

## **Portobello Orchestra – Policies**

The orchestra is required to state in its annual return to the Charity Commission whether it has written policies covering certain specified areas. The Commission recognises that not all charities will need to cover all the areas.

The orchestra's Safeguarding Policy is set out at the end of this document. Given the orchestra's small size and the nature of its activities, the Committee consider that the other specified areas are, at best, only peripherally relevant, and do not warrant distinct written policies. The orchestra's approach to these areas is set out below.

### ***Complaints handling***

Members have the opportunity to raise any concerns with the Committee at any time. Any formal complaint, whether from a Member or a member of the general public, would be considered by the Committee, who would ensure an appropriate response to the complainant. In the event of a complaint about the conduct of an individual Trustee, the other Trustees would consider whether it was appropriate, in the particular circumstances, for that individual to be involved in consideration of the response to the complaint.

### ***Conflicts of interest***

Given the nature and small scope of the orchestra's activities, material conflicts of interest are unlikely to arise. Examples of possible conflicts could be the proposed acquisition of goods and services from a person or entity associated with a Trustee or the engagement of such a person as a soloist (or conductor or leader). The Committee consider that the Constitution's requirements on Trustees to declare any conflict of interest and not to be involved in decisions on matters where a conflict may arise should be sufficient to deal with any potential conflicts that might arise.

### ***Investment***

The orchestra has only modest reserve funds. Its policy is that amounts not required to meet day to day expenditure should be held on deposit at a reputable UK-authorized bank.

### ***Paying staff***

The orchestra does not have any staff. The conductor and leader are engaged on a freelance basis and are paid a fee per rehearsal actually taken and concert conducted/led. The Committee is responsible for agreeing the fees and keeping them under review.

### ***Risk management***

While the orchestra does not operate in a high risk area, it is exposed to the usual range of risks and potential liabilities arising in connection with the organisation of public events (concerts) and collective activity by groups of people (rehearsals). There are also the usual risks of financial loss through fraud or misappropriation, as well as potential risks to the orchestra's continuing operation from external events (for example, loss of rehearsal facilities). The Trustees maintain comprehensive insurance (through the Making Music insurance scheme) against the usual insurable liabilities, although it is recognised that insurance cannot cover all eventualities.

The Committee maintain a risk register, including mitigating action, with a view to avoiding risks crystallising, as far as possible, and to minimise any potential financial or other impact.

### ***Volunteer management***

The orchestra does not regularly use volunteers, beyond those sought to assist on concert days, and the Committee consider that there is no need for a separate policy on volunteer management.

## **Portobello Orchestra safeguarding policy (including children and vulnerable beneficiaries)**

The Portobello Orchestra is an amateur orchestra of around 35 members. We meet for a two-hour rehearsal each week in term time and normally give 3 public concerts a year. The Committee adopted this updated policy at its meeting on 1 October 2019.

### **General policy**

The orchestra is committed to working in a way that provides a safe environment for, and safeguards the well-being of, all those with whom, or for whom, we play. We have Members from many different walks of life and backgrounds, and of differing capabilities, and a diverse audience.

Members will act responsibly and treat others with courtesy and sensitivity at all times. Any kind of discrimination, abuse or inappropriate behaviour is wholly unacceptable. The Committee will be alert to any possible causes of concern and will deal with any concerns or allegations of abuse sensitively and quickly. Any concerns should be raised with the Chair or any other member of the Committee.

Members are primarily responsible for conducting themselves in a way that does not pose any risk to the health and safety of others, or themselves. The orchestra's activities do not ordinarily give rise to any significant health and safety risks, but Committee members will be alert to any situations where risks might arise and deal with them as necessary. Members who suffer from any disability or condition (eg a severe allergy) which might be relevant to orchestra activities are asked to inform (in confidence) a member of the Committee.

The Committee will ensure that appropriate arrangements are in place to ensure the health and safety of those attending concerts. This includes ensuring that any requirements specified by the venue are followed, and that Members understand the action to be taken in the event of an incident or emergency.

### **Children**

The orchestra does not currently work with children. We do not expect to have members under 18, and we do not organise activities for children or put on concerts directed specifically at children. We welcome children as part of the audience for our concerts, but would expect them to be accompanied by an adult.

In the event that we did, exceptionally, have an under-age player, we would expect them to be chaperoned.

In the event that we did propose to undertake activities with or involving children or an organisation working with children, appropriate arrangements would be put in place according to the nature of the activity and other parties involved.

### **Vulnerable adults**

The orchestra does not undertake activities specifically for or with persons who may be classed as "vulnerable". On occasions our audience might include some such individuals, but we would not normally be aware of who they are. No specific safeguarding measures are considered necessary beyond the normal measures to ensure the safety and well being of audience members generally.

From time to time the membership may include individuals who are potentially vulnerable by reason of age or mental or physical disability, though this may not necessarily be known or apparent to the Committee or other Members. Given the nature of our activities, no specific measures are considered necessary beyond the general policy set out above.