

Kantos Safeguarding policy

Preamble

Kantos strongly believes that children, young people and vulnerable adults have the right to engage with our activities in an environment free of any form of physical or emotional threat and should never experience abuse. This policy is intended to ensure that all our activities are conducted in safe, secure environments and that any concerns about the safety and welfare of children and vulnerable adults with whom we work, or who attend events promoted by Kantos, are dealt with rapidly, appropriately and effectively.

Kantos' main focus is not on children or vulnerable adults. However, it is highly likely that we will come into contact with children or vulnerable adults as participants in outreach activities, and also as audience members. This policy applies to all children and vulnerable adults involved in any of our activities.

For the purposes of this policy, a child is defined as anyone under the age of 18. A vulnerable adult is defined as anyone over 18 who for any reason is unable to take care of themselves or protect themselves from harm: this may for example include people who are frail or elderly, have learning or physical disabilities, are affected by alcohol or drug abuse, or are suffering from mental illnesses or dementia.

This policy applies to all staff, volunteers and musicians and anyone else who works for or operates in association with Kantos, in paid or unpaid roles. Kantos will ensure that the policy is communicated to all and will provide training when appropriate. However, it is the responsibility of each individual to ensure that they are familiar with the policy and know the identity of the Lead Officer and nominated Trustee and how to contact them.

Contact details

Contact details are as follows:

Lead Officer for Kantos:	Claire Shercliff	kantoschamberchoir@gmail.com
Nominated Trustee:	Martin Bussey	enquiries@martinbussey.co.uk

Policy statement

Kantos takes its safeguarding responsibility very seriously, and will always seek to keep children, young people and vulnerable adults safe by:

- valuing and respecting them and listening to their views
- ensuring that we provide a safe physical and emotional environment
- building a culture in which staff, volunteers and musicians are fully aware of safeguarding issues and take them seriously
- ensuring that children and their families and vulnerable adults are comfortable about sharing safeguarding concerns and are confident that any concerns will be taken seriously and prompt and effective action will be taken.
- ensuring that all children and their families and vulnerable adults directly involved in our activities know the identity of the Safeguarding Lead Officer and how to contact them, and have a readily available means of contacting the nominated Trustee if they feel their concerns have not been addressed in full or adequately.

Disclosure and Barring Service (DBS)

Kantos is not currently planning to register with DBS as a provider of services for children or vulnerable adults, as this is not one of our core activities; this decision will be kept under review. Nor is it a requirement for all our staff, musicians and volunteers to have DBS certification; however, our Safeguarding Lead will be asked to have DBS certification.

Actions

- 1) The Safeguarding Officer will be present at all activities involving children or vulnerable adults, and will be identified to participants before the start of the activity.
- 2) When interacting in any way with children or vulnerable adults, Kantos staff will always work in pairs or teams.
- 3) All staff members, musicians and volunteers should not touch children or vulnerable adults, in particular in any way that might be construed as intimate, imply a relationship other than professional or be open to misunderstanding.
- 4) Staff members, musicians and volunteers should never shout at children or vulnerable adults, abuse them in any way, or behave towards them in ways that might be considered frightening or threatening.
- 5) In case of any expression of concern or disclosure of abuse by a child or vulnerable adult to a Kantos member, musician or volunteer, no promise of confidentiality may be made. Any such conversations must be immediately reported to the Designated Safeguarding Lead (DSL) of the school being visited, or in other situations to the Kantos Safeguarding Officer. If a conversation is reported to a DSL, the Safeguarding Officer must be informed but without disclosing any sensitive information.
- 6) If any member of staff, volunteer or musician has any concerns about the physical or emotional safety or well-being of any child or vulnerable adult, they must immediately inform the Safeguarding Officer. When Kantos is working in a school context, or with school children, the Safeguarding Officer will pass on relevant information to the school DSL.
- 7) If a concern or complaint is made to the Safeguarding Officer about the conduct of a person contracted by Kantos, in cases where a school is involved, they will consider whether this should be passed to the school DSL. If not, and in all other cases, they will confidentially discuss any complaints or concerns with the staff member, musician or volunteer concerned and decide what action to be taken. Depending on the seriousness of any case, actions may include (a) close observation of future behaviour (b) a verbal or written warning (c) a compulsory course of training (d) immediate removal from the room or venue (e) never being used again by Kantos for workshops. The complainant will not be involved in these discussions but will be informed of the outcome. In such a situation the Safeguarding Officer may consult the Nominated Trustee for advice.
- 8) In serious cases, whether involving staff, musicians or volunteers, parents, guardians or carers, or third parties, action may also include reporting an incident to the Police immediately.

Responsibilities

The success of this policy depends on the attitudes of all staff, volunteers and musicians. Responsibility is shared by all.

All staff, musicians and volunteers are expected to understand their duty of care to children and vulnerable adults; at all times to consider carefully what is and is not appropriate behaviour and

act accordingly; to know the identity of the Safeguarding Officer; and to know what action to take in case of any concerns.

Kantos, and in particular the Safeguarding Officer, will ensure that this policy is drawn to the attention of all staff, musicians and volunteers as part of a briefing at the start of each rehearsal period; will as far as possible ensure that they have read, absorbed and understood it; and will ensure that it is readily available to anyone who wishes to consult it, both on the Kantos website and by being prominently displayed at venues where any relevant activity promoted by Kantos is taking place.

The Safeguarding Officer will maintain and continuously update their knowledge and understanding of safeguarding best practice in consultation with the Nominated Trustee; will use this knowledge and understanding to continually keep under review and develop Kantos safeguarding procedures; and will ensure that they know how and under what circumstances to share concerns and relevant information with any agencies who need to know. They will also maintain confidential records of any complaints or concerns which are reported, and a brief account of the action that was taken.

The Safeguarding Officer will continuously monitor the behaviour of all members of staff, musicians and volunteers used by the Kantos, and will promptly, confidentially, draw to their attention any behaviours which depart from best practice.

Review

A confidential record will be kept of any safeguarding incidents, and this Policy will be reviewed annually, at our AGM, in the light of that record. If any have occurred, the nature of the incident and outcomes will be reviewed by the whole board, without disclosing confidential information. The whole Board of Trustees will make recommendations for changes to safeguarding procedures, including this policy in the light of any incidents. These may be made without waiting for the annual review.

Safeguarding Lead Officer
Nominated Trustee

Claire Shercliff
Martin Bussey

Date: 16/01/23