

APPENDIX F

Useful Contacts

CBSO Designated Safeguarding Lead

Tom Spurgin, Director of Learning & Engagement
tspurgin@cbsoco.co.uk 07904 803 656 (all hours)

CBSO Designated Safeguarding Officers

Katie Lucas, Head of Learning & Engagement
klucas@cbsoco.co.uk 0121 616 6531 (office hours)

Poppy Howarth, Chorus Manager
phowarth@cbsoco.co.uk 0121 616 6508 (office hours)

Birmingham City Council – Social Services (For concerns about children)
Monday to Thursday Office Hours: 0121 3031888
Out of Office Hours: 0121 675 4806

Birmingham Adult Safeguarding Board

The Adults & Communities Access Point (ACAP) on 0121 303 1234, press option 1 to report a concern about abuse of a vulnerable adult.

West Midlands Police 999 If there is a clear and immediate threat to a child

NSPCC Helpline 0808 800 5000 *For adults concerned about a child*

ChildLine 0800 1111 *For children and young people*

Contact details for the **LADO** in the areas where the CBSO currently, or could be asked to, provide services involving children and young people.

Birmingham:	0121 675 1669	Ladoteam@birminghamchildrenstrust.co.uk
Coventry:	024 7697 5483	lado@coventry.gov.uk
Derby:	01332 642376	cypsafeguarding@derby.gov.uk
Derbyshire:	01629 533190	professional.allegations@derbyshire.gov.uk
Dudley:	01384 813110	allegations@dudley.gov.uk
Gloucestershire:	01452 426994	nigel.hatten@gloucestershire.gov.uk
Herefordshire:	01432 261739	LADO@herefordshire.gov.uk
Northamptonshire:	01604 364031	LADOREferral@northamptonshire.gov.uk
Sandwell:	0121 569 4770	sandwell_lado@sandwellchildrenstrust.org
Shropshire:	03456 789021	
Solihull:	0121 7884310	cpru@solihill.gcsx.gov.uk
Staffordshire:	0800 1313 126	
Stoke on Trent:	01782 235100	
Telford & Wrekin:	01952 385385	
Walsall:	01922 654040	
Warwickshire:		lado@warwickshire.gcsx.gov.uk
Wolverhampton:	01902 550661	LADO@secure.wolverhampton.gov.uk
Worcestershire:	01905 846221	LADO@worcschildrenfirst.org.uk

APPENDIX G

Online rehearsal guidance

During the Coronavirus pandemic in 2020 and 2021 we were unable to meet for in person rehearsal with our regular youth ensembles. Activity was instead delivered via zoom, and the following guidance was developed to ensure the safety and wellbeing of our staff and participants taking part in online rehearsals. Should the CBSO be required to return to online zoom rehearsals or utilise an online platform for engagement with children and young people for other activities, the following guidance will be adhered to.

The following guidance is mandatory for parents, guardians, choral staff, musicians and choir members

- All video rehearsals or other activity will be arranged by the Chorus or L&P Management, with the zoom link and password issued to parents or guardians so that they have the full knowledge of these sessions and grant consent for their child (under the age of 18) to participate.
- All parents and guardians of musicians under 18 will be issued with a consent form, giving permission for their child to participate in the online rehearsals or activities, and confirming that both parents and children will adhere to our code of conduct for these rehearsals.
- All rehearsals and activities will be set up, attended and observed by a member of the CBSO's Learning & Engagement Department, in addition to the musicians leading the rehearsal or sectional.
- The member of the Learning & Engagement department with specific responsibility for that ensemble or group will take a participant register for the purposes of quality assurance, attendance record and safeguarding. If any participant enters the Meeting and is not identifiable as staff, choir member, or registered participant, the member of staff from the Learning & Engagement department will bring this to the immediate attention of the Host and the participant will be ejected from the Meeting.
- At a specified time (usually 5 minutes after the start of the rehearsal or activity) the zoom session will be locked. This prevents any further participants joining the session, including unwanted or unexpected guests, who's intentions may be malicious or inappropriate. This process also means that anyone who leaves the session cannot re-enter.
- All chat functions will be disabled for the duration of each rehearsal or activity to avoid distraction or any inappropriate conversation. Should a participant have a question they can use the raised hand function and await a response from the musician leading the session or a member of staff.
- All participants and all members of their household who may be incidentally captured on screen during the rehearsal will be expected to demonstrate appropriate behaviours and wear suitable clothing at all times whilst the rehearsal is taking place.

- Language must always be professional and appropriate during video-rehearsals or activities, including that of all other members of either household who may be incidentally captured on screen during the rehearsal.
- Rehearsals or activities must be accessed in an appropriate room in the home and wherever possible, not in the participants bedroom. If the participant is only able to use their bedroom as their rehearsal space, they should turn off their camera.
- Singers should re-name themselves with their full name (forename and surname) on entry to the rehearsal or activity. This is of vital importance if a participant has joined with no video and is only identifiable by name.
- For children under the age of 11, their participation within rehearsals or activities must be supervised by an adult with parental responsibility for the participant/s, and to be present in the room to log participants onto activity. The responsible adult is expected to be within the vicinity for the duration of the rehearsal or activity and must check that the singer has logged off correctly at the end of the rehearsal or activity. If the parent/guardian would like to observe the rehearsal or activity digitally by joining the Zoom conference on another device, this must be agreed in advance with the Chorus or Learning & Engagement Management team.
- The Meeting host will mute all participants during the rehearsal or activity and only un-mute when requiring an answer from an individual singer or if they are responding to a query. Participants can be unmuted at the very start as they join to say hello, and at the very end to say goodbye to friends etc. The rehearsal or activity will be ended by the host at which point all participants are logged out of the session.
- Music staff must ensure that the teaching environment, both physical and digital (including desktop backgrounds and open tabs, software, documentation) are professional and neutral.
- Extra-care must be taken by all parties to ensure that private or sensitive information and data is not accidentally shared during a video-rehearsal or activity. Documents (both physical and digital) should not be on display. All members of both households should be aware that the video- rehearsal or activity is taking place and be mindful of this.
- Recording rehearsals or activities is prohibited. Zoom can make video recordings of meetings/ rehearsals and whilst there are benefits of doing this (quality, observation, safeguarding), it is not permitted for either party to record rehearsals. This is because the CBSO cannot ensure the security of the storage of these files by zoom or guarantee how they may be used in future.
- The only exception to recording rehearsals or activities may be if the session takes the form of a webinar, where no participants other than the panellists are visible to provided anonymity and security for participants. Consent will be sought prior to recording from all musicians and participants, and only shared for a limited period of time with other ensemble members.
- If at any time during the video-rehearsal the terms and practical measures set out in the Code of Conduct are not followed by either party, or if the Meeting is disrupted by outside interference (eg gate-crashing by an unknown party) the

rehearsal should be terminated immediately and the reason for this communicated to families afterwards.