



## Safeguarding Policy

**This Policy has been adopted by the Ongar Music Club through the Board of Trustees who remain responsible for its review every year.**

Policy reviewed and agreed:

Signed: B. J. Vaz

Date: 10<sup>th</sup> JUNE 2022

Name: BASIL JOSEPH VAZ  
(Trustee)

Signed: J. Webster

Date: 14<sup>th</sup> June 2022

Name: JANE WEBSTER  
(Trustee)

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## Ongar Music Club – Safeguarding Policy

The policy lays out the commitments made by Ongar Music Club officers, members, and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Equality, Anti-Bullying and Harassment – these are dealt with under Ongar Music Club’s Equality, Anti-Bullying and Harassment Policy
- Safeguarding concerns in the wider community not permitted by Ongar Music Club or associated personnel

## What is Safeguarding?

In the UK, safeguarding means protecting people’s health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. In our sector, we understand it to mean protecting people, including children and ‘at risk’ adults, from harm that arises from coming into contact with our officers, members, associated personnel or programmes.

Further definitions relating to safeguarding are provided in the Glossary below.

## Purpose of the Policy

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Ongar Music Club\*.

This includes harm arising from:

- The conduct of officers, members or personnel associated with Ongar Music Club
- The design and implementation of Ongar Music Club’s programmes and activities

\* Ongar Music Club includes the Essex Young Musician of the Year competition

## Scope

- All officers, members or associated personnel contracted by Ongar Music Club
- Associated personnel whilst engaged with work or visits related to Ongar Music Club, including, but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities, and politicians

## Policy Statement

Ongar Music Club believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation, or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect, and exploitation. Ongar Music Club will not tolerate abuse and exploitation by officers, members, or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Ongar Music Club commits to addressing safeguarding throughout its operations, through the three pillars of prevention, reporting and response.

If anyone should have safeguarding concerns while attending an Ongar Music Club event, they should speak to a Club official without delay.

## Prevention

### Ongar Music Club Responsibilities

Ongar Music Club will:

- Ensure all officers, members or associated personnel have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Ongar Music Club. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing, and deploying officers, members, and associated personnel
- Ensure officers, members or associated personnel receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

# Responsibilities of Ongar Music Club Officers, Members and Associated Personnel

## **Child safeguarding**

Ongar Music Club officers, members and associated personnel must not:

- Engage in sexual activity with anyone under the age of eighteen
- Sexually abuse or exploit children
- Subject a child to physical, emotional, or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour, or trafficking

## **Adult safeguarding**

Ongar Music Club officers, members and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an 'at risk' adult to physical, emotional, or psychological abuse, or neglect

## **Protection from sexual exploitation and abuse**

Ongar Music Club officers, members and associated personnel must not:

- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Ongar Music Club officers, members and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an Ongar Music Club officer, member, or associated person, to the designated safeguarding representative.

## Enabling reports

- Ongar Music Club will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to officers, members, or associated personnel.
- Ongar Music Club will also accept complaints from external sources such as members of the public, partners, and official bodies.

## How to report a safeguarding concern

Officers, members, or associated personnel who have a complaint or concern relating to safeguarding, should report it immediately to Ongar Music Club's designated safeguarding representative. If the officer, member, or associated person does not feel comfortable reporting to their Ongar Music Club designated officer (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate Ongar Music Club officer – committee or trustee board member.

## Response

Ongar Music Club will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

Ongar Music Club will apply appropriate disciplinary measures to personnel found in breach of policy.

Ongar Music Club will offer support to survivors of harm caused by officers, members, or associated personnel, regardless of whether a formal internal response is conducted (such as an internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a 'need to know' basis only and should be kept secure at all times.

## Associated Policy

Equality, Anti-Bullying and Harassment Policy

## Essex Young Musician of the Year Competition

This section of the Safeguard Policy details the specific arrangements made for rehearsals held in the Budworth Hall, Ongar, immediately prior to a candidate's appearance in the Essex Young Musician of the Year competition.

- The candidate's prior rehearsal for the Competition will take place in the upstairs Concert Room, with their pianist if required.
- The general public does not have access to the upstairs area.
- We will not leave a child/young person under the age of eighteen on their own upstairs in the company of just one adult. We aim to have two adults present upstairs who are DBS certified.
- We welcome parents to attend and accompany young people for their prior rehearsal upstairs if they prefer.

## Glossary of Terms

### Beneficiary of Assistance

Someone who directly receives goods or services from Ongar Music Club's programme. Note that misuse of power can also apply to the wider community that Ongar Music Club serves, and also can include exploitation by giving the perception of being in a position of power.

### Child

A person below the age of eighteen

### Harm

Psychological, physical and any other infringement of an individual's rights

### Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement, and isolation

### Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

## **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect

In our sector, we understand it to mean protecting people, including children and 'at risk' adults, from harm that arises from coming into contact with our staff, or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring; to protect people, especially vulnerable adults, and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners, and staff. It requires proactively identifying, preventing, and guarding against all risks of harm, exploitation and abuse and having mature, accountable, and transparent systems for response, reporting, and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

### **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience, and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

### **At risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may need care by reason of mental or other disability, age, or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.