



HENLEY CHORAL
Society



HENLEY
Youth Choir

Safeguarding Policy

Introduction

Commitment to safeguarding: Henley Choral Society, including Henley Youth Choir, believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we all 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 with whom we come into contact regardless of gender, race, disability, sexuality or beliefs. The welfare of children is paramount and we are committed to protecting them from harm.

A I About this policy

- This policy is focussed on Henley Youth Choir but the principles apply to all members, staff, professional musicians, volunteers, anyone working on behalf of Henley Choral Society, including Henley Youth Choir, or taking part in any Henley Youth Choir or Henley Choral Society activity.
- 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 the following.
 - 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.
 - The term *vulnerable people* will be used to cover all the above.
- This policy aims to:
 - protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for, Henley Youth Choir /Henley Choral Society;
 - ensure members, staff, professional musicians and volunteers working with vulnerable people are carefully recruited, and understand and accept

responsibility for the safeguarding of those vulnerable individuals they are interacting with;

- ensure that safeguarding vulnerable people is a primary consideration when Henley Youth Choir undertakes any activity, event or project.

A ii How Henley Youth Choir might work with vulnerable people: membership is open to young people between 7 and 17 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.

A iii Designated Safeguarding Officer (DSO): The designated safeguarding officer is Fi Harding who has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Fi Harding in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the DSO, Fi Harding, and in line with established procedures and ground rules (see below).

A iv Procedures and ground rules: A further document – ‘Ground rules, ways of working and procedures’ forms part of this policy.

A v Policy review: This policy will be reviewed and amended (as necessary) on an annual basis by the committees of Henley Youth Choir and Henley Choral Society. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

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www.henleychoralsociety.org.uk

Registered Charity Number 276728

Safeguarding policy of Henley Choral Society and Henley Youth Choir.

Ground rules, ways of working and procedures

1. Introduction

This document forms part of the Henley Choral Society (HCS) and Henley Youth Choir (HYC) Safeguarding Policy. It is focussed on Henley Youth Choir but the principles apply to all members of Henley Choral Society, their volunteers and their hired or contracted personnel.

- The policy applies to all members, staff, professional musicians, volunteers, anyone working on behalf of, or taking part in Henley Youth Choir/Henley Choral Society activities.
- The purpose of this policy is to provide members, staff, professional musicians and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as the following.
 - 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.
 - Hereafter, *vulnerable people* will refer to all the above.

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.

2. 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 Henley Youth Choir activities, the appropriate level of DBS will be requested before that work is undertaken.

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

3. Ground rules and ways for working regarding safeguarding of vulnerable people

When Henley Youth Choir or Henley Choral Society organises an activity or event where they will be responsible for vulnerable people they will ensure the following:

- Planning is carried out in line with this policy and procedures.
- An event involving HYC is attended by an appropriate number of DBS checked adults. Minimally this will be two but more when practically possible.
- The total number of all adults in attendance (not necessarily DBS checked) compared with the total number of children and young adults will be in line with the ratio table below

following Ofsted recommendations where possible. There will always be at least one DBS checked adult with the children / young adults.

- All adults should be DBS checked and are responsible for the safety for the vulnerable people in their care.
- The DSO will have access to emergency contact details and other relevant details (e.g. parents' contact details, information about picking up arrangements for vulnerable people).
- In the absence of the DSO, a designated DBS checked person will deputise.
- If vulnerable people of different gender are taking part in activities, whenever possible, adults of different gender will be in attendance and provide appropriate chaperone duties.
- Adults will ensure that a vulnerable person is not 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.

In the event that HYC rehearsals are not able to take place in-person, and have to take place online, parents will be sent the information set out in *appendix 1*.

Specific, common real life practical examples:

- A register is taken at each rehearsal and event to ensure correct attendance at both youth choirs.
- When a child / young adult needs to go to the toilet, a DBS checked adult ensures appropriate chaperone duty.
- When dismissing the children / young adults after youth choir, DBS checked adults supervise at exits, ensuring that youngsters are transferred into the care of the parent / adult collecting them, unless written permission has been given for their child / young adult to travel home unaccompanied.
- Children / young adults will be collected by their parent / guardian or another named adult by arrangement.
- Staff / volunteers taking children in their car should check they have the appropriate insurance.
- All parents should be made aware of HYC's policy for dealing with uncollected children. See *appendix 2*.

4. **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
13-18	1	10

5. **Working with parents / guardians**

Members / volunteers / professional staff of HYC and HCS are aware that close co-operation with parents is vital to ensure the safety and welfare of all children and young adults in their care.

Henley Youth Choir will keep a register of children and young adults attending rehearsals, performances, workshops and all events outside regular scheduled rehearsals. Children / young adults will be signed in and out of events. The list of parental contacts is available at every event.

Parents are required to provide information about health issues such as inhalers and allergies, plus an emergency phone number.

6. Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in Henley Choral Society or Henley Youth Choir witnesses, suspects or is informed of a witnessed or suspected case of abuse, they should immediately report it to the DSO and not discuss the episode or people involved with anyone else.
- If the DSO is not available, or is involved in or connected to, the abuse, it should be reported to the Chair of HCS, the Vice Chair or any other officer of HCS.
- If an individual reports an incident of abuse against themselves, the person receiving the report should listen, record and notify the DSO.

7. Procedures for dealing with concerns and incidents of abuse

The DSO (or person reported to in their absence) will make a decision based on the immediacy of the concern.

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and / or ambulance service and co-operate fully with the authorities.
 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.
 - Make a note of the concerns reported to them.
 - Report the incident to
Oxfordshire Safeguarding Children Board (OSCB)
call 01865 815843 email oscb@oxfordshire.gov.uk
 - The DSO will talk as soon as practicable to OSCB.
 - **In all cases.**
Listen, record, pass information to designated safeguarding officer who will judge the next step.
- This may be by:
 - Raising concerns with the police for serious or possible criminal offences.
 - Reporting to OSCB (as above).
 - If the DSO believes a person has caused harm or poses a future risk of harm to vulnerable people, a referral should be made to disclosure and barring service (DBS).
 - In all cases unless the abuse is occurring in the home, inform the parents.
 - Informing all parties involved of the reported abuse as soon as possible.
 - Arranging a separate meeting for each party as soon as possible.

- Meetings will be attended by the DSO with one other HCS officer / trustee as appropriate.

8. Resolution

- If abuse is found to have taken place, the DBS will have been informed and the person responsible will be barred from further contact with vulnerable persons in HYC or anywhere else.
- In the event of abuse taking place in the home or at school, this will be dealt with by Oxfordshire Safeguarding Children Board. The DSO will report the incident to the OSCB (as above).

Appendix 1: Online Rehearsals

In the event that in-person rehearsals are not able to take place, for example due to a medical pandemic or very bad weather, parents of HYC members will be sent a link for an online rehearsal. The following will be included with the link:

- Where possible, children / young adults should undertake the rehearsal in a public space in their house (not their bedroom), free from distractions and interruptions.
- Rehearsal standard behaviour is expected from all participants.
- The children / young adults should not record or share a video of the rehearsal with anyone without having received express permission from Fi Harding.

Appendix 2: Late collection of children

A DBS checked HYC volunteer waits at the exit for 5- 10 minutes. Any child or young adult not collected is returned to the rehearsal room with a DBS checked HYC volunteer while the HYC Manager (or deputy) tries to make contact with the first emergency contact (parent/guardian) listed on the registration form. If there is no response from the 1st emergency contact, then the 2nd emergency contact is telephoned immediately. If after a subsequent 30 minutes the child or young adult remains uncollected then the HYC Manager calls Oxfordshire Safeguarding Children Board for advice on the best course of action.

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All adults signing this document have read the HYC Safeguarding Policy and agree to abide by the ground rules, ways of working and procedures.

Signature	Date	Name & Role
		Jessica Norton, Conductor
		Anita D'Attellis, Accompanist
		Fi Harding, HYC Manager & Administrator
		Melissa Maple, HYC Treasurer
		Maureen Smith, Volunteer
		Susan Edwards, Volunteer
		Wendy Hawkins, Volunteer
		Jan French, Volunteer
		Arthur Weir, Volunteer
		Jo Dickson, Volunteer

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