

## INTERNATIONAL CHAMBER MUSIC SUMMER SCHOOL

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### SAFEGUARDING POLICY

#### **Background to the event**

The International Chamber Music Summer School (ICMSS) is an annual week-long event which will take place this year at Queen Anne's School, Caversham from 17 to 24 August 2025. The arrangements are made by a voluntary committee, and there is no associated corporate body. It has no physical location or premises, and the only time the participants are together in one location for any extended period is the one week during which the summer school is held. As it is not an organisation it does not have a formal safeguarding policy, nor reporting arrangements or complaints procedures on a day-to-day basis. What follows are the arrangements put in place specifically for the event. The authors of this document are satisfied that it covers the requirements of paragraph 169 of the 2024 Guidance on Keeping Children Safe in Education (KCSIE), which requires those hiring or renting out school or college facilities/premises to organisations or individuals to ensure that appropriate arrangements are in place to keep children safe. They are also satisfied that it meets the requirements of the Care Act 2014 in relation to vulnerable adults at risk of abuse.

Those attending the event are all adults: it is a condition of acceptance that participants are aged 18 or over. All on-site members of the organising committee are also participants and have no separate status from other participants. The format is that over the course of the week all participants have between 12 and 18 tutored sessions working on four to six different works which they have prepared in advance. The tutors are engaged in return for a professional fee, but they are not employees. No contracted staff are used for security or any other purpose.

The Summer School was established many years ago at Keele University and has been held at a number of educational venues. Over the last ten years it has been accommodated at the following schools: Tonbridge, Oundle, Oakham, Uppingham and Haileybury. Most of the participants are regulars, with new applicants often being introduced to the course on the recommendation of existing participants. Over the history of the event there have been no incidents of any kind giving rise to concern, and none of the host schools have raised any complaint, either formally or informally, about the conduct of participants. Where it has been decided to leave one venue for another the reasons have always been practical, and no school has ever terminated the

event or requested the summer school not to return. The safeguarding risks have been carefully considered in the light of the history of the event and other relevant factors, and included in the risk assessment for the summer school, to which this document forms an annexe. The risk is assessed as low.

Although it is not a precondition that applicants should be known to existing participants there is a requirement that they should have achieved ABRSM Grade 8 or equivalent on their main musical instrument. All are active amateur musicians of a high standard playing regularly in orchestras and chamber groups. A number are either music teachers or involved in wider education, and have obtained DBS clearance. We will check that none of the 2025 participants have ever been barred from working with children.

### **Safeguarding**

We recognise that our residential event takes place within the premises of a school, and that separately from the Summer School there will be daily sports activities for children taking place at the same time. We do not expect that there shall be any contact between the two events.

**Participants will be recognisable from their yellow lanyards, which they have been instructed to wear at all times.**

Participants will be made aware of the school's safeguarding and child protection policy and that it will be applied to any participant if any issue arises that falls within its scope, and that this may include exclusion from the premises as well as the involvement of the police or other responsible authorities. The event has appointed as its designated safeguarding lead Janet Tothill, who is also a designated safeguarding lead in a Hertfordshire school, whose training is up to date and who has an enhanced DBS through Hertfordshire County Council. Janet will be on site throughout the course as a participant and can be contacted on 07568 138747.

### **Avoidance of behaviour that could give rise to risk**

Participants have been instructed to avoid any interaction with children on the premises which is, or may be interpreted as, inappropriate, including, but not limited to, being over-friendly, taking photographs, engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or humiliating children.

They have also been warned to be alert to behaviour which may give rise to concern and to report it as soon as possible to the designated officer. She will in turn report it as soon as possible to the school's designated safeguarding lead. Relevant contact details will be provided to all participants.

## **Vulnerable adults**

The writers of this document have carefully considered the requirements of the Care Act 2014 and are satisfied that none of the participants on the course is a vulnerable adult at risk of abuse. Most of the participants are regular attenders and known to each other. All are independent adults with settled residences, are mentally robust, and have voluntarily applied to attend an event which maintains a friendly and supportive environment. Nonetheless, for the duration of the course a complaints and reporting procedure has been put in place which is set out below.

## **Reporting and complaints**

Since there are no children, or young people attending the summer school the reporting and complaints procedure for safeguarding relates to concerns about the conduct of participants towards children who are in the care and tutelage of outside bodies on the school site, children of school staff and of visitors and any other children visiting the school whether authorised or unauthorised.

Participants will be instructed to report any conduct giving rise to concern to the designated safeguarding lead whose details are given above, and she will immediately contact the school's safeguarding lead so that the school's safeguarding procedures will be activated, and all necessary agencies informed. The individual who is the subject of the complaint will be informed and either the designated safeguarding lead or a member of the committee will ensure that they remain accompanied until such time as the school or other agency has taken a decision as to whether they should be removed to a specific location or from the premises.

It is unlikely that a direct complaint to the summer school from a child will be made since the children on site will not be aware of the arrangements for the summer school or of anyone with organisational responsibilities. However, participants will be instructed to report immediately to the designated safeguarding lead any complaint received from a child at which point the same procedures as set out above will be followed.

As already referred to, the writers of this document are satisfied that none of the participants in the summer school is a vulnerable adult at risk of abuse, but a complaint of abuse either from the alleged victim or a third party supporter or friend will be referred immediately to the Chair of the Committee and the ICMSS safeguarding lead, who will investigate and if necessary report the alleged abuse to the appropriate authorities who may include Berkshire County Council adult social care services and the police.

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***Document information***

<i>v1</i>	<i>2024</i>	<i>Alex Galloway</i>	<i>Haileybury School</i>
<i>v2</i>	<i>2025</i>	<i>Rosamund Chalmers</i>	<i>Queen Anne's School</i>