

WALDERSHELF SINGERS

SAFEGUARDING POLICY

MARCH 2020

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Introduction

Waldershef Singers is a community mixed choir based in Stocksbridge. The choir has adult members, and may also have young members under the age of 18. Some members have health and mobility issues. The aim of this policy is to ensure that all Choir members are kept free from harm of any kind, whether it is physical, sexual, emotional or financial harm.

The principles of safeguarding are:

- Empowerment – person led decisions and informed consent
- Prevention – better to take action before harm occurs
- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Protection – support for those in need
- Partnerships – effective communication with choir members, their carers and choir officials*
- Accountability – transparency in all actions required to keep the individual safe

Safeguarding in relation to children and vulnerable adults is defined as:

- Protecting children** from maltreatment
- Preventing impairment of children's health and development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Acting to enable all children to have the best outcomes.
- Protecting the health, wellbeing and human rights of adults at risk. An 'adult at risk' is someone who may be in need of help because they have care and support needs. Abuse may be psychological, sexual, physical, financial, discriminatory, or organisational – including neglect. Neglect and acts of omission include a failure to act or ignoring medical, emotional or physical care needs.

Policy Statement:

Music team and committee member responsibilities –

1. To ensure everyone enjoys their experience as a Choir member, and to keep them happy and safe from harm.
2. To support members in having a meaningful learning experience and a fulfilling social experience with people of all ages and backgrounds.
3. To be vigilant and take action if a Choir member is having problems with physical or mental health needs, whilst being aware of the principles of safeguarding outlined above; ensuring they are treated with dignity and their personal choices are respected.
4. To carry out an annual review of the policy.
5. To keep a register of attendance at each rehearsal and event.
6. New Choir members will receive a copy of the Safeguarding Policy. It can also be accessed from the choir website.
7. All Choir members are asked to sign a form giving or refusing consent regarding the taking of photographs and videos during choir activities and concerts. In the case of an under 18 this will be the parent. **See Data Protection guidelines.**

8. No names must be used to identify Choir members on internet posts and promotional leaflets without their express permission.
9. Any concerns related a Choir member's safety or welfare must be reported to the Chair or Music Director as soon as possible after the occurrence. In the case of a minor it is an individual's responsibility to make a referral to local authority children's social care or the police if necessary.
10. An individual risk assessment will need to be carried out if a Choir member is vulnerable due to physical and/or psychological difficulties. This will be done in collaboration with the individual member, a family member or friend, and the Chair and / or Secretary - maintaining confidentiality at all times.
11. An environment risk assessment of the rehearsal room will be carried out by the General Secretary, and of equipment as appropriate.
12. Risk assessments of concert venues will be carried out by the Concert Secretary prior to the event.
13. Children may become members of the choir if they are accompanied by an adult family member at all choir activities, rehearsals and concerts. The family member is responsible for the supervision of the child regarding safe behaviour, and for care and support throughout the event.
14. A Disclosure and Barring Service Check must be carried out on all members of the Music Team when appointed.

The following factors are paramount:

- a. Safety of the individual.
- b. Safety and maintenance of choir property - electrical equipment, musical instruments, furniture.
- c. Safe provision of refreshments in co-operation with personnel at rehearsal and concert venues.
- d. Location of first aid equipment and a first aider identified.
(see Appendix A, B and C)
15. Joint concerts with children – children should always be in the care of their teachers / helpers and/or parents who will bear responsibility for their welfare at all times. This does not detract from the Choir's responsibility to provide a safe environment for joint activities and the principles of this safeguarding policy still apply.
16. Children in audiences – it is the responsibility of the parent, guardian or carer to ensure that their children are supervised at all times. If the parent / guardian / carer cannot attend the event they must ensure that the child is supervised by a responsible adult acting on their behalf at all times.
17. This policy will be sent to individuals / partner organisations on request prior to the event.
18. Public liability insurance is renewed annually with the National Association of Choirs
19. Any incidents / accidents must be reported to the Chairperson using an Incident Report Form (see Appendix D)

All those working and participating in Choir activities are subject to the same safeguarding responsibilities, whether paid or a volunteer.

Note: There will be no requirement of the choir to apply for a Child Performance Licence as the Waldershelf Singers perform as an amateur group, and no payment to the child will be made. All performances must take place outside school hours.

**Officials refers to the music team, chairperson, officers and committee members.*

*** the term 'child/ren and young people' refers to anyone up to age 18 years*

References:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding>

Key changes in Working Together to Safeguard Children 2018 (NSPCC)

Working Together to Safeguard Children 2018 (DfE)

Ofsted: Safeguarding children and young people and young vulnerable adults policy February 2015

<http://www.oxfordyouthchoirs.org.uk/statutory-documents/safeguarding-policy>

<http://www.safeguardingsheffieldchildren.org/sscb/>

<http://www.elthamchoral.org.uk>

www.kingston.gov.uk