THE OUSELEY CHURCH MUSIC TRUST



SAFEGUARDING POLICY

Approved by Trustees: May 2026
Next Review: May 2027

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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:

- Grants towards the costs of musicians, scholarships, bursaries, and choral outreach/development schemes.
- Means-tested assistance towards the fees of individual choristers at cathedrals and choral foundations (applications for this are submitted by the cathedral or school on behalf of the chorister).
- Purchase of liturgical music (not hymn books or psalters).
- Courses for individuals and groups of church musicians.
- Where there is no specific choir school: grants towards chorister support costs, including theory, instrumental and vocal tuition, plus travel and subsistence associated with choristers at cathedrals and choral foundations.
- 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. In **EVERY** case, the project must have a direct bearing on advancing choral excellence in worship.

Applications to the Trust must be made in writing (by email, or via an online application facility on the Trust's website) 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 organisation has a responsibility to safeguard and promote the welfare of children and young people.
- Everyone involved with the organisation 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 safeguarding 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 organisations receiving grants from the Trust comply with the core principles set out above. As part of our Terms and Conditions, institutions which are awarded grants must submit an up-to-date copy of their Safeguarding Policy prior to the grant being paid.

Lead trustee on Safeguarding

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 safeguarding, monitoring the Trust's performance in this area and being the first point of contact for third parties on safeguarding 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) 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 Chair 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 Chair and the Lead trustee) to have DBS clearance.

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

DBS Checks will be undertaken every 3 years.

It should be noted that Church of England clergy serving as trustees are all included on the Church of England National Register, with appropriate DBS clearance.

Recruitment

The trustees will follow Safer Recruitment procedures when recruiting new staff and trustees.

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.

All trustees are encouraged to undergo basic Safeguarding training. Many undertake this for other roles with which they are involved. The Clerk holds a record of Safeguarding training undertaken by trustees.

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.

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.

The Clerk's induction will include appropriate Safeguarding training.

The Pickering Fund

The Pickering Fund was established in 2017 to be used to make grants to young musicians born or brought up in Lincolnshire, and Nottinghamshire. Awards from the Pickering Fund are made biennially following auditions. Given the fact that auditions are held and those conducting auditions know the identity of the candidates, Trustees have put in place a specific set of safeguarding principles to be followed in respect of the Pickering Fund:

- Auditions must be held in the presence of the chair of the Pickering Group (an OCMT Trustee) and one other person (either a member of the Pickering Group or an OCMT Trustee).
- Anyone conducting auditions must have an up-to-date Enhanced DBS Certificate in the name of the OCMT or a portable DBS certificate, which has been checked and recorded by the Clerk. Wherever possible, auditions will be held on specific days in a suitable public place and conducted in batches.
- The Pickering Fund application form will enable appropriate records of the audition to be kept.

Enquiries

If you have any enquiries about this policy, or the way in which it is being interpreted, please contact Mrs Gillian Perkins, the Lead trustee at ouseleytrustsafeguarding@gmail.com

Dates of adoption and review

This policy was formally adopted by the trustees on 11 May 2026 and will be reviewed on an annual basis.