



SAFEGUARDING POLICY

Designated Safeguarding Lead: Gill Oldham

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The Organ Club has different safeguarding needs from many other organisations. Its activities take place in a variety of different settings and event organisers and participants change for each visit. For the policy to be implemented successfully, it is essential that good lines of communication exist between the Designated Safeguarding Lead (DSL) and Club members leading events.

1. The Organ Club is committed to providing a safe environment for all those attending events, including children and vulnerable adults. Those attending, whether members of the Club or not, regardless of age, gender, ethnicity, disability, sexuality or beliefs, have the right to protection from abuse.
2. The Club seeks the involvement in its activities of all adults and children with or without disability. Advance information about a participant's additional needs will be welcomed.
3. This Safeguarding Policy will be prominently posted on the Club website (www.organclub.org) and its provisions will be drawn to the attention of the Committee, organisers of meetings, volunteers, recitalists, tutors, Club members and parents/guardians of children involved in Club events.
4. Additionally, the written communication for each of the Club's activities will contain the following statement "The Organ Club has a Safeguarding Policy that can be accessed through the website www.organclub.org".
5. The Committee will appoint a suitably experienced DSL, who will ensure that members, particularly those responsible for leading an event, are reminded of their safeguarding responsibilities.
6. The named Organ Club member leading an event will normally adopt the role of Event Safeguarding Officer (ESO) for that specific visit. The DSL will ensure that this named lead is aware of his/her responsibility in implementing the Safeguarding Policy. It is important that the lead for any visit has a clear understanding of how to communicate any particular concerns to the DSL.
7. Parents or guardians of participating children (ie. those under the age of eighteen) will be required to attend the events themselves or ensure that their children will be supervised by other previously identified responsible adults, acting on their behalf.
8. Parents, guardians or other identified responsible adults of children attending Club meetings and performing in competitions, masterclasses and outreach events, will be advised by the ESO in advance of how to access the Club's Safeguarding Policy. A Safeguarding Agreement Form which includes the Club's Policy on the use of photographs and audio recordings should be completed and given by the parents or guardians to the ESO at the beginning of the event. (see Appendix 1).

9. When participating in Club events, children and vulnerable adults should be treated with respect. They should never be ignored or embarrassed. Time spent with them should take place in as open a setting as possible. They will never be touched in an inappropriate way or addressed in a threatening, patronising or derogatory manner. Where appropriate, the attention of parents and guardians should be drawn to the fact that practice areas and toilets are not supervised by the event's ESO.
10. The Organ Club condemns bullying, and the ESO for the particular event should be informed immediately if a child or vulnerable adult feels uncomfortable or frightened by the actions of another child or an adult. Concerns of bullying and allegations of abuse will be taken seriously by the Club's Committee and volunteers and responded to appropriately in a confidential manner.
11. If the ESO at an event considers a person(s) to be in immediate risk of harm, they must directly contact the DSL, as this might require the involvement of outside agencies. If there is no immediate risk of harm, the visit's designated ESO will speak to the complainant (child, parent or other), with understanding, but without expressing an opinion. The ESO will make a written record of the conversation as soon as possible and send it to the DSL for the Club records and where appropriate, for Committee consideration.
12. Members and event organisers will only discuss safeguarding concerns and disclosures with the DSL or, in the event of conflict of interest with DSL, with the Organ Club's President. Any subsequent information will be disseminated on a "need-to-know" basis.
13. If at any Organ Club promoted activity a member's conduct is deemed inappropriate on safeguarding grounds, the Committee has the right to terminate that person's membership of the Organ Club. This will be implemented with immediate effect after a decision has been reached by Committee members. (ref. The Organ Club Constitution 2018 para 3h).).
14. The DSL will review and update the Policy as necessary and present it annually to the Committee for ratification.

Date of approval: July 2026

Date for review: July 2027

G I. Oldham



SAFEGUARDING AGREEMENT FORM

(For Organ Club purposes. To be completed as and when appropriate).

EVENT VENUE:

CLUB OFFICERS WITH SAFEGUARDING DUTIES :

The DESIGNATED SAFEGUARDING LEAD FOR THE CLUB IS: GILL OLDHAM

E-mail: goldham425@gmail.com Mobile phone number: 07981 815605

The EVENT SAFEGUARDING OFFICER FOR THIS ACTIVITY WILL BE:

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AGREEMENT OF PARENT(S), GUARDIAN(S) or OTHER LEGALLY RESPONSIBLE ADULT:

Please complete the following:

NAME OF UNDER-18 ATTENDEE(S):

NAME(S) of RESPONSIBLE ADULT(S)

Please indicate 'yes' or 'no' in the boxes below

I/We have been made aware and accept the requirements of the 2026 issue of the Organ Club Safeguarding Policy, seen either as a paper copy or online on its website (www.organclub.org)

I/we consent to the taking of photographs of the above-named individual, for Organ Club purposes only.

I/we consent to the recording of playing by the above-named individual, for Organ Club purposes only.

Please confirm by printing and signing your name(s) below:

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PLEASE PASS ON THE COMPLETED FORM TO THIS EVENT'S SAFEGUARDING OFFICER who will forward it to the Club's Designated Safeguarding Lead.