



Singing for all ages

S C Choirs

Child Collection Policy

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of S C Choirs.

The purpose of this policy:

- to protect children, young people and adults who receive S C Choirs' services. This includes the children of adults who use our services
- to ensure the safe transition of children and young people from the care of their parents/carers/guardians to S C Choirs.

S C Choirs believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- it is important for a child to be collected on time and that not doing so can result in the child becoming distressed
- failure to collect a child promptly on a regular or frequent basis may be construed as neglect
- it is sometimes unavoidable for parents/carers/guardians to be unable to collect their child at the collection time

Child Collection Policy

- upon joining S C Choirs, all parents/carers/guardians will be advised of the drop off and collection times for children/young people for rehearsals and made aware of the Child Collection Policy
- parents/carers/guardians will be advised in advance of drop off and collection times for performances and will be reminded of the Child Collection Policy
- parents/carers/guardians are responsible for collecting their children on time; providing an alternative should they be unavoidably delayed and notifying the Musical Directors of any delay or change to the norm
- all children will have a named emergency contact person to be called in the event that the parent/carer/guardian does not collect the child, and cannot be contacted
- in an emergency, and where the Musical Directors have not been notified in advance, all named alternative contacts will be required to give a password before they are able to collect the child

- all named alternatives, contact details and passwords will be recorded at the time of registration with S C Choirs and held securely by the Administrator and Musical Directors
- parents/carers/guardians will be able to request that another person collects their child (e.g. parent of another child in choir) but the Musical Directors must be informed by text to the S C Choirs mobile phones, or letter, in advance
- each child/young person becomes the responsibility of S C Choirs upon entering the rehearsal room and responsibility transfers back to their parent/carer/guardian when the child/young person is passed back to them
- parents/carers/guardians of members of Youth Voices to sign to say whether they are happy for their child to walk home after rehearsals. Once rehearsals have finished and members leave the rehearsal venue, they cease to be the responsibility of S C Choirs
- parents/carers/guardians are responsible for notifying one of the Musical Directors at drop off/collection at a venue other than the usual rehearsal venue, or at a performance venue. This is the point at which responsibility is transferred from the parent to S C Choirs and back again
- if a child is not collected within 20 minutes of the collection time; and no contact has been made by a parent/carer/guardian to explain; the parent/carer/guardian cannot be contacted; and there is no named alternative, or the named alternative cannot be contacted, S C Choirs may contact the Duty Social Work Team
- in recognition of the trust placed in S C Choirs regarding responsibility for all members, Cluster Choir members will be required to remain within the performance/rehearsal venue at all times unless accompanied by a named Chaperone. Parents of members of the Youth Voices will be able to give permission for members to leave the venue for a short, specified duration and for a specific purpose, if they wish. e.g. leaving the Adrian Boulton Hall to go to McDonalds during the break. Where permission has not been given in advance, members will not be permitted to leave the venue

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 26th February 2016

Signed:

(this should be signed by the most senior person in your organization; eg the safeguarding lead on your board of trustees)