

## Safeguarding Policy for Peterborough Sings

Reviewed at the Board of Trustees Meeting on: 14<sup>th</sup> March 2018

### **Introduction**

Peterborough Sings fully recognises the responsibility it has to have arrangements in place regarding safeguarding and promoting the welfare of children and vulnerable adults.

There are 2 main elements to our policy:

**Prevention** through the pastoral support offered to the members

**Preventing unsuitable people working with children and vulnerable adults:** Our policy applies to all staff and volunteers and members working for Peterborough Sings (henceforth referred to as staff)

### **1. Prevention**

1.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help prevention.

1.2 Peterborough Sings will therefore:

- Establish and maintain an ethos where vulnerable members feel secure and are encouraged to talk and are listened to.
- Ensure vulnerable members know that there are adults in the choir setting they can approach if they are worried or in difficulty.
- Safeguarding will be a regular agenda item at every youth choir management meeting.

### **2. Preventing unsuitable people from working with children and vulnerable adults**

2.1 Peterborough Sings will operate safe recruitment practices, including ensuring appropriate DBS checks are undertaken and records maintained

2.2 Any allegation against a member of staff must be reported to the safeguarding officer without delay unless the safeguarding officer is the subject of the allegation, when the Board of Trustees must be informed.

2.3 Each adult present will write down accurately the details of the incident / conversation / concern and record facts only. Details must not be discussed prior to being recorded. All pages should include the name, date and signature of the adult reporting the incident.

2.4 Peterborough Sings will ensure that all staff are aware of the need for maintaining appropriate and professional boundaries in their relationships with children and vulnerable adults.

- 2.5 Peterborough Sings will ensure that any allegations against staff relating to child protection are notified to the proper authorities.
- 2.6 Peterborough Sings will ensure that staff are aware that sexual relationships with choir members aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2002 (Abuse of position of trust)
- 2.7 Staff will not be alone with children or vulnerable adults at any time.
- 2.8 Adult members of Peterborough Sings sign a declaration on their membership forms confirming they have not been barred from working with children or vulnerable adults.
- 2.9 Chaperones sign an annual declaration regarding Risk by Association.

#### **Other related issues**

##### **Bullying**

Under no circumstances will Peterborough Sings tolerate verbal or physical bullying of the members or staff.

##### **Racist incidents**

Under no circumstances will Peterborough Sings tolerate racist behaviour by the members or staff.

##### **Confidentiality**

The work that Peterborough Sings does with children and vulnerable adults sometimes brings us into contact with confidential information. To ensure that all those attending and working for Peterborough Sings can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have access to any information that Peterborough Sings holds regarding their child(ren).
- Staff will not discuss individual children or vulnerable adults for purposes other than planning or safeguarding.
- Information given by parents will not be shared without permission.
- Information given by staff will not be shared without permission.

##### **Behaviour Management**

Peterborough Sings recognises that there may be times when disruptive behaviour becomes detrimental to the smooth running of rehearsals. All Peterborough Sings staff will adhere to the following regulations when dealing with those situations:

- Shouting or raising voices in a threatening way will not be accepted.
- Physical punishment will be neither used nor threatened.
- Children or vulnerable adults will not be sent from the room unless there are two chaperones in the adjacent area.
- Techniques intended to humiliate individual members will not be used.

- In cases of serious misbehaviour, such as physical or racial abuse, it will immediately be made clear that this is unacceptable and then discussed with the member and/or the parent at the end of the session.
- Adults will be made aware that some kinds of behaviour may arise from a member's special needs.

### **Safety**

The safety of the people in our care is of paramount importance. In order to secure the safety of both children and adults Peterborough Sings will ensure that:

- The young people receive the appropriate amount of supervision.
- An accident / incident book is available at all times.
- All staff are aware of the procedures in operation for the arrival and departure of our children and vulnerable adults and an adult will supervise the door at these times.
- Children and vulnerable adults will only be permitted to leave with an authorised adult.
- A register of both children and adults is completed on arrival in order that a complete record of all present is available in case of emergency.
- Fire doors are never obstructed.
- The buildings Peterborough Sings use operate no smoking policies.
- A correctly stocked first aid box is available at all times.
- If a child is not collected within 30 minutes of the end of the session and staff are unable to contact a parent / authorised adult, then children's services will be informed. Two staff must remain with the child until a responsible adult arrives.

### **Trips and outings**

- All activities involving children and vulnerable adults will have a complete risk assessment carried out before the event.
- All staff accompanying trips will be signed of as competent by trustees prior to attending.
- Parents will be informed well in advance with all the necessary details.
- Consent will be given by parents of all the members attending the trip.
- A register will be taken before leaving and returning

### **Digital Media**

Peterborough Sings will not allow the use of mobile phones or any other digital media to record images or sounds of the young people in our care, either by staff / volunteers or by the young people themselves., other than for promotional activities authorised by Peterborough Sings.