

# Carleton Community Music



*...the home of Carleton Community Band  
& Carleton Community Chorus*

## Carleton Community Chorus Safeguarding Policy

(Version 5)

This policy applies to all members and anyone working with or on behalf of Carleton Community Chorus (CCC). Please read it in conjunction with 'Our choir constitution'.

Background: CCC is a not for profit organisation. It presents a number of concerts each year; sometimes performing with instrumental groups, youth choirs and other adult choirs. Occasionally CCC organises choral workshops or visits to choral workshops elsewhere.

CCC has weekly rehearsals during school term time and is open to everyone aged 16 (our insurance prohibits members under 16) or over. The Choir has firmly established itself as part of the community and as such requires no musical background and no audition. Members of the public are invited to join the choir and be a part of the group, joining our performances where they are available.

CCC prides itself on being friendly and welcoming and we expect everyone to treat others with respect. CCC believes that no one should experience abuse of any kind and accepts that it has a responsibility to promote the welfare of everyone and to keep everyone safe. Most members of CCC are independent adults but we do recognise that among our members there may be younger members or those who are considered to be in need of care and support. We also recognise that we may come across children and young people who could be at risk of abuse or neglect.

CCC recognises its responsibility to safeguard the welfare of all adults, young people and children with whom it works with and comes into contact with and believes that all those who participate have the right to enjoy the activities of the choir in a happy, safe and secure environment.

Purpose: A safeguarding officer and deputy have been appointed and a safeguarding policy produced principally to protect adults, young people and children who come into contact with the choir and its services.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children/adults, namely:

- Children Acts 1989 / 2004
- The UN Convention on the Rights of the Child 1991
- The relevant government guidance including Safe from Harm 1993
- Data Protection Act 1998
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2015
- Sexual Offences Act 2006
- Protection of Freedoms Act 2012
- The Care Act 2014

### We recognise that:

- The welfare of all participants is paramount.
- All adults and children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Some adults / children are additionally vulnerable because of the impact of previous experiences, their level of dependency or their communication / physical needs.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting people's welfare.

We will seek to keep adults, young people and children safe by:

- Valuing them, listening to and respecting them.
- Appointing a Safeguarding officer and deputy who will own and administer this policy.
- Asking members to provide identification data and to sign a declaration at least annually, and all new members are expected to complete a data sheet within 28 days of joining (see Appendix A).
- Providing guidelines on the sharing of information (see Appendix B)
- Providing a system for reporting any safeguarding concerns (see Appendix C and D).
- Providing effective management / training for the Safeguarding Officer and deputy.
- Ensure all CCC appointed officers have undertaken a Basic Disclosure check at least once within the last three years.
- Ensure that non-members who work with or on behalf of CCC agree to the Safeguarding policy.
- Sharing any concerns with agencies that need to know.

We are committed to reviewing our policy and good practice annually.

*Version 3 of this policy was agreed by the CCC Committee and adopted on 18<sup>th</sup> July 2017.*

*Version 4 of this policy was agreed by the CCC Committee and adopted on 17<sup>th</sup> July 2018.*

*Version 5 of this policy was agreed by the CCC Committee and adopted on 06<sup>th</sup> September 2022.*

## Appendix A Collecting and use of member data

**Member Data Sheet:** To implement the safeguarding policy all new members and existing members are asked to complete a Member data sheet. The information collected is Full Name, Postal address, email address, contact phone number(s), and date of birth. We also ask for a name and contact telephone number in case of an emergency.

*Should any member be uncomfortable with their own name and/or picture being used online and in programmes then they should speak to an officer prior to signing the Member data sheet so that their preferences can be accommodated for the year ahead.*

The signed member data sheets will be held securely by the Secretary, who will produce an electronic 'all members' file containing a list of all these details. This file is password protected, and shared electronically with the Safe-guarding officer and their deputy only. A print-out of the collated list will be held by one of the officers (normally the Secretary) each time the choir meets.

Names will be used on *our concert* programmes *which are made* available in printed form and online. In addition a full list of all members is maintained on our *public* web site.

All other member data is considered private and will only be available to the officers of the choir to allow them to perform their duties.

If a member has not been in contact for more than 6 months then they will be considered to have left the choir and their Member data sheet will be destroyed, and their details removed from the electronic 'all members' file.

Why do we ask for this information?

- To safeguard all members of the choir and vulnerable adults and children who we may perform with.
- To be able to communicate via multiple channels with all members.
- To have a signed declaration of no criminal convictions, to agree with the safe-guarding policy and to agree to follow copyright laws.

**Register:** Each week members are asked to sign/tick an attendance register. These paper lists are held by the Finance officer as they feed into the annual accounts. Following the Annual General Meeting in July the weekly registers for that year are destroyed.

**Photos, videos and sound-recordings:** CCC have a public Facebook page and website, they also have a members only Facebook page. The Secretary and Media officer are principally responsible for the administration & management of these.

Photographs, videos and sound recordings of the choir practising and performing will be uploaded onto the public internet. Names may be associated with these performances but no other personal data. Photographs of children that we perform with will only be used providing we have permission to do so from the parent/guardian.

Being part of Carleton Community Choir is something that we like to celebrate and share openly with the community, we are also keen to recruit new members and therefore it is important to us that we have a vibrant and exciting online presence. Relevant press releases and our past and future concerts are widely shared and promoted.

**Communication:** Email is our main communication channel, but we do use Text when urgent information is required to be sent or collected. Only names are used in these instances, and only the email addresses and mobiles of the Committee members are visible.

We also use online tools and paper forms for collecting data such as who can / cannot attend certain concerts, and for voting purposes and questionnaires.

## Document retention:

Once the data has served its purpose papers are destroyed and online files deleted. There are some records that we have keep in order to run CCC correctly. The following documents are produced and once agreed cannot be amended – these may reference some members:-

- AGM minutes
- Officer meeting minutes
- Financial accounts
- Insurance documents
- Questionnaire summary sheets
- Used Safe-guarding Reporting forms

## Appendix C Procedure for reporting any safeguarding concerns

Anyone can raise a safeguarding concern with the Safeguarding officer or their deputy. When this happens the following confidential procedure will be followed.

The Safeguarding officer or their deputy will:

- Obtain information from adults, young people, children, volunteers or parents and carers who have concerns using the 'Reporting' form (Appendix D).
- Assess the information quickly and carefully and ask for further clarification as appropriate.
- If needed, make a referral to an appropriate agency or the police straight away.
- If in doubt, seek advice from Social Service Providers:
  - Adult social care services – 0300 123 6721
  - Lancashire Police – 0845 1 25 35 45
- Work with all necessary parties to resolve/address the incident / concern, recording progress and next steps on the Reporting form.
- Keep in touch with the person who raised the incident / concern until a conclusion is reached and the incident / concern can be closed.

## What to do if you suspect that an abuse may have occurred.

- You must report the concern(s) immediately to the Safeguarding officer or their deputy who will follow the above procedure.
- Both have been nominated to refer allegations or suspicions of neglect, or abuse to the statutory authorities.
- In the absence of the Safeguarding officer and the Deputy then the matter should be brought to the attention of any one of the committee members who will follow the above procedure.
- Under no circumstances should the suspicions or allegations be discussed with anyone other than those nominated above.

APPENDIX D – Safeguarding Reporting Form is on the next page.

## Carleton Community Chorus Safeguarding reporting form

*This form should be completed as soon as possible following the incident or emergence of concern but after all necessary emergency actions have been taken.*

Name of Officer completing the form, and date raised.	
Name of person reporting the incident/concern	
Date of birth (if under 18)	
Contact details of the person reporting incident/concern	
Date incident took place / concern noted.	
Location that incident took place.(if applicable)	
Approximate time incident took place (if applicable).	
Name of person who is the subject of the incident / concern.	
Brief description of what prompted the report, what took place. <i>(In the words / language used by the person making the report. Record facts only, continue overleaf if necessary)</i>	
Name(s) of anyone witnessing the incident/concern <i>(include contact details)</i> .	
I agree that the details above are an accurate reflection of what occurred.	Signature of person who raised the incident / concern
<b>Progress</b>	
Action taken following the incident/concern. <i>(Provide details of all actions taken, by whom and in what capacity, continue overleaf if necessary)</i>	
<b>Conclusion</b>	
Closing comments:	
I agree that the incident / concern can be closed	
Signature of person who raised the incident / concern	Signature of the officer closing the incident / concern
Date:	Date: