

Safeguarding Policy for Sing For Fun

1. Introduction

This policy sets out the safeguarding principles and practices for Sing For Fun, particularly in relation to vulnerable adults and young people (aged 16-17). Sing For Fun is committed to providing a safe and welcoming environment for all its members.

2. Purpose

The purpose of this policy is to:

- Ensure the safety and well-being of all choir members, including vulnerable adults and young people.
- Provide guidelines for staff, volunteers, and choir members to follow when engaging with vulnerable individuals.
- Comply with UK safeguarding laws and regulations.

3. Definitions

- **Vulnerable Adult:** A person aged 18 or over who may be unable to protect themselves from harm or exploitation due to mental health issues, disabilities, or other vulnerabilities.
- **Young Person:** Anyone aged 16-17, who is legally still considered a minor and requires special safeguarding attention.

4. Recruitment and Training of Staff and Volunteers

- All staff and volunteers who come into contact with vulnerable adults or under-18s must undergo **enhanced DBS checks**.
- **Safeguarding training** will be provided to all staff and volunteers to ensure they are aware of their responsibilities and can recognize signs of abuse or exploitation.

5. Code of Conduct

- **Supervision:** Anyone under 18 must be accompanied by a responsible adult (parent, guardian, or designated adult).
- **Respect for Boundaries:** All members are expected to respect personal boundaries and avoid any form of inappropriate contact, whether verbal or physical.
- **Interaction with Vulnerable Members:** Any communication or interaction with vulnerable adults or young people must remain professional and appropriate at all times.

6. Responding to Concerns

- Any concerns or suspicions about abuse, neglect, or exploitation must be reported to the **Designated Safeguarding Officer (DSO)**.

- The DSO will be responsible for ensuring that all reports are dealt with confidentially and in line with local safeguarding procedures.
- The choir will have a **Whistleblowing Policy** in place to allow individuals to report concerns without fear of repercussions.

7. Consent and Information Sharing

- **Parental/Guardian Consent:** Written consent must be obtained from the parent or guardian of any under-18 member before they can join the choir.
- **Data Protection:** All personal data collected for safeguarding purposes will be stored securely and only shared with relevant authorities when necessary.

8. Health and Safety

- **Risk Assessments:** Regular risk assessments will be conducted for choir activities to identify and address potential hazards.
- **Emergency Procedures:** Procedures will be in place for dealing with emergencies, including clear guidelines for handling situations involving young people or vulnerable adults.

9. Monitoring and Review

- This policy will be reviewed annually to ensure it remains up to date and effective.
- Any incidents or concerns raised will be recorded and reviewed to help improve safeguarding practices.

10. Contact Information

- **Designated Safeguarding Officer:**

Name: Hannah Baron

Email: hannah@singforfun.co.uk

Local Authority Safeguarding Teams

Andover and Stockbridge (Hampshire County Council)

- **Children's Services:** 0300 555 1384
- **Adults' Health and Care:** 0300 555 1386
- **Out of Hours (Children and Adults):** 0300 555 1373
- **Hampshire Safeguarding Children Board:** [Hampshire Safeguarding](#)

Basingstoke (Hampshire County Council)

Same contacts as above for Andover and Stockbridge.

Goring (Oxfordshire County Council)

- **Children's Services:** 0345 050 7666

- **Adult Safeguarding Team:** 0345 050 7666
- **Out of Hours (Children and Adults):** 0800 833 408
- **Oxfordshire Safeguarding Children Board:** [Oxfordshire Safeguarding](#)

Newbury (West Berkshire Council)

- **Children's Services:** 01635 503090
- **Adult Safeguarding Team:** 01635 519056
- **Out of Hours (Children and Adults):** 01344 786543
- **West Berkshire Safeguarding Children Board:** West Berkshire Safeguarding

Reading (Reading Borough Council)

- **Children's Services:** 0118 937 3641
- **Adult Safeguarding Team:** 0118 937 3747
- **Out of Hours (Children and Adults):** 01344 786543
- **Reading Safeguarding Board:** Reading Safeguarding
- **NSPCC Helpline:** 0808 800 5000

Guidelines for Handling Situations Involving Young People or Vulnerable Adults

It's essential to have clear guidelines in place to ensure everyone's safety and comfort. Here are some key guidelines for Sing For Fun:

Guidelines for Handling Situations Involving Young People or Vulnerable Adults

- **Supervision:** Under-18s must always be accompanied by a responsible adult, and no one under 18 should be left alone with an adult member (except the designated responsible adult).
- **Boundaries:** Choir leaders and members should avoid physical contact unless necessary (e.g., first aid), and all interactions should be respectful and appropriate.
- **Dealing with Concerns:**
 - If a young person or vulnerable adult raises a concern (e.g., feeling uncomfortable, reporting inappropriate behaviour), the Designated Safeguarding Officer (DSO) should be informed immediately.
 - Ensure that the conversation happens in a safe and private space, while avoiding being alone with the individual if possible.
 - Record any concerns in writing, including details of the incident and who was involved.
- **In Case of Illness or Accident:**
 - If a vulnerable adult or young person becomes unwell or injured during the session, notify the responsible adult immediately.
 - If first aid is required, ensure it's provided by a trained person, and document the incident.
- **Disclosures of Abuse:**
 - If a young person or vulnerable adult discloses any form of abuse, it's important to listen without judgment and avoid asking leading questions.

- Reassure them that they've done the right thing by speaking up, and inform the DSO immediately. Do not promise confidentiality, as the information may need to be shared with relevant authorities.
- **Transport:**
 - Choir leaders should not transport young people or vulnerable adults without the presence of another adult unless pre-arranged with written permission from the parent/guardian.