

The Organ Club Student Organisation (OCSO)

SAFEGUARDING POLICY

1. The Object of the Organ Club Student Organisation (OCSO) is to create events and opportunities exclusively tailored to the Student members of the Club including a national competition and other musical events that the Committee considers appropriate within a safe environment. Some of these may involve the participation of children under the age of 18.
2. The Organ Club is committed to providing a safe environment for children at any event that they attend or in which they participate, and acknowledges that the welfare of each child is paramount. The Organ Club believes that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
3. The Organ Club's Safeguarding Policy applies to children under the age of 18 who attend or participate in any of its events, or who act as volunteer helpers in any of its administrative functions. The policy also applies to all members of the Committee, volunteers, and any artists and tutors engaged by the Club to participate in any of its events involving children. Where appropriate, the Committee will identify if a job/volunteer role is regulated as defined under the Protection Of Children and Vulnerable Adults Act. Candidates will be asked to complete a Declaration Form to confirm that there is no reason why they should not be considered to work with children and, where appropriate, DBS checks will be carried out.
4. All members of the Committee will be kept aware of the Club's Safeguarding Policy and endorse it.
5. Children performing in competitions and other events, and their parents, will be advised of the Club's Safeguarding Policy, and the Policy will be made available to them in advance. Parents of participating children will be required to be in attendance at the events in question, or to satisfy themselves that their children will be supervised at the events by other responsible adults acting on their behalf.
6. Children attending events as members should be supervised by their parents or other responsible adults provided by the Club.

7. The use of photography or digital recording at Club events involving children is strictly prohibited. Occasionally photographs will be taken and may be used in Club publications. If parents do not wish their children to be photographed, they, or the accompanying adult, should make this known to Club personnel at the event.
8. Club personnel will be identified by a badge at all events involving children, and a designated safeguarding officer will be appointed for each event. Parents' attention is drawn to the fact that practice areas and toilets are not supervised by Club personnel.
9. Concerns and allegations of abuse will be taken seriously by the Committee and volunteers, and responded to appropriately in a confidential manner within the limits of best practice guidelines. In the first instance the designated officer/deputy will be informed of a concern by children, workers or parents without delay, and this will be recorded and documented. It is his/her responsibility to inform the Club's Head of Safeguarding, and a serious incident will be referred to Social Services, Police or NSPCC directly.
10. When participating in Organ Club events, children should be listened to, and treated with respect at all times by the Committee and members. All times spent with children should take place in as open a setting as possible. Clear instruction will be given and a child's/member's/parent's concerns will be taken seriously at all times. Children will never be ignored or embarrassed. They will never be touched in an inappropriate way or addressed in a threatening, patronising or derogatory manner. Such behaviour will be deemed unacceptable.
11. The Committee takes the issue of bullying seriously and a Committee member should be told straight away if a child feels uncomfortable or frightened by the actions of another child or adult. A child should not keep bullying a secret.
12. The Club welcomes the participation of all children with and without disability. We will endeavour to maximise inclusion by requesting information from participants/parents/guardians about additional needs in advance.
13. Accidents or any incidents will be recorded in a Club handbook devised for this purpose.
14. This Policy is supported by the Protection of Children and Vulnerable Adults Act.
15. The Organ Club undertakes to review this Policy against current guidelines and best practice every 3 years.