



Radcliffe on Trent Male Voice Choir

Safeguarding Adults Policy

Radcliffe on Trent Male Voice Choir is committed to safeguarding adults in line with national legislation and relevant national and local guidelines.

Radcliffe on Trent Male Voice Choir believes everyone has the right to be treated with respect and dignity and to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Radcliffe on Trent Male Voice Choir acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect and to upholding those rights.

Radcliffe on Trent Male Voice Choir is committed to creating a culture of zero-tolerance of harm to adults which extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

About this policy

- This policy applies to: all members, contracted freelance staff, volunteers and anyone working on behalf of Radcliffe on Trent Male Voice Choir or taking part in Radcliffe on Trent Male Voice Choir activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to safeguarding adults.
- Membership of Radcliffe on Trent Male Voice Choir is open to those aged 18 years or more. We run regular rehearsals for members and put on concerts for the general public. As such our involvement in safeguarding adults 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 and staff at public concerts

- This policy concerns Safeguarding Adults as choir membership is open to those aged 18 years or more. Any concerns relevant to the safeguarding of children and young people should be raised with a relevant organisation such as the police, local authority or school.

Named safeguarding person: with lead responsibility for safeguarding issues. Any queries and concerns relating to safeguarding should be referred to Malcolm Dillon (079500 98936) in the first instance, and if not contactable, the Choir Chairman.

Policy review: This policy will be reviewed and amended (if necessary) every two years by the management committee.

Legal background

Radcliffe on Trent Male Voice Choir recognise there are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 categorises adult abuse and harm as follows:

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory
- Organisational / Institutional
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

We recognise that abuse or neglect could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

We understand that we have a responsibility to safeguard all adults who come in to contact with Radcliffe on Trent Male Voice Choir and that any adult might be subject to abuse or neglect because of their particular circumstances at some time.

Beyond that, we understand that the Care Act 2014 defines an **adult at risk** as follows:

An **adult at risk** is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- is experiencing, or at risk of, abuse or neglect, AND;

as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Ground rules, ways of working and procedures

Procedures for raising safeguarding concerns and incidents of abuse involving anyone associated with the Choir.

- If any member, contracted freelance staff or volunteer in Radcliffe on Trent Male Voice Choir witnesses, suspects or is informed of a witnessed or suspected case of abuse or neglect, they should immediately take any necessary action for safety and report the event to the named safeguarding person, Malcolm Dillon (079500 98936).
- If the named person is not available or is involved in or connected to the suspected abuse or neglect, it should be reported to the Choir Chairman.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding person or an individual they trust.

Procedures for dealing with concerns and incidents of abuse.

The named 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 person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person alleged to be responsible for the abuse or neglect is working with adults at risk at the current time – remove them, in a sensitive manner, from direct contact.

If none of the above applies the named person will:

- Make a note of the concerns reported to them. Ensure compliance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). Information about concerns of abuse includes personal data, which needs to be treated confidentially, but with the understanding that information may need to be passed on to the relevant authorities. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.
- Discuss the allegation with the person alleged to have suffered abuse or neglect, if appropriate, and take account of their view of how the issues should be resolved.
- Decide whether referral to the Local Authority or Police is required for investigation.
- Where cases are escalated, the committee will cooperate with the police or local authority in dealing with the reported incident.
- If deciding not to, convene a Case Management Group, consisting of:
 - A designated Chair (normally, the Committee chairman or vice chairman)
 - The named safeguarding person
 - One other Committee member
 - Co-opted independent safeguarding expertise

The purpose of the Case Management Group will be to:

- Involve the person who is alleged to have suffered the abuse or neglect in discussion and decision making as appropriate
- review any actions already taken by the named safeguarding person
- initially assess and agree immediate response to the safeguarding case (does there appear to be a case to answer?), taking account of the views of the person alleged to have suffered abuse or neglect
- decide whether there should be referral to statutory agencies; if not, to plan how the matter will be investigated and the parties informed, taking account of the views of the person alleged to have suffered abuse or neglect
- ensure appropriate support is available to those involved
- oversee the implementation of the plan and resolution
- report confidentially to the Committee
- identify/ communicate learning as appropriate
- consider whether referral to the Charity Commission and insurers is required

Resolution and action

- If abuse or neglect is found to have taken place, any final resolution or decision will be taken in the best interests of the person who has suffered the abuse or neglect, taking account of their views in determining that, and with their consent to any action being taken, where appropriate.
- The Committee will decide whether any form of action is required with respect to the person who may have been responsible for any form of abuse or neglect.

Policy author: Malcolm Dillon

Original policy approved by: Choir Management Committee (Trustees)
Date: 12th July 2021. Minor revisions approved in April 2024 and April 2026.

Revised policy approved by the Choir Management Committee (Trustees) 7th April 2026.

Policy review date: April 2028

With thanks to the Ann Craft Trust and Making Music