



# **SAFE IN THE ORCHESTRA**

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<sup>1</sup> Taken from the definitions of child abuse drawn up by the Swedish Committee on Child Abuse in 2001

## **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 18<sup>2</sup>
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 immigrants<sup>3</sup>.
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.

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<sup>2</sup> Being mistaken about the child's age is not a valid defence in the event of a breach of this policy.

<sup>3</sup> 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 policy<sup>4</sup>.
5. Donors Sponsors, journalists, politicians and other people who visit Dream Orchestra's programs or offices and who may come into contact with children.

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<sup>4</sup> 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 defines<sup>5</sup> 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.

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<sup>5</sup> Taken from the definitions of child abuse drawn up by the Swedish Committee on Child Abuse in 2001

## **Neglect**

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 excuse<sup>6</sup>.
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.

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<sup>6</sup> 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 acceptance<sup>7</sup> 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 procedures<sup>8</sup>.
4. To undergo introductory training and the mandatory Child and Young Safeguarding training relevant and appropriate to the position/assignment<sup>9</sup>.
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.

## **Procedures**

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<sup>7</sup> Annex 2: Police Records

<sup>8</sup> Annex 1: Procedures and reporting procedures

<sup>9</sup> Mandatory training: Employees of Dream Orchestra shall complete Child Safeguarding training with Safe in the Orchestra.-

### **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/caregivers<sup>10</sup>
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.
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.

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<sup>10</sup> Annex 7: Format of permissions for photographs and videos

## 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 Betlehemskyrkan facilities.
5. Students who need a space to study in Betlehemskyrkan 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 procedures<sup>11</sup>.

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.

### To whom?

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

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<sup>11</sup> Annex 3: Procedures and reporting procedures

### 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: [dubraska.falcon@gmail.com](mailto:dubraska.falcon@gmail.com)
- 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.

## **ANNEX 1**

### **PROCEDURES AND REPORTING PROCEDURES**

#### **FOR CHILD SAFEGUARDING REPORTING**

##### **Purpose**

This procedure is linked to the policy Safe in the Orchestra. This procedure is applicable to all members of Dream Orchestra in Sweden.

All reports will be handled based on the procedures described in this document. All reports made in confidence will be dealt with in the best interests of the child and young, whatever the outcome of the investigation.

All cases of reporting will be dealt with professionally and in confidence, based on what is most appropriate. "In confidence" means that all reporting is dealt with by responsible managers or other appropriate persons within the organization, for example designated contact persons, before a decision is taken on possibly referring the matter to social services or the police.

What to do if children talk to Dream Orchestra staff and volunteers about abuse or neglect or talk spontaneously individually or in groups when they are present. In these situations, staff and volunteers must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that they cannot promise not to speak to others about the information the child has shared.
- Reassure the child: that you are glad he or she has told you; that he or she has not done anything wrong; what you are going to do next.
- Explain that you will need to help keep the child safe.

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

Dream Orchestra's reporting lines show how incidents, near miss and suspicions are to be reported.

These reporting lines cover Dream Orchestra's representatives<sup>12</sup> and partner organizations. An employee who deliberately makes a false or malicious accusation of abuse will face disciplinary measures.

## **Reporting procedures**

### **1) What must be reported?**

There are two types of reporting procedure within Child Safeguarding, namely incident reporting and near miss reporting.

#### **A. Incident reporting**

If there has been a breach of the Safe in the Orchestra policy in our own operations, reports are made in and to our own organization.

- 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
- You receive a report
- A child tells you about violation or abuse

#### **B. 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 and young must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached Safe in the Orchestra's policy but where no child has been harmed yet.
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents

#### ***Your responsibility***

Dream Orchestra's employees or representatives of the organization who suspect, observe or are informed of a deviation from the policy shall:

1. Inform Dream Orchestra's designated contact person immediately
2. Not pass on details to others unless they have been delegated responsibility for forwarding or responding to notifications.

Situations that arise and come to attention outside Dream Orchestra's own programs fall outside the scope of the reporting procedure (incident and near miss reporting). Safe in the Orchestra still requires us to act in these situations, but there are different channels that must be used.

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<sup>12</sup> All members, volunteers and employees, including board members, at local association

The following section clarifies notification of concern and reporting to the police.

### **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 is coming to harm, even if this is not within our own programs. 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 lives.

### **Reporting to the police**

If the law has been broken in connection with harm to a child and young, even if this is not within Dream Orchestra's own music programmes, this must be reported to the nearest police station, provided this does not put the child and young at risk.

### **2. When must reporting take place?**

- All deviations from the policy must be reported immediately.
- The notification must normally be made on the same working day or within 24 hours.

### **3. To whom must the report be made?**

- Contact person, [dubraska.falcon@gmail.com](mailto:dubraska.falcon@gmail.com) or [frankaverhagen@gmail.com](mailto:frankaverhagen@gmail.com).
- If your suspicions concern the person to whom you should report, you must turn to the next responsible person.

### ***Your responsibility***

The director/responsible contact person shall:

- a) Be available immediately to discuss the suspicions or report
- b) Provide a confidential and appropriate environment in which to discuss the matter.

### **4. How do I make a report?**

- A verbal and documented report must be made within 24 hours.
- The discussion with your director/contact person shall focus on:
  - Description of the matter
  - The risks to the child/children
  - Action/next steps.
- Use the relevant form: *Child Safeguarding – Incident reporting or Child Safeguarding – Near miss reporting*. Ensure that detailed notes are made of all events and note what the child said in his/her own words (if this is possible).
- The director/responsible contact person shall inform the contact person at the head office or his/her manager of the notification immediately. In the absence of these persons, the CEO of the board shall be contacted directly. If for any

reason these information paths cannot be used, the matter shall be submitted directly to [info@dreamorchestra.se](mailto:info@dreamorchestra.se)

- If the matter requires immediate action, both head office and the responsible director/contact person shall be contacted as soon as possible during the investigation.

### ***Your responsibility***

The director/responsible contact person shall:

- Make sure that discussion of the matter addresses all three areas under point 4
- Make sure that a written report is provided by the employee or representative who notified the matter
- Be responsible for head office being contacted in cases where the matter requires immediate action
- Immediately seek medical assistance for the child/children if the situation requires.

The contact person at head office shall:

- Be reachable immediately for the director concerned to discuss the case
- Document discussions
- Follow up the details of the response to a report where immediate action was necessary
- Make sure that the report is saved in a central confidential archive at the head office for documentation purposes<sup>13</sup>.

## **5. Action/Next steps**

As soon as a report has been made, it is crucial that the director reports in order to discuss subsequent actions and assess how the child/children can best be supported and protected.

### ***Your responsibility***

The director/responsible contact person shall:

- Contact the contact person at head office to discuss suitable measures.

The manager concerned shall:

- Assess whether it is a police matter, requires further investigation internally or should be reported to another organization
- Take a decision on further investigation.

Contact persons from head office and the office concerned shall:

- Draw up action plans to address the needs identified, based on the best interests of the child/children.

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<sup>13</sup> The Swedish Personal Data Act means that personal data will not be collected systematically.

## Following up the procedure

The CEO is responsible for following up the procedure.

## A. REPORTING FORM FOR INCIDENT REPORTING

If there has been a breach of the Safe in the Orchestra's policy in our own programs, reports are made in and to our own organization.

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

|  |                         |
|--|-------------------------|
| <b>1. About the child/children</b><br><i>(A separate sheet is required for each child, since details of violations or abuse are never the same for individual children in a group.)</i>  |                         |
| <b>Name:</b>   | <b>Gender identity:</b> |
| <b>Age:</b>  |                         |
| <b>Address:</b>  |                         |
| <b>With whom does the child live?</b>  |                         |
| <b>2. About your concern</b>   |                         |
| <b>Why are you concerned: Suspicion/observation/accusation/disclosure</b><br><i>(This section concerns information on how you became aware of the alleged abuse and when the abuse took place, including date, time and place. Where the allegation is being made by a third person, provide details of the person if possible.)</i>       |                         |
| <b>Type of concern/accusation:</b><br><i>(This section should contain information on the type of abuse that is alleged to have taken place: offensive, discriminatory, physical, sexual, psychological, exploitative; it may cover more than one category. Write down exactly what was said, or what the child said and what you said)</i> |                         |

|   |
|---|
|   |
| <b>Information concerning the alleged perpetrator, if known: (name, role, type of work, location, etc.)</b>   |
| <b>Your observations: (e.g. the child's emotional state, any physical injuries)</b>   |
| <b>Does the child need to see a doctor?</b>   |
| <b>Other relevant information: (e.g. disability, language, circumstances)</b>   |
| <b>Are any other organizations affected? (State other organizations working with this child)</b>  |
| <b>Were other children involved or possibly aware of the incident? (name, number, age, gender)</b>  |
| <b>What corrective actions have been taken in relation to other children who were/may have been involved? (Have you written an additional report for these children?)</b> |
| <b>Have you reported to the parent(s) or caregiver(s)?</b><br>(name and contact details of person(s), and date and time when you contacted them or tried to contact them) |
| <b>Have you reported to other staff within Dream Orchestra or another organization?</b>   |

|  |
|--|
| <p>(Enter the name of the organization and the person to whom the report was made, date and time.)</p>   |
| <p><b>Advice from the other organization:</b></p>  |
| <p><b>Corrective actions taken by Dream Orchestra and time frame for response:</b> (What actions have you taken locally, referrals, reports, to whom and when.)</p>  |
| <p><b>Your name and your role in Dream Orchestra:</b></p> <p><b>Your relationship to the child/children or young in question:</b></p> <p><b>Signature and position of person making the report:</b></p> <p><b>Date and place:</b></p> <p><b>Name of contact person or director to whom the report has been sent, and date:</b></p> |

## B. REPORTING FORM FOR NEAR MISS REPORTING

Near miss reporting is an important part of ensuring that Dream Orchestra's operations are safe and secure for children or 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 or young must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached Safe in the Orchestra's policy but where no child has come to harm as yet.
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents.

|  |
|--|
| <b>1. About the risk or shortcoming in our operations</b><br>(A separate sheet must be completed for each risk to ensure follow-up and corrective action.)                                 |
| <b>Describe the risk:</b> (What is the shortcoming, in what way our programs failing, how was the shortcoming discovered?)   |
| <b>Where/Affiliation:</b> (Describe relevant affiliation: Activity / Local association / Project / Program / Region / Section / Department.)   |
| <b>When did the near miss occur?</b>   |
| <b>Who is responsible for the programs?</b>  |
| <b>Are any other organizations affected?</b> (State other organizations working on this operation.)  |
| <b>Any proposed corrective action:</b>   |
| <b>Other relevant information:</b>   |
| <b>Have you reported to other staff within Dream Orchestra or another organization?</b><br>(Enter the name of the organization and the person to whom the report was made, date and time.) |

|  |
|--|
|  |
| <b>Advice from the other organization:</b>   |
| <b>Corrective actions taken by Dream Orchestra and time frame for response:</b> (What actions have you taken locally, referrals, reports, to whom and when.)   |
| <b>Your name and your role within Dream Orchestra:</b><br><br><b>Signature and position of person making the report:</b><br><br><br><b>Date and place:</b><br><br><b>Name of contact person or manager to whom the report has been sent, and date:</b> |
| <p style="text-align: center;"><b>FOLLOW-UP</b></p> <p style="text-align: center;">To be completed by responsible contact person in consultation with the person responsible for the operation in question</p>   |
| <b>Describe the corrective action decided on:</b><br><br><br><b>Time plan for corrective action</b> (date by when the failing shall be remedied)   |
| <b>Shortcoming/risk remedied: (date)</b>   |

## ANNEX 2 – STATEMENT OF ACCEPTANCE

### FOR CHILD SAFEGUARDING REPORTING

Signed declaration for all staff and all representatives<sup>14</sup> of Dream Orchestra and our partner organizations

I hereby certify that I have read and understood Dream Orchestra's Safe in the Orchestra. I undertake to abide by all aspects of Dream Orchestra's Safe in the Orchestra, including the personal and professional obligations it entails.

I understand that a serious breach of Dream Orchestra's Safe in the Orchestra may be grounds for Dream Orchestra to terminate my employment and/or any connection with Dream Orchestra.

I also understand that certain behaviors that breach Dream Orchestra's Safe in the Orchestra may have consequences under criminal law.

As part of the appointment process, I undertake to provide an extract from the police records registry, if such a request is permitted by law, before taking up employment/an engagement/position of trust.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>14</sup> All active members, volunteers and employees, including board members, at local association.

## ANNEX 3 – ACCOUNTABILITY IN THE ORGANISATION

### FOR CHILD SAFEGUARDING REPORTING

| Area of responsibility  | Person responsible |
|---|--------------------|
| Ensuring that the vulnerable child is protected from any further irregularities and has received medical attention if required.   | Dubraska Falcon    |
| Deciding whether the matter shall be subject to further investigation internally or be referred to an external organization, or whether the case is of a criminal nature and shall be reported to the police.   | Dubraska Falcon    |
| Ensuring that Child Safeguarding becomes a clear part of the recruitment process for new staff and volunteers from the advertising stage, through interview and taking up references, and until a contract of employment is signed. Safe in the Orchestra with Ethical Guidelines represent part of the contract of employment and must be signed separately.   | Franka Verhagen    |
| Ensuring that all staff and volunteers within Dream Orchestra will reflect Dream Orchestra's commitment to creating safe and secure operations for children by having appropriate control procedures in place for new appointments to flag up warning signs in persons who are unsuitable to work with children: <ul style="list-style-type: none"> <li>• An extract from the police's criminal records registry (Sweden) or another relevant authority (foreign postings) is requested in connection with a new appointment. Extracts shall be updated every two years.</li> <li>• Highlight Safe in the Orchestra in introductory training and in follow-up seminars.</li> <li>• Complete relevant online training</li> </ul> | Franka Verhagen    |

|  |                   |
|--|-------------------|
| in Child Safeguarding.   |                   |
| Ensuring that all partner organisations or organisations that have a formal/contractual relationship with Dream Orchestra, and whose staff have contact with children, have included the following requirement in the contract: <ul style="list-style-type: none"> <li>That staff shall act in accordance with the present policy or in accordance with the partner organisation's own policy/ethical guidelines that is/are of an equivalent standard.</li> </ul> | Dubraska Falcon   |
| Ensuring that a risk assessment has been carried out for activities/programmes involving direct or indirect contact with children.   | Dubraska Falcon   |
| Designating contact persons  | Dubraska Falcon   |
| Ensuring that contraventions of the policy are investigated in accordance with established reporting paths.  | Dubraska Falcon   |
| Monitoring application of the policy.  | Dubraska Falcon   |
| Ensuring that everyone who visits Dream Orchestra operations is informed of and follows the policy.  | Franka Verhagen   |
| Ensuring that local procedures are established.  | Dubraska Falcon   |
| Ensuring that the policy is translated into the most widely used languages as required.  | Dubraska Falcon n |
| Ensuring that all teachers and board members are provided with the policy and kept up to date with any changes.  | Franka Verhagen   |
| Reviewing and updating the policy as required.   | Dubraska Falcon   |
| Reporting to the Board of Trustees and managers on a regular basis.  | Franka Verhagen   |
| Maintaining a confidential central archive of all reported notifications.  | Franka Verhagen   |

## **ANNEX 4- DREAM ORCHESTRA 'S ETHICAL GUIDELINES**

### **Introduction**

Working for Dream Orchestra carries a special responsibility to safeguard vulnerable children and young people who have come to Sweden from the horror of war and violence. We rely on the Convention on Children<sup>15</sup> and the Declaration on Human Rights based on conviction:

- That all people have equal value.
- That children have special rights.
- That we all have a responsibility

Dream Orchestra has gathered in this document, based on Rädna Barnen, Sweden, the guidelines that will guide us in our mission. The guidelines are common to all, regardless of position, duties or country, and it applies to all those who work on behalf of Dream Orchestra: employees, board, volunteers. The same applies to family members.

### **The rights are the starting point**

Dream Orchestra is a non-profit association whose mission is to strengthen vulnerable children and young people through orchestral education. Everyone who works in the Dream Orchestra looks for a better future for children and young people through music. In all our programs we respect human rights in general and the rights of the child in particular. Dream Orchestra is on the side of children. Our work is carried out in Sweden, we work with children and young vulnerable immigrants and refugees who profess different religions, who have different cultures and different economic levels in society. It is important to have a constructive dialogue.

Based on the rights, we commit ourselves to act in an exemplary manner and in the best way to carry out credible work on respect for the rights of the child. We are committed to all resources, personal and economic, always used correctly and efficiently and for the purposes for which they are intended.

Dream Orchestra staff and volunteers should be committed to:

- Treat children and young people with respect and dignity.
- Always listen to what a child or young person is saying.
- Value each child and young person.
- Recognize the unique contribution each individual can make.
- Encourage and praising each child or young person.
- Lead by the example.

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<sup>15</sup> The UN Convention on the Rights of the Child has been ratified by all countries except Somalia and the United States.

### **Dream Orchestra's responsibility**

Dream Orchestra's management is responsible for ensuring that dialogue, conversations, seminars and education are carried out continuously to ensure the guidelines. The management shall also be responsible for a work environment such as encourages critical issues and constructive proposals that can develop the guidelines.

### **Dream Orchestra's Guidelines consists of eight guiding principles**

#### **1. Non-discrimination**

Within the Dream Orchestra, we do not tolerate discrimination of any kind. We safeguard everyone's right, regardless gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

#### **2. To safeguard privacy**

Within Dream Orchestra, everyone should have the right to physical and mental integrity. We do not accept bullying and harassment of any kind.

#### **3. To safeguard good administration**

Dream Orchestra's resources comes from donors. This entails a great responsibility for ensuring that the funds and working time are well managed and that they are used on the most effective way possible for the purposes for which they are intended.

#### **4. To counter corruption**

Within Dream Orchestra, we are keen to combat corruption, bribery, use of position and bias. Clear rules, administrative routines and transparent decision-making processes should form the basis of our actions.

#### **5. To protect and convey the rights**

In all occupations within Dream Orchestra, the rights of the child and young must be fully respected and in everyone context. Dream Orchestra should be a workplace free from all kinds of exploitation and exploitation of children. The same shall apply to the activities we conduct. As a complement to these ethical guidelines include the Child Safeguarding Policy.

#### **6. Not abusing power**

Basic for Dream Orchestra is that improper services or benefits may not occur. Not rather that power position is used to give people or organizations benefits they are not entitled to or that people in dependence are used.

## **7. Having an open and good working climate**

Within Dream Orchestra, we strive for a good working climate. Open and clear dialogue benefits the quality of our work and promote the common good. Together we create one workplace based on team spirit, trust and mutual respect for each other. We support, motivate and encourages each other for each effort to lead to good and best possible results.

## **8. Safeguarding safety and reducing risks**

Within Dream Orchestra, we realize that personal safety is a prerequisite for being able to work effective and sustainable for the rights of the child. We all have a responsibility towards each other to safeguard each one's personal safety and well-being. By consistently following Dream Orchestra safety regulations, we contribute to an increased safety awareness and thereby reduced risks.

## ANNEX 5- IDEAL GUIDELINES WORKING IN THE RIGHT CHILDREN

At the United Nations World Summit on Sustainable Development held in September 2015, world leaders approved the 2030 Agenda for Sustainable Development, that explicitly recognizes volunteer groups as important actors to achieve the objectives.

### What is the voluntary work?

It is, first of all, a social practice born of your commitment to the environment in which you develop, as well as an active and critical role with the reality that surrounds you<sup>16</sup>

Volunteer work depends above all on the values that animate it and others that are transmitted during its execution:

- **Humanitarian sense:** it is a human faculty that makes us reach out to the most needy. The humanitarian sense is to be in the right place when another person needs it.
- **Solidarity:** can be understood as a way of sharing and being with those around us, especially with those people we can make better with our contribution.
- **Altruism and empathy:** voluntary work expects nothing in return, because it is based on the moral obligation to do the right thing in each case. In addition, it is born from the ability to put ourselves in the place of others, to feel what they feel and to understand their attitudes and behavior.
- **Generosity:** speaks of sharing with those most in need or vulnerable what we can offer. To be generous is to give and contribute to the best of our ability.
- **Sensitivity:** it is the source of all voluntary work; there it originates and takes shape. Some define it as a feeling; others, as an effective way to keep abreast of what is happening around us. Being sensitive is feeling what others feel and acting accordingly.
- **Constancy:** there is no voluntary work without continuity over time. For this, the values of constancy and perseverance are fundamental.

Volunteering is, by nature, an important vehicle for sustainable development. It allows people and communities to participate in their own growth. Thanks to volunteering, citizens build their own resilience, expand their basic knowledge and acquire a sense of responsibility for their own communities. Volunteering consolidates social cohesion and trust by promoting individual and collective actions, which leads to sustainable effects for people through people<sup>17</sup>.

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<sup>16</sup> According to the UN Refugee Agency UNHCR

<sup>17</sup> According to UN Volunteers

Volunteering reinforces civic commitment, protects social inclusion, strengthens solidarity and solidifies the sense of ownership of development results. In addition, volunteering has an important domino effect. Inspire other people and promote the transformations required.

## **Commitment to work as a volunteer in Dream Orchestra**

### **1. I shall clearly take a position on the best interests of the child**

We should be brave when we fight for the rights of the child and for the child's action. Children rights must be fully respected and in all contexts. Clear standpoints oblige and may mean that we subject ourselves to criticism and resistance.

### **2. I will respect children's and adults' right to privacy, as well as meet those with respect, kindness and humility**

It is important that in our work we contribute to an open, trusting climate that is characterized by respect for individual. Within Dream Orchestra, we do not tolerate discrimination of any kind. We care for everyone's right, regardless of gender, transgender identity or expression, ethnicity, religion or other belief, function variations, sexual orientation, age or other reason. We should always beware the child's integrity and we should be careful when engaging adults in activities where the adult has direct contact with children - whether voluntary or paid work. We guarantee that all activities is conducted in accordance with Dream Orchestra Policy on Child Abuse and Use - Child Safeguarding.

### **3. I will follow Dream Orchestra's Statutes**

Is important to know and have access to these basic documents.

### **4. I will follow Dream Orchestra's agreements and intentions in cooperation with other organizations**

In all cooperation, a capability and willingness to compromise is required, but it is also important to have a clear view of it see what can be compromised on and not. The starting point is that we should protect Dream Orchestra values as expressed in Statutes. Every collaboration is unique and it is required familiarity with one's own business and an awareness of what Dream Orchestra wants to achieve with one cooperation with other organizations.

### **5. I will manage Dream Orchestra's money in the best way and never take receive money or gifts for your own use**

It goes without saying that we should be careful about Dream Orchestra's money and that cannot be said enough. Dream Orchestra's guidelines for managing the funds collected must be applied. Money must be managed in a safe and secure way responsible way. The basic for Dream Orchestra is that we do not accept any form of corruption.

**6. I will be responsible when I use collected funds and follow rules and procedures**

We will use our funds for work for the child's best interests and for improving the conditions for children in accordance with our statutes. Administration costs should be minimized.

**7. I will contribute to creating a good working climate, open decision making and promises not to use my position for own gain**

Ideal work is based on a personal commitment. An open welcoming climate and democratic working methods help to strengthen the organization and to make more people want to get involved in the activity. The basic for Dream Orchestra is that we do not use our position for our own gain.

**8. I will protect Dream Orchestra's good name and reputation**

Dream Orchestra is a non-profit association that starts adding members. Our main asset is our students who want to transform their lives through music. We will make sure that our association is safe and protected. Safe for children covered by it. We will be loyal to the Safe in the Orchestra's policy and in case of suspected crime as it happens in the business, we must report it to the police.

## IDEAL GUIDELINES WORKING IN THE RIGHTS FOR CHILDREN

Guidelines for voluntary work in Dream Orchestra contain guiding principles for Dream Orchestra members and other activities that have a mission in the organization. Working for Dream Orchestra entails a special responsibility to safeguard human rights in general and about the rights of the child in particular.

Dream Orchestra work on the basis of the values expressed in the Convention on the Rights of the Child and the UN General human rights declaration. It is based on the conviction

- That all people have equal value.
- That children have special rights.
- That we all have a responsibility

Guidelines for non-profit work in Dream Orchestra have been created to provide security for both children we work with and for, individual members, active people in our business and for the organization. The guidelines is common to everyone who works voluntarily in Dream Orchestra and provides a guide on how well the organization as members and other active should relate to different situations.

The guidelines will help to strengthen confidence in Dream Orchestra as a credible actor for the child rights.

I have taken note of Guidelines for non-profit work in Dream Orchestra and related guidance this day puts me behind them.

Place:

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Date:

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Signature:

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Printed name:

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## **ANNEX 6- PRIVACY POLICY IN ACCORDANCE WITH THE GDPR**

### **Privacy Policy in accordance with the Data Protection Regulation (General Data Protection Regulation) for members of the Dream Orchestra**

This privacy policy explains how the Dream Orchestra association collects and uses your personal information. It also describes your rights to the association and how you can enforce your rights.

This information is provided to you as a member of the Dream Orchestra.

Legal basis for the handling of your personal data is Article 6.1b of the Data Protection Regulation ("fulfill an agreement") with your agreement with the association. The agreement can be, for example, your membership in the Dream Orchestra.

#### **Personal information about you stored is:**

**Person and contact information** - name, date of birth, social security number if available, e-mail address, mobile phone number, residential address. This is necessary to confirm your identity and verify your personal and contact details in order to register as a member of the orchestra and to ensure that the information we convey comes to the right person. In order to do so, we need to process your personal data as below. We do this with the utmost consideration for your privacy.

The information you provide us is generally necessary to enter into a contractual relationship with us, while the other information we collect is generally necessary for other purposes, such as communication with you.

#### **Who can we share your information with?**

Dream Orchestra does not share personal information with other parties such as companies or other organizations.

**Exceptions can be: the Bethlehem Church / Equmenia Church, El Sistema Foundation, GSO, HSM and ABF Partille.** These exemptions relate, for example, to submissions to Side by Side camps, participation in joint concerts and collaborative projects such as the Solorkestern, where the members of the Board may need to fill in the DO members' names and contact details.

By accepting the membership of Dream Orchestra, you accept our privacy policy and our processing of your personal information. You also agree that Dream Orchestra will use electronic communication channels to send you information.

## **Photos and social media, Facebook and Instagram**

In connection with our activities, for example in concerts and rehearsals, camps and courses, it may occur that pictures are taken and filmed in such a way that members of the orchestra are visible. Notify the board of the association if you do not want to be included in the picture.

Dream Orchestra also has a Facebook group and an Instagram account where we publish information, pictures and stories about the orchestra members. When you comment on these channels yourself, your information that you have chosen to make visible on, for example, Facebook - becomes visible to others - and can be read and collected by others. You are solely responsible for the tasks you share with you in this way, by commenting or otherwise participating in Dream Orchestra's social media. If you want to delete your own post on our pages, you can do so via your own channels. Dream Orchestra does not take responsibility for your personal privacy in the event you choose to share information via our channels. If, on the other hand, you publish something offensive, we take responsibility for it and rectify it.

## **How long do we save your personal data?**

We only save your data as long as you are a member of the Dream Orchestra or as long as it is necessary for us to contact you. But you have the right to request that your information be deleted immediately after leaving if you no longer want information / communication from us.

You have the right to access your data - and can request a copy of what you want to know and verify the information we have about you.

You have the right to correct the information we have about you.

You have the right to be deleted when data collection about you is no longer relevant.

You can always contact us for questions about privacy and data protection by sending an email to [info@dreamorchestra.se](mailto:info@dreamorchestra.se)

## ANNEX 7 - APPLICATION FOR PERMISSION TO TAKE PHOTOS AND VIDEOS

### Consent to publication

Let us know if you allow us, or do not allow us, to photograph and film your child, and post photos / movies on Dream Orchestra's website and social media.

☐ YES, my child gets photographed / filmed and is on photo or film for publication in social media and on Dream Orchestra's website.

☐ NO My child must not be photographed / filmed and be included on photo or film for publication.

|                               |                               |
|-------------------------------|-------------------------------|
| Child's name                  | ID - Personal number          |
|                               |                               |
| Signature                     | Signature                     |
|                               |                               |
| Name of parents or custodians | Name of parents or custodians |
|                               |                               |
| Date                          | Date                          |
|                               |                               |


## ANNEX 8 – ACTION PLAN AND TIMETABLE

| Time Table       | Documents and contacts   | Workshops on prevention. <ul style="list-style-type: none"> <li>Responding appropriately</li> <li>Communicate lack of tolerance towards abuse</li> <li>No risk taking</li> </ul>          | Workshops on procedures. <ul style="list-style-type: none"> <li>Creation on safe environment</li> <li>Enable staff, teachers and volunteers to report any violation.</li> <li>Risk assessment</li> </ul>                                       | Monitoring and reviewing safeguarding measures<br>One person of staff is responsible for monitoring                                  | Human recourses <ul style="list-style-type: none"> <li>Selection of staff and teachers through screening process.</li> </ul>   |
|------------------|--|---|--|--|--|
| Sept – Dec. 2019 | Complete the written Safeguarding policy plan, Safe in the Orchestra, showing what steps will be taken to keep the children of the Dream Orchestra Organization (DO) safe.   | <b>Training Staff 1</b><br><br>Staff and teachers are provided with opportunities to learn about how to recognize and respond to concerns about child abuse by specialist of Rädda Barnen | <b>Training Staff 2</b><br><br>Staff and teachers learn about internal clear child protection procedures in place that provide step-by-step guidance on what action (reports) to take if there are concerns about a child's safety or welfare. | Continuous action plan.  | <ul style="list-style-type: none"> <li>Responsibilities and expectations in staff.</li> <li>Contracts – provision of dismissal in case of violating rules</li> <li>Training recruitment team.</li> </ul> |
|                  | Complete the code of conduct for DO  |   |  |  |  |
|                  | <p>Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate.</p> <p>Toolkit Safe in the Orchestra to is translated, adapted and distributed to the partners.</p> | <b>Training children 1</b><br>Children and young people who participate in DO are made aware of their right to be safe from abuse through prevention activities.                          | <b>Training children 2</b><br>Children and young people who participate in DO are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying.   | Overview of learnings und actions put in practice in the previous three months.  | <ul style="list-style-type: none"> <li>Contract model</li> <li>Specialized support by Psychologist</li> </ul>  |
| Jan – April 2020 | Evaluation of first trimester's safeguarding measures  | <b>Training staff 3</b> Trainings on Safe in the Orchestra to residential institutions  |  | Continuous action plan   | Continuous action plan   |
|                  | Aligning strategies needed to enforce measurements   | <b>Training children 3</b><br>Children and young people who participate in DO are made aware of their right to be safe from abuse through prevention activities                           | <b>Training children 4</b><br>Children and young people who participate in DO are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying.   | Children and parents/ caretakers are consulted as part of a review of, Safe in the Orchestra, the safeguarding policy and practices. |  |
|                  | Safe in the Orchestra has been spread as standards to other communities in Sweden. Work has been undertaken with all partners to   |   |  | Overview of learnings und actions put in practice in the previous three months.  |  |

|                   |  |   |  |  |                        |
|-------------------|--|---|--|--|------------------------|
|                   | agree good practice expectations based on these standards.   |   |  |  |                        |
| May – August 2020 | Work has been undertaken with all partners to agree good practice expectations based on these standards. | <b>Training children 5</b><br>Children and young people who participate in DO are made aware of their right to be safe from abuse through prevention activities | <b>Training children 6</b><br>Children and young people who participate in DO are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying. | Children and parents/ caretakers are consulted as part of a review of safeguarding policies and practices. | Continuous action plan |
|                   |  |   |  | Overview of learnings and actions put in practice in the previous three months.                            |                        |

Safe Guarding policy, Safe in the orchestra, is established as a control document for Dream Orchestra at board meeting, August 28, 2019.

Camilla Sarner  
Chairman of the board



Gothenburg August, 28, 2019

