

# **KEMS Safeguarding Protocols**

## **Safeguarding at Rehearsals**

### **Musical Directors, Safeguarding Volunteers and Members**

We all know that we have a duty to look after each other at rehearsals. However, there are times when we will have members who are children or vulnerable adults and there are special arrangements which must be put in place in accordance with our Safeguarding Policy – this is a legal responsibility which we all need to take very seriously.

The current KEMS Safeguarding Policy is here [Legal \(kems.org.uk\)](https://kems.org.uk)

Laura Blackburn (Concert Band) is the Safeguarding Lead for KEMS.

<b>Concert Band</b> Section Chair – Laura Blackburn	<b>Orchestra</b> Section Chair – Anne Thomson
Laura Blackburn (Flute) Kathryn Moore (Clarinet) Helen Wilson (Flute)	Anna Hazel (Viola) Sarah Ledbury (2 <sup>nd</sup> Violin) Gareth King (Trombone) Kevin Hamer (Cello) Louis Crossley (Tuba)
<b>Singers</b> Section Chair – Annette Butler	<b>Contemporary</b> Section Chair - Julia Harding
Lesley Reynolds (Soprano) Lynne Spedding (Alto) Anne Thomson (Alto)	Julia Harding (Musical Director)

It should be noted that specific email addresses have been set up for the KEMS Safeguarding Lead and for each Section as defined below:

<b>Safeguarding Lead for KEMS</b>	<b>safeguardinglead@kems.org.uk</b>
<b>Concert Band Section</b>	<b>bandsafeguarding@kems.org.uk</b>
<b>Contemporary Section</b>	<b>contempsafeguarding@kems.org.uk</b>
<b>Orchestra Section</b>	<b>orchsafeguarding@kems.org.uk</b>
<b>Singers Section</b>	<b>singerssafeguarding@kems.org.uk</b>

When a child/vulnerable adult starts to attend rehearsals, the Musical Director/Section Chair needs to direct the parents/carer to a Safeguarding Volunteer to make sure that the following information is obtained and sent to the Safeguarding Lead:

- The age of the child/vulnerable adult.
- The transport/collection arrangements for the beginning and ends of rehearsals – if arrangements change, we need to be informed of these as well.
- If the parent/carer would like to stay at a rehearsal to oversee the wellbeing of the person in their care.
- Contact details - permission will be requested for the Safeguarding Lead to share these with the rest of the Safeguarding Volunteers within that section so that if one Safeguarding Volunteer is absent from a rehearsal, others will have the same information.

- Any information relating to medical/social/learning/mobility needs which might have a bearing on the ability of the child/vulnerable adult to take part in the rehearsal and/or might need to be disclosed in an emergency.

A Safeguarding Volunteer must ensure that the child/vulnerable adult is directed to the drinks and refreshments and knows where the toilet facilities are in addition to making sure child/vulnerable person knows who to speak to if they have any concerns.

### **Further Information**

We want everyone to feel welcome at rehearsals but please avoid, wherever possible, being on your own with a child/vulnerable adult. However, there may be a situation where a disclosure is being made or a concern is expressed to a Safeguarding Volunteer and then an appropriate space needs to be found for this to take place, being mindful of maintaining privacy and confidentiality.

You cannot post videos/pictures/names of children/vulnerable adults on any Social Media platforms without prior approval from the parents/carers – please contact the Safeguarding Lead to contact the parents/carers.

You should not exchange email addresses or phone numbers with children/vulnerable adults – all contacts should be through the parents/carers and, wherever possible, through our KEMS communication systems.

If a child/vulnerable adult is not collected at the end of a rehearsal, then two people should stay until the parents/carers arrive – one of these should be a Safeguarding Volunteer if possible.

### **Reporting a Concern**

If you are concerned about a child/vulnerable adult, you **must** report this to the Safeguarding Lead who will acknowledge receipt of your concern – you must ensure that you receive an acknowledgement. You should note the time and date of what has taken place.

You **must not** discuss concerns with anyone other than the Safeguarding Lead.

## KEMS Safeguarding Protocols

### Safeguarding at Concerts

#### Concert Managers, Musical Directors, Safeguarding Volunteers and Members

We all know that we have a duty to look after each other on our concert days. However, there are times when we will have members who are children or vulnerable adults and there are special arrangements which must be put in place in accordance with our Safeguarding Policy – this is a legal responsibility which we need to take very seriously.

The current KEMS Safeguarding Policy is here [Legal \(kems.org.uk\)](https://kems.org.uk)

Laura Blackburn (Concert Band) is the Safeguarding Lead for KEMS.

<b>Concert Band</b> Section Chair – Laura Blackburn	<b>Orchestra</b> Section Chair – Anne Thomson
Laura Blackburn (Flute) Kathryn Moore (Clarinet) Helen Wilson (Flute)	Anna Hazel (Viola) Sarah Ledbury (2 <sup>nd</sup> Violin) Gareth King (Trombone) Kevin Hamer (Cello) Louis Crossley (Tuba)
<b>Singers</b> Section Chair – Annette Butler	<b>Contemporary</b> Section Chair - Julia Harding
Lesley Reynolds (Soprano) Lynne Spedding (Alto) Anne Thomson (Alto)	Julia Harding (Musical Director)

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<b>Orchestra Section</b>	<b>orchsafeguarding@kems.org.uk</b>
<b>Singers Section</b>	<b>singerssafeguarding@kems.org.uk</b>

When a child/vulnerable adult participates in one of our concerts the Safeguarding Lead, Musical Director and Concert Manager must liaise with each other so that we know who is performing with us and so that the Safeguarding Lead can contact the parents/carers to ensure that adequate arrangements are in place. This is especially important when we have visiting players who are not members of KEMS and should be done at the earliest opportunity.

If a child in Y11 or under is performing in a concert, then a Performance Licence/Exemption Licence will also need to be applied for under Child Licensing and BOPA regulations – this requires four weeks' notice.

When a child/vulnerable adult is taking part in a concert, the Safeguarding Lead needs to contact the parents/carer and obtain the following information:

- The age of the child/vulnerable adult.
- The transport/collection arrangements for the beginning and ends of rehearsals (including Friday night Sitzprobes) and concert – if arrangements change, we need to be informed of these.
- Contact details and name of the parent/carer– it should be understood that the Safeguarding Lead will share these with the rest of the Safeguarding Volunteers so that if some Safeguarding Volunteers are absent from a concert, others will have the same information.
- Any information relating to medical/social/learning/mobility needs which might have a bearing on the ability of the child/vulnerable adult to take part in the rehearsal and concert and/or might need to be disclosed in an emergency.
- Plans for the time between the final rehearsal and concert – the parent/carer must give permission and accept responsibility for the child/young person to leave the rehearsal venue between the rehearsal and the concert.

The Safeguarding Lead will:

- Send the above information to the relevant Safeguarding Volunteer team, after checking which members of the team will be present at the rehearsals and the concert, taking into which people are required at different times in the rehearsal.
- Send the above information to the Concert Manager with the names of which members of the team are the Safeguarding Volunteers for this day.
- Ask some of the Safeguarding Volunteers to make themselves known to the child/vulnerable adult and make sure that person is directed to refreshments/toilets and changing facilities.
- Contact the parents/carers to let them know who the Safeguarding Volunteers are for that day and ask them to make sure that their child/vulnerable adult lets us know if they are going to leave the rehearsal venue and lets us know when they are leaving at the end of the concert.
- Apply for a Performance Licence under the Child Licensing and Body of Persons Approval (BOPA) regulations if this is required.

### **Further Information**

We want everyone to feel welcome at our concerts, but please avoid, wherever possible, being on your own with a child/vulnerable adult. However, there may a situation where a disclosure is being made or a concern is expressed to a Safeguarding Volunteer and then an appropriate space needs to be found for this to take place, being mindful of maintaining privacy and confidentiality.

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You should not exchange email addresses or phone numbers with children/vulnerable adults – all contacts should be through the parents/carers and, wherever possible, through our KEMS communication systems.

If a child/vulnerable adult is not collected at the end of a rehearsal, then two people should stay until the parents/carers arrive – one of these should be a Safeguarding Volunteer if possible.

### **Reporting a Concern**

If you are concerned about a child/vulnerable adult, you **must** report this to the Safeguarding Lead who will acknowledge receipt of your concern – you must ensure that you receive an acknowledgement. You should note the time and date of what has taken place.

You **must not** discuss concerns with anyone other than the Safeguarding Lead.

## KEMS Safeguarding Protocols

### Safeguarding at Rehearsals and Concerts

#### Information for Parents and Carers

Welcome to KEMS!

KEMS (King Edward Musical Society of Macclesfield) takes its Safeguarding responsibilities very seriously. The current KEMS Safeguarding Policy is here [Legal \(kems.org.uk\)](https://kems.org.uk/legal)

Laura Blackburn (Concert Band) is the Safeguarding Lead for KEMS.

<b>Concert Band</b> Section Chair – Laura Blackburn	<b>Orchestra</b> Section Chair – Anne Thomson
Laura Blackburn (Flute) Kathryn Moore (Clarinet) Helen Wilson (Flute)	Anna Hazel (Viola) Sarah Ledbury (2 <sup>nd</sup> Violin) Gareth King (Trombone) Kevin Hamer (Cello) Louis Crossley (Tuba)
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<b>Singers Section</b>	<b>singerssafeguarding@kems.org.uk</b>

If you are the parent/carer of a child/vulnerable adult, please let us know and ask to contact the Chair of the relevant section who will be in touch with the Musical Director regarding the musical ability and experience required to join that section.

## Rehearsals

At a rehearsal, you and the person in your care will be directed to one or more of our Safeguarding Volunteers who will need to have the following information:

- The age of your child/vulnerable adult.
- Your transport/collection arrangements for the beginning and ends of rehearsals and concerts – if arrangements change, we need to be informed of these as well.
- If you would like to stay at a rehearsal to oversee the wellbeing of the person in your care.
- Your contact details - permission will be requested to share these with the rest of the Safeguarding Volunteers so that if one Safeguarding Volunteer is absent from a rehearsal, others will have the same information. We will need to use your email and contact details for communications within KEMS.
- Any information relating to medical/social/learning/mobility needs which might have a bearing on the ability of your child/vulnerable adult to take part in the rehearsal and/or might need to be disclosed in an emergency.

A Safeguarding Volunteer will ensure that your child/vulnerable adult is directed to the drinks/refreshments and knows where the toilet facilities are as well as ensuring that your child/vulnerable person knows who to speak to if they have any concerns.

## Concerts

When a child/vulnerable adult is taking part in a concert, the Safeguarding Lead will contact the parents/carer to obtain the following information:

- The age of the child/vulnerable adult.
- The transport/collection arrangements for the beginning and ends of rehearsals (including Friday night Sitzprobes) and concert – if arrangements change, we need to be informed of these.
- Contact details and name of the parent/carer– it should be understood that the Safeguarding Lead will share these with the rest of the Safeguarding Volunteers so that if some Safeguarding Volunteers are absent from a concert, others will have the same information.
- Any information relating to medical/social/learning/mobility needs which might have a bearing on the ability of the child/vulnerable adult to take part in the rehearsal and concert and/or might need to be disclosed in an emergency.
- Plans for the time between the final rehearsal and concert – the parent/carer must give permission and accept responsibility for the child/young person to leave the rehearsal venue between the rehearsal and the concert.

The Safeguarding Lead will:

- Send the above information to the relevant Safeguarding Volunteer team, after checking which members of the team will be present at the rehearsals and the concert, taking into which people are required at different times in the rehearsal.
- Send the above information to the Concert Manager with the names of which members of the team are the Safeguarding Volunteers for this day.
- Ask some of the Safeguarding Volunteers to make themselves known to the child/vulnerable adult and make sure that person is directed to refreshments/toilets and changing facilities.
- Contact the parents/carers to let them know who the Safeguarding Volunteers are for that day and ask them to make sure that their child/vulnerable adult lets us know if they are going to leave the rehearsal venue and lets us know when they are leaving at the end of the concert.
- Apply for a Performance Licence under the Child Licensing and Body of Persons Approval (BOPA) regulations if this is required.

If you do have any further questions, please do not hesitate to contact us.