

Child Safeguarding Policy

Elena Cobb Star Prize Festival at RAH, Elgar Room

The safety of any child performer at our festival is paramount. Every child, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation, has the right to be protected from harm. All suspicions and allegations of abuse will be taken seriously, and responded to swiftly and appropriately. The staff of Elena Cobb Star Prize Festival (EVC Music) is working in conjunction with the staff at the Royal Albert Hall and acknowledge their responsibility to report concerns. The following clauses apply only to children who are playing the piano; under 18s in the audience will be deemed to be the responsibility of the adults who brought them (children under 4 years of age are not normally admitted).

1. CONCERTS INCLUDING CHILD PERFORMERS

1.1. The Festival invite children to perform at the event where they play the piano. There will be close co-operation at all times between the staff of EVC Music and those normally responsible for the pianist concerned.

1.2. Where applicable, the necessary licences, conforming with the Children (Performances and Activities) (England) Regulations 2014, will be applied for from Westminster City Council (if the event is at the Royal Albert Hall) or the relevant authority, and appropriate records relating to hours of rehearsal and performance will be kept.

2. TO WHOM THIS POLICY REFERS

This policy refers to children aged under 16 and vulnerable people of any age whose needs are identified in advance to EVC Music. Anyone with special needs, for whom either we or the Royal Albert Hall need to provide additional support, should get in touch with us by email: team@evcmusic.com

3. INDIVIDUAL CHILD PIANISTS

In the clauses below, 'responsible adult' is understood to mean a parent, guardian, close relative or teacher who might normally be expected to accompany the child:

- (a) Children under the age of 5 are not permitted to perform.
- (b) Children aged 5–16 may perform, provided they are accompanied at all times by a responsible adult.
- (c) No more than two children aged 5–16 may be under the supervision of one responsible adult (unless they are attending as part of a group).
- (d) The responsible adult will be asked to notify us in advance of the age and gender of their child, and that the child is in good health; any medical conditions which might be the concern of either EVC Music or the Royal Albert Hall are also to be notified.
- (e) The responsible adult must at all times closely supervise any child in their care, and is responsible for ensuring a suitable level of behaviour so that others are not endangered, inconvenienced, or their enjoyment of the event impaired.
- (f) The responsible adult will be asked to supply an emergency telephone number for a friend or relative not attending the concert.
- (g) If stipulated by the licensing authority, the responsible adult will be asked to sign in and out of the building each time they enter or leave, especially at the beginning and end of the day of the event.
- (i) All statutory requirements will be adhered to and the relevant licences procured in consultation with the adult(s) responsible for the child.

4. RECORD KEEPING

- (a) EVC Music will not at any time seek to obtain or store the personal details of any individual child under the age of 18.
- (b) The only exception to Clause 4(a) is where EVC Music is required by the licensing authority to provide details of a child (for example to assist in a medical emergency). The licensing authority may require such information to be kept for a period after the event; in the

case of Westminster City Council this period of time is 6 months. After that time, any such information is destroyed.

(c) When an individual child pianist is engaged, appropriate note will be made of the hours worked; the relevant licence will be obtained and any required information will be submitted to the licensing authority.

5. PHOTOGRAPHY/VIDEOGRAPHY

(a) Members of the audience are not permitted to take photographs or use video equipment at any time during any of our performances.

(b) Photographs may be taken before the performance starts or during the applause at the end. However, under no circumstances will anyone be allowed to come into the performing areas (Stage) to take photographs, as this will impede the safe exit of the performers.

(c) One or more official photographers/videographers may be in attendance throughout the rehearsal and the performance (with the permission of the Royal Albert Hall) for the purpose of taking photos of the event. No photographs of individual children will be taken without the express permission of the chaperone being sought and granted.

(d) Where photographs/videos of children are published, they will be identified solely by the name and the event. The names and personal details of individual children will never be disclosed without specific permission in writing being sought and obtained from the child's parent(s) or guardian(s) and/or the school concerned where the school is acting in loco parentis.

(e) Photos and videos will be uploaded on social media only with the expressed permission of the families.

6. HANDLING & REPORTING PROCEDURE

(a) All communications will be treated in strict confidence.

(b) Contact our safeguarding officer Elena Cobb on team@evcmusic.com with your concerns or arrange a meeting.

7. RELEVANT LEGISLATION

This document is informed by the following legislation:

The Children and Young Persons Act 1963

The Rehabilitation of Offenders Act 1974

The Children Act 1989

The Police Act 1997

The Data Protection Act 1998

The Human Rights Act 1998

The Protection of Children Act 1999

The Criminal Justice and Court Services Act 2000

The Children Act 2004

The Safeguarding Vulnerable Groups Act 2006

The Children, Schools and Families Act 2010

The Protection of Freedoms Act 2012

The Children (Performances and Activities) (England) Regulations 2014

The Children and Social Work Act 2017

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