



## Music Department Safeguarding Policy

The Music Department falls within the Cathedral's Statement of Safeguarding, including the Safeguarding Code of Conduct, which in turn refers to the Diocesan and National guidelines. The following details explain how the current policies are applied to the specific activities of the Music Department.

### DBS Checks and Training

- *Staff:*
  - Director of Music
  - Assistant Director of Music
  - St Edmundsbury and Ipswich Music Development Director
  - Organ Scholar
  - Choral Scholar
  - Vocal Coach
  - Chorister Supervisor

All of these positions take part in 'Regulated Activity', which means they must have an enhanced DBS check (including barred list check) completed prior to commencing work. DBS checks need to be renewed every three years. For staff who also have DBS checks with other organisations, it is possible to make new DBS checks portable by subscribing to the Update Service. Staff who attend similar training courses elsewhere may be exempt if they can provide a training handbook and certificate.

- *Vicars Choral and Lay Clerks:* Because of their regular and frequent contact with children (c.7 hours a week), they are in a Position of Trust, and are therefore eligible for an enhanced DBS check (but not barred list check). All Lay Clerks must have an enhanced DBS check. They must also undertake basic online safeguarding training.
- *Deputy Vicars Choral and Lay Clerks:* these singers deputise for the 'back row' on an irregular basis. Because of their minimal contact with the children, and because there is never a scenario when a deputy would be in unsupervised contact with children, it is not appropriate to ask them to undertake a DBS check.
- *The St Edmundsbury Singers:* Members of the St Edmundsbury Singers do not require checks or training, although when they are signed up as Volunteers they should undergo basic safeguarding training.
- *Parents:*
  - Parents who offer lifts to groups of choristers (for instance for Parish Visits) do not require checks, as long as they are also giving lifts to their children and/or a member of staff. Parents of children who are being given lifts are informed of this.
  - Parents who take part in a Choir Tour involving supervision overnight are taking part in 'Regulated Activity' so must have a check and training as for Staff.

- *Youths:* The members of the Youth Choir do not require any check or training for as long as they are 'School Age'. Once they have turned 18 all members are required to complete the Basic Awareness Safeguarding training.

### **Supervision**

We endeavour to keep to the suggested Diocesan ratio of 2 adults for 20 children (and an additional adult for each additional 10 children), and this will usually include one male and one female. The Chorister Supervisor is employed primarily to oversee the children when they are at the Cathedral and is present for extraordinary commitments as well for the typical weekly schedule below. There are several deputy supervisors, all with enhanced DBS checks, who can be drawn upon when the Chorister Supervisor is unavailable.

### **One-to-one / small group lessons**

Music tuition on a one-to-one basis or in small groups is an important element of the musical training our choristers and choir members receive. This includes singing lessons with our in-house Vocal Coach, coaching on solos, and piano and occasionally organ lessons with our music staff. Procedures for these are as follows:

- *Singing lessons* are carried out only by our Vocal Coach who has an enhanced DBS certificate with the Cathedral. With junior choristers (usually age 12 and below) these will usually be taught in small groups of two, three or four, and with older choristers (13 or over) they are usually taught singly. These lessons only take place during choir time when the Chorister Supervisor is also present as well as the rest of the music staff team. Lessons either take place in the music office, which has a window in the door, or in the Edmund Room. The door to the Edmund Room is kept open where possible, but sometimes due to soundproofing while a rehearsal is underway in the song school opposite it is necessary to have the door to the Edmund Room closed.
- *Solo training sessions* are occasionally taken by the Director or Assistant Director of Music to prepare one or more choristers for solos by arrangement with their parents. These take place in the Song School or Edmund Room during Cathedral working hours and the door is propped open and another member of the Cathedral will remain in the vicinity.
- *Piano lessons* are taught throughout the week, usually immediately before a choir rehearsal when the rest of the music staff team (including the Chorister Supervisor) is present. They are given by the Assistant Director of Music or Organ Scholar and usually take place in the Song School. The door is propped open.
- *Organ lessons* may occasionally be given to older choristers with advanced piano skills. These will be taken with the Director or Assistant Director of Music by arrangement with the parents. These lessons are only given when the Cathedral is staffed (i.e., if after Evensong, before the Vergers lock up) and the doors to the organ loft are left open. Organ lessons after Cathedral closing hours are only offered to adults.

The structure of our choirs is as follows:

### **Choristers**

- 20 boys, 20 girls (usually singing in separate groups) aged c. 7-14
- All come to the Cathedral on Tuesday afternoons
- Girls sing on Thursday afternoons

- Boys sing on Friday afternoons
- Girls or Boys sing on Sundays in alternation

### Youth Choir

- For ages c. 13-18
- Come to the Cathedral either at 4.30pm on Wednesdays, for 5.30 Evensong, or for a rehearsal at 6.15-7.15
- Sing on certain other occasions throughout the year

### Cathedral Choir Adults

- Sing on Thursday and Fridays for Evensong
- Sing for both services every Sunday

### St Edmundsbury Singers

- Sing on alternate Wednesdays for Evensong
- Rehearse on some Thursday evenings
- Sing for Sunday services on occasion

Day	Time	Activity	Responsible adults
<b>Tues</b>	3.30 pm – 4:00 pm	Boy and Girl Choristers arrive at Cloister Garth for a drink / snack	Chorister Supervisor, DoM, Organ Scholar, Choral Scholar
	4:00 pm – 5:15 pm	Chorister rehearsals: two groups of 20, plus one smaller group of probationers	DoM, ADoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	5.15 pm – 6:15 pm	Evensong: one group of 20	DoM, Chorister Supervisor
	5.15 pm – 5:45 pm	Music Theory: one group of 20	Choral Scholar, Organ Scholar
<b>Wed</b>	4.30 pm	Youth Choir members arrive for rehearsal	DoM, ADoM, Choral Scholar, Organ Scholar
	5.30 pm	Youth Choir Evensong ( <i>alternating weekly with evening rehearsal</i> )	DoM, ADoM, Choral Scholar, Organ Scholar
	6.15 pm – 7:15 pm	Youth Choir rehearsal ( <i>alternating weekly with Evensong</i> )	DoM, ADoM, Choral Scholar, Organ Scholar
<b>Thurs</b>	3.30 pm – 4:00 pm	Girl Choristers arrive at Cloister Garth for a drink / snack	Chorister Supervisor, DoM, Organ Scholar, Choral Scholar
	4:00 pm – 5:15 pm	Girl Chorister rehearsal: one group of 20, plus one smaller group of probationers	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	5.15 pm – 6:15 pm	Evensong: Girl Choristers and Adults	DoM, Chorister Supervisor
<b>Fri</b>	3.30 pm – 4:00 pm	Boy Choristers arrive at Cloister Garth for a drink / snack	Chorister Supervisor, DoM, Organ Scholar, Choral Scholar

	4:00 pm – 5:15pm	Boy Chorister rehearsal: one group of 20, plus one smaller group of probationers	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	5.15 pm – 6:15 pm	Evensong: Boy Choristers and Adults	DoM, Chorister Supervisor
<b>Sun</b>	8.45 am – 9:00 am	Choristers (Girls OR Boys) arrive for rehearsal	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	9:00 am – 9:45 pm	Chorister rehearsal	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	9.45 am – 10:30 am	Full Rehearsal (Girls OR Boys and Adults)	DoM, Chorister Supervisor
	10.30 am – 11:45 am	Eucharist (Girls OR Boys and Adults)	DoM, Chorister Supervisor
	1.45 pm – 2:00 pm	Choristers (Girls OR Boys) arrive for rehearsal	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	2:00 pm – 2:45 pm	Chorister rehearsal	DoM, Chorister Supervisor, Organ Scholar, Choral Scholar
	2.45 pm – 3:30 pm	Full Rehearsal (Girls OR Boys and Adults)	DoM, Chorister Supervisor
	3.30 pm – 4:15 pm	Evensong (Girls OR Boys and Adults)	DoM, Chorister Supervisor

### **Cathedral Safeguarding Code of Conduct**

The Music Department, and Cathedral Choirs, are committed to upholding the Cathedral's Statement of Safeguarding, including the following Code of Conduct:

#### **In our Cathedral community we will:**

- Treat all children, young people and vulnerable adults with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Always act in a professional way and not accept bullying.
- Liaise openly (where it does not place a child, young person or vulnerable adult at risk) with parents and carers.
- Only use physical contact in an entirely appropriate manner.
- Avoid being alone with children and young people (unless it is absolutely necessary to do so).
- Listen to, and act upon, any disclosures / allegations / concerns that a child, young person or vulnerable adult has been harmed.
- To raise awareness of safeguarding amongst chorister and young people.
- Ensure that those working with children, young people and vulnerable adults receive the appropriate Diocesan safeguarding training.

#### **For people with key roles working with children and/or young people:**

- Non-compliance to the above Code of Conduct will automatically lead to the person being suspended from working with children, young people and vulnerable adults on behalf of the Cathedral. Any concerns about that person's behaviour regarding children, young people or vulnerable adults will be reported to the Diocesan Safeguarding Officer and/or the police without delay.

- Supervision should be in place to ensure that the Code of Conduct is being followed.
- Issues concerning the management of children and young people regarding such things as one-to-one working should be discussed and risk-assessed by the Cathedral Chapter in light of this Code of Conduct.

**May 2024**