

Woodstock Music Society (WMS)

Safeguarding Policy – overview

Version 3rd December 2023

Safeguarding is defined as providing protection for those members of WMS who are vulnerable because they:

- Have need of care and support
- Are at risk of abuse or neglect
- Are unable protect themselves

Abuse can be identified as:

- Physical
- Psychological
- Sexual
- Financial
- Discriminatory
- Institutional
- Neglect or acts of omission
- Self-neglect
- Modern slavery
- Domestic violence

Commitment to safeguarding:

WMS believes that an individual at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk and are committed to safeguarding their well-being.

About this policy

This policy applies to all members and anyone working on behalf of WMS or taking part in WMS activities.

The purpose of this policy is to provide members with the overarching principles that guide our approach to the protection of all vulnerable people

This policy recognises vulnerable people as:

- Children up to the age of 16 or young people aged 16-18.
- Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult. As such, any adult can be at risk and the risk can be temporary.

This policy aims to:

- Protect children, young people and adults at risk who are members of WMS or participate in any WMS activities in any capacity
- Ensure members and participants in WMS activities understand and accept responsibility for the safeguarding of those vulnerable individuals with whom they are interacting.
- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when WMS undertakes any activity, event or project.

How WMS might work with vulnerable people

Membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts and workshops for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members and non-members of the group who attend rehearsals, concerts and workshops in any capacity.
- Relatives and friends of members who attend rehearsals, concerts and workshops in a volunteering capacity
- Audience members at public concerts

Named safeguarding person

Suzanna Tomlin has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to her in the first instance, and to a committee member in her absence.

Any WMS events that will include vulnerable people must be planned with the involvement of the safeguarding officer and in line with established procedures and ground rules (see below).

Safeguarding Policy

Ground rules, ways of working and procedures

This document forms part of the WMS Safeguarding policy.

The policy applies to all members, volunteers and anyone working on behalf of WMS or taking part in WMS activities.

The purpose of this policy is to provide members, volunteers and participants with the overarching principles that guide our approach to the protection of vulnerable people.

This document includes:

- Ground rules and ways for working regarding the safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incidents of abuse

Recruitment practices around safeguarding

If an existing or potential new member, volunteer or participant will be working with vulnerable people as part of the WMS activities the appropriate level of DBS will be requested before that work is undertaken.

Ground rules and ways for working regarding safeguarding of children

When WMS organises an activity or event where they will be responsible for children they will ensure:

- Planning is carried out in line with this policy and its procedures. The total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the prevailing ratio recommended by the Care Inspectorate. (See contact details below).
- Written permission is obtained from parents/guardians.
- There is a main contact for safeguarding on the day (DBS checked).
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements).
- No child is left alone with an adult other than an identified carer who has prior approval from the Committee.

Procedures for raising safeguarding concerns relating to both children and adults

If any member, staff or volunteer in WMS has concerns they should immediately report it to the named safeguarding officer, or in her absence, a member of the committee. It must be made clear at the time to the individual reporting an incident that the report may not necessarily be kept confidential and will be escalated if deemed appropriate.

Concerns raised will be addressed by the safeguarding officer (or person reported to in their absence) immediately if urgent or immediate action is required, and otherwise within 7 days. The safeguarding officer (or person reported to in their absence) will make a note of the concerns reported to them and make a decision based on the immediacy of the concern.

This may include escalation of the report by:

- Raising concerns with the police – for serious or possible criminal offences.
- Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection. (See contact details below)
- An internal investigation – for less serious incidents where they feel internal management will be successful.
- Raising concerns with the individual's next of kin or other appropriate person.

Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.

Where an internal investigation takes place the committee will:

- Inform all parties involved of the reported abuse or concern within 10 days of the report.
- Inform the next of kin of the person reported as being of concern.
- Invite all parties to submit a written statement in advance of the meeting.

Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will either:

- Escalate the incident to the relevant authority.
- Investigate further – with established procedures and timelines to work towards a resolution
- Formulate a decision or resolution.

Resolution and disciplinary action

If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse.

Any disciplinary action will be taken in line with the WMS constitution.

Policy review

This policy will be reviewed and amended (if necessary) on an annual basis by the committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Adults

Oxfordshire Safeguarding Adults Board (OSAB). Tel: 01865 965055

<https://www.oxfordshire.gov.uk/residents/social-and-health-care/keeping-safe/raising-safeguarding-concern>

Children

Multi-Agency Safeguarding Hub (MASH) Tel. 0345 050 7666

<https://www.oxfordshire.gov.uk/residents/children-education-and-families/keeping-children-and-young-people-safe/report-child-abuse>

Care Inspectorate

[https://www.careinspectorate.com/images/documents/4334/Guidance on adult to child ratios in early learning and childcare settings.pdf](https://www.careinspectorate.com/images/documents/4334/Guidance%20on%20adult%20to%20child%20ratios%20in%20early%20learning%20and%20childcare%20settings.pdf)