

Rodolfus Choral Foundation

The Rodolfus Choral Foundation Limited

RISK MANAGEMENT POLICY

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1. AIMS

- 1.1. This policy seeks to outline general risk management scenarios and the Foundation's policy regarding possible recurring events.
- 1.2. Those to whom this document applies fall into the following categories:
- 1.3. Adults: For the purposes of this policy the term and references to 'Adult' means the following: to all people 18 and over who work for or provide education or management on behalf of the Foundation (whether paid or un-paid), including as staff, volunteers, observers and guests.
- 1.4. Students: any person receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

- 1.5. Young Person/Child: any person under the age of 18 who is receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

2. BOARDING STANDARDS

- 2.1. Genders separated where possible
- 2.2. Bathrooms for girls-only and boys-only use
- 2.3. Staff on duty in house whenever students in the house
- 2.4. Staff/adults to have separate bathrooms from students
- 2.5. Avoid 1:1 time with children in boarding house. If an issue occurs call for another member of staff to come and help
- 2.6. At no time should a member of staff be alone with a student in their room, except in the most serious of emergencies.
- 2.7. If staff need to enter a student's room, either in an emergency or with two staff present, the door must always be open

3. VISITORS' POLICY

- 3.1. Anyone wishing to visit a Choral Course (with the exception of parents attending the last day concert, mid-week evensong or simply dropping off or collecting their child) will have to have an enhanced DBS certificate (Disclosures and Barring Service) on the annual update service. This can be organised through the Rodolfus Choral Foundation if necessary.
- 3.2. If a visitor does not have an enhanced DBS, and it is not possible to order one for them in time, they will be accompanied at all times by a member of staff with an enhanced DBS and never left unsupervised or with students.
- 3.3. All visitors must book in, well in advance of the course, with the Courses Operations' Manager so we can assess the DBS status of the visitor and plan accordingly.
- 3.4. If a last minute visit is unavoidable, e.g. deputising for a visitor who is unable to attend, they must be booked in by the Course Manager or Course Director who are both on site and the above points apply.

4. SUITCASES

- 1.1. 1. Students responsible for suitcases they bring
- 1.2. Staff to avoid heavy lifting particularly those with existing conditions

5. COACH TRAVEL

- 5.1. All to wear seatbelts
- 5.2. List of personnel carried by staff and held at office
- 5.3. Staff to carry mobile phones and have number of coach company
- 5.4. Student to staff ratio is 1:10 minimum
6. MISSING STUDENTS ON TRIPS (See Missing Persons Policy)
 - 6.1. Students to have ID tag with mobile number of member of staff
 - 6.2. Students to stick together in groups of 3 or more
 - 6.3. Number off regularly (where each student has a unique number)
 - 6.4. Clear instructions for meeting up time and place
 - 6.5. Clear procedure to follow if students get separated.
7. UNCOLLECTED CHILD AT END OF COURSE
 - 7.1. If a child is not collected at their expected collection time, we will follow the procedures below:
 - 7.2. Parents/nominated carers to be contacted by phone as soon as it becomes clear a child has not been collected as agreed.
 - 7.3. Two members of staff will stay with the student, reassuring them and not discussing the situation in front of them.
 - 7.4. The Manager/DSL are informed of the uncollected child and parents/carers are called on the numbers we have available.
 - 7.5. If this is unsuccessful and all reasonable attempts have been made to contact the parents/carers or other adult nominated to collect the child, we may contact the local authority child safeguarding team.
 - 7.6. The safeguarding officer will attempt to contact the parents and if this fails, the child may become looked after by the local authority. It may also be appropriate in certain circumstances for staff to contact the police.
 - 7.7. Under no circumstances will staff go off the premises to look for the parents; take the child home or to a carer; offer to take the child home with them to care for them.
8. THEFT OR LOSS OF PROPERTY
 - 8.1. Brief students to look after their belongings
 - 8.2. To leave expensive items locked in suitcases

9. FIRE MANAGEMENT

- 9.1. Fire procedures explained at welcome meeting
- 9.2. Fire notices in all rooms
- 9.3. Fire drill carried out on day 1 and subsequently as necessary
- 9.4. Nominal rolls with all staff at all times
- 9.5. Supervisory staff available at all times house is occupied
- 9.6. No smoking in houses or use of other ignition sources
- 9.7. Nominal roll available by front door
- 9.8. Hair dryers/straighteners used in corridors only

10. MEDICAL INCIDENTS (See First Aid & Medical Policy)

11. MISSING PERSONS (See Missing Persons Policy)

12. RISK ASSESSMENT SPECIFIC TO EACH VENUE

12.1. Courses operations manager to visit each venue in advance of a course and complete a detailed risk assessment to include each potential hazard in terms of:

- 12.1.1. Nature of hazard
- 12.1.2. Harm potential
- 12.1.3. People at risk
- 12.1.4. Severity
- 12.1.5. Likelihood
- 12.1.6. Risk rating
- 12.1.7. Control measures
- 12.1.8. Emergency precautions

12.2. Hazards considered will include:

- 12.2.1. Boarding standards
- 12.2.2. Medical incidents
- 12.2.3. Coach use

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- 12.2.4. Walking tours
- 12.2.5. Unsuitable staff
- 12.2.6. Potential intruders
- 12.2.7. Sports and recreational activities
- 12.2.8. Visits to external venues