



Drunken Chorus

Charity Number: 1161841

Contact: info@drunkenchorus.co.uk

COMPANY POLICIES

1. Safeguarding
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4. Health & Safety
5. Equal Opportunities

Updated & Approved by Board of Trustees: 06.03.23

Drunken Chorus - Safeguarding Policy – Updated 06.03.23

Our statement:

Drunken Chorus believe that it is unacceptable for any child or vulnerable adult to experience abuse of any kind.

- We have a responsibility to safeguard all children and vulnerable adults, to empower them and to promote their well-being
- We are committed to embedding safeguarding into all of our work
- The safety and well-being of children and vulnerable adults must always be our main priority
- All children and vulnerable adults have the right to equal protection from all types of harm or abuse regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation

The purpose of this policy:

- To protect children and vulnerable adults who participate in workshops and events with Drunken Chorus
- To clearly state our approach to safeguarding for staff, volunteers, children, young people, vulnerable adults and their families

This policy applies to all members of staff including the artistic director, the co-director, the board members, workshop facilitators, workshop support tutors and volunteers who are working on the behalf of Drunken Chorus.

This is how we will keep children and vulnerable adults safe:

- Treat them with dignity at all times. We will listen to them, value them and respect them
- Create a space that feels safe and welcoming for our workshop activities
- Complete Risk Assessments for each workshop or event
- Ensure workshop spaces are physically safe by implementing health and safety measures
- Appoint a Designated Safeguarding Lead
- Ensure the Chair of Trustees oversees safeguarding matters
- Recruit all staff and volunteers safely, making sure everyone has the correct checks
- Ensure all staff and volunteers follow current safeguarding best practice through robust policies, procedures and a code of conduct
- Share concerns and relevant information with agencies who need to know, and involve vulnerable adults, children, parents and carers appropriately
- Record and store all information securely
- Ensure a complaints and whistleblowing procedure is in place
- Manage any allegations against staff or volunteers appropriately
- Review our Safeguarding Policy each year and/or in line with changes in legislation

Legal framework

This policy should be read alongside our policies and procedures on:

- Activity Risk Assessments
- Equality, Diversity and Inclusion
- Health and Safety
- Safeguarding: What to do if you are concerned
- Staff and volunteers code of conduct
- Whistleblowing

This policy has been drawn up using information from the following legislation:

- Care Standards Act 2000
- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Criminal Justice and Court Services Act 2000
- Data Protections Act 1998
- GDPR 2018
- Health and Social Care Act 2008
- Human Rights Act 1998
- Keeping Children safe in Education: Statutory Guidance for Schools and Colleges
- Mental Capacity Act 2005
- Protections of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Revised Prevent duty guidance: for England and Wales
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- United Convention of the Rights of the Child 1991
- Working Together to Safeguard Children

Designated Safeguarding Lead	Sheena Holliday	sheena@drunkenchorus.co.uk
Deputy Safeguarding Lead	Chris Williams	chris@drunkenchorus.co.uk

I confirm that I have read and understood this safeguarding document:

Name	Signature	Date

Drunken Chorus - Staff and Volunteers Code of Conduct

This is a Code of Conduct for working with children, young people and vulnerable adults: promoting good practice and a safeguarding culture.

The following is a guide to help create a safe and protective culture for children, young people, vulnerable adults (participants), staff and volunteers. For full guidance in relation to child protection procedures please refer to the Drunken Chorus Safeguarding Policy.

Practice to be encouraged:

- * Treat all participants with dignity. Listen to them, value them and respect them.
- * Create a safe and welcoming workshop environment.
- * Involve participants in the decisions that affect them.
- * Always work in an open environment, avoiding private or unobserved situations.
- * Maintain a safe and appropriate distance with participants – avoid physical contact.

Unacceptable practise:

- * Invading the privacy of participants when they are toileting, changing or dressing.
- * Inappropriate physical or sexually provocative games
- * Making sexually suggestive comments about or to a participant even in fun
- * Inappropriate and intrusive touching of any form
- * Scape-goating or ridiculing a participant
- * Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- * Any form of physical punishment
- * Illegal use of drugs
- * Use of alcohol before/during a workshop
- * Bullying of any form, including name calling or constant criticism
- * 'Picking on' a participant because of their family background, manner of dress or physical characteristic



- * Racism, xenophobia or religious intolerance of any form
- * Favouritism and exclusion - all participants should be equally supported and encouraged
- * Abusive language or gestures

If any of the following occur you must report it immediately to Sheena Holliday, and fill in an incident report form as soon as possible after.

- * A participant discloses something to you
- * A participant is hurt
- * A participant seems distressed
- * A participant misunderstands or misinterprets something you have done
- * An allegation is made about you or a colleague

Drunken Chorus – Whistleblowing Policy

Purpose and scope

We are committed to creating and maintaining a culture of openness within our organisation so that individuals feel encouraged and confident to raise any concerns relating to suspected misconduct at an early stage.

We also recognise the negative effect which malpractice can have on the organisation, and therefore encourage you to raise genuine concerns, or any suspicions you may have concerning misconduct.

This Policy applies to paid staff and volunteers who work with Drunken Chorus.

This Policy is non-contractual and may be amended by us at any time.

Protection

We appreciate that those reporting concerns may be apprehensive. We want to reassure you that you will suffer no detrimental treatment as a result of voicing your concerns.

We will not tolerate victimisation, harassment, bullying or any other detrimental treatment of any worker who has made a disclosure under this Policy.

Should you feel you have been subjected to any detriment as a result of raising a concern under this Policy you should notify Sheena Holliday / Chris Williams.

Disclosures under this Policy

You can make a disclosure under this Policy if you have genuine concerns relating to any of the following areas of malpractice, or suspected malpractice:

- Criminal activity;
- Miscarriages of justice;
- Practices endangering health and safety;
- A safeguarding concern;
- Attempts to conceal any of the above.

The malpractice can be past, present or prospective. It may have occurred inside or outside the United Kingdom.

You are encouraged to report suspected wrongdoing as soon as possible. No action will be taken against you if you raise genuine concerns even if the concern you raised is not confirmed by any subsequent investigation.

Confidentiality and anonymity

Any disclosure you make under this Policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.

We hope you will feel comfortable to voice any concerns openly, however, you may make a disclosure anonymously. However, concerns expressed anonymously cannot be dealt with as effectively as open disclosures as they are often more difficult to investigate.



How to make a disclosure

In the first instance you should bring the matter to the attention of Sheena. If the disclosure contains allegations about Sheena Holliday or the malpractice occurs at this level, you may make the disclosure to Chris Williams

If your disclosure contains allegations which you do not wish to make to Chris Williams you can make the disclosure to Cathy Naden (chair of the Drunken Chorus advisory board)

Sheena Holliday can be contacted at sheena@drunkenchorus.co.uk 07813409304

Chris Williams can be contacted at chris@drunkenchorus.co.uk 07913966206

Cathy Naden can be contacted at cinaden@yahoo.com 07843664346

Investigation

Once a concern has been raised, we will investigate this. If you have not made the complaint anonymously, you will be asked to attend a meeting as part of this investigation.

We will keep you informed as to the progress of the investigation, as far as is possible and appropriate bearing in mind, in particular, any confidentiality obligations that apply. Please note that you will not be given details of any disciplinary action taken unless we consider this appropriate.

Dissatisfaction with the outcome of the process

If you are dissatisfied with the outcome of the investigation, you should raise this with Sheena Holliday, giving the reasons for your dissatisfaction. She will respond in writing notifying you of her acceptance or rejection of the need for further investigation and the reasons for this.

Breach of this Policy

We may invoke the Disciplinary Procedure if you are found to have subjected a whistle-blower to any form of detrimental treatment. It may also be invoked if you have intentionally misled us in respect of any matter, breached this Policy in any other way and/or if we believe that you have made a false allegation maliciously.

Drunken Chorus – Health and Safety Policy

STATEMENT OF GENERAL POLICY

1. Drunken Chorus fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES Chief Executive / Artistic Director

3. The Chief Executive / Artistic Director has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Safety Officer

4. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.
5. The Safety Officer is responsible for:
 - The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
 - Its application;
 - Monitoring and reporting on the effectiveness of the policy;
 - The provision of general advice about the implication of the law;
 - The identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
 - The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

HEALTH AND SAFETY MANAGEMENT PROCESS

6. Drunken Chorus believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
7. The Company requires staff and volunteers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive

action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

8. For major additional expenditure, cases of need will be submitted by staff / volunteers to the Chief Executive.
9. If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

10. It is the policy of Drunken Chorus to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
11. It shall be the responsibility of the manager to bring to the attention of all members of her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:
 - a clear statement of the role of the department;
 - regulations governing the work of the department;
 - clear reference to safe methods of working,
 - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
 - training standards;
 - accident reporting procedures;
 - departmental safety rules;
 - fire procedures;
 - policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

12. It is the policy of Drunken Chorus to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
 - standards laid down in the policy;
 - departmental guidelines;
 - relevant regulations;
 - environmental factors;
 - staff attitudes;
 - staff instructions;
 - methods of work;
 - contingency plans;
 - recording and provision of information about accidents and hazards and the assessment of risk.
13. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

14. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
15. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
16. In addition to carrying out Safety Audits, it is the responsibility of the department manager to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
17. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the Risks and decide on precautions
 - Record the findings and implement the precautions
 - Review the assessment and update when necessary

TRAINING

18. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
19. Three areas of need shall be given special priority:
 - training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
 - training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
 - induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

20. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

21. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

SPECIALIST ADVISORY BODIES

22. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

THE OCCUPATIONAL HEALTH SERVICE

23. It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

24. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

25. The Chief Executive is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Drunken Chorus premises. The Chief Executive delegates these responsibilities to the Directors.
26. In addition the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company) who will:
 - report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
 - undertake overall responsibility for fire training;
 - assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

27. Procedures for the, condemnation and disposal of equipment are determined by the Chief Executive. Managers introducing new equipment should have such equipment checked initially by the Safety Officer.

LIFTING AND HANDLING

28. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

29. Drunken Chorus policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from Head Office. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

30. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

CONTROL OF WORKING TIME

31. Drunken Chorus is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

32. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.
33. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves himself or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

34. Persons working in Drunken Chorus premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard



to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

35. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.
36. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

37. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
38. Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.
39. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

Drunken Chorus - Equal Opportunities Policy

Equal Opportunities Policy



Drunken Chorus believe it to be essential to uphold equal opportunities to all persons without discrimination. This policy sets out the charity's position on equal opportunities, with regards to employees (including recruitment and promotion), artists (commissioning / development support), participants and audience. It is intended to provide clear guidance and encouragement to employees and associates of the organisations at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, contract status, age, nationality, sexual orientation or religion.

Policies

1. To ensure that no freelance contractor, employee or artist receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. Drunken Chorus is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of the company's work.
2. Drunken Chorus recognise that this Equal Opportunities Policy, combined with other company policies and practices, maximises effective employees and team work, which is in both the organisation's and employees' best interests. Drunken Chorus recognise the benefits of a diverse workforce with different backgrounds, recruited solely on the basis of their ability.
3. The application of recruitment, training, promotion and contractual engagement policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
4. All employees of the organisation will be made aware of the provisions of this policy.

Recruitment and promotion

Employment

1. Drunken Chorus will not discriminate on the basis of sex, race, marital status, disability, age, part-time or contract status, sexual orientation, nationality or religion in the allocation of duties between employees & freelance contractors, employed at any level with comparable job descriptions.
2. Drunken Chorus will ensure that advertising and recruitment processes are accessible to all sections of society. We will actively promote vacancies and opportunities via a wide range of platforms, networks, community organisations, online / social media and other channels, and expand the range of available formats of information and application, to ensure we reach diverse potential employees and artists.
3. Drunken Chorus will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled

during employment or for disabled appointees. This is a central strand to the work of the company, and also applies to associate artists and companies, as well as participants and audiences.

4. All employees & freelance contractors will be considered solely on their merits for career development and promotion with equal opportunities for all.

Audiences

1. Drunken Chorus will not discriminate against audiences / members of the public in any way, on the basis of sex, race, marital status, disability, age, part-time or contract status, sexual orientation, nationality or religion.
2. We will take all steps possible to remove barriers to accessing our work for all members of the public. This includes (but is not limited to) a minimum commitment to: step-free access for all events, performances, workshops and festivals, alongside: increased provision of enhanced access for d/Deaf and visually impaired audiences; supported access for adults with learning disabilities.
3. Drunken Chorus will ensure that marketing materials for events, projects and festivals are accessible to everyone, and that marketing activity reaches marginalised, minority and hard to reach groups. We will consult partner organisations, specific communities, and members of our diverse board of trustees, to always reassess how we are making sure that everyone can easily find out about our projects and to take part if they would like to.

Participants

1. Drunken Chorus will not discriminate against project participants in any way, on the basis of sex, race, marital status, disability, age, part-time or contract status, sexual orientation, nationality or religion.
2. Drunken Chorus will take all steps possible to remove barriers to all participants accessing our projects.
3. We will ensure that participant recruitment is accessible to everyone, and that opportunities to take part are reaching marginalised, minority and hard to reach groups.
4. We will ensure that any registration or application processes to take part in our project are accessible and non-discriminatory, and that there are alternative formats or communication methods in place for those that need them.

Training

1. Employees and volunteers will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, nationality or religion.
2. All employees will be encouraged to discuss their career prospects, training and access needs with their Line Manager or the HR Department.

Grievances and victimisation

1. Drunken Chorus emphasises that discrimination is unacceptable conduct, which may lead to disciplinary action under the organization's Disciplinary Procedure.
2. Any complaints of discrimination will be pursued through the organisation's Grievance Procedure

Responsibility

The Board of Trustees has overall responsibility for ensuring the implementation of this Equality and Diversity Policy.

The organisation's joint directors are responsible for ensuring all staff, freelancers and volunteers are familiar with this policy, and that they conduct themselves in accordance with it.

All employees should ensure they follow all points set out in this Equality and Diversity Policy: treating both colleagues and the public with dignity and respect; not discriminating, harassing or victimising colleagues or the public; challenging inappropriate behaviour exhibited by other staff.

Breaches of this policy

Drunken Chorus takes seriously complaints of any form of harassment, victimisation and discrimination by employees, volunteers, artists, participants, the public and any others within the our projects, events and activities. We take a robust approach to any breaches of this policy. Serious cases of deliberate discrimination may result in dismissal from the organisation, cancellation of freelance contracts, or termination of artist performance / support agreements.]

If an employee, volunteer or artist believes that they have been the target of discrimination, they are encouraged to follow the guidance in the organisation's Whistle Blowing Policy. We will treat complaints in confidence and take appropriate steps.

Drunken Chorus will not tolerate employees being further victimised for making a discrimination complaint. Additionally, any false allegation made deliberately, and proven to be so, will be itself treated as misconduct and dealt with appropriately.