

# Ealing Symphony Orchestra

## Policies Document



Last Reviewed: June 2018

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 approach to these areas is set out below.

### Safeguarding 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 or abuse 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.

The orchestra does not currently work with children. We do not expect to have members under 18, and do not organise activities specifically for 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.

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.

Any complaints regarding the safety of children and/or the conduct of members towards children or vulnerable adults will be referred to the Chairman. Appropriate action will be taken, which may include notifying the police and Ealing Council's Social Care Team. A written record will be kept of any such referral, and of any outcome.

## Complaints policy

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.

## Conflict of Interest Policy

Given the nature and 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 officer, or the engagement of such a person as a soloist (or conductor or leader).

Officers and Trustees must declare any conflicts of interest and must not be involved in decisions on matters where a conflict may arise.

## Paying Staff Policy

The orchestra does not have any staff. The conductor, leader and lead 'cellist 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.

## Volunteer Management Policy

The orchestra does not regularly use volunteers from outside its membership, beyond those friends and family of members who might assist with concert days e.g. selling tickets on the door. The orchestra will give those volunteers appropriate training and guidance for the role they are performing.

## Risk Management Policy

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 regularly reviews risks, with a view to avoiding risks crystallising, as far as possible, and to minimise any potential financial or other impact.

## Investment Policy

The orchestra structures its investments into short term, medium term and long term investments.

Short term funds of c.£5,000 are maintained in the orchestra's main bank account as these are needed for working capital purposes.

Medium term funds – of £5,000 to £10,000 – are those funds not needed for the current operating year but which could be required for the following year. They are held in savings accounts which offer instant access or fixed term deposit for up to a year.

Long term funds – i.e. any balances over & above those required for short to medium term – are invested in low risk investments (e.g. long term savings accounts, bond funds, or absolute return funds) which can reasonably be expected to give a positive return over 2 to 5 years. All long term investment decisions are made by the full group of Trustees.

## Privacy Policy and Data Protection Policy

These policies can be found on our website at [www.ealingso.org.uk/about](http://www.ealingso.org.uk/about).