

SSEMK – Safeguarding Statement

For Classical Concert Series at the Church of St Mary Kenardington

1. Purpose and Scope

This statement outlines how **SSEMK** ensures the safety of all attendees, with a specific focus on children (under 18) and adults at risk. We run approximately six classical concerts per year with a maximum capacity of 100 people per event. While our events are targeted at a general audience and attendance by children or vulnerable adults is low (less than ten per year), we are committed to a safe environment.

2. Primary Attendance Policy

- **Supervision:** Children under the age of 16 and vulnerable adults requiring care **MUST** be accompanied by a parent, guardian, or responsible adult carer at all times.
- **Responsibility:** **SSEMK** staff and volunteers do not provide dedicated care, supervision, or regulated childcare activities during concerts.

3. Code of Conduct for Organisers and Volunteers

All team members and volunteers must adhere to the following rules:

- **The Rule of Two:** No volunteer may be left completely alone or out of sight in a room with a child or vulnerable adult.
- **Physical Contact:** Volunteers should avoid unnecessary physical contact.
- **Private Communication:** Do not exchange personal contact details, social media handles, or photos with minor attendees.
- **Transportation:** Volunteers must never offer private transport or lifts to unaccompanied minors or vulnerable individuals.

4. Lost Property & Missing Persons

- **Lost Child/Vulnerable Adult:** If an unsupervised minor or vulnerable person is found distressed or separated, two volunteers must stay with them in a public area of the church.
- **Announcement:** A discreet announcement will be made to locate the parent or guardian.
- **Authority Liaison:** If a guardian cannot be located within 30 minutes, the local police will be contacted.
-

5. Reporting Procedures & Key Contacts

Any volunteer who witnesses an incident, receives a disclosure, or suspects a safeguarding issue must immediately log the details and report it to the designated leads below. **They should never attempt to investigate the matter themselves.**

- **Our Organisation Safeguarding Contact:** Dr. Stephen Coles

Church Venue Designated Safeguarding Lead (DSL): Mrs. Pauline Williams: 07907 676829

Email (confidential disclosures and concerns): safeguardingsaxonshoreline@btinternet.com

Local Authority Safeguarding Team (MASH/Adult Social Care):

Phone (Daytime): 03000 41 61 61 (Monday to Friday, 8:30am to 5pm)

Phone (Out of Hours): 03000 41 91 91 (for emergencies outside normal working hours)

Emergency Services: 999

6. Venue Agreement

SSEMK formally agrees to abide by the overarching safeguarding policy, emergency reporting lines, and facility regulations the Church of St Mary Kenardington for the duration of all hire periods.

Signed on behalf of the organisation:

Name: Dr. Stephen Ridgeway Davis Coles

Role: Artistic Director, **SSEMK**

Signature:



Date: 31st August 2026