



Safeguarding Adults at Risk Policy

1. Aims of this policy

1.1 We recognise that everyone can be vulnerable at times with some more vulnerable to abuse than others, particularly adults with care and support needs. When we work with adults at risk, their welfare and safety is paramount. We offer adults at risk safety to participate in our activities.

1.2 In order to do this we will make sure that:

1.2.1 All groups are informed how to recognise and respond to concerns

1.2.2 A trustee is trained in safeguarding and keeps up to date with changes

1.2.3 Singing tutors are aware of safeguarding adults with care and support needs

1.2.4 We will inform Adult Social Care of any concerns we have about individuals and those who have disclosed abuse

1.2.5 We will abide by the Norfolk Safeguarding Adults Board Guidance

2. Training

2.1 Sing Your Heart Out singing tutors, volunteers and trustees will be trained in safeguarding adults at risk to the level that is relevant to their involvement.

2. Safeguarding Roles

2.1 One trustee will take overall responsibility for safeguarding matters throughout the organisation; reviewing and updating policies, keeping up to date with developments in Norfolk and sharing information throughout SYHO. Volunteers in each branch will be the contacts for any safeguarding reports at

singing sessions. If necessary, they will inform Norfolk Safeguarding Adults Board of any concerns. They will be given appropriate guidance to carry out this role.

Norfolk Safeguarding Adults Board: 0344 800 8020

Safeguarding Trustee: Maggie Wheeler maggiewheeler44@gmail.com

3. Appropriate Behaviour

3.1 Singing tutors, volunteers and trustees will behave in a knowledgeable and sensitive manner and provide good models of respectful behaviour.

3.2 We will always:

3.2.1 Treat everyone with respect and dignity, be sensitive to individual likes and dislikes and respect personal space

3.2.2 Treat information about participants and each other as confidential

3.2.3 Understand that people may respond to difficult situations in different ways. We will have plans for dealing with difficult situations.

3.2.4 Listen and act appropriately upon any disclosures/allegations/concerns of abuse of adults with care and support needs.

4. If an adult at risk discloses abuse we will do the following:

4.1 Keep calm and allow the person to speak without interruption, accept what is said and acknowledge it with “thank you for telling me”

4.2 Will not investigate, ask questions or agree to keep a secret

4.3 Make a record of all information, sign and date it

4.4 Pass on the information to Adult Social Care

4.5 Inform the Safeguarding Trustee

5. Whistleblowing Statement

5.1 If an allegation is made against a singing tutor or volunteer, this should be directed to the Safeguarding Trustee who will investigate with another Trustee and alert the relevant authorities.

5.2 If an allegation is against the Safeguarding Trustee, it should be directed to the Chair of Trustees.

Policy adopted 13/5/20

Policy amended (change of safeguarding trustee) 21/9/20

Policy reviewed Aug 24th 2021

Due for review 5/22