

# THE OUSELEY CHURCH MUSIC TRUST



## SAFEGUARDING POLICY

Reviewed and adopted by Trustees: 9 May 2022  
Date for next review: May 2023

## **THE OUSELEY CHURCH MUSIC TRUST**

### **Safeguarding Policy**

#### **Background**

The Ouseley Church Music Trust (the "Trust") is an endowed grant-making charity based in England. It is constituted as an unincorporated trust having 12 trustees. It is a registered charity (Charity Commission for England & Wales, number 527519). The trustees have delegated the day-to-day management of the Trust to the sole employee, the Clerk.

The object of the Trust is to apply its income to promote and maintain to a high standard the choral liturgy of the Church of England, the Church in Wales or the Church of Ireland. The trustees' current policy is to do this by making grants to churches, cathedrals, schools, choral foundations and choirs for a range of projects including:

- Courses for individuals or groups.
- Grants for scholarships, bursaries or choir development projects.
- Fees for individual choristers studying at recognized choir schools.
- Travel and other expenses for individual choristers at churches, cathedrals and choral foundations.
- Purchase of liturgical music.
- Other projects (e.g., outreach) of an innovative kind that are likely to further the Trust's object in a direct and effective way. In exceptional circumstances, these may include music commissions.

Applications to the Trust have to be made in writing (hard copy or via an online application facility) and by an institution not an individual. Very occasionally, individuals who are aged over 18 may apply for help with a personal project, such as a course of study.

#### **Overall Values**

The trustees acknowledge their moral and statutory responsibility to safeguard and promote the welfare of everyone who comes into contact with the Trust particularly vulnerable adults, young people and children. In particular, the trustees recognize the vital contribution made by children and young people to the making of music to the greater glory of God, and to the celebration of the choral liturgy, and they want to see them grow, mature and be challenged in a healthy and safe environment. They believe that children and young people make better music in a safe and welcoming environment where they are respected and valued.

#### **Core principles**

- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to be brought up in a healthy and safe environment in which they are respected and valued
- The welfare of the child or young person is paramount, and everyone involved with the organization has a responsibility to safeguard and promote the welfare of children and young people.
- Everyone involved with the organization has an equal responsibility to act on any suspicion or disclosure that may suggest a child or young person is at risk of harm.
- A culture of transparency, openness and, if needed, challenge in relation to safe-guarding is desirable.
- Appropriate training and support for staff, trustees, and volunteers

## **Policy statement**

With the foregoing in mind, the trustees will seek to fulfil the Trust's principles by adopting a clear, simple and easily understandable written safeguarding policy which is reviewed on a regular basis.

The policy will be implemented by;

- a) maintaining a robust recruitment process for trustees, volunteers and staff together with effective training and comprehensive support arrangements;
- b) responding without delay to concerns and complaints;
- c) co-operating with professionals, agencies and third parties and by adhering to appropriate regulations, systems and processes whether the Trust's own or those of third parties;
- d) reducing to a minimum the number of trustees, volunteer or staff who are in direct or indirect contact with the children and young people who are the subject of applications to the Trust;
- e) reducing to a minimum the number of people who are aware of the identity of the individual(s) who are the subject of an application to the Trust;
- f) ensuring the Clerk has appropriate Disclosure & Barring Service clearance; and
- g) ensuring that so far as possible organizations receiving grants from the Trust comply with the core principles set out above.

## **Lead trustee on Safe-guarding**

The trustees will appoint one of their number to lead on safeguarding matters (the "Lead trustee") whose role will include raising the awareness of the trustees of the need for safe-guarding, monitoring the Trust's performance in this area and being the first point of contact for third parties on safe-guarding matters. The Lead trustee will have appropriate Disclosure & Barring clearance.

The name of the Lead trustee and a generic e-mail address to which messages sent will be forwarded direct to the Lead trustee ([ouseleytrustsafeguarding@gmail.com](mailto:ouseleytrustsafeguarding@gmail.com)) will be included in the trustees' Annual Report and on the Trust's website.

## **Additional policies and procedures**

The following is intended to be a more detailed guide to the Trust's policies and procedures. It is neither inclusive nor prescriptive, and in interpreting it trustees will always have regard to the Core Principles set out above.

### Making of the policy, adoption and review

The Chairman of the trustee body, the Lead trustee and the Clerk shall be involved in the development and making of this policy together with its review, and the policy (and any revision of it) shall be formally adopted at a properly convened meeting of the trustees and recorded in the minutes thereof.

This policy document shall be reviewed at least annually or more frequently if an incident or new legislation or guidance from the Charity Commission or another sector body suggests a need to do so.

### Contact with individuals

During his/her ordinary activities, a trustee may become aware of the identity of a child or young person who is or has been the subject of an application to the Trust and/or come into contact with them. In those circumstances, the trustee must ensure that his/her behaviour complies with both the Trust's safeguarding policy and the policies of the school or institution responsible for the child or

young person. If a trustee is in any doubt about the interpretation of this section of the policy he/she must fully disclose the matter in the first instance to the Lead trustee.

#### Handling of personal information

The Clerk will ensure that any personal information about the children and young people on whose behalf application is being made to the Trust, which is circulated to trustees during the assessment process (e.g., the Notes on Applications), is rendered anonymous so that neither the child nor its parents are identifiable.

Sensitive personal Information (e.g., relating to the finances or health of an individual and/or a family member) must be treated in confidence and sensitively even though it is in anonymous form.

#### Disclosure and Barring Service (“DBS”) clearance

In view of the fact that trustees do not meet the children and young people who are the subject of an application to the Trust - save under controlled circumstances (i.e., at a religious service or in their school) – and are never aware of the identity of the said children during the application and grant-making process, the trustees do not consider it necessary for individual trustees (save the Chairman and the Lead trustee) to have DBS clearance.

In addition to the Lead trustee, the Chairman of the trustee body shall have appropriate DBS clearance, and the Clerk shall have enhanced DBS clearance.

#### Review and sharing of information

The Trust works with other charities and agencies to fulfil its object and carry out its grants programme. Where appropriate and necessary, it shares information with such agencies and third parties to ensure the safety and wellbeing of children and young people who are the subject of applications to the Trust. Such exchange of information will be done in line with the Trust’s privacy and GDPR policies.

#### Training

If required the Lead trustee may and the Clerk shall undergo training to provide them with the knowledge and skills required to carry out their roles. In addition to the formal training outlined above, their knowledge and skills will be refreshed at regular intervals and at least every three years.

#### Confidentiality and sharing of information

The Trust will maintain the confidentiality of sensitive personal information supplied to it by applicants by sharing the information on a need-to-know basis only with relevant organisations, individuals and agencies. In addition, the Trust will maintain and store such information and records securely and, where appropriate, co-operate fully with the relevant statutory agencies and organisations.

In connection with the sharing of information, the Trust will:

- be open and honest (unless it is unsafe or inappropriate to do so);
- seek advice where appropriate (using anonymised information if necessary);
- obtain the individual’s consent (if appropriate to do so);
- always consider the safety and wellbeing of the individual;
  
- ensure that such sharing is necessary, proportionate, relevant, adequate, accurate, timely and secure; and
- record the decision to do so.

#### Training and Induction

If necessary, new trustees will receive an introduction to safeguarding from the Clerk and a copy of

this policy will be included in the Trustees' Handbook which new trustees are required to confirm that they have received, and which they are encouraged to read.

**Enquiries**

If you have any enquiries about this policy, or the way in which it is being interpreted, please contact the Lead trustee at [ouseleytrustsafeguarding@gmail.com](mailto:ouseleytrustsafeguarding@gmail.com)

**Dates of adoption and review**

This policy was formally adopted by the trustees on 9 May 2022 and will be reviewed on an annual basis.