



TROWBRIDGE SYMPHONY ORCHESTRA

Registered Charity 1049949

POLICY FOR THE PROTECTION OF CHILDREN AND OTHER VULNERABLE GROUPS

This policy has been adopted by Trowbridge Symphony Orchestra to ensure the proper protection and safeguarding of children and vulnerable adults. For this Policy a child is defined as a person under the age of 18 years.

The purpose of this policy is to raise awareness among the members of the Orchestra about appropriate ways to act and behave in relation to these groups of members within the Orchestra, and to avoid situations which may be misinterpreted or misunderstood - which could in turn lead to a complaint or allegation.

EXAMPLES OF SITUATIONS WHICH SHOULD BE AVOIDED

1. Unnecessary physical contact with the person.
2. Using offensive language such as swearing and sarcasm.
3. Ridicule.
4. Giving a child a lift unaccompanied (unless the parents have given permission).
5. Being alone with a child or vulnerable person.
6. Leaving a child or vulnerable person unsupervised in a rehearsal venue.
7. Conduct which could lead any reasonable person to question motivation and intentions.
8. Seeking to establish an inappropriate relationship or friendship with a child or vulnerable person outside the Orchestra.

USE OF PHOTOGRAPHY AND RECORDED IMAGES

Images of children can only be used for publicity purposes with the age-appropriate consent of the individual concerned and their legal guardians. This includes displays on websites, in publications or in a public place. Permission must be sought if any images are to be retained, and images must be stored securely and only released to and used by authorised persons. Files holding images must be protected from access via the internet.

If a photograph including a child is used, the child must not be named.

Secretary: Peter Wratten

Tel: 01225 312930

Email: secretary@trowbridgesymphonyorchestra.co.uk

PROTECTION PROCEDURES

1. This policy is to be reviewed annually and presented to the Annual General Meeting of the Orchestra (AGM).
2. At the AGM, following the election of the Committee, the Committee will appoint two orchestra members to be the designated Protection Officers.
3. The names of the Protection Officers will be made known to all members of the Orchestra.
4. The Policy, and the names of the Protection Officers, will be published on the Orchestra's website.
5. In the event of a complaint or allegation under this Policy, the matter should be referred to one of the Protection Officers, who will take the appropriate action. Or you can send an email to: *secretary@trowbridgesymphonyorchestra.co.uk*. The action taken will be in line with South-West multi-agency child protection procedures.
6. All complaints and allegations will be dealt with in strict confidence.

Protection Officers:

- Jo French
- Ella Pick

This policy was reviewed and re-adopted at the Annual General Meeting of Trowbridge Symphony Orchestra on 27 September 2023.

Secretary: Peter Wratten

Tel: 01225 312930

Email: secretary@trowbridgesymphonyorchestra.co.uk