



Out of the Shadows Choir SAFEGUARDING CHILDREN POLICY

1. Introduction

1.1 Out of the Shadows Choir LTD is a for-profit organisation run by:

Out of the Shadows Choir Ltd. (Company Number 11895001)

and is referred to as 'Out of the Shadows' throughout this document.

1.2 Out of the Shadows address is:

22 Camrose Street, London, SE2 0JA

1.3 Out of the Shadows is managed by a management team (the Team). Our Designated Safeguarding Officer is Victoria Calver (Founder), who is part of the management team.

1.4 The Team has adopted this Safeguarding Children policy and it applies to all staff, including directors, paid staff, agency or freelance staff, volunteers, students, or anyone working on behalf of Out of the Shadows.

2. Purpose of the Policy

2.1 To protect children and young people who receive any service from Out of the Shadows Choir, including those who are the children of adults who may receive services from us.

2.2 To provide staff and volunteers with the overarching principles that guide our approach to safeguarding children and young people.

2.3 Out of the Shadows believes that no child or young person should experience abuse of harm of any kind. We have a responsibility for the protection of children and young people. We are committed to practise in a way that protects them.

3 Legal Framework

3.1 This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Working together to safeguard children (2017)
- Information sharing: advice for practitioners providing safeguarding services

4. Universality of Protection

4.1 We recognise that:

- The welfare of the child is paramount
- All children, regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- Some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5. Keeping Children and Young People Safe

5.1 We will seek to keep children and young people safe by:

- Listening to, valuing and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people.
- Adopting safeguarding policies and procedures, and a code of conduct for staff and volunteers.
- Developing and implementing an e-safety policy.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing training, support and supervision for staff and volunteers.
- Recording and storing information professionally and securely, and sharing information related to safeguarding and good practise with children, their families, staff and volunteers via one-to-one discussions (where appropriate).

- Using our safeguarding policy and procedures to share relevant information and concerns with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Creating and maintaining an anti-bullying environment supported by anti-bullying policy and procedure.
- Ensuring we have an effective complaints procedure in place
- Ensuring we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with law and regulatory measures

6. Other Policies

6.1 This safeguarding policy should be read together with the following policies and resources:

- Child Protection Procedure
- Anti-bullying Policy
- Mobile Phone Policy
- Uncollected Child Policy
- Missing Child Policy
- Safeguarding Code of Conduct

7. Contact Details

Designated Safeguarding Officer (DSO):

Victoria Calver

Phone: 07882450571

Email: admin@choiroutoftheshadows.com

Company Administrator:

Lauren Mawdsley

Phone: 07983597719

Email: admin@choiroutoftheshadows.com

CEOP

www.ceop.police.uk

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policies and annually.
This policy was last reviewed on 3rd November 2025.

Signed:

A handwritten signature in blue ink, appearing to read 'V. Calver', enclosed within a thin rectangular border.

Victoria Calver, DSO