

## **AIREDALE FLUTE CHOIR:**

# **CHILD PROTECTION AND SAFEGUARDING POLICY**

Policy prepared by: Lauren Stafford

Next review date: 01/09/24

### **Overview Commitment to Safeguarding**

The purpose of this document is to ensure that every child who attends Airedale Flute Choir is safe and protected from harm. We believe that a child, young person or vulnerable adult should never experience abuse of any kind (emotional, physical, financial, sexual, verbal, psychological, cultural, neglect, self-neglect, self-harm, bullying or peer-on-peer abuse, cyber-bullying, trafficking, criminal exploitation and gangs, female genital mutilation, grooming). We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. All staff have a responsibility to ensure that children have a safe environment to rehearse in and ensure any allegations of abuse are reported to the appropriate authorities.

### **About this policy**

- This policy applies to all members, staff, volunteers and anyone working as freelance for Airedale Flute Choir.
- The purpose of this policy is to guide members, staff and volunteers with our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
  - Children up to the age of 16 or young people aged 16-18.
  - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

### **This policy aims to:**

- Protect children, young people and vulnerable adults who are members of Airedale Flute Choir
- Ensure that staff and volunteers working with children, young people and vulnerable adults understand and accept responsibility for the safeguarding of vulnerable individuals
- Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when Airedale Flute Choir undertakes any concerts or events outside of rehearsal

### **Person in charge of safeguarding at Airedale Flute Choir**

Lauren Stafford has responsibility for all safeguarding issues. All queries and concerns relating to safeguarding should be passed on to Lauren Stafford.

All other volunteers at Airedale Flute Choir have the appropriate level of DBS and recognise their duty of care in safeguarding vulnerable individuals attending. They have also completed a Level 1 Introduction to Safeguarding course.

Lauren Stafford holds first aid training and keeps a first aid kit to hand.

### **Ways of Working- Rehearsals and approach to safeguarding at Airedale Flute Choir**

This section includes:

- Recruitment practices around safeguarding
- The safeguarding of vulnerable people at rehearsals
- Procedures for raising and dealing with safeguarding concerns
- Technology/Internet/Social Media

#### **Recruitment practices around safeguarding**

All Airedale Flute Choir volunteer staff members require the appropriate level of DBS which will be requested before any work is undertaken.

Volunteer staff members also complete a Level 1 Introduction to Safeguarding Course.

#### **Safeguarding of vulnerable people at rehearsals**

- A vulnerable person is not to be left alone with an adult, unless that adult is DBS checked and working as a member of staff at Airedale Flute Choir
- Lauren Stafford and or staff member are to be the last to leave the rehearsal venue once the activity has finished and will be responsible for ensuring vulnerable people are reunited with their parents/carers/guardians.
- For performances in external venues, the required number of approved licensed chaperones will be present with ratios as required. Airedale Flute Choir will ensure Performance Licences are acquired for each child performing, or exemption form and BOPA application completed.
- Transport to and from rehearsals is the responsibility of parents/guardians. If informal arrangements are made between parents of choir members to share lifts this is at the discretion of the parents/carers involved and Airedale Flute Choir holds no responsibility for this.
- Members will be registered in and out of rehearsals. Vulnerable individuals are our responsibility until the end of the rehearsal when they will be registered back to parents/carers. We ask that parents/carers collect their child from the rehearsal room.

## **Safeguarding Procedures- Raising and Dealing with Safeguarding Concerns**

- If any member, staff or volunteer of Airedale Flute Choir witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the person in charge of safeguarding; Lauren Stafford.
- If Lauren Stafford is not available, or is involved in or connected to, the abuse, it should be reported to a DBS checked member of staff or the Local Authority.
- If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
- Lauren Stafford will ensure to inform the appropriate authority in dealing with the reported incident.

## **Technology/Internet/Social Media**

Increasingly, technology is making it easier for video pictures and images to be used inappropriately as printed material or on the web. Equally inappropriate images and texts can all too easily be shared on mobiles. It is important that we should take practical steps to ensure that pictures and images of members taken, not only by members of the Airedale Flute Choir team but also by parents and carers, are done so in a way that reflects the safety of Airedale Flute Choir.

In order to ensure that use of photography and video is safe, staff should:

1. Inform parents whether or not they have permission to take photographs and videos of their child/children while involved in performances/rehearsals. This decision is made on a case-by-case basis depending on whether or not we have been made aware of children whose photos must not be shared, for their protection. Media Consent is covered in the registration form.
2. Ensure that photography /video recording only takes place in designated areas. For example, in the main rehearsal room, where the performance is taking place and not in 'backstage' areas.
3. Have in mind that there may be those who would want to misuse the opportunity to take photographs and film pupils in your care.

Communication by electronic means or by texting will not be used with individual children under the age of 18. All communication in these forms will be via their parents/carers.

## **Records**

A record of all Airedale Flute Choir staff and their enhanced DBS certificate number is held securely by Lauren Stafford. All staff and volunteers are expected to read this policy and confirm that they have read and will adhere to this Policy.

**Policy review:** This policy will be reviewed and amended (if necessary) on an annual basis by the management committee. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.