

## **POLICY FOR SAFEGUARDING CHILDREN Amended December 2018**

**Membership of Ealing Choral Society (the choir) is open to anyone aged 16 or over who can pass a singing test which is carried out by the Director of Music after attending a few rehearsals. The choir has to comply with legislative requirements to enable young people to participate. This document specifies the policy adopted by the choir to meet these responsibilities.**

1. The choir recognises its responsibility for the welfare and safety of those aged 16 and 17 (young people) who attend choir rehearsals and become members. As a consequence this includes having a child protection policy and informing the Local Authority Designated Safeguarding Officer, Children's Social Care or the Police of any suspected abuse or harm observed or disclosed.
2. The choir has adopted Gov.UK guidance (updated 25.10.18) "Safeguarding and protecting people for charities and trustees" to guide the action we would take (see link at foot of policy).
3. The choir has a Bursary fund to pay for the membership of young people aged 16 to 23. This covers their subscription fees and any music hire costs for up to three years. Membership is through a singing test carried out by the Director of Music in the presence of the Accompanist and Membership Secretary.
4. Although there is no unsupervised one to one contact between adults and young people, the choir has:
  - Obtained Disclosure and Barring Service (DBS) enhanced checks (excluding barred list check) for those in regular close contact (teaching, auditions) with young people and those with access to their personal data which is used for administrative purposes. This applies to the Director of Music, the Accompanist, the Chairman, the Honorary Secretary and the Membership Secretary;
  - Restricted access to young people's personal data to the Chairman, Honorary Secretary and Membership Secretary;
  - Appointed the Membership Secretary as the Nominated Safeguarding Person, and the Chairman and Hon Secretary as Deputy NSPs to whom choir members and the parents and carers of young people who are choir members can speak in confidence about any concerns about the welfare of young people. The NSP or Deputy NSP will take appropriate action.
  - Ensured that the NSP or a deputy will be on-site for the duration of rehearsals, concerts and social events if under 18's are present.
  - Ensured that the NSP has received appropriate Safeguarding Training
5. The choir has insurance policies through Making Music which cover young people. While every effort will be made to provide a safe environment at rehearsals and concerts, young people remain the responsibility of their parents or carers and should be aware of potential hazards.
6. The Membership Secretary will ask potential members seeking to have their subscription paid from the Bursary Fund to provide proof of their date of birth.
7. The choir expects parents or carers to be aware of a young person's membership of the choir and their attendance at rehearsals, concerts and social events and to be contactable in case of emergencies. Their contact details will have to be provided to the choir.
8. If young people take part in an organised choir trip, they would have to be accompanied by a parent, carer or older sibling except at rehearsals.

9. If child soloists (or group of child singers) are engaged by the Society to take part in a concert it is expected that they will be chaperoned by their parent/carer or by an adult designated by the parent/carer during rehearsals. The NSP or deputy will assume responsibility during the performance.
10. Child helpers at concerts are expected to be chaperoned by the parent/carer or by an adult designated by the parent/carer.
11. The choir's Committee will review this policy annually and ensure it is adhered to.
12. This policy will be available in the public area of the Society's website

**The Local Authority Designated Safeguarding Officer  
for Ealing can be contacted through the Children in  
Need Service**

Telephone: 020 8825 8930

Out of hours please contact  
Ealing Children and Families Social Care  
Telephone: 020 8825 8000 or 5000  
Ask for Social Care Emergency Duty Team

Police:  
Call 999

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%2C+volunteering+and+honours+safeguarding](https://www.gov.uk/search?q=society+and+culture+charities+%2C+volunteering+and+honours+safeguarding)

Sue Clark, Chairman  
Agreed by ECS Committee 06.12.18