



Safeguarding and Child Protection Policy

Designated Person:	Joanna L Rhodes (Chair of Trustees)
Reviewed by:	Board of Trustees and Director of the Tallis Choral Foundation: Reg: 1214841
Date:	1 January 2026
Version	1.0
Next review	1 January 2027

1. Statement of Commitment

The Tallis Choral Foundation (“the Foundation”) is a registered charity committed to safeguarding and promoting the welfare of children and young people who take part in its activities. Under no circumstances should any staff member or volunteer inflict physical or psychological harm on a child

Although membership of the Foundation is restricted to adults aged 18 and over, the Foundation recognises that **children and young people may from time to time participate in rehearsals, performances or outreach activity**, and that it therefore holds a duty of care towards them.

The Foundation is committed to:

- Protecting children from harm
- Acting promptly on safeguarding concerns
- Ensuring appropriate safeguarding arrangements are in place
- Working in partnership with parents, carers and statutory agencies

Safeguarding is everyone’s responsibility.

2. Scope of this Policy

This policy applies to:

- All members of the Tallis Choral Foundation
- Trustees and officers of the charity
- The Director of Music
- Volunteers and contractors
- Guest musicians and visiting professionals
- Any individual acting on behalf of the Foundation
- Online and digital interactions associated with the Foundation

This policy applies to behaviour occurring:

- During rehearsals, concerts, meetings or events
- Outreach activities
- During travel or residential activity related to the Foundation
- In digital communications, including email and social media
- In any setting where an individual is acting in connection with or on behalf of the Foundation

This policy should be read alongside

- [The Department for Education’s Guidance for After-school clubs, community activities and tuition](#)
- [The Equality Act 2010](#)
- [Working together to Safeguard Children](#)
- [Sexual Offences Act 2003 \(s22A\)](#)
- The following Tallis Choral Foundation policies:
 - Antibullying and Harassment Policy
 - Code of Conduct
 - Whistleblowing Policy
 - Health and Safety Policy

3. Key Principles

The Foundation operates on the following safeguarding principles:

- The welfare of the child is paramount
- Children have a right to be safe and protected from harm
- All safeguarding concerns must be taken seriously
- Safeguarding concerns must be reported, not investigated internally
- Appropriate information sharing is essential for safeguarding
- The Foundation will work with external agencies where required

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Joanna Rhodes – Chair of Trustees

Deputy Designated Safeguarding Lead (DDSL)

Laura Rushforth – Trustee

The DSL has overall responsibility for:

- Receiving safeguarding concerns
- Making decisions about referrals
- Liaising with external agencies
- Maintaining safeguarding records
- Ensuring safeguarding policies are reviewed
- Providing annual safeguarding training to the Trustees and the Director of Music.

The Deputy DSL will act in the absence of the DSL.

Concerns or reports should be communicated in person or by email to the DSL at tallischoraltrustees@gmail.com

Address:

The Chair of Trustees and Safeguarding Lead
Tallis Choral Foundation
Dovecote House
Middlecliff Lane
Little Houghton
Barnsley
S72 0HW

5. Children and Young People in Foundation Activities

5.1 Age Restrictions

- Membership of the Tallis Choral Foundation is restricted to individuals aged 18 and over.
- Children and young people may participate only with prior agreement and appropriate safeguards in place.

5.2 Chaperoning Arrangements

Where a child or young person is involved:

- A responsible adult chaperone must be provided
- The chaperone must be:
 - A parent, carer or family member or
 - A person approved in advance by the Foundation

If the Foundation provides a chaperone:

- They must hold an enhanced DBS certificate
- This must be agreed in advance with the Director of Music

The Foundation does not provide chaperones as a matter of course.

6. Registration and Information Requirements

Before any child or young person participates in a Foundation activity:

A registration form (see Appendix 1) must be completed, including:

- Child's full name and date of birth
- Parent/carer name and contact details
- Emergency contact details
- Name and contact details of school or college
- Name and contact details of chaperone
- Any medical or safeguarding information
- Parental consent for participation

This information must be provided before attendance at any rehearsal or event.

7. Recognising Signs and Indicators

7.1 Abuse or Neglect

All Officers of the Foundation including Trustees and the Director of Music must remain vigilant for signs of abuse or neglect, which may include:

- Unexplained injuries
- Changes in behaviour or mood
- Withdrawal or distress
- Fear of certain individuals
- Inappropriate sexualised behaviour or language
- Signs of neglect or poor care

Abuse may be:

- Physical
- Emotional
- Sexual
- Neglect
- Online or peer-on-peer

Concerns must always be reported to the DSL.

7.2 Exploitation (CSE and CCE)

All Officers of the Foundation, including Trustees and the Director of Music, must remain vigilant for signs that a child or young person may be at risk of exploitation, including Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).

Indicators may include:

- Sudden changes in behaviour, mood or presentation
- Withdrawal from usual activities or relationships
- Increased secrecy, particularly around mobile phone or internet use
- Unexplained gifts, money or possessions
- Association with older individuals or unfamiliar peers
- Regularly going missing or returning home late
- Decline in emotional wellbeing or engagement
- Signs of fear, anxiety or intimidation
- Use of sexualised language or behaviour inappropriate for age
- Evidence of criminal activity or unexplained absences

Exploitation may involve coercion, grooming, manipulation, intimidation or violence, and children may not recognise themselves as victims. Exploitation can occur both online and in person and may involve peers or adults.

All concerns relating to possible exploitation must be reported immediately to the Designated Safeguarding Lead. The Foundation does not investigate concerns of exploitation and will refer matters to appropriate external safeguarding agencies where required.

8. Responding to a Disclosure

If a child or young person discloses harm or abuse:

You must:

- Listen carefully and calmly
- Take the disclosure seriously
- Reassure the child that they have done the right thing
- Allow them to speak freely
- Record the disclosure as soon as possible using the child's own words

You must not:

- Ask leading or probing questions
- Promise confidentiality
- Investigate the matter yourself
- Confront the alleged perpetrator

The disclosure must be reported immediately to the DSL. If the DSL is not available or there is an immediate risk of harm to the child you should contact the police (999) or Children's Social Care Directly. The following contact details may be useful.

Designated Safeguarding Lead	Joanna Rhodes	tallischoralfoundation@gmail.com
Deputy Designated Safeguarding Lead	Laura Rushforth	Tallischoralfoundation@gmail.com
Children's Social Work Services (CSWS) Duty and Advice / Front Door Safeguarding Hub	Urgent Child Protection concerns / initial referral	Leeds: Professionals: 0113 3760336 Members of the public: 0113 222 3301 Kirklees:

		<p>Duty & Advice / Referral & Response (Children's Social Care):</p> <ul style="list-style-type: none"> 01484 456 848 – Children's Social Care / Duty and Advice Team (normal office hours, public) Kirklees Local Offer 01484 414 960 – Professionals (24/7 duty line) Kirklees Local Offer 01484 414 933 – Emergency Duty Team (out of hours) <p>Wakefield:</p> <ul style="list-style-type: none"> Social Care Direct / Integrated Front Door (24 hr): <ul style="list-style-type: none"> 0345 8503 503 – Wakefield Social Care Direct (advice, referral & duty team) Wakefield Safeguarding Children+1 Email (professional referrals): social_care_direct_children@wakefield.gov.uk <p>Manchester (Greater Manchester):</p> <ul style="list-style-type: none"> Contact Manchester – Children's Social Care & Safeguarding Concerns: <ul style="list-style-type: none"> 0161 234 5001 – Manchester Contact Centre (children's safeguarding referral & advice) <p>Barnsley:</p> <ul style="list-style-type: none"> Integrated Front Door – Children's Social Care: <ul style="list-style-type: none"> 01226 772 423 – Front Door / Duty and Advice service (normal office hours) Barnsley Council 01226 787 789 – Emergency Duty Team (out of hours)
NSPCC Whistleblowing Helpline	Allegations against adults in educational establishment	0800 028 0285

9. Reporting and Recording Safeguarding Concerns

All safeguarding concerns must be reported to the DSL without delay.

The DSL will:

- Record the concern in writing
- Assess the level of risk
- Decide on appropriate next steps
- Liaise with external agencies where necessary

Information will be shared with the following where appropriate:

- Parents/carers unless doing so would place the child at further risk
- Children's Social Care/Education Safeguarding Team in the appropriate local authority
- The Local Authority Designated Officer (LADO)
- The child's school or college
- The police, where required

The Foundation does not investigate safeguarding concerns internally.

10. Immediate Risk of Harm

If a child appears to be at immediate risk of harm:

- The parents or carers will be contacted immediately
- The police and Children's Social Care will be contacted immediately
- The DSL or Deputy DSL will take responsibility for this action
- The safety of the child will always take priority

11. Allegations Against Members of the Foundation

If an allegation is made against a member, volunteer, contractor or trustee:

- The individual will be removed from contact with children pending investigation
- The matter will be referred to appropriate external authorities
- The Foundation will cooperate fully with police or social care
- Internal action may be taken regardless of whether a criminal offence is proven in accordance with the Foundation's Code of Conduct and Anti-Bullying and Harassment Policy.

If the allegation involves possible criminal conduct, the police will be informed without delay.

12. Limitation of Role and Responsibility

The Tallis Choral Foundation:

- Is not an employer of members or performers
- Does not act in loco parentis
- Does not provide supervision outside agreed activities

The Foundation does not accept responsibility for:

- Conduct occurring outside Foundation activities
- Private arrangements between individuals
- Actions of individuals acting independently

However, where conduct may:

- Place a child at risk
- Bring the Foundation into disrepute
- Raise safeguarding concerns

The Foundation reserves the right to take appropriate action.

13. Record Keeping and Confidentiality

- All safeguarding records will be stored securely

- Access will be restricted to the DSL and Deputy DSL
- Records will be retained in line with safeguarding guidance
- Information will only be shared on a need-to-know basis
- We will not give any information to other parties without the child's consent (or parental consent if the child is under 13) except for the legitimate sharing of safeguarding information.

14. Review and Monitoring

This policy will be:

- Reviewed annually
- Updated following any safeguarding incident
- Reviewed in line with changes to statutory guidance

Tallis Choral Foundation

Child / Young Person Registration & Safeguarding Form

Section 1 – Child / Young Person

Details Full Name:

Date of Birth:

Home Address:

School / College:

Section 2 – Parent / Carer

Details Name:

Relationship to Child:

Telephone:

Email:

Section 3 – Chaperone Details

Name of Chaperone:

Relationship to Child:

Section 4 – Medical / Welfare

Information Details:

Section 5 – Consent

I consent to my child participating in Tallis Choral Foundation activities

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Parent / Guardian Name:

Signature:

Date:

Dr. Ar