**Safeguarding Policy – Carnegie Singers**

**Overview**

**Commitment to safeguarding: The Carnegie Singers** 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 we come into contact with and to protecting them from harm.

**About this policy**

* This policy applies to; all members, staff (whether employees or freelances), volunteers and anyone working on behalf of the Carnegie Singers or taking part in Carnegie Singers’ 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 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 risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
* This policy aims to:
  + Protect children, young people and adults at risk who are; members of, receive services from, or volunteer for, the Carnegie Singers.
  + Ensure members, staff 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 they are interacting with.
  + Ensure that safeguarding of children, young people and adults at risk is a primary consideration when the Carnegie Singers undertake any activity, event or project.

**How the Carnegie Singers** **might work with 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 group who attend rehearsals and concerts
* Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
* Audience members at public concerts

**Named safeguarding person: The** Designated Safeguarding Lead is Jayne Randall , Any queries and concerns relating to safeguarding should be referred to her in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the Chair 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 a biennial basis by the management 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.

**Other policies which apply**

* The Carnegie Singers’ Child Protection policy (reviewed March 2025)
* Risk Assessment for use of regular rehearsal room in the Carnegie (last reviewed April 2023)
* Risk Assessment for use of most recently-used concert venue (reviewed march 2025)

**Safeguarding policy – The Carnegie Singers - Ground rules, ways of working and procedures**

This document forms part of the Carnegie Singers’ Safeguarding policy

* The policy applies to; all members, staff (whether employees or freelances), volunteers and anyone working on behalf of the Carnegie Singers or taking part in Carnegie Singers activities.
* The policies 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.
  + 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
* Procedures for dealing with concerns and incident of abuse

**Recruitment practices around safeguarding**

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the Carnegie Singers’ 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 Carnegie Singers’ equal opportunities policy.

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

**When the Carnegie Singers** 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 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 ratio table below - as per Ofsted recommendations.
* 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 is not to 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.

Child to adult ratio table

|  |  |  |
| --- | --- | --- |
| Childs age | Number of adults | Number of children |
| 0-2 | 1 | 3 |
| 2-3 | 1 | 4 |
| 4-8 | 1 | 6 |
| 9-12 | 1 | 8 |
| 12-18 | 1 | 10 |

**Working with parents/guardians:** If a vulnerable person wishes to take part in Carnegie Singer activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details of 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, staff or volunteer in the Carnegie Singers witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Designated Safeguarding Lead (Jayne Randall).
* If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group Chair (currently David Jones) or vice-chair (currently Margaret Ward) or a DBS checked adult: ( Steve Hunter or Bob Daglish)
* 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 concerns and incidents of abuse**

The Named person (or person reported 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. Excluding any committee members 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.
  + 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 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. 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 the Carnegie Singers.

**Safeguarding Training**

Membership of the choir is open to young people and adults over the age of 16 years.

The choir will require the DSL to hold at least a valid Level 1 Certificate in Safeguarding children and adults and will designate a minimum of two other members to have safeguarding responsibilities. These will also be required to hold a minimum Level 1 certificate in Safeguarding. Where those with safeguarding responsibilities do not already hold the requisite certificates through their work in some other capacity , they will be required to undertake an online training course ‘Safeguarding for Everyone Level 1 ‘ with the Virtual College ([Level 1 Safeguarding Everyone Training & Courses Online | Virtual College (virtual-college.co.uk)](https://www.virtual-college.co.uk/courses/safeguarding/safeguarding-everyone-level-1) ).

The validity of the certificates will be reviewed on an annual basis and renewed

**Contact details**

**Carnegie Singers**

David Jones (Chair) [dai55tenor@btinternet.com](mailto:dai55tenor@btinternet.com) 07874 711495

Margaret Ward (Vice-Chair) [mew1954mw@gmail.com](mailto:mew1954mw@gmail.com) 07741 463599

Steve Hunter (Music Director [stephenhunterbrown2@gmail.com](mailto:stephenhunterbrown2@gmail.com) 07890 654936

Jayne Randall [darren71randall@yahoo.co.uk](mailto:darren71randall@yahoo.co.uk) 07979 765686

**Other useful contacts for Safeguarding Information and Local Support:**

• Cumbria Safeguarding Children Partnership (CSCP) statutory safeguarding partners www.cumbriasafeguardingchildren.co.uk/

To report a safeguarding concern relating to a child contact the Local Authority Designated Officer (LADO). This applies to all paid,

unpaid, volunteers, casual, agency employees or anyone working in a self-employed capacity.

• Cumbria Adults Safeguarding Board (CASB) https://www.cumbriasab.org.uk/

To report a safeguarding concern for an adult Cumberland Council on 0300 373 3732 or Westmorland and Furness Council on 0300

373 3301

The local following organisations can provide advice and support with developing your safeguarding policy:

• Cumbria Council for Voluntary Service (CVS): CVS is an infrastructure organisation offering advice, support, training and resources

to third sector groups throughout Cumbria on areas including Safeguarding. For further information, please

contact info@cumbriacvs.org.uk or call 01768 800350 or visit www.cumbriacvs.org.uk

• Cumbria Youth Alliance (CYA): If you are an organisation that supports children and young people, please contact James Baggley,

HR & Operations Manager at Cumbria Youth Alliance who can provide advice and guidance to develop an appropriate safeguarding

policy. Email office@cya.org.uk or call 07955 355663.

• ACTion with Communities Cumbria (ACT): ACT works with rural and community groups across Cumbria. ACT can support you to

discuss safeguarding for your organisation and point you to model documents. ACT is also the advice service for community buildings in

Cumbria and has model documents and support in this area too. Contact info@cumbriaaction.org.uk or call 01768 425666 or visit

www.cumbriaaction.org.uk/

• Cumbria Association of Local Councils (CALC): CALC can support parish and town councils with safeguarding and what it means

for a parish or town council. CALC can also provide a template safeguarding policy for councils to use, a copy of which can be found on

the CALC website www.calc.org.uk. To contact CALC please email office@calc.org.uk

Signed: David Jones (Chair)

Date: 28.05.24