

Child Protection Policy

Child Protection Officer

Clara Andersson

lyo@londonyouthopera.org.uk

07711 022 969

POLICY

London Youth Opera, or LYO recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 (*in Scotland change to Protection of Children (Scotland) Act 2003*).

The LYO recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The LYO is committed to practice which protects children from harm. All members of the LYO accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

LYO believes that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- all members and employees of the LYO should be clear on how to respond appropriately.

The LYO will ensure that:

- all children will be treated equally and with respect and dignity;
- the welfare of each child will always be put first;
- a balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- enthusiastic and constructive feedback will be given rather than negative criticism;
- bullying will not be accepted or condoned
- all adult members of the LYO provide a positive role model for dealing with other people
- action will be taken to stop any inappropriate verbal or physical behaviour;

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- it will keep up-to-date with health and safety legislation;
- it will keep informed of changes in legislation and policies for the protection of children;
- it will undertake relevant development and training;
- it will hold a register of every child involved with the LYO and will retain a contact name and number close at hand in case of emergencies.

The LYO has child protection procedures which accompany this policy. This policy should also be read in conjunction with the LYO's Equal Opportunities Policy, Volunteer Policy and Complaint Procedure.

The LYO has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is Clara Andersson trustee of London Youth Opera and she can be contacted on 07711 022 969, or lyo@londonyouthopera.org.uk or 122 Cheyne Walk, London SW10 0WS

This policy will be regularly monitored by the Trustees of London Youth Opera and will be subject to annual review.

Date: Reviewed February 13th, 2023

CHILD PROTECTION PROCEDURES

Responsibilities of the LYO:

At the outset of any production involving children the LYO will:

- undertake a risk assessment and monitor risk throughout the production process; this is conducted by the stage manager for the performances and shall be extended to cover the production period.
- identify at the outset of each production the person with designated responsibility for child protection;
- engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting;
- ensure that children are supervised at all times;
- know how to get in touch with the local authority social services, in case a need to report a concern arises.

Parents:

- Some parents of the children performing in LYO act as chaperones for the full cast at principal rehearsals for each production and the final production/performances
- The LYO believes it to be important that there is a partnership between parents and the LYO. Parents are strongly encouraged to be involved in the activities of the LYO and to share responsibility for the care of children.

- The London Youth Opera Protection Policy is available to all parents upon request.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the LYO to take children home.

Unsupervised Contact:

- The LYO will attempt to ensure that no adult has unsupervised contact with children.
- If possible there will always be two adults in the room when working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a criminal record disclosure.

Physical Contact:

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.

Managing sensitive information:

- The LYO has a policy and procedures for the taking, using and storage of photographs or images of children.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The LYO's web-based materials and activities will be carefully monitored for inappropriate use.
- The LYO will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Suspicion of abuse:

- If you see or suspect abuse of a child while in the care of the LYO, please make this known to the person with responsibility for child protection. If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to the Chairman.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the LYO, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse:

- If a child confides in you that abuse has taken place:
- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording:

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality:

- If a complaint is made against a member of the LYO he or she will be made aware of his rights under the LYO's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

- In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents:

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child is injured while in the care of the LYO, a designated first-aider will administer first aid and the injury will be recorded in the LYO's accident book. This record will be counter-signed by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

Criminal Record Disclosures:

- LYO believes it is in its best interests to obtain DBS checks for chaperones and other personnel, LYO endeavours to check all adults who will be in contact with young people.
- For those parents who already hold a standard DBS disclosure, this shall be acceptable for 3 years from date of issue for supervised access to children. LYO will accept valid disclosures initiated by other legitimate schools or organisations.
- Parents who do not already hold a DBS disclosure and will have access to children shall endeavour to attain one.
- An Enhanced DBS disclosure will be required for anyone with unsupervised access to children. Again, these shall be acceptable for 3 years from date of issue for supervised access to children. LYO will accept valid disclosures initiated by other legitimate schools or organisations.
- The LYO will have a written code of practice for the handling of disclosure information.
- The LYO will ensure that information contained in the disclosure is not misused.

Chaperones:

- Chaperones will be appointed by the LYO for the care of children during the production process. By law the chaperone is acting *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care is not envisaged to be more than 12.

- Principal chaperones will be DBS checked.
- Chaperones will be made aware of the LYO's Child Protection Policy and Procedures
- Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way, and should contact the local authority.
- During performances, chaperones will be responsible for meeting children prior to the rehearsal and/or performance and signing them in.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will not be allowed to enter the adult dressing rooms, in the event there are any adult dressing rooms on site.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the LYO.
- Parents should liaise with chaperones regarding arrangements for children after rehearsals and performances. If someone different is to collect the child, a telephone call should be made to the Chaperones to confirm the arrangements.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child until acceptable arrangements are made.