uk](mailto:bolsonrachel@yahoo.co.uk)

### **Designated staff safeguarding lead**

Jonnet Middleton, E: [admin@wyo.org.uk](mailto:admin@wyo.org.uk)

**Deputy** Fredrik Holm, E: [fredrik.intune@gmail.com](mailto:fredrik.intune@gmail.com)

### **Local Authority Safeguarding Hub**

#### **Westmorland & Furness – Cumbria Safeguarding Children Partnership (CSCP)**

If you have urgent concerns for a child, or suspect that a child has been abused in anyway and needs an urgent response, please call the Westmorland and Furness Safeguarding Hub Telephone: 0300 373 2724

If you are concerned that a child is in an emergency situation you should contact the police on 999

To report a concern: [Concerns about a child | Westmorland and Furness Council](#)

### **NSPCC Helpline**

T: 0808 800 5000 E: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Chairman of WYO Committee**

Oliver Wates, E: [wates@kencomp.net](mailto:wates@kencomp.net)

# WYO Safeguarding Procedures

## Designated safeguarding lead (DSL)

The designated safeguarding leads (DSLs) are trained and have a good understanding of specific safeguarding issues including:

- bullying, physical abuse, neglect, emotional abuse, child sexual abuse, child-on-child harmful sexual behaviour, online safety, substance abuse, extremism and radicalisation
- child protection
- what abuse and neglect look like
- referral processes into the local authority children's social care team
- what to expect when they make a referral to children's social care

They will:

- receive information from staff, volunteers or members who have safeguarding concerns, and record it
- assess information promptly and decide on the most appropriate action
- be available for support and advice if disclosure, suspicion or allegation of abuse is reported
- be responsible for a confidential record of related information
- liaise and consult with local statutory safeguarding agencies
- liaise with the Chairman of the committee on areas of concern, if appropriate, whilst keeping details confidential

All the WYO tutors have up to date training on Safeguarding.

## Types of Abuse & Abuse Indicators

Abuse can take many forms, including physical, emotional or sexual. It includes child sexual exploitation and child criminal exploitation. Children and young people are deemed to be victims of domestic abuse under the Domestic Abuse Act 2021, where they see, hear or experience the effects of the abuse.

There are four categories of abuse (as defined under the Children Act 1989). Abusers can be both adults and other young people, and it is important to recognise this.

<b>Physical Abuse</b>	Includes physical chastisement; deliberate, malicious injuries; inappropriate restraint; lack of supervision resulting in accidents causing harm
<b>Neglect</b>	Persistent failure to meet a young person's needs – physical and psychological. Includes the failure to protect a child from exposure to any kind of danger resulting in the significant impairment of a child's health or development
<b>Emotional Abuse</b>	Includes; persistent ridicule, rejection, humiliation an atmosphere of fear and intimidation, inappropriate expectations; bullying and scapegoating, low warmth and high criticism
<b>Sexual Abuse</b>	Includes; giving a child access to pornographic materials, involving them in sexual activity of adults; touching or talking in sexually explicit ways; speaking to the child about sex in ways that are inappropriate for the child and which seek to gratify the needs of someone else.

### Other specific types of abuse are:

<b>Historic Abuse</b>	There may be occasions when a young person will disclose historic abuse which occurred in the past during their childhood. This information needs to be treated in exactly the same way as a disclosure or suspicion of current child abuse. The reason for this is that the abuser may still represent a risk to children now.
<b>Exploitation</b>	Includes coercion, manipulation, or deception to engage a young person in activities that benefit the abuser, often at the expense of the child's safety or well-being.
<b>Peer-on-peer Abuse</b>	Includes any form of physical, sexual, emotional and financial abuse, or coercive control, exercised between young people and within a young person's relationships. Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth violence, harmful sexual behaviour, sexual abuse, and/or gender-based violence.
<b>Sexting</b>	This is defined as the production and/or sharing of sexual photos and videos of and by people who are under the age of 18. It includes nude and nearly nude and/or sexual acts.
<b>Mental health &amp; Wellbeing</b>	Signs and symptoms of mental health problems will differ from child to child, but some common signs include: becoming withdrawn from friends and family, persistent low mood and unhappiness, tearfulness and irritability, sudden outbursts of anger, loss of interest in activities they once enjoyed, problems eating or sleeping
<b>Children with special educational needs and disabilities (SEND)</b>	WYO will make reasonable adjustments to ensure that a child is not placed at a disadvantage compared to non-disabled children in the ways that we organise and deliver our provision. We recognise that additional risks and barriers can exist when recognising abuse and neglect among such children. These can include: assumptions that signs of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration; being more prone to peer group isolation than other children; the potential for these children to be disproportionately affected by behaviours such as bullying, without showing any outward signs; communication barriers and difficulties in managing or reporting these challenges; repeating content or behaviours without understanding the consequences of doing so.

### Radicalisation

WYO will empower children and young people to create communities that are resilient to extremism and promote the development of spaces for free debate where shared values can be reinforced. Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although there are a number of possible behavioural indicators staff should use their professional judgement and discuss with a DSL if they have any concerns.

*Indicators include:* Use of inappropriate language; possession of violent extremist literature or prohibited iconography including electronic material accessed via the internet and communication such as email and text messages; behavioural changes; the expression of extremist views; advocating violent actions and means; association with known extremists; seeking to recruit others to an extremist ideology.

## Procedures for responding to a safeguarding disclosure from a child or young person

If a young person discloses to you information that gives you cause to be concerned for their well-being you should follow the guidance below:

<b>Receive</b>	Listen actively to what is said without displaying shock, disbelief or other emotional response. Do not ask direct or leading questions simply encourage and allow the young person to continue to talk to you at their own pace. Ask questions for clarification only, and avoid asking questions that suggest a particular answer.
<b>Reassure</b>	Reassure the young person that they have done the right thing in talking to you. Do not make any promises about an outcome, nor that you are able to keep the disclosure a secret*.
<b>Respond</b>	Inform the young person of your next steps which will be to share the information with the DSL. Check that they are safe before you leave them.
<b>Report</b>	Report the disclosure to a DSL as soon as possible. Do not share the information with anyone else.
<b>Record</b>	<p>If appropriate and possible, record in writing what has been disclosed with facts and no opinions. Make some brief notes at the time and write them up as soon as possible. Accurately record the date, time, place, and words used by the young person. Be specific. Sign and date it.</p> <p>Keep the discussion confidential, following the procedure for reporting concerns, aside from this do not discuss with others.</p>

\* Do not promise confidentiality. Reassure the child that the matter will only be discussed with people who need to know about it. The law does not allow WYO to keep concerns relating to child abuse a secret. Any young person making a disclosure must first be informed that the information will be passed on and disclosed to the DSL.

- It is important not to investigate the disclosure yourself as this may jeopardise a police or social care investigation and possibly the prosecution of the offender. Do not confront the alleged abuser.
- If you are concerned about a young person, or are worried about a young person's behaviour/safety, yet they have not specifically disclosed any abuse, this should be discussed privately with the DSL.
- **If a child is at risk of immediate harm, you should call the police on 999.**

## Procedures for responding to allegations or concerns of child-on-child abuse

If a child tells a member of staff about allegations against another child they should follow this procedure:

- listen to and record the allegations as per the procedure above.
- speak to the DSL if allegations have been made against a child. The DSL can advise on the best way to proceed, the member of staff should not confront the child about the allegation before taking advice, it may make the situation worse.
- if a member of staff notices a child behaving inappropriately they may need to talk to them about this immediately, in order to manage the behaviour. They should talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it and record this contact.
- if staff and volunteers are unsure, they should always speak to the DSL.
- for more advice about speaking to a child who may be behaving abusively, contact the NSPCC Helpline on [0808 800 5000](tel:08088005000) or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Procedures for Managing Safeguarding Concerns

Having received the report the designated safeguarding lead (DSL) should decide what action to take.

Safeguarding concern is reported to the DSL Decide on one of these three actions		
A) Agree that the threshold of significant harm is met.	B) No sure – consult with the Local Authority Designated Officer and record action. Agree that it does not meet the threshold of significant harm but there are welfare concerns. DSL to initiate contact with parents/ carers.	C) No welfare concerns identified – DSL monitors for any further incidents
A) DSL initiates Safeguarding Referral to appropriate agencies i.e. Children’s Social Care/ Police	B) Staff to monitor/support young person where appropriate	
A) Professional agencies to decide on next course of action. DSL follow up after three working days if no feedback received and record outcome.		
A) DSL will liaise with relevant professionals where appropriate.		
All records of safeguarding incidents will be stored securely. Only the DSL, or other relevant senior colleagues, will have access to the records. Records will only be kept as long as necessary. No information will be given to other parties without the child’s consent (or parental consent if the child is under 13) except for legitimate sharing of safeguarding information.		

## Procedures for responding to concerns that an adult working with children may present a risk of abuse

If you have reason to suspect that a member of staff, volunteer, committee member or other adult may have abused a young person at WYO or elsewhere, you must inform the DSL immediately. It might involve a breach of the WYO code of behaviour, or it could be an allegation made by a child, other staff member, or another adult.

WYO adopts a ‘low-level’ concern policy. This term is used to describe any concern involving an adult who may have acted in a way that is inconsistent with the staff code of conduct but is not serious enough to consider a referral to the LADO.

If you have any concerns, including a ‘low-level’ concern, you should:

- make a record of the concerns, including a note of anyone else who witnessed/has information about the incident or alleged incident. Documents should be signed and dated.



- if the concerns are about the DSL, or if you feel that policies are not being observed or enforced, you should contact the Chair of the Committee.
- the DSL will not investigate but will assess whether it is necessary to refer to the LADO (Local Authority Designated Officer) or the police. They may discuss the concern with the Chair of the Committee. In dealing with any allegation the DSL will balance the seriousness of the allegation; the risk of harm to children; possible contamination of the evidence and the welfare of the person concerned.
- if a referral is made, the member of staff against whom the allegation has been made should not be informed of the allegation until action is agreed with the LADO (Local Authority Designated Officer) or the police. Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of such investigation.
- if a referral is not necessary, the DSL will consider if there needs to be an internal investigation. Investigations will be dealt with quickly, fairly and impartially. The DSL will discuss the situation with the Chair of the Committee, and they may find it necessary to suspend the member of staff at any stage during an investigation. Internal disciplinary action may follow the conclusion of such an investigation.
- all freelance staff are required to sign an agreement which includes their commitment to abiding by the WYO Safeguarding Policy.

### **Responding to adults trespassing for the purposes of abuse**

WYO takes measures to mitigate the risk of trespassing adults during all rehearsals and concerts.

- Any member of the public who is not associated with a member of WYO will not be allowed access to rehearsal spaces.
- Any visitors will be by invitation only and will be supervised whilst on the premises.
- All staff involved in WYO activities have a safeguarding responsibility and there will always be a minimum of two adults in the building for rehearsals and concerts.
- WYO adopts the NSPCC Supervision guidance ensuring that appropriate adults are engaged to a ratio of 1:10 (one adult to every ten young people).
- Concerts are open to the public but measures are in place to keep young people safe. These include:
  - having a room for WYO members that is not open to the public, in addition to the performance space
  - separate toilets to members of the public, if the venue has the facilities
  - adult supervision at all times in the concert venue

### **How children and families can raise a safeguarding concern**

If children and families have safeguarding concerns about a child or adult in the WYO setting they should:

- contact a DSL, providing a written record of events if appropriate
- the DSL will listen to the allegation or concern and follow the relevant procedure as set out above
- if families would prefer, they can contact The Local Authority Safeguarding Hub for advice or to report an allegation. Westmorland & Furness – Cumbria Safeguarding Children Partnership (CSCP) [Concerns about a child | Westmorland and Furness Council](#) Tel: 0300 373 2724
- If you are concerned that a child is in an emergency situation you should contact the police on 999

### **Missing child**

If a child is missing the following procedure should be taken:

- Alert the DSL or senior staff member.
- The DSL or senior staff member should search inside and outside the building.
- If there is no sign of the child, then you should contact their parents or carer to establish whether they have returned home.

- Once the DSL has completed these checks, if the child is still missing, you should discuss with the parents or carer whether it is appropriate to contact the police. In most cases, parents and carers know the child best and will be able to assess whether their child is likely to return of their own accord or whether there are significant concerns for their safety.
- The parents or carer are responsible for contacting the police. You can contact the police on their behalf if they agree. If you or the parents contact the police, wait for them to arrive and follow their instructions. The DSL or senior staff member must continue to search while waiting.
- If the parents do not want to contact the police, only contact them if you consider the parent's decision to be unreasonable and the child is at significant risk of harm.

## **Child protection records retention and storage policy**

If there is a concern about a child's welfare WYO will keep an accurate record of:

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details the name and role of the person making the report (if this is different from the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses to an event
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

The record should always be signed by the person making the report.

If there is a concern about an adult working with children, WYO will keep clear and comprehensive records of all allegations made against adults working or volunteering with children, including:

- what the allegations were
- how the allegations were followed up
- how things were resolved
- any action taken
- decisions taken about their suitability to work with children.

If the allegation is found to be malicious the details will be destroyed, but a basic record stating that a malicious allegation was made on a certain date will be kept.

## **Contacts**

### **Designated safeguarding lead (committee)**

Rachel Lee, E: [bolsonrachel@yahoo.co.uk](mailto:bolsonrachel@yahoo.co.uk)

Reserve DSL: Fredrik Holm, E: [fredrik.intune@gmail.com](mailto:fredrik.intune@gmail.com))

### **Designated safeguarding lead (staff)**

Jonnet Middleton, E: [admin@wyo.org.uk](mailto:admin@wyo.org.uk)

## **Local Authority Safeguarding Hub; Westmorland & Furness – Cumbria Safeguarding Children Partnership**

### **[Concerns about a child | Westmorland and Furness Council](#)**

If you have urgent concerns for a child, or suspect that a child has been abused in anyway and needs an urgent response, please call the Westmorland and Furness Safeguarding Hub Telephone: 0300 373 2724

If you are concerned that a child is in an emergency situation you should contact the police on 999

**NSPCC Helpline:** T: 0808 800 5000 E: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

# **Code of conduct for staff and volunteers**

This behaviour code outlines the conduct WYO expects from all our staff and volunteers and anyone who is undertaking duties for WYO, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

## **The role of staff and volunteers**

When working with children and young people, staff and volunteers are acting in a position of trust and authority and have a duty of care towards the children and young people. We expect staff and volunteers to commit to never inflicting physical or psychological harm on a child and display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online. You are likely to be seen as a role model and must act appropriately, placing the well-being of the performer above the development of the performance.

## **Responsibility of staff and volunteers**

Staff and volunteers are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
  - Ensuring equipment is used safely and for its intended purpose
  - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures, including those for safeguarding and child protection, whistle-blowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the committee chair
- reporting all concerns about abusive behaviour, following our safeguarding reporting procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

## **Respecting children and young people**

Staff and volunteers should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity

## **Diversity and inclusion**

Staff and volunteers should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

## **Appropriate Relationships**

Staff and volunteers should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with fewer than three children
  - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
  - if a child specifically asks for, or needs, some individual time with a member of staff or volunteer, ensure other staff or volunteers know where you and the child are. If possible choose an area that is within view of others and inform the DSL
- only provide personal care in an emergency and make sure there is more than one adult present if possible

## **Inappropriate behaviour**

When working with children and young people, staff and volunteers must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details, other than those published on the WYO website, or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to, or in front of, children and young people

## **Upholding this code of behaviour**

Staff and volunteers should always follow this code of behaviour and never rely on their reputation or that of our organisation to protect themselves. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, staff and volunteers may be asked to leave WYO. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If staff and volunteers become aware of any breaches of this code, they must report them to the designated safeguarding lead. If necessary, staff and volunteers should follow the whistle-blowing procedure and safeguarding procedures about child protection or related topics.

# Anti-bullying Policy Statement

The policy statement applies to anyone working on behalf of Westmorland Youth Orchestra, including the conductor, the committee, the tutors, paid staff and volunteers.

## **The purpose of this policy statement is:**

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

## **What is bullying?**

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

## **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. For more information [NSPCC Learning | Safeguarding and child protection](#)

## **We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them

## **We recognise that:**

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying

## **We will seek to prevent bullying by:**

- having a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
- putting clear and robust anti-bullying procedures in place

## **Our regular discussions with staff, volunteers, children, young people and families will focus on:**

- group members' responsibilities to look after one another and uphold the behaviour code

- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well

### **Responding to bullying**

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole

We will review the plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

### **Diversity and inclusion**

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people
- welcoming new members to our organisation

# Suitability of staff and volunteers

## Recruitment, references and pre-employment checks

Westmorland Youth Orchestra aims to ensure, as far as possible, that anyone working with children and young people is safe to do so in terms of child protection and safeguarding.

The WYO appoints tutors and the musical director on a freelance basis. Checks are made to ensure that freelance staff have the right skill set, proof of identity and the right to work in the UK.

## Disclosure and Barring Service (DBS) checks

All staff and committee members hold an enhanced DBS certificate which is checked annually. An enhanced DBS certificate is required prior to new members of staff starts work. Volunteers who have regular contact with WYO members will require an enhanced DBS certificate.

No visitors, volunteers or parents will be left alone with WYO members. Additional safeguarding measures are put in place on the occasions that adults will share the same rehearsal/concert space as WYO members.

## Staff behaviour policy and training

- Staff and volunteers are required to follow our [Code of Conduct](#)
- Staff and volunteers are monitored annually to ensure they have the necessary skills to carry out their roles and responsibilities.
- Annual training will be held for tutors and regular volunteers. The committee will be responsible for facilitating the training. This will include:
  - Checking certificates are up to date in Safeguarding, DBS and First Aid (where applicable)
  - Health and Safety
  - Safeguarding

# Health and Safety

## Health and Safety Policy

### Policy Statement

WYO recognise and accept our legal and moral duties of care to provide for the health, safety and wellbeing of children, staff, volunteers and visitors. The WYO committee retains overall responsibility for ensuring that suitable health and safety management systems are in place. We will take reasonable steps to ensure, so far as is reasonably practicable, that we provide safe premises, equipment and activities and systems of work. We will provide suitable information, instruction, training and supervision to ensure we achieve and maintain excellent levels of health and safety.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved.

### Legal Framework

WYO will comply with the following legal requirements for the purpose of providing a safe environment for children, staff, volunteers and visitors:

- Health and Safety at Work etc. Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Employers' Liability (Compulsory Insurance) Act 1969
- General Data Protection Regulation 2018 and the Data Protection Act 2018

### We will ensure that we have a:

- Health & Safety policy – updated annually
- Current Employer's Liability Insurance
- GDPR compliant registration form for members of WYO including essential contact information and medical details
- Risk assessment that will be reviewed at least annually
- Register of children attending and will take a register at the start of each session
- Appointed person who has first aid training
- Fire safety and evacuation plan
- Schedule for training all staff and volunteers on health and safety

## Registration of Students

WYO has an online registration form and we request that parents/carers complete this prior to attending rehearsals. Details are checked and updated annually ensuring we have two emergency contact numbers and any medical details. The information is held securely as stated in our [Data Protection Policy](#).

## Risk Assessments

- WYO will take reasonable steps to reduce health and safety risks during rehearsals and concerts.
- The committee will assess the risks to any staff, volunteers, children and others involved in activities to identify the health and safety measures that are necessary
- A risk assessment for rehearsals at Castle Street Centre is available from [admin@wyo.org.uk](mailto:admin@wyo.org.uk)
- Concert venues and other rehearsal spaces are visited to ensure facilities are adequate and have a separate risk assessment



## Attendance Registers

A register is taken at all WYO rehearsals and concerts and the purposes of the register are to:

- list all players and tutors present
  - check that players have returned after the break
  - check names in the event of a fire evacuation
- The Musical Director or his nominated representative is responsible for ensuring that the register of players is filled in at the start of the session, with late arrivals added as appropriate.
  - Any unexplained absences should be noted by the Music Director and immediately investigated by the DSL or senior staff member. See [Missing Child](#) procedures in the Safeguarding Procedures.
  - Emergency contact numbers for each student is required. Parents are requested to notify the WYO administrator of any changes immediately to ensure we have up to date records.

## Breaks

- Players should remain on the premises, if you need to leave early please inform a member of staff.
- Older players (16+) are allowed to leave the building in pairs with the permission of their parents. A register is taken at the beginning of the second half of the rehearsal.
- Parents will also be advised that, though a number of responsible adults are present throughout, it is not practical to supervise their children closely during the break.

## Concerts

- Where possible, new concert venues will be visited by an adult member of WYO prior to a concert to ascertain the facilities there. If it is not possible to visit, information will be gathered by telephone. A risk assessment will be written for each concert venue.
- A letter to parents/carers will give details of the venue, arrangements for transport and meals. If players will be unsupervised at any time, this will be stated in the letter.
- If transport is by coach, adults will travel with the players. At least one of these adults (excluding the driver) must have been DBS checked.

## First Aid, Accidents and Incidents

### First Aid appointed person is Jonnet Middleton

The WYO First Aid box can be located in the WYO store room at Castle Street Centre. The centre also has a First Aid box in the kitchen that is available for our use. The WYO First Aid box will be taken to any other venues that we use.

- An incident book is provided at all rehearsals and concerts as well as advisory slips to be given to the parents of anyone who has a head injury.
- A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment.
- The parents of children who have an infectious disease should seek professional medical advice regarding treatment and when their child can return to WYO.

## **Equipment**

- All electrical equipment is PAT tested annually.
- All equipment should be visually inspected prior to use to ensure no damage and no obvious defects, e.g. exposed wires or breaks in cable. Any faults should be reported to the Musical Director and the equipment should not be used if deemed unsafe.
- Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use until it has been checked by a competent person and repaired if necessary.
- No private equipment is to be used unless it has been deemed safe by a competent person.

## **Manual Handling**

- Manual handling is the transporting or supporting of loads which includes, carrying, lifting, pushing and pulling. Risk assessments ensure that measures are in place to mitigate these actions that may cause an injury or strain.
- Staff, volunteers and students will be requested to help set up chairs, stands and instruments for rehearsals and concerts. Young people will be supervised by an adult at all times when lifting and carrying and will not be asked to lift anything heavy or awkward. Larger items may be carried by young people if not too heavy, but only in pairs.
- Training will be given if needed to ensure safe handling.

## **Fire Safety and Evacuation Plans**

**The Fire Safety responsible person is Jonnet Middleton**

Our risk assessments have a specific Fire Risk section.

In the event of a fire the Fire Safety responsible person will:

- ensure the fire and rescue service is called where required
- take the registers and emergency contact number file to the assembly point
- coordinate people at the assembly point and ensure the evacuation is conducted effectively
- delegate certain tasks to other suitable adults
- liaise with the emergency services on arrival and provide key information requested by the Fire and Rescue Service, e.g. results of roll call; location of fire (if known)
- ensure that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

In the event of a fire all staff will:

- help children and others to leave the premises
- check their area to ensure everyone has left, including toilets, cloakrooms etc
- use appropriate fire-fighting equipment, if trained and safe to do so
- report to the Fire Safety responsible person
- shut down dangerous equipment
- take the role call for their particular group and immediately report anyone who is known to be off-site or missing to the 'responsible person' or Fire and Rescue Service

## **Fire Procedures**

- Fire evacuation exercises are held at the beginning of each new term and records are held in the fire logbook. The Castle Street evacuation plan is displayed in the doorway of the WYO store cupboard and at different points in the building.
- When the orchestra is in buildings, other than Castle Street, the fire evacuation plan will be outlined to everyone.
- In all buildings the Fire Safety responsible person will ensure that:
  - Fire Exits are clearly marked.
  - All escape routes are kept clear of obstruction.
  - All exits can be opened easily from the inside without the use of a key.

## **Schedule for Training of staff and volunteers**

Annual training will be held for tutors and regular volunteers. The committee will be responsible for facilitating the training. This will include:

- Checking certificates are up to date in Safeguarding, DBS and First Aid (where applicable)
- Health and Safety
- Safeguarding

## **Food safety**

WYO provides refreshments for players at rehearsals and concerts. This is usually water and snacks such as biscuits. Food wrappers are available to view ingredients and the kitchen is professionally cleaned on a regular basis. No food is prepared for consumption by players.

# Governance

## Charity Status

Westmorland Youth Orchestra is a Registered Charity. We are regulated by the Charity Commission and abide by the Charities Act 2011 which covers the meaning of a charity and the legal duties and responsibilities of charity trustees.

- Registered Charity Number 1075179

## Photography and image sharing guidance

WYO will take photos, videos and audio recordings of rehearsals and concerts for publicity and archiving purposes. To ensure best practice in safeguarding and to comply with GDPR regulations we will follow these guidelines.

- WYO will seek written parental consent for photography when a child joins WYO or one of its feeder groups. Students over 16 years old can give their own permission but parents will still be contacted. This permission can be withdrawn at any time but please be aware that it may not be possible to retrieve images that are already in public circulation.
- Images and videos will be used to raise the profile of WYO, to attract new members, for concert publicity, fundraising activities and reporting to sponsors.
- WYO will use images, videos and audio recordings on their website, in the local and national press and on social media platforms such as Facebook, X, Instagram and YouTube.
- WYO will take all steps to ensure the images are used solely for the purposes intended.
- Children will not be named except in the case of featured soloists, conductors etc for which we will obtain additional verbal permission.
- Images and recordings will only be taken by WYO officials or those appointed by WYO. Clear written expectations will be given to professional photographers or the press who are invited to an event. Photographers will not have unsupervised access to children. No photography session will be allowed outside the event or at a child's home without permission.
- WYO will keep hard copies of images locked securely and electronic images in a protected folder with restricted access.
- Some images, videos or recordings may be kept permanently once they are published and will be kept as an archive of WYO. Any other images and recordings will be stored/used for a maximum of seven years and after that time will be destroyed or, for large group images only, archived.

## Complaints Policy

WYO aims to be an open, fair and friendly organisation but understand that, at times, things may go wrong or decisions may need further clarification. If you feel this is the case please do not hesitate to contact us.

Initially, the complaint should be made directly to the person concerned, as soon as possible. It is hoped that most complaints can be resolved in this way. If, however, the complaint remains unresolved or it is not appropriate to make direct contact, please email our administrator, [admin@wyo.org.uk](mailto:admin@wyo.org.uk)

The following procedure will then operate:

- The complaint will be acknowledged in writing (normally within 7 days of receipt)
- The addressee will investigate the circumstances, which have led to the complaint
- The result of the investigation will be sent in writing within 21 days (a holding letter will be sent if this is not possible, giving a revised timescale)

- If the complainant is dissatisfied with the results of the investigation, they have the right to present their complaint to the Chair of the Committee
- Where appropriate, WYO shall give a written apology
- WYO will keep a record of all verbal and written complaints and the Committee will be kept informed of the number, nature and resolution of the complaints on a regular basis

## Whistle-blowing Policy

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in our safeguarding regime. Personal grievances such as bullying, harassment and discrimination are not covered by UK whistle-blowing law. Staff may not be legally protected against unfair treatment or loss of income as a result of 'blowing the whistle' if they're not a paid employee of the organisation in question. If you are unsure whether to use the procedure Citizens Advice or ACAS can offer guidance or you can call the NSPCC's whistle-blowing advice line if you have concerns about how child protection issues are being handled; [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Tel: 0800 028 0285

This policy is designed to:

- support our values
- ensure employees can raise concerns without fear of suffering retribution; and
- provide a transparent and confidential process for dealing with concerns.

Concerns will be taken seriously and can be raised about:

- how the setting is run
- other members of staff
- the maltreatment of any children
- other bad practice

### Principles

All concerns raised will be treated fairly and properly.

- We will not tolerate the harassment or victimisation of anyone raising a genuine concern.
- Any individual making a disclosure will retain their anonymity unless they agree otherwise.
- We will ensure that any individual raising a concern is aware of who is handling the matter.
- We will ensure no one will be at risk of suffering some form of retribution as a result of raising a concern even if they are mistaken. We do not however extend this assurance to someone who maliciously raises a matter they know to be untrue.

### Grievance procedure

- If any employee believes reasonably and in good faith that malpractice exists in the setting, then they should report this immediately to the administrator. However, if for any reason they are reluctant to do so, then they should report their concerns to the Chair of the Committee.
- You will be informed of who is handling the matter with contact details if further assistance is required.
- We will give as much feedback as we can without any infringement on a duty of confidence owed by us to someone else.
- Employees' identities will not be disclosed without prior consent. Where concerns are unable to be resolved without revealing the identity of the employee raising the concern, (e.g., if their evidence is required in court), we will enter in to a dialogue with the employee concerned as to whether and how we can proceed.

## Online Safety Issues

Activities run by WYO are in person and we do not provide internet access, use online tuition or resources. However, the committee recognises that young people will have access to their phones during sessions and the safeguarding training for staff covers online safety. This ensures that our staff and volunteers have a general understanding of the different risks young people can face online and be able to have positive conversations about online safety with young people.

## Visitors and visiting speakers

From time to time WYO will invite visiting musicians to play with and for our young people. Staff and volunteers will follow child protection policies and procedures as set out in our guidelines.

In addition:

- Visitors will sign a visitor's book and show ID
- Visitors will be supervised at all times whilst in the building
- Risks will be assessed on an individual basis and procedures will be put in place to keep our young people safe

## Equal Opportunities Policy Statement

Westmorland Youth Orchestra (WYO) is committed to promoting the musical development of young local musicians in full time education and therefore WYO seeks to draw from the widest possible pool of musical talent for its players, conductors and tutors. In addition, WYO seeks to attract the widest possible audiences to its concerts and the broadest possible range of sponsors.

It is therefore important that we do not exclude people from our activities, either deliberately or inadvertently, on irrelevant criteria such as gender, ethnicity, religious beliefs, disability etc.

WYO acknowledges the need to be able to demonstrate that we are actively avoiding such discrimination. WYO is committed to ensuring that no one is unfairly discriminated against in its recruitment and selection processes and all those involved with WYO, in whatever capacity, have a responsibility to behave in a non-discriminatory way. The committee is responsible for resolving any issues that may arise.

WYO seeks to adhere to all legislation relevant to potential discrimination including The Sex Discrimination Act (1975; 1986), The Race Relations Act (1976), The Disability Discrimination Act (1995), The Equality Act (2010).

## Data Protection Policy

### Legal Framework

WYO will comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (the Act) to process personal information fairly and lawfully.

### Definitions

- Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
- Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

## **Responsibility**

- Overall and final responsibility for data protection lies with the committee, who are responsible for overseeing activities and ensuring this policy is upheld.
- All staff and volunteers are responsible for observing this policy, and related procedures, in all areas of their work for WYO.

## **Policy Statement**

- WYO needs to keep personal data about our members, staff, volunteers and committee in order to carry out our activities.
- We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
- We will only collect, store and use data for WYO legitimate interests.
- We will make sure that the information we hold is not shared inappropriately or in a way that might lead to its misuse.
- We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data that we do not need.
- Personal data will be kept for the duration of involvement with WYO through student membership or as a member of staff, a volunteer or committee member.
- Some images, videos or recordings may be kept permanently once they are published and will be kept as an archive of WYO. Any other images and recordings will be stored/used for a maximum of seven years and after that time will be destroyed or, for large group images only, archived.
- We will provide individuals with details of the data we have about them when requested by the relevant individual.
- We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
- We will endeavour to keep personal data up-to-date and accurate.
- We will store personal data securely.
- We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
- To uphold this policy, we will maintain a set of data protection procedures for our staff, volunteers and committee to follow.
- We reserve the right to change this policy at any time. Where appropriate, we will notify data subjects of those changes by mail or email.

## **Data Protection Procedures**

- The WYO administrator is the lead person for data protection procedures.
- The data protection policy will be reviewed annually.

- Data will be stored securely. When it is stored electronically, it will be kept in password protected files or online through OneDrive which complies with the UK GDPR. When it is stored on paper it will be filed carefully in a locked box, drawer, cabinet or similar.
- Personal data will be deleted when WYO membership ceases or staff, volunteers and committee members leave their posts unless it is required for legal purposes.
- When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
- We will keep records of consent given for us to collect, use and store data from alumni and friends of the orchestra. These records will be stored securely and consent requested annually.

**GDPR does not prevent:**

- the legitimate sharing of information for the purposes of keeping children safe
  - WYO from asking questions on safeguarding grounds about the suitability of an individual employed
- Concerns about sharing information will not obstruct the promotion and protection of children's safety and welfare

## Useful Contacts

**Chairman of WYO Committee:** Oliver Wates

E: [wates@kencomp.net](mailto:wates@kencomp.net)

**Administrator for WYO:** Jonnet Middleton

E: [admin@wyo.org.uk](mailto:admin@wyo.org.uk)

**Musical Director for WYO:** Fredrik Holm

E: [fredrik.intune@gmail.com](mailto:fredrik.intune@gmail.com)

**Designated committee safeguarding lead:** Rachel Lee

E: [bolsonrachel@yahoo.co.uk](mailto:bolsonrachel@yahoo.co.uk)

**Designated staff safeguarding lead:** Jonnet Middleton

E: [admin@wyo.org.uk](mailto:admin@wyo.org.uk)

## Further Reading

**NSPCC:** [Safeguarding children and child protection | NSPCC Learning](#)

**Government Guidance on Out of Schools Settings:** [Working together to safeguard children 2023: statutory guidance](#)