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# KEMS (KING EDWARD MUSICAL SOCIETY OF MACCLESFIELD) SAFEGUARDING POLICY – REVISED DECEMBER 2023

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## Safeguarding Policy Statement

KEMS (King Edward Musical Society of Macclesfield) is committed to ensuring that all members and others directing, playing or singing with KEMS are safeguarded while taking part in its activities.

## Scope of the Policy

The aim of this policy is to:

- Ensure the safety of children and vulnerable adults involved in KEMS
- Ensure that all KEMS members and others directing, playing or singing with KEMS are clear about their safeguarding responsibilities
- It will provide guidance:
  - to ensure that the risks of harm to children and vulnerable adults are minimised
  - on procedures to follow in the event that any adult suspects a child or vulnerable adult may be experiencing, or be at risk of experiencing harm
  - for responding to a child or vulnerable adult making an allegation of abuse

## Definitions

A child is defined as a person under the age of 18. Exceptions to this are: children who are placed in local authority care are usually classed as children until aged 21, and those with special needs are regarded as children while aged under 25.

A vulnerable adult is a person aged 18 or over:

*'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation.'*

## Implementing this policy

The KEMS committee will:

- Publish this policy on our website, draw it to the attention of members each year, and update it accordingly
- Ensure that the Safeguarding Lead and Safeguarding Volunteers, and others directing, playing or singing with KEMS have an appropriate Disclosure and Barring Service (DBS) check where required – this is applicable only when their work is deemed to be 'unsupervised'.
- Appoint a named Safeguarding Lead(s) for the society who understands their responsibility to refer any safeguarding concerns to the appropriate statutory agency (i.e. Police, Social Services, Local Authority Designated Officer (LADO)). This person(s) will also act as a Verifier for DBS checks within the society.
- Appoint at least 3 safeguarding volunteers from each section to be safeguarding leads at their rehearsals and events. These people will have an Enhanced DBS with barred check, shown to the Verifier.
- Ensure that any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately

## **Safeguarding concerns**

- A young person or vulnerable adult discloses alleged abuse (see definition below)
- A person discloses concern for a young person or vulnerable adult

### ***What is abuse?***

*Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms:*

#### Children:

- *Physical Abuse*
- *Sexual Abuse*
- *Psychological / Emotional Abuse*
- *Neglect*

#### Vulnerable Adults:

*Although the forms of abuse are the same for vulnerable adults the definitions may alter slightly, with additional forms of abuse which may be relevant to vulnerable adults.*

- *Physical Abuse*
- *Sexual Abuse*
- *Psychological / Emotional Abuse*
- *Financial or Material Abuse*
- *Neglect or Acts of Omission*
- *Discriminatory Abuse*
- *Institutional Abuse*
- *Forced Marriage*

## **What to do if you are concerned**

If you have concerns about a child or vulnerable adult don't keep the information to yourself.

Report any concerns to the Safeguarding Volunteers in your section, or the Safeguarding Lead for KEMS – see below.

If you have a general concern report this to the Cheshire East's Safeguarding Unit who will record your concerns and follow them up. Do not discuss your concerns with anyone outside these teams and make a note of the date, time and person to whom you reported your concerns.

The Cheshire East Safeguarding Unit and Local Authority Designated Officer (LADO) are contactable via the Cheshire East website: <http://www.cheshireeast.gov.uk/>

## **What happens if someone discloses something or makes an allegation**

- Remain calm; don't show any strong reactions such as shock and disgust.
- Reassure the person that they are doing the right thing by telling you, and it is not their fault.
- Take the allegation seriously. Do not promise confidentiality, explain that you will have to share this information, but only to people who need to know such as the Safeguarding Lead.
- Accept what is said without comment or judgement.
- Take time to listen carefully to what is being said. Do not ask leading questions – use words such as what, why, who, when and how. This will allow them to share their story freely.

- Do not ask too many questions or press for more details. Do not interrupt them – allow them to share whatever is important to them.
- It is crucial that you record what was said / what you saw, where it was said / where you saw it and who was there, including their relationship to you.
- Record any questions you have asked and their views and wishes. In the case of a vulnerable adult also record what they want to be done. Do this as soon as you can so that none of the detail is lost – make sure you use the individual’s own words as much as possible – do not add any interpretations, reactions, evaluations or conclusions.
- This information should be kept confidential and passed onto your Safeguarding Lead as soon as possible. Do not keep a copy for yourself.

**Further guidance for society members and audiences:**

Should any child or vulnerable adult wish to join KEMS, they must have the consent of their parent or carer. This needs to be received and discussed with the Section Chair and MD before the first rehearsal.

Rehearsals: KEMS members are to ensure that they are never alone with a young person or vulnerable adult. Pay particular attention to backstage areas, or collecting equipment etc.

Performances with schools / young people: KEMS should make arrangements to ensure that school children will always be in the care of their teachers, helpers or parents

Audiences: KEMS is aware that children and vulnerable adults may attend their events as members of the audience.

**Named Safeguarding Leads and Volunteers:**

The Safeguarding Lead and Volunteers are listed below. Society members are expected to make contact should they see or hear anything that they feel could be putting another member at risk. Each of these members has a DBS certificate which has been verified.

Safeguarding Lead(s) and Verifier(s):	Laura Blackburn Julia Harding	laura.blackburn3101@gmail.com info@juliahardingmusic.co.uk
Safeguarding volunteers:		
Concert Band	Laura Blackburn Kathryn Moore Helen Wilson	laura.blackburn3101@gmail.com kathrynmoore11@gmail.com saundershe@yahoo.co.uk
Orchestra	Anna Hazel Sarah Ledbury Gareth King Kevin Hamer Louis Crossley	annamarymills@gmail.com sledbury@btinternet.com gareth.king@mac.com kevinhamer53@btinternet.com crossleylh@gmail.com
Singers	Lesley Reynolds	lesleyreynolds65@gmail.com

**Contact details:**

- Cheshire East Consultation Service (ChECS)  
**0300 123 5012**  
**(Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm)**  
  
Out of Hours Service (Emergency Duty Team) on 0300 123 5022
  
- Cheshire West  
  
**0300 123 7047**  
**(Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm)**  
  
Out of Hours Service (Emergency Duty Team) on **01244 977277**

This document should be read in conjunction with KEMS Equal Opportunities Policy.