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# KEMS (KING EDWARD MUSICAL SOCIETY OF MACCLESFIELD)

## SAFEGUARDING POLICY - APPROVED 27 JANUARY 2016

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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 by outlining clear procedures for handling safeguarding issues
- That all KEMS members and others directing, playing or singing with KEMS are clear about their safeguarding responsibilities

### 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.'*

### 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

### **Implementing this policy**

KEMS committee will:

- Ensure that all relevant KEMS members and others directing, playing or singing with KEMS have an appropriate Disclosure and Barring Service (DBS) check where required.
- Ensure that all KEMS members and others directing, playing or singing with KEMS are aware of these safeguarding procedures.
- Appoint a named Safeguarding Lead who understands his/her responsibility to refer any safeguarding concerns to the appropriate statutory agency (i.e. Police, Social Services). Each Local Authority has a Local Authority Designated Officer (LADO) who should be contacted with safeguarding issues.
- Ensure that any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately

### **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 Lead within 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.

### **Named Safeguarding Lead Person**

The Safeguarding Lead for KEMS is: Laura Simpson, [laura.simpson3101@gmail.com](mailto:laura.simpson3101@gmail.com) who will be responsible for implementing the guidelines above.

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