



PO Box 61756
London
SW1H 0UZ

T +44 (0)20 7127 4677
thebachchoir.org.uk

PRESIDENT
John Rutter CBE

MUSICAL DIRECTOR
David Hill

FOUNDED
1876

PATRON
HRH The Prince of Wales

SAFEGUARDING POLICY

INTRODUCTION

The Bach Choir is recognised as one of the world's leading choruses. It has some 250 active members, amateur singers from all walks of life, all of whom are dedicated to the promotion of choral music. The Choir rehearses once a week in central London, and has an annual schedule of some 15 concerts, as well as special events, international tours, recordings, and regular concerts for charities.

The Choir has charitable status and is managed by an elected Board of Trustees, appointed at the Choir's Annual General Meeting. The Choir employs a General Manager, an Outreach Administrator, and a Development Administrator and also uses the services of a Musical Director, an Assistant Conductor, piano accompanists, a digital marketing consultant, and a Public Relations company.

A special feature of the Choir is its Outreach programme. The Choir works with children and, from time to time, with vulnerable adults as part of this programme. For this purpose, a vulnerable adult is an adult who, for any reason, may be unable to take care of himself or herself or protect or herself or himself against significant harm or exploitation.

The Choir's Outreach programme takes a variety of forms, but at its core is Vocalise!, which aims to introduce music to young children (aged 7–14) who might not otherwise have such opportunities, involving them in the Choir's work, and developing their own choral singing through workshops in schools, and school visits to The Bach Choir's rehearsals and concerts. The Choir also takes choral music into care homes, engaging with people living with dementia, and works with older children (typically aged between 16 and 18) in its Ripieno Chorus, as part of its annual performance of Bach's St Matthew Passion.

In all aspects of its Outreach programme, The Bach Choir is committed to safeguarding and promoting the welfare of children and vulnerable adults.

The Bach Choir acknowledges the responsibility for the safety of children and vulnerable adults it shares with staff and/or teachers employed by or volunteering at Outreach schools and at care homes it visits. It is particularly aware of the possible risks to children and vulnerable adults in relation to the Choir-related

activities they undertake, such as travel, rehearsal and performance duration, and standards of health and safety in the buildings used by the Choir.

The Bach Choir also recognises that it has responsibility, whilst they are engaged in Choir activities, for any amongst its Singing or Associate Membership who are or become vulnerable adults.

SAFEGUARDING POLICY

Although primary responsibility for the safety of children and vulnerable adults with whom the Choir works lies with their teachers, carers and other staff at the organisations involved, the Choir also owes Safeguarding obligations. We understand the term Safeguarding to mean that the Choir will take all reasonable measures to ensure that the risk of harm to children's or vulnerable adults' welfare is minimised.

The Choir recognises its duty of care towards the children and vulnerable adults with whom it works and towards any vulnerable adults within its Singing and Associate Membership to see that their rights to protection from abuse are upheld.

The Choir recognises that all suspicions or allegations of abuse must be taken seriously and responded to swiftly and appropriately, working in full partnership with appropriate agencies.

The Choir accepts that all Choir staff and Singing Members have a duty of care to abide by this policy and to report concerns. All Choir members and officers are required to familiarise themselves with this safeguarding document.

As a delivery partner of the Tri-borough Music Hub, The Bach Choir Safeguarding Policy is in line with the principles of the Hub's policy:

<https://members.thebachchoir.org.uk/outreach/TBMHSafeguardingCPPolicy2019-2021.pdf>

CODE OF BEHAVIOUR: CHILDREN

The Bach Choir recognises the importance of, and already implements, careful timetabling and its clear communication to the entire membership of the group, visiting children and teachers included.

The Choir recognises that while children are working together with Choir members, class teachers or a staff member chosen by the school must always be present.

The Choir recognises that there may be a necessity for DBS checks in certain situations and will undertake to have these put in place where the need arises.

All children will be treated with respect at all times, regardless of age, sex or ethnicity. Any child in performance with the Choir is a valued member of the entire team and as such is of equal importance to any other performer.

At the same time, the Choir expects similar respectful behaviour from the children and will endeavour through its Outreach programme to support the children to understand the expectations and appropriate behaviour of performers, in line with their evolving capacities.

CODE OF BEHAVIOUR: VULNERABLE ADULTS

The Choir has offered training to Choir members volunteering for its care home programme, in order to give them an understanding of the challenges faced by people living with dementia and to prepare them to work with such people.

Arrangements for visits to care homes are agreed with staff at the relevant homes and communicated clearly to Choir volunteers. The Choir requires that care home staff are present at all times with the patients participating in its visits.

The Choir will ensure that any necessary DBS checks are made in respect of its volunteers working in its programme for people living with dementia.

Where the Choir becomes aware that a Singing or Associate Member is a vulnerable adult, it will take reasonable steps to ensure that anyone associated with the Choir who deals with the relevant Singing or Associate Member is aware of their vulnerability and that interactions with that person are appropriate in light of their status as a vulnerable adult.

All vulnerable adults with whom the Choir works or has within its Singing or Associate Membership will be treated with respect at all times, regardless of age, sex or ethnicity.

RECRUITMENT

The Bach Choir will assume that all teachers, parents and other adults accompanying children have been recruited according to the practices laid down by selection criteria in place at their schools, including DBS checks, List 99 checks, documentary evidence of qualifications, and references followed through in writing. It will also assume that staff involved in its visits to care homes have been appropriately selected and are appropriately qualified.

PROCEDURES

Any expression of concern regarding a child, a vulnerable adult or a Choir member will immediately be reported to the designated trained Choir members (below) who will in turn report to the Chair or the Vice-Chair of the Board of Trustees and in conference with them decide on the most suitable course of action to resolve the problem.

The reported problem will immediately be logged and follow-up actions recorded, including subsequent conversations and engagement with partner agencies e.g. the Tri-Borough Music Hub. If we have reason to be concerned about the welfare of a child or vulnerable adult, we will consult with the relevant partner agencies, including Outreach partner schools, the Tri-borough Hub Safeguarding and Child Protection,

Schools, and Education Lead, the relevant care home or the Care Quality Commission.

Confidentiality for all parties will be maintained at every stage of such an event with designated members of The Bach Choir Board or staff informed only on a need to know basis. We are, however, under a duty to share any information which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

In the case of an allegation made against a staff or Singing Member of the Choir in conflict with this policy, the Singing Member in question will be immediately prevented from participating in further Outreach activities or, in the case of a vulnerable adult within the Singing or Associate Membership, other Choir activities whilst the allegation is investigated. Where the allegation is unfounded, the staff or Singing Member will be welcome to return to the activities concerned. Where staff or a Singing Member of The Bach Choir have been found to be in breach of this policy, it is at the discretion of the Chair of the Board of Trustees and the General Manager of The Bach Choir to take disciplinary action which, in the case of a Singing Member, may include termination of membership

RESPONDING TO SUSPICIONS OR REPORTS OF ABUSE

CHILDREN

The Bach Choir notes the importance of being alert to signals of abuse, to the difficulty children may have in reporting it, and to responding appropriately to a child who has a complaint.

Some helpful responses:

- Remain calm, accessible and receptive
- Listen carefully without interrupting
- Be aware of the non-verbal messages you are giving
- Make it clear that you are taking them seriously
- Acknowledge their courage and reassure them they are right to tell
- Do not promise to keep what they are telling you secret
- Avoid leading questions
- Tell the child what you are going to do next, including that in order to keep him/her safe from harm the information that has been shared may be passed on
- Write down what was said and who was present, using the child's actual words wherever possible. Share this with the designated safeguarding persons (see below) as soon as possible

Where a concern is raised by a child, the Choir would expect the child to approach his/her teacher in the first instance. The teacher should then approach one of the designated persons listed below, who will in turn contact one of the Choir officers listed below.

Where a child raises a concern directly with a Choir staff or Singing Member, procedures above should be followed, and the Choir member should then speak to the designated persons below.

Where any Choir member has a concern relating to another Choir member working with the children or vulnerable adults, s/he should approach one of the designated persons listed below, who will in turn contact one of the Choir officers listed below.

The Local Authority should be contacted if there is suspicion of child abuse by an adult volunteer working with children.

VULNERABLE ADULTS

Symptoms of abuse can be difficult to identify in a vulnerable adult living with dementia, particularly in a care home context. If a member of the Choir has any concerns, they should discuss the concern with one of the designated trained Choir members (see below), who will decide what appropriate action to take, in consultation with the Chair of the Board of Trustees. It is unlikely that a vulnerable adult participating in one of the Choir's care home events will raise a concern directly with a Choir member, but should they do so, the Choir member should proceed similarly, as should any Singing or Associate Member of the Choir who has concerns about possible abuse of another Member who may be vulnerable.

In the case of a vulnerable adult, concerns should be reported to the relevant care home.

Please see below for named persons and contact details.

REVIEWING

The Bach Choir will review this policy at least annually and will seek views on how it may be improved from appropriate sources, including members of the body of the Choir who have undertaken training in child protection procedures through the NSPCC online training courses, and in accordance with DCSF guidelines.

Copies will be distributed immediately to new Choir members as part of their 'new member' pack.

DESIGNATED PERSONS

Aliss Pollock (Outreach Administrator)
Surrey County Council Safeguarding Level 1, May 2013
Lambeth Council Safeguarding Levels 1 & 2, December 2019

aliss.pollock@thebachchoir.org.uk

Helen Rycroft (Outreach Team)
EduCare Child Protection, November 2014

helen.rycroft@thebachchoir.org.uk

CHOIR OFFICERS

Nick Cutts (General Manager)
Katharine Richman (Chair, Board of Trustees)
[*Educare Child Protection in Education September 2018*](#)
[*Educare Child Protection in Education Refresher September 2019*](#)

genman@thebachchoir.org.uk
katharine@thebachchoir.org.uk

Jane Crowther (Vice-chair, Board of Trustees)

jane.crowther@thebachchoir.org.uk

LOCAL AUTHORITY CONTACTS

Kensington & Chelsea Social Services

020 7361 3013

socialservices@rbkc.gov.uk

Hammersmith & Fulham Family Services

020 8753 6600

familyservices@lbhf.gov.uk

Westminster Children's Services

020 7641 4000

accesstochildrensservices@westminster.gov.uk

Tower Hamlets Children's Services

020 7364 5006

childrensservices@towerhamlets.gov.uk

Tower Hamlets Adult Social Care Services

020 7364 5005

adultcare@towerhamlets.gov.uk

Policy confirmed by the Board of Trustees on 9 March 2020.

To be reviewed by 31 March 2021.