

Eccles Community Choir Safeguarding Policy and Procedures

Name of organisation: Eccles Community Choir

Eccles Community Choir is an award-winning community choir, established in 2009. Under the leadership of renowned musical director Angela Rowley and with the support of accompanist John Stott, we perform regularly at ECHO as well as a range of other venues. We are open to all adults – there are no auditions- and subscriptions are kept as low as possible to keep the choir accessible to all. The choir benefits the wellbeing of its members and provides the opportunity for wholesome family entertainment and social activity for the people of Salford and beyond. More information is available at <https://ecclescommunitychoir.wordpress.com>

Safeguarding is everyone's responsibility, making our safeguarding policy and procedures a requirement of and a commitment by the choir.

Eccles Community Choir recognises Salford Council's Principles for safeguarding:

- **Empowerment** - presumption of person-led decisions and informed consent.
- **Prevention** - it is better to take action before harm occurs.
- **Proportionality** - proportionate and least intrusive response appropriate to the risk presented.
- **Protection** - support and representation for those in greatest need.
- **Partnership** - local solutions achieved through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - accountability in delivering safeguarding.
- **Transparency** - transparency in delivering safeguarding.

1. Introduction	<p>Eccles Community Choir makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Eccles Community Choir comes into contact with adults who may include vulnerable adults through the following activities: choir practice sessions and concerts.</p> <p>The types of contact with adults will be general, and related to singing and performing in a controlled environment under the direction of the Musical Director.</p> <p>This policy seeks to ensure that Eccles Community Choir undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
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<p>2. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>3. Responsibilities</p>	<p>All members of the choir have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect each choir committee member and staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The Committee has the responsibility to ensure that:</p>

	<ul style="list-style-type: none"> • the policy is in place and appropriate • the policy is accessible • the policy is monitored and reviewed • sufficient time and resources are allocated to ensure that the policy can be effectively implemented <p>The Committee and Musical Director have the responsibility to ensure that:</p> <ul style="list-style-type: none"> • the welfare of vulnerable adults is promoted • concerns about safeguarding can be received and responded to seriously, swiftly and appropriately • concerns about responses can be taken forward.
4. Implementation	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented within all activities of the choir and within the constitution of the choir.</p>
5. Professional boundaries	<p>Professional boundaries are what define the limits of a relationship between the Musical Director, the Committee members and the choir membership. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Eccles Community Choir expects staff and Committee Members to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> • gifts may only be provided by the organisation as part of planned activity • personal conduct will be respectful and responsible, refraining from coarse or abusive language and in accordance with the Constitution of the choir <p>Contact with Choir Members</p> <p>The Musical Director and Committee will hold contact information for each choir member to enable communication of information which is relevant to the choir's activities.</p> <p>Contact details will not be passed on to any third party without the express permission of any choir member.</p> <p>The choir has a Facebook page for the exclusive use of choir members and the safeguarding policy of the choir will be respected by anyone posting to this Facebook page.</p> <p>The Choir website and blog will be publicly available to promote the choir and it will be presented in a manner which respects the professional boundaries and safeguarding policy of the choir.</p> <p>The staff and the committee will neither offer to take, nor accept responsibility for any valuables on behalf of a choir</p>

	member.
6. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Eccles Community Choir</p> <p>Communicate your concerns with The Musical Director or a member of the Choir Committee</p> <p>↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p>In an emergency or where it is believed a serious criminal act has taken place,</p> <ul style="list-style-type: none">• Telephone 999.• Tell them if you think it might be adult abuse• Take any action you can to secure any possible evidence for police examination• Make sure the individual or yourself are safe - do not put yourself in danger• If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or Accident and Emergency staff that this is a potential adult abuse situation. <p>↓</p> <p>Discuss with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <ul style="list-style-type: none">• listen to them carefully to ensure you understand,<ul style="list-style-type: none">○ what has happened to them,○ how and when it happened• make a written record of this as soon as possible using the person's own words as far as possible• do not proceed to investigate the matter themselves and in no circumstances should they approach or discuss the matter with the alleged perpetrator <p>↓</p> <p>if needed seek advice from the Adults helpdesk; telephone numbers to ring:</p> <ul style="list-style-type: none">• 0161 909 6517 during normal working hours and<ul style="list-style-type: none">• 0161 794 8888 outside these times <p>↓</p>

	<p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required http://www.salford.gov.uk/adultabuse-forms.htm and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded.</p>
<p>7. Allegations Management</p>	<p>Eccles Community Choir recognises its duty to report concerns or allegations against anyone within the organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member is required to report any concerns in the first instance to the choir committee. A written record of the concern will be completed by the Choir Committee</p> <p>Second step: contact local authority for advice.</p> <p>Eccles Community Choir recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>8. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place
<p>9. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with Data Protection Legislation</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Chairman of the Choir.</p> <p>Choir members cannot promise the person making a disclosure or their families/carers that they will keep secrets in relation to disclosures of abuse.</p>

10. Communicating and reviewing the policy	Eccles Community Choir will make choir members aware of the Safeguarding Policy through the following means: Annual General Meeting, Email distribution This policy will be reviewed by The Choir Committee once every year and when there are changes in legislation.
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Last Reviewed: April 2016