



# *Congleton Choral Society* *Safeguarding Children Policy*

## Key details

- Policy prepared by: Helen Harrison
- Version: **2**
- Approved by Executive Committee on: **23/09/2015**
- Next review date: **Annually at AGM**

## Introduction

Congleton Choral Society was established in 1971; it is a friendly mixed choir of about 70 members. Singers can join the society from the age of 16 years.

Congleton Choral Society is a registered charity, number 515851. It uses the services of a Musical Director and an accompanist.

Congleton Choral Society is committed to taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and recognises its duty of care towards all young people who are members including their right to protection from abuse.

All staff and members of Congleton Choral Society recognise that all suspicions or allegations of abuse of any members less than 18 years old will be taken seriously and responded to swiftly and appropriately.

## Responding to reports of abuse from a young person member

All members and staff in Congleton Choral Society understand the importance of being alert to signs of abuse, the difficulty a young person may have in reporting it, and the importance of responding appropriately to a young person who has a complaint:

- Listen carefully
- Reassure the child that this matter will be disclosed only to those who need to know about it
- Reassure the child that they are doing the right thing in telling you

- Avoid leading questions or closed questions.
- Tell the child what you are going to do next.
- Write down what has been said, with date and time and any names mentioned.

In the first instance any concerns should be reported to a section representative and/ or to the Chairman who will decide what action will be taken and by whom. When a young person joins the society they will be advised of the persons to speak to if they have concerns or complaints.

If appropriate a referral will be made to Cheshire East Children's Social Care Service or Cheshire Police. This will include a referral to the Local Authority Designated Officer (LADO) if the referral concerns a person in a position of trust.

## Reviewing

Congleton Choral Society will consider this policy for review annually at its AGM.

Copies will be distributed immediately to new members as part of their welcome pack and is available on the website.

## Contact Details:

Cheshire East Children's Social Care: **0300 123 5012**

Cheshire East Out of Hours Service: **0300 123 5022**

Cheshire Police: **101**

Cheshire East LADO: **01606 288 931**