



# Whittlesey Saxophone Choir Safeguarding Policy

Whittlesey Saxophone Choir is a community group for saxophone players of all ages to get together and have fun playing. The group has the following goals:

- Have fun playing and learning new music
- Improve our individual and ensemble playing skills
- Encourage other players and help them improve, no matter their current age or ability
- Enjoy the rich sound of a full saxophone choir in action

To achieve these goals it is important that we are all committed to ensuring the well-being of all of our members, including any children or vulnerable adults. This policy document aims to help us all understand our responsibilities for keeping each other safe.

## 1. Purpose of this Document

This document explains what we all need to know and do to keep each other safe:

- Your legal responsibilities
- Understanding and identifying the risks
- Knowing what to do if you have concerns

This is based on a standard template provided by the charity [resourcecentre.org.uk](http://resourcecentre.org.uk), which implements best practices from the relevant legislation and guidance seeking to protect children and vulnerable adults, including:

- The Children Acts 1989 and 2004.
- Working Together to Safeguard Children 2018.
- The Care Act 2014.
- The Mental Capacity Act 2005.

## 2. Named Representatives

For the purposes of this document the following individuals should be your points of contact:

- **Safeguarding lead:** Sarah Barnsley
- **Group organiser:** Ben Tordoff

## 3. Definitions

For the purposes of this document we adopt the definitions of the Children Act 1989 and the Care Act 2014 (England):

- A **child** is anyone who has not yet reached their 18th birthday even if living independently or in full time employment.
- A **vulnerable adult** is anyone aged 18 years and over who:
  - has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
  - is experiencing, or at risk of, abuse or neglect, AND;
  - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- **Abuse** is a violation of an individual's human and civil rights by another person or persons. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. Often the perpetrator is in a position of trust or power relative to the individual. We must be alert to the following forms of abuse:
  - Physical
  - Sexual
  - Emotional/Psychological/Mental
  - Neglect and acts of omission
  - Financial or material abuse
  - Discriminatory
  - Organisational / institutional
  - Self-neglect
  - Domestic abuse (including coercive control)
  - Modern slavery

## 4. Working with Parents and Guardians

Where a child or vulnerable adult wishes to join one of the group rehearsals or events consent must be provided by a responsible guardian, unless the guardian is also a member of the group and is also taking part. Consent should be provided in writing, along with contact details, prior to the event (email or other electronic message is fine). A copy of this safeguarding policy must be given to the parent or guardian in either printed or electronic form as they prefer.

## 5. Code of Conduct

When working with children or vulnerable adults we are acting in a position of trust. We recognise that keeping our group safe is everyone's responsibility, and we expect our members to behave according to the following values:

- All children and adults at risk have an equal right to protection from abuse and to be kept safe from harm regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

- We recognise some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- We listen to and respect everyone in the group.
- We use language that is appropriate for age and ability, and not offensive or discriminatory.
- We encourage a culture of honesty, where everyone feels comfortable to point out attitudes or behaviours they do not like.
- We acknowledge that it isn't always easy to be vocal about concerns – for ourselves or for other people.
- All allegations and suspicions of neglect and abuse will be taken seriously and responded to swiftly and appropriately.

This means when working with children or vulnerable adults, we will never:

- Promise to keep secrets – safeguarding relies on sharing concerns appropriately with other agencies.
- Allow suspicions or allegations of abuse or neglect to go unreported.
- Act in a way that is threatening, abusive or bullying.
- Jump to conclusions about others without checking facts.
- Enter into a sexual or intimate relationship with a child or an adult at risk.
- Leave a child or vulnerable adult alone with a member of the group who is not DBS checked or is not performing a role that is part of the group's regular activities.

## 6. Reporting safeguarding concerns

The following should all be reported to one of the named contacts on the first page of this document:

- If a child or vulnerable adult reports to you any form of abuse, whether during group activities or not;
- If you witness any form of abuse or suspicious behaviour whilst taking part in group activities;
- If you have reason to believe that an individual may have been subject to neglect or abuse outside of group activities.

If in doubt, tell someone - it is not OK to ignore potential abuse. It is also important that any victim of abuse knows that their situation is being taken seriously and that appropriate action is being taken.

## 7. Dealing with safeguarding concerns

When an issue is reported the group's representatives will act according to the nature of the incident.

### 7.1. Emergency incidents

when there is a life-threatening situation or where there is imminent danger of harm to the individual:

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping and provide support
- Inform other senior people in the group

## 7.2. Protection and welfare concerns

when there are suspicions or disclosures that an individual is at current risk of, or is experiencing, abuse or harm:

- Contact the local authority safeguarding team as soon as possible, ideally within 24 hours.
- Inform the safeguarding lead for the venue we are using at the time as specified in their safeguarding policy.
- If the concern is related to another organisation, inform the safeguarding lead for that organisation.

Parents, guardians, or carers are normally the first point of contact for any concerns about a child or vulnerable adult. If there is a disclosure or suspicion of abuse, however, we will take guidance from the local authority safeguarding team as to whether we should make parents/guardians/carers aware of it or whether it should be left to other authorities to speak with them.

## 8. Keeping Records

It is important that records are kept of any safeguarding issues that arise, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept securely by the designated safeguarding lead. For every incident a record will be kept of:

- The date and time of the incident/disclosure/concern
- The date and time of the report
- The name, role, and contact details of the person to whom the concern was originally reported
- The name, role, and contact details of the person making the report (if different to the above)
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the individual who is the subject of the concern (including information about their parents, guardians, or carers)
- What was said or done and by whom
- Any immediate actions taken to look into the matter
- Any further action taken such as a referral being made, or the reason why no referral was made to a statutory agency

## 9. Confidentiality, consent and information sharing

Timely information sharing is key to keeping children and vulnerable adults safe and responding appropriately to concerns about their welfare. Whittlesey Saxophone Choir expects all members to maintain confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

Whenever Whittlesey Saxophone Choir shares information about a child or vulnerable adult with any other organisation, it will be based on the following principles:

- Have a clear and legitimate purpose
- Keep clear records of why we chose to share the information
- Ensure we are not putting the individual at risk by sharing information
- Be as factual as possible
- Seek consent.
  - If a child is deemed old and capable enough, consent should come from them. If not, we will ask their parent/guardian/carer, unless doing so would put them at risk of harm. In any situation where consent is refused, but we believe the information needs to be shared in order to protect a child from significant harm or to promote their welfare, we will seek advice from the NSPCC Helpline. If advised, we will share information with the police and/or local authority safeguarding team without consent.
  - If a vulnerable adult refuses consent we may share information only if we think they are at serious risk of harm or abuse, including harming themselves; information indicates that a serious crime has been or is going to be committed; or we have reason to believe that the person lacks the mental capacity to decide for themselves and we believe it to be in their best interests

## 10. Policy review

This policy and its procedures will be reviewed every 2 years. They were last reviewed and updated in May 2024.

## 11. Important contacts

### **Peterborough City Council Safeguarding**

<https://www.peterborough.gov.uk/healthcare/safeguarding-children>

### **Cambridgeshire & Peterborough Safeguarding Partnership**

<https://www.safeguardingcambspeterborough.org.uk/>

### **NSPCC**

<https://www.nspcc.org.uk/>

0808 800 500