

# Child and Vulnerable Adult Protection Policy

## 1. Purpose of the Organisation

To advance the education of the public in the understanding and performance of music of all kinds, with an education element provided by professional adjudicators.

## 2. The Music Festival

The Organisation holds an annual competitive music festival which is open to everybody. The final concert, awards and trophies celebrate the achievement of participants.

## 3. Application of the Policy

The Policy shall apply to all children under 18 years of age and to vulnerable adults of any age identified to the Organisation prior to their arrival at the Festival.

## 4. Principals underlying this Policy

The Organisation shall –

- Treat children and young people with care, respect and dignity
- Listen to any concerns raised by children, parents, guardians or others
- Ensure that all incidents of alleged poor practice, misconduct or abuse are responded to in a swift and appropriate manner
- Set out stipulations to assist in ensuring the safety of children and vulnerable adults attending the Festival.

## 5. Obligations

The Organisation shall –

- Ensure that prior to the Festival all staff and volunteer helpers are made aware of the Child Protection procedures set out in this Policy
- Appoint a Child Protection Officer to enable concerns to be reported in accordance with this Policy
- Provide copies of this Policy to individual entrants and to teachers and leaders making group entries; that references are sought for all volunteer helpers not known to Committee Members
- Take all reasonable steps to assist those accompanying children or vulnerable adults to carry out their role under this Policy
- Make it a condition of entry to the Festival that no video recording or photography is to take place during the competition or Final Concert

Teachers and Group leaders shall –

- At the time of entering participants, whether individually or in groups, identify the number of copies of this Policy required to ensure that parents or guardians are made aware of the requirements of this Policy
- Sign a declaration that the Policy has been passed to parents or guardians in good time to make any arrangements necessary

Teachers, Group Leaders, Parents and Guardians shall –

- Ensure that all children or vulnerable adults are accompanied by an appropriate chaperone
- Ensure that where groups of children are to attend, whether as participants or spectators, that the number of children accompanied by a single adult shall not exceed ten
- Inform the Organisation, prior to the date of the Festival, if a competitor is not to be approached by press photographers seeking permission to take photographs

Chaperones accompanying children or vulnerable adults shall –

- Take responsibility for ensuring the welfare of the children or vulnerable adults under their supervision
- In the event of any concerns which relate to the welfare of a child or vulnerable adult in their care, report these to the designated Child Protection Officer
- Ensure that children and vulnerable adults are not exposed to any risk to their personal safety when making use of areas where Festival staff are not in attendance; including Practice Rooms, Changing Rooms and Toilets

## 6. Lost or Injured Children

- The Organisation shall appoint an identified member of Festival staff or volunteer helper to provide First Aid in case of injury
- The Organisation shall identify a location at which a member of Festival staff or volunteer helper will be present, where children or vulnerable adults who become separated from their chaperone may congregate

#### **7. Special Needs**

- The Organisation shall actively seek to meet the special needs of any participant notified to it by teachers, group leaders, parents, guardians or chaperones

#### **8. Policy Review**

The Policy will be regularly monitored and reviewed –

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any relevant changes within the Organisation
- Following any issues or concerns raised in relation to the protection of children or vulnerable adults
- In all circumstances, at least annually.

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