

## **Appendix v**

### **Music Department Safeguarding Procedures**

#### **1. General Introduction**

This document sets out St Paul's Cathedral Music Department safeguarding and child protection procedures. These Procedures complement those of St Paul's Cathedral School, the Music Outreach Department and the School and Family Learning Department and are an appendix to the St Paul's Cathedral Safeguarding Policy.

The Music Department of the Cathedral has a responsibility for providing the care and supervision of the choristers when they are engaged in choir duties, including rehearsals and performance.

The roles of Director of Music, Organist (who is also the Assistant Director of Music), Sub-Organist, Organ Scholar and Singing Teacher are all subject to Safer Recruitment and post-holders have enhanced DBS checks with a barred list check. The Vicars Choral and Deputies have Basic DBS checks.

In order to ensure that all Music Department staff understand safeguarding and the actions required in the event of a child protection concern, all Music Department staff complete the Church of England's Basic Awareness and Foundation Level safeguarding training. The Organist, Sub-Organist, Organ Scholar and Director of Music also complete the CofE Safeguarding Leadership training; the Director of Music additionally completes the Senior Leadership Safeguarding training and the Singing Teacher, in addition to the CofE training, completes Education child protection training. All staff have refresher training every three years.

All Music Department staff are familiar with the processes detailed in this document and with the Child Protection Policy of the Cathedral School.

In order to ensure the welfare and protection of the choristers, there is regular and close liaison between the School and the Cathedral Music Department. This comprises regular meetings between Music Department and School staff; the presence of the School Deputy Head and Director of Music on the Cathedral's quarterly Safeguarding Advisory Group and by the dual role played by residential staff.

So that the choristers have access to trusted adults outside the School and the Music Department, the Cathedral Chaplain is also the School Chaplain and routinely attends the School in order to build relationships with the boys; similarly, the Precentor and Succentor, who also has a duty of pastoral care to the choristers, periodically have Sunday lunch with the Choristers. There are Childline posters behind the doors of the Chorister toilets in the Cathedral, as well as around the School.

## **2. The Care and Supervision of Choristers**

### Supervision in the Cathedral

The choristers are escorted from the School to the Cathedral Practice Room for all rehearsals and performances by a member of staff from the Cathedral School. At the end of morning rehearsals, they are escorted back to the School by a member of the Cathedral Music Department. At the end of Evensong, they are escorted from the Cathedral to the School by a member of the Cathedral Music Department and a member of School staff. The choristers are never left unsupervised anywhere in the Cathedral. Individual singing or instrument lessons (including lessons given by the Singing Teacher, who is a Cathedral employee) take place in the School, either in the music practise rooms or in the Hall. Group chorister practise may take place in the Choir Room in the Cathedral, the Probationers' Room, the Vicars Choral Room, or on the Cathedral floor. In the unlikely event of a member of the Music Department having a solo lesson with a chorister in the Cathedral, the Music Department staff member must alert another member of Cathedral staff, for example, a Virger, or a member of School staff. Vicars Choral who use the Choir Practice Room facilities for individual lessons do not teach choristers nor anyone under the age of 18.

### Emergencies in the Cathedral

The Cathedral may need to execute emergency evacuation. This is regularly rehearsed with the choristers. The boys are familiar with

'run, hide, tell' and the Head and Deputy Head Chorister know how to access the Choir Room for the choristers in the extremely unlikely event of an adult being unable to take charge of the choristers' safety.

### Illness in the Cathedral

If a chorister is taken ill during a service and has to leave the Choir Stalls, the duty member of school staff present will assist him and escort him back to the School, boarding house or sick-bay as necessary. If a chorister is taken ill during a rehearsal, he will be escorted back to the School by another member of the Music Department where one is present. If no adult other than the Duty Organist is present, the member of staff taking the rehearsal will telephone the school nurse's mobile phone (carried by the duty nurse, or a resident member of staff) in order that someone may come to collect the child. The Virgers also hold all relevant School numbers and so would support the Music Dept and the School in the unlikely event of another adult being required to contact assistance.

### Vocal Health

If a chorister feels uncomfortable singing, or has throat problems that he believes will affect his singing, he should present himself to the Duty Nurse prior to attending choir practice. If appropriate, the Duty Nurse will record boys as 'With Care' for medical reasons or, if she considers it necessary, will place the boys 'Off Singing'. The 'With Care' system exists to make the member of staff on duty aware of small (or potential) problems. In this way, the boy is not put under undue pressure by the choir trainer. In turn, the choir trainer may choose to put a boy 'Off Singing' if he feels that his contribution to the rehearsal is being hampered by a vocal or health problem. The choristers' singing teacher may also ask for a boy to be put 'Off Singing' for vocal reasons. In this instance, the singing teacher will first consult the Duty Nurse and member of staff taking the rehearsal. Records are kept of health complaints and issues of concern about the voice. If it is felt that a boy is consistently struggling or unable to fulfil his role as a chorister through health issues, further investigations will be made, involving consultation with parents and (where necessary) medical specialists. Where other issues, personal or emotional, affect the ability of a boy to fulfil his duties as a chorister, the Head Teacher, the Head of Boarding and the Director of Music will discuss the issues and involve other relevant parties as necessary.

## Practical Arrangements

Toilets, designated exclusively for chorister use, are situated off the corridor adjacent to the Choir Room; these toilets are not accessible to the public. It is expected that boys manage themselves in such a way that it is not necessary for them to leave during a service to use the lavatory, although there is a lavatory provided in the Dean's Vestry if necessary. Chilled drinking water is provided in the Practice Room for the use of choristers, Vicars Choral, Director of Music and Organists when necessary. The School provides refreshments (which are brought to the Cathedral) when the choristers are required to be at the Cathedral for more than two consecutive hours.

## Special Services & Additional Commitments

The choristers are regularly called upon to participate in services of celebration and commemoration, often of national significance and regularly in the presence of VIPs and members of the Royal Family. The pattern of the Church's year also places greater demands on the choristers' time at certain points, most notably at Christmas and Easter. Where the Cathedral requires the boys to be present for a special service or event, time is compensated in lieu (Evensong is not sung by the choristers, for example). There are inevitably weeks during the year when commitments seem particularly heavy, and at such times both Cathedral musicians and School staff take particular care to watch for any signs of excessive fatigue or inability to cope with the demands. It is the duty of the Head of Boarding and residential staff to draw the attention of the Director of Music (or one of his assistants) to behavioural matters which may not be evident in the Cathedral, but which may result from the pressures of Cathedral commitments. In the event of a Service being particularly distressing in nature (e.g. Grenfell Tower Memorial Service), the choristers are prepared beforehand and have the opportunity to talk about the Service afterwards. This also applies to anything unexpected in a Service that may be distressing, e.g. a protest.

## External engagements

Throughout the year, the choristers are asked to participate in a number of concerts and special events both in the Cathedral and at other venues, including recording sessions. The Director of Music seeks approval for such events from the Head Teacher and the Chapter. If this is given, it is not necessary to seek parental approval as the School acts *in loco parentis* during term-time. The goodwill of

parents is sought at all times, however, and parents will be kept informed of arrangements for such events by the Director of Music and/or the Head of Boarding. When the choristers are required to travel to a venue other than the Cathedral or the Cathedral School for a rehearsal, concert or special event, they will be accompanied by chaperones from the Cathedral Music Department and School. This will be in the recommended ratio of one adult to every eight children. When the Cathedral Music Department is involved in arranging for an individual chorister to perform in an external concert or event, the practicalities concerning chaperoning, flexibility of choir commitments, coaching and supervision etc will be made by the Music Department in consultation with the School and the parents of the boy in question.

### Tours

Tours which involve extended travelling and overnight stays happen on an occasional basis, and, although the boys' involvement forms part of the chorister contract, parental consent is requested in these circumstances. Upon a tour being organised, detailed arrangements, guidelines and procedures will be issued. These will include references to provision of adequate medical care, adult supervision, awareness of dietary requirements, screening of host families, hotel arrangements, emergency contact details etc. When the boys are away from School on a tour or visit organised by the Cathedral, the School remains in loco parentis and the School's procedures in this respect remain the primary reference point in regard to the welfare of the boys. All tours are risk assessed to address child protection and welfare matters.

### **3. Child Protection and Safeguarding Concerns**

All Music Department staff are expected to comply with the safeguarding/child protection advice and process as detailed in part 6 of the School's safeguarding policy. The School is the reference and reporting point for all Child Protection concerns, unless the situation causing concern represents a direct threat to life or limb, in which case the emergency services should be contacted as for any other emergency. Music Department staff should therefore regularly remind themselves of the content of the School's policy.

Music Department staff will be supported in contacting emergency services in the event of a threat to life or limb, including a serious child protection concern, for example an injury that requires urgent medical treatment, and do not need to seek the approval of the Director of Music or the School to do so, although the Music Dept

staff member should make known their concern and subsequent action as soon as is practical.

Any member of staff who has a concern about a chorister must immediately take that concern to the Director of Music, who should report the concern to the School's Designated Safeguarding Lead (DSL); in the absence of the DSL, the Director of Music should report the concern to the Deputy DSL, or to the Headmaster. In the absence of the Director of Music, the Music Department staff member should report their concern to the Organist, or to the Precentor, or directly to the School if necessary. If a member of the Music Department has a concern about the Director of Music, the concern should be reported to the Precentor, or in his absence, to the Canon Steward, or in his absence, to the Cathedral Safeguarding Officer.

Child Protection concerns may constitute direct reports by the choristers, or observation of concerning behaviour or interaction. Peer-on-peer bullying and abuse should also be viewed as concerning and reported as a child protection concern in the first instance. Music Department staff cannot promise to keep reports of abuse confidential; however, they should reassure the child in question that the matter will only be discussed with other adults who can keep the child safe, for example, their teacher, or a police officer, or Social Worker.

Once the matter has been referred to the School and the School have acknowledged receipt of the information, the Music Department staff member should complete a Cathedral Safeguarding report and send that to the Cathedral safeguarding inbox within 24hrs; they should also copy in the DSL at the School (template below and is found on the 's' drive under 'Safeguarding').

#### **4. Code of Conduct**

This Code of Conduct is to guide staff and volunteers in behaving professionally in their dealings with children and adults at risk. Good practice guidelines and sensible precautions are designed to protect all parties.

- Avoid being alone with a child, particularly in a closed room. If you do need to speak to a child alone, try to do so in an open area where you are in the line of vision of other people. If there is no choice but to be in a separate room, leave the door to the room open and do not position yourself in such a way that the child feels intimidated or threatened, do not block the exit and do not position

yourself in the room in such a way that you are out of sight of the open door. If you plan to be alone with a child, you should notify another member of staff and volunteers as to the reason and duration and also explain this in your report.

- Always act in a way that is appropriate to the person's needs.
- Avoid having a 'favourite' child or group of children.
- Avoid unnecessary, informal touching.
- NEVER touch in the genital area, including the bottom, the chest, the thighs and upper legs.
- Be sensitive to touch if you are dealing with a child who is distressed.
- Do not invade the privacy of children when they are using the toilet.
- Restrain a child only to prevent the child from hurting themselves or others and restrain them only in a way which is within the law.
- Do not allow unknown adults access to children under any circumstances.
- Alert the Safeguarding Officer if you consider the actions, language or attitude of your colleagues to be inappropriate or open to misinterpretation.
- Be aware of the importance of maintaining appropriate boundaries of behaviour with children.
- Always treat a child with respect.
- If using social media to make notifications of events, for example, the change of a rehearsal time, only use Cathedral social media accounts, never personal ones.

### **Guidance on Body Language and Presentation**

- Staff should always be aware of their own body language and consider how children and young people may perceive it.
- They should always be aware of the body language of others and the messages this may give.
- They must not invade a child/young person's personal space.
- They should consider the exit from a room.
- They should be aware of how the child is feeling.
- They should be aware of sex and race issues.
- They should be aware of the safety of themselves and others.

Form for reporting a safeguarding incident/concern:

## Safeguarding Cause for Concern/Incident Report

If there is immediate danger call the Emergency Services (999) and contact a member of the Security Control Room. This form will help you to remember important information. Fill in as much as you can and send it within 24 hours to Cathedral safeguarding inbox: [safeguarding@stpaulscathedral.org.uk](mailto:safeguarding@stpaulscathedral.org.uk)

| <b>About you (the person reporting)</b>   |                         |                  |                    |
|---|-------------------------|------------------|--------------------|
| Name  |                         |                  |                    |
| Job Title   |                         |                  |                    |
| <b>About the individual involved</b>  |                         |                  |                    |
| Full name   |                         |                  |                    |
| Address   |                         |                  |                    |
| Email   |                         |                  |                    |
| Telephone   |                         |                  |                    |
| If the individual is part of a group - name of group or organisation and organiser's name and contact details |                         |                  |                    |
| <b>About the incident</b>   |                         |                  |                    |
| Date of incident  |                         | Time of incident |                    |
| Place of incident   |                         |                  |                    |
| Type of incident (tick any/all that apply)  | Adult                   |                  | Child/Young Person |
|   | Service/worship related |                  | Age if known       |
|   | Security incident       |                  | Education event    |
|   | Tourist Visit           |                  | Other              |
| Name and contact details of witness 1   |                         |                  |                    |
| Name and contact details of witness 2   |                         |                  |                    |
| Name and contact details of witness 3   |                         |                  |                    |
| Name and contact details of any person of concern:<br>Address, Age & Description                              |                         |                  |                    |
| Details of emergency services in attendance   |                         |                  |                    |



|                           |  |
|---------------------------|--|
| incl any crime/cad number |  |
|---------------------------|--|

**Description of incident and action taken**  
 This form should be used to capture any Safeguarding Incident, Cause for Concern or “uh-oh” moment. Please include as much detail about people, location and any reports or conversations you have had with the person involved or person of concern. Avoid making assumptions. *(Continue on a separate sheet if needed)*

**Action taken - who has been involved (e.g. Chaplain, your line manager etc.)**

**Signed**

|                                     |  |      |  |
|-------------------------------------|--|------|--|
| Reported By Signature               |  | Date |  |
| Date sent to the safeguarding inbox |  |      |  |

## **Child Protection Legislation and Guidance**

- The Children Act 1989, section 87
- The Children Act 2004
- Education Act 2002 s157 and s175.
- Working Together to Safeguard Children (March 2018)
- Keeping Children Safe in Education (September 2021)
- London Child Protection Procedures 2021 (London Safeguarding Children Board)
- What to do if you are worried a child is being abused (March 2015)
- The Prevent Duty: Departmental advice for schools and childminders (June 2015)
- Safeguarding Vulnerable Groups Act 2006
- Protecting All God's Children, 4<sup>th</sup> Edition, 2010
- Protection of Freedoms Act (2012)