



Nonsuch Dulcimer Club

The friendly UK club for Dulcimer enthusiasts

Registered Charity Number: 1184249

Safeguarding Policy

This is the Safeguarding Policy of Nonsuch Dulcimer Club, a small UK-registered, volunteer-run charity. All staff are freelancers, we do not have any premises.

Commitment to safeguarding

Nonsuch Dulcimer Club

- believes that a child (up to the age of 16), young person (aged 16-18) or adult (over 18) at risk should never experience abuse of any kind;
- recognises that we have a responsibility to promote the welfare of all children, young people and adults at risk with whom we come into contact;
- is committed to safeguarding and protecting all children, young people and adults at risk with whom we come into contact and to protecting them from harm.

1. About this policy

- This policy applies to Nonsuch Dulcimer Club's Trustees, committee members, individual volunteers and anyone working on behalf of Nonsuch Dulcimer Club or taking part in Nonsuch Dulcimer Club activities.
- The purpose of this policy is to provide members, and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people.
- This policy recognises vulnerable people as:
 - children (up to the age of 16) or young people (aged 16-18);
 - adults (over 18) at risk as defined 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 a person is taking part in, and not solely on the personal characteristics or circumstances of the person. As such anyone can be at risk and the risk can be temporary.
- This policy aims to:
 - Protect children, young people and adults at risk who are, members of, receive services from, or volunteer for Nonsuch Dulcimer Club.
 - Ensure members, staff and volunteers working with children, young people and adults at risk are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and adults at risk is a primary consideration when Nonsuch Dulcimer Club undertakes any activity, event or project.

2. How Nonsuch Dulcimer Club might work with vulnerable people

Membership is open to children, young people and adults. We run in-person residential and non-residential events held in hired halls, schools/colleges or conference facilities, and virtual events for members and non-members. The events may be informal sessions (including "have a go" and "show and tell" type sessions) and/or include group tuition workshops given by freelance dulcimer players who may be members or non-members. As such our involvement with vulnerable people might include, but is not limited to:

- Members and non-members of the group who attend our events.
- Relatives and friends of members who attend our events in a volunteering capacity.
- Audience members at our public concerts.
- Members of the public at our informal sessions.

3. Named safeguarding lead

Shirley Warbrick and her deputy Janet Cormie have responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Shirley Warbrick or her deputy Janet Cormie in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Shirley Warbrick or her deputy Janet Cormie and in line with established procedures and ground rules.

Procedures and ground rules

1. Working with parents/guardians

If a vulnerable person wishes to take part in in-person Nonsuch Dulcimer Club activities, where appropriate the parent/guardians are asked to attend the activity as well. Written permission (email is fine) should be obtained from parents/guardians before the in-person or virtual activity takes place.

- In-Person activities - Written permission should include: emergency contact details and any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.
- Virtual activities - Written permission should state that the parent/guardians will be present nearby and include emergency contact details of the parent/guardians.
- The vulnerable person should not be left on their own with another person. This may involve blocking the use of "chat" and using the "waiting room" facility in virtual activities.

2. Organising an activity

- Planning must be carried out in line with this policy and procedures.
- DBS checks may be required in some situations. This need will be decided well in advance by the committee in consultation with the event organiser and Safeguarding Officer, and in line with DBS rules regarding the regulated activity
- There is a main contact for safeguarding on the day - this may be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).

3. Procedures for raising safeguarding concerns and incidents of abuse

- If any member, non-member, staff or volunteer in Nonsuch Dulcimer Club witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding lead; Shirley Warbrick or her deputy Janet Cormie.
- If the Safeguarding lead or deputy is not available, or is involved in or connected to, the abuse, it should be reported to the group chair, Sally Whytehead, or if available a DBS checked adult.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding lead, Shirley Warbrick or her deputy Janet Cormie or an individual they trust.

4. Procedures for dealing with concerns and incidents of abuse

The Safeguarding lead or deputy (or person reported to in their absence) must first make a decision based on the immediacy of the concern and the following two factors:

- If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
- If the person at the centre of the allegation is working with vulnerable people at the time a report (verbal or written) is made – immediately remove them, in a sensitive manner, from

direct contact with vulnerable people and follow the procedures below. A verbal report must be followed up with a written report within 5 days.

- If none of the above applies:
 - Make a note of the concerns reported to them .
 - Speak with committee members to decide how to handle the reported abuse, excluding any committee members who are involved in the incident.
- Escalate the report by either:
 - Raising concerns and co-operating with the police – for serious or possible criminal offences.
 - Requesting and co-operating with an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - Instigating an internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reported as being abused of the incident.
 - Arrange separate meetings (these can be virtual) with both parties within 10 days of the incident being reported, minutes or a recording of the meeting should be made. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

5. Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests the Nonsuch Dulcimer Club.
- Any disciplinary action will be taken in line with the Nonsuch Dulcimer Club constitution.

Policy review

This policy will be reviewed and amended (if necessary) on an annual basis by the trustees and committee of Nonsuch Dulcimer Club. It will also be reviewed in response to increased involvement with children/adults at risk, changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Signed: S. G. Whytehead

Name: Sally Whytehead

Date Approved by Board of Trustees: 25/11/2021

Next Review Date: 25/11/2022