

MILTON KEYNES CHORALE SAFEGUARDING POLICY

This policy was approved by the Board of Trustees on 27th March 2019.

COMMITMENT TO SAFEGUARDING

Milton Keynes Chorale believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

SCOPE AND PURPOSE

This policy applies to all members, staff, volunteers and anyone working on behalf of Milton Keynes Chorale or taking part in Milton Keynes Chorale 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 aims to:

1. Protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for Milton Keynes Chorale.
2. Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
3. Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Milton Keynes Chorale undertakes any activity, event or project.

DEFINITION OF 'VULNERABLE PEOPLE'

Membership is open to those over 16 years of age. 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 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.

This policy recognises vulnerable people as:

- Children up to the age of 16 and young people aged 16-18.
- Adults aged over 18 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.

SAFEGUARDING OFFICER AND BOARD MEMBERS WITH DBS CHECKS

The Safeguarding Officer has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the named safeguarding officer in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the named safeguarding officer and in line with established procedures and ground rules set out below.

At all times, there will be at least two members of the Board who are DBS checked, one of whom will be the Safeguarding Officer.

The names of the Safeguarding Officer and other Board members who are DBS checked are given in the appendix to this policy.

CHOIR MEMBERS WHO ARE VULNERABLE PEOPLE

If a vulnerable person wishes to become a member of the choir, written permission (email is fine) should be obtained from parents/guardians where appropriate before membership is confirmed. 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 where appropriate.

Working with vulnerable people who are not members of the choir

When Milton Keynes Chorale organises an activity or event where children or vulnerable adults will be participating other than as members of the audience, we will ensure that:

- Planning is carried out in line with this policy and 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.
- Where practically possible, the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratios set out below, as per Ofsted recommendations.

Child's age	Number of adults	Number of children
7-12	1	8
12-18	1	10

Milton Keynes Chorale will not in any circumstances take responsibility for activities involving children aged under 7 years.

- 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 a given gender will be taking part in activities, adults of the same gender will be in attendance too.

- A vulnerable person is 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

1. If any member, staff or volunteer in Milton Keynes Chorale witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the named safeguarding officer.
2. If the named safeguarding officer is not available, or is involved in or connected to, the abuse, it should be reported to the group chair or a DBS checked adult.
3. If an individual wishes to report an incident of abuse against themselves, they should report it to the named safeguarding officer or an individual they trust.

PROCEDURES FOR DEALING WITH SAFEGUARDING 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.
3. If none of the above applies the named safeguarding officer will:
 - a) Make a note of the concerns reported to them.
 - b) Speak with Board members to decide how to handle the reported abuse, excluding any Board members who are involved in the incident.
 - c) 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.
 - Carrying out an internal investigation – for less serious incidents where they feel internal mediation will be successful.
4. Where cases are escalated, the Board will cooperate with the police or local authority in dealing with the reported incident.
5. Where an internal investigation takes place the Board will:
 - a) Inform all parties involved of the reported abuse as soon as possible.
 - b) Inform the family/guardians of the person reported as being abused of the incident.
 - c) Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
6. Both parties should be given the chance to bring a friend or representative to the meeting.

7. Meetings will be attended by the named safeguarding officer and at least one other Board member.
8. All parties will also be invited to submit a written statement in advance of the meeting.
9. Once meetings have taken place the Board will decide on next steps and communicate them to all parties in writing within 5 days. This will be either:
 - a) A decision to escalate the incident to the relevant authority.
 - b) Further investigation – with established procedures and timelines to work towards a resolution.
 - c) A final decision or resolution.

RESOLUTION AND DISCIPLINARY ACTION

1. If abuse is found to have taken place any final decision or resolution will be taken in the best interest of the person who has suffered the abuse.
2. Any disciplinary action will be taken in line with the Milton Keynes Chorale constitution and procedure rules.

POLICY REVIEW

This policy will be reviewed and amended (if necessary) no more than every two years by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

APPENDIX

This appendix was last updated on 2 July 2019

The named safeguarding officer is Karen Collcott.

The following members of Milton Keynes Chorale Board have been subject to appropriate DBS checks:

Name	Certification Date
Karen Collcott	May 2019
Ian Collcott	May 2019
Christine Dickens	May 2019
Glenys Bloomfield	December 2017