

Safeguarding Policy – The 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 freelancers), 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
- Guests, such as school groups, who participate as performers in concerts and rehearsals

Named safeguarding person

The Designated Safeguarding Lead (DSL) 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).

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 that apply

- The Carnegie Singers' Child Protection policy
- Risk Assessment for use of regular rehearsal room in the Carnegie
- Risk Assessment for use of most recently-used concert venue

Ground rules, ways of working and procedures

This document forms part of the Carnegie Singers' Safeguarding policy

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- The 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 in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially.

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 genders 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 activities.
- 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

Child's 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 acceptable) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact, special requirements relevant to the person and activity, and details of relevant pick-up arrangements (including if permission is granted 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 Kimberley Brough) 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:

1. Where the vulnerable person is in immediate danger or requires emergency medical attention: **call the police and/or ambulance service.**
2. Where 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 apply, 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 one or more of the following:
 - 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 fully 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 of the incident the family/guardians of the person reported as being abused.
 - 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 interest of 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)). The Carnegie Singers will cover costs for this unless the member would like to pay for their own qualification in lieu of a donation to the charity.

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

Contact details

Carnegie Singers

David Jones (Chair)	davidjones@carnegiesingers.co.uk	07874 711495
Kimberley Brough (Vice-Chair)	kim@carnegiesingers.co.uk	07928 986915
Steve Hunter (Music Director)	stephenhunter@carnegiesingers.co.uk	
Jayne Randall (Safeguarding Lead)	jaynerandall@carnegiesingers.co.uk	

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