



BELFAST MUSIC SOCIETY  
CHAMBER MUSIC SINCE 1921

## BELFAST MUSIC SOCIETY

### SAFEGUARDING POLICY STATEMENT

1. Belfast Music Society's objects are to promote, by charitable means only, the knowledge and appreciation of chamber music in Northern Ireland through the organisation and presentation of recitals and any other appropriate musical events that the Board of Management may determine.
2. Belfast Music Society's promotions include, but are not limited to, the International Festival of Chamber Music, masterclasses, workshops, and individual recitals. Any of these promotions may involve the participation of children under the age of 18 or adults at risk. Belfast Music Society is committed to providing a safe environment for children and/or adults at risk at any BMS event that they attend or in which they participate, and acknowledges that the welfare of each person is paramount.
3. Belfast Music Society believes that all people without exception have the right to protection from abuse or inappropriate behaviour regardless of gender, ethnicity, disability, sexuality or beliefs.
4. Belfast Music Society is fully committed to safeguarding the welfare of all children and adults at risk by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. Staff, Board members and volunteers will at all times show respect and understanding for the rights, safety and welfare of our audience members and participants and conduct themselves in a way that reflects the principles of our organisation.
5. Belfast Music Society's Safeguarding Policy applies to children under the age of 18 (definition of a child from Children (NI) Order 1997) and adults at risk (an 'adult at risk' is defined as a person aged 18 years or over whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life experiences. For further definition, see p. 4). Children and adults at risk may attend or participate in any of the Society's promotions, or act as volunteer helpers in any of its administrative functions.
6. The policy applies to all staff, Board members and volunteers of Belfast Music Society.

Registered with The Charity Commission for Northern Ireland NIC106859

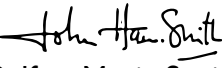
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7. Belfast Music Society does not provide 'regulated activity' as defined in the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012, to children, young people or adults at risk. BMS does not provide activities or services that were formerly defined as 'regulated activity' (prior to the 2012 amendment of the Order). Belfast Music Society therefore has no legal entitlement to request AccessNI Enhanced Disclosures, with or without Barred List information.
8. Children performing in Belfast Music Society events, and their parents, will be advised of the Society's Safeguarding Policy, and the Policy will be made available to them in advance. Parents of participating children will be required to be in attendance at the events in question, or to satisfy themselves that their children will be supervised at the events by other responsible adults acting on their behalf.  
Adults at risk who are performing in Belfast Music Society events, and their carers, will be advised of the Society's Safeguarding Policy, and the Policy will be made available to them in advance. Adults at risk will not perform in Belfast Music Society events unless they are accompanied by a carer or other responsible adult.
9. Children and adults at risk attending events as members of the audience should be accompanied and supervised by their parents, carers or other responsible adults. Any schools or community care organisations involved in Belfast Music Society promotions will be sent a copy of the Safeguarding Policy.
10. We recognise our responsibilities to keep people safe and we will do this by:
  - requiring that all our staff, Board members and volunteers receive training from appropriate providers (e.g. Volunteer Now);
  - requiring that the DSO or the DDSO is present at any BMS event programmed for children or adults at risk;
  - adhering to BMS's Safeguarding Policy and ensuring it is supported by robust procedures;
  - assessing all risks carefully that children and adults at risk might encounter at our events and taking all necessary steps to minimise and manage them;
  - letting parents, children and adults at risk know how to voice concerns or complaints about anything that they may not be happy with;
  - giving parents, children and adults at risk information about what we do and what can be expected from us;
  - responding to allegations appropriately with full investigation; and
  - developing and implementing an appropriate monitoring and review system to ensure compliance with BMS's Safeguarding Policy;
  - implementing a code of behaviour for all staff, Board members and volunteers.

11. Belfast Music Society has adopted the following policies and procedures for paid and voluntary staff to ensure the health and safety of children and adults at risk. These should be read in line with the Safeguarding Policy: Equal Opportunities Policy, Child Protection Policy, Procedure for Reporting Concerns, Code of Behaviour, Risk Register, Recruitment Policy; Complaints Procedure; Volunteer Policy.
12. All members of the Board of Management are fully familiar with the Society's Safeguarding Policy and endorse it.
13. Belfast Music Society undertakes to review this Policy against current guidelines and best practice every 3 years, and sooner should a change in practice, legislation or the organisation arise which necessitates review/update.

Designated Safeguarding Officer: John Harmar-Smith

Adopted by the BMS Board on: 1 February 2019

Signed:   
Chair, Belfast Music Society

## DEFINITION OF TERMS USED IN THE POLICY

### Regulated activity

Working in a paid or voluntary capacity with children and young people is described as 'regulated activity' if a) it is one of the activities listed below, b) if it is done 'regularly', c) if it is 'unsupervised' (cf the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012).

- a) The activities include:
- Teaching, training, or instruction
  - Care or supervision
  - Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being
  - Driving a vehicle being used only for conveying children and carers or supervisors
  - Working for a range of establishments
  - Supervision or management of a person carrying out one of these activities.

Activities that are excluded from the definition of 'regulated activity' are:

- Activity or participation of children that is merely incidental to what would normally be an adult activity
- Supervised activity – an individual who is under reasonable day-to-day supervision by another person engaging in regulated activity
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is 'peer exemption'.

b) 'Regularly' is defined as:

- carried out by the same person frequently (once a week or more often)
- on 4 or more days in a 30-day period
- overnight.

c) 'Unsupervised'

- Government has stipulated that the level of supervision should be determined by individual organisations to the degree that is reasonable to protect children.
- BMS activities involve children under the age of 18 as participants ONLY when the children concerned are in the presence of their parent, guardian or other responsible adult (e.g. teacher).
- BMS events may be attended by children under the age of 18 (i.e. as audience, not participants). Such children should be accompanied by their parent, guardian or other responsible adult/s at all times.

## Adult at risk

An adult at risk is defined as a person aged 18 years or over whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life experiences.

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

Life experiences may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

## Abuse

Good safeguarding practice means that organisations must ensure that all staff, Board members and volunteers understand how to recognise abuse and how to pass any safeguarding concerns to the relevant people within the organisation. This does not mean that staff, Board members or volunteers are responsible for deciding whether abuse has occurred, but they are responsible for being alert to physical signs or behaviour that suggest something may be wrong.

The following categories of abuse are taken from Co-operating to Safeguard Children and Young People in Northern Ireland (March 2016).

Physical abuse – deliberately physically hurting a child.

Sexual abuse – when others use and exploit children sexually for their own gratification or the gratification of others.

Emotional abuse – the persistent emotional maltreatment of a child.

Neglect – the failure to provide for a child's basic needs, likely to result in the serious impairment of a child's health or development.

Exploitation – the intentional ill-treatment, manipulation or abuse of power or control over a child; taking selfish or unfair advantage of a child or of a situation for personal gain

Bullying – in its most extreme forms, bullying can be regarded as abuse. See separate section on bullying in the Code of Behaviour.

Specific forms of abuse that can occur in particular circumstances include:

Female genital mutilation (FGM) – this is a criminal offence in Northern Ireland. Any suspicions that a person may be at immediate risk of FGM should be reported to the PSNI without delay.

Forced marriage – this is where marriage is conducted without the valid consent of one or both parties, and involves duress. It is a criminal offence in Northern Ireland. If forced marriage is suspected, the PSNI should be contacted immediately.

Honour-based violence – this term refers to a range of violent practices used to control behaviour within families or social groups to sustain or promote cultural or religious beliefs. These practices can include assault, abduction, restrictions of liberty, confinement, threats and murder. If it is known that an individual is at immediate risk, the PSNI should be notified immediately. If the risk is not perceived to be immediate, the information should be passed to the local Health and Social Care Trust.

Child Sexual Exploitation – this is a form of child sexual abuse, and occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity a) in exchange for something the victim needs or wants and/or b) for financial advantage or increased status of the perpetrator or facilitator.

### Who can be abused

Some children are at greater risk of being abused because of their life circumstances. The following people may be at greater risk of harm:

- Looked After Children
- Children who go missing
- Young people in supported accommodation
- Homeless people
- Children living in a violent or abusive domestic environment
- Children of parents with additional support needs
- Separated, unaccompanied and trafficked children
- Children with disabilities
- Lesbian, Gay, Bi-sexual or Transgender young people
- Unborn babies.

### Who can carry out abuse

It is important that staff, Board members and volunteers be aware of who can abuse, as well as who can be abused.

- Abusers come from all sections of society, all professions and all races.
- Abusers can be male and female.
- Abuse can occur anywhere, including at home or within organisations.
- Abuse may sometimes be carried out by strangers but it is much more likely that an abuser will be known to the child or young person and is in a position of trust or authority over them.
- It is not only adults who abuse children and young people. Children may suffer abuse from other children and young people.

## RECRUITMENT AND SELECTION

1. Belfast Music Society staff (currently only one: Concerts Manager) and volunteers have clearly defined roles/job descriptions, and are appointed through an open recruitment process that is publicly advertised and follows BMS's Equal Opportunities Policy. No staff positions are 'regulated', as defined under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.
2. Applicants to Belfast Music Society, whether for staff, Board member or volunteer positions, will be required to:
  - complete an application form
  - disclose any previous convictions
  - supply independent references
  - attend an interview appropriate to the role.Successful applicants will go through an induction process at the start of their appointment. All appointments will be subject to successful completion of a probationary period.
3. Belfast Music Society staff, Board members and volunteers may come into contact with children and young people or adults at risk, as members of the public attending BMS events, or as participants in specific BMS activities. All staff, Board members and volunteers are expected to adhere to Belfast Music Society's Code of Behaviour.
4. Belfast Music Society's Safeguarding Policy applies to all artists hired by BMS to lead specific activities involving children and young people or adults at risk as participants. Artists will be given a copy of BMS's Safeguarding Policy. Children and young people or adults at risk who are participating in such activities will be accompanied by people with parental responsibility or other responsible adults (e.g. carers).
5. Belfast Music Society engages artists to perform in such concerts and activities based on their track record as musicians and on their experience of and/or aptitude for giving concerts or leading activities for children and young people and/or adults at risk. This will be determined by CV, reputation, etc.

## MANAGEMENT OF STAFF AND VOLUNTEERS

### Induction

All BMS staff, Board members and volunteers receive copies of BMS's Safeguarding Policy and related documents, along with all other organisational documents, when they join BMS.

### Training

Training is offered to staff, Board members and volunteers either by attendance at relevant courses or by engagement of qualified trainers for bespoke training sessions for BMS.

Training needs are identified through Board meetings.

### Probationary/trial period

New staff, Board members and volunteers are appointed after an agreed trial or probationary period of time. Positions are not confirmed until the organisation is satisfied that the person in question is suitable for the role.

### Supervision of staff

The BMS Board is responsible for overseeing the work of the Concerts Manager. Supervision takes place through Board meetings, and through interim meetings between the Concerts Manager and the BMS Chairperson. Volunteers are supervised by the Concerts Manager, and this takes place through meetings between the Concerts Manager and each individual volunteer. The Concerts Manager reports to the Board on the content of the meetings and the progress of the volunteer.



## ALLEGATIONS AND DISCLOSURES

Concerns, allegations and disclosures of abuse will be taken seriously by staff, Board members and volunteers, and responded to appropriately; this may require a referral to the relevant Health and Social Care Trust Gateway services (for children or for adults at risk) and in emergencies, the police. Information will be made available to all on how to obtain advice, support and help if anyone has a concern or suspects a child or adult at risk is being harmed.

Staff, Board members and volunteers could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of an artist or tutor;
- a child or adult at risk 'disclosing' abuse (see below);
- bruising or evidence of physical hurt;
- other physical signs or symptoms such as weight loss for no apparent reason, dirty or unkempt appearance;
- worrying remarks made by a child, young person, or adult at risk;
- unusual behaviour by a child, young person, or adult at risk.

### Allegations

An allegation occurs when a child, adult at risk, parent/guardian, or a member of BMS staff, Board member or volunteer reports specific unacceptable behaviour where a child or adult at risk has been harmed or abused in some way.

### Disclosures

A disclosure is when a child, young person, or adult at risk tells a staff member, volunteer or Board member that they have been or are being harmed or abused in some way. This may constitute physical, sexual or emotional abuse, or neglect, exploitation or bullying.

If a child or adult at risk makes a disclosure:

1. Stay calm – do not panic!
2. Reassure the person that they have done the right thing in telling
3. Listen to what the person is saying; do not rush them or ask leading questions
4. Do not promise to keep secrets, as the person's welfare is paramount and the information must be passed on to the Designated Safeguarding Officer (DSO)
5. Record in writing what was said and/or observed as soon as possible so that you do not forget any information and try to write exact words if possible; try to make notes during the conversation – ask permission to do this, explaining the importance of recording the information
6. Report without delay within the reporting procedure
7. Record that you made the report – see Reporting Procedures section (page 9).

## REPORTING PROCEDURES

1. All concerns, allegations and disclosures must be reported immediately to the Designated Safeguarding Officer (DSO)\*, no matter how insignificant they may seem and regardless of whether they relate to situations internal or external to Belfast Music Society. They must be confirmed in writing within 24 hours using the Safeguarding Report Form (see Appendix I). Delay could prejudice the welfare of a child or adult at risk.
2. The DSO will consider the report and make a decision about what further action to take. The decision may be a) no action; b) possible training/disciplinary measures; c) advice sought from Social Services (Gateway); d) referral to Social Services, the police, and/or the Disclosure and Barring Service. Any decision (including a decision to take no action) will be recorded in writing.
3. If there is an emergency and the DSO cannot be contacted, staff, Board members or volunteers should contact the Health and Social Care Trust Children's or Adults' Gateway Team, the PSNI or the NSPCC.  
If the child or adult at risk is at immediate risk, the PSNI must be contacted immediately.

BMS Designated Safeguarding Officer – John Harmar-Smith: 07932 636932

Belfast Trust Gateway Team (re children): 028 9050 7000

Belfast HSC Trust (re adults at risk): 028 9504 1744

Social Services (Emergency/Out of Hours): 028 9504 9999

Belfast RQIA: 028 9051 7500

PSNI: Emergency – 999 / Non-emergency – 0845 600 8000

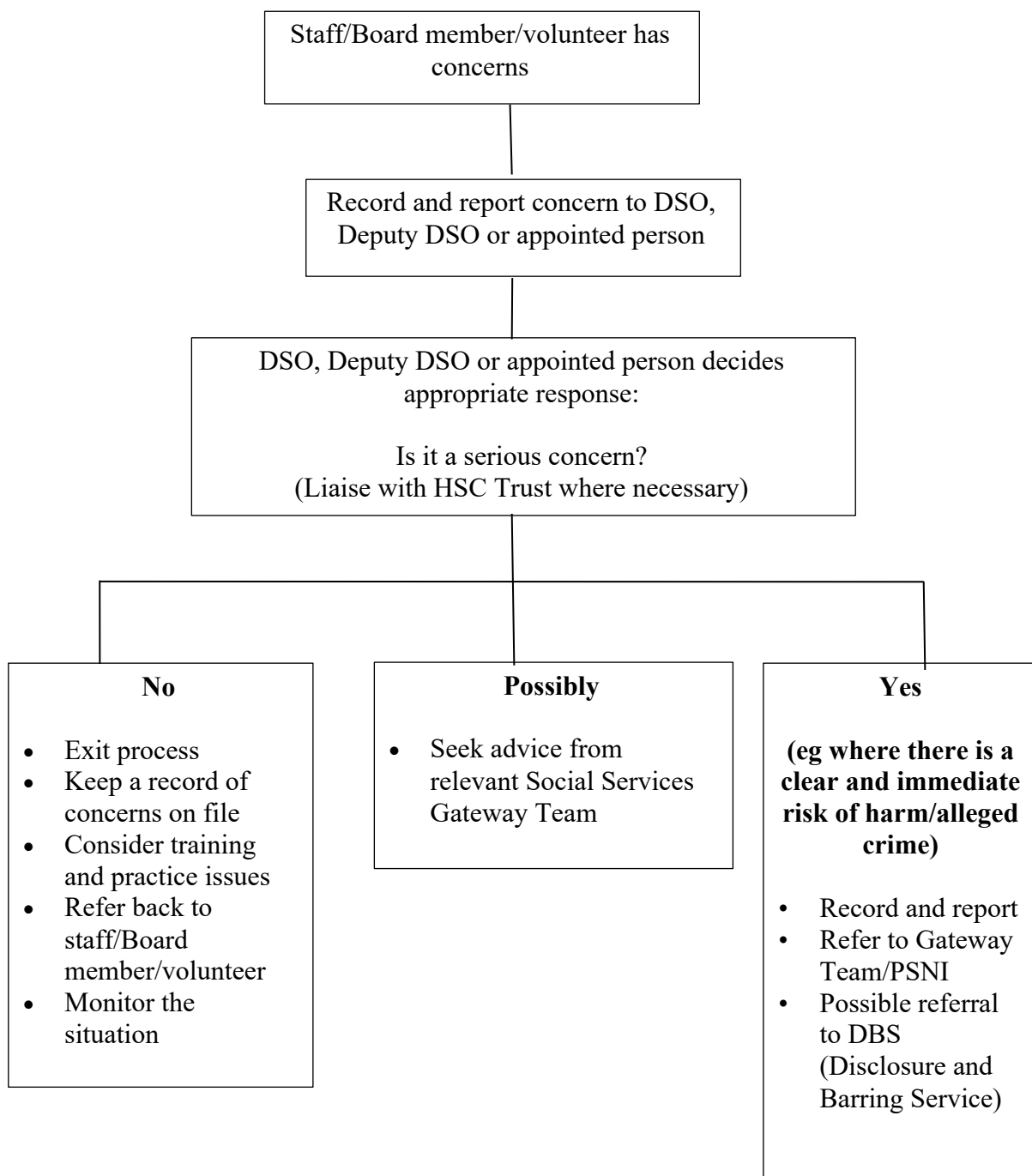
NSPCC Child Protection Helpline: 0808 800 5000

Childline: 0800 1111

4. If the concern or allegation is against the Designated Safeguarding Officer (DSO), it should be passed on to the BMS Chairperson or, if the Designated Safeguarding Officer is also the Chairperson, to the Deputy DSO. (See also page 11, Concerns or allegations about behaviour of staff, Board members, volunteers or artists.)
5. If the report is referred to the authorities, the DSO will make initial contact by phone and follow this up in writing.
6. Alternatively, after taking appropriate advice (from the Gateway Team), it may be decided not to refer the concerns to the authorities (e.g. a one-off incident that can be addressed through training). In this case, a full, confidential record of the concern will be kept.
7. The reporting procedure is illustrated by the flow chart on page 10.

\*If the DSO is not available, the report should be made to the Deputy DSO.

## Reporting Flow Chart



## Concerns or allegations about behaviour of staff, Board members, volunteers or artists

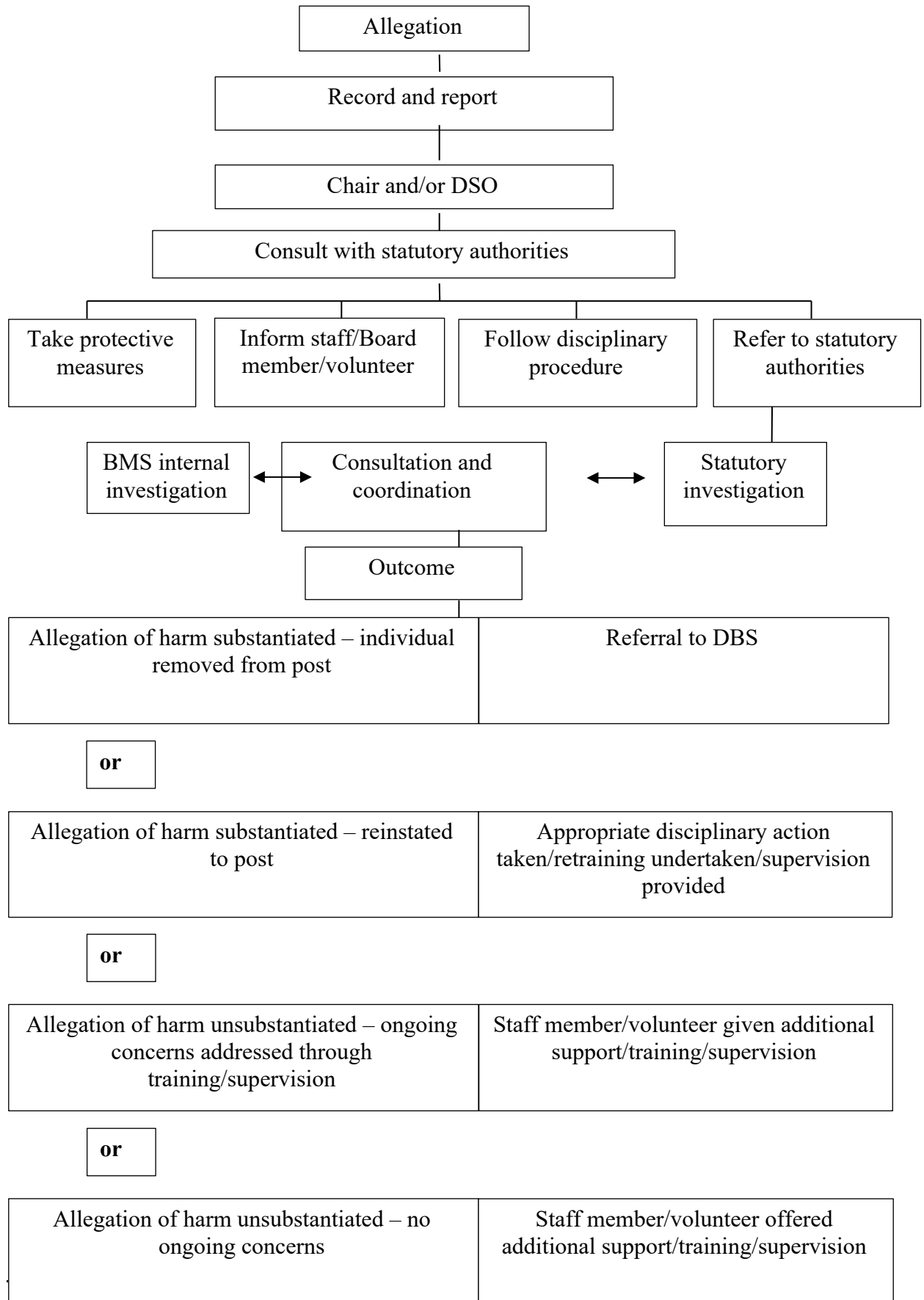
Inappropriate or unacceptable behaviour or communication, favouritism or negligence, or a breach in the code of behaviour may constitute a concern about the conduct of BMS staff, Board members, volunteers or artists.

If an allegation is made against a member of BMS staff, a Board member or a BMS volunteer:

1. The allegation should be reported fully in writing by the DSO and passed to the BMS Chair, who will direct the organisational procedure in respect of the staff member, Board member or volunteer.
2. The DSO will direct the procedure in respect of the person making the allegation. If the Chair is the DSO (see point 1), the Deputy DSO will direct the procedure in respect of the person making the allegation.
3. The Chair will inform the staff member, Board member or volunteer that an allegation has been made against them, so that they will have an opportunity to respond. The response should be fully recorded in writing.
4. Consultation with the relevant statutory authorities should take place without delay, so that it can be determined if a referral should be made.
5. Any measures necessary to protect the child/adult at risk (eg moving the staff member, Board member or volunteer to another project/post) should take place without delay.
6. There should be no penalising of the staff member or volunteer, as there should be no assumption of guilt during the period of investigation.
7. Following consultation with the statutory authorities, the BMS Chair should confirm what further action is to be taken. If a criminal investigation is required, the BMS should not conduct its own internal investigation that could prejudice the criminal investigation.  
The further action will be one of the following:
  - a) allegation is substantiated – staff member/volunteer is removed from post, and a referral will be made to the Disclosure and Barring Service (DBS)
  - b) allegation is substantiated – staff member, Board member or volunteer is reinstated, and training/disciplinary measures are put in place. No referral to DBS will be required.
  - c) allegation is unsubstantiated, but there are ongoing concerns, which mean that the staff member, Board member or volunteer should undergo further training/supervision
  - d) allegation is unsubstantiated – there are no ongoing concerns.
8. All stages of the process should be recorded in writing as they occur, whether or not a referral has been made. If a referral is not to be made, this decision should also be recorded, with reasons given for the decision (including any advice received from the relevant Gateway Team).
9. The situation should be monitored in case there is a possibility that the situation could worsen.

The procedure for dealing with allegations is illustrated in the flow chart on page 12.

## Allegations of abuse - flow chart



## CODE OF BEHAVIOUR

Belfast Music Society is committed to a culture that is safe and inclusive. This code of behaviour sets out our key principles for the creation and maintenance of a safe culture at our events.

### Objectives

- To safeguard children and adults at risk and to protect staff, Board members and volunteers
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- To encourage reporting of concerns with full confidentiality
- To respond promptly to concerns
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

1. All staff, Board members and volunteers are expected to follow BMS's policies including child protection, equal opportunities, and safeguarding.
2. All staff, Board members and volunteers should be aware of what physical contact with children and adults at risk is appropriate. Physical restraint must only be used as a last resort to prevent injury. Staff, Board members and volunteers should not initiate any physical contact unnecessarily. Staff, Board members and volunteers should avoid being in a room alone with a child or adult at risk where the door is closed.
3. Relationships between staff, Board members and volunteers should be characterised by fairness, openness and respect. This means valuing all contributions and acknowledging difference. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.
4. All staff, Board members and volunteers should treat resources responsibly, and exercise due financial care. All staff, Board members and volunteers have a responsibility to look after BMS property. This includes not wasting resources unnecessarily (including physical resources and those such as heat/electricity), and following the principles of 'reduce, re-use, recycle' where appropriate. All money handled should be clearly labelled and sent as soon as practicable to the BMS Treasurer.
5. All staff, Board members and volunteers are expected to behave professionally and exercise confidentiality.
6. Staff, Board members and volunteers should seek to establish a good and open relationship with the parents, guardians or responsible adults of children and adults at risk. All parental concerns should be treated seriously and dealt with promptly. Any concerns, allegations or disclosures of abuse should be reported immediately using the procedures outlined in BMS's Reporting Procedures.
7. All staff, Board members and volunteers need to be aware of how to record/report concerns ('whistleblowing'). Where staff, Board members and volunteers have any concerns about another member of BMS personnel, these

should be reported immediately to the BMS Chair. Where the concern is about the BMS Chair, it should be reported to the Designated Safeguarding Officer (or another Board member if the Chair and the Designated Safeguarding Officer are the same person). All concerns will be investigated thoroughly and confidentially, and appropriate action taken. Details of the report will be recorded on the Safeguarding Report Form.

8. The use of photography or digital recording at Belfast Music Society events involving children is prohibited, except by BMS staff or official photographer. Written consent will be sought for photographs to be taken and used.
9. Occasionally an official photographer will be hired to take photographs at Belfast Music Society events. The photographer will be given a clear brief about the pictures to be taken and about acceptable behaviour at the event in question. He or she will, under no circumstances, be given unsupervised access to a child or adult at risk attending the event.
10. If parents/carers do not wish their child to be photographed, or if an adult at risk does not want to be photographed, they will be invited to make this known to the Belfast Music Society personnel at the event. Written consent will be sought before making public use of any photographs or video featuring a child or adult at risk. Any children or adults at risk who are featured in photos or videos will not be named.
11. Any professional photographs taken on behalf of BMS will be stored by the Concert Manager. Copies of such photographs may only be obtained through the Concert Manager.
12. Examples of acceptable and unacceptable behaviour.

## DO

- Be supportive, approachable and reassuring.
- Respect people's right to personal privacy.
- Treat and value children or adults at risk as individuals.
- Treat children and adults at risk with consistency, fairness and equality.
- Set a good example by using appropriate attitude, demeanour and language at all times.
- Wear clothing that is appropriate to the event, the art form and artistic need.
- Offer support and empathy in a manner appropriate to age and stage of a child or adult at risk – always in an open and transparent manner and within context, e.g. if child or adult at risk is distressed.
- Ensure that any time spent with children or adults at risk takes place in as open a setting as possible.
- Provide clear instruction, clarify meaning and establish clear boundaries.
- Involve children or adults at risk in the decision-making process as much as possible (e.g. activities).
- Focus on the child or adult at risk and what they really want to do (i.e. it is more damaging to push a child or adult at risk who is not ready, for example, to take part in a performance).
- Encourage leadership, responsibility and participation in activities.

- Encourage children and adults at risk to do as much as possible for themselves and instil confidence – support them to make choices and to find acceptable ways to express their feelings. This will enable children and adults at risk to have the self-confidence and vocabulary to resist inappropriate approaches.
- Provide separate changing facilities if there is a need for a child or adult at risk to change clothes.

## DON'T

- Show favouritism towards a child or adult at risk.
- Belittle or demean children or adults at risk, or other workers.
- Shout at/argue with children or adults at risk, or other workers in a humiliating, patronising, or threatening manner.
- Embarrass, ignore or single out a child or adult at risk.
- Give unnecessary orders or orders which humiliate or instigate fear in others.
- Allow or engage in inappropriate touching (hugging, kissing, hitting, smacking, etc.).
- Engage in sexually provocative or inappropriate games (including horseplay). Any contact activities must be part of the planned activities for the group and clearly supervised.
- Make sexually suggestive comments about or to a child or adult at risk, even in jest.
- Abuse privileges or your own position.
- Give your personal contact details to children or adults at risk; organisational details should be used instead.
- Text, telephone, or email children or adults at risk on a one-to-one basis unless with the consent of their parent/carer and for a specific purpose.
- Invite or accept invites from children or adults at risk for social networking websites.
- Let allegations that a child or adult at risk makes, or a concern that they have, go unrecorded, or leave issues unresolved.
- Teach or give instruction that is outside your remit.
- Be under the influence, or recovering from the effects of, alcohol/illegal substances.
- Leave children or adults at risk unsupervised.
- Allow children or adults at risk to use language that is deemed inappropriate or offensive to others within the group.
- Do things of a personal nature for children or adults at risk that they can do themselves.
- Take children or adults at risk to your home (or their own home if a parent/guardian/carer is not there to meet them).

### 13. Sanctions

- If any staff member, volunteer or Board member is unsure whether their actions have breached the Code, they should consult with the BMS Chair.
- Breaching the Code is a serious matter and will be investigated.
- Breaching the Code may result in disciplinary action and possible dismissal, and if it constitutes harm or risk, referral to the HSC Trust, PSNI, DBS and regulatory bodies, as appropriate.



#### 14. Bullying

- Bullying is defined as the use of aggression with the intention of hurting another person, which results in pain and distress to the victim and which will negatively impact on their wellbeing.
- In many instances, there are three parties involved – the bully, the victim and the onlooker. Bullying is unacceptable at BMS events.

Bullying can be categorised as:

Emotional	Being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures).
Physical another	Pushing, kicking, hitting, punching or any use of violence against person.
Racist	Racial taunts, graffiti, gestures.
Disability	Gestures, taunts and exclusion on the grounds of disability.
Gender	Unfriendliness and exclusion.
Sexual	Unwanted physical contact or sexually abusive comments.
Homophobic	Because of, or focusing on, the issues of sexuality.
Verbal	Name-calling, sarcasm, spreading rumours, teasing.
Cyber threats by	Internet, e-mail and internet chat room misuse; mobile phone text messaging, Bluetooth and phone calls; misuse of associated technology, i.e. camera and video facilities.

Any concerns, allegations or disclosures about bullying should be reported to the Designated Safeguarding Officer, following BMS's Reporting Procedures.

## RECORD-KEEPING AND CONFIDENTIALITY

### Record-keeping

Belfast Music Society holds names, addresses and contact details for individuals who have purchased tickets for BMS events and who have agreed to these details being kept by BMS in order to be sent information about future BMS events.

BMS does not hold personal contact information about children, young people, or adults at risk in its database. Children, young people, or adults at risk attending or participating in BMS events are contacted through their parents, guardians, or other responsible adults.

Belfast Music Society takes seriously its responsibility in relation to the gathering, storage and sharing of information in light of the Data Protection Principles ('the Principles') in the Data Protection Act 2018. These state that personal data should be:

1. Used fairly, lawfully and transparently
2. Used for specified, explicit purposes.
3. Used in a way that is adequate, relevant and limited to only what is necessary
4. Accurate and, where necessary, kept up to date.
5. Kept for no longer than is necessary
6. Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

BMS's data protection procedures were updated to comply with the General Data Protection Regulations which came into force in May 2018, and BMS's new Privacy Policy was adopted on 2 June 2018.

### Confidentiality

BMS customers are invited to give their full name, postal address, email address and phone number to BMS, in order to be notified about future BMS events. These details are kept in an online database that is password-protected, or in an electronic (Excel) spreadsheet that is password protected and kept securely in the BMS office.

Only the BMS Chair and BMS Concerts Manager have access to the online database.

Information is kept on the BMS database until such time as an individual requests their information to be removed.

Occasionally, BMS conducts audience surveys at events for marketing and/or for statistical purposes. These may include personal information concerning age, income bracket, educational background, ethnicity, etc. Such information is kept separately from the online BMS database of names and addresses.

Personal information held by BMS is not shared with any other organisation, except in the form of generalised statistical information about audience profiles which may be requested by organisations such as the Arts Council.

## GENERAL SAFETY AND MANAGEMENT OF ACTIVITIES

1. Belfast Music Society is committed to providing a healthy and safe environment for children, young people, adults at risk, staff, Board members, volunteers, artists, and members of the public attending or taking part in its concerts and activities.
2. Belfast Music Society does not own its own premises. Its concerts and events take place in hired venues, or on the premises of other organisations (schools, day care centres, arts centres, etc.).
3. Belfast Music Society operates a Risk Register, which includes an assessment of the physical risks presented by venues it hires or uses for the purpose of presenting concerts and activities. This Risk Register is checked and updated on a regular basis by the Concerts Manager or a member of the BMS Board.
4. Belfast Music Society staff, Board members and volunteers acquaint themselves with the relevant fire precautions in each venue, as well as location of toilet facilities and emergency numbers.
5. Belfast Music Society has comprehensive public liability insurance cover (through membership of Making Music), which is renewed every year.
6. The Board of Belfast Music Society includes a named First Aider. BMS may engage the services of St John Ambulance staff to provide additional support at larger concerts or events.
7. Belfast Music Society personnel will be identified by a badge at all events and will be in attendance in the performance space. At concerts and events involving children, young people, or adults at risk, the attention of parents/guardians is drawn to the fact that practice areas and toilets are not supervised by Belfast Music Society personnel.

APPENDIX I  
BELFAST MUSIC SOCIETY  
SAFEGUARDING REPORT FORM

CONFIDENTIAL

Where a referral is made, this form will be sent to the relevant authorities as a written confirmation of the referral, with a copy retained by the BMS Designated Safeguarding Officer.

Name of child or adult at risk: .....  
...

Age if known: .....  
..

Date and time of event: .....  
...

Venue: .....  
..

Persons present: .....  
.....

What prompts your concerns? Please be specific and include the dates and times of any incidents. If an allegation has been made, how was it received (by phone, by letter, in person)? Include the name and any other identifying information about the person against whom the allegation is made.

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Were there any physical or behavioural signs? Any other causes for concern?

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Have you spoken to the child/adult at risk? If so, what was said? Use the person's own words as far as possible.

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Have you spoken to the parents/carers of the child/adult at risk? If so, what was said? Include details (name/address) of the parent/carer.

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Was the complaint made about a particular individual or individuals? If so, give details.

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Please give your name and contact details.

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Signed: .....

...

Name (print): .....  
...

Date.....  
..

This form must be completed and given, or sent in a sealed envelope marked 'Private & Confidential', to BMS's Designated Safeguarding Officer: