

Multitude of Voyces

Safeguarding Policy

Safeguarding of Adults involved in Multitude of Voyces events and projects

This statement must be read by organisations carrying out in-person partnership work¹ with Multitude of Voyces and must be agreed by all personnel carrying out in-person work on behalf of the charity.

*This policy relates to adults only and where the charity is working with a Project Partnering organisation whose personnel includes children, that partner organisation's Child Safeguarding Policy will be followed by the charity and must be made available to the charity by the partnering organisation. **If the Child Safeguarding Policy of the partnering organisation is deemed by the charity Director/s to be insufficient, the charity will take appropriate advice.***

Overview

Multitude of Voyces recognises

- That Safeguarding is the process of protecting people from harm – whether the harm is caused by accidents (see [Risk Assessment](#) and [Health and Safety Policy](#)), deliberate abuse, neglect, bullying, discrimination or prejudice.
- That everyone has different levels of vulnerability and that each of us may be at risk at some times in our lives.
- That in working with individuals and groups within the community, some of whom may be at risk, particular care will need to be taken in relation to their Individual Needs and any arising Safeguarding requirements, as expressed and addressed in risk assessments and planning documents where those vulnerabilities are known.
- That a flexible approach will need to be built into the organisation's work² when working with people with vulnerabilities.

It is accepted that Safeguarding is the priority in the planning and delivery of Multitude of Voyces projects and events; all possible actions will be taken to prevent the psychological, physical, emotional, sexual, financial and spiritual abuse of Directors, Associates, Stakeholders, Project Partners, Contractors and Volunteers, Customers, occasional supporters and Donors. Individuals carrying out work on behalf of Multitude of Voyces (both volunteers and paid and unpaid contractors) agree to report to the appropriate person or agency, any such abuse we suspect or recognise, whether historical or current, and to respond appropriately and record it using the [Safeguarding Reporting](#) template.³ All significant or consequential incidents will be reported within the annual return. It is accepted that the scope of Multitude of Voyces' work encompasses a variety of Safeguarding considerations of varying nature, complexity and risk. All parties are to avoid

conduct that might lead to a reasonable concern of motive or intention. In certain work personnel will be required to follow a written Code of Conduct.

Actions

1. Multitude of Voyces has a Designated Safeguarding Lead (the DSL) who oversees the implementation of the Safeguarding policy and the maintenance of all relevant and necessary training, policies, procedures, and record-keeping. That person will undertake and refresh accredited Safeguarding training on a regular basis as necessary for the carrying out of the CHARITY's work. They will acquaint themselves with Safeguarding legislation and guidance e.g. the *Care Act 2014*, *Working Together to Safeguard Children (2018)* and Charity Commission guidance November 2021.
2. The DSL will refer all Safeguarding concerns to the Directors for guidance and, where appropriate, will notify the appropriate bodies. If a Safeguarding complaint is raised against the Designated Safeguarding Lead the other Directors will seek the support of an appropriate agency.
3. Existing Project Partners and new contractors or volunteers carrying out in-person work in partnership with Multitude of Voyces, will receive a copy of the Multitude of Voyces Safeguarding Policy, Health and Safety Policy, Anti-Bullying Policy, and all appropriate advice about following Multitude of Voyces Safeguarding procedures. Contractors carrying out work from home, and project partner organisations carrying out work on behalf of Multitude of Voyces but independently of it, will be expected to familiarise themselves with the charity's policies online but to adhere to their *own* organisation's policies and protocols.
4. A Risk Assessment will be carried out for each role.
5. A Risk Assessment will be drawn up for in-person Multitude of Voyces projects⁴ or one-off events, and a written agreement will be drawn up with Project Partners and/or contractors and/or venue when planning the event agreeing which policies to follow the reporting procedure and the responsibility for obtaining DBS checks.
6. Project Partners will be asked to provide evidence of due diligence and where appropriate, contractors will be asked to provide evidence of Safeguarding training and/or DBS checks in order to carry out work on behalf of the charity. Multitude of Voyces may carry out DBS checks on behalf of individual contractors (paid or unpaid) with their written agreement, prior to the delegation of contracted work for the organisation.
7. Where close physical work is necessary for the carrying out of the work, for example, that work involving adults or children with identified, complex vulnerabilities, Multitude of Voyces will agree in advance with the Designated Safeguarding Lead of the partner organisation which organisation should bear responsibility for preparing Risk Assessments and specific Safeguarding guidance: This guidance will be agreed upon to mutual satisfaction before work is carried out and additional training may be

undertaken by Multitude of Voyces' Directors or the contractor as relevant and necessary. It is expected that Multitude of Voyces will adhere to any more-stringent protocols expected of that partner organisation.

8. Those planning, leading, or delivering Multitude of Voyces events or project work may require specific training especially where that work relates to vulnerable members of the community.
9. Multitude of Voyces will exercise appropriate 'Safe Recruitment' procedures in relation to the selection, appointment and managing of all Directors, Contractors, Associates and others including volunteers (see Multitude of Voyces Safe Recruitment Policy) in order to safeguard the good reputation of the charity and the safety of its Directors, Contractors, Stakeholders and other Beneficiaries.
1. Project work may be partly or wholly in-person and may include digital communication through Zoom/Teams/Skype/email.
2. Project work may be of an extended nature involving long-term contracts with particular contractors or partner organisations or may be of a short-term nature eg. participation in a public event such as a workshop or concert.
3. In-person work includes meetings where the public are included, workshops and performances including church services.
4. E.g. where physical support or contact is required within the work, such as supporting an adult or child with playing a musical instrument or signing.

10. Data Protection.

Where a safeguarding action may be required, the charity will determine the appropriate lawful basis to processing the personal data. This will depend upon the perceived level of risk. It is unlikely that consent of the individual will not be appropriate. Therefore, the personal data will be processed in the legitimate interests of the charity unless a legal obligation can be identified. Where legitimate Interest is applied (UK GDPR Art.6(f) if special category of data are to be processed it will be supported by UK GDPR Art.9(b), the applicable law is likely to be the Data Protection Act 2018, Sch 1, Pt2, paragraph 18, '*individual or child at risk*' If however, the level of risk is considered critical, the personal data will be processed according to vital interests UK GDPR Art.6(d). In some circumstances the charity will rely upon an Appropriate Policy Document (APD).

Multitude of Voyces is based in Salisbury, Wiltshire: advice may be sought from the following agencies:

- Wiltshire Safeguarding Vulnerable People Partnership (SVPP)
<https://www.wiltshirescb.org.uk/>
- Wiltshire Safeguarding adults board <https://wiltshireab.org.uk>
- Reporting concerns regarding children:

Wiltshire Multi-Agency Safeguarding Hub (MASH) 0300 456 0108

Emergency Duty Service: 0300 456 0100

- Reporting concerns regarding adults at risk:

Adult MASH

0300 456 0111 Textphone: 01225 712501 adviceandcontact@wiltshire.gov.uk

Salisbury Diocesan Safeguarding Advisor (DSA): 01722 411922/07500664800

Covid-19

The Designated Safeguarding Lead will undertake quarterly checks regarding Safeguarding updates from those organisations of which it has membership – National Council for Voluntary Organisations; Making Music; Federation of Small Businesses – especially in relation to Covid-19.

Further information beyond the scope of the Policy.

Louise Stewart (Director) has *C1 Foundation* and *C2 Leadership C of E* Safeguarding training (C5 refresher course: 18th November 2021 due October 2020, postponed due to Covid-19), *Safeguarding in Context* training (Wiltshire Music Connect 21.05.2019) and *enhanced DBS clearance* (Adult and Child workforce) through Wiltshire County Council Update system.

Andrew Stewart (Associate) attended a one-day Trustee's Safeguarding refresher course on 26.11.2021 and has *enhanced DBS clearance* (Adult and Child workforce) through Wiltshire County Council update system.

Revd Canon Jeremy Davies (DSL) has *C5 Leadership C of E* Safeguarding training (PTO)

A hard copy of this Safeguarding policy will be stored at the charity's registered address:

7 New Street, Salisbury SP1 2PH