

Wyre Forest Young Voices Safeguarding Policy

Commitment to Safeguarding

Wyre Forest Young Voices believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that everyone has a responsibility to promote the welfare of all children, young people and adults at risk. We are committed to safeguarding the well-being of all children, young people and adults at risk we come into contact with and to protecting them from harm.

Legal Context

The law requires any organisation involving young people and vulnerable adults to take all reasonable measures to ensure that the risk of harm to their welfare are minimised, and where there are concerns, to share them with other local agencies. The relevant legal requirements arise from:

- The Children Act 1989
- The Human Rights Act 1998
- The Protection of Children Act 1999
- The Sexual Offences (Amendments) Act 2006
- The UN Convention on the Rights of the Child
- The relevant government guidance includes Safe from Harm 1993
- Working Together to Safeguard Children 1999
- Caring for the Young and Vulnerable 2000

Wyre Forest Young Voices recognises that it is not the role of our organisation to decide whether a child or vulnerable adult has been abused or not. This is the role of the Social Services department who have legal responsibility or the NSPCC who have powers to investigate child protection concerns under the Children Act.

Good Practice

In developing this policy, Wyre Forest Young Voices has taken input from the national amateur music performance association Making Music and the NSPCC.

About this policy

This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Wyre Forest Young Voices or taking part in Wyre Forest Young Voices activities.

The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide 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 16-18.
- Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with learning or physical disability, a physical or mental illness, chronic or otherwise, including an 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, receive services from, or volunteer for, Wyre Forest Young Voices

- Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Wyre Forest Young Voices undertakes any activity, event or project.

How Wyre Forest Young Voices might work with vulnerable people

We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- WFYV staff volunteers
- Audience members at public concerts
- Professional musicians and performers

Named Safeguarding Officers:

- Kat Holmes (Designated Safeguarding Lead, WFYV)
- Caroline Lee (Deputy DSL, WFYV; Designated Safeguarding Lead, Kidderminster Choral Society)

The above have responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to the above, in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the above named safeguarding officers and in line with established procedures and ground rules.

Procedures and ground rules: Are laid out on Page 3 and any subsequent pages of this policy.

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

Safeguarding Policy - Procedures

This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse
- Recruitment practices around safeguarding

All staff members at WFYV (professionals and volunteers) will complete an advanced DBS check before their work may begin. The results of any check to inform a decision will be used confidentially and in line with the Wyre Forest Young Voices equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When Wyre Forest Young Voices organises an activity or event they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be at least in the ratio of 1:10 (adults:members).
- There is a main contact for safeguarding on the day. This will usually be the DSL, but another DBS checked adult may be nominated if the DSL is not available

- The main contact has access to emergency contact details and other relevant details (e.g.
- information about picking up arrangements for vulnerable people) via the WYV phone.
- That if members of different genders will be taking part in activities adults of different
- genders will be in attendance too.
- Where possible, members are not be left alone with any adult.
- Adults and young people must not share toilets/changing spaces
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring all members safely leave or are picked up from the venue.

Working with parents/guardians

If a member wishes to take part in Wyre Forest Young Voices activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place.

Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

If any member, staff or volunteer in Wyre Forest Young Voices witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer, using the appropriate Google Form to record the incident. All staff members will have received training on how and when to use the form. They should also notify the DSL that a report has been made.

If the DSL is not available, or is involved in or connected to, the abuse, it should be reported to the Deputy DSL.

If an individual wishes to report an incident of abuse against themselves they should report it to the DSL or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time– remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the DSL will:

- Ensure that the concern is recorded fully.
- Speak with the reporter to clarify details as necessary
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a child is in need of protection.
 - Conducting an internal investigation – for less serious incidents where they feel internal mediation will be successful.

Where cases are escalated the Safeguarding team will cooperate with the police or local authority in dealing with the reported incident.

Important phone numbers

If you have reason to believe that a child, young person or adult is at immediate risk from harm contact the Police by dialling 999.

If you have any concerns about a child or young person living in Worcestershire and feel that they may be in need of protection or safeguarding, contact the Family Front Door.

Family Front Door:

- 01905 822666 (Mon–Thursday 9am - 5pm, Friday 9am - 4.30pm)
- 01905 768020 (Out of hours – weekdays, weekends and bank holidays)

If you have concern about safeguarding vulnerable adults contact Worcester County Council Safeguarding Adults Team: 01905 843189

Internal Investigation

Where an internal investigation takes place the Designated Safeguarding Officer will:

- Inform all parties involved of the reported abuse as soon as possible.
- Inform the family/guardians of the person reported as having been abused of the incident.
- Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the DSL and at least one other staff member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place the DSL and DDSL will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of Wyre Forest Young Voices

Any disciplinary action will be taken in line with the WFYV Behaviour Policy and Kidderminster Choral Society constitution.