

# **Cardiff Arms Park Male Choir**

## **Safeguarding Policy**

### **Legal Context**

The law requires any organisation, involving young people and/or vulnerable adults, to take all reasonable steps to ensure that the risk of harm to their welfare is minimised and that where there are concerns, to share them with other local agencies.

This Policy seeks to meet and address those requirements as set out in the current legislation and will be subject to annual review by the choir committee.

It is recognised that safeguarding is the responsibility of every choir member. The Cardiff Arms Park Male Choir (hereinafter referred to as the choir), further recognise -that it is not the role of our organisation to decide whether a Young Person or Vulnerable Adult has been abused as that is the role of the Police or Local Authority. However the Choir is committed to ensuring best practice for safeguarding, within their remit.

### **Who are Young People or Vulnerable Adults**

In this context, anyone up to the age of 18 years is classified as a Young Person. Anyone over the age of 18 years who is or maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation, is classified as a Vulnerable Adult. As such, our involvement with Young Persons or Vulnerable Adults might include, but is not limited to

- . Persons attending rehearsals or performances, typically as part of a choir, as a soloist or musician;
- . Persons forming part of the audience at rehearsals or performances

The Choir will ensure that Young persons attending choir activities in any capacity will always be in the care of their Teachers, Helpers or Parents who will always bear primary responsibility for their welfare. Vulnerable Adults taking part in choir activities should be accompanied by an appropriately qualified carer to facilitate effective communication.

The choir recognises that some older members needs are to be approached with a view to protecting their safety and dignity and will seek to create a safe welcoming and inclusive atmosphere that allows such members to continue to enjoy music as long as possible.

Nothing in the above detracts from the choirs overall safeguarding responsibilities.

## **Choir status**

The choir is a Registered Charity comprising Choir Members, elected Officers, its Trustees and Co-opted Committee members. Officers are subject to annual re-election.

Choir rehearsals and performances are group activities and there is no need for a choir member to be alone with a Young Person or Vulnerable Adult, unless they are their carer.

## **The Safeguarding Policy**

The Choir acknowledges four key responsibilities (the four R's) which all members must be aware of and adhere to :-

- . Recognise - be alert to the signs of abuse or exploitation, which maybe physical, mental, behavioural, financial or sexual.
- . Respond - Take concerns seriously and support the individual without making promises.
- . Record - document the details accurately and confidentially as soon as practicable
- . Report - inform the Designated Safety Officer, the DSO as soon as practicable and or the relevant authorities

## **Code of Behaviour**

It is the Duty of each member to ensure that: -

- . The welfare of each Young Person and Vulnerable Adult will always be put first.
- . Enthusiastic and constructive feedback will be given rather than negative criticism.
- . Bullying, in any form, will not be accepted or condoned.
- . Each adult member will provide a positive role model for dealing with other people.

Action will be taken to stop any inappropriate verbal or physical misbehaviour.

- . The choir will hold a register of young persons involved with the choir and will retain a contact name and number in case of emergencies.

## **Welsh Government Guidelines**

In accordance with Welsh Government Guidelines the choir has agreed to implement the following measures which are intended to minimise occasions of risk and best safeguard the interests of Young Persons and Vulnerable Adults.

- . Supervision during choir activities must not involve a young person being left in the charge of a single adult other than the child parent or carer.
- . Arrangements for tours, trips or workshops involving Young Persons or Vulnerable Adults must ensure that adequate supervision and appropriate arrangements are made in compliance with the above guidelines.

## **Privacy**

The choir will ensure an individual's privacy is respected at all times including occasions when members are required to change at a venue.

Parents and Guardians should be aware of the choir's use of social media as well as recordings and photographs from time to time at choir activities. Nonetheless the Choir affirms its responsibilities in respect of the use of such materials which we will ensure is compliant with the Data Protection Acts and rules and regulations relating to the publication of any material relating to Young Persons or Vulnerable Adults.

## **Designated Safeguarding Officer (DSO)**

The DSO is - **Neil Evans**

His contact details are - **07449 781044**

### **His role is to -**

- . Implement and monitor this policy.
- . Ensure all members are aware of the policy's procedures.
- . Act as the main point of contact for safeguarding concerns.
- . Ensure that complaints and concerns are addressed promptly and effectively.
- . Liaise with External Agencies if required.

## **Training and Awareness**

The choir will provide updates on safeguarding issues for all members, this will include

- . Understanding the signs of abuse and how to report concerns
- . Recognising the importance of maintaining appropriate boundaries
- . Awareness of the Choirs Safeguarding policy and procedures.

### **Implementation**

A copy of this policy is available on the choir's website and is drawn to the attention of new members.

All Members should be aware that any failure to adhere to these requirements may result in suspension or termination of their membership regardless of decisions or penalties imposed by outside agencies.

### **Contact Information**

For any safeguarding concerns or queries please contact –

Neil Evans

Cardiff and Vale of Glamorgan RSCB;

[Cardiffandvalersb@cardiff.gov.uk](mailto:Cardiffandvalersb@cardiff.gov.uk)

Tel: 029 2233 0880 / 029 2233 0883

This policy and future updates will be published on the Members Section of the Choir web site.

The policy will be reviewed annually for report to the AGM.