



CHILD PROTECTION POLICY

Harlow Chorus is committed to ensuring the safety and well-being of all children and young people with whom it works and comes into contact.

All children without exception have the right to protection from all forms of abuse; physical, sexual, emotional and neglect; all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and all the Choruses committee and members have a responsibility to report concerns.

HC is committed to following the agreed procedures and the relevant statutory guidelines. HC has an adult membership so does not have responsibility for the care of children as part of its regular activities.

It is the general policy of HC for members not to take direct responsibility for young people but to work with children who are in the care of an appropriate responsible adult.

Contact with children falls into the following categories:

1. Young people aged over 16 may become student members of HC. Children may attend events such as Singing Days.
2. Children attend public performances given by HC
3. Children take part in some concerts organized in conjunction with local schools, such as Christmas Carol Concerts

HC will appoint a Child Protection Officer who will ensure that the Chorus' procedures are followed and who will advise the committee on matters relating to children to ensure that their interests are protected. This person will be CRB checked. *(This post will normally be combined with the role of Schools Liaison officer.)*

Any member who has concerns about a child should, in the first instance, refer to the Child Protection Officer. The Child Protection Officer will report to the committee at least once a year on whether the procedures have been adhered to – this will normally be done in conjunction with the annual review of the policy.

The following guidelines should be followed to ensure adherence to this policy.

In general, members should avoid all situations where an adult is alone with a child; children should always be accompanied by the parent, friend or teacher who is responsible for their care ("the appropriate adult").

Guidelines relating to young people joining Harlow Chorus or attending events such as Singing Days:

1. Young people under the age of 18 must have the written permission of their parent or guardian to join Harlow Chorus which should include responsibility for their transport to and from rehearsals and other events.

2. Young people under the age of 18 may attend rehearsals, concerts and other events, such as Singing Days, only if accompanied by their parent or guardian or by an appropriate adult nominated in writing by their parent/guardian.

3. The Child Protection Officer will be identified to all young people participating in events as the principal person they should turn to if they have any concerns or questions.

4. Members of HC should not give lifts to young people (unless they are the nominated appropriate adult) except in an emergency when they should ensure that there is another adult in the car with them.

Guidelines relating to children attending public performances.

1. No child will be admitted to concerts or events organized by HC unless they are accompanied by an appropriate adult.

2. Special discounts for children will always refer to “accompanied children”.

3. If children need to use the toilets at concerts or events or leave the main venue for any other reason, members and ushers should ensure that they are accompanied by the appropriate adult. If that person is not immediately available, then two members/ushers should guide the child.

Guidelines relating to children taking part in joint events with HC

When Harlow Chorus involves children in joint events by working with local schools, children will be in the care of their teacher or other adult approved by the school to which they belong.

Guidelines for joint concerts to be issued to participating schools must clearly identify that the responsibility for the welfare of the children lies with the school staff.

In particular:

1. All school groups must be accompanied by the appropriate number of qualified school staff with a senior member of staff present at all times, and helpers in accordance with the school’s own guidelines for school trips. At Harlow Chorus events the pupils are the sole responsibility of the school staff and must be properly supervised at all times.

2. No children are to be left at venues unattended. They must be met by their teacher. Primary schools will be asked to ensure that parents are aware that they must register their children with the teacher when bringing them to an event. All children must be registered in, and back to the care of their parents at the end of the performance by the school staff. Secondary pupils will be required to report to their teacher on arrival.

3. No photography or video recording of rehearsals or concerts may be made by anybody (including parents) without specific prior approval of the individuals concerned, their parents and the HC committee. For guidance, parents/carers may be allowed to take photographs so long as they are strictly for personal use and not shared on the internet, including Facebook and other social media.

4. Members going into schools to assist with rehearsals must comply with the schools' requirements for visitors (which may include CRB checking).

5. The Child Protection Officer (or a nominated approved deputy) will be available at all events involving children so that they can take control in an emergency to ensure that the interests of the children are properly protected.