



Singing for all ages

# S C Choirs

## Overall Safeguarding of Child and Adult Policy 2016

This policy applies to all staff, including the board of trustees, paid staff & contractors, volunteers and sessional workers, students or anyone working on behalf of Sutton Coldfield Choirs.

### **The purpose of this policy:**

- to protect children, young people and adults who receive S C Choirs' services. This includes the children of adults who use our services
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding

S C Choirs believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults and to keep them safe. We are committed to practice in a way that protects them.

We recognise that it is not the role of our organisation to decide whether a child or vulnerable adult has been abused or not. This is the role of our local Social Services department who has the legal responsibility and powers to investigate disclosures of any kind.

We are an organization who welcomes anyone of any age over 6 years and of any ability. This means we have many children and some vulnerable adults within our range of choirs and orchestra. We recognize that with a large membership, mainly under 18 years, we may be targeted by a person seeking to gain access to children and/or vulnerable adults for unlawful reasons. We take this risk very seriously.

We follow the guidance and procedures issued by Birmingham Safeguarding Adults and Children Boards in Birmingham. They can be found here:

Adult: <http://www.bsab.org/publications/policy-procedures-and-guidance/>

Child: <http://www.proceduresonline.com/birmingham/scb/>

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect adults and children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004

- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- Equal Opportunities Act
- No Secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000

**We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act 1989. We define a child as a person who has not reached their 18<sup>th</sup> birthday.
- all children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some adult and children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- some adults cannot take steps to care for themselves or protect themselves from harm or exploitation. This may be a consequence of physical and mental health status e.g. visually impaired, limited mental capacity, chronic disease. Our role is to promote welfare in our adults choir/s and avoid ill treatment, impairment and avoidable deterioration as a consequence of their participation in choral life with S C Choirs.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children, young people and vulnerable adults safe by:**

- valuing them, listening to and respecting them (Safeguarding, Child and Adult Protection Policy; Equalities Policy)
- adopting child protection practices through procedures and a code of conduct for staff, contractors and volunteers (Safeguarding, Child and Adult Protection Policy; Child Collection Policy; Bullying, Cyber Bullying and Harassment Policy; Social Media, Photography, Filming and Mobile Phone Policy; Safe Recruitment, Selection and Induction Policy)
- developing and implementing an effective e-safety policy and related procedures (Social Media, Photography, Mobile Phone Policy)
- providing effective management for staff and volunteers through supervision, support and training (Safe Recruitment, Selection and Induction Policy; Chaperone Policy)
- recruiting staff and volunteers safely, ensuring all necessary checks are made (Safe Recruitment, Selection and Induction Policy)
- sharing information about child protection and good practice with children, parents, staff and volunteers (Safeguarding, Child and Adult Protection Policy)
- sharing concerns with agencies who need to know, and involving parents and children appropriately (Safeguarding, Child and Adult Protection Policy)
- recording all disclosures and incidents (Safeguarding, Child and Adult Protection Policy)
- responding to reports of bullying, cyber bullying and harassment (Bullying, Cyber Bullying and Harassment Policy)

**Disclosures and Incidents (including accidents)**

- any disclosure made by a child, young person or adult should be reported immediately to the Safeguarding Lead who will then follow the current procedures as outlined by Birmingham Local Safeguarding Board
- all incidents (including accidents) to be recorded in an a book held by the Safeguarding Lead. Any member can advise of an incident. Safeguarding Lead will take advice from the Duty Social Work Team regarding further action
- parents/guardians/carers will be advised of any accident occurring, or incident arising, during the course of a rehearsal or performance

Upon joining the Sutton S C Choirs, members will be made aware of our commitment to Safeguarding and a copy of any policy will be made available upon request. We have a Designated Senior Person who is our trustee with special responsibility for Safeguarding.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: 26<sup>th</sup> February 2016.

Signed: .....

(this should be signed by the most senior person in your organization; eg the safeguarding lead on your board of trustees)