



**Established 2012**

Musical Director: Michael Steer

Accompanist: David Carr

email: [monmouthchoir@yahoo.co.uk](mailto:monmouthchoir@yahoo.co.uk)

website: [www.monmvc.org.uk](http://www.monmvc.org.uk)

facebook: <https://www.facebook.com/MonmouthMaleVoiceChoir/>

Registered Charity No. 1172588

## **Monmouth Male Voice Choir Côr Meibion Mynwy Safeguarding Policy**

Rev 2 November 2021

### [Safeguarding - Monmouth Male Voice Choir Statement and Policy](#)

Monmouth MVC believes that a child, young person, or vulnerable adult at risk should never experience abuse of any kind. We recognise that we have a responsibility individually and collectively to promote the welfare of all children, young people and adults at risk and must report any concerns to the Choir's Safeguarding Lead.

We are committed to safeguarding the well-being of all children, young people and vulnerable adults whom we encounter during MMVC activities, and to protecting them from harm. Trustees, choir members, contractors and performers are required to take steps to protect everyone who encounters our organisation from harm.

These principles are central to our role as a Charity and are included in our Constitution. Our Safeguarding Policy is adapted from that proposed by Making Music which we are full members of.

**Full details of the Safeguarding Policy can be found at [www.monmvc.org.uk](http://www.monmvc.org.uk) or by contacting the secretary at [mon.mvc@gmail.com](mailto:mon.mvc@gmail.com)**



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## MMVC Safeguarding Policy

- This policy applies to; all members, self-employed associates, contractors, volunteers and anyone working on behalf of MMVC or taking part in MMVC activities.
- The purpose of this policy is to provide members, paid contractors and volunteers with the overarching principles that guide our approach to the protection of all vulnerable people.
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 at risk as defined by the Safeguarding Vulnerable Groups Act 2006. This might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity. This policy also recognises risk is determined by the activity an adult is taking part in and not solely on the personal characteristics or circumstances of the adult, as such any adult can be at risk, and the risk can be temporary.
- This policy aims to:
  - Protect children, young people and adults at risk who are members of, receive services from, rehearse and/or perform with, or volunteer for MMVC.
  - Ensure members and volunteers working with children, young people and adults at risk understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with and to minimise risk to themselves.



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- Ensure that safeguarding of children, young people and adults at risk is a primary consideration when MMVC undertakes any activity, event or project.

## When MMVC might work with vulnerable people or children?

Membership of MMVC is open to those over 18 years of age. We run regular rehearsals for members and put on concerts for the general public and perform at other events including weddings. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Members of collaborating groups of musical performers
- Relatives and friends of members who attend rehearsals and concerts or other events in a volunteering capacity or choir social events
- Audience members at public concerts

## Safer Recruitment Procedures

The Choir actively recruits new members and on occasion a limited number of key self-employed individuals on contracts for professional services e.g. MD, Accompanist etc. and it is expected that members share MMVC's values with regard to safeguarding.

## Members

MMVC welcomes the involvement of members with integrity who will contribute to the reputation and development of the choir and who uphold its values including our responsibility to the safety of children and vulnerable adults. Upon joining, members will be required, when providing their membership details etc to declare that they have read the safeguarding protocol and there is no legal formal or pending reason why they would be considered a risk to children or vulnerable adults.



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If an existing or potential new member, contractor or volunteer will be working with vulnerable people as part of the MMVC agreed activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided by the committee and in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with equal opportunities' principles.

### Contractors self-employed

Certain key posts within the choir are quite rightly remunerated on a self-employed basis. These posts currently include the MD and the Accompanist. In the future the Trustees may require other paid posts. The paid posts will be recruited based on their professional skills and will require a DBS certificate as their relationship is high profile and different from a choir member who is a volunteer.

The contractor may have an existing DBS through another employment which is acceptable if it is less than two years old.

MMVC will through the named DBS Lead undertake to conduct any required check using the services of the Making Music Organisation

<https://www.makingmusic.org.uk/resource/request-dbs-check> The cost of this requirement will be borne by MMVC.



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## Activities

In MMVC's normal activities, **it does not have a primary safeguarding responsibility** for children, young people or vulnerable adults. This is the responsibility of the organisation rehearsing and/or performing with MMVC or those who have requested the event. As part of the arrangements those with **primary safeguarding responsibility** will be provided with the name and contact details of MMVC Safeguarding Lead. This will be done automatically by those arranging events.

The Safeguarding Lead within MMVC will liaise, as appropriate, with the responsible person(s) within these collaborating organisations to ensure that appropriate measures are in place.

**MMVC will not organise events where they are expected to have sole responsibility for children or vulnerable adults.**

## Working with parents/guardians:

If a vulnerable person wishes to take part in MMVC activities written permission (email is acceptable) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished

## Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in MMVC witnesses, suspects or is informed of a witnessed or suspected case of abuse or potential risk they should immediately report it to the named Safeguarding Lead – John Cowley (Bass Section).
- If the Safeguarding Lead is not available, or is involved in or connected to, the abuse, it should be reported to the MMVC Chair. Huw Edwards.



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- If an individual wishes to report an incident of abuse against themselves, they should report it to the named safeguarding person or to an individual they trust.

### Procedures for dealing with concerns and incidents of abuse

The named safeguarding person (or person reported in their absence) will first decide based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with committee members to decide how to handle the reported concern/abuse. Excluding any committee members who of involved in the incident.
- Escalate the report by either:
  - Raising concerns with the police – for serious or possible criminal offences.
  - Requesting an assessment by the local authority social care department about whether a vulnerable person needs protection.
  - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.



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- Where an internal investigation takes place, the committee will:
  - Inform all parties involved of the reported abuse as soon as possible.
  - Inform the family/guardians of the person reported as being abused of the incident.
  - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
  - By majority vote, dismiss the party at the centre of the allegation if he/she has been deemed to have breached the terms of the policy and/or brought the choir's reputation into disrepute. In accordance with the MMVC Constitution 9.4 (4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated.



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Appendices

## Photography Guidance<sup>i</sup>

### General images of events

There is no legal power to prevent photography or filming in a public place. However, certain individuals may visit events to take inappropriate photographs or video footage of children or adults with care and support needs. All organisations should be vigilant about this possibility.

At many events organisers will take general images or footage of the event. If you intend to be taking photographs or are filming at an event, it is good practice to inform people and ask them to let you know if they do not want to be involved.

Sometimes organisations want to use photos or films for specific usage, for example a press release, social media, leaflet or website. In the case of large group photos, you would not be expected to seek individual consent.

### Consent for specific use of images

When an adult or child is the main subject or would be recognised, you should:

- Seek specific consent from the adult, guardian or parent, letting them know how exactly their image will be used. If they lack capacity to consent do not use their photo.
- Before using any photographs or film footage for publicity purposes, show them to the person/people concerned for approval
- Remember that consent for use of the photo or film is only for that one purpose and should not be reused in any other promotional event
- Ensure that people have a way of withdrawing their consent for the use of their image
- Think about the images that you are taking or filming and how they portray people. Consider whether people are appropriately dressed.





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## Consent for specific use of images of people with care and support needs

Some organisations provide specific activities targeted at people with care and support needs. For example, dementia friendly events. If you wish to take photographs or will be filming people with care and support needs here are some additional issues to consider:

- Adults must be able to consent to their image being used
- Legally, the only person who can offer consent for the use of their image is the adult themselves. Family members such as adult children, parents, spouses or siblings and support workers/ personal assistants should not be approached to sign consent forms for adults
- Information about how the images will be used should be provided to an adult in an accessible format, using for example, easy read language or pictures.
- If you have any concerns that an adult does not have the capacity to give consent to photography or filming, or understand that photographs or films are being taken during an activity, you must discuss this with them, including if appropriate, any support person or personal assistant for the adult.
- If after this conversation you feel that the adult still cannot give consent, then do not use their photo.

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<sup>i</sup> Adapted from <https://www.anncrafttrust.org/resources/photography-guidance-for-adults/>

John Cowley  
Monmouth Male Voice Choir/Côr Meibion Mynwy  
October 2021