

STUDENT PROTECTION POLICIES AND PROCEDURES
ROGUE VALLEY CHORALE ASSOCIATION
ROGUE VALLEY YOUTH CHORUSES

The following policies and procedures apply to all staff and volunteers of the Rogue Valley Chorale Association (RVCA) and the Rogue Valley Youth Choruses (RVYC).

POLICY STATEMENT

With the joy of musically educating students comes the responsibility of protecting them. We believe in taking precautionary measures to promote the safety and well-being of our children and youth. We must provide a safe environment in which our students can learn and grow musically, free from threats of any kind, and a structured program that protects RVCA, RVYC, and affiliates.

I. SCREENING PROCEDURES

The effectiveness of our efforts begins with staffing our youth choruses with gifted and dedicated workers who will be impressive models, skilled mentors, and trusted friends. There is a zero-tolerance policy for all potential or current staff and volunteers if an incident of injury or abuse is discovered.

A. Staff

Prior to consideration for the opportunity to work with students in RVYC the following is required:

1. Completion of the Code of Conduct, attached as Form A;
2. Completion of criminal and civil background checks, or proof of current criminal and civil background checks; and
3. Three letters of reference.

B. Volunteers

Prior to consideration for the opportunity to work with students in RVYC the following is required:

1. Completion of the Code of Conduct, attached as Form A; and
2. Completion of criminal and civil background checks, or proof of current criminal and civil background checks.

C. Current Staff and Volunteers

All current staff and volunteers working with students are required to obtain criminal and civil background checks, or proof of current criminal and civil background checks.

II. AUDITION, REHEARSAL, PERFORMANCE, RETREAT AND TRAVEL PROCEDURES

Common activities for RVYC students include auditions, rehearsals, performances, and retreats, which occasionally require traveling and overnight trips. During all activities hosted by RVYC, the procedure set forth below shall be followed.

A. Approval

1. Approval from the Steering Committee is required prior to any activity that includes overnight travel.
2. Written permission from parents is required for students participating in overnight travel.
3. Before participating in overnight travel, chaperones shall sign a *Code of Conduct*, attached as Form A.
4. Transportation of students during overnight events must be by commercial carrier, or under a plan approved by the Steering Committee at least one month in advance of the event.

B. Supervision

1. Students must be supervised when participating in all activities and events sponsored by RVYC.
2. There shall be two adults present at all times during all activities and events sponsored by RVYC.
3. At no time shall a student be alone with an unrelated staff member or an unrelated volunteer.
4. Chorus directors are responsible for determining the proper number of staff and volunteers needed for each activity based on the type and duration of the activity.
5. Teaching staff shall arrive at least ten minutes before a scheduled activity and shall stay with the students until the last student has been picked up by his/her parent or guardian.
6. Students are required to remain as a group at all times and may not leave the group under any circumstance without the expressed written permission of the parents/guardians and agreement by the Chorus Director.
7. Sleeping arrangements during overnight travel are required to be gender separated.

C. Record-Keeping

1. An attendance list for all activities shall be kept by the Chorus Manager and the list shall include the date of the function, the names of all participants, volunteers, and staff. After the completion of the activity, the list shall be submitted to the Chorus Directors, who shall record the list in the Chorus records.

D. Violation of Procedure

1. Violation of the Procedure set forth above shall be reported immediately to the Steering Committee, who will issue a warning to the volunteer or member of staff that he/she has violated the Procedure. After receiving a warning, the volunteer or member of staff shall be terminated for subsequent violation of the Procedure.

III. PROCEDURE FOR MANAGING ALLEGED THREAT, INJURY, OR ABUSE

A. Notice

1. Staff or volunteers who suspect or become aware of any injury, abuse, or molestation connected with a RVYC activity must immediately notify a Chorus Director or a Steering Committee member
2. The person who is so notified must immediately notify the President of the RVCA and the President of the Steering Committee
3. The Chorus Director or Steering Committee member notified shall also work with the individual who notified him/her of the incident and shall be responsible for ensuring a *Student Incident Report Form*, attached as Form B, is completed immediately, delivered to the President of the RVCA, and made part of the RVCA and RVYC records
4. The President of the RVCA shall immediately notify the parents/guardians of the student involved and consult with an attorney to determine whether the matter should be reported to Child Protective Services or the appropriate law enforcement agency.

B. Suspension of Volunteer or Staff During Investigation

1. The volunteer or member of staff suspected of the alleged injury, abuse or molestation shall be suspended until the investigation is complete and the issue is resolved.
2. In the event the allegation of threat, injury or abuse is confirmed, the volunteer or member of staff shall be immediately terminated.

C. Law Enforcement and Media

1. All staff and volunteers shall fully cooperate with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation connected with RVYC activities.
2. All staff and volunteers shall refer any questions from the media to the President of the RVCA.
3. The President of the RVCA shall be the designated spokesperson following notice of any alleged injury, abuse, or molestation connected with the RVYC.
4. The President of the RVCA shall be the only individual to convey information concerning the allegations to any outside source.

IV. APPLICATION AND REVIEW OF STUDENT PROTECTION POLICIES AND PROCEDURE

A. Application

1. All new applicants shall (a) be screened appropriately; (b) be provided with the Student Protection Policies and Procedures; (c) sign the Code of Conduct; and (d) return a signed copy to the Code of Conduct to the Steering Committee.
2. All current staff and volunteers shall (a) be provided with the updated Student Protection Policies and Procedure; (b) sign the Code of Conduct; and (c) return a signed copy of the Code of Conduct to the Steering Committee.

B. Review and Adoption

1. The Student Protection Policies and Procedures shall be reviewed and updated every two years by the RVCA Governance Committee.
2. The reviewed and updated Student Protection Policies and Procedures shall be adopted by the RVCA Board.
3. Upon adoption of revisions to the Student Protection Policies and Procedures, the revised Student Protection Policies and Procedures shall be distributed to all staff and volunteers.

**ROGUE VALLEY YOUTH CHORUSES
CODE OF CONDUCT (FORM A)**

1. I will be professional about my conduct with students, parents/guardians, and other volunteers and workers.
2. I will not behave in a way that detracts from the learning environment that RVYC seeks to establish.
3. I will communicate in a kind and truthful manner at all times.
4. I will control my actions and words so as not to intentionally make a student feel unsafe, bullied, intimidated or unwanted.
5. I will report immediately to a Chorus Director or a Steering Committee member if I have witnessed any inappropriate actions or words by an adult towards a student.
6. I will dress appropriately in the presence of students.
7. I will abstain from being under the influence of alcohol, tobacco, and drugs while I am in the presence of any students.
8. I will annually review the Student Protection Policies and Procedures to ensure that I am following the policies and procedures.

I HAVE READ AND UNDERSTAND THE STUDENT PROTECTION POLICIES AND PROCEDURES AND THE CODE OF CONDUCT. I UNDERSTAND THAT MY ABILITY TO VOLUNTEER OR WORK WITH ROGUE VALLEY YOUTH CHORUSES IS CONDITIONED UPON MY ADHERENCE TO THE STUDENT PROTECTION POLICIES AND PROCEDURES AND THE CODE OF CONDUCT, AND I AGREE TO ADHERE TO THE POLICIES AND PROCEDURES SET FORTH ABOVE. I ALSO AGREE TO REPORT ANY SUSPECTED INCIDENT, WHICH COULD POTENTIALLY INJURE OR HARM A STUDENT, THAT IS RELATED IN ANY WAY TO ROGUE VALLEY YOUTH CHORUSES.

(SIGNATURE)

(DATE)

(PRINTED NAME)

(TELEPHONE NUMBER)

**ROGUE VALLEY YOUTH CHORUSES
STUDENT INCIDENT REPORT (FORM B)**

This form shall be completed by a Chorus Director, with the assistance of the individual who notified the Director of the alleged injury or harm, and shall be submitted to the President of the RVCA immediately.

NAME OF STUDENT:

Last Name	First	M.I.	Date of Birth	M/F
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Address	Telephone
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PARENT/GUARDIAN:

Last Name	First	M.I.
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Address	Telephone
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INFORMATION GATHERED: Date/Time Information Received: _____

Name/Position of Person Reporting Incident: _____

INDIVIDUAL UNDER REVIEW:

Last Name	First	M.I.	Position/Relation
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Address	Telephone
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Is the individual under review related to the student? ___ Yes ___ No

Does the individual under review have continued access to the student? ___ Yes ___ No

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SPECIFIC INCIDENT INFORMATION: Be detailed and factual (where, when, people involved, people reporting). Note type of action, alleged abuse (physical, sexual, emotional) and indicators

Signature of Director

Date