

ROCK CHOIR CHILD PROTECTION POLICY AND POLICY FOR THE PROTECTION OF VULNERABLE ADULTS

Introduction

This policy statement sets out the means by which Rock Choir Ltd, Unit 7 Hurlands Business Centre, Hurlands Close, Farnham, Surrey, GU9 9JE will ensure that every precaution is taken to care, nurture and protect children and vulnerable adults involved in activities with Rock Choir Ltd. It is based on the Children Act, Home Office *Safe from Harm* guidelines. The policy will be reviewed and approved by the Rock Choir management team annually.

Aims

Our aims are to promote good practice in the protection of children and vulnerable adults and to protect those, who on either a paid or voluntary basis work with them on behalf of or in the name of Rock Choir Ltd.

Principles

1. Children and vulnerable adults will be protected.
2. The welfare of the child is paramount.
3. All allegations of abuse will be taken seriously.
4. We will collaborate with statutory and voluntary agencies.
5. Volunteers will be supported and guided by the Rock Choir team and their Choir Leader.
6. We will use the Criminal Records Bureau and the Independent Safeguarding Authority to check all volunteers and paid staff that have regular direct contact with children.

Definitions

Children are defined as children and young people aged under 18 years. Vulnerable adults may be regarded as those who are elderly and frail (especially if they live alone), have learning difficulties, have mental health problems or in other ways, appear less than fully self-sufficient.

Procedures

Rock Choir Ltd will appoint a Child Protection Officer who will work with the Rock Choir Team to ensure that this Child Protection policy is adhered to and updated in line with best practice as necessary.

Volunteers

Rock Choir often relies on the work of volunteers supporting all Rock Choir activities such as rehearsals, events & concerts. This work often (but not always) involves children, young adults and vulnerable adults. It is considered that obtaining Disclosure and Barring (DBS) Service checks for all volunteers would place an unacceptable burden on those organizing activities and may stem the flow of willing volunteers. However, we are committed to excellence in the area of Child Protection and so we will regularly review all volunteer roles to determine which roles are considered likely to have substantial direct contact with children or vulnerable adults. All such volunteers will be required to be checked by the DBS.

It will be left to the Rock Choir Team's discretion in consultation with the Child Protection Officer as to an individual person's suitability of working with children. The Child Protection Officer or nominee will then ensure that the volunteer completes a DBS Form. The list of volunteers will be reviewed annually at the beginning of each calendar year and the DBS forms will be updated in accordance with the incoming ISA (Independent

Safeguarding Authority) recommendations. A DBS check will be completed for all formal Rock Choir Team Members paid or unpaid.

Good Practice Guidelines for Children's Activities

1. At each meeting of children & young people there should be at least one adult to 15 children. Wherever possible there will be at least two adults present at all times.
2. Where possible the gender of the adults should reflect that of the group i.e. at least one man if there are boys present, at least one woman if there are girls.
3. If it is felt appropriate for children to divide into smaller groups with only one adult supervising each smaller group, this is acceptable if there is an open door between the groups.
4. No person under the age of 18 years should be left in sole charge of children of any age.
5. No child or young person should be left unattended at any time. This is of paramount importance. If it looks likely that a child will be left alone, a responsible adult should remain with the child and alert the child's parents/another adult to the situation.
6. A register should be kept of children attending each activity. It should include name, address, telephone number, date of birth and emergency contact details.
7. A record should be kept of attendance at each meeting.
8. If an activity is to be held somewhere other than at a choir rehearsal, then written permission (informed consent) from parents/carers must be obtained specifically for this activity.

Administration

Rock Choir and the leader of any activity involving children will be responsible for ensuring that:

1. records, registration forms and registers are kept and stored confidentially in a secure place at the Rock Choir Office or with the Choir Leader as they conduct their tasks.
2. each volunteer associated with that activity complies with this Child Protection Policy
3. in conjunction with the Rock Choir, will determine whether their role entails substantial direct contact with children or vulnerable adults.
4. the Child Protection Officer or nominee is informed of all volunteers who require a DBS check
5. Unsupervised contact with children or vulnerable adults is avoided until the volunteer has been cleared by the DBS.

The Child Protection Officer or nominee will:

1. Liaise with the Rock Choir team and each rehearsal venue.
2. Maintain an up to date list of all employees/volunteers.
3. Ensure that each role within Rock Choir has a job description which reflects child protection issues.
4. Provide DBS forms to each volunteer referred to her/him.
5. Check the evidence of address/identity provided by that volunteer.
6. Send the form to the DBS.
7. Receive back from the DBS the outcome of the check.
8. Keep personal information on volunteers in a secure place.
9. In conjunction with the Rock Choir team and DBS decide on an appropriate course of action in the event of a positive disclosure.
10. Keep a record of the dates of DBS checks of all volunteers and ensure that they are updated five yearly.

Rock Choir and Child Protection Officer must assure itself that there is a place where records can be stored securely and confidentially. Retention of DBS forms must be

indefinite and Rock Choir will be responsible for their long-term storage. This storage will take place at the Rock Choir Office and will be secure.

Action if an allegation of abuse is made or an adult working with a child is concerned about possible abuse

A child should always be taken seriously. The adult should consult the leader of the activity and the Rock Choir Team and the Child Protection Officer (contact details are given at the end of this document). The adult should not investigate or contact Social Services directly except in an emergency.

The Role of the Rock Choir

Rock Choir is registered with the DBS and will apply and pay for CRB checks for all staff/volunteers where checks are required.

Awareness

Rock Choir will include Child Protection awareness for choir leaders as part of their ongoing brand awareness with Rock Choir. Volunteers will take direction from the Choir Leader as they will be kept up to date with latest practice and thinking. New employees/volunteers will be individually briefed on Child Protection issues. All workers, paid or voluntary will be given a copy of this policy to ensure consistency of approach.

Insurance

Rock Choir is covered for Public Liability Insurance with the Liverpool Victoria Insurance Company. The observance of 'reasonable care' is a standard insurance condition. The policyholder has a duty to adopt 'best practice'.

Monitoring

The implementation of this policy (supervision, registers, registration forms etc.) will be monitored on a regular basis by the Rock Choir Team and the Child Protection Officer should provide reports on Child Protection issues at each Rock Choir meeting.

Evaluation

To ensure accountability, the Child Protection Representative will present an evaluation report to the Rock Choir annually.

Contact Number - 01252 714276

Rock Choir Office/DBS Administration - Toni Trevorah
Director of Rock Choir - Caroline Redman Lusher
Child Protection Officer for Rock Choir - Stephanie Holiday

Rock Choir Registered Office,
Unit 7 Hurlands Business Centre
Hurlands Close
Farnham
Surrey
GU9 9JE