

## What does it mean - safeguarding children or adults at risk?

If you work with children or adults at risk, you should:

- establish good safeguarding policies and procedures that all trustees, staff and volunteers follow
- make sure all staff and volunteers receive regular training on child protection or working with adults at risk
- appoint a safeguarding lead to work with your local authority safeguarding boards
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- follow relevant legislation and guidance

Our local authority safeguarding children board (<http://www.cumbrialscb.com>) and adults board (<http://www.cumbriasab.org.uk/>):

- coordinate safeguarding and promote the welfare of children or adults at risk in the area
- publish policies and procedures for safeguarding which you must follow

### Safeguarding children

Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18.

Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

When we work with a school choir, the responsibility for safeguarding will primarily rest with the school.

### Safeguarding adults at risk

Safeguarding adults at risk means protecting their right to live in safety and free from abuse and neglect.

Safeguarding duties for adults at risk apply to any charity working with anyone aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An adult at risk of abuse may:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

# Safeguarding Policy – the West Cumberland Choral Society – overview

**Commitment to safeguarding:** The West Cumberland Choral Society believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

## About this policy

This policy applies to all members, trustees, musicians, volunteers and anyone working on behalf of the West Cumberland Choral Society or taking part in the West Cumberland Choral Society activities.

The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.

This policy recognises vulnerable people as:

- Children up to the age of 16 or young people aged 16-18.
- Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might 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 physical or mental capacity.

This policy aims to:

- Protect children, young people and vulnerable adults who are; members of, receive services from, or volunteer for, the West Cumberland Choral Society.
- Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when the West Cumberland Choral Society undertakes any activity, event or project.

**How the West Cumberland Choral Society might work with vulnerable people:** membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

**Named safeguarding person:** Alison Phillips has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Alison Phillips in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Alison Phillips and in line with established procedures and ground rules (see below).

**Procedures and ground rules:** A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy. Some members of the committee will have up to date Safeguarding Training (provided by Making Music).

**Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

# Safeguarding policy – the West Cumberland Choral Society - Ground rules, ways of working and procedures

This document forms part of the West Cumberland Choral Society Safeguarding policy. This policy applies to all members, trustees, musicians, volunteers and anyone working on behalf of the West Cumberland Choral Society or taking part in the West Cumberland Choral Society activities.

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This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

## Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the West Cumberland Choral Society activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the West Cumberland Choral Society equal opportunities policy.

## Ground rules and ways for working regarding safeguarding of vulnerable people

If the West Cumberland Choral Society organises an activity or event where they will be responsible for vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
4-8	1	6
9-12	1	8
12-18	1	10

**Working with parents/guardians:** If a vulnerable person wishes to take part in the West Cumberland Choral Society activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished. If a school choir is joining in a concert, it will be the school's responsibility to obtain carry this out.

### **Procedures for raising safeguarding concerns and incidents of abuse**

- If any member, staff or volunteer in the West Cumberland Choral Society witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; Alison Phillips.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair Claire Hale or a DBS checked adult (List to be confirmed).
- If an individual wishes to report an incident of abuse against themselves, they should report it to the named safeguarding officer or an individual they trust.

### **Procedures for dealing with concerns and incidents of abuse**

The named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who are involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.
  - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
  - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place, the committee will:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the family/guardians of the person reported as being abused of the incident.
  - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
    - Both parties should be given the chance to bring a friend or representative to the meeting.
    - Meetings will be attended by the named safeguarding officer and at least one other committee member.
    - All parties will also be invited to submit a written statement in advance of the meeting.
  - Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
    - Escalate the incident to the relevant authority.
    - Further investigation – with established procedures and timelines to work towards a resolution.
    - A decision or resolution.

### **Resolution and disciplinary action**

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests the West Cumberland Choral Society.
- Any disciplinary action will be taken in line with the West Cumberland Choral Society constitution.