



SAFEGUARDING POLICY STATEMENT

The charitable objectives of the Society are to educate the public in the arts and sciences, and in particular the art and science of music, in the promotion and presentation of concerts and other charitable activities. We do not, as a charity, have a specific focus on any particular group of beneficiaries but recognise that any of us can be vulnerable and that the society has a responsibility to protect its members, and those with whom it comes into contact, from harm.

Todmorden Choral Society believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all those involved with the choir by a commitment to behave in ways which protect them.

We recognise that:

- the welfare of a child/young person is paramount
- some adults are equally vulnerable
- all vulnerable people are entitled to be safeguarded regardless of age, disability, gender, racial heritage, religious belief
- regardless of sexual orientation or identity, all people have the right to equal protection from all types of harm or abuse
- where children or vulnerable adults become involved with the choir, working in partnership with such children, young people, their parents, vulnerable adults, their carers, and any agencies working with them is essential in promoting their welfare.

The purpose of the policy:

- To provide protection for children, young people and vulnerable adults who engage with the Choir.
- To provide guidance to the committee and members of the choir on procedures they should adopt in the event that they suspect a child or young person or vulnerable adult may be experiencing, or be at of risk of harm.

This policy applies to all members of the choir.

We will seek to safeguard children and young people and vulnerable adults by:

- valuing them, listening to and respecting them
- adopting protection guidelines through procedures and a code of conduct
- in appointing staff, ensuring all necessary checks are made
- sharing information about child/adult protection and good practice with children, vulnerable adults, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and
- involving parents/carers and children appropriately
- identifying a lead role for safeguarding from among the members
- providing training for committee members and those in any specific roles involving 1:1 contact with choir members.

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

Safeguarding Lead for 2020-21: Jane Booth

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REPORTING AND RECORDING A SAFEGUARDING CONCERN

Any member of the society concerned that there might be a safeguarding concern arising within the activities of the society must report this to the safeguarding lead – the name and contact details for the lead are displayed on the bottom of the Safeguarding Policy displayed at rehearsals and held on our website.

It is essential that an accurate record of concerns is kept and the person making the report will need the information required to enable the safeguarding lead to complete the template below. Once completed the responsibility for managing the process sits with the safeguarding lead and Chair and President of the Society not the reporting member.

Care will need to be taken to comply with data protection legislation and the general principles of information sharing. Wherever possible and safe to do so the person who is the subject of the concern should be asked to consent to their information being shared. If they do not do so then the need to safeguard the person or the public interest may nonetheless make it necessary to share the information. If the person does not consent then in the first instance, and without giving any personal details, advice should be sought from the safeguarding lead.

Reporting a safeguarding concern	Details of concern
Date and time of incident/disclosure	
Date and time reported to Safeguarding Lead	
Name and contact details for person making report of concern	
Name of any parties involved in incident or witnesses	
Name of child, young person or vulnerable adult who is the subject of concern	
What was said or done	
Any action taken to look into the matter	
Any further action e.g. reporting to authorities	