



# SAFEGUARDING POLICY

## 1. Purpose

Rock 'n' Soul Singers is a community choir dedicated to bringing people together through music. We are committed to creating a safe, welcoming, and inclusive environment for all members, guest performers, and attendees. This safeguarding policy outlines our approach to protecting adults at risk (as defined by UK legislation) and, where applicable, children under 18 who may participate in or attend our activities. Our goal is to ensure that no one experiences harm, abuse, neglect, or exploitation while involved with the choir.

## 2. Scope

This policy applies to:

- All choir members, including trustees/committee members.
- Volunteers, conductors, accompanists, or other staff (paid or unpaid).
- Guest performers, audience members, or anyone else who comes into contact with the choir during rehearsals, performances, or events.

While Rock 'n' Soul Singers is an adult choir and does not typically recruit members under 18, this policy covers rare instances where children or vulnerable adults may be involved (e.g., joint concerts with youth choirs or members with specific care needs).

## 3. Definitions

- **Adult at Risk:** An individual aged 18 or over who has needs for care and support (whether or not those needs are being met), is experiencing or at risk of abuse or neglect, and, as a result, is unable to protect themselves from harm (Care Act 2014, England; similar definitions apply in Scotland, Wales, and Northern Ireland).
- **Child:** Anyone under the age of 18.

- **Abuse:** Includes physical, emotional, sexual, financial abuse, neglect, or discriminatory behaviour (e.g., based on age, disability, or race)

#### 4. Our Commitment

- We aim to ensure all choir activities—rehearsals, performances, workshops, and social events—are conducted in a way that promotes wellbeing and prevents harm.
- We recognise that safeguarding is everyone's responsibility and encourage an open culture where concerns can be raised without fear.
- We will work with external agencies (e.g., local authorities or police) if serious safeguarding issues arise.

#### 5. Code of Conduct

All members and volunteers are expected to:

- Treat everyone with respect, dignity, and fairness, regardless of age, gender, disability, ethnicity, or background.
- Avoid any behaviour that could be interpreted as abusive, harassing, or exploitative.
- Never be alone with a child or vulnerable adult in a private setting during choir activities.
- Report any safeguarding concerns immediately to the Designated Safeguarding Officer (DSO).

#### 6. Recognising Safeguarding Concerns

Signs of potential abuse or neglect might include:

- Unexplained injuries, anxiety, or withdrawal.
- Reports of bullying or harassment within the choir.
- A member disclosing that they feel unsafe or mistreated, whether related to choir activities or their personal life.

#### 7. Procedures for Responding to Concerns

- **Raising a Concern:** If you suspect or witness abuse, or if someone discloses a problem, report it to the Designated Safeguarding Officer (DSO) as soon as possible. If the DSO is unavailable, contact the Choir Chair, Maria Beal.
- **DSO Role:** Our DSO is **Rachel Davis:**
- They will:

- Listen carefully and record the details confidentially, using the Serious Incident Report proforma at Appendix 1
- Assess whether the concern requires escalation (e.g., to social services or police).
- Take action only as needed to ensure safety, respecting the individual's wishes where possible (unless they lack capacity or a crime is suspected).
- **External Reporting:** For immediate danger, call 999. For non-emergencies involving adults or children at risk, the DSO will contact the local authority safeguarding team: Nottinghamshire County Council Multi-Agency Safeguarding Hub (MASH) by online form ([Multi-Agency Safeguarding Hub \(MASH\) | Nottinghamshire County Council](#)) or for urgent cases by telephone: 0300 500 80 90. Further guidance is given on the website, including reporting a concern anonymously. Opening hours: Monday, Tuesday, Thursday, 8.30am to 5pm; Wednesday 10.30am to 5pm; Friday 8.30am to 4.30pm. Emergency Duty Officer out of hours: 0300 456 4546
- **Confidentiality:** Information will be shared only with those who need to know to ensure safety.

## 8. Specific Scenarios

- **Joint Performances with Children:** When collaborating with youth choirs, we will:
  - Ensure children remain under the supervision of their own group's responsible adults (e.g., teachers or parents).
  - Agree safeguarding arrangements with the partnering organization in advance.
- **Vulnerable Adult Members:** If a member is identified as an adult at risk (e.g., due to dementia or physical disability):
  - They must be accompanied by a carer or responsible adult if needed for their safety.
  - We will make reasonable adjustments to support their participation (e.g., accessible venues).
- **Photography/Video:** We may take photos or recordings at events for promotion or records. Consent will be sought from members or their guardians (for children), and anyone can opt out.

## 9. Recruitment and Training

- **Committee and Volunteers:**
- The DSO and their deputy will undergo basic safeguarding awareness training and refreshers through the NSPCC: Charity Trustees: your duty to safeguard and protect.
- **Choir members** will be briefed on how to raise concerns, and receive a copy of this policy by email.

DBS checks are not typically required, as choir activities don't involve regulated one-on-one contact with vulnerable individuals, but we'll assess this case-by-case.

## 10. Review and Oversight

- This policy will be reviewed annually by the choir committee or sooner if legislation or activities change.
- A safeguarding lead trustee/committee member (Rachel Davis) oversees compliance and reports any incidents at committee meetings.
- Members can request a copy of this policy or view it on our website: <https://rocknsoul.org.uk>


## 11. Contact

For questions or concerns, contact our Designated Safeguarding Officer:

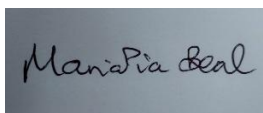
- Name: Rachel Davis
- Phone: 07767132567
- Email: [Rachel.davis64@yahoo.com](mailto:Rachel.davis64@yahoo.com)

In Rachel's absence, concerns should be raised with Maria Beal (chair) on 07766677749 or email: [mbeal62@googlemail.com](mailto:mbeal62@googlemail.com)

**Dated: 09/03/2026**

A photograph of a handwritten signature in dark ink on a light-colored surface. The signature is stylized and appears to be 'R.D.' followed by a long horizontal stroke.

Signed by THE SAFEGUARDING OFFICER:

A photograph of a handwritten signature in dark ink on a light-colored surface. The signature is written in a cursive style and reads 'Maria Beal'.

Signed by Chair Person:

**Appendix 1: Rock 'n' Soul Singers Trustees: Serious Incident Report**

**\*This form to be completed in black pen by the DSO or representative**

<b>Type of incident</b>	
<b>Incident reported to</b>	
<b>Incident concerning (name/s)</b>	
<b>Date &amp; time of incident</b>	
<b>Who else in the trustees' body is aware of the event?</b>	
<b>Date trustees were made aware of the incident</b>	
<b>Record what happened (giving as much factual detail as possible. If necessary to continue on a separate sheet, please attach it securely)</b>	

<b>What action has been taken following the incident?</b>	
<b>What preventative steps have been taken to deal with future issues?</b>	
<b>Does the incident need to be reported to venue representatives?</b>	
<b>Details of any reports to regulators or statutory bodies:</b>	
<b>Has there been any press/media involvement? If so, please give details</b>	