

Safeguarding Policy

VERSION

1.0

ADOPTED

2026

REVIEW DATE

Annually

APPROVED BY

Executive Committee

1. Policy Statement

The Midlands African Choir is committed to the safety, welfare and dignity of all people who participate in our activities — including choir members, volunteers, visitors and members of the public who attend our events. We believe that every person, regardless of age, gender, disability, ethnicity, religion or background, has the right to be protected from harm, abuse and exploitation.

This policy sets out how we will fulfil that commitment and the responsibilities of everyone involved in the choir's activities.

This policy applies to: all choir members, Executive Committee members, volunteers, contractors, partner organisations and anyone acting on behalf of The Midlands African Choir.

2. Scope

This policy covers safeguarding in relation to:

- Children and young people under the age of 18
- Adults at risk — defined as adults who may be at risk of abuse or exploitation due to disability, illness, age or personal circumstances
- All participants in choir rehearsals, performances, events and any activities organised under the choir's name

3. Our Commitments

The Midlands African Choir will:

- Create and maintain a safe, inclusive and respectful environment for everyone involved in our activities
- Take all concerns about the welfare or safety of a child or adult at risk seriously, and respond to them promptly and appropriately
- Ensure that all committee members and volunteers understand their safeguarding responsibilities
- Appoint a designated Safeguarding Lead who is the first point of contact for all safeguarding concerns
- Report concerns to the appropriate statutory authority where there is reason to believe a person is at risk of harm
- Maintain confidentiality appropriately, sharing information only on a need-to-know basis and with relevant authorities where necessary
- Review this policy annually and update it in line with changes in legislation and best practice

4. Designated Safeguarding Lead

The choir will appoint a Designated Safeguarding Lead (DSL) from within the Executive Committee. The DSL is responsible for:

- Being the first point of contact for any safeguarding concern raised by a member, volunteer or member of the public

- Maintaining records of all safeguarding concerns in a secure and confidential manner
- Liaising with statutory agencies — including the local authority, police or social services — where a referral is required
- Ensuring the choir's safeguarding procedures are followed consistently
- Undertaking relevant safeguarding training

Designated Safeguarding Lead: Cecilia Li Nogho | Contact: 02476865168

5. Types of Abuse

All choir members and volunteers should be aware of the main categories of abuse:

Physical abuse

Hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

Emotional abuse

Persistent emotional maltreatment — including humiliating, threatening, ignoring, isolating or rejecting a person.

Sexual abuse

Involving a person in sexual activity without their informed consent, or where a person lacks the capacity to consent.

Neglect

Failing to meet a person's basic physical, emotional, medical or educational needs.

Financial or material abuse

Theft, fraud, exploitation or misuse of a person's money or property.

6. Reporting a Concern

If someone is in immediate danger, call 999 immediately. Do not wait to follow internal procedures.

If you have a concern about the welfare or safety of a child or adult at risk, you must:

1. Report it to the Designated Safeguarding Lead as soon as possible — on the same day where possible
2. Record what you have seen, heard or been told — using the person's own words where possible, noting the date and time
3. Not investigate the concern yourself or make promises of confidentiality to the person disclosing
4. Not discuss the concern with anyone other than the DSL, unless the DSL is themselves implicated in the concern

If the concern involves the Designated Safeguarding Lead, report directly to the Chair of the Executive Committee.

External referral contacts

- **NSPCC Helpline:** 0808 800 5000 (adults concerned about a child)
- **Childline:** 0800 1111 (children and young people)
- **North Northamptonshire Children's Services:** 0300 126 3000
- **Coventry Children's Services:** 024 7678 8555
- **Local Authority Designated Officer (LADO):** Contact your local authority if the concern involves someone working with children

7. Safe Recruitment and Volunteering

The Midlands African Choir will take reasonable steps to ensure that those working with children or adults at risk in a regulated activity hold a valid DBS (Disclosure and Barring Service) check at the appropriate level. We will not knowingly allow a barred person to work in regulated activity with children or adults at risk.

8. Photography and Social Media

The choir will obtain written consent before photographing or filming any individual, particularly children and young people, at rehearsals or events. Images of children will not be published on social media or the choir's website without explicit parental or guardian consent. Members are encouraged to be mindful of others' privacy when posting personal content from choir events.

9. Confidentiality and Data Protection

All safeguarding records will be kept securely, accessible only to the Designated Safeguarding Lead and, where necessary, the Chair of the Executive Committee. Information will only be shared with external agencies where there is a legal basis or safeguarding justification to do so. This policy operates alongside the choir's Privacy Policy.

10. Policy Review

This policy will be reviewed annually by the Executive Committee, or sooner if there is a change in legislation, a safeguarding incident, or a significant change in the choir's activities. All members and volunteers will be informed of any material changes.

Signed: Cecilia LN (Chair, Executive Committee)

Date adopted: 02/06/2026