

# The Songwriting Project

## Operating Policies

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Date	Version	Summary of changes	Owner
5/1/22	1	Document created	Amy Hopwood
6/4/23	2	Document reviewed and links tested	Amy Hopwood
18/9/23	3	Up-dates to safeguarding links following change of location	Amy Hopwood

# 1) Introduction

The Songwriting Project delivers community songwriting and singing projects, designed to build people's confidence, creativity and social connection, and support improvements in their overall health and wellbeing.

It is of huge importance to us that we deliver these activities in a safe environment, keeping people free from harm, discrimination or misuse of their data. This document sets out the ways we work to ensure this.

# 2) Equality, diversity and human rights

The Songwriting Project is committed to creating an environment free of bullying, harassment, victimisation and unlawful discrimination; promoting dignity and respect for all; and to working within the bounds of all relevant equality and human rights legislation.

We will promote equality of opportunity; tackle discrimination and disadvantage; and will not tolerate harassment or intimidation. We aim to ensure nobody receives less favourable treatment on the grounds of sex, gender, gender reassignment, age, race, colour, nationality, ethnic or national origin, disability, marital/civil partnership status, sexual orientation, pregnancy or maternity, responsibility for dependents, trade union or political activities, criminal record, place of residence, religion, faith or other beliefs or health statuses.

The Songwriting Project will endeavour to make sure its services and projects meet the needs of diverse communities, and particularly those groups facing disadvantage and discrimination. We want our projects to be a place where the individual differences and the contributions of all participants are recognised and valued.

## Further information

More about the Equality Act 2010 [HERE](#)

More about the Human Rights Act 1998 [HERE](#)

# 3) Safeguarding policy

The Songwriting Project wants everybody to be safe from abuse when they participate in any of our projects. Abuse could be physical, sexual, psychological, neglectful or financial, and could take place between leaders, participants or members of the public, in any combination. The following process is designed to help safeguard people from abuse.

## **What should I do if I have a safeguarding concern?**

- The first step is to speak to the project leader, Amy Hopwood\* and explain your concern.

- Amy will record it as an incident and seek advice from the appropriate body. This will usually be the safeguarding lead at the organisation funding the project and/or the local safeguarding partnership.
- Amy will follow up with you and let you know what has happened as a result.

**\*What if my concern relates to the project leader?**

- In this case you should report your concern directly to the project funder and/or the local safeguarding partnership.

Useful contacts:	
The Songwriting Project – Amy Hopwood	<a href="mailto:amy@thesongwritingproject.co.uk">amy@thesongwritingproject.co.uk</a> 07590 827887
Dorset – Adults	Online reporting and website <a href="#">HERE</a>
Dorset – Children and Young People	Online reporting and website <a href="#">HERE</a>
Hampshire – Adults	Online reporting and website <a href="#">HERE</a>
Hampshire – Children and Young People	Online reporting and website <a href="#">HERE</a>
Devon – Adults	Online reporting and website <a href="#">HERE</a>
Devon – Children and Young People	Online reporting and website <a href="#">HERE</a>

**Further information**

More information and advice about safeguarding from the Ann Craft Trust: [HERE](#)

## 4) Health and safety

The Songwriting Project will always try to ensure people are physically safe when they participate in any of our projects. We do this through:

- Selecting project venues and outdoor locations carefully, with a view to their suitability for any given group of participants.
- Carrying out risk assessments in advance and mitigating risks wherever possible.
- Following Covid-19 guidelines as laid out by government and by professional singing organisations.
- Having the appropriate Public Liability Insurance in place.

**Further information**

Guidance around singing and Covid-19 [HERE](#)

## 5) Protecting your data and your privacy

The Songwriting Project will adhere to the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This means:

- We will collect only the minimum amount of personal data needed to administer the project

- We will keep your data safely and securely
- We will not share it with anyone else without your permission
- We will not keep your data for longer than necessary

You can make a request to see what data we hold on you at any point by contacting [amy@thesongwritingproject.co.uk](mailto:amy@thesongwritingproject.co.uk)

During some projects we will take photos, and together we may create audio and/or video recordings of our songs. We will always explain how these photos or recordings are intended to be used or shared (e.g. YouTube, Facebook), and seek your written permission before we start.

#### **Further information**

More about Data Protection [HERE](#)

## **6) Complaints and feedback**

We genuinely welcome your feedback, whether good or bad, as we recognise that understanding what people think of us is the best way to get better at what we do!

Please send any complaints or feedback to [amy@thesongwritingproject.co.uk](mailto:amy@thesongwritingproject.co.uk) and we will respond within two weeks of receipt.