



## **Safeguarding Policy**

### **Commitment to safeguarding**

Danesborough Chorus 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 people, but particularly children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk with whom we come into contact and to protecting them from harm.

### **About this policy**

- This policy applies to all members, freelancers, volunteers and anyone working on behalf of Danesborough Chorus or taking part in our activities.
- The purpose of this policy is to provide members, freelancers 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 and young people aged 16-18; and
  - 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 aims to:
  - protect children, young people and adults at risk who are members of, receive services from, perform with or volunteer for Danesborough Chorus;
  - ensure members, freelancers 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 with whom they are interacting; and
  - ensure that safeguarding of children, young people and adults at risk is a primary consideration when the choir undertakes any activity, event or project.

### **How Danesborough Chorus might work with vulnerable people**

We run regular rehearsals for members and put on concerts for the public. As such, our involvement with vulnerable people might include, but is not limited to:

- members of the choir who attend rehearsals and concerts;
- relatives and friends of members who attend rehearsals and concerts in a volunteering capacity;
- audience members at public concerts; and
- staff at concert venues.

### **Named safeguarding person**

The named safeguarding person has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the named safeguarding person in the first instance or in their absence, to the deputy safeguarding person.

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

### **Policy review**

This policy will be reviewed and amended (if necessary) annually by the Danesborough Chorus 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 will also be included in Danesborough Chorus Committee's annual rehearsal and concert risk assessments.

### **Current named safeguarding person**

Sarah Gammon

### **Current named safeguarding deputy & verifier**

Siân Rees

**Date:** June 2018

**Reviewed and updated:** May 2020

**Reviewed and updated:** May 2022

**Reviewed and updated:** May 2024

**Reviewed and updated:** May 2025

**Reviewed and no changes made:** June 2026

## **Safeguarding policy – Danesborough Chorus - Ground rules, ways of working and procedures**

This document forms part of the Danesborough Chorus Safeguarding policy.

- The policy applies to all members, freelancers, volunteers and anyone working on behalf of Danesborough Chorus or taking part in Danesborough Chorus 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; and
  - 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; and
- procedures for dealing with concerns and incidents of abuse.

### **Recruitment practices around safeguarding**

If an existing or potential new member, freelancer or volunteer will be working with vulnerable people as part of Danesborough Chorus' 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 Danesborough Chorus Equality and Diversity policy.

If regulated activity is being provided, DBS certificate status checks of individuals entered on the Danesborough Chorus DBS Register will be done annually. The register will be made available to members on the website.

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

When Danesborough Chorus 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 safeguarding procedures;
- safeguarding considerations will be included in all risk assessments, including an overview recorded in the annual risk assessment;
- the event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible;
- 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 genders will be taking part in activities adults of different genders will be in attendance too;
- a vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity; and
- 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 leave the venue safely.

### **Working with parents/guardians**

If a vulnerable person wishes to take part in Danesborough Chorus activities written permission (email is acceptable) should be obtained from parents/guardians where appropriate, and before the

activity takes place. Written permission should include emergency contact details and any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

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

- If any member, freelancer or volunteer of Danesborough Chorus witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer.
- If the named safeguarding officer is not available, or is involved in or connected to, the abuse, it should be reported to the deputy safeguarding officer, group chair or a DBS checked adult.
- If an individual wishes to report an incident of abuse which they themselves have suffered, they should report it to the named safeguarding officer or an individual they trust.

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

The named safeguarding officer (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following two factors.

1. If the vulnerable person is in immediate danger or needs emergency medical attention, call the police and/or ambulance service.
2. 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 neither of the above applies, the named safeguarding officer (or person reported to in their absence) will:

- make a note of the concerns reported to them;
- inform committee members that an issue has been raised;
- speak with the membership secretary and a small group of DBS checked committee members to decide how to handle the reported abuse, excluding any individuals who are 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; or
  - an internal investigation – for less serious incidents where they feel internal mediation will be successful.

If cases are escalated, the committee will cooperate with the police or local authority in dealing with the reported incident;

If an internal investigation takes place the committee will:

- inform all parties involved of the reported abuse as soon as possible;
- inform the parents/guardians of the person reported as being abused of the incident;
- arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
  - Both parties should be given the chance to bring a friend or representative to the meeting.
  - Meetings will be attended by the named safeguarding officer and at least one other committee member.
  - All parties will also be invited to submit a written statement in advance of the meeting.

Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. The next steps will be one of the following:

- escalate the incident to the relevant authority;

- further investigation - with established procedures and timelines to work towards a resolution;  
or
- a decision or resolution.

### **Resolution and disciplinary action**

If abuse is found to have taken place, any final resolution or decision will be taken in the best interests of the person who has suffered the abuse and in the best interests of Danesborough Chorus.

Any disciplinary action will be taken in line with the Danesborough Chorus constitution.

The Danesborough Chorus Committee will conduct a review after any incident to learn lessons and to try to prevent any recurrence.