

# **MUSIC IN THE MINSTER**

## **Procedures to support Child Protection Policy**

### **SAFETY AND WELFARE**

- Undertake a risk assessment of buildings, environment, travel arrangements.
- Ensure number of adults is appropriate to number of children.
- Find out in advance if the venue or establishment has existing safety measures and procedures.
- Obtain parental consent for attendance or participation in all activities.
- Obtain contact telephone number for use on the day.
- Maintain a no-smoking and no-alcohol policy.
- Ensure young children do not leave the premises unless accompanied by parent, guardian or responsible adult.

### **PROTECTION OF YOUNG PEOPLE FROM ABUSE**

- Follow recruitment procedures in all cases.
- Send child protection policy with job application packs for any job that includes work with young people.
- Provide advice on Child Protection at induction stage for new positions.
- Provide staff with information about any policies in place at venue or from the organisation where they will be working.
- Develop guidelines in best practice for all staff working with young people.

### **PROTECTING STAFF FROM FALSE ACCUSATIONS OF ABUSE**

- Have clear reporting structures in place.
- Protect by supervision (co-workers and management).
- Avoid being alone with young people.
- Do not make physical contact with a child without asking permission.
- Refer troublesome / sick children to a member of staff if present.
- Do not offer to transport children - leave this to parents or school staff.

### **DEALING WITH PROBLEMS**

- Report any abuse (reported by child, personally observed or suspected) to the member of staff in charge
- If member of staff is suspected of abuse, then report to senior staff or management.

- Make a written report and send to **Music in the Minster**.
- Record information about any child arriving at a project with an existing injury.

## **LEGISLATION AND GUIDELINES**

- Note useful websites and subscribe to info updates if available.

## **RECRUITMENT**

- Check with candidates about previous work with children in formal or informal interview
- Always take up references.
- Look for evidence at interview stage and during probationary period of respect for children and young people.
- Insist that staff working with children have current CRB check.

## **CRB disclosures**

**Music in the Minster** will:

- initiate a CRB check for any permanent paid staff (for example an administrator).
- request confirmation of current CRB disclosure from all freelance workers and volunteers.
- apply for new check if disclosure is more than 24 months previous, and/or the person is no longer working for the organisation that initiated the check.

Adopted by the committee on 21 November 2006. To be reviewed and revised on a regular basis.