

## Crouch End Festival Chorus Child Safeguarding Policy

- Crouch End Festival Chorus (CEFC) is a voluntary music organisation that occasionally involves children and young people in our concerts. This policy supports the implementation of our legal duty to safeguard the welfare of the children and young people performing with us.
- CEFC shares this safeguarding responsibility with the children's teachers, parents, guardians and carers. We are aware of the possible risks to children in relation to the activities they undertake. These include activities involved with travel; rehearsal and performance duration; other choir members; and standards of health and safety in the buildings used by the Choir.
- All members of the Chorus, employees, volunteers and members of partner organisations are aware of our safeguarding policy.
- Adults involved with CEFC are required to abide by the safeguarding policy, and to immediately report concerns to one of the named persons who are trained as child protection officers.
- Named protection officers are trained in procedures for ensuring child safety and have regular update training.
- CEFC abides by the requirements of the "*Approval of a body of persons: guidance for LA and amateur groups*" including obtaining the required information about children from groups with whom we collaborate.
- The policy and guidelines are regularly updated and disseminated by the Trustees.

### Safeguarding children and young people

CEFC takes all reasonable measures to ensure that the risks of harm to children's welfare are minimised. To achieve this we:

- Treat all children and young people with dignity and respect, and are mindful of their needs with regards to age, sex, disability and ethnicity.
- Secure a signed Memorandum of Understanding (MOU) with schools and children's groups with whom we work which clearly outlines the safeguarding procedures we follow and expect the groups to follow for rehearsals and concerts in which the children are involved.
- Ensure that appropriate chaperones (parents/carers/teachers) are present when CEFC is working with children and young people.
- Secure parental consent in writing, in advance, for involvement in CEFC activities using Chorus forms or request that schools and children's choirs with whom we work have followed their procedures for safeguarding.

- Recognise that there may be a necessity for additional DBS checks in certain situations and the General Manager will ensure these are put in place when required.
- Take all allegations of abuse seriously and respond to them promptly, in line with CEFC child protection procedures.

### **Recruiting and selecting staff and volunteers**

CEFC requires that for all schools and music groups with whom we work, the teachers, parents/carers accompanying children have been recruited according to the practices laid down by the selection criteria in place at their schools or music groups, including up-to-date DBS checks, as recommended by the local safeguarding board.

Accompanying parents/carers without a DBS check will always be supervised by a DBS checked adult when in the presence of young people. Prior to their involvement, volunteers will be given clear roles, responsibilities and accountabilities and will be given both written and verbal explanations of procedures by the General Manager.

### **Photographic records/ filming of children**

Individual choir members may not film nor take photographs of the children and young people. All schools and music groups for children with whom CEFC works will request that parental consent is sought in advance and in writing, for photographs or film of children and young people performing with CEFC by an official CEFC photographer for official choir purposes.

### **Records of personal information on children**

Working records and programme notes will only record the child's name, and school or organisation. Consent forms containing addresses and other family details will be kept by the project manager and Chorus General Manager for the duration of the project then destroyed immediately and securely.

### **Responding to suspicions and allegations**

CEFC has a responsibility to act on each child protection concern raised, through informing the designated Protection Officers, and initiating the Child Protection protocol.

Any expression of concern regarding a child, CEFC member, or associated CEFC partner must be reported immediately to one of the designated protection officers. This officer will immediately inform the General Manager and together implement the child protection protocol.

### **CEFC Designated Protection Officers**

CEFC maintains a register of designated protection officers.

## **Policy review**

This policy will be reviewed annually by the CEFC Trustees, or in the case of an incident referred to protection agencies, at a specially convened meeting.

## **CEFC Safeguarding Protocols**

### **Guidance for working with children and young people**

- Work in open, visible spaces avoiding private and unobserved situations.
- Work in pairs wherever possible, using DBS checked adults.
- Maintain a safe and appropriate distance from participants, do not initiate nor encourage physical contact with a child or young person.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Do not chastise or shout at a child. Seek behaviour support from the accompanying chaperone.
- Strive to be an excellent role model – this includes not smoking and drinking in their company.
- If there is any situation with a child that concerns you, inform the designated protection officers or General Manager as soon as possible.
- If a child reports an allegation follow the guidance below and then report immediately to one of the named child protection officers.

### **Guidance if a child/young person reports abuse to a CEFC member or Trustee**

- Remain calm, accessible and receptive
- Listen carefully without interrupting
- Be aware of the non-verbal messages you are giving
- Make it clear that you are taking them seriously
- Acknowledge their courage and reassure them they are right to tell
- Reassure them that they should not feel guilty and that you're sorry that this has happened to them
- Avoid leading questions
- Tell the child what you are going to do next which should be to ask them to come with you to talk to the general manager or a designated protection officer
- As soon as possible afterwards, write down what was said and who was present, using the child's actual words wherever possible.

## **CEFC Child Protection Protocol**

- Every reported issue must be logged in writing

- The suspicion or allegation must be shared immediately with the CEFC General Manager.
- The General Manager will promptly discuss the incident/allegation with the relevant parent/carers/teachers and protection agencies (the police and or Haringey LSCB).
- Advice will be sought from, and CEFC will be guided by, the appropriate protection agencies as to next steps.
- CEFC will strive to ensure confidentiality is maintained for all concerned.

**Haringey Local Safeguarding Children Board**

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**Email:** [lscb@haringey.gov.uk](mailto:lscb@haringey.gov.uk)

This policy will be regularly reviewed by the Trustees, will be posted on the CEFC public website, and will be included in the pack given to all new members.

<b>Policy title</b>	<b>Child safeguarding policy</b>
Date adopted	September 2014
Frequency of review	Annual
Last reviewed	February 2018
Last approved by Trustees	July 2018
Next review due	February 2019

*Crouch End Festival Chorus is a registered charity number 1110790, limited by guarantee and registered in England number 5052052. Registered office: 18 Stanhope Gardens, London N4 1HT*