

Safeguarding & Conduct Policy

Purpose:

SING CHOIR is committed to providing a safe, welcoming, and inclusive environment for all members, volunteers, and staff. This policy ensures that everyone can participate safely and respectfully.

Scope:

Applies to all choir members, volunteers, helpers, and staff during rehearsals, performances, trips, social events and any choir-related activities.

1. Roles & Responsibilities

- 1.1. The Choir Leader is responsible for overseeing safeguarding and safety matters.
- 1.2. All members, volunteers and staff must follow this policy and report any concerns immediately.
- 1.3. Any reported concerns will be treated seriously, confidentially, and acted upon promptly.

2. Behaviour Guidelines

- 2.1. Members, volunteers, and staff must treat each other with respect, courtesy, and professionalism.
- 2.2. Bullying, harassment, intimidation, or abusive behaviour is not tolerated. Examples include:
 - Verbal abuse, shouting, or offensive language.
 - Physical aggression or intimidation.
 - Discriminatory comments based on age, gender, race, religion, disability, or sexuality.
- 2.3. Members must follow instructions during rehearsals, performances, trips and social events to ensure safety and order.

3. Reporting Concerns

- 3.1. Any concerns about behaviour, safety or wellbeing should be reported **immediately** to the Choir Leader.
- 3.2. Serious incidents may be escalated to authorities if necessary.
- 3.3. Reports will be treated confidentially, and no retaliation will be tolerated against anyone reporting concerns in good faith,

4. Health & Safety

- 4.1. Members must inform the Choir Leader of any medical conditions, allergies, or accessibility needs.
- 4.2. Emergency procedures will be clearly communicated at rehearsals and performances.
- 4.3. The choir will take reasonable care of members, but members are responsible for their personal safety and belongings.

5. Media & Photography

- 5.1. Members must follow the Media / Image Consent policy.

5.2. No unauthorised photos, videos, or recordings of other members may be taken or shared.

6. Review

6.1. This policy is reviewed at least annually and updated as needed.

Last updated: 30th December 2025

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