

# Carleton Community Chorus Safeguarding and GDPR Policy

(Version 6)

Carleton Community Chorus (CCC) prides itself on being friendly and welcoming to all and we expect everyone to be treated with respect. CCC believes that no one should experience abuse of any kind and accepts that it has a responsibility towards the welfare of everyone to enjoy the activities of the choir in a happy, safe and secure environment.

As this policy covers both safeguarding and General Data Protection Regulations (GDPR) it applies to all members and anyone working with or on behalf of the choir. Please read this policy in conjunction with the choir's Constitution.

**Context:** The Choir has firmly established itself as part of the community and welcomes everyone over the age of 18 to join. In general, the public are invited to attend our formal concerts whilst we often perform our informal concerts to a selected private audience, for example a care home.

At concerts we may perform alongside instrumental groups, other adult choirs, youth choirs, and/or other performers such as soloists. The choir also organises other events such as choral workshops, masterclasses and various social activities.

The choir has a regular practice venue but does also use / attend other venues.

**Importance of this policy:** In formulating this Policy, the committee of the Choir has followed the guidance of Making Music, (the national organisation advising and championing amateur musicians and music groups across the UK). They have appointed a Safeguarding officer, principally to protect adults, young people and children who are part of, or encounter the choir and its services.

Member data is collected and recorded for the sole purposes of running and carrying out the various activities of the choir. There will be a data retention process that ensures member details are not kept for longer than is necessary.

This policy explains how this data should be collected, stored and used to meet CCC requirements and to comply with GDPR to:

- Protect the rights of our members, volunteers and supporters
- Comply with data protection law and follows good practice
- Protect the group from the risks of a data breach

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

- Valuing them, listening to and respecting them.
- Ensuring that planning is carried out in line with this policy.
- If the choir holds a joint concert with children, then appropriate joint working arrangements will be agreed to ensure that school/youth groups will always be in the care of their teachers, assistants and/or parents/carers who will bear responsibility for their welfare.
- Appointing a Safeguarding officer who will own and administer this policy
- Annually, requiring members to complete a 'Member data sheet' which requires them to sign a declaration that they have read, understood and accepted the policy.
- Requiring new members complete a 'Member data sheet' within 28 days of joining.
- Providing guidelines on the storage and sharing of information (see Appendix A).
- Providing a system for reporting any safeguarding concerns (see below).
- Providing effective management / training for the Safeguarding Officer.
- Ensuring 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.

### **Procedure for raising safeguarding concerns and incidents of abuse:**

- If an individual wishes to report an incident of abuse against themselves, they should report it to the safeguarding Officer or an individual they trust.
- If any member or anyone else attending a Choir event witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Safeguarding Officer.
- In the absence of the Safeguarding officer then the matter should be brought to the attention of any one of the committee members who will follow the procedure below.

### **Procedure for reporting any safeguarding concerns:**

The Safeguarding officer will:

- Assess the situation and take appropriate action to immediately ensure the safety and protection of all individuals involved, this may include the need for emergency services and/or sensitive removal of the person at the centre of the allegation.
- As soon as any immediate actions have taken place, then start to fill out the 'Carleton Community Chorus Safeguarding reporting form' at Appendix B.
- Listen very carefully and avoid leading questions to collect information from anyone who was involved in or has knowledge of the concern / incident.
- Speak with committee members to decide how to handle the reported abuse. Excluding any committee members who are involved in the incident.
- If needed ensure that the individual under concern understands that information given about abuse cannot be kept confidential
- If needed make a referral to or seek advice from an appropriate agency such as Social Services or the police straight away.
- 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.
- Any disciplinary action will be taken in line with the constitution.

**The Committee of Carleton Community Chorus is committed to review this policy annually.**

Version 6 was agreed by the CCC Committee and adopted on 1st July 2024.

## **Appendix A: Data protection and retention of member data**

**Collecting member data:** The 'Member data sheet' which is refreshed annually, requests both mandatory and optional information. To run the choir, the following must be completed by all members: Full name, postal address, email address, contact phone number, a signed declaration.

The 'Member data sheet' requires positive consent to use member's names, choir photographs and videos for online publicity.

The name and contact details of people that the choir encounters may be recorded, and additional information may be requested of committee members and other volunteers. All information collected and held will be solely for carrying out legitimate purposes of the choir.

**Storing member data:** The signed member data sheets will be held securely by the Secretary, who will produce an electronic version of the file that is accessible only to the Committee. The secretary also maintains another file which summarises all members, their name, choir section, DOB, medical condition(s), medication, allergies and details of an emergency contact. A print-out of this collated list will be held by one of the officers (normally the Secretary or Safeguarding Officer) each time the choir meets.

The choir has its own Google Drive account where all documentation and data relating to the choir is held. The account is backed up manually by the Technical Lead onto a portable hard drive which is password protected and held securely.

The Secretary runs the main email box (an Outlook account) on behalf of Carleton Community Music (covers the choir and Carleton Community Band), the choir committee does have access to this primarily for communicating directly with all the choir members.

**Use of member data:** The names of soloists or small ensembles that sing / play at our concerts may be listed on our concert programmes which are made available in printed form and online.

The officer's names are on the website but no personal contact details.

All other member data is considered private and will only be available to the officers of the choir and the Technical Lead to allow them to perform their duties. We would only share members' data with anyone else with the subject's prior consent.

If a member decides to leave the choir, then their member data sheet will be physically destroyed, and their online details removed from the two main members' files.

CCC has put procedures in place to prevent a data breach, but if it is suspected that one has occurred then the membership will be kept fully informed.

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.

**Register:** Each week members are asked to sign/tick an attendance register. These paper lists are held by the Secretary who uses them to monitor the membership.

**Photos, videos and sound-recordings:** CCC have a website and a public Facebook page, they also have a member's only Facebook page. The Secretary and Social 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. Some 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.

**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 of the Committee members are visible to the wider membership.

**Polls and surveys:** We do use online tools and paper forms for collecting data such as who can / cannot attend certain events. We run online polls and questionnaires to gather information and feedback. These activities are run from accounts set up specifically and solely for the choir.

**Document retention:**

Once any data has served its purpose papers are destroyed and online files deleted, including any backups.

There are some records (see below) that we wish to retain in order to run the choir correctly. These may reference some members:

- AGM minutes
- Officer meeting minutes
- Financial accounts
- Insurance documents
- Questionnaire summary sheets
- Used Safe-guarding Reporting forms
- Registration sheets
- Concert planners
- Risk assessments
- Concert posters and programmes

**Cookies:** The CCC website uses cookies. A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g. a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions. Anyone can disable cookies from their browser settings.

**APPENDIX B****Carleton Community Chorus Safeguarding reporting form**

Carry out any emergency actions first: adult social care services – 0300 123 6720, Lancashire Police – 101  
Then start to complete this form immediately.

Name of Officer completing the form, and date raised.	
Name & contact details of person reporting the incident/concern.	
Date, time & location incident took place / concern raised.	
Name of person and DOB (if under 18) of the individual under concern.	
Brief description of the incident / concern (Record facts only, using exactly what was said where possible - continue overleaf if necessary).	
Name(s) & contact details of anyone witnessing the incident/concern.	
<b>Progress</b>	
Provide details of all actions taken, by whom and in what capacity, continue overleaf if necessary.	
<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: