

Safeguarding Policy

Commitment to Safeguarding: Beckenham Chorale Trustees believe 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, & adults at risk. We are committed to safeguarding the well-being of all children, young people, & adults at risk we come into contact with and to protecting them from harm.

About this policy

- This policy applies to all members, volunteers and self-employed contractors, and anyone working on behalf of Beckenham Chorale or taking part in Beckenham Chorale activities.
- The purpose of this policy is to provide members, volunteers and self-employed contractors 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, volunteers, or self-employed contractors of Beckenham Chorale
 - Ensure members, volunteers and self-employed contractors 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 Beckenham Chorale undertakes any activity, event or project.

How Beckenham Chorale 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
- Self-employed contractors
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Trustees of Beckenham Chorale. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness. To assist them in the implementation of this policy the Trustees have appointed:

- **Safeguarding Lead for the Trustees:** Stephen Lock
- **Safeguarding Officer:** Lesley Reynolds

Two further documents form part of this policy:

- Ground rules, Ways of working and Procedures
- Safeguarding Roles and Responsibilities

Beckenham Chorale - Safeguarding Policy

Ground rules, Ways of working and Procedures

This document forms part of the Beckenham Chorale Safeguarding Policy

- The policy applies to all members, volunteers and self-employed contractors, and anyone working on behalf of Beckenham Chorale or taking part in Beckenham Chorale activities.
- The purpose of this policy is to provide members, volunteers and self-employed contractors with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as outlined in the Policy Overview

This document includes:

1. Recruitment practices around safeguarding
2. Ground rules and ways for working regarding safeguarding of vulnerable people
3. Procedures for raising safeguarding concerns and incidents of abuse
4. Procedures for dealing with concerns and incident of abuse

1. Recruitment practices around safeguarding

If a member, volunteer or self-employed contractor is appointed to a role which involves working with vulnerable people as part of the Beckenham Chorale 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 Trustees 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 equal opportunities statement within the Beckenham Chorale Constitution.

2. Ground rules and ways for working regarding safeguarding of vulnerable people

When Beckenham Chorale 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.
- The Safeguarding Officer will have access to emergency contact and other details where relevant (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 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.
- Where appropriate, written permission (email is fine) should be obtained from parents/guardians responsible for any vulnerable person wishing to take part in Beckenham Chorale activities, 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.

3. Procedures for raising safeguarding concerns and incidents of abuse

- If any member, volunteer or self-employed contractor witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named Safeguarding Officer: Lesley Reynolds email: safeguarding@beckenhamchorale.org.uk Tel: 07944 959947.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the Trustee Safeguarding Lead, Stephen Lock email: admin@beckenhamchorale.org.uk, or to the Beckenham Chorale Chair, Sally Moran email: chair@beckenhamchorale.org.uk.
- 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.

4. Procedures for dealing with concerns and incidents of abuse

The Safeguarding Officer (or alternative as above) will first make a decision based on the immediacy of the concern and the following two factors:

- If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
- 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 an immediate note of the concerns reported to them. The accuracy of this written report should be confirmed with the vulnerable person.
- Speak with the Lead Trustee (or Chair) in the first instance to decide how to handle the reported abuse, unless either party has been 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, having sought expert professional advice from an appropriate external agency.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.

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 of the Beckenham Chorale
- Any disciplinary action will be taken in line with the Beckenham Chorale constitution.

Beckenham Chorale - Safeguarding Policy

Safeguarding Roles and Responsibilities

The Trustees:

- Have ultimate responsibility for Safeguarding on behalf of the Charity.
- Are required to receive appropriate, regular Safeguarding awareness training/briefing.
- Will appoint a **Lead Trustee** and a **Safeguarding Officer** to help them to fulfil their Safeguarding obligations.

The Lead Trustee will:

- Assist the **Trustees** in ensuring that everything that the Beckenham Chorale does reflects safeguarding legislation, regulations specific to the Chorale's activities, statutory guidance, and the safeguarding expectations of the Charities Commission (drawing on recognised best practice).
- Assist the **Trustees** and the designated **Safeguarding Officer** in reviewing whether the things the organisation has put in place are creating a safer culture and keeping people safe and that safeguarding policies and procedures are reviewed annually (and kept up to date with any relevant changes and developments).
- Act as the link with the **Safeguarding Officer**.

The Safeguarding Officer will:

- **Implement** the Safeguarding policy and procedures in the everyday running of the Beckenham Chorale, including ensuring that any relevant volunteers/workers have up-to-date **DBS checks**.
- Ensure others in the choir, and those we work with, have both an **awareness** of their responsibility for the Safeguarding of children and of vulnerable Adults and of the choir's Safeguarding policies and procedures (including how to raise Safeguarding concerns).
- Be the **first point of contact for Safeguarding issues** / the named person that children / adults at risk, choir members and outside agencies can talk to regarding any issue to do with Safeguarding.
- Take appropriate action in relation to any **Safeguarding concerns** which arise within the choir (consulting the **Lead Trustee** as appropriate).
- Ensure that appropriate **records** (including a Single Central Record of all DBS checks) are kept by the choir and that information in relation to Safeguarding issues (including consent forms and the recording of safeguarding concerns) is handled confidentially and stored securely in line with our legal duties outlined in the Beckenham Chorale Data Protection Policy.