



SAFE IN THE ORCHESTRA

Background

Dream Orchestra is a non-profit association in Gothenburg, Sweden, committed to social work with music as a tool. We work to support children and young people in vulnerable circumstances some of them who have not been able yet to integrate into society and whose living conditions make this even more difficult.

With music as a tool, we want to offer these children and young people a context and a community that creates new life opportunities for them. We work with children and young people, between 3 to 25 years old, who have their origins in Afghanistan, Syria, Iran, Albania, Angola, Iraq, Kurdistan, Turkey, Venezuela and Colombia, many of them arriving to Sweden in the refugee stream in 2015 and are now in the stage of establishing themselves in the society with education and work. Also children with migration background from India, Japan, Spain, France and United States participate in the program.

Since 2018 orchestras have started at other places in Sweden inspired by our methodological philosophy of work. We have five orchestras representing us in Sweden: Dream Orchestra Göteborg (founder), Dream Orchestra Lövgärdet, Dream Orchestra Gävle, Dream Orchestra Motala and Dream Orchestra Örnköldsvik.

We are firmly determined to do everything in our power to ensure that every child in our programs feels safe. Safe in the Orchestra is related to Save The Children Sweden's Child Safeguarding Policy, in cooperation with its office in Gothenburg, Sweden. The protocol was adopted in March 2010.

The Dream Orchestra wants to ensure that the rights of all children are recognized and respected in accordance with the UN Convention on the Rights of the Child. Article 19 of the Convention describes how the State Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. Dream Orchestra considers that all the above entails a violation of children's rights and that all children have the same right of protection from such violations.

Safe in the Orchestra comprises Dream Orchestra's Ethical Guidelines and Guidelines for Voluntary Work within Dream Orchestra. It covers Dream Orchestra's responsibility to protect all children in our programs from all forms of injury, abuse and exploitation. The Ethical Guidelines set out the professional conduct and good practice expected from Dream Orchestra's teachers and representatives in relation to children. The Guidelines for voluntary work set out what is expected of all members (staff, board, teachers) and volunteers working within Dream Orchestra.

Fundamental values

Dream Orchestra is a safe association for children and young people. We have a zero-tolerance approach to all forms of discrimination, violence, sexual abuse and exploitation of children, and we do not accept any behavior that violates this policy. This means that all teachers, volunteers, board and partner organizations have the obligation to have read the policy, to share the basic philosophy and to respect the defined obligations by Dream Orchestra.

Dream Orchestra is strongly committed to the children's right for protection from all forms of violation, violence, abuse and exploitation, and our foundations are:

1. The welfare of a child or young person will always be paramount.
2. A child is any person under the age of 18¹
3. We also work with young refugees and immigrants between 18 and 25 years old. They are young people who do not have emotional or psychological stability due to situations of war or extreme violence, which makes them vulnerable to all forms of violence, abuse and exploitation because they are unaccompanied immigrants².
4. All children and young people are of equal value and have the same rights, and must never be discriminated against, irrespective of the child's or parent/guardian's skin color; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin or property.
5. All children and young people have the right of freedom from discrimination, violation, violence, injury, sexual abuse and exploitation.
6. Those people in positions of responsibility within the organization will work in accordance with the interests of children and young people and will follow the policy outlined below.
7. Those people in positions of responsibility within the organization will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

¹ Being mistaken about the child's age is not a valid defence in the event of a breach of this policy.

² For Dream Orchestra vulnerable young people between 18 and 25 years who, by reason of disability, age or illness, the context they are in or as a result of social and other inequalities, is or may be unable to take care of or to protect himself or herself against significant harm or exploitation. They are also protected within this policy.

Scope

All the children and young people that form part of our programs and orchestras are protected from all forms of violence, physical and psychological injury and sexual abuse and sexual exploitation by complying with this policy and its annexes.

Children and young people from orchestras and groups, their parents, representatives / godparents, teachers, volunteers and partner organizations must be aware of and understand the importance of this policy and the ethical guidelines of the Dream Orchestra.

They shall be informed of how deviations from the policy are to be reported. This policy must be clearly visible and accessible to all parents, representatives / godparents, teachers, volunteers and partner organizations. There must also be a child-friendly version.

The contact persons for the protection of children and young people will be appointed at the board meeting of the Dream Orchestra every two years and will have contact with the person in charge of the protection of children and young people in each of the orchestras that are members of our association. The rights and safety of the child are of primary importance. Every effort must be made to protect the rights of the child in any investigation. The safety and security of the child come first.

The policy is applicable to

1. All staff, irrespective of whether they work full or part time.
2. Active members (teachers, volunteers, board and partner organizations).
3. Children and young people who are active and/or participate in our musical programs, who must be aware of, and understand the importance of the policy.
4. Members of the Dream Orchestra, partner organizations, and individuals, groups and organizations with a formal/contractual relationship with Dream Orchestra that involves contact with children –unless it has been agreed that the partner organization may apply its own child safeguarding policy³.
5. Donors Sponsors, journalists, politicians and other people who visit Dream Orchestra's programs or offices and who may come into contact with children.

³ Partner organizations must apply the policy or have drawn up their own policy of equivalent standard. The agreed procedures for reporting and investigating suspicions of contraventions of the policy, including issues concerning molestation and exploitation of children, must be clearly indicated in the cooperation agreement.

How Dream Orchestra defines⁴ abuse of children

Physical abuse: The act in which a person causes a child physical injury, illness or pain, or subjects the child to neglect or similar. This may involve the person hitting the child with or without an implement, pinching, kicking, pushing, throwing, shaking, pulling the child's hair, scratching or biting the child, stepping or stamping on the child, or forcing objects into the child's mouth. Physical abuse also includes poisoning, burning, scalding, scratching, and trying to drown or suffocate the child. Any form of corporal punishment is considered physical abuse of children.

Psychological abuse: Psychological abuse includes severe punishment, ridicule, criticism, mockery, discouragement, rejection, freezing out, unreasonable demands, forced isolation from social contacts and age- appropriate activities, and constant refusal to listen to what the child has to say. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone. Certain harmful experiences shall also be considered psychological abuse, for example if the child is forced to witness (see or hear) violence in his/her immediate environment or live in an environment where there is frequent violence or threats of violence. All forms of physical abuse of children, including sexual abuse, involve psychological abuse.

Sexual abuse: Covers all forms of sexual acts forced on a child by another person. Sexual abuse means that the other person is exploiting the child's position of dependence, and the act is based on the other person's needs, violates the child's integrity, takes place against the child's will, or is something that the child cannot understand, is not mature enough to undertake or cannot give informed consent to.

Sexual exploitation: Actual or attempted abuse of a child's vulnerable position for sexual purposes based on a position of power or trust. This includes, but is not limited to, promising the child monetary, social or political gain through sexual exploitation.

Sexual abuse online (through the internet): Covers all forms of sexual abuse, physical and non-physical, forced on a child by another person through the internet. Dream Orchestra shall pay attention to, prevent, and act and report on this form of abuse of children.

Neglect

⁴ Taken from the definitions of child abuse drawn up by the Swedish Committee on Child Abuse in 2001

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caretaker failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

We, at Dream Orchestra shall do everything to prevent, report and act on the above events and have the obligation to ensure that all our teachers, volunteers and all our representatives in Sweden as well as staff in partner organizations, no matter where they are based, apply best possible practice in their behavior towards children in both their professional and private lives.

Code of Conduct

Our commitment and responsibilities

All teachers, members, volunteers and all orchestra representatives of Dream Orchestra and our partner organizations are committed:

1. To do everything to protect children and young people from injury, discrimination, violation, all forms of physical and psychological violence, sexual abuse or exploitation.
2. To plan and organize their work and workplace in such a way as to minimize the risk of children being exposed to abuse, exploitation, injury or other violation of their rights.
3. To treat children as individuals and with respect – irrespective of the child's, young person's or parent/guardian's skin color; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin.
4. To respect a child and young's integrity and never compromise his/her physical and/or psychological health.
5. To promote an environment characterized by openness concerning children and young's vulnerability to abuse and exploitation, where all questions or views can be explored and discussed.
6. To respect children and young people's views and concerns and give them space to express their views in situations that affect them in ways appropriate to their age and maturity.
7. Never to expose children and young people to situations that they cannot understand, are not sufficiently mature to deal with and to which they cannot give their consent.
8. To be alert to the potential abuse of children both within their families and also from other sources including abuse by other Dream Orchestra staff and volunteers.

9. Not to initiate relationships with children and young that may in some way be seen as exploitation or molestation.
10. Never to act with the intention of making children and young feel guilty, degraded, devalued or shamed, or otherwise expose a child and young to emotional abuse.
11. Always to treat children and young fairly and never to discriminate or favor particular children and young to the detriment of others
12. Never to act as a negotiator in or participate in the financial agreement process between a family – where a child and young has been exposed to discrimination, violation, injury, abuse or sexual exploitation – and a perpetrator
13. Never to overlook or participate in children and young people’s behavior that is illegal, dangerous or wrong.
14. Never to initiate a relationship or sexual contact with children or young people participating in Dream Orchestra’s programs.
15. Not to initiate, as an adult, sexual contact with anyone under 18, irrespective of the national age of consent; being mistaken about the child’s age is no excuse⁵.
16. To empower children and young people, family members, parents, godparents, teachers, board, volunteers, orchestra representatives and talk to them about their rights, what is acceptable and unacceptable, what they can expect from their interaction with the Dream Orchestra and what They can do if a problem arises.
17. To work proactively to protect children, recognize and act upon indicators of abuse or potential abuse involving children.

⁵ Particularly sound judgement is required in the case of relationships between consenting parties aged 18 outside Dream Orchestra’s operations.

Obligations for staff, teachers, volunteers and all orchestra representatives of Dream Orchestra.

1. To act in accordance with this policy in both their professional and private lives.
2. To sign a Statement of acceptance⁶ on employment or engagement to confirm that they have familiarized themselves with and understood the importance of the policy and will act in accordance with it.
3. To immediately and in accordance with Dream Orchestra's reporting procedures⁷.
4. To undergo introductory training and the mandatory Child and Young Safeguarding training relevant and appropriate to the position/assignment⁸.
5. To report suspicions that a child and young has been exposed to some form of discrimination, injury, violation, physical or psychological violence, sexual abuse or exploitation.
6. To know where they should turn with any suspicions of abuse, and make sure that the suspicions are investigated.
7. To respond to children and young who may have been exposed to injury, violation, psychological or physical violence, sexual abuse or exploitation in accordance with Dream Orchestra's reporting procedures and what is in the best interests of the child and young and the child and young's safety.
8. To cooperate fully and confidentially in the investigations of suspicions and accusations.

⁶ Annex 2: Police Records

⁷ Annex 1: Procedures and reporting procedures

⁸ Mandatory training: Employees of Dream Orchestra shall complete Child Safeguarding training with Safe in the Orchestra.-

Procedures

Procedures in class- or rehearsal room

During coordination and daily activities of the different Dream Orchestra programs, staff, teachers and volunteers constantly oversee the situation in the working space to:

1. Plan and communicate the timetable of activities with the children and young people at the beginning of every new trimester.
2. Agree with the children, young people, parents, representatives and volunteers on the dynamics of intensive music training and their free commitment to participate.
3. Respect training hours and specific needs of children and young people to go to the bathroom or drink water.
4. Treat the children and young people fairly and never to discriminate or favor particular children and young to the detriment of others.
5. Act respectfully in relationships with children and young people by avoiding talking to or touching them in ways that may be perceived as inappropriate or offensive, or making suggestions that may be perceived in the same way.
6. Make sure that there is always at least one other adult colleague/representative able to see or hear what is happening when one is in direct contact with children and young. We must not work alone in classrooms with children and young unless the task requires this and it has been agreed in advance. Concerning this, it is recommendable to count on open spaces with windows.
7. Define, minimize and avoid situations that may expose children to risks.
8. Identify and avoid any situations where the behavior of staff may be misinterpreted.

Procedures during visits and tours

During specific activities like visits to other cities or artistic tours, nationally and internationally, of the different Dream Orchestra students or programs, staff, teachers and volunteers constantly oversee the situation in order to:

Time Schedule

1. Plan and communicate the timetable of activities with the children and young people before initiating the visit or tour, including meal hours, rest hours, rehearsal hours, recreative hours and travel hours.
2. Agree with the children, young people, parents, representatives and volunteers on the dynamics and timetable of the visit or tour and their free commitment to participate.
3. Respect the timetable, training hours and specific needs of children and young people to go to the bathroom or drink water.

Transportation

1. Establish transportation contracts with renowned and legally responsible companies.
2. Establish the timetable and traveling hours with the company and person in charge of the transportation service.
3. Respect the timetable and traveling hours of no more than two hours in a row and take into account the specific needs of children and young people to go to the bathroom or drink water.
4. Respect the timetable and meal hours, guaranteeing 3 healthy meals daily during the voyage.
5. Never travel alone with children and young people individually, unless this is necessary for the safety of the child and young and has been agreed in advance with a superior or independent third party. This arrangement must be put in writing, explained and notified to the responsible regional contact person, who will forward it to the central contact person.

Staying at hotels or hostels

1. Plan and communicate the arrangements of hotel rooms and beds, respecting gender and age differences, avoiding situations that may expose children and young people to any sort of risks.
2. Agree with the children, young people, parents, representatives and volunteers on the dynamics and hotel arrangements during the visit or tour and respect their free decision to participate or not.
3. Respect the timetable in what respects meals, recreative and rest hours and specific needs of children and young people to go to the bathroom or drink water.

4. Never sleep in the same bed or room as the children and young we meet in our work, unless this is necessary for the safety of the child and young and has been agreed in advance with a superior or independent third party. This arrangement must be put in writing, explained and notified to the responsible regional contact person, who will forward it to the central contact person.
5. Help children and young people only with intimate and private matters if they cannot do these things for themselves, for example going to the toilet and getting dressed. This has to be discussed and agreed upon with staff and parents or representatives before travelling.

Media

1. Ensure that images and/or information about children and parents involved in Dream Orchestra's activities are not posted on social media, e.g. Facebook, without the agreement of the child and the parents/caregivers⁹
2. Ensure, e.g. when photographing and videoing children, that the child and parents/caregivers have agreed and that the images are taken with respect, that the children are suitably clothed and that sexually charged poses are avoided.
3. Ensure that images or documentation of a child have been approved by the child and the parents/caregivers and do not put the child at risk of any form of exploitation.
4. Ensure that a child and young who is to take part in an activity without being a beneficiary, e.g. in a campaign, prize ceremony, panel or some other event, or in social networking online, is protected by this policy.

About the participant's conduct.

Every Dream Orchestra participant learns to assume the values the organization promotes through the collective music practice. Permanent dialogue, common respect and tolerance are fundamental in this teaching process.

1. The timetable of activities for every Dream Orchestra group will be agreed separately between staff, teachers, volunteers and students of each group.
2. The participants of the different groups or programs should respect the established timetable.
3. If for any reason the participant has to leave the activity before the end, he/she should announce this to his teacher before starting the class.
4. If the teacher or conductor needs more time to meet the established goal for the class or rehearsal, he can agree with the children or young people a few days before, to extend the activity up to an extra half hour.
5. Every participant should have its belongings well identified.

⁹ Annex 7: Format of permissions for photographs and videos

6. If an instrument is borrowed to a child or young person, this will be registered with a loan agreement between the Dream Orchestra organization and the legal representative of the child or young person.
7. The borrowed instrument should be kept in perfect conditions in order to avoid damage.

Conduct

1. All the participants of the different programs are proactive in taking advantage of the activities, the quality with which they are attended, the learning tools and values they are offered by the organization.
2. All the participants of the different programs should help to conserve the working area, walls, doors, chairs, music stands, instruments, office and bathrooms in perfect conditions.
3. All the participants of the different programs should show respect and consideration to each other, to the teachers and volunteers as well as to the members of the staff.
4. All the participants of the different programs should show respect and consideration to the community with whom we share the Betlehems kyrkan facilities.
5. Students who need a space to study in Betlehems kyrkan should ask somebody of the staff or board for permission and assignation of that space in order to be able to do so.

Reporting

The following section clarifies what is meant by incident reporting, near miss reporting (A Near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so), notification of concern or reporting to the police.

All reporting must take place immediately, within 24 hours.

Incident reporting

If there has been a breach of the present policy in our own programs, reports are made in and to our own organization, in accordance with our reporting procedures¹⁰.

1. You see or suspect that a child and young has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation.
2. You receive a report.
3. A child tells you about violation or abuse.

¹⁰ Annex 3: Procedures and reporting procedures

To whom?

- Regional contact person, immediate manager or at info@dreamorchestra.se If you don't know to whom you should turn write mail info@dreamorchestra.se for help. Use the form: *Child Safeguarding – Incident reporting*.

Near miss reporting

Near miss reporting is an important part of ensuring that Dream Orchestra's operations are safe and secure for children and young, but also an important element in continuously strengthening and improving our own operations and our procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- Near miss reporting is a way to continuously improve our operations and reduce the risk of incidents.
- You must submit a near miss report if you discover failings in our operations that could have breached the policy of Safe in the Orchestra but where no child was harmed.

To whom?

- Responsible for Safe in the Orchestra: dubraskafalcon@dreamorchestra.se
- Use the form: *Child Safeguarding – Near miss reporting*.

Notification of concern

All staff and all representatives of Dream Orchestra and our partner organizations must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child or young person is in danger of getting harmed, even if this is not within our own operations. In this case, we do not follow the incident reporting procedure described above but notify our concern to social services in the municipality where the child and young lives.

Reporting to the police

If the law has been broken in connection with harm to a child, even if this is not within Dream Orchestra's own operations, this must be reported to the nearest police station.

What happens next?

Dream Orchestra will assess and deal with all notifications based on the procedures in place. All cases of reporting will be handled professionally, in confidence and in the most appropriate way possible. In this context, "in confidence" means that notifications are dealt with, by responsible managers or other appropriate persons within the organization (such as the designated contact persons) before a decision is taken on possibly referring the matter to social services or the police.

Where there is suspicion of a matter criminal nature, it will be reported to the police, provided this does not put the child at risk.

All reports made in confidence will be dealt with in the best interests of the child, whatever the outcome of the investigation.

Consequences of breaching the policy

Measures under employment law may be taken with respect to staff who are in breach of the policy or the Ethical Guidelines. Members may have their membership revoked.

All staff and all representatives of Dream Orchestra and partner organizations must be aware that any claims by means of them having abused or exploited children, will be investigated:

1. In accordance with the legislation concerning the investigation and prosecution of crimes in the country in which they work
2. By means of Dream Orchestra's internal investigation process in accordance with established reporting procedures (Annex 3) in the case of suspected breaches of the present policy.

Responsibility for implementation, compliance, measurement & continuous improvement

The following posts have responsibility for implementing and following up the policy within their areas of work:

1. CEO Dream Orchestra
2. Board Dream Orchestra
3. Contact persons

Policy follow-up

The CEO of the Board is responsible for following up the policy