

# Groby Sings

Registered Charity No 1180490

## Safeguarding Policy

Originally approved by trustees 7 February 2020

Reviewed by trustees October 2023

Next review November 2024 (or sooner following any incident or concern raised)

Distribution List:

- Trustees
- Management Team

### Key terms used in this policy

#### Person/people at risk

Safeguarding is the process of protecting people at risk from harm or abuse.

This includes:

- children and young people up to the age of 18
- adults aged over 18 who could be described as at risk

(Many disability organisations consider that the term 'vulnerable adult' is negative and attributes 'victim status' to the individual and marginalises them as citizens. In this policy, they are described as being 'at risk', as recommended by the safeguarding course used by Making Music.)

#### Abuse

Abuse can take the form of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Abuse of adults can also include:

- Financial abuse
- Modern slavery
- Organisational abuse
- Domestic abuse
- Discriminatory abuse

### Responsible persons

A general principle at Groby Sings is that policy decisions are the responsibility of the Trustees. However, for safeguarding, the Management Team is fully involved and any Trustee or individual from the Management Team is authorised to take a report and act on it. For this purpose, people from both the Board of Trustees and the Management Team are referred to as responsible persons. (Reports of a concern can also be made to helpers who oversee aspects of the running of Groby Sings, but if that happens, the helper(s) should pass on the report to a responsible person.)

### Safeguarding Lead

The trustees will appoint a Safeguarding Lead to take responsibility for safeguarding issues. (The Safeguarding Lead does not have to be a trustee. However, ideally he or she should have previous experience of safeguarding.) The Safeguarding Lead should be informed of any queries and concerns relating to safeguarding. Any projects, events or other activities that involve people at risk must be planned with the involvement of the Safeguarding Lead and in line with this policy.

### **General**

Groby Sings believes that people at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all people at risk. We are committed to safeguarding the well-being of everyone we come into contact with and to protecting them from harm. Safeguarding is everyone's business.

This policy aims to:

- Protect people at risk who are singers at, receive services from, or volunteer for, Groby Sings
- Ensure participants working with people at risk are carefully recruited and understand and accept responsibility for the safeguarding of those individuals they are interacting with
- Ensure that safeguarding of people at risk is a primary consideration when Groby Sings undertakes any activity, event or project.

This policy applies to all participants - that is, anyone working on behalf of Groby Sings or taking part in Groby Sings activities, including singers, Trustees, Management Team, contractors (the music director, the stage company, session musicians for example) and volunteers.

This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness. The review process will be scheduled by the Safeguarding Lead.

### **Ground rules for safeguarding at an activity or event**

When Groby Sings organises an activity or event where they will be responsible for people at risk they will ensure that:

- Planning is carried out in line with this policy

- An appropriate number of DBS checked adults are in attendance – a minimum of one but more when practically possible
- The pre-event briefing covers safeguarding and ensures that all participants know about the measures put in place to keep people at risk safe at the event
- Where practically possible, the minimum number of adults in attendance (not necessarily DBS checked) compared with the number of children is as follows (as recommended by Ofsted):
  - Age 4-8: 1 adult with 6 children
  - Age 9-12: 1 adult with 8 children
  - Age 12-18: 1 adult with 10 children
- There is 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 (e.g. information about pick-up arrangements for people at risk)
- A child is not left alone with an adult who is not their parent or carer, unless that adult is DBS checked and carrying out regulated activity
- Two adults (one DBS checked) are the last to leave a venue once the activity has finished and are responsible for ensuring people at risk get home safely
- Performance licenses where required for children are applied for from the relevant Council, and all licensing regulations of both City and County Councils are complied with
- It is explicitly stated during Housekeeping that photographs taken at performances are only for family use and not to be put on social media
- Any participant who was not already friends with a Groby Sings child does not add them to their social media group or accept social media invitations from them

### **Lone working**

Lone working, private tuition and one-to-one time between Groby Sings responsible persons and people at risk is not expected to happen under the Groby Sings banner. If activities are arranged as a private matter, the Safeguarding Lead and Chair must be notified. This is to protect everyone involved from any possible allegation of inappropriate behaviour.

### **DBS checks**

If an existing or potential new Trustee, person from the Management Team or volunteer will be working closely with people at risk as part of the Groby Sings activities the appropriate level of DBS will be required before that work is undertaken. It is expected that the Music Director will hold a DBS check.

The level of DBS check required will be decided by the Board and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the Groby Sings equal opportunities policy.

If a current DBS is available from another organisation, this will be accepted for Groby Sings purposes.

Records will be kept of DBS checks.

### **Training**

The Safeguarding Lead and at least one other trustee have completed a recognised e-learning module on safeguarding via Making Music. The Safeguarding Lead will circulate training updates

and refreshers to the trustees and management team, and other responsible persons as necessary, annually to maintain a focus on safeguarding.

### **Working with parents/guardians**

If a person at risk wishes to take part in Groby Sings activities, written/emailed permission 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 person at risk after the activity has finished.

### **Use of toilets during children's rehearsals**

The toilets at the Club are public and we make parents/carers aware of this. A responsible person from Groby Sings will tell the children where the toilets are and that they must tell an adult when they are going to the toilet and when they are back. If specified by the parent or carer, a responsible adult will wait in the corridor for them to finish; they will not go into the toilet with them.

### **Deciding whether a parent/carer's attendance is necessary**

In a situation where it is not immediately apparent whether a person at risk needs a parent/carer with them at Groby Sings rehearsals or concerts, a fair and appropriate decision on a case by case basis will be made after discussion with the individual concerned, their carer if applicable, a pastoral lead, the Health and Safety Lead and the Safeguarding Lead. It is a matter of principle that everyone has the right to make decisions for themselves, but Groby Sings also has a duty of care to all participants and will make a decision based on the best interests of everyone.

### **Help offered by singers from Groby Sings**

There will be times when help is needed from or offered by singers from the group, for instance delivering Get Well cards (necessitating the sharing of an address), or taking another singer home if the weather is bad or if they are unwell.

Concerns may be expressed about the need for DBS checking in situations like this. However, it must be borne in mind that Groby Sings is a community-based group where the majority of the singers are familiar faces if not existing friends to other participants.

An informal risk assessment should be done in situations where help is needed or offered, including considering these questions:

- Do you have any concerns about the fitness of this person to do the task in question?
- Does the person being helped have a view?

The person taking the decision should make a diary-note briefly recording the details, in case any problem arises at a later date. This approach should be reviewed along with any other safeguarding issues that may arise.

## **APPENDIX 1 - Reporting safeguarding concerns and incidents of abuse**

- If any participant in Groby Sings witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately ensure the safety of the person at risk and report their concerns to the Safeguarding Lead or any available responsible person, who will contact the Safeguarding Lead.
- If any participant receives a disclosure by a person at risk of something that makes them think that abuse may have taken place, they should immediately report their concerns to the Safeguarding Lead or a responsible person
- If the conduct of another participant makes someone suspicious that abuse may have occurred, they should immediately report their concerns to the Safeguarding Lead or a responsible person
- The alerter should not investigate themselves or question the person at risk
- If the Safeguarding Lead is not available, or is involved in or connected to the allegation, it should be reported to any available responsible person
- If an individual wishes to report an incident of abuse they have experienced, they should report it to the Safeguarding Lead or a responsible person

## **APPENDIX 2 - Responding to reports of concerns and incidents of abuse**

The responsible person to whom the incident is reported will take the following steps:

1. If the person at risk 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 allegation is working with people at risk at the time - remove them, in a sensitive manner, from direct contact with people at risk and follow the procedures below.
3. Make a note of the concerns reported to them
4. Speak with other responsible persons to decide how to handle the reported abuse, excluding any individuals who may be involved in the incident
5. 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 person at risk is in need of protection
  - An internal investigation – for less serious incidents where they feel internal mediation will be successful. *This should not be the decision of fewer than three responsible persons*

Where an internal investigation takes place the responsible persons will:

- Inform all relevant parties involved of the reported abuse as soon as possible
- Inform the family/guardians of the person reported as being affected in 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 Safeguarding Lead and at least one other responsible person

- All parties will also be invited to submit a written statement in advance of the meeting
- Once meetings have taken place the responsible persons will decide on next steps and communicate them to all parties in writing within 5 days. They will either:
  - Escalate the incident to the relevant authority
  - Undertake further investigation – with established procedures and timelines to work towards a resolution
  - Arrive at a decision or resolution

A written report of the incident, marked Confidential, will be stored securely by the Safeguarding Lead. It should include the minimum information for the purposes of confidentiality (date, time, place, nature of incident with a case by case decision on the use of names or initials, final decision/outcome).

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 and the best interests of Groby Sings.

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

Lessons learned will be taken account of in the annual review of the safeguarding policy.