



## **Child Collection 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 ensure the safe transition of children and young people from the care of their parents/carers/guardians to The Royal Sutton Coldfield Orchestra.

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.

### **We recognise that:**

- It is important for a child to be collected on time and that not doing so can result in the child becoming distressed
- Failure to collect a child promptly on a regular or frequent basis may be construed as neglect
- It is sometimes unavoidable for parents/carers/guardians to be able to collect their child at the collection time

### **Child Collection Policy**

- Upon joining The Royal Sutton Coldfield Orchestra, all parents/carers/guardians will be advised of the drop off and collection times for children/young people for rehearsals and made aware of the Child Collection Policy
- Parents/carers/guardians will be advised in advance of drop off and collection times for performances and will be reminded of the Child Collection Policy
- Parents/carers/guardians are responsible for collecting their children on time; providing an alternative should they be unavoidably delayed and notifying the Conductor of any delay or change to the norm
- All children will have a named emergency contact person to be called in the event that the parent/carer/guardian does not collect the child, and cannot be contacted
- In an emergency, and where the Conductor/Musical Director has not been notified in advance, all named alternative contacts will be required to give a password before they are able to collect the child
- All named alternatives, contact details and passwords will be recorded at the time of registration with The Royal Sutton Coldfield Orchestra and held securely by the Secretary for the RSCO Orchestra and Musical Director for the RSCO Youth Orchestra
- Parents/carers/guardians will be able to request that another person collects their child (e.g. parent of another child in choir) but the Conductor/Musical Director must be informed by text, or letter, in advance
- Each child/young person becomes the responsibility of The Royal Sutton Coldfield Orchestra upon entering the rehearsal room and responsibility transfers back to their parent/carer/guardian when the child/young person is passed back to them
- Parents/carers/guardians are responsible for notifying the child's arrival/collection to the Conductor/Musical Director at a venue other than the usual rehearsal venue, or at a performance venue. This is the point at which responsibility is transferred from the parent to The Royal Sutton Coldfield Orchestra and back again

- If a child is not collected within 20 minutes of the collection time; and no contact has been made by a parent/carer/guardian to explain; the parent/carer/guardian cannot be contacted; and there is no named alternative, or the named alternative cannot be contacted, The Royal Sutton Coldfield Orchestra may contact the Duty Social Work Team
- In recognition of the trust placed in The Royal Sutton Coldfield Orchestra regarding responsibility for all members, Youth Orchestra members will be required to remain within the performance/rehearsal venue at all times unless accompanied by a named Chaperone. However, Parents/Guardians of teenaged members of the Youth Orchestra must inform the Musical Director prior to the rehearsal/performance if they are happy for their child to walk home unaccompanied.

A handwritten signature in black ink that reads "John Vickers". The signature is written in a cursive style and includes a long, sweeping underline that extends to the right.

**John Vickers**

**Chairman**

Signed on behalf of the RSCO Orchestra.

This policy was last reviewed on 9<sup>th</sup> July 2020 and will be reviewed annually.