



Aeolian Pride Choruses London Singing Out. Changing Hearts.

Terms of Membership Agreement for: Aeolian Pride Choruses, 2024-2025

Website: <https://aeolianhall.ca/aeolian-pride-choruses/>

Artistic Director: Clark Bryan

Teacher/Conductor: Andrew Rethazi

Communications: Andrew Kaszowski (volunteer)

Librarian: Maggie Perquin (volunteer)

Location for rehearsals:

- First St. Andrews Church, 350 Queen's Ave., London (normal venue)
- Enter through glass atrium doors off of Queen's on the east side of the Church.
- Aeolian Hall, 795 Dundas Street at Rectory Street.
- Enter via the Stage Door off Rectory Street unless otherwise directed.

Rehearsals:

Times and Location: Sunday Rehearsals: 7:15 p.m. till 9:30 p.m. at First-St. Andrews Church (unless otherwise instructed)

Fall Season

September 15th- November 24th, 2024

(note: no rehearsal October 13 due to Thanksgiving weekend)

Spring Season

January 12th – May 12th, 2025

(note: no rehearsal February 16 due to Family Day weekend, and no rehearsal April 20 due to Easter weekend)

Summer Season

TBA

Performances:

- **Sunday, December 1, 2024 (afternoon) with Dress Rehearsal on Wednesday, November 27, 2024 (evening).**
- **Sunday, May 4, 2025 (afternoon) with Dress rehearsal on Wednesday, April 30, 2024 (evening)**
- **Summer concert TBA**
- **Other dates may be scheduled in support of Aeolian or community-based events.**

Mission:

Aeolian's Pride Choruses create experiences through choral music that promote community, inclusiveness, and excellence. With the goal of combatting stereotypes and perceptions, we challenge the heteronormative worldview by inspiring our audience, the Pride community and our broader community through advocacy and music. We celebrate victories won, we mourn lives lost, we find unconditional acceptance, and we celebrate all life in harmony, through our songs.

Vision Statement

We will celebrate those who came before us and whose activism was hard fought. United through song, our voices will be freely heard as we fight for a nation and world where diversity is met with tolerance, equality and respect.

Aeolian Pride Choruses will seek to:

Continuously improve the artistic and vocal talent of its members Challenge the societal norms or perceptions of its members through understanding of its own diversity. Challenge perceptions of the Pride community.

Combat fear, eliminate hatred, and encourage compassion through the timeless fundamental human connection to music.

Change and enrich the hearts of those whom we meet.

Aeolian's Pride Choruses' members envision a world where the human voice is lifted through song in celebration of diversity; where music is valued as a powerful gift and seen as a universal tool to achieve and sustain inclusivity; and where united voices are an instrument of change.

Ages*: The Choir is open to membership from ages 15 and up. Minors must be dropped off and picked up by a parent/guardian to participate. Choir members are not allowed to drive minors home from rehearsals/concerts unless permission is granted in writing by a parent/guardian. Parents/guardians of minors are welcome to attend rehearsals in a supervisory role for the youth participant. We will have monitors designated to always ensure safety of minors during rehearsals. The Aeolian/Pride Choruses take no responsibility for safety of a minor outside of rehearsal times (drop off/pick up).

****Please find the Policy for Working with Youth attached to this document.***

Guidelines

*I agree to abide by the following:

Code of Conduct:

1. The Aeolian follows best practices as well as provincial and local guidelines health requirements including pertaining to COVID-19. As such, all members:
 - Agree to follow Aeolian requirements that might be put into place to help keep our community safe.
2. The Aeolian works with vulnerable communities such as youth and children. Please conduct yourself with good social manners and diligence in our facilities. No foul, offensive or inappropriate language will be tolerated.
3. Please be respectful of all diversity both in membership and community.
4. Please respect the facilities and do everything possible to participate in helping keep them in good condition after rehearsals and events.

5. ***Cellphones are not to be used during rehearsals.*** For emergencies or work situations, please put the phone on vibrate and exit the rehearsal area to talk or text. Cellphones distract others who are rehearsing.
 6. Please ensure that you conduct yourselves safely and with great respect for the facilities “Aeolian Hall” and “First-St. Andrews Church”. These two Heritage facilities are valuable reminders of our past and future in the community. Refrain from bringing beverages or food into restricted areas. When permitted in certain areas, ensure that beverages are kept clear of the pianos and other musical instruments. Water is allowed during rehearsals and encouraged for hydration. Please bring your own water bottle as glasses are not provided.
 7. ****Please find the Policy for Working with Youth attached to this document. Choir Members are expected to adhere to the Policy for Working with Youth.***
 8. *****Please find the policy for social media attached to this document.***
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Music and other supplies:

1. Sheet music is on loan and must be kept in good condition. Please ask for permission before photocopying. It is against the law to photocopy music that is copyrighted.
2. We will be supplying you with folders to keep music in. These folders remain the property of The Aeolian and its Pride Choruses.
3. Please use pencil when making markings in your music. Please erase any markings upon returning the scores to us.
4. *Uniforms.* At the moment, the requirement is for choir members to have: a long sleeved, black, button-up dress shirt/blouse, black dress pants or skirt, black socks, black shoes. Any items loaned to members of Aeolian Pride Choruses must be returned to The Aeolian. *Note: the uniform may be changed during the year, but consideration will be given to members’ financial restrictions.*

Rehearsals, Performance, Attendance:

1. Rehearsals: please pay attention to communications for updates for rehearsals, performances, socials, and meetings
2. Participants must attend 80% of the rehearsals to continue to participate in the choir. Please alert the Andrew Kaszowski, in the event you will have to be absent: pridechoruses@theaeolian.ca or by phone/text at (519) 520-9497.
3. Performances are scheduled. Other performances may be added to support Aeolian and community-based events.

Fees:

1. Members are asked to submit a \$120 fee to become members of the choir for the full 2024-2025 season. The fee for only joining the Fall or Spring season is \$60 for each season.
 - Credit or Debit payment may be made at rehearsal on September 15, 2024.
 - E-Transfer to accounting@theaeolian.ca
 - Cheques should be made out to AHMAA or Aeolian Hall Musical Arts Association.
2. It is our goal that no member should be restricted from joining the chorus because of inability to pay the fees. You have several options, including to: pay the entire fee at the beginning of the season, pay the entire fee in instalments, delay the payment, make a partial payment (either at the beginning of the season or in instalments); or make no payment at all.
3. You will be provided with a receipt for the membership fee.
4. If you wish to donate to Aeolian Pride Choruses to help cover fees of other members or assist with other choir expenses, make a cheque to AHMAA and you will be given a tax receipt for amounts of \$20 or more.
5. Fees cover a small portion of the overall costs. These costs include liability insurance, facility use, music purchase and usage rights and reproduction, rehearsal spaces, cost of the conducting team, and staffing to support events. Ticket revenue is intended to offset some costs.

Outreach, Volunteering and Recruitment:

1. The Aeolian's Pride Choruses have achieved some great recognition in the community, but we are always looking for ways to promote both membership in the chorus AND attendance at our concerts. Please help us to recruit and to promote the choir.
2. We are looking for volunteers to help in a variety of capacities to facilitate the workings of the Choruses. Some areas where volunteers are needed include set-up and clean-up, uniform maintenance, ticket sales, marketing/promotion, attendance, and food for social break. Please check with Pride Choruses Staff and Volunteer Committee for current needs.

Privacy:

1. Members agree to allow photographs, videography and other recording of rehearsals and performances. Choir members' pictures will be shared, for promotional purposes, on our website and on social media, as well as in printed media. The choir is often displayed in the public media as well television and newspapers.
2. Members agree to allow their full names to be used in the printed program for the concert.
3. Please be respectful of choir members who do not wish their contact information to become public. There will be times when your email address will be seen by other members of the choir. A situation may arise where other choir members may want to

contact you for rides or choir information. This should be acceptable, but please do not share any contact information with people outside of the choruses.

Marketing:

We will be requesting members to assist with marketing and the sale of tickets for the performance. While some performance groups make their members responsible for the sale of tickets, we simply ask that you assist us by promoting our concerts and selling tickets as you are able. *We feel very strongly that choir members should take on the task of selling tickets for each of our shows; please do your utmost to help us sell out every show.*

Pride Choruses London are a program of Aeolian Hall Music Arts Association, an Ontario Government Registered Non-Profit and has Canadian registered Charity status. Registration no. 866178916 RR 0001

AEOLIAN POLICY ON WORKING WITH YOUTH

Statement of Purpose

The purpose of this policy is to allow a safe space for youth to grow and express themselves in a safe space, nurturing authentic self.

It will offer a variety of contexts, approaches and environments to enable young people to:

- make build decision making capacities
- acquire a range of practical and social skills
- confront their prejudices
- address issues of inequality
- learn about and experience relationships
- explore values
- take responsibility for their own lives
- respect others
- learn to communicate and express their views.
- Build skills which assist in the transition to adulthood

The Aeolian is committed to delivering the above program by reflecting the underlying principles of the:

1. Aeolian Youth Participation Policy

2. Adult Leaders Code of Conduct
3. Child Protection & Confidentiality Policy

AEOLIAN YOUTH PARTICIPATION POLICY

Introduction

Article 12 of the United Nations Convention of the Rights of the Child states that [young people] have the right to have a say about decisions that affect them and to have their opinions heard. The Aeolian Extending Entitlement states that young people have “the right to be consulted, to participate in decision-making and to be heard on all matters which concern them or have an impact on their lives”. The Aeolian’s version of the **Ten Entitlements** states that young people are entitled to get information and advice about things that affect them and to have their say in things that affect them.

Youth participation is central to the principles and ethics of our program and is implicit in the idea of informal social education through voluntary association. In this sense it is built into the purpose of the Aeolian youth program, which cannot be said of school systems. Participation is not just a matter of formal structures like youth committees within the Aeolian or wider youth forums; it should also be a thread running through the way we approach our work with young people.

At the same time, we should be mindful of the fact that participation is not an end in itself but a means towards providing more effective youth support and development that benefit young people and in which they have a say. The Aeolian is committed to consulting with young people, to encouraging their participation in planning and evaluating as well as the formation of a high quality and recognised youth orchestra.

Consultation

The Aeolian must have effective means of consulting with young people, including those who do not access its direct provision. These will include promoting a culture within the community that encourages young people to:

- individually and collectively, to voice and debate opinions appropriately and constructively
- develop skills within the arts.
- encourage and support other clubs and projects to set up youth committees.
- local Youth Forums made up of and representing the widest possible range of young people.
- training for young people in committee- and related skills
- prompt honest feedback to young people from the Aeolian Hall leaders

The Aeolian will promote youth development through the arts and culture available within the community.

Before membership into the Aeolian youth program the youth's guardian will be fully aware of the program and implications including commitment from both youth member and themselves.

Youth within the program are required to always remain within the confines of the Aeolian/First St. Andrews during the program session and not to leave the building without their guardians written consent or that of a leader.

It is the responsibility of the guardian to ensure the youth has suitable transportation to and from the Aeolian. The Aeolian is not responsible for any incidents outside the premises of the hall or premises in which the program operates. In the case of an accident to a youth member while within the premises, appropriate actions will be taken by the youth's leader and the guardian will be informed as soon as possible.

Leaders working within the Aeolian program will follow the guidelines as laid out in the adult Leaders code of conduct.

ADULT LEADERS, PROGRAM PARTICIPANTS AND VOLUNTEERS CODE OF CONDUCT

Introduction

All contact that leaders have with young people has the potential to influence their values and behaviour. Your conduct also has an effect on how the Aeolian is viewed regardless of your employment status. The recommendations below are not exhaustive and should be used as a base line for conduct, not a maximum.

Conduct towards young people.

- Do not swear at young people or use derogatory terms to or about them for any reason, or under any circumstances.
- Do not practice negative OR positive discrimination.
- Never hit young people, although it may be necessary to restrain a young person for their own protection or for your own or others' protection.
- Never physically force a child to do anything against their will unless this action is for safety reasons.
- Leaders, members and volunteers must inform management if they witness actions or behaviour by youth members or anyone that is inappropriate.

Dress code

Others will judge the Aeolian by your appearance. While there is no dress code for leaders, members and volunteers you must always dress appropriately for the meeting, event or activity you are attending:

- Casual and comfortable for youth work settings
- Young people give a high degree of importance to personal appearance. Therefore, it is necessary to consider what your clothes are saying about you. For example, tight or revealing clothes or up-to-the-minute fashions may make you feel good about yourself, but they could give young people, colleagues, and the wider community the wrong messages.

Alcohol and Substance Misuse

Young people often emulate the behaviour and actions of adults

Therefore leaders, members and volunteers

- Should not consume alcohol in the presence of young people, or where they might meet young people that they usually work with.
- Should not consume alcohol before going to work with young people.
- Should Not give the impression that excessive alcohol consumption is acceptable.
- Should not condone the purchase of alcohol by or for people under the age of 18
- Opinion regarding the use of illegal substances is irrelevant when working with young people. The law must be seen to be upheld. The law does not require leaders to report incidents or alleged incidents of use or possession of illegal substances.

BUT, youth workers, members and volunteers

- Should not take illegal substances in the presence of young people, or where they might come into contact with young people that they usually work with.
- Should not take illegal substances before going to work with young people.
- Should not give the impression that any involvement with illegal substances is acceptable.

The points listed below are not intended to restrict smokers' freedom but to promote a healthy lifestyle to young people.

- Youth workers should not smoke in the presence of young people while working.
- Should not imply that smoking is not harmful to their health or implies maturity.

Sex and Sexuality

While youth workers are encouraged, after suitable training, to engage in conversations and workshops about sexual health, sex education and sexual relationships, leaders:

- Should not actively promote sexual activity.
- Should not engage in sexually provocative behaviour.
- Should actively discourage sexually provocative behaviour and/or discussions ○ Should not engage in intimate relationships with young people.
- Should take action if they believe that a young person is being forced or cajoled into a sexual relationship with anyone.
- Should support other leaders if provocative or suggestive statements are made about them.
- Should, in the case of a complaint by either a youth or a leader of sexual impropriety conduct a full investigation and ensure the Board are involved at all times.

Contact with the Media and/or the General Public

If an employee, member or volunteer is approached by the press or a member of the public regarding an incident, procedures, or security they should not comment but refer them to their supervisor.

Medication

Under no circumstances will leaders, members or volunteers at the Aeolian administer medication of any kind to youth members without written permission from the youth's guardian, is trained to do so and has been briefed on existing conditions and symptoms.

Rights of Membership and Employment

The Aeolian reserves the right to expel youth members, volunteers, or staff if it is seen that inappropriate behaviour has taken place.

****POLICY ON SOCIAL MEDIA**

Purpose

Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre strive to maintain a positive image in the community and have adopted this policy to ensure that employees, Board members, committee members and volunteers are aware of their responsibility to maintain a positive image as a representative of the organization. Aeolian employees, Board members, committee members program participants (El Sistema Aeolian, Pride Men's Chorus London) and volunteers that maintain personal social media pages (e.g., Facebook, LinkedIn, Blogs, Twitter, Instagram, Wiki, etc.), are expected to comply with the guidelines set out within this policy.

We would like to take this time to remind the staff, Board members, committee members, program participants and volunteers that they continue to act as representatives of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses, and Aeolian Hall outside of regular business hours and should conduct themselves in a manner that is appropriate.

The function of this policy is to:

- Protect the reputation of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre
- Limit the liability of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre
- Manage brand integrity and identity.
- Provide staff, Board members, committee members, program participants and volunteers with guidelines when participating online during business and non-business hours, using Aeolian Hall Musical Arts Association, El Sistema Aeolian, Pride Men's Chorus London and Aeolian Hall Performing Art Centre's computers and/or personal computer equipment.

Policy Scope

This policy applies to Internet access and acceptable use of personal and Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre accounts. This policy does not encompass electronic mail or the requirements and standards for building Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre websites.

The following users are covered by this policy:

1. Aeolian Pride Choruses and Aeolian Hall Performing Art Centre
2. Members of Aeolian Hall Musical Arts Association Board of Directors and all standing committees
3. Contractors and temporary workers
4. Volunteers, interns program participants and student

Definition

Social Media: Forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content (*Merriam Webster Dictionary*).

These include but are not limited to:

- Blogs (or Weblogs)
- Bulletin Boards
- Chat Rooms
- Discussion Groups
- Instant Messaging (IM)
- Mailing Lists or Listservs (email redistribution program)
- Photo/Video Sites e.g. YouTube
- Social Networking Sites e.g. Facebook, Instagram, Twitter, LinkedIn
- Wikis

Aeolian Hall Musical Arts Association, El Sistema Aeolian and Aeolian Hall Social Media Guidelines

The goals of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre's social media channels are to raise awareness of, and engagement with, the productions, programs, fundraisers, and events of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses, and Aeolian Hall and those who may rent or use our facilities.

Our mission is as follows:

- We believe that the Arts can enlighten inspire and transform. We believe in Universal Access to Music, Art, Culture, Education and Community.
- We believe that volunteerism is the highest form of giving back to community.
- We present excellence in performance and create revolutionary arts programs to build better communities.
- To do this, we are brave, rebellious, justice seeking and innovative.

Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre's social media accounts are considered organization accounts, not individual accounts. Approved staff, board members, committee members, and/or volunteers organize social media accounts as a part of a communications team. The accounts are checked during regular office hours. Approved team members are responsible for responding to criticism, inaccuracy, or misrepresentations. Approved team members will use appropriate resources to thoroughly investigate any complaints to

Aeolian Hall Musical Arts Association, El Sistema Aeolian, Pride Men's Chorus London and Aeolian Hall Performing Art Centre and its employees, Board/committee members and program participants and volunteers as well as honouring any of their own mistakes on social media and correcting them as soon as possible.

All employees, Board members, committee members and volunteers with personal social media accounts are encouraged to participate in any Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses, and Aeolian Hall Performing Art Centre's social media campaign(s) by liking and sharing materials posted on organization accounts.

Personal Social Media Guidelines

Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre's employees, Board members, committee members, program participants and volunteers who maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses, and Aeolian Hall Performing Art Centre. Employees, Board members, committee members and volunteers will be held accountable for what they write or post on social media or Internet pages. Inflammatory comments, unprofessional remarks, or disparaging remarks made about the organization, its employees, patrons, members, volunteers, or community partners may result in disciplinary action, up to and including termination (including those posts, remarks, etc that exist prior to employment with the organization).

This policy is not intended to interfere with the private lives of our staff, Board members, committee members or volunteers, or to impinge on their right to freedom of speech. This policy is designed to ensure that Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre's image and branding are maintained. Employees, Board members, committee members and volunteers should follow the guidelines below when making posts or comments on any social media site whether it is public or private:

1. Employees, Board members, committee members, program, participants, and volunteers are expected to conduct themselves professionally both on and off duty. Where an employee, Board member, committee member or volunteer publicly associates with the Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre, all materials associated with their page may reflect on the organization. Please be advised that inappropriate comments, photographs, links, etc., should be avoided and/or removed.
2. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses, and Aeolian Hall Performing Art Centre employees may not use the organization's email address or their work email address on personal online accounts or social media unless given approval to do so. Employees who have been given permission to use the Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall email address must remove it within 24 hours of termination or upon resignation.

3. Posts (constructed or maintained during or before the period of employment) involving the following will not be tolerated and could subject the individual to disciplinary action including termination of employment and/or involvement:
 - Proprietary and confidential organization/program information
 - Any discrimination such as race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, criminal conviction, political belief and lawful source of income
 - Sexual innuendos, discriminatory statements, and/or defamatory statements regarding the organization, co-workers, management, employees, Board members, committee members, volunteers, funders, patrons and/or community partners
4. Employees, Board members, committee members, and volunteers that use these sites are prohibited from distributing any private organizational information therein, or any negative comments regarding the organization.
5. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre staff, Board/committee members and program participants are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news or communicating as a representative of the organization, without prior authorization to act as a designated Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre representative, or unless already released on organization's personal social media.
6. Use of personal social media may not conflict with any of Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre existing policies.
7. Employees are prohibited from using personal social media during regular working hours; employees should limit its use to official breaks, (i.e. meal breaks). The use of social media should not have a negative impact on user productivity or efficiency. As internet access at Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre is monitored, please be advised that excessive use of social media for personal reasons is a misappropriation of company time and resources and may be subject to disciplinary action.
8. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre policies governing the use of copyright materials, corporate logos and other forms of branding and identity apply to electronic communications. Employees, Board/committee members, and volunteers are prohibited from using any Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre protected materials (copyright material, branding and/or logo(s)) without prior express written permission.
9. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall strictly prohibit the use of company/program owned computer resources for use in the

illegal download or upload of copyright materials without express written permission and authorization from the copyright holder.

10. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre wants to ensure employees, Board members, committee members, and volunteers understand that the information posted to the internet is permanent and not anonymous. Everything written on the web can be traced back to the person who wrote it. Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre strictly prohibits employees to post or link to any materials that are defamatory, harassing or indecent.
11. Employees, Board members and committee members, and volunteers are not to respond to patron/community partner inquiries or comments unless it is a part of their job duties with Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre.

Employees, Board/committee members, and volunteers should abide by these guidelines whether they mention Aeolian Hall Musical Arts Association, El Sistema Aeolian, Aeolian Pride Choruses and Aeolian Hall Performing Art Centre by name or not. Even if the name is not mentioned in a post, it is possible a connection can be made back to the organization that can negatively affect the organization's reputation. Where a link can be made between a negative or inflammatory post and the organization, even if not named directly, the employee, Board/committee member, or volunteer may be subject to disciplinary action. Any employee, Board/committee member or volunteer who fails to follow the guidelines set out in this policy may be subject to disciplinary action, up to and including termination of employment or involvement with the organization.

CHILD PROTECTION AND CONFIDENTIALITY POLICY

Introduction

Youth work involves establishing trusting and supportive relationships with young people.

Youth Leaders work closely with young people, and are well placed to know when a young person may be at risk. Young people will more often confide in those in a position of trust if they do not see them as authority figures. Leaders need to be skilled communicators, as they can play a crucial role in supporting vulnerable young people.

The development of the relationship between the young person and the leader is underpinned by the principle of **confidentiality**.

Under most circumstances, it is appropriate for the leader to offer the young person complete confidentiality, and it is inappropriate for a leader to divulge information about a young person to anyone outside the Aeolian.

However, in a situation where a young person has provided information that suggests that they or another young person, is being harmed, is in danger of being harmed, or is harming themselves, *the normal rules of confidentiality do not apply*.

In such cases it is important that young people are aware that the leader will not be able to keep confidential any information of that nature.

Never say or suggest to a young person that you will keep secrets. If the young person is aware of your responsibilities to disclose information about abuse or suspected abuse, they will be able to choose whether to give the information.

Young people can be assured, however, that the information will only be shared in a situation where there is risk involved, and that the information will only be given to child protection professionals.

Leaders need to ensure that the young people they work with are and remain aware of situations in which confidentiality cannot be maintained.

Sensitive/confidential information must be stored in a secure place, such as a locked filing cabinet, in line with the Data Protection Act.

THE AEOLIAN COMMITMENT

The Aeolian is committed to safeguarding the welfare of the young people we work with by protecting them from physical, emotional and sexual harm, and from neglect, and creating and maintaining an environment in which young people are listened to and are encouraged to talk about any related concerns they may have. It is the responsibility of each person employed by or working with the Aeolian to help prevent physical, emotional and sexual abuse, and the neglect of young people, and to report any abuse that is suspected or discovered.

The Aeolian will promote youth development through the arts and culture available within the community.

Before commencement the youth's guardian is fully aware of the program and implications including commitment from both youth member and themselves.