



The Northern Lights Community Choir

Safeguarding Policy

What is Safeguarding?

Safeguarding means protecting the rights of everyone, particularly children, young people and adults at risk of harm, to live in safety and free from abuse and neglect.

Our Commitment to Safeguarding

The Northern Lights Community Choir (NLCC) treats everyone equally and with dignity and respect. As members of NLCC, we are committed to the rights of everyone, particularly children, young people and adults at risk of harm to live in safety, free from abuse and neglect of any kind. We understand that safeguarding is everyone's responsibility. We will do our best to make NLCC a safe place for all its members, staff, volunteers and anyone attending the events we organise.

We have a zero-tolerance policy of any forms of abuse and will report any safeguarding concerns or allegations immediately to the choir's Safeguarding Leaders and/or to the appropriate authorities.

About this policy

This policy includes, but is not limited to all members, individuals engaged to provide a service eg free-lancers, volunteers and anyone working on behalf of NLCC or taking part in NLCC activities.

This policy reflects current guidance relating to safeguarding children, young people and adults, especially those at risk of harm: Working Together to Safeguard Children 2015 and Care and Support Statutory Guidance 2014

The purpose of this policy is to ensure that all NLCC members, individuals engaged to provide a service, and volunteers understand their responsibilities with regards to

safeguarding, what protection measures are in place and what to do to raise any safeguarding concerns.

The legal definition of children and adults at risk of harm used in this policy recognises those at risk of harm as: Children up to the age of 16 or young people aged 16-18. • Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This may include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises that anyone can be at risk of harm, and the risk can be temporary. This policy aims to: Protect children, young people and adults, especially those at risk of harm who are members, staff, or volunteer for NLCC or taking part in NLCC activities. Page of 14 • Ensure that anyone engaged to provide a service for NLCC is carefully recruited and understands and accepts responsibility for the safeguarding of those individuals they are interacting with. Ensure that members, volunteers, individuals engaged to provide a service and trustees know what to do and act quickly, responsibly and appropriately when a safeguarding concern is raised.

How NLCC works with people at risk of harm.

Membership is open to those over 18 years of age. Adults known to be at risk of harm can attend rehearsals and concerts but must have written permission from a parent/legal guardian/social worker or other appropriate adult which includes emergency contact details. Other specific actions taken to keep everyone safe, especially children, young people and adults at risk of harm are included in the policy's Risk Register.

NLCC runs regular rehearsals for members and organise concerts and fundraising for the general public. Our involvement with children, young people and adults at risk might include, but is not limited to:

- individuals engaged in providing a service and members of NLCC who attend rehearsals and concerts.
- Relative and friends of members who attend rehearsals and concerts in a volunteering capacity.
- Audience members at public concerts and fundraising events.

Role of Safeguarding Leader/s and Chair of Trustees

The trustees of NLCC will nominate two Safeguarding Leaders, who will be responsible for responding to safeguarding concerns in the first instance and reporting serious incidents to the appropriate authorities. The Safeguarding Leaders will be subject to DBS checks and receive appropriate safeguarding training. The Chair of Trustees will be

subject to DBS checks and have responsibility for overseeing all aspects of safeguarding. Wherever possible the Safeguarding Leaders will be present at any NLCC rehearsal, concert or fundraising event. NLCC safeguarding information, including name and contact details of Safeguarding Leaders will be distributed to all NLCC staff and members, and available at all NLCC rehearsals, concerts and fundraising events.

Any projects, events or other activities organised by NLCC will be planned with the involvement of nominated Safeguarding Leader.

In order to fulfil our commitment to safeguarding, Trustees of NLCC will be responsible for the following:

1. Identifying and managing safeguarding risks recorded in a risk register. This will include specific actions being taken at NLCC events to keep everyone safe, particularly children, young people and adults at risk of harm

2. Putting other suitable policies and practices in place to support their safeguarding responsibilities including but not limited to Health and Safety, GDPR and Equality, Diversity and Inclusion.

3. Carrying out necessary checks and providing appropriate training:

- DBS checks as agreed following risk assessments by the Board of Trustees and 2 written references for any individuals engaged to provide a service.
- DBS checks as agreed following risk assessments by the Board of Trustees for the Chair of Trustees
- DBS checks as agreed following risk assessments by the Board of Trustees and appropriate training for Safeguarding Leaders
- DBS checks as agreed following risk assessments by the Board of Trustees and appropriate training for any member of NLCC or volunteer who will be interacting with children, young people or adults at risk as part of NLCC activities.
- Outcomes from DBS checks will be handled and recorded in accordance with NLCC GDPR Policy and DBS Code of Practice

4. Handling and report safeguarding incidents appropriately:

Safeguarding Leader/s will handle any reported concerns or incidents in a responsible and confidential way, seeking consent and acting quickly to stop or minimise any further harm, in accordance with NLCC GDPR Policy and procedures

- Safeguarding Leader/s will support any individuals involved.

If necessary, Safeguarding Leader/s will seek consent and report serious concerns or incidents to Darlington Borough Council Safeguarding Team or the Police when required.

- Safeguarding Leader/s will provide appropriate, confidential feedback of actions taken to individuals involved in the reported concern or incident.
- Appropriate confidential feedback will also be given to the Chair of Trustees of NLCC in accordance with NLCC GDPR Policy and procedures.

What to do if you have a safeguarding concern for yourself or any other NLCC member, volunteer, member of staff or anyone attending a NLCC event.

1. Report your concern immediately to a NLCC Safeguarding Leader. If a Safeguarding Leader is not available report your concern to the Chair of NLCC trustees. Contact details of the Chair and Safeguarding Leaders will be clearly signposted on the NLCC leaflet.
2. If you are not satisfied with the response from a NLCC Safeguarding Leader following your report, you should contact Darlington Borough Council. Contact details will be clearly signposted on the NLCC website and leaflet. Please see the choir's Safeguarding Informa on Leaflet for contact details.

Policy Review: This policy will be reviewed and amended (if necessary) every two years by the Board of Trustees

It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.