



SKIPTON CHORAL SOCIETY SAFEGUARDING AND CHILD PROTECTION POLICY

1 SKIPTON CHORAL SOCIETY STATEMENT OF INTENT

Skipton Choral (the choir) aims to ensure that any adults or young people working with us are looked after in a supportive, caring and safe environment without fear. The choir takes seriously its responsibility under the Government publication “Working Together to Safeguard Children and Vulnerable Adults” framework 2015, to safeguard and promote the welfare of children and adults; and to work together with other agencies to ensure adequate arrangements to identify, assess and support those children or adults who are/ maybe suffering harm.

This policy applies to all Choir trustees, volunteers, members and any young people (i.e. those aged 17 or younger) or adults the Choir works with.

Safeguarding is a term which is broader than “child protection” and relates to the action the Choir takes to promote the welfare of all members and protect them from harm. Safeguarding is everyone’s responsibility.

- Protecting all members from maltreatment
- Preventing impairment of all member’s health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children or vulnerable adults to have the best outcomes

Trustees of charities which work with vulnerable groups, including children or vulnerable adults, must always act in their best interests and ensure that they take all reasonable steps to prevent harm to them. Having safeguards in place within the organisation not only protects and promotes the welfare of all members, but it also enhances the confidence of trustees, volunteers, parents/carers and the general public.

2 OUR AIMS

The Choir has adopted a definition of safeguarding as in section 1 of this policy:, and aims to:

- work to national and local guidance, including that from the Local Safeguarding Children’s Board (LSCB):
- have a consistent approach to preventing children or adults from being harmed and support those who have been harmed:
- encourage awareness of safeguarding including signs of abuse:
- promote positive action to prevent children or adults being harmed or at risk of harm:
- ensure fair treatment for all, regardless of age, culture, special educational need or disability (SEND), gender, religion or sexuality, and encourages understanding and tolerance of different social, religious and cultural backgrounds:

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3 OBJECTIVES

The objectives of the Safeguarding and Child Protection Policy are to:

- Identify concerns at an early stage:
- Provide a clear and effective process for dealing with concerns:
- Outline the actions which should be taken when safeguarding concerns are raised:

4 IMPLEMENTATION

4.1 Communication

The Choir has a named person with responsibility for child/vulnerable adult protection, who is an appropriately trained and checked member. There is a deputy named person, who must be properly qualified but need not be a member of the choir. The names of the designated persons for safeguarding will be clearly visible in the Choir's rehearsal room, with a statement explaining the Choir's role in referring and monitoring cases of suspected abuse. All parents/carers are made aware of the responsibilities of trustees and volunteers with regard to safeguarding and child protection procedures through publication of the Choir's Safeguarding & Child Protection Policy, and reference to it in information such as the choir's website.

4.2 Raising Safeguarding Concerns

All Choir members will know how to identify, raise, record and refer safeguarding concerns, including child protection concerns. All members are provided with safeguarding information on joining, including the safeguarding procedures so that they know who to discuss a concern with.

4.3 Acting on concerns

The named person will ensure that relevant procedures are used for providing support for children or adults at risk of harm or known to be subject to abuse. The named person or deputy is the point of contact for all child protection and safeguarding concerns. The appropriate methods for escalation of concerns will be used. This may involve multi-agency involvement as described in national and local guidance. The named person will ensure that child protection or safeguarding-related allegations against adults working with young people or other adults through the activities of the Choir are referred to the Local Authority Designated Officer (LODO) for advice.

4.4 Recording

All Choir members will be made aware of the necessity to make accurate and timely records relating to safeguarding.

4.5 Supporting Children

The Choir will support all children or young adults by:

- Encouraging self-esteem and self-expression:
- Promoting a caring, safe and positive environment:
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and vulnerable adults:
- Notifying Social Care whenever there is a significant concern:

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4.6 Confidentiality

We recognise that all matters relating to child protection & safeguarding are confidential. The named person will disclose any information about a child or vulnerable adult to others on a need to know basis only. All members must be aware that they have a responsibility to share information with other agencies in order to safeguard children via the Choir's named safeguarding officers. We will always undertake to share our intention to refer a child or vulnerable adult to Social Care with their parents /carers unless to do so could put the child or adult at greater risk of harm, or impede a criminal investigation.

5 Roles and Responsibilities

Safeguarding in the Choir is everyone's responsibility. Everyone who works with children and their families has a responsibility for keeping them safe, or with vulnerable adults. No single person can have a full picture of a child's (or adult's) needs and circumstances and, if children and families or adults are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Trustees

The Trustees are responsible for

- ensuring there is a Safeguarding & Child Protection Policy together with appropriate procedures, and including the checking of DBS checks of anyone working directly with young people:
- ensuring the Safeguarding & Child Protection Policy is reviewed annually and that the Safeguarding & Child Protection Policy is available on the Choir's website or by other means:
- ensuring the Trust has procedures for dealing with allegations of abuse against volunteers or members and to make a referral to the LADO when appropriate:
- nominating a person to be the named person for safeguarding and child protection and ensuring there are arrangements in place for deputising:
- ensuring the named person/deputy and any volunteers working directly with young people, undertake initial interagency training and annual updates:
- ensuring any weaknesses in Child Protection and Safeguarding are remedied immediately:

Named person (or deputy named person)

One of the above persons should be in attendance when safeguarding is to be discussed at trustee meetings. The named person is responsible for:

1. Writing and updating the safeguarding and child protection policy and procedures:
2. Verifying DBS checks, and ensuring risk assessments are in place for adults working with young people while awaiting DBS clearance:

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3. Arranging training for trustees and volunteers working directly with young people:
4. Maintaining a record of this training:
5. Communicating the Choir's policy and procedures to relevant people including parents/carers
6. Referring a child or adult if there are concerns about possible abuse, to the Local Authority, and acting as a focal point for members to discuss concerns;
7. Keeping written records of concerns about a child even if there is no need to make an immediate referral:
8. Ensuring that all such records are kept confidentially and securely:
9. Ensuring that a record is kept and witnessed of the disposal of individual's records. Files will be destroyed in accordance with data protection and other relevant legislative requirements and in accordance with the policy of the Trust as from time to time implemented:
10. Liaising with other agencies and professionals:

Other Choir members

It is the responsibility of all Choir members to work within this policy and procedures. In particular, all members should be aware of how to identify and report concerns.

All members must:

- report all safeguarding concerns to the named person:
- if requested, record all safeguarding concerns, discussions and decisions in writing:

Parents/ carers

- Parents/carers are made **aware** of this policy, including through its publication on the choir's website:
- Any parent/carer reporting concerns about the welfare of a child/adult can expect to have their concerns taken seriously and to be confident that the concerns will be acted upon:
- Parents/ carers whose children are at risk (including those parents who may be putting their own children at risk by virtue of their actions or inaction) will be treated with respect and will be involved in the provision for their children:

Young people

- Young people are made aware of this policy and how it relates to them:
- Any young person reporting concerns about the welfare of a child can expect to have their concerns taken seriously and to be confident that the concerns will be acted upon:
- Children who are at risk will be treated with respect:

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6 EQUALITY

The Choir ensures that all young people/adults are safeguarded. We do not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. This is in line with the Equality Act 2010 and covers both direct and indirect discrimination.

7 MONITORING AND REVIEW

Date of next review: December 2018

8 SOURCES CONSULTED

- Children Acts 1989 and 2004:
- Government publications: 'Working Together to Safeguard Children' 2015, Revised :Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if you are worried that a child is being abused' 2003:
- North Yorkshire Local Safeguarding Children's Board guidance:
- NSPCC guidance:
- Charities Commission Policy paper Safeguarding children and young people 2014:

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Appendix 1

Skipton Choral Society Safeguarding and Child Protection Procedures

Named person

Sheila Bloomfield

Deputy named person

Jayne Butterworth

Creating a safe environment for Choir members and young people/adults

There are occasions on which the Choir may be joined by young people, for example, as regular members or as guest players for a particular performance. Before a young person joins the Choir for such a reason, a parental permissions sheet (appendix 2) must be completed by parent/carer and returned to the named person. Choir members acting as the main adult contact for a young person must complete section 2 of the permissions sheet and familiarise themselves with the parent/carer's wishes contained within the form for each young person, and ensure they act in line with the agreement. Any Choir member acting as the main adult contact for a young person must be appropriately checked (DBS) and trained. In the case of a DBS check being awaited for the main adult contact, a risk assessment will be put in place.

To keep everyone safe, Choir members should adopt the following habits:

- Develop appropriate relationships with young people working with the Choir in an open and transparent way. Because we have to safeguard them doesn't mean Choir members should be worried about being friendly:
- Avoid behaviour which could be misinterpreted:
- Avoid 1:1 situations with young people as far as is reasonably possible.:
- Unless necessary for the functioning of the Choir and/or for organisation of particular events, avoid giving personal contact details such as your mobile telephone number to children.:
- Do not use internet or social media to send personal messages to a child/young person.
- Only give a young person a lift if their parent/carer has requested this.

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Raising safeguarding concerns:

Anyone hearing a disclosure which gives them concern regarding the safeguarding or protection of a child must

- take it seriously:
- listen carefully:
- not ask any leading questions:
- not promise to keep secrets which might compromise the child's safety or wellbeing:
- report without delay to the named person:

The named person will take appropriate action, which may, in the first instance require the completion of a cause for concern form (appendix 3). Further action will be in line with Working Together to Safeguard Children and North Yorkshire Local Safeguarding Children's Board guidance.

Completion, maintenance and storage of records.

Safeguarding and Child Protection records are kept securely by the named person. The named person and deputy named person have access to these records.

The parent/carer permission forms are kept by the main adult contact within the Choir and are handed to the named person for destruction at the end of the young person's involvement with the Choir.



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Appendix 2

Skipton Choral Parent/Carer permissions form

What your child(ren) will be doing with the choir			
Expected period			
Key Dates			
Main Adult contact within the choir and contact dates			
Transport	I agree to make all arrangements to transport my child(ren) to and from rehearsals and performances and take responsibility for their safety at these times	Yes/No	
Contact	I give permission for direct telephone/email contact between my child(ren) and main adult contact	Yes/No	
Photos	I give permission for photos of my child(ren) to be taken and/or used in Choir publicity e.g. website	Yes/No	
Supervision	I give permission for my child(ren) to leave the venue unaccompanied e.g. between rehearsals and performances, to make their way home	Yes/No	
Signed and dated			

1. Basic information

Name of Child/children			
Date/s of Birth			
Parent name			
Parent contact number (s)			
Emergency contact details e.g a relative			
Young person's contact details if appropriate (see 3)			

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2. Details of rehearsals/performances

3. Parent/Carer agreement

Appendix 3 Cause for concern form

Child's name:	Date of birth
<p>What are your concerns about the child? <i>Please provide a description of any incidents or observations including dates and times.</i></p> <p>1.</p>	
<p>What have you observed and when? <i>Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.</i></p> <p>2.</p>	
<p>What have you been told and when? <i>Include anything the child or another person has told you. Use exact words if possible. Be clear about who has said what.</i></p> <p>3.</p>	
<p>What action have you taken in response to this concern? <i>Have you contacted anyone else in relation to the concern?</i></p> <p>4.</p>	
<p>If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?</p>	
Date & time of this record:	Your name (please print):
Your relationship to the child:	Your signature:
Date and time received by the named person:	

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Appendix 3

SKIPTON CHORAL Safeguarding and Child Protection register and training record

Name	Role	DBS Date	Checked by/date	Training Undertaken	Trg Checked by/date	Signed	Countersigned	Risk Assessment
Sheila Bloomfield	Named Person	01/09/2016	YAS	Safeguarding & child protection Level3 & Designated Safe Guarding Officer Training	YAS 1/09/2016 Updated Nov 2017		C. Blakely YAS trainer	
Jayne Butterworth	Deputy Named Person			LCC- Level 1& 2 safeguarding	June 2017	LCC	S. Bloomfield	
T. Knapp	Choir Chairman			Basic Awareness	23/09/17	S. Bloomfield		
P. Leach	Trustee			Basic Awareness	23/09/17	S. Bloomfield		
R. Flower	Trustee			Basic Awareness	23/09/17	S. Bloomfield		
D. Nicholson	Secretary			Basic Awareness	23/09/17	S. Bloomfield		
E. Graham	Membership secretary			Basic Awareness	23/09/17	S. Bloomfield		
T. Colgrave	Treasurer			Basic Awareness	23/09/17	S. Bloomfield		

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