

# **ADORAMUS SAFEGUARDING POLICY**

**DIRECTORS:** Chair: Elizabeth Wyatt, Michael Penny,  
Jo Cropp, Peter Bachelor

**DIRECTOR OF MUSIC:** David Hooke

**SAFEGUARDING CO-ORDINATOR:** Judith Reeve

**DEPUTY SAFEGUARDING CO-ORDINATOR:** Kate  
Turnpenney

**ADMINISTRATOR:** Charlotte Santer

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Cockfosters EN4 9JQ

**Email:** admin@adoramus.com

**Registered Charity Number: 1062066**

**Company Number: 3275075**

**Insurance Company:** Royal & Sun Alliance Policy  
Number: RTT208112 arranged through Making Music.

**This policy was revised and agreed on 24.11.18**

**Review Date November 2019**

## **CONTACT NUMBERS**

Judith Reeve: Safeguarding Coordinator: 0208363 1361

Kate Turnpenny: Deputy Safeguarding Coordinator  
07960018415

Thirtyone:eight: 03030031111

Enfield Children's Social Services: 0208379 5555

Out of hours: 0208379 1000

Enfield Adult Social Services : 0208329 5212

Childline: 0800 1111

Action on Elder Abuse : 0808 808814

## **LEADERSHIP SAFEGUARDING STATEMENT**

The Directors and Management Group of Adoramus recognise the importance of their ministry/work with children and young people and adults in need of protection and their responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within Adoramus

The following statement was agreed by the organisation as indicated on the title page.

Adoramus is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial, spiritual and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Adoramus unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in Adoramus where the value of all people is recognised and challenges are responded to appropriately.

- **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Thirtyone: eight (formerly Churches' Child Protection Advisory Service.)

**We recognise:**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

## Adoramus Safeguarding Policy

Adoramus Safeguarding Policy

- **Safeguarding is everyone's responsibility.**

**We will review this statement and our policy and procedures annually. This leadership statement is published on our website: [www.adoramus.com](http://www.adoramus.com)**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for Adoramus.

**Child and Adult Safeguarding Coordinator: Mrs Judith Reeve**

**Deputy Child and Adult Safeguarding Coordinator: Mrs Kate Turnpenny**

A copy of the full policy and procedures is available from the Administrator at [admin@adoramus.com](mailto:admin@adoramus.com) and is in the Members' section of the Adoramus website [www.adoramus.com](http://www.adoramus.com)

Signed by chair of Trustees

Signed



Date 24.11.18

# **ADORAMUS SAFEGUARDING POLICY**

## **SECTION 1 DETAILS OF THE ORGANISATION**

The following is a brief description of our organisation and the type of work / activities we undertake with children / adults with care and support needs.

Adoramus is a Christian choral community, open to anyone who is comfortable with our Christian ethos as outlined in our statement of faith. Our membership is gathered from many different denominations. We offer concerts which communicate aspects of our Christian faith. We are based in N. London where our weekly rehearsals are held in term time every Tuesday from 8.00-10.00 at Church House Cockfosters. Our musical outreach concerts take place over a wide area and include programmes in Italy and France. We also have programmes for memorial services, worship services for specific occasions and broadcasts. In most of these events we provide a full orchestra. Many of our concerts include providing opportunities for young singers from local primary and secondary schools to perform with a large choir and orchestra. On occasions we have an enhanced choir drawn from the local area.

As a group of Christians we provide pastoral care and prayer for our members. We have two pastoral overseers and a representative in each section of the choir. Anything shared with a representative will remain confidential if requested or may be shared with members except if there is danger to the individual or is against the law.

Adoramus also runs a 'Friends of Adoramus' scheme offering discounted tickets and merchandise; receptions held during the intervals at concerts; a musical Friends' Evening and a termly newsletter.

### **Our commitment**

Although we do not work primarily with children and young people or adults with care and support needs as a Leadership we recognise the need to provide a safe and caring environment for them and for our members and audiences. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want,

neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyone: Eight (formerly the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the Directors and Management Group of Adoramus and informed by the London Borough of Enfield's Policies and procedures.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises we use meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs and victims of domestic or spiritual abuse
- The Leadership agrees not to allow the document to be copied by other organisations.

## **SECTION 2 Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

**Detailed signs and symptoms of abuse in children and adults, are included in our policy. See appendix 1 and 2**

## **Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers may receive induction training and undertake safeguarding training on a regular basis through Thirtyone:eight/Local authority/NSPCC/Diocese or relevant work-place training.

The Leadership will also ensure that children and adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should anyone carry out their own investigation into an allegation or suspicion of abuse. Following the procedures below:

- Do not promise confidentiality but make aware that you have a duty to refer
- Listen do not lead
- Record the facts as known to you including when and where the conversation took place as well as what was said and be careful to distinguish facts from allegations and opinions.
- Report to the Safeguarding Coordinator or Deputy as soon as possible
- Consider if immediate medical attention is required
- The numbers a child can ring **are Childline on 0800 111 or Family Lives 0808 2222** . An adult can ring: **Action on elder abuse 0808808 814**

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Judith Reeve** (hereafter the "Safeguarding Co-ordinator") tel no: **0208 363 1361** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Kate Turnpenney** (hereafter the "Deputy ") tel no: **07960 0118415**.

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the **Thirtyone :Eight**(CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone. **03030031111** . Alternatively contact Social Services or the police. The Chair of the Directors should be informed.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection she should contact Adult Social Services or take advice from CCPAS as above.

The local **Children's Social Services** office telephone number (office hours) is **0208 379 2483**.

The out of hours emergency number is **0208 379 1000**

The local **Adult Social Services** office telephone number (24 hour service is **0208 329 5212** .

**The Police Child Protection Team** telephone number is **077 595 77014**

- Where required the Safeguarding Co-ordinator should then immediately inform the Chair of Directors or in her absence another Trustee.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.
- We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

### **SECTION 3 Detailed procedures where there is a concern about a child:**

#### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

**SUSPICIONS OR ALLEGATIONS OF ABUSE** including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse, spiritual abuse.

If an adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

If there is a concern regarding spiritual abuse the Safeguarding Co-ordinator will:

- Identify support services for the victim such as counselling or pastoral support
- Contact Thirtyone: eight and in discussion with them consider appropriate action with regards to the scale of the concern.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) and to the Chair of Directors.

If an allegation is made against you inform the Safeguarding Officer.

If an allegation is made against the Safeguarding Coordinator or Deputy contact the Chair of the Directors.

## **SECTION 4 Prevention**

### **Safe recruitment**

The Leadership will ensure all workers in the organisation, who supervise children or adults with care and support needs, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post

- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed with them
- Written references have been obtained, and followed up where appropriate
- A basic Disclosure and Barring check has been completed where necessary. (We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Where necessary individuals have obtained 'fit person' checks from their home country.
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period .
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### **Management of Workers**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. Workers should adopt safe working practices to safeguard themselves and others adhering to the code of conduct. This is available to be given out as Appendix 3 .

### **CODE OF CONDUCT**

#### **DO**

- Treat everyone including children with respect and ensure their right to personal privacy
- Provide guidance to School /Organisation leaders with regard to the safeguarding of children on rehearsal/concert days
- Leave doors open where possible for observation if working with children on an individual basis
- Touching children must be in a way which is not intrusive or disturbing to him/her/or others. Keep this public and never behind a closed door.
- Be aware of the position of exits, fire extinguishers, and first aid equipment and have a trained first aider at events.

- Make sure Work/activities/ rehearsals/performances with children and young people involve more than one adult

**DO NOT:**

- Engage in rough physical games involving contact including horseplay
- Touch any child or adult in an intrusive sexual manner
- Make sexually suggestive comments to a child even as a joke
- Use physical discipline
- Show favouritism to any individual
- Permit abusive youth peer activities ( initiation ridiculing, name calling, bullying including cyber bullying
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Give under 18's overall responsibility
- Administer medicines of any description

## **SECTION 5 PASTORAL CARE**

### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Adoramus has appointed a Pastoral Team. Details of the team are given to all members.

### **Working with offenders**

When someone attending the organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person which they will be expected to keep. This will be in the form of a contract tailored to the individual and the

individual circumstances and informed by statutory risk assessments. Supervision will be provided. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## **OTHER RELEVANT POLICIES**

- Adoramus Health and Safety Policy
- GDPR Privacy Statement

**Signed by:**



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**Date: 24.11.18**

## **APPENDIX 1 SIGNS OF ABUSE IN CHILDREN**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

### **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing  
Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### **Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, Inadequate care, etc.

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **APPENDIX 2 SIGNS OF ABUSE IN ADULTS**

### **Physical abuse**

History of unexplained falls, fractures, bruises, burns, minor injuries.  
Signs of under or over use of medication and/or medical problems left unattended.  
Any injuries not consistent with the explanation given for them  
Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.  
Recurring injuries without plausible explanation  
Loss of hair, loss of weight and change of appetite  
Person flinches at physical contact &/or keeps fully covered, even in hot weather;  
Person appears frightened or subdued in the presence of a particular person or people

### **Domestic violence**

Unexplained injuries or 'excuses' for marks or scars  
Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.  
Age range extended to 16 yrs

### **Sexual abuse**

Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse  
Unexplained change in behaviour or sexually explicit behaviour  
Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting  
Infections or sexually transmitted diseases  
Full or partial disclosures or hints of sexual abuse:  
Self-harming  
Emotional distress  
Mood changes  
Disturbed sleep patterns  
Psychological abuse  
Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful  
Intimidated or subdued in the presence of a carer  
Fearful, flinching or frightened of making choices or expressing wishes  
Unexplained paranoia  
Changes in mood, attitude and behaviour, excessive fear or anxiety  
Changes in sleep pattern or persistent tiredness  
Loss of appetite  
Helplessness or passivity  
Confusion or disorientation  
Implausible stories and attention seeking behaviour  
Low self-esteem

## **APPENDIX 3 CODE OF CONDUCT**

### **CODE OF CONDUCT**

#### **DO**

- Treat everyone including children with respect and ensure their right to personal privacy
- Provide guidance to School /Organisation leaders with regard to the safeguarding of children on rehearsal/concert days
- Leave doors open where possible for observation if working with children on an individual basis
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- Administer medicines of any description