

# **Harbour Lights - Amble Community Choir Safeguarding Statement, Policy and Procedures**

This policy statement should be read alongside our other organisational policies, including Equality and Diversity and Privacy policy.

## **About Harbour Lights - Amble Community Choir**

We are a community choir with around 50 adult members regularly attending. Currently, we do not have any members who are under 18 years of age. However, in the past we have joined with other choirs, including those with school children, for practices for specific performances.

We are a friendly group of people who have fun singing together and we welcome everyone.

## **SAFEGUARDING STATEMENT**

As members of Harbour Lights - Amble Community Choir we commit ourselves to care for one another safely.

We acknowledge everyone's right to protection from abuse, regardless of gender, ethnicity, disability, sexuality, or beliefs.

We consider that the welfare of everyone to be paramount.

We will follow legislation, statutory guidance and recognised good practice to protect vulnerable people in our choir.

We recognise that everyone has different levels of vulnerability and that each of us may be regarded as being vulnerable, or at risk of harm at some stage in our lives

We promote safe practise by all in positions of trust

We promote the inclusion and empowerment of people who may be at risk of harm

We recruit safely following recognised safe practice guidelines, policies, and procedures

We will support, resource and enable training for those who hold safeguarding positions in our choir.

It is the responsibility of each one of us to prevent any form of abuse. We will report any abuse that we discover or detect.

We agree to work within the guidelines of the Harbour Lights - Amble Community Choir Safeguarding Policy.

This Safeguarding Policy is available to read on our website and in hard copy to anyone who requests it.

# HARBOUR LIGHTS AMBLE COMMUNITY CHOIR

## SAFEGUARDING POLICY

We will seek to establish a caring environment in which we are aware of the possibility of abuse.

We will implement, maintain and review annually (or sooner if new legislation is issued) the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

We have two Designated Safeguarding Persons, (DSP) who have specific responsibilities for safeguarding. We do, however recognise that safeguarding is everyone's responsibility.

Either of the DSPs should be contacted should there be any safeguarding concerns or allegations. Their contact details can be found in Key Contacts, on page 5.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm.

We will follow a safe recruitment process for the selection and appointment of people to work with the choir.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We recognise that domestic abuse in all its forms is unacceptable and recognise that it affects both adults and children.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

### **Aim and purpose of this policy.**

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children and adults. This includes clear procedures for taking appropriate action, when safeguarding concerns are raised involving anyone who attends our choir, or those who attend our activities and events.

### **Definition of terms**

#### **Child**

A child or young person is deemed vulnerable and in need of protection because of their age. The term 'children' refers to those under the age of 18 years. (United Nations Rights of the Child)

#### **Adult at Risk ( Replacing the previous term Vulnerable Adult )**

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of themselves or to protect themselves from significant harm or exploitation. (Care Act 2014).

With the understanding that each of us may be regarded as being vulnerable or at risk of harm at various times in our lives.

### **Types of Abuse**

Listed on page 7

## **Duty of care and confidentiality**

We have a duty of care to all who attend our choir. This is mainly adults, however on occasions we may have young people who join us in choir for practices for specific performances or who attend our performances.

We will always maintain confidentiality, EXCEPT in those circumstances where to do so, would place the individual or another individual at risk of harm.

Information will only be shared within the choir, with those who have designated roles for safeguarding and on a need-to-know basis only, with the Chairperson.

## **Preventing abuse**

The choir has two Designated Safeguarding Leads.

Definition of these roles can be found on page 6.

Activities will be organised, so as to promote a safe environment and respectful relationships, whilst minimising opportunities for harm or misunderstanding.

## **What to do if there is any disclosure or allegation of abuse, whether within or out with the choir.**

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- does not promise to keep secret what they have been told
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the Safeguarding Concern/ Incident Form, Page 8).
- informs one of the Designated Safeguarding Persons as soon as possible.

## **Procedure in the event of a concern of abuse**

If there is an immediate threat of harm, the Police should be contacted without delay by ringing 999.

Where it is judged that there is no immediate threat of harm, the following will occur:

The concern should be discussed, with one of the Designated Safeguarding Persons (if possible) and a decision made, as to whether the concern warrants a referral to the statutory authorities.

If this is not possible, the concern must be discussed with the Duty Social Worker, via One Call.

(See Key Contacts on Page 5, for the relevant statutory contacts).

If a referral is made, the written confidential record will be passed to statutory authorities, as soon as practicable and within twenty-four hours, at most. If a referral not made, reasons why must be documented.

A copy will be kept and stored securely.

The person about whom the allegation is made must not be informed. Guidance from statutory authorities must always be followed.

Concerns that are anonymous or that relate to historical concerns should not be ignored and must be reported to one of the Designated Safeguarding Persons or the Duty Social worker.

### Review

The Designated Safeguarding Persons will review this policy annually , it will be amended and updates as required, and the Choir informed that this has been done at the Annual General meeting.

Date of the most recent review: 12<sup>th</sup> April 2024

Date of the next review: April 2025

Signed: Mary Dandba ..... Designated Safeguarding Person

Signed Beryl King ..... Chairperson

## **KEY CONTACTS**

### **Sources of advice and support**

#### **Designated Safeguarding Persons**

**Name Sarah Mitchell**

**Telephone No 07426381166**

**Name Mary Davidson**

**Telephone No 07939783632**

**Statutory contact in the case of a Child or an Adult, or if seeking advice.**

**Northumberland Social Care, ONE CALL (24 hour help and referral line)**

**Telephone number 01670 536400.**

**If someone is injured or in imminent danger, call 999**

## ROLE OF THE SAFEGUARDING PERSON

### **Purpose of the role**

- To coordinate Safeguarding policy and procedures.
- To be the first point of contact for Safeguarding issues.
- To be an advocate for good Safeguarding practice.

### **Responsibilities**

#### **To coordinate Safeguarding policy and procedures.**

- To familiarise themselves with policies and procedures and to keep abreast of any changes and developments.
- To ensure that the Safeguarding Policy is reviewed annually, kept up to date, and is fit for purpose.
- To make sure that all the committee, and choir members are aware of the Safeguarding policies and procedures.
- To ensure safer recruitment practices are in place, including ensuring that the relevant persons ie Choir Leader and Designated Safeguarding Persons, have up to date Disclosure and Barring Service (DBS) checks.

#### **To be the first point of contact for Safeguarding issues**

- To be a named person that children / adults at risk, that anyone at Choir can talk to regarding any issue to do with Safeguarding.
- To have rapid access to the telephone numbers of the Social Care Agency and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, Police or Local Area Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any Safeguarding concerns which arise.
- To ensure that appropriate records are kept and that information in relation to Safeguarding issues is handled *confidentially and stored securely*.

#### **To be an advocate for good Safeguarding practice**

- To promote positive Safeguarding procedures and practice and ensure procedures are adhered to.
- To ensure that as Designated Safeguarding Persons, training in Safeguarding is renewed every two years and no longer than three years.
- To attend appropriate training for the role, including refresher training every two and no longer than three years, and keep updated on matters related to Safeguarding.

### **Requirements for the role**

- To have knowledge of policy and practice for Safeguarding children and/or adults at risk.
- Be willing to attend appropriate Safeguarding training/refresher training.

## TYPES OF ABUSE

Eleven types of abuse are currently identified through legislation and UK guidance frameworks:

- **Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint or sanctions
- **Sexual abuse** - including rape and sexual assault or sexual exploitation or acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Including contact, non-contact and online abuse
- **Psychological abuse** - including **emotional abuse**, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefit
- **Neglect and acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion. (**Hate crime** should also be noted here. This is any criminal offence that is motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation, or transgender identity)
- **Organisational abuse** - including everything from individual acts of very poor professional practice to pervasive ill treatment, gross misconduct and systemic failure across a service
- **Domestic abuse**, including psychological, physical, sexual, financial and emotional abuse and "honour" based violence, Female Genital Mutation and forced marriage
- **Modern day slavery** - encompassing slavery, sexual exploitation, human trafficking, forced labour and domestic servitude
- **Self-neglect**. This covers a wide range of behaviours, including neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding and inability to avoid self-harm.
- **Radicalisation** - the abusive process whereby adults with care and support needs are caused to adopt radical positions on political or social issues

**Harbour Lights- Amble Community Choir  
Safeguarding Incident Recording Form**

**Basic information**

**Full name of child, young person or adult concerned**

**Address (including postcode)**

**Email address**

**Telephone Number**

**Date of birth**

**Date and time of incident**

**Location of incident**

**Other people present (witnesses)**

**Record of incident (continue on a separate sheet if necessary)**

**Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words. Include details such as tone of voice, facial expression and body language. Record what you said as well as what the child, young person or adult said. If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.**

**Consent Obtained for referral Yes/ No ,**

**If consent not obtained please give reason**



**Name of person contacted, date and time of contact.**

**Position / Organisation Name**

**Email**

**Parent / Carer/ Guardian / other (if applicable)**

**Feedback and follow up actions (continue on a separate sheet if necessary)**

**Name: (person who completed this report)**

**Position held in the choir**

**Signed;**

**Dated**

## **USEFUL TELEPHONE NUMBERS**

**NORTHUMBERLAND SOCIAL CARE, ONE CALL ( 24 hour help and referral line)  
Telephone number 01670 536400 .**

**POLICE Telephone number 101 or if EMERGENCY 999**

**Designated Safeguarding Persons,**

**Name, Sarah Mitchell , Telephone number 07426 381166**

**Name Mary Davidson , Telephone Number 07939783632**