



1.0 Introduction

This Policy has been produced to state the safeguarding practices of Wycliffe Choral Society [”the society”] and explain the procedures that should be followed in the event that anyone has a concern or suspicion that a vulnerable person of any age may be the victim of harm or abuse. It takes into account that the Society may have members who are young people or vulnerable adults. It also takes into account that the Society practices and performs within the Grounds of Wycliffe College and therefore holds an implicit responsibility that includes:

- 1.1 All adults who come into contact with young people and vulnerable adults whilst participating in choir activities have a duty of care to safeguard and promote their welfare.
- 1.2 There will be nil tolerance towards any Society member who causes harm or abuse of any kind and the Society recognises its responsibility to safeguard the welfare of all by commitment to a practice that protects them.

2.0 Definitions

- 2.1 **Adults** – refers to any Society member or paid Society staff who comes into contact with young people or vulnerable adults whilst taking part in Society activities.
- 2.2 **Young People** – individuals who have not yet reached their 18th birthday.
- 2.3 **Vulnerable adults** – individuals who are over the age of 18 but have some form of learning, physical or mental disability or infirmity.
- 2.4 **Safeguarding** – the process of protecting young people and vulnerable adults from abuse or neglect.
- 2.5 **Duty of care** – the duty which rests upon an individual and/or organisation to ensure that all reasonable steps are taken to ensure the safeguarding of young people and vulnerable adults involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with young people or vulnerable adults in any capacity is considered, both legally and morally, to owe them a duty of care.
- 2.6 **Designated Persons** – the nominated members of the Society's Committee who have overall responsibility for safeguarding and to whom all concerns should be reported. The Designated persons shall normally be the Chairman and Secretary and shall always be one male and one female.
- 2.7 **The Committee** – the members of the Society's elected committee of trustees and its ex officio members
- 2.8 **The Investigation Process** – Within 7 days of a concern or suspicion being reported to the Committee the Designated Person shall convene a meeting of the officers of the committee to consider the evidence including both oral and written evidence from the alleged victim and the alleged perpetrator. The said officers shall within 7 days of their meeting deliver their Report in writing to the alleged victim and alleged perpetrator. Such Report will be restricted to a finding for or against the concern or suspicion being upheld with brief reasons. In the event of the concern or suspicion being upheld the Report shall forthwith be sent to the police and /or Wycliffe College



3.0 Underpinning Principles

- 3.1 The welfare of the young person or vulnerable adult is paramount.
- 3.2 It is the responsibility of all adults to safeguard the welfare of vulnerable adults and young people.
- 3.3 Adults who are in contact with young people are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 3.4 Adults should behave and be seen to behave, in an open and transparent way.
- 3.5 The same standards should always be applied regardless of culture, disability, gender, racial origin, religious belief and/or sexual identity.
- 3.6 The Committee should continually monitor and review their practice and ensure they follow the guidance contained in this document.

4.0 The Policy

- 4.1 If anyone has a suspicion or a concern that someone may be the victim of harm or abuse they should inform the Designated Person or the Chairman immediately.
- 4.2 In order to ensure there is a safe environment, the Society will embed safeguarding into the practices of the organisation in the following ways:
 - 4.2.1 Ensuring all Committee members are vigilant and aware of the possible signs of harm or abuse.
 - 4.2.2 Reviewing this policy annually to ensure Committee members are up to date with safeguarding policies and procedures.
 - 4.2.3 Informing Wycliffe College immediately of any suspicions or concerns regarding the welfare of any school pupil of theirs.
 - 4.2.4 Informing the parent/guardian immediately of any suspicions or concerns regarding the welfare of any young person or vulnerable adult.
- 4.3 The Designated Person and Committee will:
 - 4.3.1 Decide whether or not an allegation should be investigated further.
 - 4.3.2 Conduct the investigation process and if appropriate take advice on how to conduct the process.



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- 4.3.3 Decide whether or not the investigation should be reported to the police Wycliffe College or other appropriate authority for further investigation.

5.0 Confidentiality

- 5.1** Throughout the process of an investigation, the Committee may have access to highly sensitive, private and confidential information about a young person/vulnerable adult.
- 5.2** This information must be kept confidential at all times and only shared when it is in the interest of the young person or vulnerable adult or the Society to do so.
- 5.3** The storing and processing of personal information about a young person/vulnerable adult is governed by the Data Protection Act 1998.
- 5.4** Throughout the investigation stage, the young person/vulnerable adult must be advised of the fact that their personal and confidential information may need to be passed on to the Designated Person, the Committee and in some circumstances to relevant external agencies.