

WARE CHORAL SOCIETY CHARITABLE INCORPORATED ORGANISATION - SAFEGUARDING POLICY

1. INTRODUCTION

This Safeguarding Policy applies to Ware Choral Society Charitable Incorporated Organisation (WCS) its employees (if any), all choir members (including trustees), volunteers and all others invited to perform or work with WCS.

WCS is committed to ensuring that all children, young people and vulnerable adults have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. WCS is committed to anti-discriminatory practice and explicitly recognises the additional needs of children, young people and vulnerable adults from minority ethnic groups and the disabled and the barriers they may face, especially around communication.

The law requires any organisation involving children or vulnerable adults to take all reasonable measures to ensure that the risks of harm to vulnerable adults' and children's welfare are minimised, and where there are concerns, to share them with statutory local agencies.

As a matter of good practice WCS has developed this policy to provide:

- protection for children and vulnerable adults with whom WCS has contact (including the children/relatives of adults who use our services);
- guidance to ensure that the risks of harm to children and vulnerable adults welfare are minimised;
- guidance for responding to a child young person or vulnerable adult making an allegation of abuse;
- guidance on procedures that should be adopted in the event that any adult suspects a child or vulnerable adult may be experiencing, or be at risk of experiencing harm.

WCS recognises that it is not the role of our organisation to decide whether a child or vulnerable adult has been abused or not. This is the role of the

Children's Services and the Adult Care Services of the County Council or the Police who have powers to investigate.

2. WHO ARE CHILDREN OR VULNERABLE ADULTS

In this context anyone up to the age of 18 is a child. A vulnerable adult is defined in the Care Act 2014 as someone over 18 years old who has care and support needs, is experiencing or at risk of abuse or neglect as a result of their care and support needs or is unable to protect himself or herself against the abuse or neglect or the risk of it. It may include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced mental or physical or mental capacity. It can also include those who are temporarily vulnerable as a result of bereavement or trauma.

3. HOW WCS OPERATES

WCS is a registered charity of amateur choral singers managed by a committee of volunteers elected at the annual general meeting or co-opted as necessary. It also has trustees who are responsible for discharging the legal duties of the charity. To carry out its charitable objects it presents a number of concerts a year sometimes performing with orchestral groups, professional soloists and other choirs. Rehearsals are run by our self-employed Musical Director or a substitute on occasion, with an accompanist. They attend weekly rehearsals with members in order to prepare for the concerts. Currently there are no employed staff but there are volunteers who are not choir members who assist with the running of concerts. From time to time WCS organises social events and it may in the future decide to organise workshops and other events for non-members.

WCS does not advertise itself as an activity suitable for children or vulnerable adults. Most choir members are independent adults. Choir rehearsals and performances are group activities, and there is no need for a member of the choir to be alone with another member of any age. However WCS recognises its responsibility to safeguard the welfare of children and vulnerable adults with whom it comes into contact, and believes that everyone has the right to enjoy the activities of the Choir in a happy, safe and secure environment.

The Trustees have therefore, agreed the following Safeguarding Policy.

4. THE POLICY

- A) WCS will publicise its Safeguarding Policy on its website and draw it to the attention of members at regular intervals.
- B) Should any child or close relative (under 18) of a member of WCS participate in the activities of WCS, the member must act as a responsible adult. Should any other child participate in any WCS activities they must be accompanied by a parent or other responsible adult who remains responsible for them.
- C) If in the future WCS arranges joint concerts with schools, WCS will make appropriate joint working arrangements to ensure that school groups will always be in the care of their teachers and helpers and/or parents who will bear responsibility for their welfare at all times. This does not detract from the choir's general responsibility to provide a safe environment for joint activities and the principles of this safeguarding policy still apply.
- D) Audiences and Social Events - WCS is aware that children and vulnerable adults may attend their concerts as members of the audience, or attend social functions hosted by WCS. It is the responsibility of the parent, guardian or carer to ensure adequate supervision. If a parent/guardian/carers is not personally attending an event this policy requires them to be satisfied that the child or vulnerable adult will be accompanied and adequately supervised by a responsible adult acting on their behalf at all times.
- E) Privacy - Parents carers and guardians should be aware that photography, audio and video recording are undertaken from time to time at concerts and rehearsals. The images and recordings are used both on- and off- line including on the web. They provide valuable tools to promote the work of the choir to a wider audience and form part of

the historical record of our work. Should anyone have concerns regarding this they should advise the Designated Person (see below).

- F) Abuse - WCS endeavours by the implementation of this safeguarding policy to protect and minimise the risks of abuse of children and vulnerable adults. The term child abuse is used to describe a range of ways that people harm children. Abuse of adults can happen anywhere. It can happen at home, in a residential or nursing home, in a hospital, at work or in the street. There are four main categories of abuse namely physical, sexual, emotional abuse and neglect. WCS notes the importance of being alert to signals of abuse and to the difficulty children or vulnerable adults may have in reporting it.

5. MEASURES FOR IMPLEMENTATION OF THIS POLICY

WCS have nominated **CAROL TAYLOR** as the **Designated Person** in respect of safeguarding. The Designated Person, who is DBS checked, will undertake appropriate training as required and will be identified to children and vulnerable adults as the principal person they should turn to if they have any concerns or queries. Contact details for the Designated Person are as follows

Name CAROL TAYLOR

Telephone numbers 01920 460192 and 07786 741310

Email address carol.taylor1947@btinternet.com

6. PROCEDURES FOR RAISING SAFEGUARDING CONCERNS

If any member, member of staff or volunteer witnesses or suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Designated Person. If the Designated Person is not available or is involved or connected to the abuse it should be reported to her Deputy who is :

Name PAULINE PRESTON

Telephone numbers: 01279 792861 and 07786901868

Email address paulinempreston@btinternet.com

If an individual wishes to report an incident of abuse against themselves they should report it to the Designated Person or her Deputy.

7. PROCEDURES FOR DEALING WITH SAFEGUARDING CONCERNS

A] If the child or vulnerable adult is in immediate danger or needs emergency medical attention –call the police and/or the ambulance service.

B] If the person at the centre of the allegation is with the child or vulnerable adult at the current time – remove them in a sensitive manner from direct contact with the child or vulnerable adult and follow the procedure below.

C] Make a note of the concerns reported to them.

D] Refer to the police for serious or possible criminal offences.

E] Refer to the Children's Services or the Adult Care Services of the County Council if the Designated Person considers it necessary for the care of the vulnerable person.

F] Report the matter to the Trustees so that they can consider whether the membership of the person at the centre of the allegations should be terminated in accordance with the constitution of WCS.

8. RECRUITMENT.

If WCS should need to recruit staff, then we will apply safeguarding principles to ensure that appointees are suitable to work with children and vulnerable adults if such contact is anticipated.

9.REPORTING OF SERIOUS INCIDENTS.

An incident of abuse is likely to be a serious incident which must be reported by the Chair of Trustees to the Charity Commission. WCS will comply with the Charity Commission's guidance for serious incidents.

10.POLICY REVIEW

This policy will be reviewed annually at the first meeting of the trustees following the AGM.

Adopted at a meeting of the Trustees on 17 April 2019.