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## KEMS (KING EDWARD MUSICAL SOCIETY OF MACCLESFIELD) SAFEGUARDING POLICY

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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
  - this policy will be reviewed and updated by the KEMS Committee (if necessary) every year.

### 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.

For the purpose of this Policy, young people who are still at school in Year 13 are included in the definition of children, regardless of their age.

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 KEMS website maintains appropriate email addresses and links to allow safeguarding concerns to be raised. This will be achieved:
  - via a generic email address, [safeguardingconcerns@kems.org.uk](mailto:safeguardingconcerns@kems.org.uk),
  - via a specific email address for the Safeguarding Lead [safeguardinglead@kems.org.uk](mailto:safeguardinglead@kems.org.uk)
  - via the individual sections safeguarding team at:
    - [bandsafeguarding@kems.org.uk](mailto:bandsafeguarding@kems.org.uk)      [contempsafeguarding@kems.org.uk](mailto:contempsafeguarding@kems.org.uk)
    - [orchsafeguarding@kems.org.uk](mailto:orchsafeguarding@kems.org.uk)      [singerssafeguarding@kems.org.uk](mailto:singerssafeguarding@kems.org.uk)

- 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.
- 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 volunteers from each section to be Safeguarding Volunteers 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
- 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 using the email addresses below:

<b>Safeguarding Lead for KEMS</b>	<b>safeguardinglead@kems.org.uk</b>
<b>Concert Band Section</b>	<b>bandsafeguarding@kems.org.uk</b>
<b>Contemporary Section</b>	<b>contempsafeguarding@kems.org.uk</b>
<b>Orchestra Section</b>	<b>orchsafeguarding@kems.org.uk</b>
<b>Singers Section</b>	<b>singerssafeguarding@kems.org.uk</b>

### **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 the 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 Musical Director (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 will need to 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.

- If a child or vulnerable adult is not picked up at the end of a rehearsal or concert, then two people should remain with that person.
- When a child/vulnerable adult attends a rehearsal, it is assumed that the parents/carers have given their consent for this and, if there is no contact with the parents/carers, this should be regarded as a Safeguarding concern and reported to the Safeguarding Lead in accordance with our Policy.

### **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.

Laura Blackburn (Concert Band) is the Safeguarding Lead for KEMS.

Concert Band Section Chair – Laura Blackburn	Orchestra Section Chair – Tim Ward
Laura Blackburn (Flute) Kathryn Moore (Clarinet) Helen Wilson (Flute)	Anna Hazel (Viola) Kevin Hamer (Cello) Louis Crossley (Tuba)
Singers Section Chair – Annette Butler	Contemporary Section Chair - Julia Harding
Lesley Reynolds (Soprano) Lynne Spedding (Alto) Anne Thomson (Alto)	Julia Harding (Musical Director)

If you have a general concern this can also be reported to 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/>

## Contact details:

Police – 101 for non-emergencies and 999 for emergencies.

## Children's Safeguarding Services

- Cheshire East Consultation Service (ChECS)  
**0300 123 5012 (option 3)**  
**(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 Integrated Access and Referral Team  
  
**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**

## Adult Safeguarding Services

- Cheshire East  
**0300 123 5010**  
**(Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm)**  
**0300 123 5022** at all other times  
  
[Safeguarding Adults at risk \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)
- Cheshire West Community Access Team  
  
0300 123 7034  
  
Out of Hours Service (Emergency Duty Team) on **01244 977277**  
  
[Local Safeguarding Adults Board \(LSAB\) | Cheshire West and Chester Council](#)

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