

Policy	Child Safeguarding Policy and Procedures
Effective Date	31 August 2016
Date Last Reviewed	November 2025
Authorised by	Trustees by e-mail
Scheduled Review Date	November 2026
Supersedes	All previous Policies and/or Statements

LEGISLATION AND GUIDANCE

This policy is informed by the following:

- Children Act 1989 and 2004
- Children and Young Persons Acts 1933 & 1963
- Children (Performances and Activities) (England) Regulations 2014
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Serious Crime Act 2015
- UK GDPR and Data Protection Act 2018
- Charity Commission Safeguarding Guidance
- North Yorkshire Safeguarding Children Partnership Procedures
- Making Music: Child Licensing – What You Need to Know
- National Network for Children in Employment and Entertainment (NNCEE)

PURPOSE

To ensure The Harrogate Choral Society (HCS) – including Beati - is able to keep children and young people with whom it works safe; and to act appropriately to any allegations, reports or suspicions of abuse.

SCOPE

The policy applies to all staff (whether employees or freelance) and volunteers who act on behalf of the organisation or taking part in Harrogate Choral Society activities, and who come directly into contact with children. This includes the main choir, including any young singers under the age of 18, and Beati. Every individual has a responsibility to inform the Named Person for Child Safeguarding of concerns relating to safeguarding children. The Named Person for Child Safeguarding must decide if the concerns should be communicated to Children's Social Care or the police.

POLICY STATEMENTS

HCS recognises that all children have a right to protection from abuse.

HCS takes seriously its responsibility to protect and safeguard the welfare of children and young people.

We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents and children with the opportunity to voice their concerns.
- Have a system for dealing with concerns about possible abuse
- Maintain good links with statutory services.

“Safeguarding is everyone’s responsibility”¹. Everyone who works with children has a responsibility for keeping them safe. This policy applies to all staff (employees and freelance) and volunteers who act on behalf of **HCS** and who come directly into contact with children and young people.

POLICY DEFINITIONS

Safeguarding

Safeguarding is defined as:

“Protecting children from maltreatment; preventing impairment of children’s mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.”
(*KCSIE 2025*)

Child/Young Person

A child is defined in law as a person under the age of 18. This includes young people aged 16–17, regardless of independence, education, employment, or living arrangements.

Abuse

Abuse is a form of maltreatment. It may involve inflicting harm or failing to act to prevent harm. Abuse can occur in person or online, and may be perpetrated by adults or other children. It includes physical, emotional, sexual abuse, neglect, and exploitation.

Physical Abuse

Includes hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm. Also includes fabricated or induced illness.

Emotional Abuse

Persistent emotional maltreatment causing severe adverse effects. Includes:

- Conveying worthlessness or rejection
- Silencing or mocking communication
- Age-inappropriate expectations
- Witnessing abuse of others
- Serious bullying (including cyberbullying)
- Exploitation or corruption

Emotional abuse is present in all forms of maltreatment.

¹ [Working Together to Safeguard Children 2023](#)

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities. May include:

- Physical contact (penetrative or non-penetrative)
- Non-contact abuse (e.g. viewing sexual images, online grooming)
- Use of AI-generated sexual content
- Livestreamed abuse or coercion via digital platforms

Perpetrators may be adults or other children. Abuse may occur online or offline.

Child Sexual Exploitation (CSE)

A form of sexual abuse involving coercion, manipulation, or deception. Occurs when a child is exploited for sexual activity in exchange for something they need or want, or for the perpetrator's gain. May occur entirely online, without physical contact.

Online Abuse

Any form of abuse occurring via the internet, including:

- Grooming and exploitation
- Cyberbullying and harassment
- Exposure to harmful content
- Coercion via social media, gaming, or messaging apps
- Use of AI-generated or deepfake material

Online abuse may be perpetrated by adults or peers.

Domestic Abuse

Includes physical, emotional, psychological, sexual, and economic abuse. May be a single incident or a pattern of behaviour. Children may experience domestic abuse:

- Directly, as victims
- Indirectly, through its impact on others
- Through manipulation of their relationships with caregivers

Includes digital surveillance and coercive parenting dynamics.

Controlling or Coercive Behaviour

A criminal offence involving:

- Isolation from support
- Exploitation of resources
- Regulation of daily behaviour
- Threats, humiliation, and intimidation

Children may be used to monitor, punish, or isolate the non-abusive parent.

Neglect

Persistent failure to meet a child's basic needs. Includes:

- Lack of food, clothing, shelter
- Inadequate supervision
- Failure to access medical care
- Emotional unresponsiveness

Neglect may occur during pregnancy or throughout childhood.

Extremism

Vocal or active opposition to fundamental British values, including:

- Democracy and rule of law
- Individual liberty
- Mutual respect and tolerance

Includes radicalisation, hate-based ideologies, and calls for violence. Children may be targeted online or in person.

GOVERNANCE

Harrogate Choral Society (HCS) recognises that safeguarding is a collective responsibility. Trustees have ultimate accountability, while the Executive Committee and designated officers ensure day-to-day implementation.

Trustees

- Ensure this policy is reviewed annually and remains compliant with current legislation and guidance.
- Appoint and support the Named Person for Child Safeguarding and the Lead Trustee for Safeguarding.
- Monitor safeguarding incidents and ensure appropriate reporting to statutory bodies and the Charity Commission.
- Ensure safeguarding is embedded in all HCS activities, including rehearsals, performances, and outreach.
- Ensure that safeguarding is a standing item at trustee meetings and that safeguarding risks are considered in all decision-making.

Charity Commission Compliance

- Trustees are responsible for ensuring that safeguarding arrangements meet Charity Commission expectations for good governance.
- Any serious safeguarding incident must be reported to the Charity Commission via a Serious Incident Report.
- Trustees must ensure safeguarding is considered in risk assessments, funding applications, and public communications.
- Safeguarding must be embedded in the charity's risk register and strategic planning.

Executive Committee

- Support operational safeguarding arrangements.
- Ensure safeguarding is considered in planning rehearsals, performances, and events.
- Assist with training coordination and record keeping.
- Liaise with Trustees on safeguarding matters and escalate concerns appropriately.

Named Person for Child Safeguarding

Amy Moseley ✉ amy@harrogatechoral.org.uk | ☎ 07825 134918

- Primary contact for all safeguarding concerns.
- Oversees safeguarding arrangements at rehearsals and performances.
- Leads referrals and liaises with statutory services.
- Ensures that safeguarding procedures are followed and documented.
- Ensures that all safeguarding concerns are logged and reviewed.
- Ensures seating and supervision arrangements are in place.
- Supports communication with parents and schools regarding safeguarding expectations.

Lead Trustee for Safeguarding (Co-Chair)

- Liaises with the Local Authority Designated Officer (LADO) and external agencies.
- Oversees safeguarding governance and training compliance.
- Steps aside if an allegation involves themselves (role passes to the other Co-Chair).
- Ensures that safeguarding is considered in risk assessments and strategic planning.

Committee Secretary

- Maintains the DBS register and ensures policy distribution.
- Ensures safeguarding documentation is complete and accessible.
- Assists with policy updates and trustee communications.
- Ensures that safeguarding records are stored securely and in line with data protection requirements.

Business Manager

- Notifies the Named Person when young singers join.

TRAINING AND AWARENESS

HCS will provide all staff, volunteers, and Trustees with adequate safeguarding training to carry out their responsibilities under this policy.

- All individuals must complete the *Making Music* approved Safeguarding for Music Groups online training (Child Protection Company).
- The Named Person for Child Safeguarding will undertake NYC Early Help and Child Protection Referrals training.
- Official chaperones will undertake additional training as advised by NYC or their licence issuing authority.
- Training will be refreshed at least every three years, or sooner if guidance changes.
- The Trustees and Named Person will ensure that licensing requirements specified by NYC are carried out and appropriate records kept.
- Safeguarding training records will be maintained by the Committee Secretary.

RESPONDING TO A SAFEGUARDING CONCERN

All concerns must be taken seriously. The following procedures apply:

If a child discloses abuse:

- Listen carefully and stay calm.

- Do not directly question the child.
- Allow the child to speak without interruption.
- Reassure the child that they have done the right thing.
- Do not promise confidentiality — explain that you must share the information.
- Record the disclosure using the child's own words.
- Include the date, time, and your signature.
- Report immediately to the Named Person for Child Safeguarding.

If you suspect abuse or inappropriate behaviour:

- Record your concerns with factual observations.
- Do not investigate or confront the individual.
- Report your concerns to the Named Person.

If the Named Person is unavailable:

- Contact the Lead Trustee for Safeguarding.
- If the concern involves either of them, contact the other Co-Chair or the LADO directly.

Referral Pathways

The Named Person will decide whether to refer to:

The Named Person for Child Safeguarding will assess concerns and determine whether to refer to:

- **North Yorkshire Children's Social Care** 📞 0300 131 2 131 (option 2) ✉️ children&families@northyorks.gov.uk
- **Police** 📞 101 (non-emergency) or 999 (emergency)
- **Emergency Duty Team (out of hours)** 📞 0300 131 2 131 (option 2)
- **CAMHS Crisis Team** 📞 0800 0516 171 (24/7)
- **LADO (Local Authority Designated Officer – NYCC)** 📞 01609 533080 ✉️ lado@northyorks.gov.uk

Referrals will be made without delay if a child is at risk of significant harm. The Named Person will:

- Record the concern and referral
- Inform the Lead Trustee for Safeguarding
- Follow up with the agency and document outcomes

Where a child is at immediate risk, any adult may contact emergency services directly.

To make a written referral, a universal referral form must be completed. You must ensure that all relevant information, including parental consent or clear reasons why this has not been obtained, is provided to ensure that the referral can be progressed as effectively as possible. You will receive acknowledgement of your contact being received. Should you not receive this, please follow up to ensure your information has been received.

For more information visit:

<https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>

Record Keeping

- All safeguarding concerns must be recorded and stored securely.
- Records must include the date, time, nature of concern, action taken, and outcome.
- The Named Person maintains a safeguarding log and ensures appropriate follow-up.
- Records will be retained in line with HCS data protection policy and UK GDPR.
- The Committee Secretary ensures that safeguarding records are accessible to Trustees if required.

Information Sharing

HCS recognises that effective safeguarding depends on appropriate information sharing. We follow the principles set out in *Working Together to Safeguard Children 2023* and *UK GDPR*:

- Information will be shared lawfully, proportionately, and securely.
- Safeguarding concerns may be shared without consent if a child is at risk of significant harm.
- The Named Person will determine whether to share information with:
 - Children’s Social Care
 - Police
 - LADO
 - CAMHS
 - Schools or other agencies
- Parents will be informed unless doing so would place the child at further risk.
- All decisions to share or withhold information will be recorded.

Worried About a Child – Who to Contact

Situation or Concern	Who to Contact First	Backup / Escalation Route
Concern about a child during an HCS rehearsal or performance	Amy Moseley – Named Person for Child Safeguarding ✉ amy@harrogatechoral.org.uk ☎ 07825 134918	Co-Chair – Lead Trustee for Safeguarding [Co-Chair contact as per trustee directory]
Concern about a child from a visiting school or youth group	School’s lead teacher or chaperone	Named Person for Child Safeguarding
Concern about a child outside HCS activities (e.g. overheard disclosure)	Amy Moseley – Named Person for Child Safeguarding ✉ amy@harrogatechoral.org.uk ☎ 07825 134918	Children’s Social Care – ☎ 0300 131 2 131
Allegation against an adult working with children	Amy Moseley – Named Person for Child Safeguarding ✉ amy@harrogatechoral.org.uk ☎ 07825 134918	LADO – ✉ lado@northyorks.gov.uk ☎ 01609 533080
Immediate risk of harm to a child	Police – ☎ 999	Named Person / Emergency Duty Team ☎ 0300 131 2 131 (opt 2)
Concern during out-of-hours event or when Named Person is unavailable	Lead Trustee for Safeguarding (Co-Chair)	Emergency Duty Team – ☎ 0300 131 2 131 (opt 2)
Mental health crisis involving a child	Amy Moseley – Named Person for Child Safeguarding ✉ amy@harrogatechoral.org.uk ☎ 07825 134918	CAMHS Crisis Team – ☎ 0800 0516 171

Situation or Concern	Who to Contact First	Backup / Escalation Route
Uncertainty about whether a concern meets threshold for referral	Amy Moseley – Named Person for Child Safeguarding ✉ amy@harrogatechoral.org.uk ☎ 07825 134918	NYCC Consultation Line / LADO

HCS PROCEDURES FOR CHILD SAFEGUARDING: Main Choir and Beati

These procedures apply to all rehearsals and performances involving young singers under 18 who participate in the main choir or Beati.

Registration and Consent

- All young singers must be registered with HCS.
- Parental consent forms must be completed, including emergency contact details and medical information.
- Consent must be renewed annually or when circumstances change.
- The Business Manager will notify the Named Person when a young singer joins and ensure that consent forms are received and stored securely.

DBS and Chaperone Arrangements

- All adults with regular contact with children must hold a valid enhanced DBS check.
- Chaperones must be approved by NYCC or the relevant local authority.
- Chaperones must be present at all rehearsals and performances involving children.
- The Committee Secretary maintains the DBS register and ensures it is up to date.

Seating and Safety

- Children must be seated together and near chaperones.
- Emergency exits and first aid provision must be identified.
- Risk assessments must be completed for all venues.
- The Named Person ensures that safeguarding arrangements are in place and documented.

Attendance and Supervision

- A register must be taken at each rehearsal and performance.
- Children must be signed in and out by a parent or designated adult.
- Children must not leave rehearsals or performances unaccompanied.
- A minimum of two adults must be present at all times.
- The Named Person for Child Safeguarding ensures seating and supervision arrangements are in place and communicates with parents as needed.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2 years	1	3
2 years	1	5
3-4 years	1	8 (13 if staff are qualified teachers)
5-7 years	1	6

8-10 years	1	8
11-17 years	1	10
Mixed age groups	Use youngest age ratio	

[However, it is recommended to have at least two adults present when working with or supervising children and young people.](#)

Procedures for Child Safeguarding: Event Involving a School or Schools

(e.g. Harrogate Christmas Concert)

This section applies to any HCS event involving children from one or more schools, including massed school choirs, invited youth ensembles, or individual child performers. It reflects the HCS 2025 *Children in Performances Protocol* and current licensing and safeguarding guidance. The full protocol and event checklist is in Appendix 1

Scope

These procedures apply when HCS hosts or coordinates an event involving children from external schools, whether state or independent, and whether performing as part of a group or individually.

Licensing and Legal Framework

- HCS will liaise with North Yorkshire County Council (NYCC) or the relevant local authority to determine licensing requirements.
- Where no child is paid and no school absence occurs, HCS will apply for a Body of Persons Approval (BOPA).
- Where payment or absence applies, individual performance licences will be required.
- All arrangements will comply with the *Children (Performances and Activities) (England) Regulations 2014*.

School Responsibilities

- Each participating school is responsible for:
 - Providing appropriate adult supervision, including licensed chaperones or teachers.
 - Completing their own risk assessment for travel and participation.
 - Ensuring parental consent is obtained for each child.
 - Providing emergency contact and medical details to HCS or retaining them on-site.
 - Confirming any safeguarding concerns or access needs in advance.

HCS Responsibilities

- HCS will:
 - Coordinate venue risk assessments and ensure first aid provision.
 - Provide safeguarding oversight and ensure compliance with licensing conditions.
 - Share safeguarding arrangements with schools in advance.
 - Ensure the Named Person for Child Safeguarding is present and visible.
 - Maintain a safeguarding log and retain relevant documentation.
 - Ensure all supervising adults are DBS-checked and briefed on safeguarding expectations.

Arrival and Departure

- Schools must provide a named lead adult for each group.
- Children must remain under school supervision at all times.

- HCS will designate arrival and departure points and ensure safe handover procedures.
- No child may leave the venue unaccompanied.

Supervision and Ratios

- Schools must maintain appropriate child-to-adult ratios, in line with NYCC guidance:
- Mixed-age groups must follow the ratio for the youngest child present.
- At least one adult must be a designated chaperone or safeguarding-trained teacher.

Photography and Data

- HCS will obtain written parental consent for any photography or filming.
- Schools may collect consent on HCS's behalf if agreed in writing.
- No child may be photographed without consent.
- All data will be stored securely and used only for safeguarding and event coordination.

Emergencies and First Aid

- HCS will confirm first aid provision and emergency procedures with the venue.
- Schools must ensure they have access to emergency contact details.
- Any incident must be reported to the Named Person immediately.

Safeguarding Oversight

- The Named Person for Child Safeguarding will:
 - Be present throughout the event.
 - Liaise with school staff and chaperones.
 - Respond to any safeguarding concerns.
 - Record and follow up on any incidents.
 - Ensure compliance with this policy and the 2025 Protocol.

RECRUITMENT PRACTICES AROUND SAFEGUARDING

Recruitment Practices

Harrogate Choral Society (HCS) is committed to safe recruitment practices that protect children and uphold the integrity of our safeguarding arrangements. All appointments involving contact with children must follow procedures aligned with *Working Together to Safeguard Children 2023*, *KCSIE 2025*, and Charity Commission guidance.

Scope

This section applies to the recruitment of:

- Chaperones and volunteers working with children
- Musical directors and accompanists
- Trustees and committee members
- Paid staff or contractors with access to children
- Any adult in a regulated activity or unsupervised role with children

Safer Recruitment Principles

HCS will ensure that:

- Roles involving children are clearly defined and risk-assessed
- Applicants are informed that safeguarding checks will be required
- References are obtained and verified for all new appointments
- Gaps in employment history are explored during interviews
- Safeguarding responsibilities are included in role descriptions and induction

Disclosure and Barring Service (DBS)

- All adults in regulated activity with children must hold a valid enhanced DBS check with children's barred list check.
- DBS checks must be renewed every 3 years or sooner if required.
- The Committee Secretary maintains the DBS register and ensures it is up to date.
- The Named Person verifies DBS status before any appointment is confirmed.
- HCS will not permit any adult to work with children until DBS clearance is confirmed.

Trustee and Committee Appointments

- Trustees must declare any safeguarding concerns or criminal history.
- Safeguarding responsibilities must be discussed during induction.
- The Lead Trustee for Safeguarding oversees compliance and training.

Chaperones and Performance Volunteers

- Chaperones must be approved by NYCC or the relevant local authority.
- HCS will verify chaperone licences and DBS status before any performance.
- All volunteers must complete safeguarding training and be briefed on HCS procedures.

Induction and Training

- All new staff, volunteers, and Trustees must complete safeguarding induction.
- Training includes:
 - HCS safeguarding policy and procedures
 - How to report concerns
 - Role-specific safeguarding responsibilities
- The Named Person and Committee Secretary ensure training records are maintained.

Record Keeping

- Recruitment records will include:
 - Application and interview notes
 - References and DBS confirmation
 - Safeguarding induction and training dates
- Records will be stored securely and retained in line with UK GDPR and HCS data protection policy.

Informing the Charity Commission

If there is a safeguarding incident it must also be reported to the Charity Commission.

CONTACT DETAILS

Trustees - Main responsibility rests with the Executive (Amy Moseley, Lead Trustee for Safeguarding, and Paul Jackson Co-Chairs; Ruth Pridmore, Treasurer)

HCS Named Person for Child Safeguarding: Amy Moseley 07825 134918, E-mail amy@harrogatechoral.org.uk

HCS Named Person for Adult Safeguarding: Kate Rogata 07711 302818, E-mail kate.rogata@googlemail.com

Helplines

Help for adults concerned about a child Call NSPCC on 0808 800 5000

Help for children and young people Call ChildLine on 0800 1111
Making Music on 020 7939 6030

CHANGE CONTROL HISTORY

Date of Change	Summary of Revisions Made
August 2017 (changes to be noted at Trustees meeting on 25 th September)	Removal of reference to the post “Trustee with responsibility for legal matters” as it is unlikely such a post will ever exist Addition of BOPA detail Various other amends linked to Committee decision that all singers under 18 would be classed as Halcyon singers.
September 2018 (for approval at meeting on 24 th Sept)	Contact details updated
September 2019 (initially for approval at Committee on 30 th Sept, but final approval complete by email 10 Nov 2019)	Removal of references to Halcyon Children’s choir and associated staff/volunteers.
November 2020	No updates needed, agreed by email
May 2022	No updates made
Nov 2022	Changes to align with the updated North Yorkshire Safeguarding Children Partnership (NYSCP) policy guidance and procedures. Some changes aligned to changing roles and responsibilities within HCS Management Committee
Nov 2023	Updated telephone contact numbers to make a referral to North Yorkshire Local Authority Additional guidance if there is concern of immediate risk of significant harm to a child North Yorkshire Police should be contacted on 999; Additional section added on Recruitment practices around safeguarding (drawn from Making Music Safeguarding guidance) Additional governance procedure to liaise with the Local Authority Designated Officer (LADO) in the event of an allegation against a member of staff or volunteer. LADO contact details listed. Remaining references to Halcyon and the Polyphonic choir removed.
Nov 2024	Updated Working Together to Safeguard Children link to December 2023 version.

	<p>Clarified titles of safeguarding role holders, and inserted new contact details for HCS Named Person for Child</p> <p>Safeguarding following the resignation of previous role holder</p> <p>Inserted recommended adult/child ratio numbers for under 18 year olds</p> <p>Updated North Yorkshire local procedures (Worried about a child/Who to contact table)</p> <p>Added if HCS Named Person for Child Safeguarding is not available others working with children know how to make a referral</p> <p>Added LADO procedures and the LADO notification form web link</p> <p>Replaced link to updated NSPCC information Gillick competency and Fraser guidelines</p>
Nov 25	<p>Policy updated for statutory alignment and clarity. Includes revised safeguarding definitions, new school event procedures, expanded referral and information sharing guidance, and refreshed contact details. Child to adult ratio table updated. Governance and response sections reorganised for usability. Recruitment practices added to support safer appointments.</p>

APPENDIX 1

HCS Children in Performances Protocol – 2025**1. Purpose and Scope**

This protocol sets out the safeguarding, licensing, and operational procedures for any HCS performance involving children. It applies to:

- Children performing as part of HCS (e.g. junior members or guest singers)
- Children invited to perform with HCS, including:
 - School choirs
 - Non-school youth groups (e.g. junior bands or community choirs)
 - Individual child performers (e.g. treble soloists)
- HCS children performing at external events hosted by other organisations

These procedures ensure that all children involved in performances are safe, supported, and protected in line with legal and ethical standards, regardless of group affiliation, location, or role.

This protocol draws on:

- **Statutory legislation**, including:
 - *Children and Young Persons Acts 1933 & 1963*
 - *Children (Performances and Activities) (England) Regulations 2014*
 - *Working Together to Safeguard Children (HM Government)*
 - *UK GDPR and Data Protection Act 2018*
- **Local authority guidance**, particularly from **North Yorkshire Council (NYC)**
- **Sector best practice**, including:
 - *Making Music (2016): Child Licensing – What You Need to Know*

- *National Network for Children in Employment and Entertainment (NNCEE)*
- *Charity Commission safeguarding guidance*

2. Definition of “Child”

For the purposes of this protocol, a child is defined as any person under **school leaving age**, i.e. up to the last Friday in June of Year 11, as per NYC and NNCEE guidance.

3. Licensing Requirements

HCS will seek appropriate permissions for any child participating in performances, including:

Performance Licence (individual) if:

- The child is paid (beyond expenses)
- The child performs more than 3 times in 6 months
- The child will miss school
- The performance is not covered by a BOPA
- The venue is licensed for alcohol or tickets are sold

Body of Persons Approval (BOPA) if:

- The performance is unpaid
- No school absence occurs
- All children are supervised by NYC-approved chaperones or suitable alternatives
- The event is within NYC’s jurisdiction

Licensing applications will be submitted to the relevant local authority at least **21 days in advance**.

Note: Licences are issued by the child’s **home authority**, not the performance location. If relying on the “4-day rule” exemption, HCS must obtain a **signed parental declaration** confirming the child’s performance history.

4. Chaperone Requirements

- All children must be supervised by **licensed chaperones** approved by their local authority, or by a parent/teacher if permitted under licence
- Chaperones must hold a valid **enhanced DBS** and be registered with the relevant council
- A **daily record sheet** will be maintained, noting attendance, wellbeing, and any incidents
- In the event of illness or concern, the chaperone will notify the **designated safeguarding lead** and contact the child’s parent/carer

5. Risk Assessment & First Aid

- A **venue-specific risk assessment** will be completed prior to each performance involving children
- **First aid provision** will be confirmed in advance, either via HCS or the venue
- **Emergency contact details** for each child will be held securely and accessed only by authorised personnel

6. School Absence

If a child will miss school to participate:

- A **letter of authorisation** from the school must accompany the licence application
- HCS will liaise with parents and schools to ensure educational impact is minimal
- Note: BOPA does **not** permit school absence—only a licence does

7. Consent & Data Protection

Written **parental consent** will be obtained for:

- Participation in rehearsals and performances
- Use of photographs or recordings
- Emergency contact and medical information

All data will be handled in accordance with HCS's **Data Protection Policy** and **UK GDPR** regulations.

8. Performance Scenarios and Responsibilities

A. Invited Schools

School Responsibilities:

- Retain safeguarding responsibility for their pupils
- Provide licensed chaperones or safeguarding-trained staff
- Confirm parental consent and emergency contact details
- Submit licence applications to their own local authority if outside NYC
- Authorise any school absence internally

HCS Responsibilities:

- Provide performance details, rehearsal schedule, and venue risk assessment
- Confirm first aid provision and safeguarding lead contact
- Include the school's lead contact in any NYC BOPA application
- Liaise to ensure licensing and safeguarding arrangements are compatible

B. Invited Youth Groups (Non-School)

Group Responsibilities:

- Retain safeguarding responsibility for their members
- Provide licensed chaperones or safeguarding-trained staff
- Confirm parental consent and emergency contact details
- Share their safeguarding policy with HCS

- Submit licence applications to their own local authority if outside NYC

HCS Responsibilities:

- Provide performance details, rehearsal schedule, and venue risk assessment
- Confirm first aid provision and safeguarding lead contact
- Include the group's lead contact in any NYC BOPA application
- Request confirmation of chaperone licensing and safeguarding procedures

C. Invited Individual Child Performer (e.g. Treble Soloist)

Parent/Guardian Responsibilities:

- Retain safeguarding responsibility unless delegated to a licensed chaperone
- Confirm written parental consent and emergency contact details
- Ensure the child is accompanied by a parent or NYC-licensed chaperone
- Submit licence application to the relevant local authority if required

HCS Responsibilities:

- Provide performance details, rehearsal schedule, and venue risk assessment
- Confirm first aid provision and safeguarding lead contact
- Include the child in any NYC BOPA application if applicable
- Ensure quiet space and emotional support are available
- Liaise with parent/chaperone to ensure safeguarding compatibility

D. External Invitations Involving HCS Children

If Host Is Based in North Yorkshire:

- HCS may apply for a BOPA or be included in the host's
- HCS retains safeguarding responsibility for its young members
- HCS will:
 - Confirm parental consent and emergency contact details
 - Provide NYC-licensed chaperones or safeguarding-trained staff
 - Liaise with host to ensure safeguarding compatibility

If Host Is Outside North Yorkshire:

- HCS liaises with host and their local authority to determine licensing
- HCS retains safeguarding responsibility
- HCS will:
 - Confirm parental consent and emergency contact details
 - Provide licensed chaperones registered with relevant authority
 - Submit licence applications or support host's BOPA process

9. Licensing Interpretation and Practical Notes

Based on *Making Music (2016): Child Licensing – What You Need to Know* and NNCCEE guidance:

- **Licensing interpretation varies** by local authority; HCS must liaise with each child’s home council
- **BOPA** is often preferable to individual licences but is only valid within the issuing authority’s area
- **Licences** allow school absence; BOPA does not
- **Council-approved chaperones** may be required under licence, unless the child is supervised by a parent or teacher
- **Collaborative events** must designate a lead organisation responsible for licensing and safeguarding
- If relying on the **4-day rule**, obtain a signed parental declaration
- Avoid speculative queries to councils—consult Making Music, NNCEE, or involved schools first

10. Key Contacts Directory

Role	Name	Contact Details	Notes
HCS Safeguarding Lead	Amy Moseley	amy@harrogatechoral.org.uk 07825 134918	Primary contact for all child safeguarding matters
Event Coordinator	[Insert Name]	[Insert Email & Phone]	Oversees rehearsal logistics and risk assessments
First Aider (Event)	[Insert Name]	[Insert Mobile]	Confirmed for each venue
Licensed Chaperones (HCS)	[Insert Names]	[Insert Licence Numbers]	NYC-approved, DBS-checked
Invited School Lead	[Insert Name]	[Insert School & Contact]	Responsible for school pupils
Invited Youth Group Lead	[Insert Name]	[Insert Group & Contact]	Responsible for group members
Individual Performer Contact	[Insert Parent/Guardian Name]	[Insert Contact]	Responsible for soloist or guest child
Local Authority Licensing Contact	NYC: Child Employment Team	child.employment@northyorks.gov.uk	For BOPA and licence queries
Emergency Backup Chaperone	[Insert Name]	[Insert Mobile]	NYC-licensed,

Role	Name	Contact Details	Notes
			available on standby

Appendix 1

HCS Performance Day Checklist – Children’s Participation

To be completed by the Safeguarding Lead or Event Coordinator

<input checked="" type="checkbox"/> Item	Notes / Initials
1. Chaperone Details	
<input type="checkbox"/> NYC-licensed chaperones confirmed	Names and licence numbers recorded
<input type="checkbox"/> Enhanced DBS checks verified	Stored securely
<input type="checkbox"/> Chaperone briefing completed	Roles, emergency contacts, safeguarding
2. Venue & Safety	
<input type="checkbox"/> Venue-specific risk assessment signed	Stored with event documents
<input type="checkbox"/> First aid provision confirmed	Named first aider or venue contact
<input type="checkbox"/> Emergency exits and child-safe zones identified	Walkthrough completed
3. Licensing & Permissions	
<input type="checkbox"/> BOPA or individual licence issued	Copy held on file
<input type="checkbox"/> School absence authorised (if applicable)	Letter from school received
<input type="checkbox"/> Parent/carer consent forms received	Includes photo/data consent
4. On-the-Day Records	
<input type="checkbox"/> Attendance register completed	Arrival and departure times
<input type="checkbox"/> Daily record sheet maintained	Notes on wellbeing, incidents
<input type="checkbox"/> Safeguarding Lead contact visible	Posted backstage or in rehearsal space
5. Contingency & Inclusion	
<input type="checkbox"/> Backup chaperone available	If primary is unavailable
<input type="checkbox"/> Adjustments made for additional needs	As agreed with parents/carers
<input type="checkbox"/> Quiet space available	For rest or emotional support
6. Post-Event Actions	
<input type="checkbox"/> Incident forms completed (if needed)	Stored securely and reviewed
<input type="checkbox"/> Debrief with chaperones and safeguarding lead	Notes for future planning
<input type="checkbox"/> Documents filed with safeguarding folder	Within 48 hours of event