

## **HHCOS Policy for the Protection and Safeguarding Adults at Risk of Harm and Children**

This policy applies to all singing and non-singing members of Haddo House Choral & Operatic Society (HHCOS), including: Haddo Voices, volunteers, parents, suppliers and contractors (eg musical directors, chorus masters, singers, musicians, technical support); and others working with or on behalf of HHCOS. The term 'children' in this context applies to all those under the age of 18 years.

This policy is written in line with the: Children (Scotland) Act 1995; Children and Young People (Scotland) Act 2014; National Guidance for Child Protection in Scotland, May 2014; United Convention of the Rights of the Child 1991. The document: *Creating Safety – Child Protection Guidelines for Scotland's Arts, Screen and Creative Industries*, published by Creative Scotland, [www.creativescotland.com](http://www.creativescotland.com), should be consulted alongside this policy as a source of reference.

### **The purpose of this policy is:**

- To protect adults at risk of harm, children and young people who receive HHCOS services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles which guide our approach to safeguarding and protection of children and adults at risk of harm.

### **The four key principles of our policy and procedures are:**

1. The best interests of the child must always be a primary consideration
2. All children and young people should be treated fairly and with dignity and respect.
3. All children and young people have the right to protection from all forms of harm, abuse, neglect and exploitation.
4. All children and young people have the right to express their views on matters that affect them.

### **We recognise that:**

- The welfare of the child is paramount

- All children and adults at risk of harm, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and vulnerable people safe by:**

- Valuing them, listening to and respecting them.
- Adopting child protection and safeguarding practices through procedures and a code of conduct for members, volunteers, suppliers and others.
- Appointing a Designated Safety Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, website and discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Recording and storing information professionally and securely
- Recruiting paid suppliers and volunteers safely, ensuring all checks are made in line with legislative requirements
- Providing effective management for staff and volunteers through supervision training and evaluation
- Developing and implementing effective e-safety procedures
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that arises.
- Ensuring that we have effective complaints and whistle blowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, paid suppliers, members, volunteers and others, by applying health and safety measures in accordance with the law.

**This policy should be read alongside our procedures on:**

- Role of the Designated Safeguarding Officer
- Dealing with disclosures and concerns about a child or vulnerable person, including information sharing, managing allegations against members, suppliers, volunteers and others
- Recruitment of paid suppliers
- Training and awareness-raising of members, suppliers, volunteers and others

- Code of conduct for members, suppliers, volunteers and others
- Equality, access and bullying policy
- Health and Safety, including lone working.
- Data Protection Policy

### **Designated responsible persons in HHCOS**

*Designated Safeguarding Officer: Toto Coxe*  
*Email: [safeguarding@hhcos.org.uk](mailto:safeguarding@hhcos.org.uk)*

*Deputy DSO: TBC*  
*Email:*

*Senior Lead for Safeguarding: Jenny Greener, Chairman*  
*Email: [chairman@hhcos.org.uk](mailto:chairman@hhcos.org.uk)*

Other Management Committee members will deputise where necessary.

We are committed to reviewing our policy and good practice annually.

This policy was reviewed on: November 2020

Signed: ..... Chairman, HHCOS