

Policy for referral concerns for parents and individual Elena Cobb Star Prize Festival at RAH, Elgar Room

There are times when Supervising Officers, Parents, Guardians or the children themselves have concerns, worries or evidence of abuse, whether it be physical, emotional or neglect. This could be during an activity, at home or online. As the organisers of Elena Cobb Star Prize Festival at RAH, Elgar Room we have a duty to protect children and vulnerable adults whilst at the event.

It is acknowledged that all children will be supervised at all times by their **parent(s)** - responsible, designated adult(s) who will be briefed in the standards expected (below) by the organisation.

The intention of the organisation is to create a safe, happy and inclusive environment for all.

The below process applies to all suspicions or reports of any mistreatment of minors or vulnerable adults throughout the organised event.

We recognise that concerns might be reported by the organisers/ staff/parents/ children or even the child themselves.

The designated individual responsible for coordinating the investigation process will be Elena Cobb, Managing Director for EVC Music Publications Limited.

In the event of any concerns, the process is as follows:

- The reporting child or child themselves will be taken to a safe place and advised that Elena Cobb has been contacted and will come to discuss the concerns
- Alert Elena Cobb (Designated Person) who will take over the situation and
- Sit down with the child to ascertain what the concern is and
- Document all of the discussion (in the child's words) and
- Take note of the time and date, and record the child's manner and demeanour
- If the allegation is made against an organising officer, whether a RAH employee or part of the organisation, this will be reported to Social Services
- If the allegation is made against the above designated person, then the allegation must be directed to Social Services

At no point will the alleged perpetrator be informed of the allegation

All allegations/ discussions / reports will be documented to record what was done/when/by whom/ why (if known) and what was done about it in order to protect the child.

This document will be shared with all responsible adults, and they will be asked to read and acknowledge their understanding of it.