



CORPORATE MATTERS

Child and Vulnerable Adult Protection Policy

June 2016



The British Association of Barbershop Singers

SING BARBERSHOP

It's the Harmony that makes the difference

Registered Office: 6 Corunna Court, Corunna Road, Warwick CV34 5HQ
Registered as a Company No: 3823721 Registered Charity No: 1080930

Child and Vulnerable Adult Protection Policy

Policy Statement

The British Association of Barbershop Singers believe that it is always unacceptable for a child or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children under the age of eighteen and vulnerable adults, by a commitment to practice which protects them.

We recognise that:

- * the welfare of the child/vulnerable adult is paramount.
- * all children/vulnerable adult regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- * working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.

The purpose of the policy is:

- * To provide protection for the children and vulnerable adults who are involved with the activities of The British Association of Barbershop Singers, including the children of adult members.
- * To provide members with guidance on procedures they should adopt in the event that they suspect a child or young person maybe experiencing, or be at risk of harm.

This policy applies to all Members, including Officers, Directors and Board of Trustees, students or anyone involved in the activities of The British Association of Barbershop Singers.

We will endeavour to safeguard children and vulnerable adults by:

- * valuing them, listening to and respecting them.
- * adopting child/vulnerable adult protection guidelines through procedures and a code of conduct for Clubs and members.
- * sharing information about child/vulnerable adult protection and good practice with children, vulnerable adults parents and members.
- * sharing information about concerns with agencies who need to know, and involving parents, children and vulnerable adults appropriately.

We are also committed to reviewing our policy and good practice annually.



Ian James
Chairman

The British Association of Barbershop Singers



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Child and Vulnerable Adult Protection Policy

Introduction

There are legal and moral responsibilities on all of us to protect under eighteen year-olds and vulnerable adults connected with our organisation from harm.

Why is this Process Necessary?

Everything possible should be done to help prevent physical, sexual and emotional abuse of children and vulnerable adults who are in the care of the organisation, including where outsiders and other young people may be involved.

This whole issue may be seen by some as “over the top” and indeed we should always be wary of overprotecting children and vulnerable adults. However, the consequences to all concerned in the event of even an alleged incident can obviously be extremely serious and cannot be overstated.

By following simple guidelines, such as those outlined here, members should be able to avoid any possibility that they could be accused of behaving inappropriately. It has previously been a mandatory requirement of our Public Liability Insurance provider that all clubs affiliated to the Association, have a Child and Young Person Protection Policy and most organisations that we deal with also require us to be able to demonstrate that we have a system for protecting children and vulnerable adults.

Our current provider also requires the following for indemnity for abuse allegations:

Any indemnity shall be conditional upon compliance with the following guidelines set out in Making Music’s Safeguarding document

- 1. Two written references to be obtained detailing any previous work carried out by persons involved with children or vulnerable adults.*
- 2. A formal interview to be conducted to assess the commitment of such persons mentioned in 1 above to maintaining the safety and well-being of children and vulnerable adults.*
- 3. Undertaking a disclosure check of such persons mentioned in 1 above with the Disclosure and Barring Service (England, Northern Ireland and Wales) or if in Scotland ensure that they are a member of the Protecting vulnerable Groups scheme.*
- 4. Having and adhering to a written abuse policy incorporating roles and responsibilities and procedures which includes appropriate risk assessments being undertaken and guidelines followed.’*

This Document Contains

1. Child/vulnerable Adult Code of Conduct
2. Child and vulnerable Adult Protection Supervision
3. Declaration Form
4. Designated Person



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Child and Vulnerable Adult Protection Policy

Introduction

What do we do now?

1. Make all your members aware of this policy and the reasons it is being incorporated.
2. Sign the Club Policy Statement and return one copy to the BABS Administration Director and retain the other for your records.
3. Incorporate the policy within your club constitution stating that it will be renewed annually at your AGM with subsequent Statements being signed and returned with your annual membership return.
4. Place the Code of Practice on your Notice Board.
5. Appoint a Designated Person(s) and get them to sign the Declaration Form to return it to the club secretary for your records.
6. Arrange for this individual(s) to be Disclosure and Barring Service (DBS) checked and any member who is likely to act as a stand-in or assist in this area.
7. Even if you do not have young people/vulnerable adults in your club, it is mandatory for you to have a policy in place.



Child and Vulnerable Adult Protection Policy

Code of Conduct

You must:

- * treat all children and vulnerable adults with respect.
- * provide an example of good conduct you wish others to follow.
- * ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others.
- * respect a child's/vulnerable adult's right to personal privacy/encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- * remember that someone else might misinterpret your actions, no matter how well intentioned.
- * be aware that even physical contact with a child or vulnerable adult may be misinterpreted.
- * recognise that special caution is required when you are discussing sensitive issues with children or vulnerable adults.
- * operate within the club's and BABS principles and guidance and any specific procedures.
- * challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- * report any concerns to the Designated Person.

You must not:

- * have inappropriate physical or verbal contact with children or vulnerable adults.
- * allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or vulnerable adults.
- * jump to conclusions about others without checking facts.
- * either exaggerate or trivialise abuse issues.
- * show favouritism to any individual.
- * rely on your good name or that of the organisation to protect you.
- * believe 'it could never happen to me'.
- * take a chance when common sense, policy or practice suggests another more prudent approach.

You should:

- * give guidance and support to inexperienced helpers.



Supervision

Making arrangements for the proper supervision of children and vulnerable adults is one of the most effective ways of minimising opportunities for children and vulnerable adults to suffer harm of any kind whilst in our care.

Planned Activities

Organisers are responsible for the welfare and safety of the children and vulnerable adults for the whole time they are away from home unless other arrangements are made with parents.

Children and vulnerable adult should not usually be left to their own devices in, for example, a town for the evening or shopping expeditions unless there are clear boundaries and arrangements for meeting up.

All children and vulnerable adults should be adequately supervised at all times.

Organisers should obtain, in writing, parental consent to children and vulnerable adults joining an organised trip.

Parents should be given full information about a trip, including details of the programme of events, the activities in which the children and vulnerable adults will be engaged and the supervision ratios.

Supervision of Children and vulnerable Adults

The Designated Person must be satisfied that those workers and adults who accompany group parties are fully competent to do so and that appropriate checks have been made.

Children and vulnerable adults must be supervised at all times, preferably by two or more adults.

Children and vulnerable adults must not be left unsupervised at any venue whether it be indoors or out.

Designated People should know at all times where children and vulnerable adults are and what they are doing.

Any activity using potentially dangerous equipment should have constant adult supervision.

Dangerous behaviour by children and vulnerable adults should not be allowed.



Designated Person

General

Every Club where there is any likelihood of members coming into close contact with children or young persons should designate a person or persons to be responsible for dealing with any concerns about the protection of children or vulnerable adults. The appointment of a deputy is strongly recommended to cover absences.

As per our insurance requirements (set out in the introduction of this document), the designated person(s) should provide two references detailing any previous work with children or vulnerable adults and should be interviewed by the club's executive committee so that the committee are satisfied they have chosen an appropriate candidate.

The person so designated should also be DBS* checked for dealing with children or vulnerable adults and, along with others having contact with children or vulnerable adults, should complete a Declaration Form.

The Club's child/vulnerable adult protection policy and procedures should include the name of this person, their role and responsibilities and how they can be contacted. In particular, children or vulnerable adults should know that this is the person to whom any concerns should be brought.

The person designated should ensure that they are knowledgeable about child/vulnerable adult protection and that they undertake any training, considered necessary, to keep themselves updated on new developments.

A Designated Person will also be appointed for BABS events involving more than one club such as Harmony College.

** For a club with no involvement with children or vulnerable adults it is acceptable to not have a DBS check (or seek membership of the "Protecting Vulnerable Groups" scheme if you are in Scotland) - an understanding of the guidelines set out in this document and an agreement to accept this policy is sufficient.*

However, as soon as this situation changes and the club starts to deal with children and vulnerable adults (either as members or as participants in events run by the club e.g. youth workshops in schools) the policy should be immediately reviewed and proper clearance should be sought.



Designated Person

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Role

The role of the designated person is to:

- * provide information and advice on child/vulnerable adult protection within the Club.
- * ensure that the Club's policy and procedures are implemented and followed and particularly to inform NSPCC Helpline (0808 800 5000) of relevant concerns about individual children or vulnerable adults.
- * keep relevant people within the Club, particularly the Chairman of the Club and the Administration Director of BABS, informed about any action taken and any further action required, for example, disciplinary action against a member/s.
- * ensure that an individual case record is maintained of the action taken by the Club, the liaison with other agencies and the outcome
- * advise the Club of child/vulnerable adult protection training needs

Responsibility

The designated person is responsible for acting as a source of advice on child/vulnerable adult protection matters, for co-ordinating action within the club and for liaising with other agencies about suspected or actual cases of abuse. They may also be responsible for implementing child/vulnerable adult protection training within the club.



Child and Vulnerable Adult Protection Policy

Declaration Form

United Kingdom legislation and guidance relating to the welfare of children or vulnerable adults has at its core, the principle that the welfare of children and vulnerable adults must be the paramount consideration.

BABS fully support this principle and therefore, we require that everyone connected with BABS, who will come into close contact with children and vulnerable adults or personal details of children and vulnerable adults, complete and sign this declaration. This record is to ensure that children and vulnerable adults welfare is safeguarded and shall be kept for the duration of the contact and for a period of 12 months thereafter.

Declaration

Has any children services department, the NSPCC or the police ever conducted an enquiry or investigation about any allegations or concerns that you may pose an actual or potential risk to children or vulnerable adults?

Yes

Yes

No

No

Have you ever been convicted of any offence relating to children or vulnerable adults?

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?

Yes

No

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998

Name: _____

Designation: _____

Signature: _____

Date: _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013. You should declare all convictions, including spent convictions.



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This declaration must be signed and returned to the club secretary prior to commencing any contact with children and Vulnerable adults or personal details of children and Vulnerable adults.

Child and Vulnerable Adult Protection Policy

Policy Statement

RETURN
THIS
COPY

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We recognise that:

- * the welfare of the child/vulnerable adult is paramount.
- * all children/vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- * working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.

The purpose of the policy:

- * To provide protection for the children and vulnerable adults who are involved with the activities of this club, including the children and vulnerable adults of members.
- * To provide members with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all Members, including Officers, Chorus Directors, students or anyone involved in the activities of this club.

We will endeavour to safeguard children and vulnerable adults by:

- * valuing them, listening to and respecting them.
- * adopting child/vulnerable adult protection guidelines through procedures and a code of conduct for our Club and members.
- * sharing information about child/vulnerable adult protection and good practice with children, vulnerable adults, parents and members.
- * sharing information about concerns with agencies who need to know, and involving parents and children/vulnerable adults appropriately.

We are also committed to reviewing our policy and good practice annually.

Signature Club Chairman: _____

Club Name: _____ Date: _____

This Policy Statement should be signed and returned to:

The Administration Director,
British Association of Barbershop Singers,
6 Corunna Court,
Corunna Road,
Warwick
CV34 5HQ



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Child and Vulnerable Adult Protection Policy

Policy Statement

CLUB
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Signature Club Chairman: _____

Club Name: _____ Date: _____

This signed copy of the Policy Statement should be retained by the club.



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