



Company Policy

Safeguarding

Status:	<i>Published</i>	Version:	<i>2</i>
		Date:	<i>04/09/2021</i>
		Title:	<i>Company Policy</i>
Status:	<i>Approved</i>	Signed by:	<i>Claire Jamieson</i>
		Role:	<i>Chair</i>
		Meeting Date:	<i>01/09/2021</i>

This document is produced by Sonoro
Registered in England and Wales, Sonoro, Tuition House, 27-37 St George's Road. London. SW19 4EU,
Company number 10571468, Email: info@sonoromusic.co.uk , Website: www.sonoromusic.co.uk

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Contents

1	Who is covered	3
2	Context	3
3	Purpose	4
4	Policy ownership and responsibility	4
5	Disclosure and Barring Service (DBS)	5
6	Workshops for children or conducted in collaboration with groups of young people	5
7	Concerts involving children	5
8	Events involving the elderly or infirm	6
9	Implementation of this policy	6
10	Contacting the Designated Person	6
11	Breaches of this policy	7
12	Sign-Off & Review	7
13	Version History	8



1 Who is covered

- 1.1 This policy applies to all Directors (the "Board"), contractors, consultants, professional third parties, volunteers and other designated personnel who are identified, appointed or engaged by Sonoro, both long-term and short-term, to assist Sonoro (the "Company") in delivering its charitable objectives, projects and other engagements.

2 Context

- 2.1 There are many Acts, Conventions, Statements and Laws regarding the interaction of organisations with young people and vulnerable adults and the duty of care, the principal ones of which are:
- i. The Children Act 2004
 - ii. The Human Rights Act 1998
 - iii. The Protection of Children Act 1999
 - iv. The Sexual Offences (Amendments) Act 2006
 - v. The UN Convention on the Rights of the Child (UK adoption 1991)
 - vi. Working Together to Safeguard Children 1999
 - vii. Caring for the Young and Vulnerable 2000
 - viii. The Children and Young People (Scotland) Act 2014
- 2.2 These instruments require every organisation to take all reasonable measures to ensure the risk of harm to these groups of people is minimised.
- 2.3 They also require that, where there are any concerns, to share these concerns with other local authority and official agencies.
- 2.4 In the context that applies to this policy, 'young people' and 'children' are defined as anyone aged 18 years or younger. In addition, anyone over the age of 18 who is, or may be, unable to take care of themselves or protect themselves against significant harm or exploitation is considered to be a potential 'vulnerable adult'.
- 2.5 Sonoro is a music organisation whose objectives include the promotion of participation in musical activity and access to excellence in choral singing within the wider community. This involves creating events that may involve children, young people, the elderly and those who may be considered as potentially vulnerable.
- 2.6 Sonoro recognises that it is neither the role nor responsibility of this organisation to decide whether a child or vulnerable adult has been abused or not. This falls under the remit of the relevant local Social Services department, which has the legal responsibility, or the National Society for the Prevention of Cruelty to Children (NSPCC), which has the powers to investigate protection concerns under The Children Act 2004.



3 Purpose

- 3.1 This policy is intended to help all those covered by it to understand the conditions under which Sonoro will operate when working with young people and vulnerable adults.
- 3.2 This policy also defines the measures that Sonoro will take to ensure the protection of young people and vulnerable adults with whom it may come into contact as a result of the activities organised with Sonoro as stated in 2.5.
- 3.3 This policy outlines the standards Sonoro requires those who are covered to observe and the action that will be taken in respect of breaches of this policy.
- 3.4 This policy is made available in the public domain to show Sonoro's strict commitment to the principals defined in Section 2 and to explain the measures in force to protect from abuse the young people and vulnerable adults with whom Sonoro has any involvement.

4 Policy ownership and responsibility

- 4.1 The Board of Sonoro has ownership and overall responsibility for the effective operation of this policy.
- 4.2 The Board has delegated day-to-day responsibility for the implementation and monitoring of the policy to the person(s) responsible for the day-to-day operation of the Company.
- 4.3 The Board reserves the right to amend it from time to time as deemed necessary to do so.
- 4.4 Recommendations for change to minimise risks can be submitted by any Director or other person(s) to whom the implementation and monitoring of the policy has been delegated.
- 4.5 All Directors and person(s) to whom the implementation and monitoring of this policy has been delegated have a specific responsibility for operating within the boundaries of this policy, ensuring that all personnel covered by it understand the standards of behaviour expected of them and taking action when behaviour falls below its requirements.
- 4.6 All those covered by this policy are responsible for the success of it and should ensure that they take the time to read and understand it. Any breach of any aspect of the policy must be reported to the Board. Questions regarding the content or application of this policy likewise should be directed to the Board of Directors.



5 Disclosure and Barring Service (DBS)

- 5.1 All Directors, Artistic Directors and designated operational personnel of Sonoro will obtain and maintain DBS certification at the Enhanced level.
- 5.2 The professional third parties that Sonoro may engage from time to time for activities involving young people or vulnerable adults are required to have DBS certification that is active and valid at the time of the specific event. The level of certification required will be appropriate for the event for which they are being engaged. This will be specified by the Company in the engagement assignment contract for each specific event of this nature. Many professionals will have such qualification as a matter of course in their own individual professional lives, e.g. as music teachers.
- 5.3 No one will be engaged in activities involving young children or vulnerable adults if they do not have valid DBS certification.

6 Workshops for children or conducted in collaboration with groups of young people

- 6.1 Sonoro will obtain, directly or indirectly, the consent of a child's participation in a workshop from that child's parent or guardian.
- 6.2 The permission or consent for a child's participation from the child's parent/guardian must be in written form using either the Sonoro-supplied form or agreed equivalent.
- 6.3 Parents/Guardians retain full responsibility for the child's transportation arrangements to and from the venue being used for the workshop.
- 6.4 Workshops will be conducted in an open environment to avoid any private or unobserved situations. Adult members (other than a parent or guardian) should ensure that they are not alone with any child.
- 6.5 Sonoro will not disclose the personal contact details for any participating child without first obtaining permission from both the child and the child's parent/guardian. The reason for requesting these details and the identity of the requester will be provided.
- 6.6 Parents/Guardians will be made aware that audio and video recording may be undertaken from time to time at workshops, rehearsals and performances. Images and recordings may be stored digitally and used both online and offline including via the internet. Before any such activity takes place involving the filming/recording of children, parents/guardians will be asked to complete a consent form at the time of registration for the event.

7 Concerts involving children

- 7.1 Sonoro will make appropriate joint working arrangements to ensure that groups of children involved in concerts will always be in the care of their teacher, choral director or appointed helpers.



- 7.2 If a child's parent/guardian is not attending an event in which their child is participating, then it is the responsibility of the parent/guardian to be satisfied that their child will be accompanied and adequately supervised by a responsible adult acting on their behalf at all times.

8 Events involving the elderly or infirm

- 8.1 Workshops or other group activities involving elderly people or the infirm will take place in collaboration with and in the presence of the staff of the care/respite home or similar venue.
- 8.2 Such care/respite homes or similar venues will have their own safeguarding policies in place. Sonoro will obtain copies of these policies in advance and ensure all those engaged by the Company for events at these locations are acquainted with the contents before the events take place.

9 Implementation of this policy

- 9.1 The contents of this policy will be made known to all Directors, Members, Artistic Directors and all personnel engaged by Sonoro for activities in which children and/or vulnerable adults may be involved. All those for whom engagement agreements are in place will be required to accept the contents of the policy as a condition of signing such engagement agreements.
- 9.2 Sonoro will nominate a Director of the Company as the 'Designated Person' who will undertake appropriate training as required. This person will be the principal contact person to whom children or parents/guardians should turn if they have any concerns or queries. Details of how to contact this person will be made known on all forms requiring consent from the children or parent/guardian.
- 9.3 This policy will be reviewed on an annual basis at the first meeting after each Annual General Meeting as a minimum by the Board to ensure that it continues to meet legal requirements and reflects best practice.

10 Contacting the Designated Person

- 10.1 Anyone with any concerns or queries relating to safeguarding issues should contact Sonoro by using the email address safeguarding@sonoromusic.com.
- 10.2 The Designated Person, or authorised alternative recipient, will:
- i. Obtain and record the information from the person raising the concern(s)/query(s).
 - ii. Listen and read carefully the information being relayed.
 - iii. Avoid leading or closed-ended questions.



- iv. Assess the situation quickly and carefully, and ask for further clarification as appropriate.
- v. Seek medical attention for the child/vulnerable adult affected if appropriate and/or make a referral to a statutory child protection agency or the police without delay, depending on the particular circumstances.
- vi. Maintain confidentiality to the maximum level possible, subject to the welfare of the child/vulnerable adult being paramount at all times. This means that information may need to be shared on a need-to-know basis.
- vii. Reassure the child, vulnerable adult or person involved that the matter will be disclosed only to those who need to know about it and that they are doing the right thing in advising or querying Sonoro about the issue.
- viii. Advise the child or person what the next step in the process will be.
- ix. Refer the whole matter to the Designated Person if processed initially by an authorised alternative recipient.

10.3 Sonoro will keep a permanent confidential record of each item raised.

11 Breaches of this policy

11.1 Where it is believed that a company-related person has failed to comply with this policy, he/she will be subject to the company's disciplinary procedure. If he/she is found to have breached the policy, then a disciplinary penalty may be applied.

11.2 The penalty will depend on factors such as the seriousness of the breach, the impact it has had on the organisation or the individual(s) concerned and other mitigating factors as seen appropriate for the disciplinary procedure.

12 Sign-Off & Review

This Policy was discussed, agreed and approved by the Board of Trustees:

Date _____

Signed by _____

Role _____

It will be reviewed at the Board meeting with its date nearest to 12 months after the sign-off date above.



13 Version History

Version	Date	Description
V1	01/07/2020	Draft
V1.1	23/09/2020	Published
V2	04/09/2021	Annual Review Upgrade to DBS requirement (5.1 & 5.2) Upgrade to 8.2 regarding safeguarding in care homes



Consent Form for the Use of Images / Videos

Sonoro recognises the need to ensure the welfare and safety of all young people taking part in any activity associated with our organisation. Sonoro has a Safeguarding Policy in place that defines clearly our obligations in providing that assurance to you.

In accordance with that Safeguarding Policy we will not permit photographs, videos or other images of young people to be taken without the consent of their respective parent/guardian.

This consent form refers to the event: [event name]

Taking place at: [venue name]

Date/Time: [date & time of event]

As your child will be taking part in this event, Sonoro would like to ask for your consent to take photographs/videos of the event/activity that may contain images of your child. It is possible that these images could be used as follows:

- as a record of the event or activity
- on the Sonoro website
- in a written evaluation report of the event
- in publicity material for further activities/events on websites, leaflets or other printed media
- in illustrations of the activities and events in published articles
- future applications for financial grants.

Sonoro will take all steps necessary to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately you should inform Sonoro immediately by contacting safeguarding@sonoromusic.com.

Consent Statement

I, [name of parent/guardian]

consent / do not consent* *[*select one]*

to Sonoro and/or its designated agents photographing or videoing

[name of child]

as part of the event named above.

Signed [parent/guardian]

Date _____