Safeguarding Policy – The Voices of Craven Choir (Overview)

Commitment to Safeguarding

The Voices of Craven 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 and wellbeing of all children, young people and adults at risk and to protect them from harm.

We are committed to safeguarding being a core consideration in all choir activities, rehearsals, performances, and events.

About this Policy

This safeguarding policy applies to all choir members, committee members, volunteers, freelance staff, visiting professionals and anyone working on behalf of The Voices of Craven Choir, as well as anyone participating in choir activities.

The purpose of this policy is to provide the overarching principles that guide our approach to safeguarding.

Definition of Vulnerable People

This policy recognises:

Children and young people: anyone under the age of 18

Adults at risk: adults aged 18 or over who may require care and support and who may be unable to protect themselves from abuse or neglect due to disability, illness, mental health needs, age or temporary circumstances

This policy recognises that vulnerability may be temporary, and that risk relates to circumstances and activities rather than labels.

How The Voices of Craven Choir May Work with Vulnerable People

The Voices of Craven Choir is primarily an adult community choir. However, our activities may involve:

Adults at risk who are choir members

Volunteers or helpers who may be children or adults at risk

Audience members, including children and adults at risk, attending concerts and events

Named Safeguarding Person

The Designated Safeguarding Lead (DSL) for The Voices of Craven Choir is:

To be announced

Designated Safeguarding Lead (DSL)

All safeguarding concerns or queries should be referred to the DSL in the first instance.

Any activity, project or event involving children or adults at risk must be planned with the involvement of the DSL and in line with the procedures set out below.

Procedures and Further Guidance

A separate document titled **'Safeguarding Policy – Ground Rules, Ways of Working and Procedures'** forms part of this policy and provides detailed practical guidance.

Policy Review

This policy will be reviewed annually by the choir committee, or earlier if required due to changes in legislation, guidance, or the nature of the choir's activities.

Next review date: January 2027

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Ground Rules, Ways of Working and Procedures

This document forms part of The Voices of Craven Choir Safeguarding Policy and should be read alongside the overview document.

Scope of the Policy

This policy applies to all choir members, committee members, volunteers, freelance staff, and anyone acting on behalf of The Voices of Craven Choir.

Recruitment and DBS Checks

Where an individual's role involves regulated activity with children or adults at risk, an appropriate level of DBS check will be required before duties begin.
The level of DBS check required will be determined by the committee in line with current legislation and guidance. All DBS information will be handled confidentially and fairly.

Ground Rules and Safeguarding Practice

When The Voices of Craven Choir organises activities involving adults at risk, the following will apply:
Safeguarding will be considered at the planning stage of all activities
A named safeguarding contact will be identified for the activity
No individual will be left alone with a child or adult at risk unless appropriate checks are in place
Where practicable, two responsible adults will be present
Mixed-gender supervision will be provided where possible
Emergency contact details will be available and stored securely

Working with Parents and Carers

Where an adult at risk participates in choir activities, reasonable adjustments will be made where required, and emergency contact details will be held where appropriate.

Raising Safeguarding Concerns

Any individual who:
Witnesses abuse
Suspects abuse
Receives a disclosure of abuse

must report this immediately to the Designated Safeguarding Lead.
If the DSL is unavailable, or if the concern relates to the DSL, the concern should be reported to a committee member.

Responding to Safeguarding Concerns

The DSL will consider:
Whether the person is in immediate danger (in which case emergency services will be contacted)
Whether the concern should be referred to the police or local authority safeguarding services

The DSL will:
Record concerns factually and securely
Seek appropriate advice where necessary
Ensure concerns are escalated appropriately

The choir will cooperate fully with any statutory investigation.

Internal Handling of Concerns

For less serious concerns where external referral is not required, the committee may:
Inform all relevant parties

Arrange meetings with those involved
Agree appropriate actions or resolutions

All actions will prioritise the wellbeing of the person affected.

Confidentiality and Record Keeping

Information will be shared on a need-to-know basis only and stored securely in line with data protection legislation.

Resolution and Disciplinary Action

Any disciplinary action will be taken in line with the choir's constitution and governance arrangements, always prioritising the safety and wellbeing of those involved.