



LYC Leicester Youth Chorus
Registered Charity: 1105815
Child Protection Policy

The Designated Person (DP) is **Livvy Wood, Choir Coordinator.**

Introduction.

Leicester Youth Chorus (LYC) is committed to a practice which protects children from harm.

Officers and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which may cause children and young people harm.

We endeavour to safeguard children and young people by –

- Ensuring that there are adequate numbers of volunteers, with DBS clearance, at every rehearsal and event.
- Sharing information about child protection and good practice with children, parents and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.

Statement of Intent

LYC is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of the choir's activities. Officers and volunteers should at all times show respect and understanding for an individual's rights, safety and welfare.

One To One Contact

Officers and volunteers should not spend excessive amounts of time alone with children, away from others. In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible, taking another adult with you if you can. If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts.

Sharing Information

Good communication is essential. In LYC every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the Choir Coordinator to ensure that information is available to, and exchanged between, all those involved in the organisation. However, some information is strictly confidential and will only be shared on a strictly 'need to know' basis.

Officers & Volunteers

As an organisation that works almost exclusively with children and young people, it is imperative that all personnel are aware of their responsibilities under the Child Protection legislation and has a working knowledge of this policy.



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Procedure for reporting allegations or suspicions of abuse

In any case where an allegation is made by a child or young person, or someone in LYC has concerns about a member of the choir, a record should be made. It is essential that any record is signed and dated by the adult reporting. Details must include:

- Name of child or young person
- Age
- Home Address
- Date of Birth
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details.

Please note that contact information about every choir member is recorded on the secure database.

Reporting Procedure

If a officer/volunteer has concerns then take a record of the details of the disclosure or concern before reporting to the Designated Person. The DP for LYC is **Livvy Wood, Choir Coordinator**.

Responsibilities of the designated person.

It is the responsibility of the Designated Person to:

- liaise with any outside agency, where deemed appropriate, eg school, Social Care, Police, Child Protection Team.
- make all staff and volunteers aware of this policy and ensure they are aware of the protocols to follow.
- keep any written records or accounts in a secure place.
- attend training as is the statutory requirement, at present intervals not exceeding 3 years, to keep up to date with new legislation and procedures.

Further information.

- Includes NSPCC: Introductory guide to safeguarding and child protection for the voluntary and community sector.

Review.

In accordance with the Charity Commission recommendations this document should be reviewed at intervals not exceeding 12 months.