

# Safeguarding policy

## Overview

### Key details

- Policy prepared by: Sudbury Choral Society Committee
- Approved by committee on: September 2018
- Reviewed : April 2023
- Next review date: April 2026



**Commitment to safeguarding:** Sudbury Choral Society (hereinafter called SCS) 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 with whom we come into contact with and to protecting them from harm.

### About this policy

- This policy applies to; all members, volunteers and anyone working on behalf of SCS or taking part in SCS activities.
- The purpose of this policy is to provide members, volunteers and those working on behalf of SCS 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 and 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, SCS.
  - Ensure members, volunteers and those working on behalf of SCS who are working with children, young people and vulnerable adults 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 SCS undertakes any activity, event or project.

**How SCS might work with vulnerable people.** 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** Clare Lodge has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Clare Lodge in the first instance.

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

**Policy review:** This policy will be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

## Ground rules, ways of working and procedures

This document forms part of SCS Safeguarding policy

- The policy applies to all members, volunteers and anyone working on behalf of SCS or taking part in SCS activities.
- The purpose of this policy is to provide members, volunteers and those working on behalf of SCS 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 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

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

When SCS 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

| Child's age | Number of adults | Number of children |
|-------------|------------------|--------------------|
| 0-2         | 1                | 3                  |
| 2-3         | 1                | 4                  |
| 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 SCS 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 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, volunteer or person working for SCS witnesses, suspects or is informed of a witnessed or suspected case of abuse in SCS they should immediately report it to the named safeguarding officer, Clare Lodge
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the Society chair Carolyn Silberfeld or a DBS checked adult.
- 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.