

BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

Policy prepared by: Emma Bradnum

On: 02/07/2025

Next review date: : 02/07/2026

Overview

Commitment to safeguarding

Bradford and Airedale Youth Choir (BAYC) and Ilkley Youth Choir (IYC) believes that a child, young person or vulnerable adult should never experience abuse of any kind (emotional, physical, financial, sexual, verbal, psychological, cultural, neglect, self-neglect, self-harm, bullying or peer-on-peer abuse, cyber-bullying, trafficking, criminal exploitation and gangs, female genital mutilation, grooming). We recognise that we have a responsibility to promote the welfare of all children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protecting them from harm.

About this policy

- This policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of BAYC/IYC or taking part in BAYC/IYC activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are; members of, receive services from, or volunteer for, BAYC/IYC
 - Ensure members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals they are interacting with.
 - Ensure that safeguarding of children, young people and vulnerable adults is a primary consideration when BAYC/IYC undertakes any activity, event or project.

How BAYC/IYC might work with vulnerable people

Membership is open to those over 16 years of age. We run regular rehearsals for members and put on concerts for the general public. As such our involvement with vulnerable people might include, but is not limited to:

- Members of the group who attend rehearsals and concerts
- Relatives and friends of members who attend rehearsals and concerts in a volunteering capacity
- Audience members at public concerts

Person in charge of safeguarding at BAYC/IYC



BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

Emma Bradnum has responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Emma Bradnum in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Emma Bradnum and in line with established procedures, the Staff Code of Conduct, and the below Ground Rules, Ways of Working and Procedures.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by Emma Bradnum. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

Ground Rules, Ways of Working and Procedures

This document forms part of the Bradford and Airedale Youth Choir (BAYC) and Ilkley Youth Choir (IYC) Safeguarding policy

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This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the BAYC/IYC activities the appropriate level of DBS will be requested before that work is undertaken.

The level of DBS check required will be decided in line with DBS rules regarding regulated activity. The results of any check to inform a decision will be used confidentially and in line with the BAYC/IYC equal opportunities policy.



BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

Ground rules and ways for working regarding safeguarding of vulnerable people

When BAYC/IYC organises an activity or event where they will be responsible for vulnerable people, they will ensure:

- Planning is carried out in line with this policy and procedures.
- A full risk assessment has been completed
- The event is attended by an appropriate number of DBS checked chaperones
- Where practically possible the total number of adults in attendance (not necessarily DBS checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations. But only DBS checked chaperones will be allowed to be in charge of the children/young people. Other volunteers/helpers will not be left in charge of children at any point.
- There is a main contact for safeguarding on the day - this will be an individual who has been DBS checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not be left alone with an adult, unless that adult is DBS checked and carrying out regulated activity.
- Two adults (one DBS checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.
- For all performances the required number chaperones with enhanced DBS checks will be present with ratios as required. BAYC/IYC staff will ensure Performance Licenses are acquired for each child performing, or exemption form or BOPA application completed.

Child to adult ratio table for supervision in weekly choir rehearsals

Child's age	Number of adults	Number of children
6-8	1	8
9-12	1	10
13-18	1	12

Working with parents/guardians: If a vulnerable person wishes to take part in BAYC/IYC activities permission should be obtained from parents/guardians by filling out choir application/joining form before the activity takes place. The application/joining form will include: emergency contact details of any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished.

The joining form contains the following information:

Singers name, date of birth, parent/guardian name and contact details, emergency contact details, media consent, any allergies/medical information that we would need to be aware of. We also have a separate medical care plan which can be filled out for anyone that has specific medical needs. These are regularly checked and updated as needed.



BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer in BAYC/IYC witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the person in charge of safeguarding; Emma Bradnum
- If Emma Bradnum is not available, or is involved in or connected to, the abuse, it should be reported to a DBS checked member of staff or the Local Authority.
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or another member of the BAYC/IYC staff team (who are all DBS checked, and would then report the incident to the safeguarding officer).

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the BAYC/IYC staff will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the BAYC/IYC will:
 - Inform all parties involved of the reported abuse as soon as possible.
 - Inform the family/guardians of the person reportedly abused, of the incident.
 - Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other member of BAYC/IYC staff.
 - All parties will also be invited to submit a written statement in advance of the meeting.
 - Once meetings have taken place BAYC/IYC will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.



BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

- A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse.
- Any disciplinary action will be taken in line with the BAYC/IYC constitution.

Mobile technology

Increasingly, technology is making it easier for video pictures and images to be used inappropriately as printed material or on the web. Equally inappropriate images and texts can all too easily be shared on mobiles. It is important that we should take practical steps to ensure that pictures and images of choir members taken, not only by members of the BAYC/IYC team but also by parents and carers, are done so in a way that reflects the protective ethos of BAYC/IYC.

There should be a common sense approach to the use of cameras and other recording equipment. We are clear that there will be occasions where BAYC/IYC staff, parents and carers will wish to take photographs or make video recordings of their child/children taking part in a performance. In order to ensure that use of photography and video is safe, volunteers and directors should:

1. Inform parents whether or not they have permission to take photographs and videos of their child/children while involved in performances. This decision is made on a case-by-case basis depending on whether or not we have been made aware of children in our choirs of whom photos must not be shared, for their protection. Media Consent is covered in our annual registration form, and this makes it clear that the staff have the protection of children as a priority.
2. Ensure that photography /video recording only takes place in designated areas. For example, in the main school hall where the performance is taking place and not in 'backstage' areas.
3. If you intend photographing or videoing performances on behalf of BAYC/IYC, then have a designated camera or video recorder for staff to use. Give information to parents as to the use of any images, for example a DVD for parents to purchase if they wish, prior to the performances.
4. Have in mind that there may be those who would want to misuse the opportunity to take photographs and film young people in our care. If all filming and photography is confined to the performance then we minimise any risk.
5. Be clear with choir members that they should not be photographing or videoing, including the use of mobiles for this purpose, whilst engaging in BAYC/IYC activities.

A note about mobiles

Staff should not be using their mobile phones whilst they are at BAYC/IYC unless explicitly being used for BAYC/IYC-related activities (e.g. checking BAYC/IYC emails or using the BAYC/IYC google drive) and only when instructed to do so by a Director. If there is a need for parents to be able to contact their child then they should ring a nominated director or volunteer who will get the child. This also applies to choir members and helps us to ensure that no inappropriate material is passed on.





Bradford and Airedale
Youth Choir



BRADFORD AND AIREDALE YOUTH CHOIR and ILKLEY YOUTH CHOIR:

CHILD PROTECTION AND SAFEGUARDING POLICY

Records and Signatures

A record of all BAYC/IYC staff and their enhanced DBS certificate number is held securely by BAYC/IYC Directors. All staff and Volunteers are expected to read this Policy and in lieu of a signature they are to tick the relevant box on their registration form when commencing work with BAYC/IYC, to confirm that they have read and will adhere to this Policy.

