



Safeguarding Policy



The British Association of Barbershop Singers
Registered Office: 29-30 Fitzroy Square, Fitzrovia, London W1T 6LQ A
Charitable Incorporated Organisation | Registered Charity No: 1080930

Purpose

The British Association of Barbershop Singers ("BABS") is committed to safeguarding all children, young people and adults at risk (also known as vulnerable adults) it comes into contact with and to promoting their well-being.

Everyone involved with BABS has a responsibility to promote the welfare of all children and adults at risk and to keep them safe.

We recognise that the welfare and wellbeing of all children and adults at risk is paramount and that all individuals have a right to equal protection for all types of harm regardless of their age, gender, race, religion or belief, ability, family status, social background or sexual identity and should be able to sing in a safe and fun environment.

The purpose of this policy is to protect for the children and adults at risk involved with the activities of BABS from harm, including the children of adult members and to provide Club members with guiding principles as set out in the Safeguarding Code of Conduct.

Aims

We will seek to keep children and adults at risk safe by:

- valuing them, listening to and respecting them.
- adopting child/adult at risk protection best practice and a Safeguarding Code of Conduct for Clubs and their Club members to clarify the standard of behavior required
- sharing information about concerns with agencies who need to know, and involving parents of children and adults at risk appropriately.
- following the requirements for UK legislation in relation to safeguarding children and adults at risk.

Definitions

A child is a person aged under 18 years.

An adult at risk is any person who is aged 18 or over and at risk of abuse or neglect because of their need for care and support.

Child protection and adult protection is part of safeguarding and promoting welfare. It refers to the action that is undertaken to protect specific children or adults at risk who are suffering, or at risk of suffering, significant harm.

Parent is used as a generic term to represent parents, carers and guardians.

Roles and responsibilities

This policy applies to all Club members, including Volunteers, Officers, and Board of Trustees, students or anyone involved in the activities of BABS.

All visitors will be informed that this policy and the Safeguarding Code of Conduct is in operation and that they are bound to comply with its principles and requirements.

BABS recognises that it is not its role nor that of Clubs to decide whether a child or adult at risk has been or is at risk of harm or abuse. This is the role of the relevant local authority safeguarding children or adults at risk team and/ or the police that has the legal responsibility, who have powers to investigate child protection concerns.

Each Club will issue a copy of, or make available, a copy of the policy to all their Club members and visitors and will review it and endorse it annually at their AGM. At the time that Clubs submit their annual membership return to BABS, they will be asked to confirm that they have reviewed this policy in the last 12 months and that it is in active use in the Club.

Safeguarding Code of Conduct

Recognising and responding to concerns in your Club

Remember these four key elements to safeguarding children or adults at risk:- 1. Recognise concerns that a child or adult at risk is being harmed or might be at risk. Abuse can take a number of forms, including, but not limited to physical abuse, sexual abuse/exploitation, emotional/ psychological abuse, neglect and financial abuse. 2. Respond appropriately to a child or adult at risk who is telling you what is happening to them.

3. Report the concerns to the BABS/ Club Designated Person. Where a child or adult at risk is at immediate risk of harm then tell the Club Designated Person so that they can contact the police and / or relevant local authority safeguarding team, immediately. 4. Record the concerns appropriately and any subsequent action taken.

You must:

- prioritise the welfare, health and wellbeing of children and adults at risk.
- provide a safe environment for children and adults in need of care and support.
- provide an example of good conduct you wish others to follow.
- ensure that there is more than one adult present during activities with children and adults at risk, or at least that you are within sight or hearing of others.
- respect their right to personal privacy as far as possible. If someone discloses abuse to you, be sympathetic and supportive but do not agree to keep confidences. Explain to the child or adult at the earliest opportunity that it is your duty to pass on information appropriately.

- encourage children and adults at risk to speak out about attitudes or behaviour that makes them uncomfortable.
- remember that someone else might misinterpret your actions, no matter how well intentioned.
- be aware that physical and verbal contact with a child or adult at risk may be misinterpreted.
- operate within the Club's and BABS principles and guidance and any specific procedures including the Code of Conduct.
- challenge unacceptable behaviour and report all concerns/allegations/disclosures. suspicions of abuse or harm to the Club Designated Person.

You must not:

- allow concerns or allegations to go unreported.
- take unnecessary risks.
- have inappropriate physical or verbal contact with children or adults at risk.
- act in a way that can be perceived as threatening or intrusive.
- let children or adults at risk have your personal contact details (mobile number, email, postal address) or have contact with them via a personal social media account.
- patronise or belittle children or adults at risk allow yourself to be drawn into inappropriate behaviour/making suggestive or derogatory remarks or gestures in front of children or adults at risk.
- jump to conclusions about others without checking facts.
- exaggerate or trivialise abuse issues.
- show favouritism to any individual.
- rely on your good name or that of the organisation to protect you.
- believe 'it could never happen to me'.
- take a chance when common sense, policy or practice suggests another more prudent approach.

You should:

- Be aware of the further guidance on how to both handle and report incidents and abuse provided on the Charity Commission website, found [here](#)
- consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.

Measures for implementation of this policy

BABS Trustees, through the Director of Administration, have overall responsibility for this policy.

In Clubs, each Club Committee shall take responsibility for the implementation of this policy and nominate a Designated Person, who is DBS checked, and shall undertake appropriate training as required and will be identified to children and adults at risk as the principal person they should turn to if they have any concerns or queries. This is to be reviewed at each Club AGM.

Any concerns regarding a child, a BABS member or other adult at risk must immediately be reported to the Club Designated Person.

The Club Management Committee have nominated (name):

as the Designated Person, who is DBS checked, in respect of safeguarding, and this is to be

reviewed at each AGM. The Club Designated Person must report all concerns shared with external agencies to the BABS Director of Administration

The Club's Designated Person is responsible for acting as a source of advice on child/ adult protection matters, for coordinating action within the Club and for liaising with other agencies about suspected or actual cases of abuse. They may also be responsible for implementing child/ adult protection training within the Club.

BABS are committed to reporting all relevant incidents to the Charity Commission for England and Wales via a serious incident report.¹

Supervision and Planned activities

All children and adults at risk should be adequately supervised at all times. Children or adults at risk who participate in BABS Club activities must be accompanied by a parent or carer, who remain responsible for them throughout. If a parent or carer is not personally attending an event this policy requires them to be satisfied that the child or adult at risk is accompanied and adequately supervised by an adult acting on their behalf at all times.

BABS Clubs are aware that children and adults at risk may attend their concerts as members of the audience, or attend social functions hosted by them. It is the responsibility of the parent, or carer of the adult at risk or where such concerts take place in third party premises, such as schools or care homes, for that third party to ensure adequate supervision.

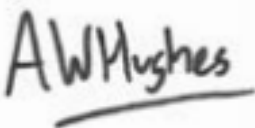
¹ Charity Commission guidance as to what constitutes a serious incident and how to make a report, which is updated from time to time and available at: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Monitoring, Evaluation and Review

We will regularly evaluate the effectiveness of this policy. Our commitment to safeguarding is an active one. This policy will be reviewed as necessary and at least annually when it will be amended, where required. We will seek to keep up to date with new developments in safeguarding best practice and actively seek information on this issue.

Data Protection

We will comply with our obligations in relation to the processing of personal data pursuant to the UK General Data Protection Regulation and the Data Protection Act 2018.

Signed	Name & Position	Date
 for BABS	Alan Hughes Chair	9th July 2021
Name of Club		
for Club	Chair	