

Bell Tower, Visiting Choirs and Events Safeguarding Procedures October 2023

Bell tower

These procedures are consistent with the Cathedral's overall Safeguarding Policy.

A registered key-holder must be present on all ringing occasions and when there are visitors to the Bell Tower on non-ringing occasions. (If no registered key-holder is available on a particular occasion special arrangements must be made for another person to act as key-holder on that occasion only.)

A list of the names of all persons present on any occasion must be provided to Security or their names recorded in the Bell Tower Visitors' Book.

Young persons are only permitted to ring if the Master or the person appointed to take charge considers them capable of doing so.

Young persons are only permitted to enter the Bell Tower if they are accompanied by a parent or legal guardian.

When a young person is present, whether as a ringer or as a visitor, with a parent or guardian, the parent or guardian is responsible for the young person's welfare.

Visiting Choirs and Events

Visiting choirs and Events incorporating child performers must adhere to the Cathedral's policy on safeguarding, which is available on the Cathedral website. Choirs and other organisations must have their own safeguarding policy in place.

They must have a suitable number of dedicated and DBS-cleared chaperones to look after choir members and performers in their care. The NSPCC offers guidance about the best ratio of adults to children, and can be found here: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/#:~:text=2%20%2D%203%20years%20%2D%20one%20adult,one%20adult%20to%20ten%20children>

Whilst at the Cathedral, the staff and chaperones accompanying visiting choirs and child performers are responsible for the appropriate supervision of all persons in their care who are under 18 years old. Visiting choir members and performers under 18 must be accompanied by the visiting organisation's appointed staff and chaperones at all times whilst in the building.

To help ensure appropriate safeguarding, visiting choirs are asked to complete a form which requests confirmation of safeguarding protocol, including the number of DBS-checked adults who will accompany the choir. The form needs to be returned to the Deputy Events Coordinator **no**

later than two weeks before the service. The choir will not be able to sing at St Paul's Cathedral until this form has been satisfactorily completed and returned.

In the event of child performers coming to the Cathedral with television or film companies, the Head of Commercial Services will alert the Safeguarding Officer and will work with the Safeguarding Officer to ensure that all suitable child safeguarding arrangements are in place.