

# NORVIS

## *Early Music Summer School*

NORVIS is a registered charity no. 1014801

### **NORVIS safeguarding of children and vulnerable adults: Policy and Procedures**

#### **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act 1989. In this document a child is any person under 18 years of age.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, their parents, carers and other agencies is essential in promoting children's and vulnerable adults' welfare.

#### **We will seek to keep children and vulnerable adults safe by:**

- valuing them, listening to and respecting them
- adopting good safeguarding practices as laid out in our Safeguarding Policy and Procedures and Safeguarding Code of Conduct for tutors and trustees
- recruiting tutors, administrators and trustees safely
- sharing information widely about NORVIS Safeguarding Policy and Procedures

### **Policy**

The Trustees of NORVIS are committed to having proper safeguards in place for the protection of children and vulnerable adults who attend the course. We will act in their best interests; these Policy and Procedures take account of the principles, legislation and guidance that underpin safeguarding. Trustees are committed to safe recruitment of tutors and trustees, and will ensure that all tutors, administrators and trustees are aware of the NORVIS Safeguarding Policy and Procedures.

The **NORVIS Safeguarding Policy and Procedures** apply to all tutors, administrators and trustees and are reviewed annually by the trustees and updated as necessary. Children and their parents are informed of the policy and procedures which are on the NORVIS website. All concerns raised by children, their parents or carers will be taken seriously by tutors, administrators and trustees and

responded to appropriately. Children and vulnerable adults will be treated no less favourably than other course participants.

## Procedures

The Trustees of NORVIS will ensure that more than one person is involved in making decisions about tutor, administrator and trustee appointments; where it is felt appropriate, written references will be taken up and checked and DBS clearance obtained.

NORVIS does not usually accept applications from those younger than 18 years old. In the unusual case of a child under the age of 18 attending NORVIS, they must be accompanied by a parent, guardian or other adult delegated by the parent/guardian. This adult will take responsibility for the care and supervision of the child whom they are accompanying for the duration of the NORVIS course. This will involve attending the sessions which the child attends, if advised by NORVIS tutors, administrators or trustees.

All tutors, administrators and trustees wear name badges and any concerns raised by a child or vulnerable adult, or about the safety and welfare of a child or vulnerable adult, should be reported to one of these people in the first instance. Any such concerns will be reported to the Chair, or to a Designated Safeguarding Officer, who will take appropriate action, involving external agencies as necessary, as required by Durham County Council. Concerns and actions will be recorded, dated and stored securely.

NORVIS tutors, administrators and trustees seek wherever possible to meet specific needs of attendees. It is the responsibility of parents / guardians to inform trustees of any special needs at the point of applying for attendance at NORVIS, firstly to agree whether these needs can reasonably be met and secondly if agreed, to ensure that appropriate support is put in place.

Permission for the taking and use of photos is given or withheld on the application form.

The NORVIS Safeguarding Policy and Procedures document is provided to parents / guardians of all applicants under the age of 18 and is available on the NORVIS website. By completing and signing the application form, all parents / guardians of participants under 18 confirm that they give (or have obtained) the necessary consents for the child to take part in NORVIS. Without such consent, entry to NORVIS cannot be accepted.

Reference is to be made to the **NORVIS safeguarding of children and vulnerable adults: Code of Conduct for NORVIS tutors, administrators and trustees**. All tutors, administrators and trustees agreed to abide by the code of conduct and declare their fitness to carry out their role in terms of safeguarding.

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

**This policy was last reviewed on:** 5 July 2025.....

**Signed:** M E Lawrence..... **(Chair of Trustees)**