

Safeguarding Policy – Music at St John’s - Overview

Commitment to safeguarding

Music at St John’s (MaSJ) believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote and safeguard the welfare of all children, young people and vulnerable adults with whom we come into contact, and we are committed to safeguarding them and to protecting them from harm.

About this policy

- This policy applies to; all trustees and other members, volunteers and anyone working on behalf of MaSJ or taking part in its activities.
- The purpose of this policy is to provide the overarching principles that guide our approach to the protection of children, young people and vulnerable adults.
- The policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- The policy aims to:
 - Protect children, young people and vulnerable adults who are: members of, receive services from, or volunteer for work with MaSJ.
 - Ensure that all members and others working with children, young people and vulnerable adults are carefully selected and understand and accept responsibility for the safeguarding of those vulnerable individuals with whom they are interacting.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when MaSJ undertakes any activity, event or project.

How MaSJ might work with vulnerable people

Junior Membership of MaSJ is open to anyone under 18 years of age, but only as part of a Family Membership. See Membership Brochure for details.

Any person under 18, whether a member or not, should be accompanied by a responsible adult at any event or meeting organised by the Charity. The responsible adult could be a parent or other legal guardian or school teacher responsible for the child.

MaSJ organises concerts and other events for the general public to which children are invited to attend either as audience or active participants. As such our involvement with children, young people and vulnerable adults might include, but is not limited to:

- Members and non-members who attend concerts and other events.
- Relatives and friends of members and non-members who attend such concerts and other events in a volunteering capacity to help with the running of each event.
- Audience members at such concerts and other events

Named safeguarding persons

MaSJ has appointed a Safeguarding Officer who is fully DBS cleared – see below for current names.

The Safeguarding Officer will nominate one member of MaSJ to have overall responsibility for safeguarding issues at each event.

In the case of any event organised in conjunction with Dacorum Music School the nominated person will be the head of that school or a delegate, either of whom will also be fully DBS cleared.

Whenever school children are in the church at these events, they will always be accompanied by at least two of their teachers (who are themselves DBS cleared).

In all other cases the nominated person will be the Safeguarding Officer or a delegate, either of whom will also be fully DBS cleared.

All queries and concerns relating to safeguarding at an event should be referred to the named responsible person in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of the named safeguarding person and in line with established procedures and ground rules (see attached document: **Safeguarding Policy – Music at St John's : Ground Rules, Ways of Working and Procedures** which forms part of this policy).

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Board of Trustees of MaSJ. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to any identified failing in its effectiveness.

Malicious accusations

In dealing with a safeguarding incident the trustees of MaSJ will always be mindful of the rights and privacy of the alleged perpetrator.

Current names

Safeguarding Officer : **Marian Davies**

Head of Dacorum Music School : **Nyree O'Brien**

Vicar of St John's Church : **Rev. Michael Macey**

Company Secretary (and former Chairman) of Music at St John's : **Paul Davies**

Chairman of Music at St John's : **Mark Harbour**

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Ground rules, ways of working and procedures

This document forms part of the Safeguarding policy of Music at St John’s (MaSJ) and includes:

- Selection of helpers: considerations for safeguarding
- Ground rules and ways of working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

Selection of helpers: considerations for safeguarding

If an existing or potential new trustee or other member of MaSJ or other volunteer will be working with vulnerable people as part of the activities of MaSJ the appropriate level of DBS check will be requested before that work is undertaken.

The level of DBS check required will be decided by the board of trustees and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the equal opportunities legislation.

Ground rules and ways of working regarding safeguarding of vulnerable people

When MaSJ organises an activity or event where they will be responsible for vulnerable people they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of DBS checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) will be a minimum of two.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring that vulnerable people have been collected by the appropriate parent or guardian or are able to return home safely.

Working with parents/guardians

If a vulnerable person wishes to take part in MaSJ events, written permission should be obtained from parents/guardians where appropriate, and before the activity takes place. Email is acceptable in this case. Such permission should include: details of emergency contact and any relevant pick-up arrangements – including, where appropriate, permission for another nominated adult to pick up the vulnerable person after the activity has finished.

Procedures for raising safeguarding concerns and incidents of abuse

- If any trustee, member or volunteer in MaSJ events witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer for that event;
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the Chair or Deputy Chair of MaSJ or another DBS checked adult: [see list of DBS checked adults below].
- If an individual wishes to report an incident of abuse against him/herself they should report it to the named safeguarding officer or an individual they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person receiving a report in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with other trustees, excluding any involved in the incident, to decide how to handle the reported abuse.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
 - If a safeguarding incident concerning MaSJ has taken place in St John's Church then the Vicar and the Parish and Diocesan Safeguarding Officers should be informed without delay.
- Where cases are escalated the trustees will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the trustees will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the parent/guardian of the person reported as having been abused of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other trustee.

- All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within five days. The next steps will be one of the following:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- Any disciplinary action will be taken in line with the MaSJ constitution for example for dismissal of a trustee.

Contact details

Title	Name	Contact	DBS Clearance
Chairman of Music at St John's	Mark Harbour	07968 297313	Current
Vicar of the Parish of Boxmoor (including St John's Church)	Revd. Michael Macey	01442 243258	Current
Safeguarding Officer of Music at St John's	Marian Davies	07557 952707	Current
Safeguarding Officer of the Parish of Boxmoor (including St John's Church)	Rosie Akeroyd	01442 214055	Current
Safeguarding officer of Diocese of St Albans	safeguarding@stalbans.anglican.org		Current
Head of Dacorum Music School	Nyree O'Brien	01442 453400	Current

Reviewed by Mark Harbour, 20 March 2025