

Visitor Information

Welcome to London Youth Choir, by signing this document you are agreeing to abide by our code of conduct and safeguarding procedures!

Safeguarding is everyone's business!

London Youth Choir is committed to safeguarding and promoting the welfare and wellbeing of our children, young people and young adults, and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures:

- All visitors must sign in at LYC Reception
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- All visitors must sign out at the LYC Reception before leaving the site

Visitor Code of Conduct:

- Avoid physical contact with children
- Treat everyone with respect, provide an example you would wish others to follow
- Remember your actions may be misinterpreted no matter how well intended
- Dress appropriately for a school environment
- Tell someone if a child speaks to you or touches you inappropriately

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

Please speak directly with Cathy Al-Ghabra, our Designated Safeguarding Officer, who is on site at all rehearsals and events, in her absence, please report to the Choirs Manager.

Mobile phones:

We respectfully ask that you do not have your phone out or use it during your time visiting London Youth Choir.

Photographs and filming:

Under no circumstances should you take photographs or film of our children and young people whilst visiting London Youth Choir

We have a robust and up to date child protection and young adult safeguarding policies. All staff are DBS checked and have up to date child protection training.

Signed

Print name

Date _____