

West Gallery Music Association (WGMA)



Safeguarding Policy 2025

Signed: Chair	Date:
Signed: WGMA Safeguarding Lead	Date: November 2024
Next Review Date: November 2025	

Amendments (in red in text) inserted by:	Date
1.	
2.	
3.	

The WGMA is a voluntary group; with no political, religious or other persuasion, the objectives of the Association are to study, preserve, perform, teach and enjoy the sacred and secular music and song of west gallery and allied traditions, together with their settings within a social and historical context.

As a charitable incorporated organisation (1171664) which encourages members, friends and interested people to come together to share the music and song, the Trustees believe we should each be responsible for ensuring everyone is protected from harm. For best practice event organisers should ensure they have access to the policies and procedures listed in the appendices for any venue they are using.

Although the WGMA believes its members are trustworthy, it also acknowledges that abuse can be perpetrated in any environment and by any person. To ensure that all individuals associated with WGMA activities are protected from abuse, and to guide members and event organisers, the Trustees have prepared this Safeguarding policy and the accompanying procedures aiming to ensure the safety of everyone engaging in WGMA activities

Abuse can take many forms: sexual abuse, emotional abuse, bullying, neglect, financial and physical abuse. The victims and perpetrators can be of any age or gender. It is important that any suspicion of abuse or inappropriate behaviour is reported immediately to the Designated Person at the event. Event organisers and attendees should be vigilant at all times and respond sympathetically to reported concerns.

To keep members, leaders and visitors safe the WGMA undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures and, in addition, international conventions particular to overseas members and groups.
- Facilitate on-going safeguarding training and regularly review the operational guidelines attached.
- Facilitate initial and updating of Data and Barring Service (DBS) checks for members willing to take on the role of Designated Person or Chaperone at WG events
- Ensure that any premises being used meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Lead person in their work and in any action he/she may need to take in order to protect children and vulnerable adults with care and support needs at events.
- Share best practice with other West Gallery affiliated groups and quires.
- Ensure that any reported alleged perpetrator attending future events would be monitored to reduce the risk of further potential concerns being raised.

Procedures:

If in doubt or have significant concerns contact the Local Police.

General

Quires can use their own systems. These procedures are the Trustees suggestions for good practice.

Every quire should keep a record of visitors, vulnerable person or minors attending their regular quire meetings. A template is attached although a simple dated tick sheet would suffice for regular attendees. Should there be a disclosure or incident around the time of, or during a quire meeting, please use event paperwork attached to record the disclosure and inform the WGMA's Safeguarding Lead. This would enable WGMA to ensure the Organisation protects vulnerable persons from any alleged perpetrator. Disclosures made to any quire member at any other time should be recorded and the police be informed.

Events

If event organisers wish for support they can provide the WGMA Designated Safeguarding Lead Person with event information, the name and a scan/photocopy of the DBS certificate, OR 2 references, of the Designated Person for any WGMA related event. WGMA will cover the cost for a member of each quire to have a volunteer DBS check to facilitate the individual quires' safeguarding procedures.

The Designated Person at an event will have a valid DBS (Data and Barring Service) Certificate, checked by the event organiser OR provide 2 references of good character and trustworthiness, and be named on event paperwork. Safeguarding training is recommended and WGMA will support any member willing to undertake the training (available online) and be a nominated Designated Person.

The Designated Person will be aware of any minors (under 18s) and vulnerable adults at the event and who is the accompanying guardian/ chaperone/ carer. This information should be provided by the attendee at the time of booking & recorded on the event register of attendees. No minor or vulnerable adult should ever be alone with one person who is not their guardian/ chaperone/ carer or the event Designated Person

Should a Designated Person need advice or support this will be provided by contacting the WGMA Designated Safeguarding Lead, who should be Designated Safeguarding Lead trained and hold an enhanced DBS for Children and Vulnerable Adults and whose name is on the attached **appendix (i)**

A template is attached so any reported issue can be recorded and investigated. Remember that all questions should be open – Who? What? When? Where? Do not lead the informant or make suggestions. The information should only be shared on a ***need to know*** basis. Allegations of sexual and physical abuse should be reported immediately to the local police and the victim supported.

Following a reported concern or an allegation, a copy of the investigation and outcome, along with a copy of the event register, should be sent to the Designated Safeguarding Lead, who will ensure correct procedure was followed, investigate further if necessary and report back. Follow-up should include checking on the parties involved where appropriate. This information would ensure that an alleged perpetrator attending future events would be monitored to reduce the risk of further potential concerns being raised.

Appendix (i)

WGMA Designated Safeguarding Lead 2024/5

Available for any general safeguarding queries and event support

Heather Flockton 07795946678 / 01773-833371 for emergency support

dsl@wgma.org.uk for event planning and any follow-up paperwork

Local Police Safeguarding Liaison Officer

Name:

Contact details:

Or call **101**, then if no response: **999**

Designated Person for event:

DBS checked: No.:

OR references as a suitable person: Yes / No

Safeguarding training certificate: Yes/ No

Do you have for your event:

Register of attendees inc. guardians/ chaperones / carers Yes / No

A Designated Person with DBS certificate and Safeguarding training Yes / No

Health and Safety policy of venue Yes / No

Risk Assessment for venue Yes / No

Safeguarding policy of venue Yes / No

Evacuation procedures of venue Yes / No

Attachments:

1. Event attendance record template
2. Incident recording sheet
3. Application to pay for/ reimburse members' costs for Safeguarding training and Application for WGMA to pay for a member's volunteer DBS certification
4. Regular quire meeting safeguarding record template