

Safeguarding Policy – Twyford Singers (Hampshire) – overview

Commitment to safeguarding: Twyford Singers (Hampshire) 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 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.

About this policy

- This policy applies to all members of Twyford Singers (Hampshire) and anyone else taking part in Twyford Singers (Hampshire) activities.
- The purpose of this policy is to provide members with the 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 that risk is determined not only by the personal characteristics or circumstances of the adult, but also by the activity in which an adult is taking part.
- This policy aims to:
 - Protect children, young people and adults at risk who are involved in any activity associated with Twyford Singers (Hampshire).
 - Ensure members working directly with children, young people and adults at risk are carefully selected and understand and accept responsibility for the safeguarding of those vulnerable individuals.
 - Ensure that safeguarding of children, young people and adults at risk is a primary consideration when they are present at Twyford Singers (Hampshire) activities.

How Twyford Singers (Hampshire) might work with vulnerable people. Membership is open to adult singers of all ages. 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

Named safeguarding person: James Larcombe and Carole Steel are the joint **safeguarding leads** with responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to a **safeguarding lead** in the first instance.

Any activities that will involve vulnerable people must be planned with the involvement of a **safeguarding lead** 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 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 policy – Twyford Singers (Hampshire) - Ground rules, ways of working and procedures

This document forms part of the Twyford Singers (Hampshire) Safeguarding policy

- This policy applies to all members of Twyford Singers (Hampshire) and anyone else taking part in Twyford Singers (Hampshire) activities.
- The purpose of this policy is to provide members staff and volunteers with the 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 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.
- These procedures will only be activated if a child, young person or vulnerable adult is present at a Twyford Singers (Hampshire) activity.

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
- Procedures for dealing with concerns and incident of abuse

Recruitment practices around safeguarding

If an existing or potential new member or volunteer will be working with vulnerable people as part of the Twyford Singers (Hampshire) activities the appropriate level of DBS check 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.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Twyford Singers (Hampshire) organises an activity where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and these 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.
- 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 will 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.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member or volunteer in the Twyford Singers (Hampshire) witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to a **safeguarding lead: James Larcombe or Carole Steel.**

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- If the named safeguarding lead is not available, or is involved in or connected to, the abuse, it should be reported to the group chair, Ron Finlayson, or another DBS checked adult. In addition to the safeguarding leads, the following are DBS checked:
Alan Darlington (Hon Treasurer)
David Hall (Musical Director)
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding lead or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (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 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. Exclude any Committee members 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.
- Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being been 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 invited 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. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - 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 interest of the person who has suffered the abuse and the best interests of the Twyford Singers (Hampshire).
- Any disciplinary action will be taken in line with the Twyford Singers (Hampshire) constitution.