



LONDON YOUTH CHOIR

YOUNG ADULT SAFEGUARDING POLICY

About the London Youth Choir

The London Youth Choir (LYC) is a family of five choirs, established in 2012 to provide young singers living or educated within Greater London with an outstanding choral education through exceptional musical training and high-level performance opportunities. The choir's vision is to inspire young people, aged between 7 and 23, to achieve the highest possible standard in choral singing, musicianship and vocal production in a supportive and welcoming environment, whilst representing the city of London. LYC rehearses on a weekly basis in the City of London Boys School, in central London and gives regular concerts to a public audience.

An important feature of LYC's work is that the choirs have opportunities to work with other groups, including other professional adult choirs and musical ensembles, and to take part in festivals and special events involving a large number of other organisations. These are generally London based but may include residential courses elsewhere in the UK or trips to other European countries.

LYC also leads 'Aspire', a community social inclusion and engagement programme run in collaboration with schools and music hubs across the 33 London Boroughs. The aim of the 'Aspire' programme is to introduce primary aged children to singing and to involve children who might not otherwise have the opportunity to enjoy music in this way. The Aspire model also includes an apprentice scheme in order to offer children from the schools involved in the programme, places in one of the LYC choirs. In addition, it includes training for choir leaders and specialist music teachers.

Preliminary Statement

LYC's Safeguarding Young Adults Policy is designed to protect and safeguard the 18-23 age group who are included amongst the members of the LYC. The policy and procedures also apply to other young adults with whom the LYC may come into direct or indirect contact during the course of its work.

The trustees, senior management team and staff of the London Youth Choir believe that every young adult who comes into contact with the choir has at all times and in all situations a right to feel safe and to be protected from any abusive or potentially abusive situation or practice.

This Safeguarding Young Adults Policy has been assembled with this statement in mind. It is also intended to be a means of giving guidance to trustees, senior management team and staff as to the best way of achieving our objectives by providing a secure and safe environment in which all young persons may flourish and feel comfortable.



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All London Youth Choir staff members are issued with a copy of the Choir's Young Adult Safeguarding Policy and Procedures. Young adults who join the Choir are informed of the Choir's duties and responsibilities under the Young Adults Safeguarding Policy and Procedures through the incorporation of a statement of intent on our website and by means of direct explanation when they join LYC or, if they are existing members prior to reaching adulthood, when they reach the age of 18. If any young adult members have support needs that require the intervention of a parent or carer to help them understand or make use of this policy and procedures, then the relevant parent/carers will be made aware of the relevant documents and of what they cover. Where it is believed that a young adult is being abused or is at risk of abuse, we shall follow our LYC procedure for this, which is in line with relevant guidance and the multi-agency procedures set out by the local Safeguarding Adult Board.

Legal framework

This policy and set of procedures have been drawn up on the basis of law and guidance that seeks to protect young adults, namely:

- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 1998 and subsequent guidance
- The Human Rights Act 1998
- The Sexual Offences Act 2003
- The Protection of Freedoms Act 2012
- The Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- The Care Act 2014
- The Care Act 2014 Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Mental Capacity Act 2005

Choir Commitment

The London Youth Choir was established for the benefit of children and young people, including young adults, and will therefore ensure that in all safeguarding matters, the best interests of children, young people and young adult members will remain paramount.

In its work with young adults aged 18-23, the LYC recognises that some of these members may be vulnerable at different times during the course of their membership of LYC. In terms of a legal framework, safeguarding arrangements for those over 18 are governed by the Care Act 2014. This Act stipulates that statutory safeguarding duties apply to an adult who:

- has care and support needs, and



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- is experiencing, or at risk of, abuse or neglect, and,
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

The London Youth Choir will meet its commitment to safeguarding young adults by the following means:

Awareness: Ensuring that all staff and volunteers are aware of the dangers of adult abuse and the risks to young adults.

Prevention: Ensuring, through awareness and good practice, that staff and others minimise the risk to young adults and act in a way that promotes their best interests.

Reporting: Ensuring that staff and volunteers are clear as to the steps which need to be taken where concerns arise regarding the safety of young adults.

Responding: Ensuring that action is taken to support and protect young adults where concerns arise regarding possible abuse.

London Youth Choir will ensure that it meets the above standards of awareness, preventing, reporting and responding by:

- Valuing young adults, listening and respecting them, and taking seriously any concerns raised;
- Ensuring that, in our work with young adults, we work with their consent unless 'vital interests' (as defined in the Data Protection Act 1998) are at stake, or the person has been assessed as lacking mental capacity (as defined in the Mental Capacity Act 2005)
- Taking positive steps via the adoption and implementation of young adult safeguarding procedures and a code of conduct for all LYC members
 - Appointing a designated person for safeguarding, a deputy and a lead trustee
 - Working in partnership with parents/carers and/or other professionals to ensure the protection of young adults
 - Developing and implementing an effective e-safety policy and related procedures
 - Providing effective management for staff and volunteers through supervision, support and training
 - Recruiting staff and volunteers safely, ensuring all necessary checks are made
 - Recording and storing information professionally and securely, and sharing information about young adult safeguarding and good practice with young adults themselves and with family members (where helpful), parents, staff and volunteers via leaflets, posters, one-to-one discussions
 - Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving young adults appropriately.



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- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our young adult members, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

This policy should be read alongside

- Recruitment, induction and training
- Role of the Designated Safeguarding Officer (included)
- Dealing with disclosures and concerns about a young adult (included)
- Managing concerns or allegations about staff and volunteers
- Recording, record storage and retention (included)
- Confidentiality and information sharing
- Code of conduct for staff and volunteers
- E-safety, use of images and film, and Social Media (included)
- Anti-bullying
- Complaints
- Grievance
- Whistleblowing
- Adult: child ratio
- Health and safety
- Supervision and support
- Policy and procedures for safeguarding young adults
- Procedure for Mental Health First Aid

Contact details:

Designated Safeguarding Person (DSP)

Name: Cathy Phillips Brady, Head of Safeguarding and Wellbeing (HoSW)
pastoral@londonyouthchoir.com / cathy.alghabra@londonyouthchoir.com
07845614666

Deputy DSP

Name: Florence Bavanandan
pastoral@londonyouthchoir.com
07809737459

Choirs Manager (for contact if neither DSP nor Deputy is available)

Name: Jenny Forsyth
pastoral@londonyouthchoir.com / office@londonyouthchoir.com
07542 109851



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Senior lead for safeguarding

Name: George Wills, Lead Trustee for Safeguarding

george.wills@drystone.com

Adult Social Care (City of London)

adultsduty@cityoflondon.gov.uk

020 7332 1224

Emergency duty team in Adult Social Care

[City & Hackney Emergency Duty Team](#)

020 8356 2300

Designated person in local authority for managing allegations against staff

LADO@cityoflondon.gov.uk

020 7332 1215

City of London Police

0800 389 5909 / 101 / 999

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation.

This policy was last reviewed on: **Wednesday 19 September 2018**

Person responsible for overseeing review:

Signed: **Cathy Phillips Brady, Head of Safeguarding and Wellbeing**

Designated Person for safeguarding children

Our Designated Person role is shared:

Cathy Phillips Brady, Head of Safeguarding and Wellbeing (HoSW), is the first port of call if there are safeguarding concerns about a child or young person. She also has the following safeguarding duties in relation to children and young people:

- managing the development, updating and implementation of our safeguarding policies and procedures
- ensure that these policies and procedures are consistent with LSCB policies and procedures
- ensure that all staff and volunteers are aware of these policies and procedures;
- ensure that all staff members know to whom they must pass on concerns;
- organise safeguarding training and awareness raising for staff and volunteers
- act as a source of expertise and advice within the London Youth Choir, keeping up to date with training and law changes;



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- co-ordinate action within the London Youth Choir and develop an effective working relationship with other agencies;
- attend child protection conferences where necessary or submit reports on the behalf of London Youth Choir to such conferences;

The HoSW role is supported by Deputy Designated Safeguarding Person, Florence Bavanandan, who acts as Deputy Designated Person if Cathy is not available and a safeguarding concern emerges about a child or young person who is a member of LYC; or concerns about the behaviour or information relating to a staff member or volunteer of LYC who could pose a safeguarding risk

If neither of these people is available, Choirs Manager, Jenny Forsyth, carries DSP responsibility.

Types of Abuse

There are many different types of abuse affecting young adults. They include:

Physical – this is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'. It may include behaviours like the misuse of medication, inappropriate restraint or the use of inappropriate sanctions, as well as the actions more commonly associated with physical abuse (such as slapping, pushing etc)

Sexual – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to. Specific behaviours could include:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- putting pressure on the young adult to consenting to sexual acts

Emotional and psychological – this is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity. Specific behaviours might include:

- threats of harm or abandonment
- deprivation of contact



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- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyberbullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Organisational – institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. It may include care or support provided in the person's own home. Such abuse violates the person's dignity, resulting in lack of respect for their human rights. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination – this type of abuse may include:

- discrimination based on gender, race, colour, language, culture, religion, politics or sexual orientation
- discrimination based on a person's disability or age
- harassment and slurs which are degrading
- hate crime

Financial and material – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation.. It may include:

- theft
- fraud
- internet scamming
- exploitation or coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission - examples of this might include:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour like hoarding.



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It should be noted that the legislation and guidance makes it clear that this list is not exhaustive and that those working with young adults (or any adults) should be open to the possibility of other forms of abuse.

Consent and capacity: responsibilities under legislation and guidance affecting the safeguarding of young adults

When statutory agencies consider whether a safeguarding response to an adult is needed under the Care Act 2014, they are required to examine three critical components: the person's need of care and support; their risk of, or experience of neglect or abuse; and their ability or inability to protect themselves.

These are not questions to which LYC is expected to supply an answer. Rather, LYC will seek advice from the local authority adult safeguarding team and will make a referral if necessary. It is also important to note that, even if the three critical components are not fully met, the young adult may still welcome and benefit from a preventative approach.

Managing issues of consent to the sharing of information is a critical difference between safeguarding children and young people under 18, and safeguarding those who are legally adults.

In its work with young adults, LYC draws on set of national principles that reflects its approach to information sharing including consent, capacity and confidentiality, they are:

- Empowerment – supporting the young adult to make their own decisions and informed consent
- Protection – support and representation for those in greatest need
- Prevention – it is better to take action before harm occurs, including signposting to agencies that can help
- Proportionality – proportionate and least intrusive response appropriate to the risk presented
- Partnership – local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safeguarding

Young adults who become involved with LYC should be made aware at the earliest opportunity as part of their introduction to the organisation that LYC's approach to safeguarding is to share information with those who need to know both within the organisation and externally if there is a concern that a young adult is at risk. They should also be informed that sharing information externally normally only happens after discussion with the young adult at risk and with their consent, but that there may be occasions when it has to happen without the young adult's consent. They should be asked if this general principle is one which they feel able to support.



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A young person's agreement to the general principle of sharing information in situations where there is a safeguarding concern is not a substitute for their consent being sought if a safeguarding concern actually emerges. If this happens and they give consent to the information being shared, this consent by the young adult should, where possible, take the form of something explicit such as signing a consent form

Where a young adult who is capable of giving consent to information being passed on to a statutory safeguarding authority, declines to do so, LYC will consider whether 'vital interests' are at stake under the terms of the Data Protection Act. For example, this may include situations where the young adult is in imminent or serious danger, or another person is in danger (including a child of the young adult or any other child or adult) or a crime has been or is about to be committed. If LYC feels that any of these circumstances may apply, a referral to the local authority should be made even without the consent of the young adult.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves. The principles of the Act state that an adult at risk:

- has the right to make their own decisions and be assumed to have capacity unless proved otherwise
- must receive all appropriate help and support to make decisions
- has the right to make eccentric or unwise decisions (in the opinion of others), and that
- decisions made on behalf of a person who lacks mental capacity must be done in their best interests and be the least restrictive of their basic rights and freedoms.

In addition, decisions are time and decision-specific. This means that a person may be able to make a certain decision, but not others, at a particular point in time. Decision-making ability may fluctuate over time.

Therefore, LYC will also pass on information where it appears that the adult at risk may lack mental capacity to consent to this, or may be being coerced to withhold consent. The local authority will then consider who can obtain a 'best interests' decision and how it can be made.

Procedures advise that the local authority will do this after full consideration of the Mental Capacity Act Code of Practice and also of the extent of appropriate involvement from the family and/or carers of the adult at risk.

An assessment of their capacity should be made by a professional person qualified to do so. In making this assessment, consideration will be given by the local authority to seeking the support of an Independent Mental Capacity Advocate to support the individual who lacks capacity.



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Any decision made on behalf of an adult at risk should weigh up and balance both the Mental Capacity Act and the Human Rights Act, to protect their best interests whilst respecting their rights.

A summary of the key elements can be found on

www.scie.org.uk/publications/adultsafeguardinglondon/files/protecting-adults-at-risk-in-london.pdf

Specific factors relevant to safeguarding young adults as distinct from older people

- Young people do not suddenly stop needing safeguards when they reach their 18th birthday – their legal status might change but independence is a gradual process that starts at birth and goes on well into adulthood.
- New challenges arise when a young person enters the adult world. This is an exciting time for anyone, but creates the potential for new risks and new areas of vulnerability. Many young people are moving away from home for the first time, or starting work or volunteer placements. Most are starting to take full control of their finances, and many are starting relationships with adult partners. Some are becoming parents.
- Service providers, including LYC, continue to have a duty of care to the young people that use their services, even after those young people are 18. However, young adults who may have previously received health or local authority services (for example, those who have been ‘in care’ or ‘looked after’ by a local authority) may find that on attaining 18 years, these services are withdrawn and they are in danger of ‘falling through the net’ and of being denied services they require on an ongoing basis.
- Some young adults are ‘at risk’ or ‘vulnerable’ to a greater extent than most others, due to issues already listed. These risk factors may exist singly or in combination, and, in some cases, could be triggered by or exacerbate the vulnerability of young people who are already trying to deal with the normal pressures of young adult life; there may be complex causal pathways and relationships between some of the various factors
- A young adult (or indeed anyone) who may be considered by others to be at risk, may not think of themselves as vulnerable, and may in fact feel insulted at being viewed in this way. It is, therefore, important to take into account the perceptions and feelings of a young adult whom you deem to be vulnerable but who prefers not to be placed in this category. Care and sensitivity should be used if you find that there are safeguarding concerns relating to them.
- Some young adults at risk of abuse are also young parents, thus their children (or unborn children) may also be at risk of abuse or harm.



When to be concerned

Concerns about a young adult might arise in a number of ways

- A young adult may disclose abuse or exhibit behaviour or physical symptoms that suggests that they or someone else is being abused or at risk of significant harm
- It should be noted that someone may report abuse or risk to a third party when in fact they may be talking about themselves and testing what will happen or the type of response they may receive
- A family member, carer or friend may raise concerns about a young adult
- Another staff member, volunteer, mentor or third party colleague may raise concerns about a young adult
- A family member, partner or carer may behave in a way that raises concerns that they might present a risk to a young adult
- There may be concerns that a member of staff, volunteer or someone in a partner agency may have abused someone or may present a risk
- A young adult (or an older relative or carer) may disclose historical abuse that suggests either or both that the person is still suffering harm as a result of the abuse or that other members of the family or social circle are still at risk or long-term survivors of the abuse

Recognising Signs of Abuse

It is not always easy to spot physical or behavioural signs that someone has been abused: some young adults suffering abuse show no outward signs of what is happening to them; on the other hand, some signs associated with abuse may have other explanations that do not involve abuse. However, it is helpful to be aware of some of the more typical signs and indicators which should trigger suspicions, particularly if they occur in clusters, or represent a change in the norm for that person.

For more information about signs and indicators of adult abuse, go to the SCIE website:

<http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

Dealing with a direct disclosure from a young adult

If a young adult discloses that s/he has been abused, the member of staff should:

- Listen carefully to what the person says without displaying shock or disbelief;
- Accept what is being said;
- Allow the person to talk freely;
- Reassure the person but do not make promises which it may not be possible to keep;



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- Not promise confidentiality – it may well be necessary to inform Adult Social Care if there are 'vital interests' at stake or the person lacks mental capacity;
- Reassure the person that it is not his or her fault;
- Stress that it is right to tell;
- Listen and do not ask direct or leading questions;
- Not criticise the perpetrator – the person may well still love him or her;
- Explain what you have to do next – ie that you have to speak to the DSO;
- Seek the person's view on the information being shared outside LYC;
- Thank him or her for confiding in you.

Procedure to follow in cases where there is a concern that a young adult may have been abused or be at risk of abuse

- If any volunteer or member of staff is concerned about a young adult, he or she must inform the Designated Safeguarding Officer immediately (within the same working day). In the absence of the Designated Safeguarding Officer, the Head of Pastoral Care or Director of Music must be informed.
- Discussion with the DSO should focus on the following:
 - The date and time of the interview or disclosure or emergence of the concern
 - The young adult's account (if available)
 - Any physical or other signs of injuries noted, e.g. bruising
 - Any relevant background information
 - An assessment made by the staff member as to why the information given constitutes a safeguarding concern (including risk to others as well as to the adult at the centre of the concern)
 - What the young adult would like to happen (if known)
 - Whether the young adult has given consent to the information being shared outside the organisation
 - Whether there might be issues of mental capacity to give consent to information sharing
 - Whether the person might be being coerced into withholding consent to information sharing
 - Whether there might be 'vital interests' at stake or a duty of care that might override the young adult's decision to withhold consent to information sharing
- Notes should be made about the concerns as quickly as possible and within one working day of their coming to light; the standard form should be used for this.
- The Designated Safeguarding Officer will decide whether an immediate referral is necessary. S/he may decide to seek advice from Adult Social Care
- After a verbal referral has been made to Adult Social Care, the Designated Safeguarding Officer will, within 48 hours, forward a written report to Adult Social Care, confirming the telephone conversation.



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- Particular attention will be paid to the physical, social and emotional development of anyone who has been identified as being at possible risk. If a person is in immediate danger (for example, to the extent that they cannot safely return home), the Police should be contacted. If he or she requires emergency medical attention, first aid should be administered and an ambulance should be called.
- The person's family should be informed if a referral has been made or is to be made to Adult Social Care unless: the person has mental capacity and does not want their family to be contacted; or a family member might be responsible for abusing the person; or someone may be put in danger by the family being informed; or informing the family might interfere with a criminal investigation. If any of these circumstances apply, discussions with the family should only take place after this has been agreed with the local authority Adult Social Care department.
- If the staff member/volunteer and DSO/HPC decide that the concern does not warrant a referral to adult social care, they should, with the consent of the young adult, decide what else, if anything, needs to be done to support the person. For example, they might decide to discuss the concern with other services to ensure that the young adult's needs are being met.

Remember: if in doubt, seek advice from Adult Social Care; it is not the job of LYC to decide whether a person has been abused or is at risk of abuse; but it is the job of LYC to pass on relevant information if there is a concern that this may be the case

Notes on the storage of records

- Notes made relating to an adult safeguarding concern must not be destroyed, even if a more detailed report is later written. They may be needed in Court.
- All adult safeguarding files must be marked 'Strictly Confidential' and kept in secure conditions, separate from other Choir records.
- Each person for whom a safeguarding record has been made should have a separate file to ensure that personal details are not at risk of being shared inappropriately
- Adult Safeguarding files will be kept by the Choir for seven years and then destroyed securely.

Support

Dealing with adult safeguarding is always difficult and stressful. Members of staff should consider seeking support for themselves, initially from the Designated Person or their line manager.

Allegations Involving a Member of Staff

- When an allegation is made against a colleague, or where a member of staff or volunteer has a concern that a colleague may pose a risk to a young adult,



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immediate advice must be sought from the Designated Person or line manager.

- The **Procedure for Managing Concerns or Allegations against a Member of Staff or Volunteer** will then be followed

E-safety, use of photographs and film, and Social Media

- Staff members, whether paid or unpaid, are expected to abide by the aspects of the **Staff Code of Conduct** that relate to the use of social media. This includes the requirement that no member of staff or volunteer may be in contact with a member of the London Youth Choir on Facebook, Twitter, or any other social media network.
- Unauthorised creation or use of photography and video images is prohibited by LYC; official photography and film for use on our website or in other publicity will be subject to strict ethical **Guidelines** that ensure compliance with data protection legislation and the safeguarding of young adults
- Written consent from young adult members will be sought when the person joins LYC; this does not preclude any young adult withdrawing their consent either altogether or for specific events/projects

Weekly rehearsal procedures

- LYC has clear physical contact guidelines setting out the circumstances in which physical contact is and is not appropriate for any member of staff may have any physical contact with a member of the London Youth Choir except where this is necessary in an emergency and/or can be justified (for example, if contact is necessary to prevent harm to a child or someone else, or if a child is in distress and would like a hug as a form of comfort); in such situations a record will be made as soon as possible after the event, shared with the DSO and kept on the member's file.
- Members of staff should not normally be alone with a member of the London Youth Choir. Exceptions to this rule may, however, occur in unforeseen or emergency situations and may on such occasions be in the interests of the young adult. In such situations a record will be made as soon as possible after the event, shared with the DSO and kept on the member's file. If a situation arises in which a member of the choir has to be alone with a member of staff, the member of staff should if possible make another member of staff aware of this beforehand, and should, if possible, remain within hearing of another member of staff.
- Contact details of adult members will be kept confidential and will only be used by London Youth Choir staff for London Youth Choir administration.
- The **Staff Code of Conduct** provides further information about staff behaviour at weekly rehearsals



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- LYC will be implementing a new 'Wellbeing Week' once per month at rehearsals, in order to create and maintain a safe atmosphere, and encourage good youth mental health practise. This will be trialled in Autumn term 2018.
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Residential Courses, Visits away from usual venue, Tours and Work with other groups

- Our safeguarding policy and procedures apply in any situation involving the London Youth Choir, whether in its normal venue of St Katherine Cree Church, or when working, visiting or travelling elsewhere.
- In addition, prior to any activity away from its usual base or any activity involving work with a third party (for example, a professional choir or orchestra) a health and safety risk assessment will be carried out.
- For day trips, tours and residential events, the **Safeguarding on Trips Guidance** will be used
- For any activity involving a third party, the **Safeguarding Protocol Checklist** will be used

Mandatory agreement from all LYC Staff

The trustees and musical directors of the London Youth Choir need to ensure that all members of staff have read, understood, and agreed to abide by all agreed policies and procedures.

To assure themselves that this is the case, all members of staff have to confirm this in writing. A copy of this confirmation will be retained by the Choirs Manager.

Any queries regarding this policy, or any other relevant policies and procedures, should be addressed to Cathy Phillips Brady, Head of Safeguarding and Wellbeing at pastoral@londonyouthchoir.com or Jenny Forsyth, Choirs Manager at office@londonyouthchoir.com



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I have read, understood and agree to abide by the London Youth Choir's child protection procedures and policies.

Name of Member of
staff.....

Signature of Member of
Staff.....

Date