

VALENTINE SINGERS

Safeguarding policy

The purpose of this policy is to set out the areas in which we need to be mindful of safeguarding issues and to outline the actions and arrangements which we will take to ensure safe practice.

It is the responsibility of the committee to ensure that members of the choir comply with this policy.

Valentine Singers need to be aware of safeguarding issues in respect of:

- Young people under 18 who are members of the choir or attend other events such as workshops or community chorus.
- Young people under 18 who are members of choirs or orchestras/ music groups taking part in concerts under our auspices.
- Vulnerable adults who are members of the choir.

Valentine Singers seeks to establish a supportive culture and expects all its members to treat one another, including any young person or vulnerable adult, with respect, consideration and courtesy.

General safeguarding arrangements

- At least one member of the committee will take the lead in safeguarding practice. He or she will attend appropriate training at least every 3 years and will keep the committee informed of their responsibilities in this area. The current safeguarding lead is Laura Pease.
- Safeguarding arrangements will be a standing item on the Valentine Singers committee agenda when concerts are being arranged.
- The musical director will be required to hold an enhanced DBS check.
- Any member of the choir who has any concerns about a young person or vulnerable adult within the choir is expected to raise those concerns with the safeguarding lead.
- If a complaint relating to safeguarding is made by a young person or vulnerable adult, it will be followed up urgently by the chair or vice chair and the safeguarding lead. They will take advice from the police and/or social services if necessary.

Young members

- When young people under 18 join the choir, the membership secretary will ensure that their section rep is aware of their age. The membership secretary will issue the relevant form to the young member's parent to record their permission for the young member to join the choir.
- The section rep will identify a mentor for the young person.
- The section rep will hold the contact details of a responsible adult who could be contacted in any emergency.
- Signed parental permission is required for a young person under 18 to participate in a one-off event e.g. day workshop or Fantastic Friday. The person processing

the booking will ensure that the musical director is aware of the young person's age and that the safeguarding lead is also informed.

Young members of other choirs or orchestras

- Where a choir or orchestra includes young people under 18, the safeguarding lead for Valentine Singers will check that the organisation has appropriate safeguarding policies and practices.
- The Valentine Singers will co-operate with the safeguarding practices in operation within that organisation, e.g. providing appropriate changing areas for young people.
- The safeguarding lead will make themselves known to the young person and their parent as a contact for any concerns.

Vulnerable adults

A vulnerable adult is defined as one who is unable to take care of him or herself without support or to protect him or herself from significant harm or exploitation. As an inclusive organisation, it is possible that the Valentine Singers may have members who would fall into the second category.

- The musical director will establish during the recruitment process whether a potential member might be described as a vulnerable adult and will seek, with due sensitivity, to explore any implications for their role as a member of the choir. This may include discussions with any carer who supports the potential member.
- Valentine Singers will make every effort to welcome and support any vulnerable adult who might benefit from taking part in its activities.
- The musical director will discuss with the section rep any necessary arrangements – e.g. providing a 'buddy' to assist with concert routines.
- The section rep will hold the contact details of an adult who could be contacted in any emergency.

GDPR

Valentine Singers will observe all GDPR regulations. However, safeguarding concerns may require the chair or vice chair to share information outside the normal GDPR constraints.

This policy will be reviewed annually. Members of the choir will be alerted to its content at the Annual General Meeting and the policy will be on display at all rehearsals.

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