



Safeguarding Adults Policy

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Policy review due July 2024

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Chairperson of the Trustees

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SECTION 1: GENERAL STATEMENT OF INTENT

Rising Voices Wessex Community Choir (the Charity), believe 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 who are attending Rising Voices Wessex 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.

The Charity will set 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 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 the adults.
- Recognise and identify types of abuse and report to the appropriate authority.
- Recognise and identify risk of significant harm to vulnerable adults from abuse or other types of exploitation.
- Support members attending Rising Voices Wessex choirs.
- 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 Rising Voices Wessex.
- Aim to achieve this through partnerships between local organisations, communities and individuals.

Who is 'an adult at risk'?

An Adult at Risk is: 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.

SECTION 2: ORGANISATIONAL RESPONSIBILITIES

2.1 Safeguarding Responsibilities

Overall and final responsibility for safeguarding is that of the:

Chairperson of the Trustees – Dr Alastair Smith

Day-to-day responsibility for ensuring this policy is put into practice is that of the:

Trustee and Adult Safeguarding Manager – Noeline Young

Please note: All Trustees, Music Directors and volunteers have a responsibility to ensure that any adults attending Rising Voices Wessex are:

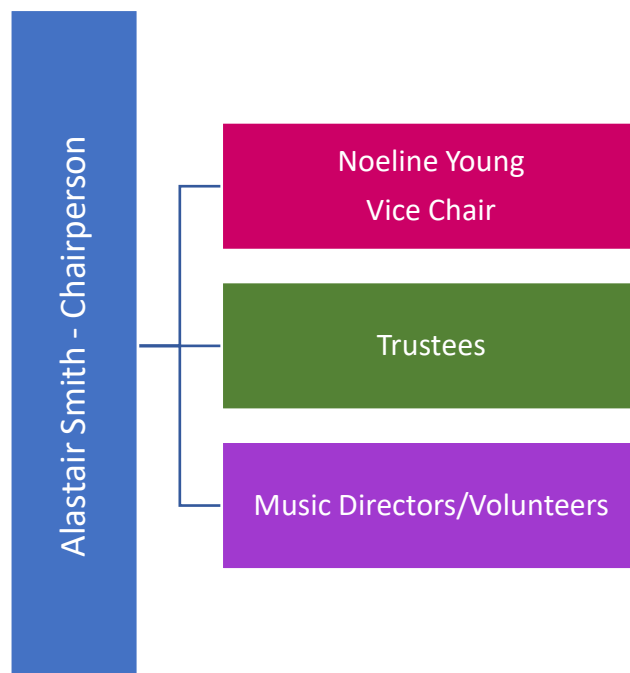
- Treated with respect and dignity.
- Are free from abuse.
- Are empowered to communicate what they want to happen as part of the safeguarding process.

Rising Voices Wessex 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 Organisation Chart

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



Chairperson'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, volunteers and Music 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.

2.3 Adult Safeguarding Manager's Responsibilities

The main responsibilities of the Appointed Person include the following:

- Ensuring that the Policy is being complied with and make recommendations directly to the Trustees 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, Music Directors and volunteers are aware of safeguarding procedures.

2.4 Other Trustees' Responsibilities

The main responsibilities of the other Trustees include the following:

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

2.5 Music Directors', Associates' and Volunteers' responsibilities.

Music Directors, associates and volunteers of the Charity are asked to note that the following responsibility:

- Cooperate with the Chairperson and other Trustees on safeguarding matters.
- To 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.

SECTION 3: ARRANGEMENTS FOR IMPLEMENTATION

3.1 Arrangements for Consultation with Trustees/Music Directors/Volunteers

The Trustees of the Charity sees communication between Trustees, Music Directors and volunteers 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 Safeguarding Adult Manager in the first instance.

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

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

Consultation with Trustees, Music Directors, and volunteers 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 in the adults within our care.

3.2.1 Abuse can take the following forms:

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

3.3 Actions Required

All adults 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 adult?
- 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 Trustees Board

Who 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.

- Local Authority.
- Adult 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 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: <ul style="list-style-type: none"> ✓ The date ✓ Your signature 	Send an insecure email with any disclosure details.
Report to the Charity's Designated Adult Safeguarding Manager (Noeline) as soon as possible.	
Report to Trustees Board	
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 – Adult 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 adult involved.	
Name:	
Age:	
Nature of incident, complaint or allegation (continue on a separate sheet if necessary).	
What questions did you ask the adult at risk (continue on a separate sheet if necessary)?	
Action taken (continue on a separate sheet if necessary).	
If the decision was taken not to consult with a relevant statutory agency, why was this decision taken?	
Name and position of person	
Contact telephone number:	
Signature of person completing the form:	
Print Name:	
Date & time completed:	

4.2 Appendix 2 - Who's who for safeguarding vulnerable adults?

4.2.1 Dorset County Council

Residents in the Dorset Council area:

☎ 01305 221016

🌐 [Report abuse of an adult \(Safeguarding\) | Our Dorset Adult Social Care and Community Site \(dorsetcouncil.gov.uk\)](#)

4.2.2 Care Direct for Christchurch and Bournemouth residents:

☎ 01202 454979

✉ caredirect@bcpcouncil.gov.uk

4.2.3 Poole residents

Adult Social Care help desk

☎ 01202 633902, email:

✉ sshelpdesk@bcpcouncil.gov.uk

🌐 <https://www.poole.gov.uk/social-care-and-health/help-for-adults/adult-social-care-services/>

4.2.4 Police:

Bournemouth

☎ 01202 222434

Poole

☎ 01202 223331

4.2.5 In an emergency:

If a vulnerable adult is potentially seriously injured: **Ring 999**

If someone is threatening to harm the vulnerable adult: **Ring 999**

Other Relevant Health and Safety Policies include:

- Health and Safety Policy.
- Visual Display Health and Safety Information.
- Risk Assessment for Events.
- Risk Assessment for Covid Infections.
- Equality and Diversity Policy.