



Safeguarding Policy

May 2026

Policy Review due January 2028

David Clover

Chair of the Trustees

Sue Dormer

Designated Safeguarding Officer

SECTION 1: GENERAL STATEMENT OF INTENT

The Cathedral Chamber Choir (the Charity), believes that safeguarding is an important part of the Charity's business. As such, we have a duty of care to our members as part of our role as professionals and volunteers in the Charity sector.

We are responsible for ensuring the practice of safeguarding adults and young people who are attending The Cathedral Chamber Choir, in line with the Care Act 2014 and Charity Commission Guidelines at all times. Further guidance may be available from local inter-agency procedures via the Primary Care Organisation and / or Social Services.

As far as is within our capability, we will assist in bringing to justice anyone who has committed an offence against a child or vulnerable person whilst taking part in an event as a member of The Cathedral Chamber Choir.

In this Policy The Charity sets out our roles, responsibilities and boundaries, and is committed to ongoing review processes, so that continual improvement in the management of our safeguarding procedures can be achieved.

Our general intentions are to:

- Play a reasonable part as a charity to detect and report neglect and abuse
- Provide safeguards against poor practice, harm and abuse as an integral part of the Charity's care and support of adults and young people
- Recognise and identify types of abuse and report to the appropriate authority
- Recognise and identify risk of significant harm to vulnerable adults or young people from abuse or other types of exploitation
- Support members attending The Cathedral Chamber Choir
- Ensure all members have the right to be treated well, regardless of race, age, gender or location
- Follow statutory guidance, good practice guidance and legislation relevant to The Cathedral Chamber Choir

Who is 'at risk'?

Any member attending The Cathedral Chamber Choir events could be 'at risk' but specific members are identified.

An Adult at Risk: an adult aged 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation' (No Secrets, DH, 2000). Those at risk may live alone, be dependent on others (care homes etc.), elderly, a carer or socially isolated.

A Young Person at Risk: a young person aged under 18 years of age. The Cathedral Chamber Choir would expect a young person to be accompanied by a responsible adult, parent, legal guardian or chaperone.

SECTION 2: ORGANISATIONAL RESPONSIBILITIES

2.1 Safeguarding Responsibilities

Overall and final responsibility for safeguarding is that of the **Chair of the Trustees – David Clover.**

Day-to-day responsibility for ensuring this policy is put into practice is that of the **Designated Safeguarding Officer - Sue Dormer.**

Please note: All Trustees, Music Directors and volunteers have a responsibility to ensure that any members attending The Cathedral Chamber Choir are:

- Treated with respect and dignity
- Are free from abuse
- Are empowered to communicate what they want to happen as part of the safeguarding process

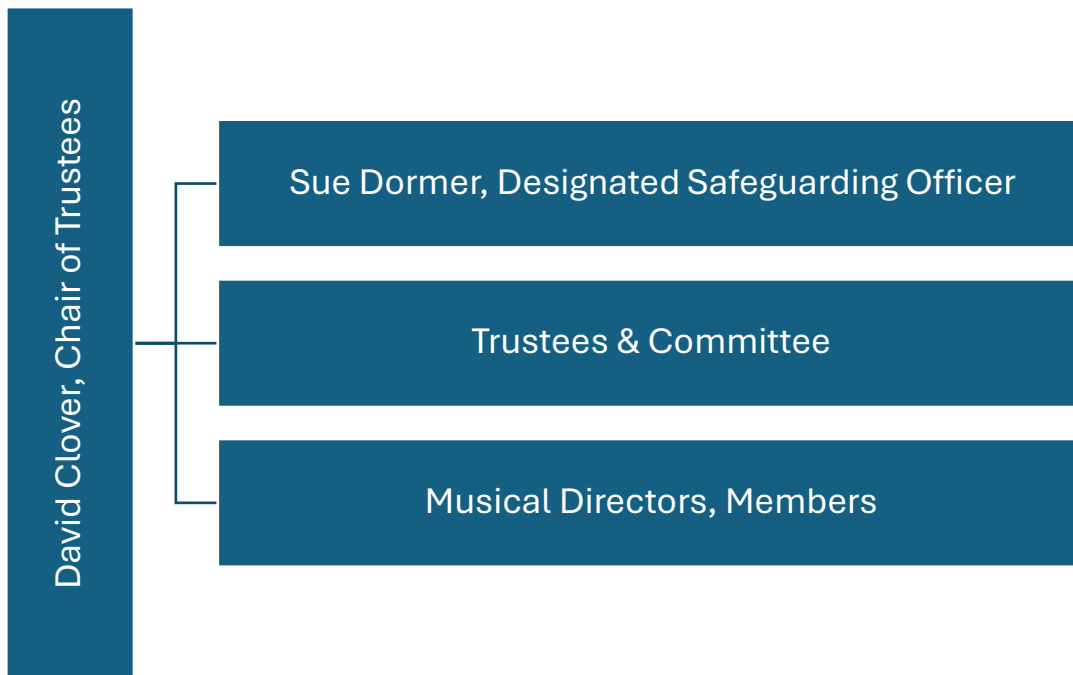
The Cathedral Chamber Choir strives to maintain a positive and inclusive working, volunteering and participating environment and culture. The Charity is committed to providing a proportionate, timely and professional approach to ensure the relevant organisations are involved as required.

2.2 DBS Certificates

The Designated Safeguarding Officer will store, in a confidential file, the details of DBS Certificates and expiry dates of members who make the information available. The Designated Safeguarding Officer and the Chair of Trustees hold DBS Certificates.

2.3 Organisation Chart

To ensure that safeguarding standards are maintained and improved, the following people have responsibility to follow the Charity's policies and procedures.



2.4 Chair's Responsibilities

- The Chairperson will be responsible for the effective safeguarding standards within the Charity according to agreed objectives and for ensuring that safeguarding standards are taken into account in planning and organising work / activities generally
- Ensuring this policy is routinely reviewed to ensure the arrangements for safeguarding remain current and valid
- Ensuring that necessary resources and information are made available for the policy to be effectively put into practice
- Ensuring that Trustees, the Committee, members and Musical Directors are inducted and trained to enable them to carry out their role effectively
- Ensuring that personnel carry out their respective duties regarding safeguarding within their areas of control
- Ensuring that any concerns are reported to the relevant authority if required
- Cooperate and assist, as necessary, with all relevant authorities and any other external body concerned with safeguarding if required

2.5 Designated Safeguarding Officer's Responsibilities

The main responsibilities of the Designated Safeguarding Officer include the following:

- Ensuring that the Policy is being complied with and make recommendations directly to the Trustees or the Committee in matters concerning safeguarding

- Reviewing safeguarding procedures and where necessary, recommend suitable changes
- Ensuring that the relevant Charity documents and procedures are in place
- Ensuring that all concerns are recorded and investigated to determine if any further action is necessary
- Ensuring Trustees, the Committee, Musical Directors and members are aware of safeguarding procedures

2.6 Other Trustees and Committee Members Responsibilities

The main responsibilities of the other Trustees and Committee Members include the following:

- Cooperating with the Chairperson and other Trustees on safeguarding matters
- Ensuring that all Trustees, Music Directors and members within the Charity are aware of the Safeguarding Policy

2.7 Musical Directors and members' responsibilities.

Musical Directors and members of the Charity have the following responsibilities:

- Cooperate with the Chair and other Trustees on safeguarding matters
- Follow the Charity's policies and procedures on all safeguarding matters
- To ask questions / raise queries at any time to ensure correct procedures are followed
- To report any concerns or disclosures of harm to the Designated Safeguarding Officer or Chair of Trustees

2.8 Promoting Good Practice

During a visit to sing, choir members will:

- **AVOID**, wherever possible, situations when a choir member could be alone with a child, young person or adult at risk, and make sure there are other responsible adults nearby
- **OPERATE** within the local organisation's Safeguarding Policy, a copy of which must be made available to the choir's Designated Safeguarding Officer
- **NEVER** administer First Aid to a person under 18 unless the choir member is a designated First Aider, or unless there is an immediate threat to life. If necessary the services of a First Aider in the place where the choir is singing should be obtained
- **NOT** communicate online with any young person in a personal capacity; choir members will avoid being 'friends' on Facebook, or other social media platforms. They will not exchange email addresses or phone numbers with a young person.
- **NOT** go into the toilets with children.

- **AVOID** physical contact with a child or adult at risk (e.g. to help with getting prepared for a service)
- **BE AWARE** that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body
- **BE AWARE** that **SAFE TOUCH** as outlined by the NSPCC is as follows:
 - **NECESSARY:** Are you sure that demonstration, or verbal instruction is not adequate?
 - **PERMITTED:** Permission for contact has been sought and given. Ask if you can touch and accept that permission may be refused
 - **CLEAR:** Tell the child or young person where you are going to touch and how you will touch
 - **CONTEXTUAL:** Explain why you are going to touch
- **NEVER** use any form of physical discipline
- **NOT** be overly familiar in language or behaviour with children or be overly friendly with some at the expense of others
- **ALWAYS** ensure that language is appropriate and not offensive or discriminatory
- **ALWAYS** listen to and respect children in their charge and act upon any concerns or allegations of abuse
- **BE AWARE** of the effect of their work as a singer on children and young people.

Should a choir member have any concerns about something that they have witnessed or seen, he or she should alert The Cathedral Chamber Choir's Designated Safeguarding Officer immediately.

SECTION 3: ARRANGEMENTS FOR IMPLEMENTATION

3.1 Arrangements for Consultation with Trustees and Committee/Musical Directors/Members

The Trustees of the Charity sees communication between Trustees, the Committee Musical Directors and members as an essential part of effective safeguarding management. Consultation will be facilitated by means of meetings, email notices and verbal communication.

The Charity will ensure that this Policy is communicated to all relevant personnel at initial induction.

All persons are to communicate any safeguarding concerns in relation to the activities which form part of their work to the Designated Safeguarding Officer in the first instance.

A formal review of safeguarding will form part of the Trustees and Committee agenda on regular basis.

Concerns may be raised to the Trustees or Committee in writing, anonymously if so desired.

Consultation with Trustees, the Committee, Musical Directors, and members will be provided by:

- Emails/telephone/meetings as required
- Annual AGM

3.2 Forms of Abuse

Abuse is the violation of a person's human and civil rights and can be the result of a single act, or of more prolonged and repeated incidents. It is important that we all recognise the signs and symptoms of abuse of our members.

3.2.1 Abuse can take the following forms:

- 1. Physical**
- 2. Sexual**
- 3. Emotional or psychological**
- 4. Neglect**

3.3 Actions Required

All people have rights to be treated fairly and with dignity as part of their human and civil rights. People should be able to make their own decisions, unless it is proven that this is not possible to do so. In this instance, it falls to those acting on their behalf to step in and act in their best interests.

When assessing the risk to a member of choir, consider the following:

- How vulnerable is the person?
- What is the nature and extent of the abuse?
- How long has it been going on?
- What is the impact of the abuse on the individual?
- How severe is the risk of repeated or increasingly serious events taking place?

3.4 Reporting Procedures:

Report any concerns to the Designated Safeguarding Officer or the Chair of the Trustees. These people can also contact any of the relevant organisations or local

authority figures whose job it is to deal with these concerns at a higher level with the choir member's consent.

Where a Young Person or Adult at Risk is at immediate risk of harm, where members are not satisfied with the outcomes of safeguarding procedures or where involving others would be detrimental to the young person or adult, direct contact with and reporting to authorities is possible. In an emergency dial 999 for the police.

- Local Authority
- Social Services
- Police

3.5 Sharing information

When a concern is raised information about a person must be shared confidentially. Ensuring that the person in question is involved during every part of the safeguarding process is vital. The Charity's role is to be supportive rather than investigative. You may be nervous about discussing safeguarding issues with the Choir member. In order to look after your own wellbeing and status in the Charity, remember the **'PROTECT'** acronym:

P	Personal privacy – Don't share your personal details in the event of a concern and these should not be shared with someone else without the member's consent
R	Refuse offers of inappropriate gifts
O	Openness – be clear and transparent with everyone about why you are doing this
T	Talk to Trustees or Committee members about your concerns about safeguarding issues or your own wellbeing
E	Evidence – document everything according to our procedures
C	Chaperone – have a witness with you whenever a situation arises
T	Time and place – keep appropriate boundaries when representing the Charity

3.6 When made aware of a suspected incident / allegation of abuse

Remember the following checklist if you are ever presented with a situation in which you are party to the disclosure of allegations of abuse:

DO	DON'T
Stay calm	Try to stop someone disclosing information
Listen to the person – hear what they are saying	Promise to keep any secrets
Express concern and sympathy	Press for more details
Reassure the person e.g. tell them they have made the right decision by disclosing to you	Make the person repeat their story
Let the person know the information given will be taken seriously	Gossip about the disclosure
Give information about what will happen next	Pass information regarding the individual or their situation to anyone who does not have legitimate reasons to know
Call emergency services if necessary	Contact the alleged abuser(s)
Ensure the safety of the person as far as is practicable	Attempt to investigate the matter yourself
Let the person know they will be kept informed at every stage of the proceedings	Leave any voicemail messages regarding your concerns, no matter whose phone you are calling
Record the conversation in writing with: √ The date √ Your signature	Send an insecure email with any disclosure details
Report to the Charity's Designated Safeguarding Officer (Sue Dormer) as soon as possible	
Report to Trustees or a Committee member	
They will then contact the relevant local authorities	
Act without delay	
Cooperate with any subsequent enquiry that takes place	

SECTION 4:

Appendices 4.1

Appendix 1 – Safeguarding Concern Reporting Form

Date, time and place of disclosure, suspicion, allegation or actual incident of abuse	
Date:	
Time:	
Place:	
Name and position of person about whom report, complaint or allegation is made	
Name:	
Position:	
Name and age of person making the report	
Name:	
Age:	
Nature of incident, complaint or allegation (continue on a separate sheet if necessary)	
What questions did you ask the person at risk (continue on a separate sheet if necessary)?	
Action taken (continue on a separate sheet if necessary)	
Name and position of person completing form	
Contact telephone number	
Signature of person completing the form	
Print name	
Date & time completed	

Appendix 2 - Who's who for safeguarding vulnerable people?

- 1. Local County/Borough Council**
- 2. Social Services**
- 3. Police – Local Police Forces**
OR Dial 999

In an emergency:

If a vulnerable person is potentially seriously injured: Ring 999

If someone is threatening to harm the vulnerable person: Ring 999

Chair

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Designated Safeguarding Officer

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