

## **Addison Group of Singers Safeguarding Children and Young People 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 vulnerable individuals who are part of the AGS: this policy relates to the protection of children and young people under the age of 18 years (hereafter referred to as 'young people'). The AGS does not have members under the age of 18 but does work with young people's choirs on concert days and does welcome young people as members of the audience at concerts.
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 the parents, carers or guardians of the young people 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 young people and in welcoming young people to AGS events the AGS recognises that:
  - a) the welfare of young people is paramount;
  - b) the AGS must value, listen to and respect the young people it works with or who attend events; and
  - c) all young people, without exception, have the right to protection from abuse regardless of age, disability, ethnicity, gender, gender reassignment, marital status, part time contract status, religion or belief, or sexual orientation.

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

6. The AGS believes that it is essential to work with the relevant personnel in promoting young people's welfare. 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 members and relevant personnel to learn about child protection 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.
  - d) appoint a named person with responsibility for safeguarding (the Governance Trustee - see website for current Governance Trustee) whose name and number should be provided to choir leaders of children's choirs who work with the AGS.

8. The AGS will ensure that all relevant personnel and members are aware of the following:
- a) any suspicion that a child or young person may be experiencing, or be at risk of, harm is to be reported to the Governance Trustee or, as an alternative (eg in case of absence), any other Trustee. Trustees are named on the website.
  - b) the AGS will take all concerns and/or allegations regarding the safety of a young person seriously. This may require a referral of the matter to the appropriate authorities e.g. child social services, the health services, the Charity Commission, Child Exploitation Online Protection Centre for e-Safety concerns, NSPCC or the Police.
  - c) any comments made to the Trustees regarding a young person by a member or relevant personnel will otherwise generally be treated as confidential by the Trustees but the Music Director may be informed at the discretion of the Chair of the Trustees.
  - d) where it is alleged that any member or relevant personnel working with young people has
    - Behaved towards young people in a way that indicates s/he is unsuitable to work with young people
    - Possibility committed a criminal offence against a young person, or related to a young person; and/or
    - Behaved towards young people in a way that indicates s/he is unsuitable to work with young people

Then the Governance Trustee (or other Trustee who is made aware of the concerns should contact the Designated Officer of the Local Authority within one day of becoming aware of the allegation/s.

### **Dealing with Complaints**

9. Where it is appropriate to deal with a complaint internally then the Board will investigate the complaint by setting up a subcommittee of three members who will listen to all parties involved:
- a) If the complaint is against a committee member, that member will not be part of conducting the investigation.
  - b) If the complaint is against an individual, that individual will have the opportunity to express their point of view in a safe environment and accompanied by a friend.
  - c) The person making the complaint will have the same opportunity. It is expected that a young person will be accompanied by a responsible adult.
  - d) If a complaint is found against the AGS, the Board must work to ensure there is no repeat in the future, and (subject to the privacy of the complainant and others involved) will inform the members of how they propose to do this.

### **Data Security**

10. Records relating to any young people 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.

<b>NSPCC HELPLINE</b> 0808 800 5000	<b>Governance Trustee</b> Anne Steele 07710 347 341
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