

# Piano Orchestra South Wales CIC

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## Governance & Policy Pack

### Safeguarding & Child Protection Policy

#### Commitment

Piano Orchestra South Wales CIC is committed to providing a safe and supportive environment for all children and young people participating in rehearsals, workshops and performances.

The welfare of children and young people is the organisation's highest priority. All directors, staff and volunteers share responsibility for safeguarding.

#### Designated Safeguarding Lead

A Designated Safeguarding Lead (DSL) will be responsible for managing safeguarding concerns.

Safeguarding Lead: Nichola McCloy

Contact: [pianoorchestrasw@gmail.com](mailto:pianoorchestrasw@gmail.com) 07989 441 336

#### Recognising Concerns

Safeguarding concerns may arise if a child:

- discloses abuse or harm
- shows signs of neglect or distress
- reports feeling unsafe
- is observed in a situation that raises concern for their welfare

All concerns must be taken seriously.

## Reporting Concerns

If a safeguarding concern arises:

1. Listen calmly and reassure the child. Do not promise confidentiality.
2. Record the concern as soon as possible using the child's own words where possible.
3. Report the concern immediately to the Safeguarding Lead.
4. The Safeguarding Lead will decide whether further action is required and may seek advice from appropriate safeguarding authorities.

If a child is believed to be at immediate risk of harm, emergency services should be contacted.

## Confidentiality

Safeguarding concerns will be handled sensitively and shared only with those who need to know in order to protect the child.

## Supervision and Safe Practice

During rehearsals, workshops and performances:

- children will be supervised by responsible adults
- appropriate professional boundaries will be maintained
- any concerns about safety should be reported immediately

Policy adopted: 08/03/2026

Next review date: 08/03/2026

## **Orchestra Member Code of Conduct**

Piano Orchestra South Wales CIC aims to provide a safe, supportive and inspiring musical environment for all participants.

Members are expected to:

- Treat fellow musicians, directors, volunteers and audiences with respect
- Listen when others are speaking or rehearsing
- Support other players and encourage teamwork
- Arrive on time and prepared for rehearsals
- Bring music and required materials
- Follow instructions from conductors and organisers

Members must treat instruments, keyboards, stools and equipment with care and report any damage.

When representing the orchestra at concerts or events, members should behave respectfully and represent the orchestra positively.

## **Staff and Volunteer Code of Conduct**

This code applies to directors, volunteers, freelance musicians and any future employees working with Piano Orchestra South Wales CIC.

Individuals working with the organisation must:

- Treat all children and participants with respect
- Follow safeguarding procedures at all times
- Maintain appropriate professional boundaries
- Follow instructions from organisers during rehearsals and events
- Report any concerns to the safeguarding lead

## **Health & Safety Policy**

Piano Orchestra South Wales CIC is committed to maintaining a safe environment for rehearsals, workshops and performances.

Directors will ensure rehearsal spaces are suitable and equipment is positioned safely. Fire exits and emergency procedures will be identified at venues and participants supervised appropriately.

Any hazards or safety concerns should be reported to organisers immediately.

## **Equality, Diversity & Inclusion**

Piano Orchestra South Wales CIC welcomes participants from all backgrounds and aims to provide an inclusive environment where everyone feels respected and supported.

The organisation does not tolerate discrimination on the basis of race, gender, disability, religion, sexual orientation or background.

## **Data Protection & Privacy Policy**

Piano Orchestra South Wales CIC is committed to protecting the privacy of participants, parents, volunteers and supporters.

Information collected may include names, contact details and emergency contact information.

Personal data is used only for organising rehearsals, performances and ensuring participant safety.

Information is stored securely and accessed only by authorised organisers. Personal information will not be shared with third parties unless required for safeguarding or legal purposes.

Individuals have the right to request access to their personal data and request corrections where necessary.

### **Photography & Media Policy**

Photographs or videos of participants may be taken during rehearsals, concerts and events only with parental consent.

Images may be used for promotional materials, social media and the organisation's website.

Parents or guardians may withdraw consent for photography at any time.

### **Financial Transparency Statement**

All funds raised for Piano Orchestra South Wales CIC are used to support the organisation's community activities.

Financial records are maintained by the directors and funds are held in a dedicated organisational bank account.

### **Conflict of Interest Policy**

Directors must declare any personal interest in decisions involving finances, equipment, contracts or services.

Where a conflict of interest exists, the director should not participate in the decision-making process.

### **Relationship Statement**

The Music Box – School of Piano operates as an independent private teaching studio.

Piano Orchestra South Wales CIC is a separate Community Interest Company providing ensemble opportunities and community musical activities.

The two organisations collaborate musically but operate with separate finances and governance.