



LINCOLN CHORAL SOCIETY

SAFEGUARDING POLICY

Registered charity no 505023

1 Purpose of this document

This policy seeks to ensure that Lincoln Choral Society undertakes its responsibilities with regard to protection of vulnerable adults or children and responds to any safeguarding concerns in a prompt and appropriate way.

The policy establishes a framework to support Trustees, volunteers and members in their practices. It clarifies the Society's expectations in relation to their protection of any vulnerable adults or children who may be members of the Society or may have contact with the choir.

2 Statement of intent

Lincoln Choral Society recognises the right of every individual to stay safe and is committed to ensuring that any vulnerable adults or children who may be members of the Society or may have contact with the choir are protected from abuse.

3 Definitions

Safeguarding is about embedding practices throughout the organisation to ensure that vulnerable adults or children involved in or coming into contact with the Society are protected wherever possible.

In contrast, child and adult **protection** is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm and by those who fail to act to prevent harm.

Abuse is not restricted to any socioeconomic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse
- Organisational abuse (where the needs of the organisation are seen as being more

important than the needs of the individual)

A **vulnerable adult** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include (but is not limited to) a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

A **child** is a person under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).

4 Roles and Responsibilities

The Designated Safeguarding Officer (DSO) for LCS is Gail Graham (Soprano Rep). All queries and concerns relating to safeguarding, should be raised with them. Should you need to report a safeguarding matter, this should be reported using the Form appended to the DSO in the first instance, unless it relates to them; in which case the concern should be raised with the Chair.

All members of the Society have a responsibility to follow the guidance laid out in this policy, and to pass on any welfare concerns to the DSO. All members are expected to promote good practice by being an excellent role model and to contribute to discussions about safeguarding.

In addition, the Trustees have a responsibility to ensure that an appropriate Safeguarding Policy is in place and that it is reviewed at least annually. Trustees also have a responsibility to ensure that any safeguarding concerns are acted on promptly and appropriately.

The Society does not normally admit children as members and will not do so where the child is under 16 years old. In the (unusual) situation that a child wishes to be admitted as a member of the Society, this will be done only after agreement by the Committee and a discussion between the DSO and at least one other Trustee and at least one parent/carer of the child. The preferred option would be for a parent or carer to attend with the child, in which case they would retain parental responsibility. If the child attends alone, contact details of the parent/carer must be provided. The child will be made aware of who to contact if they have any concerns; this will usually be the DSO or Chair, or in their absence another Trustee.

5 Action to be taken in the event of a safeguarding concern

If you have immediate concerns about possible immediate abuse/harm (including allegations), call emergency services on 999.

If you wish to record a disclosure or a non-immediate safeguarding concern, use the form provided below to record what happened, your concerns, your actions and provide this to the DSO. It is their responsibility to report the matter to the children's or adult care services and to keep the record in a safe and secure space.

If you have a concern which you are unsure whether to report, consult with the DSO. It is their role to determine whether to ask you to complete a Form.

If a child, young person or adult wishes to disclose they have been abused:

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you are told; use the form provided to do this.
- Report it to the DSO (or Chair).
- Only tell those who need to know. Do not make their concerns a matter of general gossip.

6 Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- Do not put the needs of the organisation above the needs of the individual.
- You must not keep allegations or suspected abuse secret; you have a duty of care to report it.

Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer as soon as possible.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1. Your Details – Person Completing the Form

Name	
Telephone Number	
Email address	

2. Details of the person affected

Name	
Address	
Telephone Number	
Email address	

3. Details of the incident (please describe in details using facts)

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4. Other present or potential witnesses

Name	
Address	
Telephone Number	
Email address	

5. Any other information which may be relevant or helpful

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6. Declaration

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Name:

Signature:

Date:

Document control

First approved 8 June 2017

Reviewed with minor amendments and addition of reporting form 13 March 2022

Reviewed 16 July 2024