Phoenixsingers

Phoenix Singers (Suffolk) Safeguarding Policy

1. Purpose and Commitment

Phoenix Singers (Suffolk) ("Phoenix") is committed to creating a safe and supportive environment for all its members and participants. As a registered charity, Phoenix recognises its duty of care to its members, volunteers and audiences and is committed to good governance in line with Charity Commission expectations.

Safeguarding is the process of protecting children and adults at risk from harm. Harm may arise from abuse (physical, emotional, psychological, sexual, or financial), neglect, discrimination, bullying or from failure to take reasonable steps to ensure safety. Although Phoenix's membership is restricted to adults aged 18 and over, children and adults at risk may attend concerts or social events and appropriate safeguards must be in place.

This policy sets out our general principles and practical measures to ensure children and adults at risk are protected and that concerns are handled appropriately and responsibly.

2. Scope

This policy applies to:

- All members of Phoenix (current requirement: members must be at least 18 years old; however, adults at risk may join), including trustees/committee members
- Volunteers, freelance musical leaders, engaged performers and any external facilitators
- Engaged performers, such as soloists, musicians or orchestras, insofar as they include adults at risk
- All events, rehearsals, concerts and social functions organised by Phoenix

Note: Children and adults at risk may attend concerts or social events, e.g., as audience members. In such cases, responsibility for supervision rests with the parent, guardian or carer.

3. Our Commitment

We aim to:

- Protect the welfare of all members, particularly adults at risk
- Prevent abuse, harassment or exploitation
- Promote a culture of openness, respect and accountability
- Recognise that vulnerability may arise temporarily due to the nature of an activity, not only from personal characteristics or circumstances
- Ensure safeguarding arrangements are proportionate to Phoenix's level of involvement with children and adults at risk

4. Definitions

Adult at Risk: An adult (18+) who may be unable to protect themselves from harm or exploitation due to physical, mental or other vulnerabilities, which may be temporary or situational.

Abuse can include:

- Physical, emotional, psychological or sexual abuse
- Financial exploitation
- Neglect or discriminatory treatment

5. Code of Conduct

All those covered by this policy are expected to:

- Treat others with respect and courtesy
- Avoid behaviour that could cause harm or distress
- Report concerns or incidents promptly to the designated safeguarding officer (DSO)
- Follow event planning and supervision guidance when interacting with adults at risk

6. Designated Safeguarding Officer (DSO)

Phoenix's DSO is the first point of contact for any safeguarding concerns:

Name: William Glasse
Email: william.glasse@gmail.com
Phone: 07802 597071

The DSO is responsible for:

- Responding to safeguarding concerns promptly and appropriately
- Maintaining confidential records of incidents
- Liaising with statutory authorities if necessary
- Escalating serious concerns, including potential criminal matters, to the police or local safeguarding authorities

7. Reporting Concerns and Escalation

Any member or other person covered by this policy who witnesses or suspects abuse should report it immediately to the DSO. If the DSO is unavailable or involved in the concern, the matter should be reported to the Chair or another trustee.

Concerns will be treated seriously, sensitively, and confidentially. The DSO and trustees will assess the concern and may:

- Contact the police where there is immediate danger or potential criminal activity
- Notify the local adult safeguarding authority
- Conduct an internal review where appropriate

Phoenix will not tolerate retaliation against anyone reporting a concern in good faith.

Emergency Contacts:

- Local Police: 101 (emergency: 999)
- Suffolk County Council Adult Safeguarding: via Suffolk Adult Care Portal (emergency: Customer First: **0800 917 1109**)

8. Children and Adults at Risk in Audience or Social Settings

While Phoenix primarily comprises adult members, children and adults at risk may attend concerts or social events. Phoenix does not assume supervisory responsibility for children or adults at risk attending its events. Responsibility for supervision rests with the parent, guardian or carer.

Events should, where reasonably practicable, be planned with appropriate awareness of safeguarding considerations.

Members and others covered by this policy should act responsibly and report any safety or welfare concerns to the DSO.

9. DBS Checks

DBS checks will only be sought where legally required or where trustees determine that the nature of the activity makes this appropriate.

10. Trustee Oversight

The trustees have ultimate responsibility for safeguarding. The trustees will review safeguarding arrangements annually and ensure this policy remains appropriate to Phoenix's activities. The trustees will ensure that appropriate records of safeguarding concerns and actions taken are maintained securely.

11. Confidentiality

All personal information will be handled in accordance with UK data protection legislation. Information will only be shared with relevant authorities on a need-to-know basis.

12. Policy Review

This policy will be reviewed annually, or sooner, if legislation, guidance or Phoenix's activities change.

Next Review Date: March 2027
Approved by: Trustees, Phoenix Singers (Suffolk)