

## **Addison Group of Singers**

### **Safeguarding Adults at Risk Policy**

The Addison Group of Singers and its Board of Trustees (the 'AGS' and the 'Board') commit to reviewing, approving and endorsing this Policy on a regular basis, or as required by legislative change.

1. The AGS recognises its obligations to protect its members and is committed to ensuring that those benefiting from or working with us are not harmed in any way.
2. The AGS has implemented safeguarding policies to protect individuals at risk of harm ('adults at risk') who are part of the AGS: this policy relates to the protection of adults who form part of our membership. Adults at risk means individuals who are over the age of 18 years who have care and support needs (whether they are met or not) and as a result of these needs are unable to protect themselves from the risk of, or experience of, abuse or neglect and are at risk of or are experiencing abuse or neglect. This may include those who: have an illness affecting their mental or physical health; have a learning disability; have drug or alcohol problems; and those who are frail.
3. This policy will apply to all members of the AGS. It will also apply to the Trustees, staff and volunteers who work with the AGS (hereafter referred to as 'relevant personnel'). The AGS will ensure that all relevant personnel, members and any relevant carers, parents or guardians of adults at risk are aware of this policy by publishing it on its website.
4. This policy supplements the Code of Conduct and other rules that apply to members and relevant personnel of the AGS.

#### **The Principles**

5. In working with adults at risk the AGS recognises that:
  - a) the welfare of each adult at risk is paramount;
  - b) the AGS must value, listen to and respect the adults at risk that it works with; and
  - c) all adults at risk, without exception, have the right to protection from abuses regardless of age, class, disability, ethnicity, gender, gender reassignment, marital status, part time contract status, religion or belief, and sexual orientation.

#### **How the principles will be achieved**

6. The AGS believes that it is essential to work with the relevant personnel in promoting the welfare of adults at risk. To that end, the AGS will ensure that the appropriate training is given to relevant personnel as required.
7. The AGS will:
  - a) in accordance with industry best practice, provide opportunities for staff members and relevant personnel to learn about the protection of adults at risk in accordance with and as appropriate to their roles and responsibilities;
  - b) commit to safe recruitment, selection and vetting of anybody working at the AGS;

- c) If necessary, ensure all relevant personnel undertake a Disclosure and Barring Service (DBS) check.
8. The AGS will ensure that this policy is published on the AGS website so that all relevant personnel and members are aware of the following:
- a) Any suspicion that an adult at risk may be experiencing, or be at risk of, harm is to be reported to the Governance Trustee who will act as the person responsible for safe guarding. The Governance Trustee's name can be found on the website. As an alternative (e.g. in case of absence) any Trustee may be contacted.
  - b) The AGS will take all concerns and/or allegations regarding the safety of an adult at risk seriously. This may require a referral of the matter to the appropriate authorities e.g. social services, the health services, the Charity Commission or the Police.
  - c) Any comments made to the Trustees regarding an adult at risk by a member or relevant personnel will otherwise generally be treated as confidential but the Director of Music may be informed at the discretion of the Chair of Trustees.
9. The AGS will ensure that each adult at risk is:
- a) aware through the publication of this policy that they can report issues to the Governance Trustee or any Trustee (whose names are available on the website);
  - b) will be involved fairly in the investigative process (if an investigation is undertaken by the AGS), and will be told the outcome of any investigation; and
  - c) will be treated in a fair and respectful manner at all times.

### **Data Security**

10. Records relating to any adult at risk will be safeguarded in accordance with data protection principles.

### **Review**

11. This policy has been reviewed and approved by the Board. It will be reviewed yearly.