



# Safeguarding template policy - notes

Our template safeguarding policy consists of two documents:

- Safeguarding policy - an overview document setting out your group's commitment to safeguarding
- Ground rules, ways of working and procedures document – this covers the practical aspect of the policy in more detail.

The template policy has been written for groups with a low level of involvement with vulnerable people but is still suitable as a starting point for groups with a higher level of involvement with vulnerable people. The documents can be adapted and expanded if you think you need a more detailed policy.

## What do we mean by low and high level involvement?

There is no hard and fast answer to this, but broadly speaking:

1. No vulnerable people currently in membership but with potential for vulnerable people to join as members and/or to attend rehearsals (e.g. volunteers) and concerts - this is low level and the template documents will be fine as they are.
2. Some members who are vulnerable people and/or regularly have vulnerable people attending rehearsals and concerts – this is a medium level of involvement – the template documents are largely fine as they but you may want to adapt and expand some parts to suit your specific situation.
3. A group specifically for vulnerable people (e.g. youth choir) – this is obviously a higher level of involvement and whilst the templates are a good starting point you will need to expand on some detail and provide some extra context – especially in the Ground rules/procedure documents.

We have provided notes on each document with more detail and you can find out more about safeguarding and your responsibilities in our [detailed guidance](#).

## Notes on the Safeguarding Policy (overview)

This document is largely suitable for all types of group regardless of their involvement with vulnerable people, as it establishes a general commitment to safeguarding and outlines the aims of the policy.

The section called 'How [Group name] might work with vulnerable people' may need to be changed to suit your group's particular circumstances.

A group with a higher level of involvement with vulnerable people may also have more than one named person responsible for safeguarding, In which case you could name all these people in the 'Named Safeguarding Person' section.

All parts in [square brackets] need to be completed with your specific details.

## **Notes on the Ground rules, ways of working and procedures document**

**For groups with a low level of involvement with vulnerable people:** this document is largely suitable as it is. It covers practices to minimise the risk of abuse or harm occurring and what to do if an incident or suspected incident does happen. You should of course read the document carefully and make sure it is applicable to your group and make any changes you think necessary.

One area to draw your attention to is the 'Child to adult ratio table': these ratios are recommended by Ofsted and we realise they will not always be practical for voluntary music groups. You could remove the table or adjust the ratios in line with your realistic capabilities.

All parts in [square brackets] need to be completed with your specific details.

**Groups with a medium or higher level of involvement with vulnerable people:** you may want to expand on some of the following areas:

- Recruitment practices around safeguarding: more detailed guidelines on the types of activities undertaken and who is DBS checked might be appropriate. Who the verifier is and how results are used, for example (see also Equal Opportunities template policy)
- Ground rules section – you may want to tailor this to reference specific common activities your group undertakes and include real life practical examples.
- Child to adult ratio table: these are Ofsted recommended ratios that will not always be practical for voluntary music groups. As such you may want to adjust the ratios in line with your realistic capabilities whilst ensuring that safety is not compromised.
- Working with parents/guardians: for groups with higher involvement levels with vulnerable people some more detail on your commitment to developing good relationship with parents/guardians may be appropriate here.
- Procedures for raising safeguarding concerns or incidents of abuse: high involvement groups might want to think about some context around types of abuse and when they might occur.
- Procedures for dealing with concerns and incidents of abuse: you might want to consider more detailed step by step procedures for escalating and dealing with reported incidents, with reference to your groups specific and practical circumstances. As well as the general approach to how all the people involved in a reported concern or abuse will be treated.

All parts in [square brackets] need to be completed with your specific details.