

Music Department Safeguarding Procedures

October 2023

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 Cathedral and its Music Department and the Cathedral School share responsibility for the care and supervision of the Choristers when they are engaged in Choir activities, principally rehearsals and performances.

The roles of Director of Music, Organist (who is also the Assistant Director of Music), Sub-Organist, Organ Scholar, Organ Education Lead, Artistic Director of Choral Partnerships and Singing Teacher are all subject to Safer Recruitment and post-holders have enhanced DBS checks with a barred list check. The Chorister chaperones are also subject to Safer Recruitment and have an enhanced DBS with barred list check. The Vicars Choral and Deputies have Basic DBS checks and are not in regulated activity with the children.

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, including Chorister chaperones, complete the Church of England's Basic Awareness and Foundation Level safeguarding training. The Director of Music, Organist, Sub-Organist, Organ Scholar, Organ Education Lead and Artistic Director of Choral Partnerships also complete the Church of England's (CofE) Safeguarding Leadership training and the School's child protection training. The Director of Music additionally completes the Senior Leadership Safeguarding training. The Choristers' 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 should be 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 and the presence of the School Deputy Head and Director of Music on the Cathedral's quarterly Safeguarding Advisory Group.

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 them. The Choristers also have access to an Independent Listener. Similarly, the Precentor, who is also the School Governor Safeguarding Lead, periodically makes time to meet with the Choristers as a way of demonstrating an interest in their progress and development.

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 two members of staff from the Cathedral School. At the end of morning rehearsals, Choristers are escorted back to the School, or to the School assembly, which is held in the Cathedral, by a member of the Cathedral Music Department and by the Chaperone. Choristers are escorted to the Cathedral floor for Evensong by a member of the Cathedral Music Department and a Chaperone; at the end of Evensong, they are escorted from the Cathedral to the School by a member of School staff. The Probationers are escorted to and from the Cathedral by a member of staff from the School.

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. Full Chorister rehearsals take place in the Choir Room in the Cathedral, the Sopranos' Room, the Vicars Choral Room, or on the Cathedral floor. In the event of a member of the Music Department needing to work on a solo with a Chorister during a full rehearsal, the conductor on the day must ensure that everyone in the room knows that this is happening. During rehearsals, the Chorister chaperone is present in the Cathedral and moves periodically between the rooms being used for rehearsals.

Emergencies in the Cathedral

The Cathedral may need to execute either emergency invacuation, or evacuation. The response required will depend on the situation. An emergency may change and so dynamic decision making will be necessary.

In an emergency, Choristers should listen carefully to the instructions given by the Conductor, or Chaperone. If they are incapacitated, the Choristers should follow the instructions of a Virger, a Security Officer, or a Visitor Experience Assistant.

In an invacuation scenario the Choristers should immediately go to the Choir Practice Room in the Crypt, unless they are instructed to do otherwise. They should remain there until they are told it is safe to leave. If they are in the Choir Practice Room and the situation escalates so they need to leave the Choir Practice Room, they should exit through the window in the Vicars Choral room.

In an evacuation scenario the Choristers should leave the Cathedral via the nearest exit. If this is not safe, then they should hide.

The Choristers are familiar with 'Run, Hide, Tell' and the Head and Deputy Head Chorister know how to access the Choir Room in the extremely unlikely event of an adult being unable to take charge of the Choristers' safety.

In the event of a fire evacuation, Choristers will be evacuated from the Cathedral in line with the fire evacuation procedure. More specifically, Choristers should listen carefully to the instructions given by the Conductor, or Chaperone, who should be trained fire wardens operating as part of the evacuation team. If the Conductor and/or Chaperone are incapacitated, the Choristers should follow the instructions of another fire warden/s and evacuate to the assembly point using the nearest available fire exit.

The Cathedral runs regular, twice-yearly exercises during which these procedures can be rehearsed with the Choristers, if they are available.

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 or her and escort him or her back to the School, boarding house or sick-bay as necessary. If a Chorister is taken ill during a rehearsal, he or she will be escorted back to the School by another member of the Music Department where one is present, or by the Chaperone. If no adult other than the Duty Organist is present, the member of staff taking the rehearsal will telephone the school nurses' 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 are able to contact the School for further support if necessary.

Vocal Health

If a Chorister feels uncomfortable singing or has throat problems that he or she believes will affect their singing, the child should present himself or herself to the Duty Nurse prior to attending choir practise. If appropriate, the Duty Nurse will record Choristers as 'With Care' for medical reasons or, if considered necessary, will place the Choristers 'Off Singing'. The 'With Care' system exists to make the member of staff on duty aware of small (or potential) problems, so that no child is asked to do more than he or she is able in such circumstances. In turn, the choir trainer may choose to put a Chorister 'Off Singing' if it is clear that a vocal or health problem is causing discomfort. In this instance, the Chorister teacher will 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 Chorister is consistently struggling or unable to fulfil his or her 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 or girl to fulfil their 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 Choristers 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 a rehearsal is more than an hour and half or adjacent to singing at a service

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 Choristers 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. The Head of Boarding and residential staff should make the Director of Music (or one of his assistants) aware of behavioural matters that may not be evident in the Cathedral, including those that 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, the Precentor and ultimately ELT. If this is given, parents are informed and their approval confirmed. The Director of Music and/or the Head of Boarding will keep parents informed of arrangements for such events. 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 Chorister in question.

Tours

Tours which involve extended travelling and overnight stays happen on an occasional basis, and, although the Choristers' 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. In the event of Choristers staying with host families, those families will be screened in line with the most recent *Keeping Children Safe in Education* guidance. When the Choristers 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 with regard to the welfare of the Choristers. 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. Concerns should be reported to the Designated Safeguarding Lead (DSL) at the School and to the Cathedral Safeguarding Lead, or to the Safeguarding Officer if the Safeguarding Lead is unavailable. Music Department staff should therefore regularly remind themselves of the content of the School's policy. In the event of a difference of perspective between the School and the Music Department in respect of the welfare of a Chorister, or a child protection concern, the perspective of the School will take precedence.

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. However, the Music Department staff member should make known their concern and subsequent action as soon as is possible.

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 DSL; in the absence of the DSL, the Director of Music should report the concern to the Deputy DSL, or the Headteacher. 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 a member of the Music Department has a concern about the Director of Music, the concern should be reported to the Cathedral Canon Steward, or in his absence, to the Precentor or Cathedral Chief Operating Officer, or in their absence, to the Cathedral Safeguarding Officer, or to Human Resources.

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 safeguarding@stpaulscathedral.org.uk within 24hrs. They should also copy in the DSL at the School (template below and is found on the onedrive under 'Safeguarding' and on the Cathedral website).

4. Post Choir Contact

It is not appropriate for members of the Cathedral Music Department to seek contact with former Choristers of St Paul's for social interaction, nor to respond to such requests from former Choristers themselves. Requests from former Choristers, or their parents, for advice about academic careers, music study, university or college entrance or professional advice are regarded as acceptable, but any response should be sent from a St Paul's email address or via a St Paul's online platform and not from personal emails or personal social media.

5. Staff Code of Conduct

This Code of Conduct is to guide Cathedral staff and volunteers in behaving professionally in their dealings with children. 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.

Reviewed October 2023

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 safeguarding@stpaulscathedral.org.uk

About you (the person reporting)			
Name			
Job Title			
About the individual involved			
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			
About the incident			
Date of incident		Time of incident	
Place of incident			
Type of incident	Adult	Child/Young Person	

(tick any/all that apply)	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: 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

