

1. Health and Safety Policy

Purpose

This policy outlines the health and safety measures in place to protect choir members, leaders, volunteers, and visitors during all Sing For Fun rehearsals, performances, and events.

Scope

This policy applies to all Sing For Fun activities, including rehearsals, performances, and related events in all locations: Andover, Basingstoke, Goring, Newbury, Reading, and Stockbridge.

Policy

- **Risk Assessments:** Risk assessments will be conducted for all venues and events to identify potential hazards and implement control measures. These will include fire safety, first aid provisions, and general site safety.
 - **Emergency Procedures:** Each venue will have clear and visible emergency exit routes. Leaders and volunteers will be briefed on the emergency evacuation procedure, and members will be informed of exits at the start of each term.
 - **Hygiene:** Leaders and members are encouraged to maintain good hygiene, especially during flu seasons. Venues will be cleaned regularly.
 - **Incident Reporting:** Any accidents or incidents will be documented, and measures will be taken to prevent future occurrences.
-

2. Equality and Diversity Policy

Purpose

Sing For Fun is committed to promoting equality, diversity, and inclusion in all aspects of its operations and activities. We aim to provide a welcoming and inclusive environment for all choir members, volunteers, and leaders.

Scope

This policy applies to all choir members, volunteers, leaders, and any external individuals attending Sing For Fun events or rehearsals.

Policy

- **Non-Discrimination:** Sing For Fun will not tolerate any form of discrimination, harassment, or victimisation based on race, gender, disability, age, sexual orientation, religion, or any other protected characteristic.
- **Inclusive Practices:** We will ensure that all activities, venues, and materials are accessible to everyone. Reasonable adjustments will be made to accommodate those with disabilities.

- **Respectful Environment:** All members, leaders, and volunteers must treat each other with respect. Any behaviour that is discriminatory or offensive will be addressed promptly.
 - **Complaints:** Any concerns about equality or diversity should be raised with a choir leader or the designated equality officer. All complaints will be handled sensitively and in accordance with our Complaints and Grievance Policy.
-

3. Code of Conduct

Purpose

The Code of Conduct sets out the expectations for behaviour for all choir members, volunteers, and leaders involved in Sing For Fun.

Scope

This policy applies to all individuals involved in Sing For Fun activities, including rehearsals, performances, and social events.

Policy

- **Respect for Others:** All participants are expected to behave respectfully towards fellow choir members, volunteers, and leaders.
 - **Commitment:** Members should aim to attend rehearsals and performances regularly. If unable to attend, members should inform the choir leader in advance.
 - **Appropriate Behaviour:** Any form of bullying, harassment, or disruptive behaviour is not tolerated. Sing For Fun is a welcoming space for everyone, and any inappropriate conduct will result in a warning and, if necessary, removal from the choir.
 - **Health and Safety:** Members must follow all health and safety guidelines, including any instructions from leaders about emergency procedures.
 - **Music and Rehearsal Materials:** Choir members are expected to respect the provided music sheets and rehearsal materials and not to reproduce them without permission.
-

4. Data Protection (GDPR) Policy

Purpose

This policy ensures Sing For Fun complies with the General Data Protection Regulation (GDPR) regarding the collection, storage, and use of personal data from choir members, volunteers, and leaders.

Scope

This policy applies to all personal data collected and processed by Sing For Fun, including contact details, emergency information, and consent forms.

Policy

- **Data Collection:** Personal data will be collected only for specific, legitimate purposes, such as choir registration, communication about rehearsals and performances, and emergency contact information.
 - **Data Storage:** All personal data will be stored securely, whether in electronic or paper form, and will only be accessible to authorized personnel (e.g., choir leaders and administrative staff).
 - **Data Use:** Personal data will only be used for the purposes it was collected for. Members will be informed if their data will be used for any other purpose (e.g., marketing or sharing with third parties) and will have the opportunity to opt-out.
 - **Data Retention:** Personal data will be kept only as long as necessary for the purposes it was collected. Once it is no longer needed, data will be securely deleted or destroyed.
 - **Rights of Individuals:** Choir members have the right to access their personal data, request corrections or deletions, and object to certain types of processing (e.g., marketing). Any such requests will be handled promptly.
-

5. Privacy Policy

Purpose

This policy outlines how Sing For Fun manages the personal information of its choir members, volunteers, and leaders.

Scope

This applies to all personal data collected by Sing For Fun during the registration process, event management, and other choir-related activities.

Policy

- **Information Collected:** Sing For Fun may collect personal details such as names, contact information, emergency contacts, and preferences.
 - **Use of Information:** Personal data will only be used for organizing choir activities, managing membership, and communications about events and performances. Data will not be shared with third parties without explicit consent, except where required by law.
 - **Consent:** Sing For Fun will obtain explicit consent from members for any use of their data that goes beyond standard choir activities, such as promotional purposes or third-party communications.
 - **Security:** All personal data will be stored securely, and access will be restricted to those involved in choir management.
 - **Data Protection Officer:** [Insert designated person's role] will be responsible for ensuring compliance with this policy and the GDPR.
-

6. Complaints and Grievance Policy

Purpose

This policy provides a clear and fair procedure for addressing complaints or grievances raised by choir members, volunteers, or others involved in Sing For Fun.

Scope

This policy applies to all complaints or grievances relating to the activities, operations, or behaviour of individuals within Sing For Fun.

Policy

- **Raising a Complaint:** Any member or volunteer can raise a complaint verbally or in writing to a choir leader or designated complaints officer.
 - **Handling Complaints:** Complaints will be acknowledged within 5 working days, and an investigation will be carried out. Complainants will be informed of the outcome within 20 working days.
 - **Resolution:** If a resolution is not reached, the complainant has the right to escalate the issue to an external mediator. All efforts will be made to handle complaints fairly and respectfully.
 - **Confidentiality:** Complaints will be handled confidentially, and details will only be shared with those directly involved in resolving the issue.
 - **Records:** All complaints will be documented and stored securely for future reference.
-

7. Volunteering Policy

Purpose

This policy outlines the roles, responsibilities, and expectations of volunteers involved in Sing For Fun.

Scope

This policy applies to all volunteers supporting Sing For Fun's activities, including administration, event support, and rehearsals.

Policy

- **Roles and Responsibilities:** Volunteers will be provided with clear descriptions of their tasks, including rehearsal setup, event support, and administrative duties.
- **Training and Support:** Volunteers will receive any necessary training to fulfil their roles, including safeguarding training if working with vulnerable adults or young people.
- **Supervision:** Each volunteer will have a designated supervisor (e.g., a choir leader) who will provide guidance and support during their role.
- **Expenses:** Sing For Fun will reimburse volunteers for any pre-approved expenses incurred during their activities (e.g., travel costs).

- **Code of Conduct:** Volunteers are expected to follow the Sing For Fun Code of Conduct and represent the choir in a positive manner.
-

8. Financial Policy

Purpose

This policy outlines how Sing For Fun manages its finances, ensuring transparency, accountability, and responsible handling of funds.

Scope

This policy applies to all income and expenditure related to Sing For Fun, including membership fees, event earnings, and operating costs.

Policy

- **Income:** Sing For Fun generates income from one-off membership fees and monthly payments. This money is used to cover the costs of venues, printing, insurance, and paying choir leaders.
 - **Budgeting:** An annual budget will be prepared, outlining anticipated income and expenditures. This budget will be reviewed regularly by the choir leadership team to ensure the choir remains financially stable.
 - **Expense Approval:** All expenses must be pre-approved by [insert role, e.g., choir director or financial officer], and receipts must be provided for reimbursement.
 - **Record Keeping:** Accurate financial records will be kept for all income and expenditure, and these records will be reviewed annually to ensure compliance.
 - **Transparency:** Choir members may request to view financial summaries or ask questions about how their fees are used.
 - **Reserves:** A small reserve will be maintained to cover unforeseen expenses, such as emergency venue changes or equipment replacement.
-

9. Social Media Policy

Purpose

This policy provides guidelines for managing Sing For Fun's presence on social media platforms and sets expectations for members, volunteers, and leaders regarding social media use.

Scope

This policy applies to all individuals involved in Sing For Fun, including choir members, volunteers, and leaders, particularly when referencing the choir on personal or official accounts.

Policy

- **Official Accounts:** Sing For Fun’s official social media accounts (e.g., Facebook, Instagram) will be managed by designated choir leaders or administrators. These accounts will be used to promote events, communicate with members, and engage with the community.
 - **Content:** All posts made on official accounts should reflect the values and positive spirit of Sing For Fun. No offensive, discriminatory, or inappropriate content will be tolerated.
 - **Member Conduct on Social Media:** Choir members are encouraged to share their experiences, but they should refrain from posting any content that could negatively impact the reputation of Sing For Fun or its members. Personal social media accounts should not be used to post negative comments about other members, leaders, or the choir itself.
 - **Consent:** Photos or videos of choir members, may be posted on social media, once members have agreed to the Terms and Conditions set out upon registration. Any member who does not want photos or videos shared will email enquiries@singforfun.co.uk to advise us of this request as soon as possible.
 - **Responding to Comments:** Any comments or messages on official Sing For Fun social media accounts will be responded to promptly and professionally. If negative comments are received, the designated social media administrator will decide on the best course of action (e.g., deleting comments, blocking users, or responding diplomatically).
-

10. Photography and Videography Policy

Purpose

This policy sets out the guidelines for capturing, storing, and using photographs and videos of choir members during Sing For Fun events, rehearsals, and performances.

Scope

This policy applies to all choir members, leaders, volunteers, and visitors attending Sing For Fun events and activities.

Policy

- **Consent:** Sing For Fun will obtain consent upon registration from choir members (or parents/guardians for those under 18) for taking photographs or videos during rehearsals, performances, and events.
- **Use of Images:** Photographs and videos may be used to promote Sing For Fun on social media, websites, and in marketing materials. They will not be shared with third parties without explicit permission.
- **Opting Out:** Choir members have the right to opt out of photography or videography by emailing enquiries@singforfun.co.uk. Those who do not wish to be photographed will be respected, and every effort will be made to avoid including them in any group shots or promotional material.

- **Storage:** All photographs and videos will be stored securely by Sing For Fun administrators. Images will not be kept longer than necessary and will be deleted once they are no longer required.
- **Third-Party Photographers:** If professional photographers or videographers are hired for events, they will be made aware of this policy and required to comply with it. Choir members will be informed in advance when third-party photographers are present.