



*Registered charity no:1147273*

# The Elgar Chorale Safeguarding Policy

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**Commitment to safeguarding:** The Elgar Chorale 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

## Safeguarding policy – The Elgar Chorale

### About this policy

- This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of **The Elgar Chorale** or taking part in **Elgar Chorale** 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, **The Elgar Chorale**.
  - 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 **The Elgar Chorale** undertakes any activity, event or project.

**How **The Elgar Chorale** 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
- Audience members at public concerts

**The Named safeguarding person** for each event has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to **this person** in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of **representatives of the Concert Planning Committee** 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 the **Elgar Chorale Main 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

## Ground rules, ways of working and procedures

### 1. 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 **Elgar Chorale's** 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.

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

**When The Elgar Chorale** organises an activity or event where they will be responsible for vulnerable adults they will ensure:

- Planning is carried out by the Concert Planning Sub-Committee, 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

Childs 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

**3. Working with parents/guardians:** If a vulnerable person wishes to take part in **The Elgar Chorale's** 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 any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

### **4. Procedures for raising safeguarding concerns and incidents of abuse**

- If any member, staff or volunteer in **The Elgar Chorale** witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the designated safeguarding officer for the particular event.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to an assigned Deputy or a DBS checked adult: **[list of DBS checked adults]**.
- If an individual, wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or the assigned Deputy.

### **5. Procedures for dealing with concerns and incidents of abuse**

The Named person (or person reported in their absence) 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.

1. 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 a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who of 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.

### **6. 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 Elgar Chorale.

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