



Safeguarding Adults Policy and Procedure

Name of Organisation	Scunthorpe Cooperative Junior Choir (SCJC)
Address	The Oasis Academy, Henderson Avenue. Scunthorpe
Telephone	07546170066
Date Policy Agreed	17/02/2025
Date of Next Review	17/02/2026
Signature	<i>Jacqui Brewster</i>
Name and telephone number of Designated Protection Person	Rachael Abdi Stephenson 07446936250
Name and telephone number of Deputy Designated Protection Person	Jacqui Brewster 07546170066

POLICY STATEMENT ON SAFEGUARDING ADULTS

The values held by this organisation are safety, open access, equality and fairness. SCJC recognises that all adults have a right to protection from abuse and/or neglect. SCJC takes seriously its responsibility to protect and safeguard the welfare of young people and adults. We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse and neglect
- Provide adults with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse and neglect

Safeguarding incorporates protecting adults from harm and maltreatment, promoting welfare and optimizing life chances for all adults. All organisations that work with adults and provide services for adults now share the responsibility to safeguard and promote their welfare. Our organisation believes that all adults while in our organisation, should be safe and prevented from harm.

The definition of an adult at risk is from the Care Act 2014 which became law on the 1st April 2015. The safeguarding duties apply to any person aged 18 years or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

In order to achieve this, the SCJC committee will put in place systems for safeguarding all those involved with their organisation.

- The committee appoints a designated person to deal with safeguarding issue and if they are not available, then concerns can be communicated to the lead chaperone for the event / session.
- Training will be undertaken, to enable everyone to carry out their responsibilities effectively.
- If anyone has concerns about any adult these should be dealt with by the designated person according to procedures in this policy.
- SCJC is committed to broadening the cultural diversity of its membership and will seek advice from choristers, parents and EMTA to ensure that every effort is made to respect any cultural or religious needs.
- Policies and procedures will be regularly monitored by the committee, which has overall responsibility for safeguarding.

Preventing Abuse by Staff and Volunteers

It is important that any staff or volunteers who are likely to be working alone with vulnerable people are thoroughly vetted before being employed. At SCJC this means as well as references being checked there will be a requirement for offences to be declared and a Disclosure and Barring Services (DBS) check undertaken.

It may be very hard for a worker to report a concern about a colleague to a line manager but, as with all other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

THE POLICY

SCJC recognises that many adults today are the victims of physical, emotional, sexual, domestic, discriminatory, modern slavery, organisational, financial abuse and/or neglect. Accordingly, SCJC has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Safeguarding Adults Board (SAB) They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of SCJC. Every individual has a responsibility to inform the designated person or lead chaperone in respect of adult protection of concerns relating to safeguarding adults.

The designated person should decide if the concerns should be communicated to North Lincolnshire Adult Services or the police. However, all staff and volunteers can contact North Lincolnshire Adult's Services directly if necessary.

Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Categories of abuse

Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
Domestic abuse	Including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
Sexual abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography,

	subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
Financial or material abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
Discriminatory abuse	Is the unequal or unfair treatment of somebody based on a "protected characteristic" - age, disability, gender/ gender reassignment, sexual orientation, pregnancy/ maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment
Organisational abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation
Neglect and acts of omission	Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
Self-Neglect	Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

The following are not included in the Care Act 2014 but can also be harmful.

Cyber bullying	Occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it
Forced Marriage	A term used to describe a marriage in which one or both partners are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both party's consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adults does not have the capacity to consent to the marriage
Mate Crime	Is defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend
Radicalisation	The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media

The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work:

Empowerment	People are supported and encouraged to make their own decisions and informed consent
Prevention	It is better to take action before harm occurs
Proportionality	The least intrusive response to the risk presented
Protection	Support and representation for those in greatest need
Partnership	Local solutions through services working with their communities. Communities have a part to play preventing, detecting and reporting neglect and abuse
Accountability	Accountability and transparency in delivering safeguarding

Making Safeguarding Personal

The adult at risk and/or their representative should be as involved as possible and to the extent to which they'd like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

MSP is about seeing people as experts in their own lives and working alongside them.

Responsibilities of staff and volunteers

SCJC will appoint a designated person to act and liaise with safeguarding concerns. If they are not available, then concerns can be communicated to the lead chaperone for the event / session. Paid staff and volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. They should talk to the designated person to see if there is a need to raise a safeguarding concern. They are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to

- unexplained bruises or injuries or lack of medical attention when an injury is present
- belongings or money going missing
- not attending when they usually attend and it is unusual for them not to do so
- losing or gaining weight or an unkempt appearance
- a change in behaviour or confidence of a person
- evidence of self harm
- fear of a particular group or individual
- disclosure – they tell you they are being abused.

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Remember to take the whole situation into account - there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

Suspicion of abuse

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being abused or neglected discusses the situation immediately with the designated safeguarding person **Rachael Abdi Stephenson (07446936250)** or lead chaperone at the event/session.

Disclosure of abuse

If an adult at risk discloses to you that they are being abused or discloses that they are involved in abuse of an adult at risk, action should continue as in the next section. All action must proceed urgently and without delay.

Action on disclosure of abuse/making a referral

There should always be the opportunity to discuss concerns with, and seek advice from, managers and other agencies, but:

- never delay emergency action to protect an adult at risk
- where possible always involve the adult at risk and / or their representative
- always record any concerns and / or action taken
- the Adult Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- you should always discuss the concern with the designated safeguarding person or lead chaperone if they are not available
- if the suspicions relate to the designated person, North Lincolnshire Adult Protection Team or the Police should be contacted.
- suspicions should only be discussed with the appropriate persons such as those named above.
- any person may report a concern to the Adult Protection Team irrespective of the opinion of others.

It is important to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

Volunteer Recruitment

SCJC undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with adults at risk is likely to take place, SCJC will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check
- If an adult at risk is working or volunteering for the organisation, careful consideration needs to be given on how best to support the individual to reduce or remove safeguarding risks. These measures should be proportionate rather than restrictive and encourage the development of resilience and improved outcomes for the person.

Maintenance of Records

After a safeguarding referral has been made all written records (relating to adult welfare concerns) are to be confidentially retained by the Safeguarding lead and stored in a secure locked cabinet. No information is to be stored electronically.

- For all concerns raised whether acted upon or not, a record should be kept for six years.

- For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
- Destruction of records - All confidential waste is to be disposed off by shredding on site or off site by an approved company

All new members volunteers and parents of SCJC are asked to comply with the following guidance code.

SCJC Guidance Code on the use of Social Media

1. Stay Safe

Choose only safe Apps and make sure you fully understand how they work. Always check your privacy settings and be aware of who your friends and followers are on line. Never share any personal information on line to reveal your location, school or home address (your real friends and family already know this information).

2. Be Positive

Social Media should be used as a force for good by building and supporting friendships within and beyond SCJC. Always try to keep it positive and friendly.

3. Always think before you post

Social media is instantly available through mobile devices, making it easy to comment before you have had the time to reflect. This can have unintended consequences and updated data (and images) cannot always easily be removed, if ever.

4. Understand the line between what is appropriate or not

Ask consent prior to taking someone's photograph
Avoid writing anything you would not be prepared to say to someone face to face (or let your parents / future employers see).

E.g. never make or share derogatory comments about another person on line or make negative or hurtful comments on posts or pictures.

5. Challenge abusive comments in group chats

Never collude with on line abuse (silence is collusion) and be prepared to remove yourself from the chat or conversation if necessary.

6. Be aware that your privacy is not guaranteed on line

Regardless of your own privacy settings, potentially anything you post on line may not remain private or can be saved by screen shot and potentially passed on by another user (e.g. a Facebook "friend")

7. Report any on line abuse

Do not bottle up issues or conflicts, talk to your parent, or SCJC adult chaperone. We are here to listen, help and take appropriate action for the protection, security and welfare of all our choristers.

ACCEPTABLE USE POLICY FOR ELECTRONIC EQUIPMENT

Only authorised staff members and designated adults are permitted to take publicity photographs using personal camera phones or iPads. Photos are uploaded onto the SCJC OneDrive and then deleted from personal devices.

Consent for publicity photographs for members/volunteers/staff aged over 18 is requested and confirmed prior to all events & publication. All audience members are requested NOT to take photographs or videos during concerts or events and this is monitored closely by music team members and chaperones. All posts containing photographs on SCJC social media platforms are monitored and approved by designated system admin.

WHISTLE BLOWING

If any member, staff or volunteer in SCJC witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer; If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group Chair / Musical Director or a licensed chaperone. If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual they trust.

We are committed to all individuals having the ability to raise a genuine concern in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

CONTACT INFORMATION

DESIGNATED /SENIOR ADULT PROTECTION PERSON: Rachael Abdi Stephenson (07446936250)

**NORTH LINCOLNSHIRE ADULT PROTECTION TEAM, CHURCH SQUARE HOUSE, CHURCH SQUARE,
SCUNTHORPE DN15 6XQ 01724 297000 {EXTENDED HOURS}**

POLICE NON EMERGENCY 101

POLICE EMERGENCY 999

Signed: ***Jacqui Brewster (Chair)***17/02/2025