

Wyre Forest Young Voices Child Protection Code of Good Practice

This code of good practice establishes guidelines for the best way for us to keep our members safe and well, and to protect all parties from maltreatment and discomfort.

1. Staff should:
 - i. Value and respect children/adults as individuals
 - ii. Wherever possible ensure that there is more than one adult present during activities with children/adults and avoid spending time with children/adults unobserved
 - iii. Invite the child/adult to bring a friend, move into view of others, use a room with a glass panelled door or leave the door open in situations where it is absolutely necessary to be with a child/adult without another adult present
 - iv. Watch out for each other - are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it, including parents
 - v. Give guidance and support to less experienced staff
 - vi. Be aware of any physical contact with a child/adult. Where necessary, for example when there has been an accident and you are the on duty first aider, ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary
 - vii. Wear identification badges as supplied to you by WFYV
 - viii. Be aware that sometimes children/adults can behave in an inappropriate way towards an adult, e.g. being overly friendly, challenging, or aggressive. If this situation arises staff must be sensitive to, but firm with the child/adult in discouraging any inappropriate behaviour on the part of the child/adult. Any incident of this nature, regardless of how trivial it may appear must be reported to the Head of Pastoral Care /Safeguarding Lead and recorded. The Head of Pastoral Care/Safeguarding Lead and Musical Director will determine whether the matter needs to be discussed with a parent/guardian and/or brought to the attention of other senior staff at the event
2. Staff must not:
 - i. Have, or be perceived to have, favourites
 - ii. Make suggestive or inappropriate remarks to or about a child/adult even in fun, as this could be misinterpreted
 - iii. Take/invite a member to your home
 - iv. Use physical punishments or any action that involves locking up or restraining a child/adult
 - v. Arrange meetings outside working hours
 - vi. Develop social relationships with a child that participates in WFYV events.
 - vii. If you come into contact with a participant in a social setting, try and move away,
 - viii. if this is not possible try and maintain a professional distance. Pay attention to your own behaviour in such a setting
 - ix. Have contact with children/adults through email, phone or social media, e.g. Facebook, Instagram, Twitter, Zoom
 - x. Partake in any form of sexual activity with a child/adult including grooming (ie befriending a child/adult for the purpose of a future sexual relationship and this includes children aged 16 years and over). This is not permitted and represents a breach of WFYV's Code of Safe Conduct. If such behaviour is suspected or alleged, it will be dealt with as per the Safeguarding Policy.
 - xi. Buy goods from or use the services of WFYV participants or their friends

- xii. Accept any money or gifts from WFYV participants/parents or guardians
 - xiii. Give money or gifts to WFYV participants. If in a situation where a participant is stranded with no money to get home, the Head of Pastoral Care/Safeguarding Lead will discuss the situation with the participant's parent/guardian and make a written record of conversations leading to this decision
 - xiv. Borrow money from WFYV participants.
 - xv. The guidance in KCSIE 2023 (Part Four) should be followed where it is alleged that anyone working in the school or college that provides education for children under 18 years of age, including supply teachers and volunteers has:
 - a. behaved in a way that has harmed a child, or may have harmed a child;
 - b. possibly committed a criminal offence against or related to a child;
 - c. behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children;
 - d. or behaved or may have behaved in a way that indicates they may not be suitable to work with children.
3. Physical Contact: The following principles about appropriate physical contact apply to all staff and freelance musicians that work in or on behalf of WFYV:
- i. Treat all choir members with dignity and respect and never have physical contact with them in a way that would be considered indecent/inappropriate.
 - ii. When physical contact is made with a choir member this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and ability. It is not always possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one choir member in one set of circumstances may be inappropriate in another, or with a different choir member. Adults, nevertheless, should use their professional judgement at all times, observe and be sensitive to the reaction or feelings of the individual.
 - iii. No physical punishment of choir members is allowed. WFYV has separate guidance on behaviour management which must be followed.
 - iv. Physical contact which occurs regularly with an individual choir member is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. Any such arrangements should be understood and agreed by all concerned, justified in terms of the choir member's needs, consistently applied and open to scrutiny
 - v. Physical contact should take place when it is appropriate in relation to a particular activity. It should normally take place in a safe and open environment, ie one easily observed by others. It should never be secretive, or for the gratification of the adult, or represent a misuse of authority.
 - vi. Recognise that not everyone feels comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. You must seek clear permission from any choir member before physical contact is made and seek consent of parents/carers where a choir member is unable to do so because of a disability.
 - vii. Always explain to a choir member the reason why contact is necessary and what form the contact will take.
 - viii. Do not indulge in 'rough and tumble' play with choir members. Physical games or exercises involving children may be a required and accepted part of performance preparation but nevertheless health and safety should always be considered.

- ix. There may be occasions where a distressed choir member needs comfort and reassurance which may include physical touch. Physical contact may also be required to prevent an accident or injury or to mark a success and this would be wholly appropriate. Adults should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same choir member over a period of time.
- x. Consider alternatives to physical contact, where it is anticipated that a choir member might misinterpret any such contact or if it might cause the distress;
- xi. Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact;
- xii. All concerns about physical contact should be noted in writing at the time it occurs, and reported immediately to the Head of Pastoral Care
- xiii. Ensure you know who to speak to if you have a concern about any inappropriate physical contact with a choir member between any adult and choir members or between choir members.