



THIS IS A SHORTENED VERSION. THE FULL POLICY IS ON OUR WEBSITE.

ANYONE RESPONSIBLE WHEN WDCS WORKS WITH CHILDREN (UP TO 18) MUST READ THE FULL DOCUMENT.

1. Safeguarding Policy: Overview

We recognise that we have a responsibility to promote the welfare of everyone. **Wombourne and District Choral Society** believes that a child, young person or an adult at risk should never experience abuse of any kind.

About this policy

- This policy applies to all members and anyone working on behalf of, or taking part in, **WDCS** activities.
- It recognises vulnerable people as children and young people up to 18; adults with a learning need or physical/mental disability or a physical or mental illness.
- It aims to protect anyone at risk (member or volunteer), or receives services from **WDCS**

Stephanie Sherwood has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to **her** in the first instance.

Any projects, events or other activities involving vulnerable people must be planned with the involvement of **Stephanie Sherwood** and in line with established procedures and ground rules (see below).

2. Ways of working and procedures

Recruitment

If an existing or potential new member, staff member or volunteer intends to work with vulnerable people as part of **WDCS activities** the appropriate level of DBS will be requested before that work begins.

The level required will be in line with DBS rules regarding 'regulated activity'. The results of any check will be used confidentially and in line with the WDCS equal opportunities policy.

Ground rules

When WDCS organises an activity or event in which they will be responsible for vulnerable people they must ensure that planning is carried out in line with policy and procedures. (See full document)

Raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in **WDCS** witnesses, suspects or is aware of an allegation of abuse they should immediately report it to the **named Safeguarding Officer, Stephanie Sherwood**.
- If the named person is not available or is connected to the alleged abuse, it should be reported to the **Chair, Richard Devney, or a DBS checked adult**.

- If an individual wishes to report an incident of abuse against themselves they should speak to the named safeguarding officer or an individual they trust.

Dealing with concerns and incidents of alleged abuse

The Named person (or person reported to in their absence) will first make a decision based on two factors:

1. Should the vulnerable person be in immediate danger or need emergency medical attention, the police and/or ambulance will be called.
2. If the person at the centre of the allegation is working with anyone vulnerable at that time (s)he will be sensitively and discreetly removed and the procedures below will be followed.

If none of the above applies the named person will:

- Make a note of the concerns reported to them as soon as possible.
- Speak confidentially with committee members to decide how to handle the allegation.
- Escalate the report in one of three ways:
 - Raise concerns with the police (serious or possible criminal offences only)
 - Request an assessment by the local authority social care department about whether a vulnerable person is in need of protection
 - (In less serious incidents where internal mediation may succeed) conduct an internal investigation
- Where cases are immediately escalated the committee will cooperate with the police or local authority over the reported incident.
- Where an internal investigation takes place the committee will:
 - Inform all relevant parties of the allegation promptly.
 - Arrange separate meetings with both parties within 10 working 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 named safeguarding officer 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 in writing within 5 working days. They will either:
 - Escalate the incident, informing the relevant authority.
 - Instigate further investigation, with established procedures and reasonable timelines, with an aim of resolving the issue.
 - Make a decision or resolution.

Resolution and disciplinary action

- If the allegation is upheld, any final resolution or decision will be taken in the best interests of the person who has suffered the abuse and **WDCS**
- Any disciplinary action will be taken in line with the **WDCS** constitution.

This policy will be reviewed and amended (if necessary) on an annual basis by the Trustees in response to changes in relevant legislation, good practice, or an identified failing in its effectiveness.

15 April 2024