

Haslemere Musical Society Safeguarding Policy

Overview

Commitment to safeguarding: Haslemere Musical Society believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

HMS recognises that it is not the role of its organisation to decide whether a child or vulnerable adult has been abused or not. This is the role of the Social Services Department who have legal responsibility, or the NSPCC who have powers to investigate child protection concerns under the Children Act.

About this policy

- This policy applies to: all members, professionals, (whether employees or freelancers), volunteers and anyone working on behalf of Haslemere Musical Society or taking part in Haslemere Musical Society activities.
- The purpose of this policy is to provide members, professionals 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 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 policy aims to:**
 - Protect children, young people and vulnerable adults who are: members of, receive services from, or volunteer for, Haslemere Musical Society
 - Ensure members, professionals and volunteers working with children, young people and vulnerable adults 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 vulnerable adults is a primary consideration when Haslemere Musical Society undertakes any activity, event or project.
- **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

How Haslemere Musical Society might work with vulnerable people

Membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

Note:

A definition of 'Vulnerable Adult'

- *A person 60 years of age or older with functional, physical, or mental inability to care for self; or*
- *An adult 18 years of age or older who:*
 - *Has a developmental disability; or*
 - *Has a guardian*
 - *Lives in a nursing facility, boarding home, adult family home, or soldier's home, residential habilitation centre, or*
 - *Receives in-home services through a licensed health care agency, hospice, or an individual provider; or*
 - *Self-directs his/her own care*

HMS Safeguarding Policy

1. HMS will include its policy on its public website. <http://hmsoc.org.uk/> and draw it to the attention at each season's AGM.
2. Young people will be welcome to participate with the HMS in all musical works that require children and/or youth voices or musicians, as long as there is a parent, guardian, teacher or other responsible adult present who remains responsible throughout rehearsals and concerts.
3. HMS has nominated a Designated Person, Evie Page, and a Deputy Designate Person, Sue Farley. Should it be necessary, appropriate training will be arranged. (See Part B for the role of the designated persons.)
4. Members of the society or people attending the concerts or events will report any concerns to the Designated Persons. (eviepage@hotmail.com sueifarley@btinternet.com)
5. In the absence of both Designated Persons the matter should be brought to the attention of the Chair of HMS. (chairman@hmsoc.org.uk)
6. A permanent confidential record will be kept of the report by the Designated Persons and in accordance with our data protection policy. (See Part C for form.)
7. If HMS should need to recruit professionals, then it will apply safeguarding principles to ensure that appointees are suitable to work with young or vulnerable people.
8. The policy and procedures will be reviewed annually at the committee meeting prior to the AGM and presented at the AGM. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.
9. Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of their carers / guardians and with the Designated Persons, in line with established procedures and ground rules (see below).
10. If a vulnerable person wishes to take part in Haslemere Musical Society activities written permission, (email is fine), should be obtained by the Designated Persons 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.

Recruitment practices around safeguarding

If an existing or potential Member, HMS Professional, or volunteer will be working with vulnerable people as part of the Haslemere Musical Society activities, the Designated Person for the choir or orchestra will brief both the vulnerable person and the HMS member / Professional / volunteer. This will include introducing themselves as the point of contact and ensuring awareness of the Safeguarding Policy.

Where an appointment is being made, our Safer Recruitment Policy will be followed.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, professional or volunteer in Haslemere Musical Society witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the Designated Person in Haslemere Musical Society. If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the Chair of Haslemere Musical Society.
- If an individual wishes to report an incident of abuse against themselves they should report it to the Designated Person or the Chair.

Procedures for dealing with concerns and incidents of abuse

The Designated 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. Otherwise, speak with the parent/carer/guardian/teacher and suggest that medical help may be required.
3. The person at the centre of the allegation should be removed, in a sensitive manner, from direct contact with the vulnerable person and procedures below in Part B should be followed.

If none of the above applies the Designated Person will:

- Make a note of the concerns reported to them on the Form in Part C: Confidential Record of Suspected Abuse.
- 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, HMS Committee, will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the HMS Chair will:
 - Ensure all parties involved are informed 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 Designated Person and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place the committee 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.
- Any disciplinary action will be taken in line with the Haslemere Musical Society Rules.

Part B In the event of a concern or incident of abuse the Role of the Designated Person is to:

1. Obtain information from members, children or parents and carers who have child protection concerns or concerns about the welfare of a vulnerable adult, and to record this information. (See Part C for form).
2. Assess the information quickly and carefully and ask for further clarification as appropriate.
3. Make a referral to a statutory child protection agency or appropriate agency for vulnerable adults, or the policy, without delay. (Surrey Social Services, see note 1.)
4. If in any doubt about what to do, to seek advice from the Surrey Social Services. (See note 1.)
5. **It is not the Designated Person's role to investigate.**
6. All associated documentation will be held securely on the computer of a Designated Person, appropriately password protected, in line with HMS Data Protection Policy.

If a child or vulnerable adult has a sign of physical injury or neglect, and the abuse may have been deliberate the Designated Person will:

- Seek emergency medical attention if it is necessary and inform the doctor of any suspicions of abuse. The doctor will then initiate further action if necessary.
- Otherwise, speak with the parent/carer/guardian/teacher and suggest that medical help/attention is sought for the child.
- If appropriate, encourage the parent/carer to seek help from Surrey Social Services. (See note 1.)

In the event of allegations or suspicions of sexual abuse the Designated Person will:

- Contact the Surrey Social Services and **speak to no one else about the matter.**

In the event of allegations or suspicions made against the Designated Person or Deputy Designated Person by a child or a vulnerable adult (and in the absence of the other Designated Person named above):

- The person who is making the allegation or has their suspicions should speak with Chair, (chairman@hmsoc.org.uk) who will contact the Surrey Social Services (see note 1) and speak to no one else about the matter.

Note 1: Surrey Social Services Contact details:

Regarding children:

<https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services>

Regarding vulnerable adults:

<https://www.surreycc.gov.uk/social-care-and-health/care-and-support-for-adults/contact-adult-social-care#concerns>

Part C Haslemere Musical Society Confidential Record of Suspected Abuse (Page 1).

Name of person recording.....

Name of child or vulnerable adult.....

Age and date of birth.....

Parents' / Carer's name

Home Address

.....

Telephone number.....

Are you reporting your concerns or reporting someone else's? Please give details.

Brief description of what has prompted the concerns: include date, time and specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child or vulnerable adult? If so, what was said?

Have you spoken to the parent(s) or carers? If so, what was said?

Part C Haslemere Musical Society Confidential Record of Suspected Abuse (Page 2.)

Has anybody been alleged to be the abuser? If so, please give details.

Have you consulted anybody else? Please give details.

Person reported to and date and time of reporting:

Signature of person reporting

Please print your name

Today's date

This policy has been discussed and approved by the Committee of the Haslemere Musical Society and was approved on 9th January 2019