

Milton Keynes City Orchestra

Policy for the protection of children and vulnerable adults

Revised August 2007

Policy for the Protection of Children and Vulnerable Adults

Protection Policy Statement

The welfare of children and vulnerable adults should remain of paramount importance at all times.

Milton Keynes City Orchestra is committed to good practice and a duty of care which protects children and vulnerable adults, involved in its activities, from harm. The Orchestra's staff and trustees recognise their responsibility to ensure that they and the Orchestra's personnel - including other professionals engaged by them, volunteers, project leaders, orchestral staff and musicians, and others who may work on activities where contact with children or vulnerable adults is anticipated and which are supported or promoted by the Orchestra - ensure that these activities take place in an environment that promotes the safety of children and vulnerable adults.

All children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Orchestra will endeavour to enable the safety and protection of all children involved in its activities through adherence to the Child Protection guidelines adopted by the Orchestra and its Board of Directors.

Policy Aims

In line with the Children Act 1989, Milton Keynes City Orchestra aims to provide safe participatory and creative opportunities for all children and vulnerable adults who engage with the Orchestra. The safety and welfare of the children and vulnerable adults for whom we provide services is paramount and will over-ride other considerations. This includes all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and / or sexual identity.

The aim of Milton Keynes City Orchestra's Child Protection Policy is to promote good practice:

- Providing children and vulnerable adults with appropriate safety and protection whilst working with and alongside representatives of the Orchestra.
- Allowing all individuals engaged with the Orchestra – professionals and volunteers – to make informed and confident responses to specific protection issues.

Status of the Policy

This policy statement forms part of Milton Keynes City Orchestra's overall business planning. Copies will be provided to the Orchestra's project partners where projects involve children and vulnerable adults.

All of the Orchestra's policy statements are reviewed periodically by the Board, as appropriate.

Definitions

Children are defined as being young people under the age of eighteen years.

Vulnerable adults are those over the age of eighteen who may need protection by virtue of age or disability.

Role of Milton Keynes City Orchestra

Milton Keynes City Orchestra acts as a project facilitator and partner in devising and organising events and activities, some of which have as participants groups of children and / or adults who can be considered vulnerable by virtue of age or disability. The Orchestra works alongside performance venues, schools, community and family centres, music services, local authorities and other partner organisations on these projects. In most cases the Orchestra engages the professional musicians, other artists and other people who work directly with the participants. However, in the majority of situations it is these partner organisations that are the lead organisations with "in loco parentis" responsibilities for the implementation of policy and practice for the safeguarding of the participants - children and vulnerable adults – who are in their care on an ongoing basis beyond the scope of discrete activities involving the Orchestra.

The Orchestra and its representatives act as facilitators, using their specialist knowledge to contribute to planning and delivery and ensure that the objectives of projects are met and the charity's funds are used effectively for the intended purposes.

Protection Measures

It is the Orchestra's policy to take reasonable practicable steps for the protection of children and vulnerable adults. All Orchestra personnel will have regard to the importance that the Orchestra attaches to the proper management control of all protection measures for all children and vulnerable adults on the Orchestra's premises, or who may be affected by the activities of the Orchestra.

All Orchestra personnel engaged in working with children and vulnerable adults should be sufficiently aware of the contents of these guidelines so that in the event of an unexpected incident all those involved are aware of the action they should take. It is the responsibility of every representative of the Orchestra's personnel to take reasonable care for the protection of children or vulnerable adults who may be affected by the Orchestra's work. In carrying out his or her duties every representative will have regard to this policy and to appropriate protection codes of practice.

Where freelance and temporary contract staff, engaged for specific projects, will or may have contact with children or vulnerable adults, Milton Keynes City Orchestra requires them to obtain appropriate clearances and a Disclosure and to supply the Disclosure Number, a copy of the Disclosure and sight of the original Disclosure to the Orchestra's Education and Outreach Officer, or General Manager, as a condition of their engagement. Any Disclosure

provided must be dated less than two years from the date of the commencement of the project working for which the individual is engaged.

Although the Orchestra's staff rarely have direct contact with vulnerable groups, it reviews the need to obtain clearances or disclosures for these staff on an individual basis and requires them to be obtained as necessary and appropriate – for example the Orchestra's General Manager and Education and Outreach Officer maintain valid Disclosures.

The Orchestra's General Manager has responsibility for the operation and implementation of the Orchestra's policies and procedures for the protection of children and vulnerable adults. Overall responsibility for the policy relies with the Board. All Orchestra personnel are required to comply with the policy and to act in accordance with its objectives so as to ensure the protection of children and vulnerable adults. Any failure to comply with the terms of the policy will result in disciplinary action.

As a condition of its partnership engagement in the delivery of projects involving children and vulnerable adults, the Orchestra requires confirmation by partner organisations of the projects and organisations which contract personnel working with participants that all necessary clearances and disclosures have been or will be obtained by the time the work takes place.