



South Norfolk Community Choir Policy for Safeguarding Adults at Risk

Aims of this Policy

We recognise that some groups of people are more vulnerable to abuse than others, particularly adults at risk. When we work with adults at risk, their welfare and safety is paramount. We offer adults at risk safety to participate in our activities.

In order to do this, we will make sure that we do the following;

- train the Choir Leader in safeguarding;
- carry out DBS checks on relevant people;
- have a Safeguarding Trustee;
- abide by our Code of Conduct;
- behave appropriately towards participants
- inform the relevant authorities of any concerns we may have over individuals and those who have disclosed abuse;
- abide by SNCC Whistleblowing statement.

The Choir Leader will check regularly that we have done them and report to the trustees.

Training

South Norfolk Community Choir trustees and Choir Leader will be trained in safeguarding adults at risk to the level that is relevant for their involvement with adults at risk.

Contact

Anyone from South Norfolk Community Choir who has contact with adults at risk as participants in our workshops will have a DBS (Disclosure and Barring Service) check.

Safeguarding Trustee

One of our trustees will take overall responsibility for safeguarding matters and will work with the Choir Leader. Together they will be the South Norfolk Community Choir contacts for any safeguarding reports. If necessary they will inform the relevant social services department of concerns. They will be appropriately trained to carry out this role. Everyone involved with South Norfolk Community Choir will know who they are and what their roles are. They will also ensure that the South Norfolk Community Choir Policy for Safeguarding Adults at Risk is kept up to date and reviewed.

Behaving Appropriately

SNCC Choir Leader and trustees will behave in a trustworthy manner at all times.

We will always

- treat everyone with respect and dignity, be sensitive to likes and dislikes and respect personal space.
- treat information about adults at risk who participate in our activities as confidential.
- behave in respectful and appropriate ways and provide good models of acceptable behaviour.
- understand that adults at risk may respond to difficult situations in unusual ways. We will have plans for dealing with difficult situations.
- use physical contact only when absolutely necessary to make sure that adults at risk do not come to harm,
- take account of particular needs of individual adults at risk for extra support
- listen to and act upon any disclosures/allegations/concerns of abuse of adults at risk

If an adult at risk discloses that they are being abused we will do the following

- Keep calm and allow the adult at risk to speak without interruption, accepting what is said, acknowledge with "Thank you for telling me"
- Do not investigate or ask questions or agree to keep a secret
- Make a written record of all information; sign and date
- Pass on details to the relevant responsible person or agency
- Inform the Safeguarding Trustee

Whistleblowing Statement

If an allegation is made against the Choir Leader of South Norfolk Community Choir this should be made to the Safeguarding Trustee and investigated by them and another trustee, having made an alert to the relevant social services department. If the allegation is against the Safeguarding Trustee, it should be referred to another trustee.

Date of adoption by SNCC trustees: 6/6/2018

Name of Safeguarding Trustee: Liz French (Chair of Trustees)

Date for review: 6/6/2019