

The Havant Orchestras

HADOS Safeguarding Policy

Overview

- **Commitment to safeguarding:** The Havant and District Orchestral Society (HADOS) believes that abuse of any kind is unacceptable. We recognise that we have a responsibility to promote the welfare of all, particularly children, young people and vulnerable adults and are committed to safeguarding all those we come into contact with, and to protecting them from harm. This policy applies to all members, volunteers and anyone working on behalf of HADOS or taking part in HADOS activities.

About this policy

- The purpose of this policy is to provide members and volunteers with the overarching principles that guide our approach to the protection of vulnerable people
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for HADOS and to ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when HADOS undertakes any activity, event or project
- **Named safeguarding person:** Cath Hutchin, Hon. Secretary for the Havant Orchestras, has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to her in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Cath Hutchin and in line with established procedures and ground rules (see below).

- **Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees i.e. the committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

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Ground rules, ways of working and procedures

HADOS' work with vulnerable people:

Membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts as helpers
- Audience members at public concerts

When HADOS organises an activity or event which may include children, young people or vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.
- Young people between the ages of 16 and 18 must have parental consent to participate.*
- Children under the age of 16 must be accompanied by a parent / carer at all times.
- Vulnerable adults must have written permission from a relative or carer *

***Working with parents/guardians** : Written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished

Procedures for raising safeguarding concerns and incidents of abuse

- If any member or volunteer in HADOS witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer.
- If the named person is not available, or is involved in, or connected to, the abuse, it should be reported to the group chair.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse.

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- Any disciplinary action will be taken in line with the HADOS constitution. HADOS reserves the right to report inappropriate behaviour to an external authority, e.g .the police, if warranted.

HADOS Safeguarding Policy – reviewed September 2025