



# SAFEGUARDING AND CHILD PROTECTION POLICY

## 1 CANTORES SALICIUM STATEMENT OF INTENT

Cantores Salicium (the choir) aims to ensure that any young people working with us are looked after in a supportive, caring and safe environment without fear. The Choir takes seriously its responsibility under 'Working Together to Safeguard Children' 2015, to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements to identify, assess, and support those children who are suffering harm. This policy applies to all choir trustees, volunteers, members, and any young people the choir works with.

Safeguarding is a term which is broader than 'child protection' and relates to the action the choir takes to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes.

Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within the organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, volunteers, parents/carers and the general public.

## 2 OUR AIMS

The Choir:

- works to national and local guidance, including that from the Local Safeguarding Children's Board (LSCB);
- has adopted a definition of safeguarding;
- has a consistent approach to preventing children from being harmed and supporting those who have been harmed;
- raises awareness of safeguarding including signs of abuse;
- promotes positive action to prevent children being harmed or at risk of harm;
- ensures fair treatment for all, regardless of age, culture, special educational need or disability (SEND), gender, religion, sexuality and encourages understanding and tolerance of different social, religious and cultural backgrounds.

## 3 OBJECTIVES

The objectives of the Safeguarding and Child Protection Policy are to:

- Provide a clear and effective process for dealing with concerns;

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- Outline the actions which should be taken when safeguarding concerns are raised.

## 4 IMPLEMENTATION

### 4.1 Communication

The choir has a named person with responsibility for child protection, who is an appropriately trained and checked member of the Trustees. There is a deputy named person who may be a trustee, a volunteer or a choir member. The names of the designated persons for safeguarding will be clearly visible in the choir’s rehearsal room, with a statement explaining the choir’s role in referring and monitoring cases of suspected abuse. All parents/carers are made aware of the responsibilities of trustees and volunteers with regard to child protection procedures through publication of the choir’s Safeguarding & Child Protection Policy, and reference to it in information such as the choir’s website.

### 4.2 Raising safeguarding concerns

All choir members will know how to identify, raise, record and refer safeguarding concerns, including child protection concerns. All members governors and are provided with child protection information on joining, including the safeguarding procedures so that they know who to discuss a concern with.

### 4.3 Acting on concerns

The named person will ensure that relevant procedures are used for providing support for children at risk of harm or known to be subject to abuse. The named person is the point of contact for all child protection concerns. The appropriate methods for escalation of concerns will be used. This may involve significant multi-agency involvement as described in national and local guidance. The named person will ensure that child protection-related allegations against adults working with young people through the activities of the choir are referred to the Local Authority Designated Officer (LADO) for advice.

### 4.4 Recording

All choir members will be made aware of the necessity to make accurate and timely records relating to safeguarding.

### 4.6 Supporting children

Our choir will support all children by:

- Encouraging self-esteem and self-expression;
- Promoting a caring, safe and positive environment;
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- Notifying Social Care as soon whenever there is a significant concern.

### 4.7 Confidentiality

We recognise that all matters relating to child protection are confidential. The named person will disclose any information about a child to others on a need to know basis only. All members must be aware that they have a responsibility to share information with other agencies in order to safeguard children. We will

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always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

## 5. ROLES AND RESPONSIBILITIES

Safeguarding in the choir is everyone’s responsibility. Everyone who works with children and their families has a responsibility for keeping them safe. No single person can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

### Trustees

The Trust is responsible for

- ensuring there is a Safeguarding & Child Protection Policy together with appropriate procedures, and including the verification of DBS checks of anyone working directly with young people;
- ensuring the Safeguarding & Child Protection Policy is reviewed annually and that the Safeguarding & Child Protection Policy is available on the choir’s website or by other means;
- ensuring the Trust has procedures for dealing with allegations of abuse against volunteers or members and to make a referral to the LADO when appropriate;
- nominating a trustee to be the named person for safeguarding and child protection and ensuring there are arrangements in place for deputising;
- ensuring the named person, deputy and any volunteers working directly with young people, undertake initial interagency training and annual updates;
- ensuring any weaknesses in Child Protection are remedied immediately.

### Named person (or deputy named person)

The named person must be a trustee.

The named person is responsible for:

1. Writing and updating the safeguarding and child protection policy and procedures;
2. Verifying DBS checks, and ensuring risk assessments are in place for adults working with young people while awaiting DBS clearance;
3. Arranging training for trustees and volunteers working directly with young people;
4. Maintaining a record of this training;
5. Communicating the choir’s policy and procedures to relevant people including parents/carers
6. Referring a child if there are concerns about possible abuse, to the Local Authority, and acting as a focal point for members to discuss concerns;
7. Keeping written records of concerns about a child even if there is no need to make an immediate referral;
8. Ensuring that all such records are kept confidentially and securely;
9. Ensuring that a record is kept and witnessed of the disposal of individual's records. Files will be destroyed in accordance with data protection and other relevant legislative requirements and in accordance with the policy of the Trust as from time to time implemented;
10. Liaising with other agencies and professionals.

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**Other choir members**

It is the responsibility of all choir members to work within this policy and procedures. In particular, all members should be aware of how to identify and report concerns.

All members must:

- report all safeguarding concerns to the named person;
- if requested, record all safeguarding concerns, discussions and decisions in writing.

**Parents/carers**

- Parents/carers are made aware of this policy, including through its publication on the choir’s website.
- Any parent reporting concerns about the welfare of a child can expect to have their concerns taken seriously and to be confident that the concerns will be acted upon.
- Parents whose children are at risk (including those parents who may be putting their own children at risk by virtue of their actions or inaction) will be treated with respect and will be involved in the provision for their children.

**Young people**

- Young people are made aware of this policy and how it relates to them.
- Any young person reporting concerns about the welfare of a child can expect to have their concerns taken seriously and to be confident that the concerns will be acted upon.
- Children who are at risk will be treated with respect.

**6 EQUALITY**

The choir ensures that all young people are safeguarded. We do not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. This is line with the Equality Act 2010 and covers both direct and indirect discrimination.

**7 MONITORING AND REVIEW**

Date for next review:

**8 SOURCES CONSULTED**

- Children Acts 1989 and 2004,
- Government publications: ‘Working Together to Safeguard Children’ 2015, Revised Safeguarding Statutory Guidance 2 ‘Framework for the Assessment of Children in Need and their Families’ 2000, ‘What to do if You are Worried a Child is Being Abused’ 2003,
- North Yorkshire Local Safeguarding Children’s Board guidance
- NSPCC guidance
- Charities Commission Policy paper Safeguarding children and young people 2014

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**Appendix 1****Cantores Salicium Safeguarding and Child protection procedures****Named person**

Charlotte Treglown

**Deputy named person**

Gail Jones

**Creating a safe environment for choir members and young people**

There are occasions on which the choir may be joined by young people, for example, as regular or guest singers, in a children's choir, or as instrumentalists for a particular performance. Before a young person joins the choir for such a reason, a parental permissions sheet (appendix 2) must be completed by parent /carer and returned to the named person. Choir members acting as the main adult contact for a young person must complete section 2 of the permissions sheet and familiarise themselves with the parent/carer's wishes contained within the form for each young person, and ensure they act in line with the agreement. Any choir member acting as the main adult contact for a young person must be appropriately checked (DBS) and trained. In the case of a DBS check being awaited for the main adult contact, a risk assessment will be put in place.

To keep everyone safe, choir members should adopt the following habits:

- Develop appropriate relationships with young people working with the choir in an open and transparent way. Because we have to safeguard them doesn't mean choir members should be worried about being friendly!
- Avoid behaviour which could be misinterpreted.
- Avoid 1:1 situations with young people as far as is reasonably possible.
- Unless necessary for the functioning of the choir and/or for organisation of particular events, avoid giving personal contact details such as your mobile telephone number to children.
- Do not use internet or social media to send personal messages to a child/young person.
- Only give a young person a lift if their parent/carer has requested this.

**Raising safeguarding concerns**

Anyone hearing a disclosure which gives them concern regarding the safeguarding or protection of a child must

- take it seriously,
- listen carefully,
- not ask any leading questions,
- not promise to keep secrets which might compromise the child's safety or wellbeing,
- report without delay to the named person.

The named person will take appropriate action, which may, in the first instance require the completion of a cause for concern form (appendix 3). Further action will be in line with Working Together to Safeguard Children and North Yorkshire Local Safeguarding Children's Board guidance.

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**Completion, maintenance and storage of records**

Safeguarding and Child Protection records are kept securely. Only the named person and deputy named person have access to these records.

The parent/carer permission forms are kept by the main adult contact within the choir and are handed to the named person for destruction at the end of the young person's involvement with the choir.

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**Appendix 2**  
**CANTORES SALICIUM Parent/carer permissions form**

**1. Basic information**

Name of child/children	
Date(s) of birth	
Parent name	
Parent contact number(s)	
Emergency contact details e.g. a relative	
Young person's contact details (e-mail/mobile phone) if appropriate (see agreement 3 below)	

**2. Details of rehearsals/performances**

What your child(ren) will be doing with the choir	
Expected period	
Key dates	
Main adult contact within the choir and contact details	

**3. Parent/carer agreement**

Contact	I give permission for direct telephone/email contact between my child(ren) and main adult contact	Yes/No
Photos	I give permission for photos of my child(ren) to be taken and/or used in choir publicity eg website	Yes/No
Supervision	I give permission for my child(ren) to leave the venue unaccompanied e.g. between rehearsal and performances, to make their way home	Yes/No
Transport	I understand it is my responsibility to make all arrangements to transport my child(ren) to and from rehearsals and performances and I take responsibility for their safety at these times.	
Signed and date		

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**Appendix 3**  
**Cause for concern form**

<b>Child's name:</b>	<b>Date of birth:</b>
<p>1. What are your concerns about the child? <i>Please provide a description of any incidents or observations including dates and times.</i></p>	
<p>2. What have you observed and when? <i>Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.</i></p>	
<p>3. What have you been told and when? <i>Include anything the child or another person has told you. Use exact words if possible. Be clear about who has said what.</i></p>	
<p>4. What action have you taken in response to this concern? <i>Have you contacted anyone else in relation to the concern?</i></p>	
<p>If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?</p>	
Date & time of this record:	Your name (please print):
Your relationship to the child:	Your signature:
Date and time received by the named person:	

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**Appendix 4  
Rehabilitation of Offenders Policy**

In order to use ‘Making Music’ to manage the choir’s DBS check requirements, we are required to have a Rehabilitation of Offenders Policy.

- As an organisation assessing applicants’ suitability for volunteer positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Cantores Salicium (the choir) complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
- The choir undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The choir can only ask an individual to provide details of convictions and cautions that the choir are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- The choir can only ask an individual about convictions and cautions that are not protected.
- The choir is committed to the fair treatment of its volunteers, members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- The choir actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes volunteers and members from a wide range of people, including those with criminal records.
- The choir selects all volunteers and members based on their skills and experience
- An application for a criminal record check is only submitted to DBS after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those roles where a criminal record check is identified as necessary, the choir will make it clear that an application for a DBS certificate will be submitted in the event of the individual becoming a volunteer working with young people.
- Following receipt of a DBS check which indicates a criminal record, the choir ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the role. Failure to reveal information that is directly relevant to the role could lead to a decision being taken that the individual is not suitable to take on that role.
- The choir undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- The choir makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS code of practice and makes a copy available on request.

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