

# **HONLEY LADIES CHOIR**

## **SAFEGUARDING POLICY**



### **POLICY STATEMENT**

This safeguarding policy outlines the measures in place to ensure the safety, well-being, and protection of all members of Honley Ladies Choir, associated professionals and visitors.

Honley Ladies Choir is a registered charity composed of adult members.

Day to day management of the choir is delegated by its trustees to a management committee comprising volunteer members who have been nominated and voted to serve on the committee by choir members.

The choir uses the services of two self employed professionals; a Musical Director and an Accompanist who attend rehearsals and choir performances.

The choir does not actively promote itself as an activity suitable for children or vulnerable adults\*. However the choir recognises the need to safeguard any young or vulnerable person who may attend rehearsals or perform with us and any members who may be classed as vulnerable adults.

We will

- create a safe and respectful environment where every participant at our rehearsals, performances or other events feels valued and secure.
- implement procedures to protect members and associated professionals from harm, abuse or exploitation
- ensure any personal information held by the choir is handled in confidence and in accordance with General Data Protection Regulations (UK GDPR ) and the Data Protection Act 2018.
- endeavour to meet members' personal privacy needs when arranging overnight hotel stays or at performance venues if changes into concert dress are required.
- ensure that any person under 18 years old who attends choir rehearsals or performances is supervised by a parent / guardian or nominated responsible adult acting on their behalf at all times.
- appoint a Designated Safeguarding Officer who will act as the main point of contact for any safeguarding concerns, ensure that any safeguarding complaints or concerns are addressed promptly and effectively, if necessary, in liaison with external agencies.
- encourage all members to familiarise themselves with this document and to actively contribute to the safety and well-being of our choir community.

## **SAFEGUARDING PROCEDURE**

- All choir members and contractors are expected to treat all persons associated with Honley Ladies Choir with respect, to maintain appropriate boundaries and avoid any behaviour that could be perceived as abusive or discriminatory.
- Members should be aware of the signs of abuse, including physical, emotional, sexual, and financial abuse. Any concerns or allegations must be taken seriously and reported immediately.
- Any member having a safeguarding concern should contact the designated safeguarding officer directly, giving as much information about the situation as possible.
- The designated safeguarding officer will assess the situation and determine the appropriate course of action, if necessary contacting Kirklees Safeguarding Board or social services for advice.
- The designated safeguarding officer will document the concern and actions taken as a confidential report to the committee.

The Designated Safeguarding Officer for Honley Ladies Choir is

**Christine Stroyan – Membership Secretary**

Contact email Address: [Honleyladies@gmail.com](mailto:Honleyladies@gmail.com)

Give subject as “Confidential f.a.o Membership Secretary”

Please indicate that you have a safeguarding concern, give your telephone number and Christine will call you back.

Overall responsibility for this policy and its implementation lies with the Committee of Honley Ladies Choir overseen by Choir Trustees.

\* **Children or Vulnerable Adults** are defined as individuals under 18 years old or over 18 years old who have care and support needs, is experiencing or at risk of abuse or neglect as a result of their care and support needs or is unable to protect himself or herself against abuse or neglect or the risk of such actions.

Approved by *J Skidmore* (Chair on Behalf of Committee)

Date: 16<sup>th</sup> Oct 2025

Review Date: Oct 2026