



## **Chaperone Policy**

This policy applies to all members, the orchestra committee, paid conductors, volunteers, students or anyone working on behalf of the Royal Sutton Coldfield Orchestra (incorporating the RSCO Youth Orchestra and RSCO Orchestra).

### **The purpose of this policy:**

- To protect children, young people and adults who receive The Royal Sutton Coldfield Orchestra's services. This includes the children of adults who use our services
- To provide all with the overarching principles that guide our approach to safeguarding

The Royal Sutton Coldfield Orchestra believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults and to keep them safe. We are committed to practice in a way that protects them.

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect adults and children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- Equal Opportunities Act

### **We recognise that:**

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some adults and children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children, young people and adults safe by abiding by the following Chaperone Code of Conduct outlining the role and responsibilities**

- All Chaperones will be recruited in line with the Safe Recruitment, Selection and Induction Policy
- Chaperones must not delegate Chaperoning responsibility to another person
- Chaperones must not delegate Chaperoning responsibility to another Chaperone without notifying a member of the Orchestra Committee in order to maintain correct adult to child ratios
- Chaperones must remain with children at all times when outside of the rehearsal performance venue
- Chaperones must make sure that they are contactable by the Conductor/Musical Director/Committee members and that they can contact the Conductor/Musical Director/Committee members when outside of the rehearsal venue
- Chaperones will take account the child's age and experience, concentration span, and exposure to adult conversation and expectations. This is particularly important when rehearsing/performing in more adult-orientated or open air venues
- Chaperones must protect themselves and the children in their care by never being alone with a child
- Chaperones must not provide personal care to children in their care, without the express advance permission of parents/carers/guardians
- Chaperones will not initiate hugs/physical contact with the children / young people, but can respond appropriately
- Chaperones will be mindful of the fact they are responsible for the welfare of children and young people from the ages of 6-17. As such, they will dress appropriately and safely
- Chaperones will notify the Safeguarding Lead (or another committee member if the Safeguarding Lead is unavailable) of any disclosure, incident or accident arising during Chaperoning duties
- Chaperones must not behave in a way that will compromise the safety of any child or adult or bring the reputation of The Royal Sutton Coldfield Orchestra into disrepute
- Chaperones will abide by all Safeguarding Policies

**Skills Required**

Different skills are required when chaperoning in a theatre to when chaperoning in an open air performance venue. With "waiting around time" and that children & young people can be quite active and may require more individual attention. Therefore skills required are as follows:

1. Good communication and negotiating skills.
2. To be able to differentiate between first night nerves and genuine illness, as some children may be considerably more nervous than others.
3. To be able to keep children calm in an emergency. Consider health and safety issues on stage.
4. To be able to recognise the signs and take action when a child is tired or unwell.

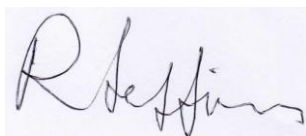
## **Duties and Responsibilities**

The post of Chaperone is one of responsibility and trust. The duties and responsibilities are as follows:

1. To have charge of the care and control of each child in their care with a view to securing their health, comfort, kind treatment and moral welfare.
2. To ensure a register is maintained and available at all time, which includes each child's personal records, with emergency contact numbers.
3. To ensure confidentiality is maintained in regards each child's personal information and it is not disclosed to anyone except to authorised personnel.
4. To ensure the number of children in your care does not exceed ten.
5. To ensure the dressing room arrangements and toilet facilities etc are suitable, and boys and girls over the age of five are not sharing a dressing room.
6. To ensure that, when a child is not actually performing he/she has adequate meals, rest and recreation; and ensure any special diet requirements for medical reasons or religious grounds is provided for.
7. To ensure suitable travel arrangements are in place for each child in their care and that the person agreed by prior agreement, is the person who collects the child.
8. To be aware of health and safety issues and of the procedure for the evacuation of rehearsal/performance venues in case of fire or other major emergency.
9. To ensure that no child is discriminated against on the grounds of race, gender, colour, nationality, ethnicity or national origin

## **Where performing licences are required:**

1. To make themselves thoroughly familiar with the terms of the performance licence granted by the Licensing Authority and see that as far as lies within their power, the conditions are properly fulfilled.
2. To ensure no child is permitted to take part in performances without a licence relating to that performance. Unless an exemption has been granted by the Secretary of State or the Licensing Authority.



## **Chairman**

Signed on behalf of the RSCO Orchestra.

This policy was last reviewed on 1 August 2017 and will be reviewed annually.



## Chaperone Code of Conduct

The Royal Sutton Coldfield Orchestra recognises that much of its work would not be possible without the support and commitment of volunteers for which we are immensely grateful!

We have created this Chaperone Code of Conduct in order to ensure that our Chaperones are always mindful of their role and responsibilities as they act in *loco parentis*, but to ensure that Chaperones are also protected.

If you have any queries about any aspect of this Code of Conduct, please speak with one of the Musical Directors, or the Safeguarding Lead.

As a Chaperone you will...

- have been recruited in line with the Safe Recruitment, Selection and Induction Policy
- not delegate Chaperoning responsibility to another person
- not delegate Chaperoning responsibility to another Chaperone without notifying a Trustee in order to maintain correct adult to child ratios
- remain with your named children at all times when outside of the rehearsal performance venue
- make sure that they are contactable by the Conductors/Trustees and that they can contact the Conductors/Trustees when outside of the rehearsal venue
- protect yourself and the children in your care by never being alone with a child
- not provide personal care to children in your care, without the express advance permission of parents/carers/guardians
- not initiate hugs/physical contact with the children, but can respond appropriately
- be mindful of the fact you are responsible for the welfare of young people from the ages of 6-17 and, as such, dress appropriately and safely
- notify the Safeguarding Lead (or other Trustee if the Safeguarding Lead is unavailable) of any disclosure, incident or accident arising during Chaperoning duties
- not behave in a way that will compromise the safety of any child or adult or bring the reputation of The Royal Sutton Coldfield Orchestra into disrepute
- abide by the Safeguarding Policies

Signed.....

Date.....

Name.....