



Canterbury Cantata Trust
Caring Through Singing

Safeguarding Policy – Canterbury Cantata Trust – overview

Commitment to safeguarding: **Canterbury Cantata Trust** believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have 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.

About this policy

- This policy applies to; all beneficiaries, staff (whether employees or freelancers), volunteers and anyone working on behalf of **Canterbury Cantata Trust** or taking part in **Canterbury Cantata Trust** activities.
- The purpose of this policy is to provide beneficiaries, 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 a 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, volunteer for, or are participants in the activities of **Canterbury Cantata Trust**.

- 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 **Canterbury Cantata Trust** undertakes any activity, event or project.

How **Canterbury Cantata Trust** might work with vulnerable people: Participation in activities associated with Canterbury Cantata Trust is open to those over 16 years of age. Our main activities are: singing groups, rehearsals for choir members, concerts for the general public, training and research. As such our involvement with vulnerable people might include, but is not limited to:

- Participants and beneficiaries who attend our activities
- Relatives and friends of participants and beneficiaries who attend our activities in a volunteering capacity
- Audience members at public concerts

Named safeguarding person: **Joanna Heath (Vice-chair)** has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to **Joanna Heath** in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of **Joanna Heath** and in line with established procedures and ground rules (see below).

Associate Partners: All Associate Partners in the Sing to Beat Network must have their own Safeguarding Policy and Procedures in place and monitor their implementation.

Procedures and ground rules: A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the **Board of Trustees**. 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 – **Canterbury Cantata Trust** - Ground rules, ways of working and procedures

This document forms part of the **Canterbury Cantata Trust** Safeguarding policy

- The policy applies to; all members, staff (whether employed or freelancers), volunteers and anyone working on behalf of **Canterbury Cantata Trust** or taking part in **Canterbury Cantata Trust** 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 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 including those defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a 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 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

Basic DBS checks will be requested for all existing or potential new Trustees, staff and volunteers before appointment is confirmed.

If an existing or potential new Trustee, staff member or volunteer will be working with vulnerable people as part of the **Canterbury Cantata Trust** activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the Safeguarding Lead and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the **Canterbury Cantata Trust** equal opportunities policy.

DBS checks will be renewed every three years.

All existing and new Trustees, staff and volunteers will receive this Policy as part of their Induction, and a record will be kept of signatures confirming that they have read and understood it.

All existing and new Trustees, staff and volunteers will complete an Introduction to Safeguarding course.

Ground rules and ways for working regarding safeguarding of vulnerable people

When **Canterbury Cantata Trust** organises an activity or event that includes vulnerable people 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 a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked to the required level, and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people can get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians: If a vulnerable person wishes to take part in **Canterbury Cantata Trust** activities when unaccompanied 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 trustee, staff or volunteer in **Canterbury Cantata Trust** witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; **Joanna Heath**.
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair **Roshna Ahmad (Chair)**. **If neither of these two**

people are available then the NSPCC (if about a child) or Social Services should be contacted directly

- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported to 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 named person will:

- Make a note of the concerns reported to them.
- Speak with at least one other member of the Board of Trustees to decide how to handle the reported abuse. Excluding any Trustees who are involved in or connected to the incident.
- 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 vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the Board will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the Board will:
 - Inform all parties involved of the reported abuse as soon as possible.

- Inform the family/guardians of the person reported as being 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 named safeguarding officer and at least one other Board member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place Safeguarding named person and Board member 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 the **Canterbury Cantata Trust**.

Monitoring of Implementation

The Board will monitor the implementation of this policy at least annually by:

- Reviewing any safeguarding incident or concern that has arisen, and learning from it
- Seeking the views of staff, volunteers and beneficiaries
- Completing an online self-audit at least every two years

- **Receiving an Annual Safeguarding Report from the Safeguarding Lead at the charity's Annual Meeting**

[Joanna Heath \(j.heath@canterburycantatatrust.co.uk\)](mailto:j.heath@canterburycantatatrust.co.uk)

[Roshna Ahmad \(r.ahmad@canterburycantatatrust.co.uk\)](mailto:r.ahmad@canterburycantatatrust.co.uk)

Useful Contacts

- **Kent Social Services:**
 - **Adults Central Duty Team – 03000 41 61 61**
 - **Children and Young People Central Duty Team: 03000 41 11 11**
 - **Out of Hours after 5pm (Covers both Children and Adults): 03000 41 91 91**
 - **LADO (Local Authority Designated Officer) for allegations relating to staff/ volunteers and relating to children and young people: 03000 41 08 88**
- **Police : Tel: 101 – 24 hours for advice**
- **NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone**
- **Child Line (NI) Tel: 0800 1111 – Freephone**