

Nottingham Bach Choir

Safeguarding Policy

The following policy was agreed at the Trustees meeting held in January 2026

This policy applies to all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of Nottingham Bach Choir (NBC) or taking part in Nottingham Bach Choir activities.

Aim

The Nottingham Bach Choir is committed to safeguarding and protecting children and adults at risk, including:

- choir members, generally adults with capacity, but among whom individuals may, at times, meet the definition of adults at risk (see below), e.g. owing to health problems (see definition 2. below)
- others involved in performances (e.g. orchestra members, St. Peter's children's choir, front of house volunteers)
- those who attend our concerts.
- NBC only have adults in our organisation. When we work with children's groups then we ensure that they have their own safeguarding arrangements in place.
- We have included guidance for child safeguarding (although we are not directly responsible for this within our choir) because this is everyone's (the general public's) responsibility.

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

Definitions

1. **Safeguarding** is defined as:
 - Taking all reasonable steps to protect vulnerable people from abuse or maltreatment.
 - This includes abuse and maltreatment on Nottingham Bach Choir Social Media platforms. We do not accept followers under the age of 18 years on our social media sites.
 - Recognising and responding appropriately to any concern raised about the safety or welfare of any child or adult at risk. Recognising that child and adult safeguarding is everyone's responsibility.
2. 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 acute- including 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.

- A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse (see the Department of Health definition: <https://www.legislation.gov.uk/ukxi/2002/446/regulation/2/made>)

How Nottingham Bach Choir might work with vulnerable people: membership is open to those 18 years of age and over. We run regular rehearsals for members and put on concerts for the general public. Our involvement with vulnerable people might include, but is not limited to:

- Members of the choir who attend rehearsals and concerts
This would be an exception. We seek to be inclusive but expect to be working with responsible adults with capacity, who can take responsibility for their own wellbeing and their own decision to participate in our activities. We recognise that some may need some additional support or consideration (e.g. physical considerations regarding mobility, or mental/ intellectual issues such as early stages of dementia).
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

Named safeguarding officers:

Safeguarding lead: Ann Cockburn, Trustee
Safeguarding for Music Groups training 01/05/2025.
DBS (disclosure and barring) child and adult April 2025

Deputy safeguarding lead: Steve Cox
Safeguarding for Music groups training 03/10/2025.
DBS child and adult June 2024

Choir Members with DBS checks available to help:

Anne Hale	DBS child and adult April 2025
Phil Wye	DBS child and adult May 2025
Jo Clemmet	DBS child September 2021 (teacher-not rechecked in school after initial DBS)
Christine Hutchings	DBS adult Spring 2025

All queries and concerns relating to safeguarding should be communicated promptly to the lead or her deputy or a Trustee

Key points

1. Everyone has the right to be protected from harm whilst participating in NBC activities.
2. Everyone should be safe and feel safe at rehearsals and during concerts, and be able to have a positive and enjoyable experience.
3. The safety and welfare of all NBC members and participants and visitors to rehearsals and concerts will be protected regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or social-economic background, emotional, and educational needs.

4. A concern should be raised in any situation where a child or adult at risk is experiencing harm, or is likely to do so. Prompt action is required to protect them.

Responsibilities of NBC Trustees

As part of the safeguarding policy, NBC Trustees will:

- Ensure all Trustees understand their responsibilities in respect of safeguarding, and take seriously and sensitively any concerns raised.
- Take appropriate action promptly if incidents/concerns are identified. See the *Ground rules* below.
- Keep a record of concerns raised, including any decision to refer to an authority or not, and the name of the specific authority contacted in the event of a referral.
- Review this policy and its implementation annually.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the Chair of Trustees and Safeguarding Lead and in line with established procedures and ground rules (see below).

Procedures and ground rules: A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy. (See next page).

Policy review: This policy will be reviewed and amended (if necessary) annually by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Safeguarding policy – Nottingham Bach Choir – Ground rules, ways of working and procedures

This document forms part of the **Nottingham Bach Choir** Safeguarding policy.

- The policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of **Nottingham Bach Choir** or taking part in **Nottingham Bach Choir** activities.
- The purpose of this policy is to provide members staff and volunteers with the overarching principles that guide our approach to the protection of 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 including those defined as vulnerable 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 document includes:

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

Ground rules and ways for working regarding safeguarding of vulnerable people

We distinguish:

1. situations where NBC ***works with a separate group*** which includes/ may include vulnerable persons, for whom the separate group has responsibility. Examples include joint concerts with a children's choir. Nottingham Bach Choir will make clear to such groups that we expect the group to take responsibility for its own safeguarding obligations (e.g. re. number of adults in attendance, main contact for safeguarding on the day who is DBS checked).
2. situations where NBC is ***directly responsible*** for safeguarding vulnerable persons. Examples include instances when NBC works with a soloist under 18, or where participants in our bursary competition are aged under 18. In such cases, we will ensure:
 - Planning is carried out in line with this policy and procedures.
 - The following guidelines will be observed:
 - Where practically possible, the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations. In practice we aim for a minimum of two adults.
 - There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
 - The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
 - That if vulnerable people of different gender will be taking part in activities, adults of different gender will be in attendance too.

- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
- **Working with parents/guardians:** If a vulnerable person wishes to take part in Nottingham Bach Choir activities written permission (email is fine) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Procedures for raising safeguarding concerns

If any member, staff or volunteer in Nottingham Bach Choir witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding lead or deputy lead.

- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to another Trustee, or one of the four DBS checked adults: see list on page 2 above.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding lead, deputy lead, Trustee, DBS checked adult as on page 2 or another individual they trust.

Procedures for dealing with concerns and incidents of possible suspected abuse

The Safeguarding lead or deputy lead will make a decision based on the level of concern and the following factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention to call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable people at that time they should be asked sensitively to immediately cease their contact with the vulnerable people. (and follow the procedures below)
3. Refer any concern to the Muti-Agency Safeguarding Hub (MASH) for children or Adult Social Services (details determined by the appropriate service for the vulnerable person's home address)
4. Contact the police if there are concerns that a possible criminal offence may have taken place
5. Cooperate fully with the agencies above in conducting any enquiries.

6. It is also good practice for the Safeguarding lead/deputy:
 7. To make a note of the concerns reported including the time, date and venue of the alleged incident and any evidence presented or witnessed
 8. Speak with Chair of Trustees
 9. If below the threshold for a MASH or Social Services taking further action then to consider an internal investigation within NBC
- Where an internal investigation takes place, considerations may include:
 - Informing all parties involved of the reported concern or abuse as soon as possible.
 - Informing the family/guardians of the vulnerable person(s) concerned as soon as possible.
 - Arranging separate meetings with parties involved in a timely manner. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other Trustee.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Trustees will then decide on next steps and communicate them to all parties in writing in a timely manner. Such steps will be either:
 - Escalating the incident to the relevant authority
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken, primarily, in the best interest of the person who has suffered the abuse and, secondarily, in the best interests Nottingham Bach Choir.
- Any disciplinary action will be taken in line with the Nottingham Bach Choir constitution, including Section 9(4), which deals with termination of membership.