



WMSO Safeguarding Policy and Procedures

Policy

WMSO's commitment to safeguarding

The Windsor & Maidenhead Symphony Orchestra is committed to safeguarding the well-being of all children, young people and vulnerable adults while they are involved in a WMSO activity, and to protecting them from harm.

About this policy

This policy sets out procedures that guide the WMSO in the protection of any vulnerable person while involved in a WMSO activity.

This policy applies to all members, employees and anyone acting on behalf of WMSO while involved in a WMSO activity.

This policy recognises vulnerable people as:

- children up to the age of 16,
- young people aged 16-18,
- adults over the age of 18 who are defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006. This includes those with reduced physical or mental capacity, a physical or learning disability, or a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs.

Policy review

This policy will be reviewed annually by the orchestra's committee and amended if necessary. It will also be reviewed in response to any changes in relevant legislation or good practice, or in response to an identified failing in its effectiveness.

Procedures

This section of the policy comprises:

1. Nomination of a WMSO Safeguarding Officer
2. Procedures regarding safeguarding of vulnerable people
3. Procedures for raising safeguarding concerns and incidents of abuse
4. Procedures for dealing with concerns and incidents of abuse

1. WMSO Safeguarding Officer

The WMSO shall designate a Safeguarding Officer who has responsibility for safeguarding issues. The WMSO Safeguarding Officer must hold a current DBS certificate. All queries and concerns relating to safeguarding should be referred to the WMSO Safeguarding Officer.

Any WMSO activities that involve vulnerable people shall be planned with the involvement of the WMSO Safeguarding Officer, in line with this policy's procedures.

The WMSO Safeguarding Officer shall be present at any WMSO activity that involves vulnerable people, or shall designate another DBS-checked adult to act as WMSO Safeguarding Officer if they cannot attend.



Until further notice the Safeguarding Officer for the Windsor & Maidenhead Symphony Orchestra is

Katharine Henson

Alternative DBS-checked members willing to act as WMSO Safeguarding Officer if asked:

Susie Henwood, Jenny Hopper, Sarah Broomfield, John Watts

2. Procedures for the safeguarding of vulnerable people

Any vulnerable person who takes part in a WMSO activity shall normally be accompanied by their designated guardian (who may be a parent), who shall take full responsibility for the safeguarding and care of the vulnerable person while engaged in the WMSO activity.

The Windsor & Maidenhead Symphony Orchestra does not normally undertake to provide a guardian for a vulnerable person.

In exceptional circumstances, a request for such care to be delegated to a DBS-checked WMSO member may be sent in writing to the WMSO committee on admin@wmsso.org.uk before the activity takes place. If the responsibility is accepted, the following procedures shall apply.

- i. Recommended maximum number of vulnerable individuals per DBS-checked adult:

Age 9-12: 8

Age 12-18: 10

- ii. The event shall be attended by the designated DBS-checked WMSO member who shall be the main contact for the vulnerable person on the day.
- iii. The DBS-checked WMSO member shall be given, in advance, all relevant information for each vulnerable person. This shall include emergency contact details, any special requirements, and arrangements for handover of the vulnerable person when the activity has finished.
- iv. A vulnerable person may only be left alone with a DBS-checked adult, and may only carry out regulated activity.
- v. The designated DBS-checked WMSO member may arrange for the assistance of other DBS-checked members if needed.
- vi. The designated DBS-checked WMSO member shall be responsible for ensuring safe handover of the vulnerable person to their personal guardian when the activity has finished.

3. Procedures for raising safeguarding concerns and incidents of abuse

If, during the course of a WMSO activity, any member, employee or volunteer involved in the activity witnesses, suspects or is informed of a witnessed or suspected case of abuse, or has any reasonable cause for concern, they must report it immediately to the WMSO Safeguarding Officer on duty.

If, during the course of a WMSO activity, any individual has any reasonable cause for concern or wishes to report an incident of abuse against themselves they must report it to the WMSO Safeguarding Officer on duty.

If the WMSO Safeguarding Officer is not immediately available, or is involved in or connected to the issue, it must be reported to another named DBS-checked member or the WMSO Chairman, Frances Jones.

4. Procedures for dealing with concerns and incidents of abuse

The WMSO Safeguarding Officer shall make a decision on the urgency of response required.

For urgent action

If the vulnerable person is in immediate danger or needs emergency medical attention, the WMSO Safeguarding Officer shall call the police and/or ambulance service.



For immediate but non-urgent action

If the person at the centre of the allegation is with a vulnerable person at the time, they shall be removed, in a sensitive manner, from direct contact with vulnerable people.

Thereafter, the WMSO Safeguarding Officer shall:

- i. make a note of the concerns reported,
- ii. speak with committee members to decide how to handle the reported issue, excluding any committee members who may be involved,
- iii. escalate the report by either:
 - a. setting up an internal investigation (for less serious issues where it is felt that internal mediation will be successful),
 - b. raising concerns with the police (for serious or possible criminal offences),
 - c. requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.

Where an internal investigation takes place, the committee shall:

- i. inform all parties involved of the reported issue as soon as possible,
- ii. give information of the issue to the family/guardian of the vulnerable person,
- iii. arrange a separate meeting with each party within 10 days of the concern having been raised. A joint meeting may be arranged if appropriate. The committee shall ensure that:
 - a. both parties are invited to submit a written statement in advance of the meeting,
 - b. both parties are entitled to bring a friend or representative to the meeting,
 - c. meetings shall be attended by the guardian, the WMSO Safeguarding Officer, the Chairman and at least one other committee member who is not involved in the issue.

Once the meeting(s) have taken place, a report will be circulated to the committee who shall decide on next steps and communicate them to all parties in writing within 5 days. This shall be either:

1. to initiate further investigation, stating procedures and timelines to work towards a resolution,
2. to escalate the issue to the relevant authority,
3. to reach a decision or resolution.

Where cases are escalated to the police or local authority, the committee shall co-operate fully in all dealings relating to the reported issue.

Resolution and disciplinary action

If abuse is found to have taken place, any final decision or resolution shall be taken in the best interest of the person who has suffered the abuse and the best interest the WMSO. Any disciplinary action shall be taken in line with UK law and the WMSO constitution.

Date of Policy 16 April 2026

Frances Jones, Chairman, WMSO

Next Policy review date: April 2027