Love Pop Choir Safeguarding Policy

Purpose
Love Pop Choir is committed to providing a safe, welcoming and inclusive environment for all members, choir directors and visitors. Although our choir is open only to adults (18+), we recognise our duty of care to protect the wellbeing of everyone involved and to act appropriately if safeguarding concerns arise.

This policy is guided by the **Care Act 2014**, the **Mental Capacity Act 2005** and local safeguarding procedures.

1. Principles

- All members have the right to feel safe, respected and included.
- We will not tolerate bullying, harassment, discrimination or abuse of any kind.
- Safeguarding is the responsibility of every member, not just leaders.
- We will take all concerns seriously, respond promptly and treat all matters with confidentiality where possible.
- Wherever possible, we will involve the person concerned in decisions about their own safety and respect their wishes.

2. Scope

This policy applies to:

- All Love Pop Choir members (including trial members).
- Choir directors, including any substitute appointed by a choir director, assistants and volunteers.
- Any external professionals working with the choir (for example musicians or workshop leaders).

3. Code of Conduct

- Treat others with kindness, respect and dignity.
- Avoid behaviour that could make others feel unsafe, intimidated or excluded.
- No form of harassment, abuse or coercion will be tolerated (verbal, physical or online).
- Choir directors and anyone working with the choir must keep professional boundaries with members, including on social media and messaging apps.
- Members are expected to raise concerns promptly with the Safeguarding Lead if they witness or experience inappropriate behaviour.

4. Safeguarding Adults at Risk

An adult at risk is someone aged 18 or over who has needs for care and support, is experiencing, or is at risk of, abuse or neglect, and because of those needs is unable to protect themselves.

Members do not have to tell us about any disability, illness or other circumstance, so we may not know who is an adult at risk. We therefore give the same care and attention to everyone and stay alert to signs that someone may need support.

Abuse can take many forms, including physical, sexual, psychological, financial, discriminatory and domestic abuse, as well as neglect, self-neglect, coercive control and modern slavery. We will:

- Respect their rights, choices and dignity.
- Ensure support is available where reasonable.
- Report safeguarding concerns to the relevant authorities if necessary.

5. Reporting and Responding to Concerns

- **If anyone is in immediate danger, call 999 first**, then tell the Safeguarding Lead.
- Any member who feels unsafe or has concerns about someone else should contact the Safeguarding Lead.
- If your concern is about the Safeguarding Lead, contact the Local Authority Safeguarding Adults Team in the area where the concern arose, or the police.
- The Safeguarding Lead will listen, take notes and assess the situation.
- Wherever possible, we will discuss a concern with the adult involved and respect their wishes about what happens next. We may share information without their agreement where someone is in immediate danger, other people may be at risk, a crime may have been committed, or the person lacks the mental capacity to make that decision.
- Where appropriate, concerns will be reported to the Local Authority Safeguarding Adults Team in the area where the concern arises, or to the police if immediate danger is identified.
- Members who raise safeguarding concerns in good faith will not be penalised or treated unfairly for doing so.
- All reports will be handled sensitively and confidentially, with information shared only on a need-to-know basis.

6. Responsibilities of Choir Directors

Choir directors, and any substitute they appoint, must:

- Read, follow and promote this policy at Sessions and Performances.
- Report any safeguarding concern or disclosure to the Safeguarding Lead as soon as possible and on the same day (calling 999 first in an emergency).

- Listen calmly if someone shares a concern, without investigating, questioning in detail or promising to keep it secret.
- Write down what was said and seen as soon as possible, using the person's own words and noting the date and time, then pass the record to the Safeguarding Lead and not keep copies.
- Make sure any substitute they appoint has read this policy and knows how to contact the Safeguarding Lead before leading a Session or Performance.
- Tell the Safeguarding Lead promptly about any allegation made against them, or any police investigation, charge or conviction relevant to their role.

7. Concerns About Choir Directors or Others Working with the Choir

- Any allegation of abuse or inappropriate behaviour by a choir director, substitute, assistant, volunteer or external professional will be taken seriously and dealt with by the Safeguarding Lead, or by the Local Authority where the concern is about the Safeguarding Lead.
- While a concern is looked into, the person may be asked to step back from choir activities and cover will be arranged. This is a neutral step to protect everyone and is not a finding that anything has happened.

8. Online Safety and Communication

- Choir communication takes place through the official Love Pop Choir channels, such as each branch's Facebook group and WhatsApp announcement group.
- Members' contact details are used only for choir purposes and in line with our Privacy Policy.
- Offensive, abusive or inappropriate messages or images will be removed, and concerns raised online should be reported to the Safeguarding Lead.

9. Records and Confidentiality

- Safeguarding records may contain sensitive personal information. They are kept securely by the Safeguarding Lead and shared only on a need-to-know basis or where the law requires.
- Records are kept only for as long as necessary, in line with our Privacy Policy and data protection law.

10. Children at Performances

Our choir is for adults only. If children attend a performance (for example as audience members or with a family member), they remain the responsibility of their parent or carer. Any concern about a child should be reported to the Safeguarding Lead and, where needed, to the local children's services team or the police (999 in an emergency).

11. Safeguarding Lead

- Name: Lauren Elliott
- Role: Love Pop Choir Owner, Choir Director and Safeguarding Lead
- Contact: sing@lovepopchoir.com or 07825 778791

12. Policy Review

This policy will be reviewed annually, or sooner if legislation or guidance changes.

First adopted by Love Pop Choir on 3/10/25.

Reviewed and updated on: 26/10/26