

Safeguarding Policy

The South West Early Music Forum (SWEMF) is an organisation created for the study and enjoyment of pre-classical music. Our members are drawn from amateur and professional musicians. Our main focus is on practical study through day workshops to which non-members are also invited.

Commitment to safeguarding

SWEMF believes that a child, young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children, young people and adults at risk; we are committed to safeguarding their well-being and to protecting them from harm.

About this policy

This policy applies to all members of SWEMF and anyone working on behalf of SWEMF or taking part in SWEMF workshops. The policy aims to provide members and people working on behalf of SWEMF with the overarching principles that guide our approach to the protection of all vulnerable people.

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. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.

Policy aims

The law requires any organisation involving children, young people or vulnerable adults to take all reasonable measures to ensure that the risk of harm to their welfare are minimised. SWEMF espouses this

requirement and takes all practicable steps to protect any children, young people or vulnerable adults at our activities.

We recognise that it is not for us to decide whether a child, young person or vulnerable adult has been abused or not but, where there are concerns, to share them with agencies who do have that role. The relevant Social Services department is appropriate as is the NSPCC, which has powers to investigate child protection concerns under The Children's Act.

Membership of SWEMF is not advertised as an activity suitable for unsupervised children or vulnerable adults and members are independent adults. It would be only rarely that a vulnerable person participates in workshops.

If a child or young person is to participate in a workshop they must be accompanied by a parent or guardian.

SWEMF workshops are group activities, and there is no need for a member or visitor to be alone with another member of any age. SWEMF is therefore unlikely to be targeted by a person seeking opportunities to abuse children, young persons or vulnerable adults. Nonetheless we recognise the need to safeguard any young and vulnerable people that might be in our midst and the Trustees have therefore agreed the following Safeguarding Procedures.

Procedures

SWEMF has nominated a Designated Person, ?, who has received appropriate training and has been checked by the Disclosure and Barring Service and who will continue to attend appropriate training as required.

1. SWEMF members will report any concerns to the Designated Person. In the absence of the Designated Person the matter should be brought to the attention of the SWEMF chairman or secretary.
2. Once aware that a cause for concern has been raised the Designated Person is then mandated to ensure the completion of a Confidential Record of Suspected Abuse which is to be kept permanently and securely.
3. The Designated Person will instigate an internal investigation in the case of less serious incidents where they feel internal mediation will be successful and that the allegation does not require escalating to involve outside agencies.
4. SWEMF publicises its Safeguarding Policy on its website.

Review

This policy is reviewed regularly by the SWEMF Trustees (committee) and is updated as required. SWEMF members will be informed of any changes to the policy and be invited to comment.