



# CHILD PROTECTION POLICY

**Version: 1.0**  
**As At: 1<sup>st</sup> October 2014**  
**Prepared by: GCS Governance Committee**



# CHILD PROTECTION

## Contents

POLICY AND PROCEDURES .....	4
1. Introduction.....	4
2. Policy statement.....	5
Terms and abbreviations .....	5
3. Limits of GCS Responsibility.....	6
4. Good Practice and Poor Practice.....	7
Introduction.....	7
Good practice .....	7
Poor practice .....	8
5. Abuse .....	10
Neglect .....	10
Physical Abuse.....	10
Sexual Abuse .....	10
Emotional Abuse.....	10
Bullying.....	11
6. Indicators of abuse .....	12
7. Recruiting and selecting personnel to work with children.....	13
Introduction.....	13
Controlling access to children.....	13
Vetting.....	13
The Welfare Officer within the choir.....	14
Training.....	15
Introduction.....	16
Receiving evidence of possible abuse.....	16
Recording information .....	16
Reporting the concern .....	17
Working with GCS Young Singers.....	17
Working with or in other institutions.....	17
Working with students away from home .....	17
Parents or carers .....	17
The NSPCC or other agencies .....	18
Social Services .....	18
Police.....	18



# CHILD PROTECTION

Disciplinary procedures .....	18
Allegations of previous abuse.....	19
9. Conclusion .....	20
Appendices.....	20
Appendix 1 – PROCEDURES FOR DBS DISCLOSURE .....	21
Visit <a href="https://www.gov.uk/disclosure-barring-service-check/overview">https://www.gov.uk/disclosure-barring-service-check/overview</a> for guidance .....	21
Appendix 2 – ACCIDENT REPORT FORM.....	22
Appendix 3 – INCIDENT REPORT FORM .....	23
Appendix 4 – ASSOCIATED PROFESSIONAL MUSICIANS (and others needing DBS disclosures) ....	25
Appendix 5 – CHILD PROTECTION AUDIT CHECKLIST .....	26
Appendix 6 – PARENTAL CONSENT/MEDICAL RECORD .....	27
Appendix 7 – APPLICATION FORM/Additional Information.....	29



# CHILD PROTECTION

## *POLICY AND PROCEDURES*

### 1. Introduction

The introduction of this Child Protection policy should be seen as a clear signal by Gloucester Choral Society (GCS) that it is determined to ensure all necessary steps are taken to protect from harm those children and young people who participate in the choir at all levels.

The policy establishes GCS' position, role and responsibilities and, together with the procedures section, clarifies what is expected of other organisations and individuals involved in choral singing.

It very clearly highlights the importance placed by GCS on the protection of children, young people and vulnerable adults. It also safeguards and protects all personnel from the risk of false allegations of abuse or poor practice.

Everyone who participates in GCS activities is entitled to do so in an enjoyable and safe environment. To ensure this, GCS has adopted principles that all its personnel and members should follow.

These principles apply to all participants, but young people in particular are entitled to a higher duty of care and to be protected from poor practice or abuse. Abuse can occur within many situations including the home, school and the choir environment.

Some individuals will actively seek employment or voluntary work with children in order to harm them. GCS is committed to devising and implementing policies so that everyone in the choir accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities.

Everyone working in the choir either in a paid or a voluntary capacity has a role to play in safeguarding the welfare of children and preventing their abuse. Anyone who may have regular contact with children will be a very important link in identifying cases where a child needs protection.

All policies and procedures discussed below refer to vulnerable adults as well as to children.

This policy document will be accessible from the GCS website ([gloucesterchoral.com](http://gloucesterchoral.com))

# CHILD PROTECTION

## 2. Policy statement

Gloucester Choral Society is committed to the following:

- Making the welfare of young people paramount.
- Ensuring that all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in the choir in an enjoyable and safe environment.
- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking action swiftly and appropriately to address all suspicions and allegations of poor practice or abuse.
- Ensuring that all its members and associated professional musicians (as defined in Appendix 4) will similarly accept responsibility for the welfare of the young people in their care in accordance with the GCS policies and procedures. This includes ensuring all members and associated professional musicians are aware of, and have read, this Child Protection Policy document

### *Terms and abbreviations*

The following terms and abbreviations are used in this document.

- Anyone under the age of 18 is considered to be a child/young person.
- ‘Parent’ is used as a generic term to include parents, carers and guardians.
- ‘Personnel’ includes all volunteers and all participants in GCS activities.
- ‘Welfare Officer’ is the individual within the choir whose responsibilities are explained in section 6 below.
- GCS: Gloucester Choral Society
- DBS: Disclosure and Barring Service



## CHILD PROTECTION

### 3.Limits of GCS Responsibility

Gloucester Choral Society does not have responsibility for young singers between rehearsals and concerts; parents must make adequate arrangements for their child during this period. It is also the parent's responsibility to arrange transport to and from rehearsals and concerts (usually all held at Gloucester Cathedral). GCS is not able to provide lifts but will assist in arranging them, where possible.

Access to the cathedral (or other rehearsal spaces such as Sir Thomas Rich's School or Denmark Road High School for Girls) is open up to the advertised start time (as shown on the GCS website under "About GCS/Members Information/Important Dates).

At the given start time, the access will be locked so it is vital to allow plenty of time to get to the rehearsal before the start time. It is a requirement that the doors are locked when unattended during a rehearsal. It remains the Parent's responsibility to ensure that any young singers they bring are safely delivered **INTO** the rehearsal space as GCS cannot take responsibility for young people who remain outside because they have not been delivered on time.

When a parent is delayed at the end of a rehearsal or concert, the young singer must notify the Co-ordinator or deputy so that he or she is not left on their own.

# CHILD PROTECTION

## 4. Good Practice and Poor Practice

### *Introduction*

To provide young people with the best possible experience and opportunities in the choir, everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Not only will this allow choral singing to make a positive contribution to the development of young people and safeguard their welfare, but it also protects all personnel from the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is **not**, therefore, the responsibility of employees or of participants in GCS to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child, as explained in section 2. This section (3) will help identify what is meant by good practice, poor practice and abuse.

### *Good practice*

All personnel should adhere to the following principles and actions

- Before organising any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks.
- Make the experience of choral singing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances and insist on adherence to Child Protection procedures.
- Treat all young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity.
- Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for personal achievements. This means ensuring that the practice intensity is appropriate to the physical, social and emotional stage of the development of the student.
- Build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making.
- Always be publicly open when working with children. Avoid training sessions or meetings where a trainer and an individual student are completely unobserved.
- Where children need to be supervised in the changing rooms, trainers and choir members or volunteers should work in pairs, and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in training technique, this should be provided openly and with the consent of the student. It is important to educate parents of what is and is not acceptable in the context of choral singing. Physical contact

## CHILD PROTECTION

(touching) can be appropriate so long as it is neither intrusive nor disturbing and the student's permission has been given.

- Maintain a safe and appropriate relationship with students. It is inappropriate for trainers and others in positions of authority to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent. (This could also be a criminal offence 'abuse of trust' in certain circumstances defined by the Sexual Offences (Amendment) Act 2000)
- Maintain appropriate standards of behaviour at social events that young people attend.
- Communicate regularly with parents, including gaining their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available.
- Gain written parental consent for any significant travel arrangements.

### *Poor practice*

The following are regarded as poor practice and should be avoided by all personnel.

- Unnecessarily spending excessive amounts of time alone with children away from others
- Taking children alone in a car on journeys, **however short**
- Taking children to your home where they will be alone with you
- Sharing a room with a child
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Letting allegations a child makes go unchallenged, unrecorded, or not acted upon
- Doing things of a personal nature that children can do for themselves
- Having children stay at your home with you unsupervised

Where cases arise where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the full knowledge and consent of someone in charge in the organisation and the children's parents.

If, during your care of a child, you accidentally hurt them, the child seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any



## **CHILD PROTECTION**

such incidents as soon as possible to another colleague and make a brief written note of it. Parents should also be informed of the incident.

## CHILD PROTECTION

### 5. Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

#### ***Neglect***

This is where adults fail to meet a child's basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised.

Neglect in a choir situation could include a conductor or trainer not keeping children safe, or exposing them to unnecessary risk of injury.

#### ***Physical Abuse***

This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

#### ***Sexual Abuse***

Girls and boys can be abused by adults or other children, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, or fondling. Showing children pornographic material is also a form of sexual abuse.

Choir activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the trainer over young students if misused, may lead to abusive situations developing.

#### ***Emotional Abuse***

Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising.

Emotional abuse in the choir environment might include situations where children are subjected by a parent or trainer to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.



# CHILD PROTECTION

## ***Bullying***

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In the choir, bullying may arise when a parent pushes a child too hard to succeed, a trainer adopts a win-at-all-costs philosophy, or an official at a concert uses bullying behaviour.

## CHILD PROTECTION

### 6. Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. GCS acknowledges that most people involved in the choir are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child
- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of the committee or members of the choir to decide that child abuse is occurring, but it is their responsibility to act on any concerns. Signs of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to choir rehearsals or concerts.
- An unexplained drop-off in standard of performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

## CHILD PROTECTION

### 7. Recruiting and selecting personnel to work with children

#### *Introduction*

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to volunteers as well as paid staff. The procedures set out below are expressed in terms that apply to paid staff, but equivalent procedures should be used in respect of volunteers. The particular circumstances of individual cases need to be taken into account, but the fundamental principle is that those in charge of activities involving young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to the children in their care.

#### *Controlling access to children*

Applicants for positions that involve significant responsibility for young people should first complete procedures designed to elicit information about their past career (including any gaps), and to disclose any criminal record or other matter that has a bearing on their suitability to work with children e.g. previous investigations with police or social services or disciplinary investigations in relation to work with children. It should be made clear that failure to disclose relevant information will result in disciplinary action and possible dismissal or exclusion.

Consent should be obtained from applicants for checks to be conducted to determine whether the Disclosure and Barring Service (DBS) holds any relevant information on them.

#### *Vetting*

All personnel who will have significant access to young people must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children. This applies equally to paid staff and volunteers. This is done by obtaining a Disclosure about the individual from the DBS. The required procedure is explained in Appendix 1.

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for such responsibilities.

## CHILD PROTECTION

### *The Welfare Officer within the choir*

Every choir with any young singers should appoint a Welfare Officer to advise the choir committee on compliance with all the procedures described in this protection policy and to act as a focal point for reporting any concerns. This person will have the primary responsibility to check that everyone who has significant access to young people within the choir is suitable for that role and has been vetted as described above. The person appointed should be identifiable to the young singers and their parents, but should have a degree of independence from their activities – for example he or she should not be the **young singers co-ordinator or actively train or conduct the young singers**. The Welfare Officer should be a member of the management committee. The Welfare Officer should undergo the vetting procedure described above.

The role of the Welfare Officer is of paramount importance within the choir and it is vital that the welfare officer is seen to be approachable and have the interests of the young person as a priority. The Welfare Officer must understand their role to enable them to do the following;

- Inform all members of the society, including parents / carers, who to contact within the society for any issues relating to safeguarding young people, and what your role is as a Welfare Officer.
- Welfare Officer knows who to contact in cases of poor practice or any safeguarding referral.
- To ensure all members and associated professional musicians understand the organisations child protection procedures, and have read the child protection policy, in order to give them an understanding of their duty of care to young people with whom they are working / volunteering.
- To ensure all members and associated professional musicians, parents / carers are aware of the society's policy in relation to the taking of photographs, videos and the use of recording equipment.
- To ensure all members and associated professional musicians and volunteers who have direct contact with young people whilst attending the society have the appropriate and valid DBS disclosure in place (copies to be provided to the Welfare Officer).
- Inform all parents / carers, members and associated professional musicians and volunteers of the organisations safeguarding policy and make this available for everyone to read and understand.
- To promote the importance of safeguarding training throughout the society, and to ensure all members and associated professional musicians and volunteers have undertaken an appropriate safeguarding training course
- Undertake regular reviews of the society's safeguarding policies and procedures, as well as the safe working practices undertaken.
- Adhere to the safe recruitment practices and procedures.



# CHILD PROTECTION

## *Training*

The effectiveness of the policies described will depend on **all members and associated professional musicians** who are involved with the young singers being aware of what is good practice. This applies particularly to those working directly with young people, such as young singers tutor and co-ordinator, but an awareness of child protection issues is also needed by others who may be involved more indirectly, such as committee members or occasional parent helpers.

Training courses on Child Protection are available and are recommended for those groups identified above.

Formal training in child protection will help people to:

- Compare their own practice against what is regarded as good practice in choirs and check that their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or abuse.
- Deal with the vetting procedures described above.
- Work safely and effectively with children.

## CHILD PROTECTION

### 8. Responding to suspicions and allegations

#### *Introduction*

Many cases of child abuse in fact take place within the family setting. However, abuse can and does occur in other situations as well, which may include choirs or other social activities, and is rarely a one-off event when it occurs within such a setting. It is crucial that those involved in choirs are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is **not** the responsibility of anyone in a choir whether in a paid or a voluntary capacity, to decide whether or not child abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child. This applies both to suspicions of abuse occurring within the context of choir activities and to allegations that abuse is taking place elsewhere. This section explains how GCS should respond to such concerns.

#### *Receiving evidence of possible abuse*

GCS may become aware of possible abuse in various ways. Someone may see it happening or may suspect that it is occurring because of signs such as those listed in 5 above or it may be reported to GCS by someone else, or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives GCS concern that a child is being abused, the person receiving the information should:

- React calmly so as not to frighten the child
- Tell the child they are not to blame and that it was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said, and be careful not to ask leading questions
- Reassure the child, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.

#### *Recording information*

As with other forms of information arising in relation to child protection, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it.

GCS should make a note as soon as possible of whatever information obtain is obtained, both for their own future reference and possibly for passing on to others, appropriate agencies such as the social services department or the police. In writing such a note, GCS should confine itself to the facts, and distinguish between what is their own knowledge and what they have been told by other people. They should not include their own opinions on the matter, to avoid the possibility of libel. Information should include the following:

## CHILD PROTECTION

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
- Details of the child involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- An example of an incident report for recording such information is set out in Appendix 3.

### ***Reporting the concern***

GCS expects its members and staff to discuss any concern they may have about the welfare of a child immediately with the person in charge, and subsequently to check that appropriate action has been taken. The particular route you might follow in various circumstances is suggested below.

### ***Working with GCS Young Singers***

If anyone is working within the GCS Young Singers, they should inform the Welfare Officer or the person in charge of the group.

### ***Working with or in other institutions***

If anyone is working with schoolchildren other than in the context of GCS, e.g. as part of the school curriculum or extra-curricular activities they should inform the responsible official of the institution in question or their nominee.

### ***Working with students away from home***

If anyone is working with students away from home (for example at concerts at venues other than Gloucester Cathedral or at one to one lessons), then they should inform the person in charge of the choir.

Circumstances in which other people might then need to be informed are discussed below:

### ***Parents or carers***

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family. However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation

## CHILD PROTECTION

appropriately. In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported to appropriate agencies as soon as possible.

### *The NSPCC or other agencies*

The first consideration at this point is to minimise the danger of further abuse to the child or to other children. The person in charge should seek advice from the local police or social services department or the NSPCC. (You can obtain advice by telephoning the NSPCC freephone helpline – the number is 0808 800 5000 – it is a 24 hour service. You do not have to give your name but it is helpful if you can.) The allegation should be referred to the police and social services department in any case involving physical or sexual abuse or where the child's safety is otherwise at risk. If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information or with the concern should contact these agencies direct. Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information.

### *Social Services*

The social services department has a statutory duty under the Children Act 1989 for the welfare of a child. When a child protection referral is made its staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. The telephone number is in the local phone book. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

### *Police*

Where the apparent abuse is of a criminal nature; it will be appropriate to inform the police. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed. The police and social services department may also carry out a joint enquiry.

The person in charge may be unsure about whether the allegation constitutes abuse or not, and unclear about what action to take. There may be circumstances where allegations are about poor practice (which need not be referred to the social services or police) rather than abuse, but those responsible should consult with the Welfare Officer who will obtain further advice where there is any doubt. Notifying the Welfare Officer is also important because this matter may be just one of a series of other instances which together cause concern.

### *Disciplinary procedures*

The discovery that a member or associated professional musician or volunteer may be abusing a child will raise feelings and concerns among others, and it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment should be reported immediately. As indicated above an allegation of abuse may give rise to a child protection investigation by the social services department and/or a criminal investigation involving the police. In addition, if the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions are provided for within the employment contract.

However if the abuse is alleged to have occurred within the context of GCS activities it may also require disciplinary action by GCS.



## CHILD PROTECTION

If the matter is being investigated by the police and/or social services, GCS may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the choir will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. The disciplinary sanctions available include the following:

- **By GCS** – Suspension or exclusion from membership of the individual concerned, and such other sanctions which are provided for within the GCS constitution

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, associated professional musicians and volunteers.

### *Allegations of previous abuse*

Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child by a member of staff who is still working with children. Where such an allegation is made, the procedures given above should be followed and the matter reported to the police and/or social services department. This is because other children, either within the choir or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

# CHILD PROTECTION

## 9. Conclusion

Gloucester Choral Society, by accepting this policy document, has indicated its determination to ensure that children and young people can participate in all forms of choir activity, and do so with their safety being of paramount importance.

It is essential that this document is representative of a process of continual improvement in the area of child protection within Gloucester Choral Society. It is for **all** adults engaged in choir activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.

### *Appendices*

Appendix 1	Procedures for DBS Disclosure Visit <a href="https://www.gov.uk/disclosure-barring-service-check/overview">https://www.gov.uk/disclosure-barring-service-check/overview</a> for guidance
Appendix 2	Accident Report Form
Appendix 3	Incident Report Form
Appendix 4	Associated Professional Musicians
Appendix 5	Child Protection audit checklist
Appendix 6	Parental Consent/Medical Record
Appendix 7	Application Form/Additional Information



# CHILD PROTECTION

*Appendix 1 – PROCEDURES FOR DBS DISCLOSURE*

Visit <https://www.gov.uk/disclosure-barring-service-check/overview> for guidance



GLOUCESTER CHORAL SOCIETY

## CHILD PROTECTION



GLOUCESTER CHORAL SOCIETY

### *Appendix 2 – ACCIDENT REPORT FORM*

<b>NAME</b>	<b>DATE/TIME</b>	<b>LOCATION</b>	<b>DETAILS OF ACCIDENT/ INJURY</b>	<b>DETAILS OF TREATMENT GIVEN</b>	<b>If a young singer involved: PARENTS NOTIFIED (signature)</b>

## CHILD PROTECTION

### Appendix 3 – INCIDENT REPORT FORM

Name of child:		Age/Date of Birth:			
Parent/Carer's Name:		Age			
Address:					
Post Code:					
Contact Details:	Home Phone:		Mobile:		Email:
Are you reporting your own concerns or passing on those of someone else? Give details of witnesses					
Brief description of what has prompted concerns: include date, time, location etc of any specific incidents					
Any physical signs? Behavioural signs? Indirect signs?					
Have you spoken to the child? If so, what was said?					

## CHILD PROTECTION

Have you spoken to the parents(s)? If so, what was said?			
Has anybody been alleged to be the abuser? If so, give details, including relationship with the child?			
Have you consulted anyone else? Give details?			
To whom reported: Give contact information for further reference		Date:	
<b>Action Taken:</b> Describe the actions that were taken to address the incident. Also, please state who acted and in what capacity (e.g. Welfare Officer or Young Singer Co-ordinator).	Action Taken:	Date:	
	By Whom:		
	In What Capacity:		
<b>Your Name:</b>			
<b>Signature:</b>		Date:	



## CHILD PROTECTION

### *Appendix 4 – ASSOCIATED PROFESSIONAL MUSICIANS (and others needing DBS disclosures)*

The list of associated professional musicians and GCS officials needing completed and up to date DBS Disclosures are:

- Musical Director of GCS
- Assistant Musical Director/Accompanist of GCS
- The Young Singers Trainer of GCS
- The Young Singers Co-ordinator of GCS
- The Deputy Young Singers Co-ordinators of GCS (2)
- The Welfare Officer of GCS

Any visiting professionals substituting for any of the first three on this list – GCS will ensure that such substitutes will NOT have unsupervised access to the young singers at any time



## CHILD PROTECTION

### Appendix 5 – CHILD PROTECTION AUDIT CHECKLIST

<b>GLOUCESTER CHORAL SOCIETY</b>	
<b>Welfare Officer Name:</b>	
Address	
Home phone number	
Email address	
Is the identity of the Welfare Officer, and the procedure for reporting any concerns:	
a) made known to young singers?	YES / NO
b) made known to parents?	YES / NO
c) on display in rehearsal venues?	YES / NO
Is the Welfare Officer independent of any direct role involving activities with young people, such as conductor or trainer?	YES / NO
Is parental consent for possible emergency medical attention obtained for all junior members?	YES / NO
Has the choir formally adopted Child Protection procedures in its constitution?	YES / NO
Is the Child Protection Policy available/on display?	YES / NO
Have all adults with access to young people:	
a) completed a DBS Disclosure?	YES / NO
b) been made conversant with the GCS Child Protection procedures?	YES / NO
Have all members been made aware of the GCS Child Protection Policy document?	YES / NO
Has it been made clear that access to young people is restricted to those who have satisfied these requirements?	YES / NO
List all trainers and others with access to young people. Against each name mark 'DBS' to show that they have obtained a DBS Disclosure and the date of doing so (use extra sheet if necessary)	

Signed.....Position.....Date.....

## CHILD PROTECTION

### Appendix 6 – PARENTAL CONSENT/MEDICAL RECORD

NAME OF CHILD:		
DATE OF BIRTH:		
PARENT/GUARDIAN:		
ADDRESS:		
HOME TELEPHONE NUMBER:		
E-MAIL ADDRESS:		
EMERGENCY TELEPHONE NUMBER: (As many land lines or mobiles you feel necessary)		
<p>There will be occasions when the Gloucester Choral Society will perform concerts or public engagements away from the cathedral and hopefully your child will be included. We are happy to provide properly accompanied transport for such events but in line with the current Child Protection Policy we do have to obtain parental consent in order to do so. We are, therefore, asking you to read and declare your agreement/disagreement to the following scenarios. Full risk assessments will be completed for cathedral events and separate assessments will be completed for non-cathedral events. This agreement will last as long as your child remains in the choir but you will be asked to re-affirm annually.</p>		
<b>Activity</b>	<b>Agree</b>	<b>Disagree</b>
Be transported to or from an engagement in properly accompanied transport by prior agreement with parent/guardian		
Photographs or videos taken for website		
Photographs or videos taken for articles in the press		
Photographs or videos taken for publicity		
Give consent to deal with any accident/emergency		
<p>Also, and again as part of the Child Protection Policy, we need to know any relevant medical information regarding your child so please could you also provide these details.</p>		
<p><b>Any medical conditions, including allergies, and any medicines being taken:</b></p>		
<p><b>Name and contact details of the child's G.P.</b></p>		
<p><b>I/we confirm:</b></p>		
I/we have read the GCS Child Protection Policy	YES / NO	
I/we understand that GCS can only take responsibility for my child when in the cathedral or rehearsal venue during the rehearsal and concerts	YES / NO	
I/we will be responsible for transportation to and from rehearsals and concerts	YES / NO	
I/we agree to abide by the Parent's Code of Conduct	YES / NO	



# CHILD PROTECTION

Signature(s): (Parent/Guardian)					
Please print name(s):				Date:	
WELFARE OFFICER Details:			Name:		
Contact Number:			Email:		
Form Copied to:	Welfare Officer:	Date:	Parents:	Date:	
	Co-ordinator:	Date:	Deputies:	Date:	

## CHILD PROTECTION

### Appendix 7 – APPLICATION FORM/Additional Information

Name:		Age/Date of Birth	/
Address:			
Contact Details:	Home number:		Mobile:
Email:			
School:			
Brief outline of choral or instrumental experience:			
What is your voice part? Delete as applicable	Soprano / Alto / Tenor / Bass		
Have you: Had singing lessons?	YES / NO		
Taken any music or singing exams?	YES / NO		
Do your parents need help arranging transport to and from rehearsals or concerts?	YES / NO		
Do you have any special needs or dietary requirements?	YES / NO		
Parents Contact Details:			
Name:			
Address:			
Home Phone number:			
Mobile numbers:			
Email addresses:			
Teacher's Comments:			
Name of Teacher:			
Contact Details:			
Date:			