

Brockham Choral Safeguarding Policy

Overview

Brockham Choral (BC) is a well- established choir and a registered charity based in Dorking, Surrey, performing 3 or 4 concerts annually with a varied repertoire from 16th century to contemporary music.

Legal Context: the law requires any organisation involving children, young people or vulnerable adults to take all reasonable measures to ensure that the risk of harm to the welfare of these groups is minimised and where there are concerns to share them with other local agencies.

It is not the role of BC to decide whether a child, young person or vulnerable adult has been abused or not. This is the role of the Social Services department which has the legal responsibility, or the NSPCC who have the powers to investigate child protection concerns under the Children Act or the Police.

Laws and guidance supporting the policy include:

The Children's Act 1989 and 2004; The Human Rights Act 1998; The Protection of Children's Act 1999; The Safeguarding Vulnerable Groups Act 2006; The Sexual Offences (Amendments) Act 2006; The Care Act 2014; The Children's Wellbeing and Schools Act 2026; The Charities Commission 's Strategy for Dealing with Safeguarding and Vulnerable Adults Issues in Charities.

Good Practice: In developing this policy BC has taken input from the national amateur music performance association Making Music and other published policies.

Commitment to Safeguarding: BC believes a child, young person or adult at risk should never experience abuse of any kind. We recognise our responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the wellbeing of all the children, young people and vulnerable adults we come into contact with and to protecting them from harm.

About this policy

- This policy applies to all members, volunteers and those paid by BC on a sessional basis when taking part in BC activities.
- The purpose of this policy is to inform members, volunteers and those paid by BC on a sessional basis of the principles that underpin our approach to the protection of all vulnerable people.

- This policy recognises vulnerable people as:

-Children up to the age of 16 or young people aged 16-19

-Adults over aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including and addiction to alcohol or drugs or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk , and the risk can be temporary.

- This policy aims to:

-Protect children, young people and adults at risk who are members of or volunteers for BC and those paid by BC on a sessional basis

-Ensure members and volunteers and those paid on a sessional basis working with children, young people and adults at risk understand and accept responsibility for the safeguarding of these individuals.

-Ensure that safeguarding of children, young people and adults at risk is an important consideration when BC undertakes any activity.

In line with The Charity Commission' s Strategy for dealing with Safeguarding Children and Vulnerable I Adults Issues in Charities the Trustees of BC hold ultimate responsibility for the implementation of this policy

How BC might work with vulnerable people: membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts for the public. Our involvement with vulnerable people might include but is not limited to:

Members who attend rehearsals and concerts

Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity

Audience members at public concerts

Named safeguarding person: A BC **designated safeguarding person (DSP)** will have responsibility for safeguarding issues. The DSP will have the appropriate level of DSB check and training. All queries and concerns relating to safeguarding should be referred to the **DSP** in the first instance.

The present **Designated Safeguarding Person's** contact details are given below together with other DBS qualified choir members who are able to deputise should the DSP be not immediately available.

Designated Safeguarding Person:

Jenny Lee Potter jennileepotter@gmail.com Tel: 0203 3254 134

Deputy Designated Safeguarding Person(s):

Jane Stride janestride04@btinternet.com Tel: 07786 145260

Any activities that will involve vulnerable people must be planned with the involvement of the DSP and in line with the Safeguarding Implementation given below.

Policy Review: This policy will be reviewed and amended (if necessary) on an annual basis by the BC Committee. It will also be reviewed in response to changes in relevant legislation, good practice or in response to an identified failing in good practice.

Reviewed: Month

Year

Signed:

Brockham Safeguarding Policy: Implementation

Publication: This policy is published on the BCS website.

Children or young people participating in concerts: BC concerts may sometimes include children's choirs under the direction of their musical director or teachers. The BC DSP will liaise with the Designated Safeguarding Person for the children's choir. The Designated Safeguarding Person for the children's choir will at all times retain full responsibility for their safeguarding

Occasionally children or young adults will be involved performing as soloists with the choir. In this instance the parents of the child or young adult will be asked to chaperone them. If this is not possible a professional chaperone will be employed by BC

Audiences: It is the responsibility of the parent, guardian or carer to ensure that their child/vulnerable adult is supervised at all times. If not by themselves by a responsible adult acting on their behalf.

Photography: Photography is undertaken from time to time at concerts and rehearsals and may be used for publicity in printed material or on the choir website. Any photographs including a child will only be published with the parent's consent and no names will be attached to the photograph.

Recruitment practice around safeguarding: If an existing or potential new member, volunteer or staff member paid on a sessional basis will be working with vulnerable people

as part of BC activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee in line with DBS rules regarding a regulated activity. The results of any check to inform a decision will be used confidentially.

Guidance: How to respond to a safeguarding concern or allegation:

What is a safeguarding concern:

- A person discloses alleged abuse
- A person discloses concern for another person
- You notice signs of abuse
- There is an accident to a vulnerable person in your care
- There is a disclosure against an offender against a person
- Behaviour is observed which poses risk to others or themselves

Be aware of your feelings. It is natural to feel the following emotions:

- Anxiety
- Panic
- Fear
- Disbelief
- Split loyalties
- Anger
- Denial-you want it to disappear

Recognising your emotions will help you to handle the situation appropriately

What should you do?

- Listen carefully to the person disclosing
- Take the person seriously
- Be non- judgemental
- Ask questions only for clarification ..do not probe
- Do not promise to keep it a secret
- Tell the person what you will do next (if possible)
- Check you have the necessary contact information
- Write down what has happened or been disclosed and keep that record
- Inform the DSP as soon as possible

Action:

The DSP will in the case of:

Immediate danger - call the police and/or ambulance immediately

If the person at the centre of the allegation is working with vulnerable people in connection with BC activities - remove them in a sensitive manner and then follow the procedures below

If neither of these actions are applicable the DSP Will

- Note the concerns reported to them
- Liaise with the Trustees to decide how to handle the reported abuse excluding any Trustee who may be involved in the incident
- Escalate the report by either:
 - Raising the concerns with the police (for serious or possibly criminal offences)
 - Requesting an assessment by the Local Authority Social Care Department about whether a vulnerable person is in need of protection
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful
- Where cases are escalated the Trustee and the DSP will cooperate with the police or local authority in dealing with the incident
- Where an internal investigation takes place, the committee will:
 - Inform all parties involved in the reported abuse as soon as possible
 - Inform the family/guardian of the person who has allegedly been abused of the incident
 - Arrange separate meetings with both parties within 10 days of the reported incident. This may be a joint meeting if appropriate
 - Both parties should be given the chance to bring a friend or representative to the meeting
 - The meetings will be attended by the DSP and the consulted Trustee
 - All parties will be invited to submit a written statement in advance of the meeting
 - Once the meetings have taken place the Trustee and the DSP will decide on next steps and communicate them to all parties in writing within 5 days. They will be either: escalate incident to the relevant authority
 - to investigate further -with established procedures and timelines to work towards a resolution
 - A resolution of the incident

Resolution

- If abuse is found to have taken place any final resolution or decision will be taken in the best interests of the person who suffered the abuse and in the best interests of BC
- Any further action will be taken in line with the Brockham Choral constitution

Further Guidance

Remember:

- Safeguarding concerns are the responsibility of statutory agencies
- The priority is the person's safety
- Do not delay
- Avoid gossip

Who may need support:

- Alleged victim
- Family and friends of alleged victim
- Alleged perpetrator
- Family and friends of alleged perpetrator
- Other members of the choir affected
- Yourself

Confidentiality

- Say as little as possible to others
- Kill rumours

Afterwards

- Remain non-judgemental
- Avoid gossip and try to prevent others gossiping
- The committee will review how the choir operates to reduce/prevent further risks.

Reviewed: Month

Year

Signed: