

Commitment to Safeguarding: The Society of Recorder Players (referred to as the SRP) believes that a child, young person or adult 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. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm. We believe that safeguarding is everybody's responsibility.

About this policy: This policy applies to; all members, volunteers and anyone working on behalf of the SRP or taking part in SRP activities. The purpose of this policy is to provide the above people with the principles that guide our approach to the protection of all vulnerable people.

- **This policy recognises vulnerable people as:**
 - Children and young people up to the age of 18.
 - Adults – an adult at risk of abuse may have an illness affecting his/her mental or physical health (chronic or otherwise), have a learning disability, be frail, suffer from drug or alcohol problems.

- **This policy aims to:**
 - Protect children, young people and vulnerable adults who participate in SRP playing sessions and meetings, workshops, concerts or other events.
 - Ensure all members, volunteers and anyone working on behalf of the SRP or taking part in SRP activities:
 - Understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and adults at risk is a primary consideration when the SRP undertakes any activity or event.
 - Know how to handle and/or report concerns, incidents, disclosures or allegations.

How the SRP might work with vulnerable people:

We run regular playing sessions for members and welcome visitors and new members. As such our involvement with vulnerable people might include, but is not limited to:

- Members of branches who attend playing sessions and meetings, workshops, concerts or other events
- Relatives and friends of members who attend playing sessions and meetings, workshops, concerts or other events
- Audience members at public concerts or any other event.

Branch safeguarding contact: The branch committee has responsibility for safeguarding issues that might arise at a branch event. All queries and concerns relating to safeguarding should be referred to the branch chairman or a branch committee member. If you require any additional support or advice please contact Penny Clarke: memsec@srp.org.uk

Any playing sessions and meetings, workshops, concerts or other events that will involve vulnerable people should be planned with the involvement of the branch committee and in line with established procedures and good practice guidance below:

Procedures and Good Practice Guidance

This section includes:

- Simple safety guidance for meetings, events and activities
- Procedures for raising safeguarding concerns, incidents, disclosures or allegations

SRP meetings, events and activities

When a branch of the SRP organises an activity or event where they will be responsible for vulnerable people they should ensure planning is carried out in line with this policy and procedures. Good practice will depend on the type of event and venue and might include but not be limited to:

- Ensuring the committee maintains a record of those attending meetings and events
- Ensuring the committee has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- Making sure two adults are the last to leave a venue once the activity has finished and have responsibility for checking the building to make sure everyone has left safely.
- Carrying out basic risk assessments at the start of and during meetings and events. For example this might lead to giving guidance around emergency evacuation and location of fire exits, hot drinks safety, keeping floor space clear, sharing facilities (multi-use venues) etc.
- Respecting an individual's lawful right to privacy by ensuring that consent is obtained before photographs or videos are taken or used (for example on websites).
- Considering whether a child under the age of 16 who wishes to take part in SRP activities should be accompanied by a named adult or whether written permission (including by email) should be obtained from parents/guardians where appropriate, before the activity takes place. Written permission might include: emergency contact details of any relevant collection arrangements – including permission for another adult to collect the child after the activity has finished.
- Ensuring that if an existing or potential new member, volunteer or anyone working on behalf of the SRP will be working with vulnerable people as part of an SRP branch activity or event that could be categorised as a 'regulated' activity * (see below), the appropriate level of DBS (Disclosure and Barring Service) will be requested before that activity or event takes place.
- Avoiding situations where a vulnerable person is left alone with an adult, *even* if that adult is DBS checked and carrying out a 'regulated' activity.

** The normal range of branch activities and events would not be classified as 'regulated' activities ie those activities from which the DBS (Disclosure and Barring Service) can prohibit people from doing. For this reason DBS checks are not usually required. If you are planning an event (for instance one that specifically involves children or small group teaching) and are unsure about the requirement for DBS checks please refer to Safeguarding Vulnerable Groups Act 2006 (SVGA) and amendments Protection of Freedoms Act 2012 (PoFA). The requirement for DBS checks is linked to type of activity, supervision, establishment type and regularity of activity in the case of children and linked to providing support, personal, social or health care for adults.*

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, volunteer or anyone working on behalf of the SRP witnesses or has a concern that abuse has taken place or has had a disclosure made to them they should *record* and then *share* this information with the branch chair or a committee member.
- If the child or vulnerable adult is in immediate danger or needs emergency medical attention – the police and/or ambulance service should be contacted.
- In all other circumstances your local authority safeguarding team should be your first point of contact. The phone numbers are easily found online. When you phone you do not need to give anyone’s personal details, just the issues. The safeguarding team will be able to either offer you advice or guide you through obtaining the information that they might need. For instance if an adult is involved you would normally need consent from that adult in order to disclose their details but the safeguarding team will advise you.
- Any allegation of abuse made against an SRP member or visitor should be referred in exactly the same way.
- Please note that *any* individual in *any* situation they find themselves in can independently raise a safeguarding concern by contacting the local authority who has a duty to respond appropriately. Each local authority will have both a child and adult safeguarding team and will always offer you advice.

If you have had reason to raise a safeguarding concern or incident during the course of an SRP event please can you notify the Chair of the SRP: Jim Grant chair@srp.org.uk

Policy date:

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the SRP 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.

Additional information:

Types of child abuse as defined by the NSPCC (nspcc.org.uk - Helpline: 0808 800 500)

Neglect, emotional abuse, bullying, physical abuse, sexual abuse and exploitation, online abuse, FGM, child trafficking and modern slavery.

Types of abuse of vulnerable adults as defined by Age UK (ageuk.org.uk - Helpline 0800 678 1602)

Financial abuse, physical abuse, psychological abuse, sexual abuse, discriminatory abuse, organisational abuse, neglect and acts of omission, domestic abuse, self-neglect, modern slavery.