



# Safeguarding Policy

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## Introduction

This Safeguarding Policy is for the supervision and care of children (those under eighteen years of age) and vulnerable adults who are members of the Steel City Choristers. This is a working document which is reviewed at least annually (and more regularly when needed) and should be read in conjunction with the Steel City Choristers Chaperone Policy and applicable risk assessments.

Steel City Choristers seeks to promote the welfare of all children and vulnerable adults. Everyone, regardless of age, gender, sexuality, disability or ethnic origin has a right to be protected from all forms of harm, abuse, neglect and exploitation. Our members and stakeholders should all share this commitment, and all have a responsibility for protecting children, young people, and vulnerable adults from harm. We want everyone to feel and to be safe in our care, and in all our associated activities and work. As a registered charity, the safeguarding of everyone entrusted to our care is the responsibility of the Trustees. However, the trustees delegate day to day operation and oversight of safeguarding arrangements to our Safeguarding Team.

This guidance has, as far as possible, adopted the policies and procedures of the Sheffield Children Safeguarding Partnership. We have adapted these policies to our own structure and routines to ensure that they take our particular circumstances into account.

For all enquiries about safeguarding or to report a concern, please do not hesitate to contact one of our safeguarding team, using the contact details towards the end of this policy.

For the purposes of this Policy and related documents, “Steel City Choristers” refers to the whole choir, including adult singers who are known as the “Steel City Clerks” when singing separately.

The term “adults” refers to all adults involved with the choir, including but not limited to trustees, Director of Music, singing teachers, singers, chaperones and visiting musicians. “Activity leaders” means adults who are responsible for leading a group of children in a particular activity (e.g. a rehearsal, or a youth work session).

This policy was last reviewed by Trustees on 12 November 2025, and will be reviewed again in November 2026.

## 1. Safeguarding Officers

1.1 Overall safeguarding responsibility lies with the Trustees of Steel City Choristers. Day-to-day management of safeguarding matters is delegated to the Safeguarding Team.

1.2 The Safeguarding Team comprises the Designated Safeguarding Lead for Steel City Choristers - Angela Holman and two Deputy Designated Safeguarding Leads - Jeremy Dawson and Gill O'Connell.

## 2. Supervision Ratios

2.1 Every child must be appropriately supervised whilst on site and/or in our care. Minimum adult supervision ratios for children of different ages should be as follows:

- 4 – 8 years 1 adult to 6 children 1:6
- 9 – 12 years 1 adult to 8 children 1:8
- 13 – 18 years 1 adult to 10 children 1:10

2.2 Every session needs a minimum of two adult leaders/supervisors for each group. Those under eighteen years of age cannot be classed as an adult. Child to adult ratios for all groups should be based on applicable risk assessments and the guidelines above. Child to adult ratios might need to be increased for outdoor activities and more so if that activity is considered a higher risk, or when children with disabilities or special needs are included.

2.3 For sessions with children of mixed gender, where possible there should be mixed gender leaders/supervisors leading and assisting the session. It is recommended that wherever possible one of the leaders/supervisors should be female.

2.4 On no account should an adult be by themselves with any child or young person (unless they are a member of their family), and this possibility should always be mitigated. In the unlikely event that this happens, the Designated Safeguarding Lead (or in their absence a deputy) should be informed asap.

## 3. Application of this Policy

3.1 All adults who come into regular contact with children and young people under our care and supervision will be informed of this policy. They will be expected to accept the policy and guidelines and work according to the stated requirements.

3.2 All new adult members will be required to read, accept and adhere to this policy and its guidelines. Activity leaders, chaperones, and the Designated Safeguarding Lead will oversee the implementation of this policy. This policy will be reviewed annually, and when new guidance and legislation is available.

3.3 Where a member is unsure of any part of this policy they should contact one of the Safeguarding Team.

3.4 For activity leaders, chaperones and anyone else with direct responsibility for looking after children, this policy should be read and applied in conjunction with the Steel City Choristers Chaperone Policy.

## 4. Safer Recruitment of Staff and Volunteers

4.1 To ensure the safe and appropriate recruitment of activity leaders, chaperones and those who are in supervision of children, Steel City Choristers will adhere to the Sheffield Children Safeguarding Partnership policy. This can be found at the following location:

<https://www.safeguardingsheffieldchildren.org/scsp/topics/safer-recruitment>

4.2 All adults, including Patrons, Trustees, chaperones, clerks, visiting musicians and partners and other adults in volunteer roles will need to complete a confidential declaration form.

4.3 All chaperones and others who are in supervision of children will be required to have satisfactory Child Workforce DBS checks, in addition to these confidential declarations.

4.4 DBS checks must be repeated after a certificate is over three years old, unless the adult in question is on the DBS Update Service. In these cases a check via the Update Service will be conducted by a member of the safeguarding team. Adults who undergo DBS checks via Steel City Choristers will be encouraged to register for the Update Service, because this is more convenient, less expensive, and safer (as information is updated more regularly).

4.5 Where a DBS check identifies any blemishes of any kind, the safeguarding leads and the Steel City Choristers Chair of Trustees must discuss any potential risk after consultation with the agency conducting the DBS check, and if the individual is to be appointed, whether a risk assessment needs to be completed.

4.6 All those appointed will follow good practice guidelines as outlined in this policy.

## 5. Rehearsal/Performance Premises

5.1 All activity leaders, chaperones and others who are in supervision of children must adhere to this policy as well as to relevant risk assessment for the location in which the session/activity is taking place.

5.2 It is the responsibility of the activity leaders to inform chaperones and those in supervision of children of relevant risk assessments.

5.3 Activity leaders and chaperones must arrive in good time before each session to ensure a safe environment for children. Two chaperones or other leaders with DBS checks should be present before unaccompanied children are admitted.

5.4 Activity leaders and chaperones must be familiar with, and adhere to, the contents of the Chaperone Policy.

## 6. Registration and Parental/Guardian Consent

6.1 Steel City Choristers keeps a register of children and young people attending each session (recorded on a sign-in sheet). In accordance with guidance from the Information and Records Management Society, these will be kept until the children in question are at least 25 years old.

6.2 For children, parental/guardian consent forms must be completed for every participant. These must include emergency contact details and any relevant medical information (for example, allergies), including multiple emergency contacts where relevant.

6.3 Relevant medical information will be readily available to activity leaders, chaperones and those in supervision of children and young people at each session, along with individual members' care plans (plans drawn up with parental input to enable safe management of any medical or emotional needs).

## 7. Health and Safety

7.1 All activity leaders and chaperones must be familiar with the Steel City Choristers Health and Safety Policy and ensure that they are also aware of the specific fire and safety regulations for the location in which their session is taking place.

7.2 All activity leaders and chaperones must be vigilant and aware of everyone on the premises during and around sessions. Anyone unknown to activity leaders or chaperones who is inside the St Mark's church at times when it is closed to the public, or inside rehearsal rooms at any time they are being used by Steel City Choristers, should be asked directly why they are present. Unless there is a legitimate reason for them to be there (e.g., they are part of another group that has booked part of the venue), they should be asked to leave. Note that the church is usually open to the public until 5pm on weekdays.

7.3 All activity leaders and chaperones should know who to contact in an emergency (see Section 15: Contact Details). Any safeguarding issues should be reported to the Designated Safeguarding Lead as soon as possible. In the event that they cannot be contacted one of the Deputies should be contacted.

7.4 Each session must have at least one adult present who has attended a basic first aid course, and wherever possible this should have been within the past three years. Activity leaders and chaperones must ensure that they know where to find a first aid kit for session locations. If an accident occurs, then this should be recorded on an incident and accident report form (a blank form can be found in Appendix 1 of this Policy), which should then be returned to the Designated Safeguarding Lead at the earliest opportunity. If a child or young person is involved, then their parents/guardians should be informed as soon as possible.

## 8. Training

8.1 Activity leaders, chaperones and anyone else in regular contact with children must complete appropriate safeguarding training. Given the amount of time we spend singing in churches, this will normally be the Church of England's online safeguarding training, see:

<https://safeguardingtraining.cofeportal.org> for the Basic Awareness and Safeguarding Foundations

courses (formerly known as C0 and C1). This training should be refreshed at least every three years. Further details are provided in the New Adult Starters Policy.

8.2 The Designated Safeguarding Lead and Director of Music will renew their safeguarding training at least annually.

8.3 The Steel City Choristers Trustees will consider training needs alongside the annual review of this policy.

8.4 Steel City Choristers will endeavor to arrange further training when necessary.

## **9. Transport**

9.1 Under normal circumstances transport is not arranged by the choir; parents/guardians are responsible for the transport of their own children to and from choir events. There may be occasions when the choir is traveling away from Sheffield when group transport (e.g. a coach) is provided. In these situations, specific consent from parents/guardians will be sought and numbers and ratios will be used as in section 1 of this policy.

9.2 While children are in the care of Steel City Choristers, they should not in general be taken in a car by themselves with any adult, unless they are their direct relation. If a situation arises necessitating the transport of children (e.g. an urgent journey to A&E), they should be accompanied, if at all possible, by two safely recruited adults. In the unlikely event that traveling alone with a child who is not a direct relation is in the child's best interests, it should be reported as soon as possible to a member of the Safeguarding Team.

9.3 No child or young person will be permitted to travel home from a choir session alone, i.e. without the supervision of a parent/guardian or other trusted adult (as agreed by parent/guardian), unless their parent/guardian has given permission to us for this in writing. Such permissions will normally be collected as part of the induction process when children join the choir, and updated each year.

## **10. Residential Trips and Tours**

10.1 Residential trips will have their own risk assessment to cover the specific circumstances of that trip. Procedures and risk assessments will take account of all relevant factors, including (but not limited to) the number of children and adults on the trip, travel arrangements, accommodation, and activities.

## **11. Making and Publishing Images of Children**

11.1 Images and films of individuals count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply here.

11.2 Written consent must be obtained from parents/guardians before any images are taken or published. The intent of publication must be made explicit.

11.3 It is the right of anyone (and parents/guardians) to withhold their consent for Steel City Choristers to make and publish images.

11.4 Children should not be identified by their full name when images are published. Where possible, no identifying marks on school uniform should be visible as this may enable them or their school to be identified.

## 12. Contact between Adults and Children

12.1 All adults in Steel City Choristers should in general avoid communicating or engaging with children electronically (via email, public social media or by private message) or in person outside of choir sessions. Adults in Steel City Choristers should therefore not share their personal phone number, email address or other contact details with children in the choir.

12.2 Exceptions to the above include short exchanges in a public setting, for example saying “hello” when seeing each other on the street, or where friendships exist between choir families and parents have given their child permission to be in contact on a personal basis with adults who are also members of the choir. For the purposes of transparency, adults should declare to the safeguarding team at the earliest opportunity where such friendships exist and such parental permissions have been given, or where any communication does take place between them and a child outside choir sessions not covered by these exceptions.

12.3 If a choir leader or chaperone needs to communicate with a child outside of choir sessions, this should, where possible, be through communication with their parents/guardians. If in exceptional circumstances it is considered necessary and in the child’s best interest to contact them directly, this should be first discussed and agreed with the safeguarding team, and then done in a way such that at least one other safeguarding trained adult from the choir and at least one of the child’s parents can be included in the communication, for example via an email or a WhatsApp group.

12.4 Steel City Choristers will never provide or purchase alcohol for children. Likewise, no adult should purchase or provide alcohol to a child, even their own child, while they are in the care of Steel City Choristers or at a Steel City Choristers event. Even in situations where it is legal for children to drink alcohol, such as with their parents in a private home, adults should be mindful never to bring Steel City Choristers into disrepute.

## 13. Creating a Safe Working Culture

13.1 If a major concern arises, an emergency meeting of the Safeguarding Team should be called as soon as possible and ideally within 24 hours if possible.

13.2 All members of the Safeguarding Team will be made aware of any safeguarding issues arising, unless the issue concerned involves one of the team or a member of their immediate family. If necessary, the Chair of Trustees or the Choir’s Pastoral Care Lead can be consulted if this situation arises. For contact details see Section 15.

13.3 The Safeguarding Team will check-in with each other at least once a term for a discussion that will usually cover:

- A wellbeing check in for each other
- Any major concerns reported or updates on ongoing issues
- Any minor issues that have arisen
- Update on DBS/ fully checked adults/safeguarding training status/ first aid training status
- Statutory national/local updates
- Any other matters to be aware of

13.4 If any member of Steel City Choristers is identified as a survivor or witness of abuse, they will be signposted to external support.

13.5 Those planning and delivering youth work sessions for Choristers should be mindful of always creating a safe atmosphere and culture for everyone involved.

13.6 Each Trustee meeting will begin with a wellbeing check-in.

## 14. Reporting Concerns

14.1 Any safeguarding issues relating to suspected abuse, risk of harm or improper behavior must be reported to the Designated Safeguarding Lead (or, in their absence, a deputy DSL) at the earliest opportunity. When appropriate, this information will be shared with the safeguarding team as soon as possible. A decision will then be taken to either gather more information or seek external advice from an agency such as the Sheffield Safeguarding Hub or Local Authority Designated Officer (LADO) as to any necessary course of action. If it is considered to be necessary or helpful, advice can be sought from our Chair of Trustees or Pastoral Lead at any time.

14.2 Details of all safeguarding issues, including actions taken, should be recorded as soon as possible after the event using the Safeguarding report form in Appendix 2 of this Policy. Records must be kept securely and confidentially in a place agreed by the Designated Safeguarding Lead. Records must be accurate and clearly written with a legible date, time and signature.

14.3 In the event that the Designated Safeguarding Lead or Deputy Safeguarding Leads are not contactable, this should not delay action being taken to protect a child. In such circumstances, anyone can contact the Chair of Trustees, Pastoral Care Lead or Sheffield Safeguarding Hub on 0114 273 4855.

**If there are any concerns about the immediate safety of a child or young person then the police must be contacted on 999 without delay.**

14.4 If there is risk of harm or a safeguarding concern about the behaviour of an adult member or volunteer, this should be referred to the LADO and/or police within 24 hours. The LADO for Sheffield can be contacted on 0114 273 4850.

## 15. Contact Details

Phone numbers for the safeguarding team can be found within the Choir Handbook. If a matter is not immediately urgent but you would like to speak to one of the team then please send an email with a phone number and we will be in touch.

### *The Safeguarding Team*

Angela Holman *Designated Safeguarding Lead*  
Email: angela@steelcitychoristers.org.uk

Jeremy Dawson *Deputy Designated Safeguarding Lead*  
Email: jeremy@steelcitychoristers.org.uk

Gill O'Connell *Deputy Designated Safeguarding Lead*  
Email: gill@steelcitychoristers.org.uk

### *Chair of Trustees*

Kate Caroe  
Email: kate@steelcitychoristers.org.uk

### *Pastoral Care Lead*

Beth Keith  
Email: beth@stmarkssheffield.co.uk

### *External Safeguarding Contacts*

- Sheffield Safeguarding Hub Telephone: 0114 273 4855
- Sheffield Safeguarding Adults Partnership Telephone: 0114 273 4908
- Local Authority Designated Officer (LADO) Telephone: 0114 273 4850
- Childline Telephone: 0800 1111
- NSPCC Telephone: 0808 800 500

### *Emergency Contacts*

If there is an immediate risk of harm please telephone 999. Use this number if a crime is happening immediately, someone is in immediate danger, or if there is a risk of serious damage to property or person.

For non-emergency calls to the Police please telephone 101. Use this number to report a crime which is not currently in progress, give information to the Police about a crime in your area, or speak to the Police about a general enquiry.

## Appendix 1: Accident/Incident Report Form

<b>Your name:</b>	
<b>Your role:</b>	
<b>Date &amp; time of completing form:</b>	
<b>Location of accident/incident:</b>	
<b>Date and time of accident/incident:</b>	
<b>Your signature:</b>	
<b>Details of incident:</b>  Record as factually as possible including: <ul style="list-style-type: none"><li>• Who was involved</li><li>• What happened</li><li>• Details of any injuries</li><li>• Any first aid administered</li><li>• Whether any other medical attention was sought</li><li>• Who witnessed the accident/incident</li></ul> It is appropriate to offer opinions where relevant (e.g. how and why the incident may have happened). However any opinion should be substantiated.  <i>Continue on a separate sheet if necessary.</i>	

## Appendix 2: Safeguarding Report Form

<b>Name of person/s this report relates to:</b>	
<b>Date &amp; time of completing form:</b>	
<b>Your name:</b>	
<b>Your role:</b>	
<b>Your signature:</b>	
<b>Details of issue:</b>  Record as factually as possible including: <ul style="list-style-type: none"><li>• What happened</li><li>• Where</li><li>• When</li><li>• What actions have been taken- including details of anyone to whom information has been passed</li><li>• Details of anyone involved in the incident/ allegedly involved and witnesses to the incident It is appropriate to offer opinions where relevant (e.g. how and why the incident may have happened). However any opinion should be substantiated.</li></ul> <i>Continue on a separate sheet if necessary.</i>	