



Orchestra for the Earth – Safeguarding Policy

Purpose

Orchestra for the Earth (OFE) is committed to safeguarding the welfare of children, young people, and adults at risk who engage with our activities.

Scope

All trustees, staff, freelance musicians, contractors, and volunteers.

Principles

- The welfare of the child is paramount
- All people have the right to protection from harm, abuse and neglect
- Safeguarding is everyone's responsibility

Roles

- Safeguarding Lead: General Manager (or named trustee in their absence)
- Deputy: Orchestra Manager (freelance, project-by-project)

Code of Behaviour

- Be professional, calm and respectful
- Avoid one-to-one unsupervised situations where reasonably practicable
- No photography or recording of children without prior written consent from their parent/guardian and the venue/school

Risk Assessment

- A simple, event-level safeguarding risk assessment will be completed for all workshops and education projects and appended to the event pack

Concerns & Reporting

- If a child or adult is at immediate risk, call 999
- Otherwise, report concerns to the Safeguarding Lead as soon as possible the same day
- The Lead will log concerns, consult local safeguarding partners as needed, and decide next steps

Data & Confidentiality

- Keep records factual and secure; share only on a need-to-know basis

Training

- Lead and Deputy: safeguarding training refreshed every 2 years
- All project personnel receive a one-page briefing before relevant activities

Review

- Annually, or after any safeguarding incident