



## **EYO POLICY FOR SAFEGUARDING CHILDREN**

Ealing Youth Orchestra is a charitable company: company number 345059 registered in England and Wales and charity number 1067041 which exists to give young players age 13 to 19 in West London the experience of rehearsing and performing orchestral music to a high standard. The charity is run by a Board of Trustees who delegate the day-to-day management of the orchestra to the Musical Director and a Management Committee. The Management Committee is led by the Chair of Trustees and includes a trustee, parents, and other co-opted members. A separate Players Committee also operates.

The Board recognises its responsibility for the welfare and safety of children in the orchestra. It also recognises that good child protection policies and procedures are of benefit to everyone involved with the orchestra. This includes the need to protect children from abuse and to inform appropriate authorities of any suspected abuse, from whatever source it may originate.

- **eyo** is affiliated to *Making Music* and the National Federation of Music Societies. An information leaflet about **eyo** can be found on the website and is updated at the beginning of each academic year.
- **eyo** has adopted the Ealing Borough Child Protection Policy and Procedures Code of Conduct. The Musical Director (Leon Gee 07703359753) is the Nominated Safeguarding Children Advisor and a trustee (Sue Green 020-8567-0367) is the deputy. A copy of the code of conduct is available on the website and is also kept in the **eyo** cupboard in the drama studio at Twyford. Orchestra members may speak in confidence about welfare concerns to Leon Gee, Sue Green, The Chairman, player representatives or any other members of the Committee or Trustees. Their contact details can be found in the Information leaflet on the website.
- We follow the policies suggested by Making Music. Under normal circumstances, there is no one-to-one contact between adults and children. The Musical Director, musicians taking sectionals and those supervising on summer tour are the only people in regular close contact with the children and we obtain DBS enhanced disclosures for them through Making Music.
- Orchestra members are registered during rehearsals by a member of EYO MC. Members are required to tell the Musical Director or a responsible adult if they need to leave early and the management takes no responsibility for the members outside the rehearsal/concert venue. Where the orchestra remains at the concert venue between a rehearsal and a concert the management takes no responsibility for

**EALING YOUTH ORCHESTRA**

Chair of trustees Christopher Brown • email [chair@eyo.org.uk](mailto:chair@eyo.org.uk) • [www.eyo.org.uk](http://www.eyo.org.uk)

25 Curzon Road, Ealing, London W5 1NE

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members who leave the venue. Parents of children under 14 must bring them to rehearsals and concerts, and collect them at the end or make arrangements for another adult to collect them.



**eyo** aims to keep to NSPCC suggested guidelines for staff/student ratios during rehearsals and other activities which recommend 1 adult for every 14 young people under the age of 16 although this is not always possible.

- **eyo** recognises the importance of keeping personal data, particularly relating to children, confidential; the database of members is held by the Chair and Treasurer. Consent is sought on the enrolment form each year for personal data to be shared with other members of the Committee for management purposes only. Information shared usually includes contact information to establish rotas and aid the smooth running of the orchestra and its concerts. Medical information, for example, would only be shared with the Musical Director, and then only with consent. Members of the Committee are asked to delete all paper and electronic records relating to orchestra members once they have left the orchestra.

- **eyo** has a First Aid box, which is stored in the **eyo** cupboard. This includes details of the postcode for the rehearsal venue should the emergency services be required. We do not normally have a trained First Aider available at rehearsals or concerts but there is one or more on summer tour. A list of those young people who have particular medical conditions is kept confidentially with the First Aid Kit along with emergency contact details. No medication is held by **eyo** and those requiring medication must ensure that they carry any necessary medicines with them to rehearsals and concerts.

**eyo** will carry out risk assessments at rehearsal and concert venues which will focus on preventing and minimising risks. Any potential hazards will be identified and a risk assessment carried out. A fire drill will be held once each academic year at the normal rehearsal venue. Fire escape routes will be explained to the orchestra at the start of each term. A separate procedure for this exists and is held in the EYO cupboard. At concert venues the appointed concert manager will undertake a safety briefing with the orchestra at the start of the first rehearsal.

- **eyo** carries employers' liability and public liability insurance through Making Music. However, this does not cover the players' instruments which should be personally insured. Also, we can only be responsible for members of the orchestra while they are taking part in rehearsals, concerts or on summer tour.

- **eyo** has a formal complaints procedure which can be found on the website but matters of concern may be discussed in confidence with the Musical Director, Chair, a Trustee or a member of the Committee.

- This policy is reviewed on an annual basis

Policy updated July 2018.

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