



THE CHOIR OF ST JOHN'S COLLEGE, CAMBRIDGE
POLICY FOR CHOIR TOURS AND OTHER EXTERNAL EVENTS

Revised June 2018

1. General

The College is committed to organising Choir tours and external events with the maximum care to ensure as far as is possible the safety and wellbeing of the Choristers. Arrangements for Choristers on tour and at external events are the responsibility of the College and of the Director of Music, as responsible officer on behalf of the College.

The Choir Tour Planning and Management of Choristers document will be adhered to at all times.

The Choristers will at all times be supervised by two members of St John's College School staff and/or the Dean and/or Director of Music and will not at any time be left unsupervised with strangers.

The College will liaise with the local promoter or organiser regarding the arrangements for the tour/event. The process to be followed will mirror that used by St John's College School for organising school trips.

2 Licences

2.1 UK events and tours

The College shall make an application to Cambridge County Council for a licence under the *Children and Young Persons Act 1963*, as amended by the *Children (Performances and Activities) (England) Regulations 2014* in respect of UK tours and events outside of College, recordings in College not forming part of a regular service and broadcast from the Chapel.

The College will ensure that the relevant number of Licensed Chaperones is on duty for each event for which a licence is sought. The Choir Administrator will liaise with the School Housemaster regarding the names of School staff to be designated as Licensed Chaperones and will facilitate the licensing of such persons with Cambridgeshire County Council.

2.2 Overseas tours

The College shall make an application to Cambridge Magistrates' Court for an *Application for a licence under section 25 of the Children and Young Persons Act 1933* to take children abroad for the purpose of singing in respect of all overseas tours.

3 Risk Assessments

The College will carry out an inspection visit to all venues to make a practical assessment of its suitability for the Choristers. The following documentation, (provided by St John's College School) will be completed in respect of each venue:

- Health & Safety checklist
- Risk Assessment for Out of School Trips
- Insurance for Out of School visits
- Accommodation for Out of School visits

The Risk Assessment will be approved by the School Bursar and countersigned by the Dean of Chapel prior to the commencement of the tour or event.

4 School Staff

Depending on the nature of the tour or event, one or two St John's College School staff will accompany the Choristers in a supervisory capacity. One member of the School or College staff travelling with the Choir should have medical or first aid qualifications.

5 Transport

Where possible, coaches should be fitted with seatbelts. UK coach transport will be provided by the College's preferred supplier, Dews Coaches of Somersham.

6 Accommodation

The College will not permit the Choristers to be accommodated in the homes of families or away from the supervision of pastoral staff. All Choristers and St John's College School Staff shall be accommodated in suitable non-smoking hotel or hostel accommodation. Rooms for the Choristers shall sleep a minimum of two people and have a separate bed for each person. Bathrooms should be private and the door should be lockable. Rooms should be allocated in a block, with teaching staff allocated rooms at each end. Where possible accommodation should be located in a separate area from other unknown guests.

7 Insurance

The College will ensure that satisfactory insurance cover is in place for tours and external events.

For tours to European Union member countries, parents will be required to provide a valid EHIC card for their child.

8 Special requirements

The College will consult St John's College School Nurse and the College Nurse regarding medical conditions or special dietary requirements that need to be taken into consideration. The College will make the necessary arrangements with the local promoter or organiser to ensure that these requirements are met.

8 Staying Safe

Prior to each tour, St John's College School Staff discuss the programme for the tour with the Choristers and issue relevant advice on staying safe as outlined in the School's Staying Safe Guidance notes.