

Collegium Laureatum Safeguarding and Health and Safety policy

This policy will be reviewed annually and as necessary. It includes the code of conduct. A trustee appointed by the committee will act as Safeguarding Officer on an annual basis (renewable), subject to review at the meeting when the policy will also be reviewed.

Collegium encourages members to help and support each other at rehearsals and concerts and strives to be as inclusive as possible while maintaining the necessary musical standards. This policy is adopted in that context.

Health and safety at concert, rehearsal and workshop venues.

1. Collegium Laureatum's usual concert venue is West Road Concert Hall and the custodian has primary responsibility for health and safety. He/she should be the first point of contact for concerns at concert rehearsals or performances there. Any choir member becoming aware of a health and safety issue should take responsibility for raising it with a member of the committee who will then liaise with the custodian.
2. At other rehearsal, workshop or concert venues, the Chair and other committee members will all take responsibility for alerting members to any health and safety issues, liaising if necessary with the venue manager who has ultimate responsibility. Any choir member becoming aware of a health and safety issue should take responsibility for raising it with a member of the committee who will then liaise with the venue manager as necessary.

Safeguarding

3. Choir members will be informed annually at the AGM, online and as a standing item in the newsletter, of the safeguarding officer's contact details.
4. Safeguarding will be a standing agenda item at every committee meeting. This will give committee members an occasion to review any forthcoming events or changes to assess possible risks, including any related to finance, governance and reputation. Any concerns or incidents will be recorded. This may be done in a confidential minute if appropriate.
5. It is choir policy not to enter the home of a vulnerable member unless expressly invited to do so or in an emergency. In such situations, the choir member involved should try to have a third party present unless an emergency makes that difficult.
6. When working with young people (e.g. members of a children's choir) we will follow their organisation's safeguarding procedures, which their named officer will be responsible for implementing and monitoring. It will be the responsibility of the person liaising with that choir to find out what they required.
7. Any issues or concerns will be investigated by the Safeguarding Officer, who will involve other committee members as appropriate and take appropriate actions. All issues and concerns will be treated in the strictest confidence except where it is necessary to involve the appropriate bodies e.g. Social Services or the Police.