



## **SAFEGUARDING POLICY**

The Guild of Gay Religious Musicians, is committed to:

- The safeguarding and protection of all adults and adults at Risk.
- Being a safe and caring community that provides an environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

This commitment is shared by all the organisations officers.

The Guilds Safeguarding Officer is Philip Almond. He can be contacted via email:

Please contact him as soon as possible if you have any Safeguarding concerns. Also please do not hesitate to contact him if you seek advice, guidance, or further information relation to safeguarding.

## Safeguarding Policy and Procedures for Adults and Adults at Risk



**Name of Organisation:** The Guild of Gay Religious Musicians

**Name of Policy:** Safeguarding Policy and Procedures for Adults and Adults at Risk.

**Policy No:** SP01

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**Ratified by:** The Officers of The Guild of Gay Religious Musicians

**Date:** 26 May 2020

**Date of Review:** 26 May 2021

# Safeguarding Policy and Procedures for Adults and Adults at Risk

## Policy Statement

1. In this document The Guild of Gay Religious Musicians means the group created by Owen Millard in 2020 and will also be referred to as The Guild.
  - 1.1 The Guild of Gay Religious Musicians is committed to creating a safe environment for its members so they can feel secure and supported. We recognise that safeguarding is a sensitive and complicated issue and any member who is exposed to abuse will receive the full support of The Guild in accordance with the terms of this policy.
  - 1.2 This policy aims to explain what adult abuse is and how we can recognise it; demonstrate how The Guild will safeguard against abuse; and provide procedures to guide management of concerns or allegations of abuse.

## Purpose of the policy and Procedure

The policy applies to all members of the guild, including anyone working on behalf of The Guild of Gay Religious Musicians.

The purpose of this policy is to:

Protect all members of the guild who receive our services. This includes adults and adults at risk.

The Guild of Gay Religious Musicians believes that adults or adults at risk should never experience any kind of abuse. We have a responsibility to keep everyone safe. We are committed to practice in a way that protects them.

Having policies and procedures to safeguard adults is a legal requirement under the Care Act 2014.

## Do you have concerns about an adult?

**Adult Safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

Safeguarding is everyone's responsibility.

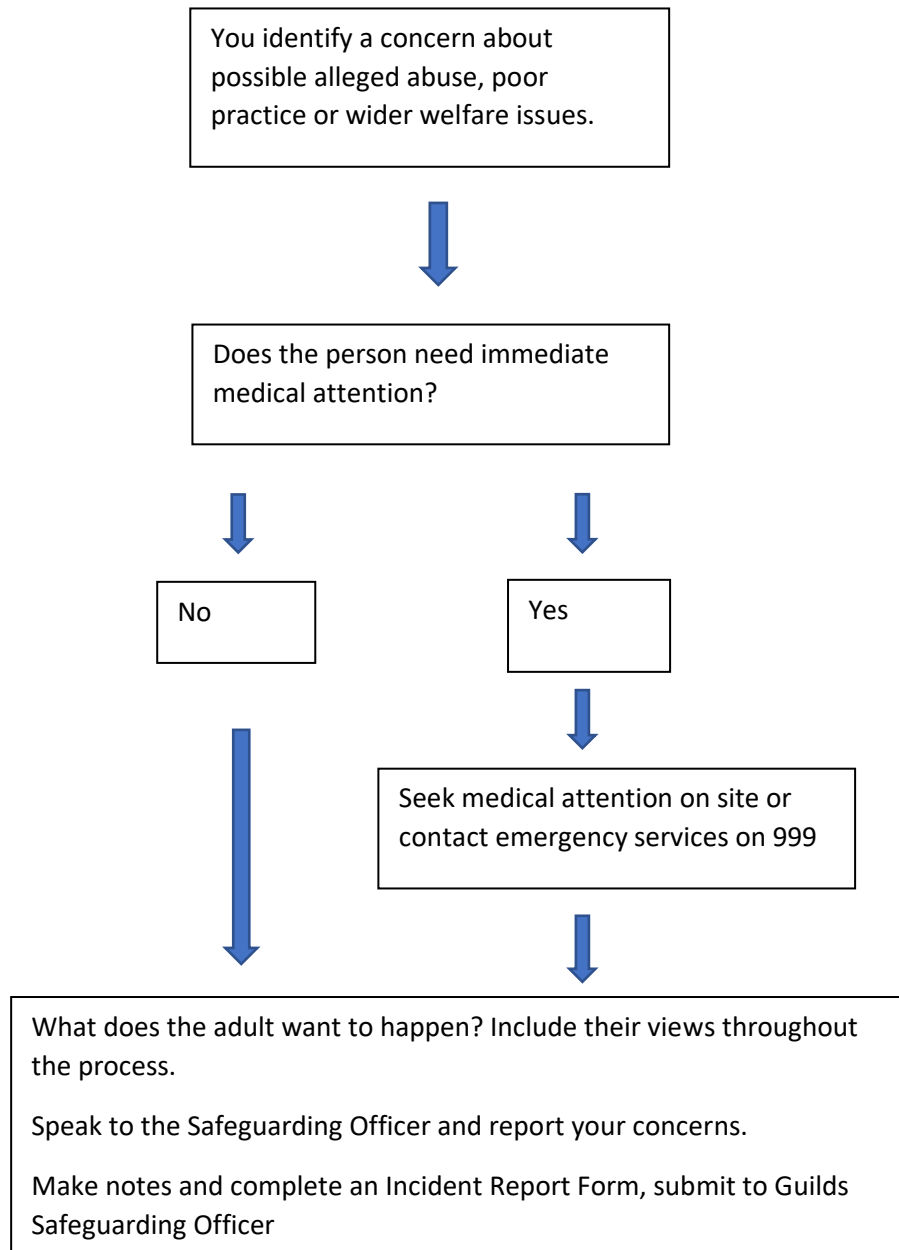
If you have concerns about a child, young adult, or adult's safety and/or wellbeing, you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is, however, your responsibility to act on any concerns.

**Adult at Risk** is a person aged 18 or over who:

- Has needs for care and support (Whether or not the local authority is meeting any of those needs);  
and;
- Is experiencing, or is at risk of, abuse or neglect;  
and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

## Safeguarding Policy and Procedures for Adults and Adults at Risk



The Guild of Gay Religious Musicians is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults and adults at risk involved in accordance with the Care Act 2014.

The Guild of Gay Religious Musicians safeguarding adult's policy and procedures apply to all individuals involved with the Guild.

## Safeguarding Policy and Procedures for Adults and Adults at Risk

### Equality Statement:

This Guild will make sure that everyone is treated the same regardless of:

- Age
- Disability or Ability
- Health/Mental Status
- Gender, Gender Identity, Gender Reassignment
- Sexual Orientation
- Class/ social status
- Marital or relationship status
- Race Ethnicity
- Cultural identity

We are committed to promoting equality, valuing diversity, and working inclusively across our entire group.

We will uphold these principles in our behaviours and practices towards all the group's members.

We oppose all forms of discrimination and intolerance in our work and we have a zero-tolerance approach to bullying, harassment, and victimisation.

**Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

### Types of abuse, harm, and neglect

Abuse can take many forms, and incidents may be one off or multiple, and affect one person or more. Abuse may also be very subtle and therefore we can draw your attention to the following types of abuse which you may come across. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. This list is not exhaustive, and we therefore encourage everyone to be alert and take initiative to spot these forms of abuse as well as other forms that might occur.

- Physical
- Sexual
- Psychological or Emotional
- Domestic
- Financial and Material
- Organisational
- Modern Slavery
- Discriminatory
- Neglect and acts of omission
- Self-neglect

## Safeguarding Policy and Procedures for Adults and Adults at Risk

### Confidentiality

Protection of adults and adults at risk raises issues of confidentiality that must be clearly understood. The following guidelines should be adopted when concerns around adult protection arise to ensure that the referral procedure complies with the Data Protection Act 1998 and the Freedom of Information Act 2000, although not at the risk of safeguarding adults at risk.

We have a responsibility to share relevant information.

All personal information regarding an adult at risk will be kept confidential. All written records to be kept in a secure area and will only record details required in the Adult at Risk Case for Concern form

The Guild of Gay Religious Musicians ensures that the safeguarding and welfare of its members is our number one priority by:

- ✓ Creating and maintaining an environment where all the members feel secure, are encouraged to communicate, and are listened to.
- ✓ Guild members know which adult(s) they can approach if they have any worries. We do this by
- ✓ Reminding guild members to keep themselves safe from all forms of abuse including those listed in this document.
- ✓ Swiftly and effectively address any concerns.
- ✓ Keep meticulous, written records of concerns about members, even where there is no need to refer the matter immediately ( this includes recording dates, times, people responsible, and actions), and ensuring all records are kept securely and shared appropriately.
- ✓ Ensuring that all members and officers understand their responsibilities with regard to safeguarding and child protection.

### Safeguarding principles

There are 6 safeguarding principles, and these are:

**Empowerment:** People are supported and encouraged to make their own decisions and informed consent.

**Prevention:** It is better to take action before harm occurs

**Proportionality:** The least intrusive response appropriate to the risk presented

**Protection:** Support and representation for those in greatest need.

**Partnership:** Services offer local solutions through working closely with their communities. Communities have their part to play in preventing, detecting and reporting neglect and abuse.

**Accountability:** Accountability and transparency in delivering safeguarding.

One of the most important principles of safeguarding is that It is everyone's responsibility.

## Safeguarding Policy and Procedures for Adults and Adults at Risk

### Legislation that informs this Policy

The Guild of Gay Religious Musicians is committed to improving outcomes by adhering to current legislation that supports the safeguarding of adults and adults at risk, which includes:

- ✓ The Care Act 2014
- ✓ The Equality Act 2010
- ✓ The Mental Capacity Act 2005
- ✓ Safeguarding Vulnerable Groups Act 2006
- ✓ Data Protection Act 1998
- ✓ Protection of Freedoms Act 2012 and the Freedom of Information Act 2004.

### Making Safeguarding Personal

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focused. It engages the person in the conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice, and control. As well as improving quality of life, well being and safety.

Wherever possible discuss safeguarding concerns with the adults to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

### Good Practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in The Guild of Religious Musicians to make judgements regarding whether or no abuse is taking place. However, all The Guild of Religious Musicians personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

### Monitoring and review of the Policy

This Policy will be reviewed Annually by The Guild Officers.

We will continue to review the effectiveness of this policy to ensure that it is achieving its stated objectives.

If you require further information on this policy, please speak to The Guild’s Safeguarding Officer:

Safeguarding Officer:

Name: Philip Almond

Email: TBC

## **Safeguarding Policy and Procedures for Adults and Adults at Risk**

### **ADULT SAFEGUARDING POLICY SUMMARY**

(To be read/explained and given to a new member by the Master of the Guild upon enrolment).

The officers of the guild realise that adults sometimes suffer abuse from others. We want to make sure that whilst you are members of this guild you feel safe and able to interact with others in the guild without fear.

We want you to know that if you do experience bullying or any form of abuse, either from anyone in our organisation or in your personal life or workplace, you can tell us.

We are committed to promoting a diverse and inclusive guild that supports its members.

It is the responsibility of each of us to prevent the physical, verbal, emotional, financial, sexual, institutional abuse of vulnerable people and to report any such abuse that we discover or suspect.

If you would like our help to protect yourself against any form of abuse you can email the safeguarding officer. We can help you decide what action you would like to take, or for us to take on your behalf. If you share confidential information, we cannot promise to keep secrets if we are concerned for your Safety.

It may be possible if you wish to report something to the right people that this could be done anonymously so no-one would know who reported it. We can appoint a Safeguarding Champion will help you with this. There are new rules which mean you will get to decide what happens so you can get help without worrying about the outcome.

It is important that the relationship between you and other members is safe and respectful.

The names and contacts of the Safeguarding Champion and Safeguarding Officer is on this paper. Please keep it safe so that you have the contact details if you ever need them.

**Safeguarding Champion Name:**

**Safeguarding Officer: Philip Almond**

**Safeguarding Officer Contact information.**