

**Crouch
End
Festival
Chorus**

CEFC Working with Children Procedures

Purpose

Crouch End Festival Chorus (CEFC) is a voluntary music organisation that occasionally involves children and young people in our concerts and workshops. These procedures set out the steps which must be taken to ensure that the risks of harm to the welfare of children and young people who take part in CEFC activities are minimised.

Scope

These procedures apply when children and young people take part in concerts and other activities organised by CEFC, and should be read in conjunction with the CEFC Child Safeguarding Policy and Procedures (see singers' pages of the website).

CEFC shares child welfare and safeguarding responsibilities with the children's teachers, parents, guardians and carers. We are aware of the possible risks to children in relation to activities which they take part in with the choir. These include the behaviour of adults involved in the choir; travel arrangements; rehearsal and performance duration; and standards of health and safety in the buildings used by the choir.

Principles

These procedures support the implementation of our legal duty to safeguard the welfare of children and young people who take part in our activities, as set out in the CEFC Child Safeguarding Policy and Procedures, and in accordance with the legislation governing performances by children:

<https://www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation>

Procedures for working with children and young people

The CEFC Child Safeguarding Policy requires the choir to appoint a Designated Safeguarding Lead (DSL). It is the responsibility of the General Manager, supported by the DSL, to make sure that the choir meets its legal obligations, abides by local regulations and adheres to best practice in activities which involve children and young people. The General Manager/DSL should:

- draw the attention of all members of the Chorus, permanent and occasional contractors, volunteers and members of partner organisations to the CEFC Child Safeguarding Policy and Procedures, and this document, CEFC Working with Children Procedures.
- ensure that valid DBS checks are in place for all adults involved in the choir who are in direct contact with children and young people during choir activities. These individuals must be subscribed to the DBS update system and their DBS renewed annually. A register of named individuals showing the date by which their DBS check must be

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renewed should be kept by the General Manager on CEFC's private site (currently SharePoint).

- ensure that all individuals who take on a Designated Safeguarding role complete appropriate Safeguarding training every two years. This training is available through a variety of sources – check with Making Music for an appropriate source. Maintain a register to show when further training is required.
- secure a signed Memorandum of Understanding with schools and children's groups with whom we work, which clearly outlines the child welfare and safeguarding procedures we follow, and which we expect partner organisations to follow, for rehearsals, concerts and workshops in which children and young people are involved.
- abide by the regulations regarding child performers stipulated by the local authority in which the performance will take place. This will normally require making an application for a 'Body of Persons Approval' for exemption from the Children (Performances) Regulations 1968. Ample time must be allowed for this process. Guidance and regulations may vary from one borough to another and can be found online.
- secure parental consent in writing, in advance, for involvement in CEFC activities using CEFC forms, or ensure that schools and children's choirs with whom we work are following appropriate procedures for safeguarding.
- ensure that appropriate chaperones are present when CEFC is working with children and young people. It is a CEFC requirement that teachers and parents/carers acting formally as chaperones must have been recruited by the schools or music groups in accordance with guidelines provided by the local Children's Safeguarding Board, including having up-to-date DBS checks. Accompanying parents/carers without a DBS check must be supervised by a DBS-checked adult when in the presence of young people. If required, independent licensed chaperones will be hired by CEFC. The cost of hiring chaperones should be included in the budget.
- record only the child's name and school or organisation in working records and programme notes. Consent forms containing addresses and other family details are to be held securely by the project manager and Designated Safeguarding Lead for the duration of the project, or for the length of time specified by the borough concerned (e.g. Lambeth = six months), then destroyed immediately and securely after that time.
- secure parental consent in advance and in writing, for photographs or film of children and young people performing with CEFC to be taken by an official CEFC photographer for official choir purposes. Choir members and other adults present are not permitted to film or take photos of the children and young people.
- arrange toilet facilities for children and young people which are separate from adult facilities.
- check whether any of the children or young people have any health needs or allergies and make appropriate arrangements.
- remind choir members, and all other adults taking part in a choir activity involving children and young people, to follow any instructions given by the General Manager and/or Designated Safeguarding Lead.

General 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 or 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.

Review

These procedures will be regularly reviewed by the Trustees and management committee. The Working with Children Procedures will be posted on the CEFC public website, and a copy will be included in the pack given to all new members.

Document title	Working with Children Procedures
Date adopted	February 2021
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