



Thames Vale Youth Orchestra Trust (Registered Charity Number 1144327)

Safeguarding Policy (Effective 28 November 2025)

Preamble: The Thames Vale Youth Orchestra Trust ('The Trust') manages two orchestras, the Thames Vale Youth Orchestra (TVYO) and the Thames Vale Intermediate Orchestra (TVIO). The overwhelming majority of Player Members of the Orchestras are under the age of 18. Rehearsals are held weekly in the first two terms of the school year, currently on Monday evenings at Larkmead School, Abingdon. The orchestras also hold concerts periodically, normally at the end of each term at other venues in Abingdon, Oxford and the Thames Vale. This policy applies principally to these rehearsals and concerts, but may also be applicable if transport is provided for members by TVYO to concerts and other events. Concerts and Rehearsals are attended by the Musical Director, the TVIO Conductor, Instrumental Coaches, Trustees and Committee Members of the TVIO, parent and other volunteers.

For the purpose of this policy:

'Staff' members are considered to be those who are paid for their services by the Trust, on a freelance basis; i.e., Musical Director, TVIO Conductor, Instrumental Coaches, Orchestra Manager

'Volunteers' are considered to be all Trustees, Committee Members and parent/other volunteers who give their time at no cost to TVYO to support the management and organisation of the TVYO orchestras.

At rehearsals **Instrumental Coaches** rehearse small 'sectional' groups of players of size ranging from 2 to 20 players, at which they will normally be the only adult in the designated practice room. They may also have individual conversations with Player Members.

The **Musical Director** and **TVIO Conductor** rehearse the full TVYO and TVIO orchestras respectively and some other members of staff will normally be present in the rehearsal halls during full sessions. They also direct the set up of the orchestras at the start of a rehearsal and deal with a number of organisational tasks, including discussing matters with individual parents, Player Members and Staff as required.

Key Contacts for Safeguarding Policy

Designated Safeguarding Lead (DSL): Liz Azzopardi

TVYO Chair: Tim Softley

Musical Director: Caroline Hobbs-Smith

TVIO Conductor: Helen Eccleston

TVYO email: TVYOMail@gmail.com

TVYO website: tvyo@org.uk

Other Key Safeguarding Contacts

Immediate danger: 999/101

Multi Agency Safeguarding Hub (MASH): 0345 050 7666 (during office hours)

Emergency Duty Team MASH: 0800 833 408 (out of hours)

Locality Community Support: 0345 2412705 Email: LCSS@oxfordshire.gov.uk

Local Authority Designated Officer DO: 01865 810603

Principles:

TVYO is committed to providing a safe environment in which its players can rehearse, perform and socialise confidently.

TVYO is committed to safeguarding and promoting the welfare of all the young people for whom we provide a service.

TVYO will not allow any individual within their organisation to express discriminatory, radical or extremist views.

TVYO follows statutory safeguarding guidance, as per the Oxfordshire Safeguarding Children's Board <https://www.oscp.org.uk/practitioners/multi-agency-procedures-and-resources/>

Oxfordshire Safeguarding Children Partnership (OSCP) works with tri.x to provide multi-agency policies and procedures for anyone working with children and families, which reflect the statutory guidance [**Working Together to Safeguard Children.**](#)

Government (Department of Education) guidance to after-school clubs, community activities and tuition can be found here, including a summary document for providers:

<https://www.gov.uk/government/publications/keeping-children-safe-in-and-out-of-school-settings-code-of-practice>

TVYO regularly reviews its Safeguarding policy – at least annually – and publishes the current version on the TVYO website.

What to do if concerned about a child:

The following website gives details of what to do if concerned about a child.

<https://www.oscp.org.uk/concerned-about-a-child/>

At rehearsals, if Coaches have concerns they should speak initially with the Musical Director who will refer the matter to the Designated Safeguarding Lead and/or the Chair as appropriate to plan next steps. Confidentiality should be maintained in these discussions.

Staff (Instrumental Coaches, TVYO Conductor, Musical Director, Orchestra Manager)

- All Staff must have an in date **Enhanced** DBS (Disclosure and Barring Service) check. This will normally be obtained through their individual other employment(s) The TVYO will ask all Staff to provide evidence of DBS checks/renewal periodically, and for evidence of appropriate safeguarding training.

- All staff are sent the TVYO policies when their contract is initiated, and when there are any changes to the policies.
- All Staff wear TVYO staff lanyards so that they can be identified at rehearsals.
- All Staff adhere to the DFE guidance on Keeping Children Safe in Education (2025): .
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> and should confirm in writing to the TVYO Committee that they have read Part One of that document.
- All Staff adhere to the following Child Protection advice given by the Musicians' Union
<https://musiciansunion.org.uk/working-performing/education-and-teaching/music-teaching-essentials/safeguarding/safeguarding-code-of-conduct>

General advice for Staff:

Approach your teaching as a professional and remember that you are the responsible adult. If an incident happens in a coaching session, immediately report it to the Musical Director.

If any allegation is made against you, contact your Musicians Union Regional Office straight away for advice and support.

1. Avoid being alone with one player at any time. If you need to rehearse with one player make sure another person is in the room, or keep the door to the room open.
2. Any physical contact with pupils can be potentially subject to misinterpretation or even malicious allegations. The best advice is to avoid touching your pupils and to develop strategies for teaching through demonstration and modelling. If you need to touch a player to aid your coaching make sure that you ask the player's permission, and only do this if other people are present.
3. Keep all communication with pupils on a professional level. Do not exchange personal contact details or share information on social networking websites
4. Be aware of the language that you use when teaching. Swearing, making disparaging or insensitive remarks, the use of suggestive language and terms of endearment are inappropriate in a teaching environment.
5. If you have any concerns about a child, or if a player shares any information with you regarding bullying, abuse, personal problems, or you suspect such issues, you should report this to Musical Director or the Chair, or directly to the DSL, at your earliest opportunity. Do not try to resolve the problem yourself.
6. If you feel that your professional or personal safety is at risk, inform the Musical Director or the Chair.

Volunteers (Committee Members and Parent and other Volunteers)

Volunteers normally perform tasks at rehearsals and concerts that include:

- Assisting with setting up the rehearsal room(s) at the start of the rehearsal and packing away at the end, moving equipment and music.
- Taking registers of Player Member attendees and Staff in the foyer of the rehearsal venues.

- Providing refreshments to Player Members, Volunteers and Staff.
- Keeping watch over who is entering and leaving the area where the rehearsals are held.
- Answering queries from players and their parents in the public areas
- At concerts, checking and selling audience tickets, providing refreshments to members of the audience
- At concerts, being present (at least two Volunteers together) with large groups of players who are waiting in a designated area for the concert to start or restart.

Volunteer tasks do not require individual Volunteers to be alone with individual children or groups of children.

The TVYO Committee and the DSL will keep an up-to-date record of which Volunteers have Enhanced DBS Checks. Other Volunteers who support rehearsals on a regular basis should have at least a Basic DBS check and provide evidence to the TVYO Committee.

All Volunteers will be Identifiable with TVYO lanyards

All Volunteers should be shown where to find TVYO policies on the TVYO website at their induction meeting.

Volunteers may be called to help a child who is for example upset, distressed, or feeling ill. This should never result in them being one-to one with child except for those Volunteers who have an enhanced DBS, and even then should be avoided if possible, or a door to the corridor left open in the room where the Volunteer is alone with the child.

Concerns or Allegations against Staff/ Volunteers

If you have concerns or allegations about a staff-member working with children:

Discuss with either the TVYO Chair, or the Musical Director in the first instance, or refer directly to the DSL.

If you are a practitioner and have concerns about another practitioner or volunteer who works with children, or you need to report them, you will need to contact the Local Authority Designated Officer (LADO) on 01865 810603.