

Sansara Choir: Safeguarding Policy

29.11.22

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1. Policy Statement

The purpose and scope of this policy statement is:

- To protect children and vulnerable adults who receive Sansara's ("the Choir") services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as those using the Choir's services, with the overarching principles that guide our approach to the protection of children and vulnerable adults.

This policy applies to anyone working on behalf of the Choir, including Managers, the Board of Trustees, volunteers and musicians.

2. Legal Framework

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

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Mental Capacity act 2005
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice; 0 to 25 years - HM Government 2015
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2018
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- Guidelines in 'No Secrets' publication, Department of Health 2000
- Disclosure Barring Service (DBS) regulations

3. Supporting Documents

- Role description for the Designated Safeguarding Lead
- Child and Vulnerable Adult Protection Policy
- Dealing with disclosures and concerns about a child or vulnerable adult
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Complaints Policy
- Health and safety

4. Roles and Responsibilities

4.1: It is the responsibility of all colleagues to support the Choir's commitment to the safeguarding of children and vulnerable adults and to attend training as required. It is the responsibility of all Managers to ensure compliance and the effectiveness of the procedure accompanying this policy.

4.2: It is the responsibility of Managers and all colleagues to ensure that they understand the importance of this policy and related procedures.

4.3: Failure to report suspected harm or abuse in line with the procedure that accompanies this Policy may be regarded as colluding with the harm or abuse and be in breach of the code of conduct.

4.4: All colleagues working with children or vulnerable adults are responsible for familiarising themselves with this policy and its associated procedures. They will be required to read and sign this document before taking part in any activities involving children/vulnerable adults.

5. Definitions

5.1: Safeguarding is the right of every child and vulnerable individual accessing our services to be protected from any form of abuse. Abuse occurs when the child's/ vulnerable adult's rights are not respected.

5.2: Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect (including self-neglect), financial or sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development. It concerns the misuse of power, control and/or authority and can be perpetrated by an individual, a group or an organisation.

5.3: A child is anyone who has not yet reached their 18th birthday. An adult is anyone aged 18 or above.

5.4: A vulnerable adult is someone of 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness' and 'who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation' (No Secrets' Guidance, 2000).

5.5: The Mental Capacity Act 2005 provides a statutory framework to empower and protect vulnerable people who are not able to make their own decisions. It makes it clear who can take decisions, in which situations, and how they should go about this.

6. Principles

6.1: The welfare of the child/vulnerable adult is the paramount consideration.

6.2: The Choir will not tolerate abuse in any circumstances.

6.3: All children and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious beliefs and sexual identity have a right to protection from abuse.

6.4: Adults have the right to be in control of their life, make decisions, be treated with respect and consideration and have their confidentiality respected.

6.5: All children and vulnerable adults have a right to intervention, support and/or information which could make life better and/or safer for them and be involved in decisions that are made about them.

6.6: We will promote the empowerment, wellbeing, security and safety of children and adults at risk of abuse consistent with their rights, mental capacity and personal choices.

6.7: We aim to minimise the risk of abuse by being sensitive to cultural, gender and individual needs in our service delivery.

6.8: We will maintain a culture and standards that prevent the development of poor care and support practices.

6.9: All colleagues will be aware of, and comply with, local guidelines in relation to reporting concerns about children or vulnerable adults at risk. Where no such local procedures exist externally, we will provide our own.

6.10: We will report every instance of disclosed or suspected abuse to the appropriate social services contact in line with each Local Authority safeguarding procedures alerting

the police or other emergency services as required. Where appropriate, we will report concerns to the Disclosure Barring Service or the Care Quality Commission.

6.11: The Choir actively encourages and supports reporting of concerns and will protect colleagues disclosing malpractice from the risk of victimisation provided the disclosure is made in good faith.

6.12: We will review new legislation as it arises and continually review our procedures in line with good practice.

7. Safeguarding Vulnerable Adults

7.1: The Choir requires an individual with an Enhanced Disclosure (either on the DBS Update Service or specific to the Choir) to supervise every colleague who works with vulnerable adults. Colleagues without an Enhanced Disclosure will not be left unsupervised at any time.

7.2: All colleagues will work within the procedures that accompany this policy and all front-line colleagues will receive training on this policy.

7.3: The procedures that deliver this policy complement local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- are alert to the possibility of abuse of a vulnerable adult in our services,
- know how to recognise abuse,
- understand the need to share information about concerns with agencies that need to know,
- understand professional boundaries,
- identify risks associated with lone working by staff they manage,
- know and use local authority guidelines (or Curo guidelines in their absence),
- know how and where to report concerns,
- are aware of good practice.

7.4: This policy recognises the key principles of the Mental Capacity Act 2005 which sets out the right for everyone covered by the Act to make decisions and for any decision made on their behalf to be in their best interests. Colleagues will always act in accordance with the principles of that Act when they believe that someone is being abused and in determining how to report that abuse.

7.5: The Choir will provide customers of services for vulnerable adults with information about how and with whom they can share any concerns, complaints and anxieties.

8. Safeguarding children

8.1: The Choir requires an individual with an Enhanced Disclosure to supervise every colleague who works with children. Colleagues without an Enhanced Disclosure will not be left unsupervised at any time.

8.2: All colleagues will work within the procedures that accompany this policy and all front-line colleagues will receive training once a year on this policy.

8.3: Training includes the recognition of potential child sexual exploitation, online grooming and missing persons protocols. It is provided in a way that is appropriate for each colleagues level of engagement with children.

8.4: The procedures that deliver this policy complement local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- are alert to the possibility of abuse of a child using our services.
- know how to recognise abuse,
- understand the need to share information about concerns with agencies that need to know,
- understand professional boundaries,
- identify risks associated with lone working by staff they manage,
- know and use local authority guidelines,
- know how and where to report concerns,
- are aware of good practice.

8.5: The Choir will provide customers of services for children with information about how and with whom they can share any concerns, complaints and anxieties.

9. Designated Safeguarding Lead

9.1: The DSL is responsible for ensuring the coordination of any concerns about a child/ vulnerable adult, or the behaviour of an adult working with vulnerable groups. Their role is to ensure that these are appropriately reported to the statutory agencies. All concerns should be reported to the DSL (Fiona Fraser, fiona@sansarachoir.com) in the first instance.

9.2: Where the DSL becomes aware of a suspicion or concern about possible abuse the following steps should be followed:

- If the child/vulnerable adult is in immediate need of medical treatment or protection, contact the ambulance service or the police.
- Inform the Local Children's / Adults Social Care Department within 24 hours. This will allow the DSO to discuss their concerns further with someone experienced, and

seek advice and guidance to agree the most appropriate action to take in the best interests of the child/vulnerable adult, in line with policies and procedures.

10. Allegations against Sansara staff

10.1: The guidance below relates to circumstances where it is alleged that a member of staff has:

- Behaved in a way that has harmed, or may have harmed, a child/vulnerable adult.
- Possibly committed a criminal offence against, or related to, a child/vulnerable adult.
- Behaved in a way that indicates that he/she/they are unsuitable to work with children/vulnerable adults.

10.2: Where there are concerns for the behaviour of, or allegations against, a Choir worker these should be directed immediately to the DSL. These concerns must be reported to the Local Children's / Adults Social Care Department within 24 hours and will be addressed drawing on the relevant policy procedures guiding paid and voluntary workers. This may involve: providing advice, supervision and training, the use of disciplinary and statutory processes, or a combination of these. A referral must be made to the police and/or local authority where it appears that a criminal offence has occurred against a child or vulnerable adult.

Safeguarding Contact Details:

Designated Safeguarding Lead

Name: Fiona Fraser

Role: Learning & Participation Manager

Contact: fiona@sansarachoir.com / 07780497435

Designated Safeguarding Trustee

Name: Sarah Rennix

Role: Trustee

Contact: sarahrennix@gmail.com


Useful contact details:

CEOP - www.ceop.police.uk
NSPCC Helpline - 0808 800 5000
Childline - 0800 1111
Family Lives - 0808 800 222

This policy was last reviewed on: 29.11.22

This policy will next be reviewed on: 29.11.23

Name: Fiona Fraser, DSL

Signed: 

Confirmation of reading:

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Sansara Choir. I have retained a copy for my records.

Please complete the details below and return this completed form.

Name (print):.....

Signature:.....

Date (DD/MM/YYYY):