

Safeguarding Policy

Cantiones

Cantiones is a choir of mixed voices based in Oswestry. The object of Cantiones is to promote and develop choral singing and performance in and around Oswestry. It aims to maintain the appreciation of the art and science of music by the presentation public concerts and by such other ways as Cantiones through its committee may decide from time to time. Members are drawn from Oswestry and the surrounding area and currently membership is limited to those over 18. Individuals who may be less than 18 may be involved in activities which include rehearsals, concerts, and choral workshops.

Commitment to safeguarding: Cantiones choir 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 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 Cantiones or taking part in Cantiones 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, attend an event arranged by, or volunteer for Cantiones

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 children, young people and adults at risk is a primary consideration when Cantiones undertakes any activity, event or project.

How Cantiones might work with vulnerable people: membership is open to those over 18 years of age. This age limit may be lowered to 16 in the future. 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

Members of other groups who may participate in activities or events arranged by Cantiones.

Audience members at public concerts.

Named Safeguarding Officer : Erica Moss who has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Erica Moss in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Erica Moss 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 an annual basis by the choir 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.

Safeguarding Policy - Cantiones Ground Rules, Ways of Working and Procedures

This document forms part of the Cantiones Safeguarding Policy

The policy applies to: all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Cantiones or taking part in Cantiones 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 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 incidents 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 Cantiones activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check will be decided by the committee and in line with DBS checks 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 Cantiones organises an activity or event where vulnerable people may be present they will ensure:

Planning is carried out in line with this policy and procedures will include a Health and Safety and Vulnerable Persons risk assessment.

The event is attended by an appropriate number of DBS checked adults - this will be a minimum of one but more where 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 will be 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 for unaccompanied individuals at risk (e.g. information about arrangements for collection of vulnerable people).

Where 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 person is DBS checked and carrying out a 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 that vulnerable people get home safely.

Child to Adult ratio table

Child's Age	Number of Adults	Number of Children
9-12	1	8
12-18	1	10

Working With Parents/Guardians: If a vulnerable person wishes to take part in any activity organised by Cantiones, 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, 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 Cantiones witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer Erica Moss.

If the named person is not available, or is involved in or connected to the abuse, it should be reported to the group chair Sally Smyth or a DBS checked adult. See list on website.

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 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 allegations 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:

1. Make a note of the concerns reported to them
2. Speak with committee members to decide how to deal with the reported abuse. Excluding any committee members who may be involved in the incident.
3. 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 co operate 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 of having 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 the meetings have taken place the committee will decide on next steps and communicate them in writing by email to all parties within 5 days. The decision will be either:

- 1. Escalate the incident to the relevant authority.
- 2. Further investigation - with established procedures and timelines to work towards a resolution.
- 3. 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.

Any disciplinary action will be taken in line with the Cantiones constitution.

Approved by Cantiones Committee on

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Chair

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Safeguarding Officer

