



# Safeguarding Policy

This safeguarding policy consists of two parts:

- Safeguarding policy - an overview document setting out CitySound Voices' commitment to safeguarding
- Ground rules, ways of working and procedures document – this covers the practical aspect of the policy in more detail.

It is adapted from the Making Music template (revised Sept 2018) to suit CitySound Voices' circumstances. It is recommended that the Safeguarding Officer for the time being also read the accompanying notes and guidance on the Making Music website. (They will need to log in to the members' section to access the relevant pages.)

## Safeguarding Policy – CitySound Voices – overview

**Commitment to safeguarding:** CitySound Voices 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, staff (whether employees or freelancers), volunteers and anyone working on behalf of CitySound Voices or taking part in CitySound Voices 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 CitySound Voices.
  - 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 CitySound Voices undertakes any activity, event or project.

**How CitySound Voices might work with vulnerable people:** membership is open to those over 18 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, as guests, or as prospective members.
- Audience members at public concerts

Those under 18 years of age are not eligible for membership of [CitySound Voices](#).

**Named safeguarding person:** [Simon Tatton-Brown](#) has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to [Simon Tatton-Brown](#) in the first instance.

This policy should be updated with the name of the named safeguarding person and chair each time the named person or chair is changed, and the updated version shall be posted in the Members' section of the [CitySound Voices](#) website.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of [Simon Tatton-Brown](#) 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 (see below).

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

*This document was approved by [CitySound Voices](#) Committee on 14 March 2019 and is due for review before 14 March 2020.*

## **Safeguarding policy – [CitySound Voices](#) - Ground rules, ways of working and procedures**

This document forms part of the [CitySound Voices](#) Safeguarding policy.

- The policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of [CitySound Voices](#) or taking part in [CitySound Voices](#) activities.
- The policies 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.
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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 **CitySound Voices** activities the appropriate level of DBS will be requested before that work is undertaken. However as **CitySound Voices** does not work with children or directly with other vulnerable adults the committee has decided that DBS checks are not required when recruiting staff members (eg director of music or accompanist), stewards or volunteers.*

*Should this policy change, 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 any **CitySound Voices** equal opportunities policy.*

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

***CitySound Voices** will not organise an activity or event where they will be primarily responsible for vulnerable or children.*

**Working with schools and young people:** **CitySound Voices** occasionally works with schools. In such cases, the school (or young persons' organisation) shall be responsible for all safeguarding, and will be asked to provide **CitySound Voices** with a copy of their safeguarding policy.

**Working with parents/guardians/next of kin:** If a vulnerable person wishes to take part in **CitySound Voices** activities or if a member of **CitySound Voices** becomes vulnerable (for instance by reason of deteriorating health or age) 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

## Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in **CitySound Voices** witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Named Safeguarding Officer; **Simon Tatton-Brown**.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the choir's chair **Norma Bishton**.
- 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 Safeguarding Officer (or person to whom the allegation is 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.
  - 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 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 [Group Name].
- Any disciplinary action will be taken in line with the **CitySound Voices** constitution.

Approved by Committee  
14 March 2019