

## **Adjudicator and Accompanist Approval Procedure**

### **Purpose:**

This procedure explains the process by which an adjudicator or an accompanist becomes approved as acceptable for possible engagement by LVE.

### **Steps:**

1. The person being considered for approval will be contacted and asked to provide their Working With Children Check card (or equivalent), and a resumé which should include a referee (who is able to vouch for their behaviour around children), and a list of (recent) Eisteddfodau they have worked for.
2. The validity of the Working With Children Check will be confirmed, and the date of this confirming will be recorded for future reference.
3. A member of the committee will contact the referee(s) to discuss the suitability of the candidate adjudicator/accompanist to work with children. They will also arrange to have an interview with the candidate to assess their suitability to work with children and their suitability to be possibly engaged by LVE. (*Please refer to internal document "Questions for volunteers" for suggested questions to ask during the interview.*)
4. If the person is assessed as being suitable to engage, they will be informed of such but pending their completion of our compliance/training requirements. They will be sent a contract of engagement which details the terms on which they are being engaged (these terms being decided by the committee from time to time). Along with the contract of engagement, they will be provided with an Induction Pack which explains our expectations from them in their role, explains the roles/people on our committee, a copy of the current policies and procedures that would apply to their role, in particular all child safety related policies and the Code of Conduct.
5. After reading the contract terms and the induction pack, they will be asked to sign a document testifying that they have read and understood the content of the Induction Pack and agree to abide by all the policies and the Code of Conduct and agree to the terms of the contract.
6. If a person is not assessed as suitable to engage, or refuses to sign the document, they will be informed that they are not able to be engaged for that year's Eisteddfod.
7. The signed document will be kept on file securely by the Committee, along with the Working With Children Check details.
8. A week before the occasion when the person is scheduled to be engaged at the Eisteddfod, the Committee will confirm that the validity of the Working With Children Check of the person is still current, and if not, advise the Convenor of the discipline who will need to find an alternate adjudicator.

**Scope:** This procedure applies to all potential adjudicators and accompanists that are under consideration to be engaged for LVE.

**Responsibility:** Convenors, President, Office are responsible to ensure this procedure is followed.

*Approved June 2023*