



WESTBURY AND DISTRICT CHORAL SOCIETY

*MEMBER OF MAKING MUSIC, THE NATIONAL FEDERATION OF MUSIC SOCIETIES
REGISTERED CHARITY NO. 1028041*

SAFEGUARDING POLICY

Published: April 2024

Updated:

Approved: April 2024

This Safeguarding Policy is based on the template provided, for its members, by Making Music. This safeguarding policy consists of two documents:

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

Commitment to Safeguarding

Westbury & District Choral Society believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk 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 Westbury & District Choral Society or taking part in Westbury & District 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 all 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 at risk as defined 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 also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
- This policy aims to:
 - Protect children, young people and adults at risk who are: members of, receive services from, or volunteer for, Westbury & District Choral Society.

- Ensure members, staff and volunteers working with children, young people and adults at risk 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 adults at risk is a primary consideration when Westbury & District Choral Society undertakes any activity, event or project.

How Westbury & District Choral Society might work with vulnerable people

Membership is open to those over 13 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, including those employed by the society
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

Designated person for safeguarding

Sandra Maidment has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the 'designated person for safeguarding (DPS) in the first instance. Should the query or concern relate to the DPS, the Chairperson should be consulted.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the DPS 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.

Policy review

This policy will be reviewed and amended (if necessary) on an annual basis by Westbury & District Choral Society Management 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 – Westbury & District Choral Society

Ground Rules, Ways of Working and Procedures

This document forms part of the Westbury & District Choral Society Safeguarding Policy.

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- 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 at risk including those 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

Promote a safer environment and culture

- A safeguarding policy exists with evidence of/or process for annual review and update
- Westbury & District Choral Society will appoint a named designated person for safeguarding
- Westbury & District Choral Society acknowledge that safeguarding is a shared responsibility
- All members of the society will be treated with respect and dignity, taking account of individuals needs, regardless of age, ability, gender, or ethnicity
- Care of persons and property will be maintained and remain the responsibility of all members
- Any concerns about the well-being of any member, volunteer, or staff should be shared with the Designated Person for Safeguarding and acted upon in accordance with this policy
- A process exists to deal with safeguarding concerns without delay
- All staff and volunteers are to be safely recruited with DBS checks completed for all eligible roles
- Inappropriate behaviour will be respectfully challenged

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 Westbury & District 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 Westbury & District Choral Society equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Westbury & District Choral Society organises an activity or event where they will be responsible for vulnerable people 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 have a means to get home safely.

Child to adult ratio table

Child's age	Number of adults	Number of children
12-18	1	10

Working with parents/guardians

If a child under the age of 16 or a young person aged 16-18, wishes to take part in Westbury & District Choral Society activities, written permission (email is fine) will 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