

Sanderstead Singers

Policies, procedures and guidelines for safeguarding children, safeguarding adults who may be vulnerable, and responding to domestic abuse

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Sanderstead Singers

Sanderstead Singers is a choir who uses as it's regular rehearsal venue St Mary's Church Sanderstead and is required to comply with St Mary's Safeguarding Policy and Procedures.

'A Safe Church', is the Southwark Diocesan policies, procedures and guidelines for safeguarding children, safeguarding adults who may be vulnerable, and responding to domestic abuse, is published in the form of a manual.

The PCC of St Mary's Sanderstead adopts and follows the Southwark Diocesan policies, procedures and guidelines and a copy of 'A Safe Church' is kept in hard copy in the Upper Room of St Mary's Church for reference, it is also available on the Diocese of Southwark's website.

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>

Additionally Sanderstead Singers follows these guidelines;

- Children under the age of 18 must have the written permission of their parent or guardian to join Sanderstead Singers, and both the child and parent must complete an enrolment form. The parent or guardian retains full responsibility for the child's transport arrangements to and from rehearsals and the venues for performances or activities.
- Sanderstead Singers will also secure parental consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other emergency medical treatment.
- Rehearsals and other activities will be conducted in an open environment to avoid private or unobserved situations. Adult members should ensure that they are not alone with a young person.

Tours or trips (day and/or residential):

- Any child who wishes to go on a tour/residential trip or day trip with the choir must be accompanied by a parent or guardian or a responsible adult of their parent/ guardian's choice to act in loco parentis.
- On residential tours/trips only the adult acting in loco parentis may share a room with the child. Other adults should not enter children's rooms or invite children into their rooms.
- Parents or guardians will be informed of arrangements for the tour and asked to confirm their approval.

This accompanying handbook contains the Forms and Policies which have been approved by Sanderstead Singers in connection with 'A Safer Church'

Sanderstead Singers has no employees, nor owns any premises. Thus the following Southwark Diocesan forms are not applicable'

- Form for regular hirers of premises
- Transport of children and vulnerable adults in private cars. Sanderstead Singers does not have any approved drivers for organised transport. All transport arrangements are made amongst choir members themselves.

Sanderstead Singers

Policy for Safeguarding Children

We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the choir
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of the child or young person is paramount
- all children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people by:

In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of voluntary workers, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the choir
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our choir against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the appropriate agencies, that care and supervision is provided for any member of our choir known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

Sanderstead Singers

Policy for Safeguarding Adults who may be vulnerable

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the choir
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable by:

In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies and voluntary agencies

In our recruitment of volunteers, following Diocesan procedures in -

- ensuring careful selection of voluntary workers, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the choir
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the appropriate agencies, that care and supervision is provided for any member of our choir known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

Sanderstead Singers

Policy for Responding to Domestic Abuse

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- protect those vulnerable to domestic abuse from actual or potential harm
- recognise equality amongst people and within relationships
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- domestic abuse can occur in all communities
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency
- domestic abuse, if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities -

- valuing, listening to and respecting both survivors and perpetrators of domestic abuse

In our publicity -

- raising awareness about other agencies, support services, resources and expertise, through providing information in public areas of relevance to survivors, children and perpetrators of domestic abuse

When concerns are raised -

- ensuring that those who have experienced abuse can find safety and informed help
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the choir

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and perpetrators of domestic abuse.

We are committed to reviewing our policy and procedures annually.

Sanderstead Singers

Registration Form for activities

to be completed at least annually for all children and young people attending a church-related group or activity (one-off and regular).

Activity.....

Family contact details:

Child's full name.....Date of birth

Full name of parent/guardian.....

Home address.....

.....

Home Tel No.....Parent's/guardian's mobile

Parent's/guardian's e-mail

If appropriate: young person's mobile:..... Young person's e-mail

Family doctor School School year

About your child:

Does your child have any food allergies? (please specify).....

Does your child have any medical conditions? (please specify).....

Is s/he on any medication? (please specify)

Does s/he have any special needs? (please specify)

Is there anything else you would like us to know about your child?

Emergency contact details for parents/guardians:

Contact tel no during group or activity time:

Contact name for an alternative adult in case of emergencies:

Tel no Relationship to child

Arrangements for collection (please delete as appropriate)

My child will be brought and collected from the group Yes/No

S/he will be collected by Relationship to child.....

Name of anyone **NOT** allowed to collect my child Relationship to child.....

For children over 11 years: My child has permission to travel to and from the group without me Yes/No

Declaration

I give permission for to attend and take part in the specified activities.

Signed (parent/guardian) **Date**

Sanderstead Singers

Consent Form for taking and publishing images of children

As Sanderstead Singers, we include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children must remain unidentifiable in publications.

Consent

For completion by a named representative of the choir:

1 **Name of choir representative:** **Role:**

2 **Specific purpose image is to be used for:**

Sanderstead Singers website
Newspaper/other press/other website (specify which).....
Other

3 **Storage**

The image will be stored:

Computer file (specify which computer)
Album Filing cabinet

or The image will be destroyed after use (*delete as appropriate*).

For completion by parent or guardian and child:

I consent to images of my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name(s) of child:

Name of parent or guardian:.....

Address:

Signatures:(parent/guardian) (child)

Date:

**Queries regarding this process should be addressed to Barry Nicholson,
Sanderstead Singers Safeguarding Officer.**

Sanderstead Singers

Consent Form for taking and publishing images of adults who may be vulnerable

As Sanderstead Singers, we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent.

Consent

For completion by a named representative of the choir:

1 Name of choir representative: **Role:**

2 Specific purpose image is to be used for:

Sanderstead Singers website
Newspaper/other press/other website (specify which).....
Other

3 Storage

The image will be stored:

Computer file (specify which computer)
Album Filing cabinet
or The image will be destroyed after use (*delete as appropriate*).

For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree to / do not agree (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Name of adult:

.....

Address:

.....

Signatures: Date:

.....

Name of person obtaining

consent:.....

Relationship to adult / role in the church or organisation:

.....

Queries regarding this process should be addressed to Barry Nicholson, Sanderstead Singers Safeguarding Officer.

Sanderstead Singers

Risk assessment

Activity:

Location:

Time/frequency:

Date of first risk assessment:

Name of leader with responsibility:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Version History

Version	Amendments	Date adopted
1.0		24 th April 2018
1.1	Remove reference to paid staff / workers	15 th July 2018