

Choir Tour Planning and Management of Choristers

Advance Planning

In the Choir Administrator's planning of a tour with the Dean of Chapel and the Director of Music, the itinerary will be reviewed to ensure that sufficient rest, down time and recreation for the Choristers has been provided.

Licences

The Choir Administrator is responsible for arranging all tour licences (Magistrates' licence for overseas tours and Cambridgeshire County Council licence for UK tours). Documentation required for licences will be completed well in advance of a tour in accordance with timings set by the Choir Administrator and the Boarding Housemaster will ensure that all relevant documentation is produced by the School and by Chorister parents as required.

Information for Parents

The Boarding Housemaster will also liaise with the Choir Administrator to produce the itinerary and other necessary information to be sent to parents in advance of a tour. Information for parents will always include contact details for the tour destinations and the number of the mobile phone that will be carried by staff at all times. Parents will also be told when and how they will be given information as a tour progresses (e.g. via phone/email/tweet/blog). The nature and frequency of communication may vary according to the duration and nature of the tour but parents should always feel well informed.

Risk Assessment

The College is responsible for all aspects of risk assessment for a tour. The Choir Administrator will make a pre-tour visit to the destination and will conduct a full risk assessment. This includes all aspects of risk relating to the Choristers and in this regard the Choir Administrator's risk assessment will comply with the School's own risk assessment procedures for expeditions, as well as covering additional risks specifically associated with Choristers on tour, as agreed with the School's Bursar. The Choir Administrator's risk assessment should be checked by the School Bursar far enough in advance of a tour for any necessary adjustments to be made. The Dean of Chapel is responsible for approving the risk assessment documentation.

Information to be taken on tour

The Boarding Housemaster is responsible for ensuring that a list of the following information to be carried by staff at all times when on tour is completed:

- a full list of all medical needs created in conjunction with the School Nurse in a form that can readily be used while on tour to guide practice.
- a record of any other of the children's needs that should be considered in the management of their well-being on tour – e.g. pastoral issues, relationship issues that may relate to accommodation arrangements, parental circumstances etc. A note of any children who are more likely to become lost should be included.
- a copy of this guidance including Staying Safe guidance and arrangements for travel and accommodation
- contact details for all Chorister parents

School staff are responsible for Chorister Passports and EHIC cards (where needed) throughout a tour.

Pre-tour meeting

The touring staff will meet with the Choir Administrator and Boarding Housemaster to review the relevant documentation from the pre-inspection tour and to complete any necessary detailed planning for the tour.

All arrangements for **accommodation, concerts and venues, and recreational activities and venues** will be reviewed at this meeting.

Staffing arrangements for the tour will be reviewed to consider whether there are any times during the tour when one of the School's staff will be replaced on duty by a member of the College staff. Any such arrangement must be approved by the lead member of the College's staff for the tour and a schedule of 'off duty' times will be produced.

In the days prior to a tour

Arrangements will be made by the touring School staff with the School Nurse for the provision of the necessary **medication and medical equipment**.

A **meeting of the Choristers** will take place with the touring School staff, the Boarding Housemaster and/or the Deputy Head, dealing with:

Itinerary – talking through the itinerary, concert venues, accommodation, recreational activities.

Staying Safe briefing - part of which will relate to details specific to the tour itinerary and locations. In addition to such details, there should always be 'refresher training' on Staying Safe, dealing with the rules for Staying Safe while on tour and with possible

scenarios that a Chorister might face on tour and how to deal with them. The 'Staying Safe Guidance for Chorister Tours' should be used by staff to inform this talk.

Behavioural expectations - children must be given clear instructions about expectations of behaviour throughout the tour, including conduct and courtesy towards each other, the Choral and Organ Students, Lay Clerks and Volunteers, School and College staff and the public in general.

Use of technology – Mobile phones are not permitted on tour. There is a limit to the insurance of individual items that does not allow for iPads or other tablet technology above the value of £200 to be taken on tour.

Disposable cameras and music players which only contain music and do not have internet access may be taken on tour and kept by the children during the day times as long as they are used appropriately.

Any other permitted equipment (non-disposable cameras, games consoles, e-readers and any devices with a screen) must have any internet capabilities disabled, will be held by the School staff and may only be used when permitted by School staff. Age-appropriate video, game and reading content is permitted on these devices. In general, such devices will only be issued to children for travel between destinations.

All devices of any kind must be handed in to School staff at night time.

A full inventory of all equipment is made by the School staff before a tour and a check is made that all devices are clearly named. All chargers for electrical equipment are collected prior to the tour and retained by staff.

A meeting of the Choral and Organ Students, Lay Clerks and Volunteers with the lead member of the College staff and the Choir Administrator will take place, dealing with the School's 'Staying Safe' agenda for children and appropriate behaviour towards and in presence of children.

During the tour

With regard to preparation for and management of travel and arrangements for accommodation the School staff must understand and implement the **Travel and Accommodation** guidance that forms part of the Tour Folder to be carried by School staff at all times.

There are two School staff responsible to the lead member of the College staff for the care of the children throughout a tour. College staff may be able to assist with some aspects of care and supervision. The planning of a tour (see Pre-Tour Meeting) must include a full schedule, to be agreed with the lead member of the College staff, of any times at which one or other of the School staff is not expected to be on duty.

- There must be two School staff on duty with the Choristers at all times day and night unless by prior agreement with the lead member of the College staff (in accordance with guidelines set out below).
- There must at all times be a qualified First Aider in attendance for the Choristers.
- Responsibilities, where not jointly held by the School's staff, will be clarified before the tour and made clear to the lead member of College staff.
- There must always be a designated member of School staff on call throughout the night and children must know who this is and how and where to find him/her. There should be a rota which allows one member of staff not to be the first point of contact at night time. Even so, the member of School staff not identified to the children as the first point of contact on any one night is still deemed to be on duty and may be called upon to assist as necessary.
- Both members of School staff must be fully able to undertake duties in the event of an emergency. School staff should at no point be beyond the British drivers' legal limit for alcohol or under the influence of other drugs.
- School staff should at all times behave in the professional manner expected of them as teachers. Guests should not be entertained in staff accommodation.
- School staff need to be particularly vigilant about the relationship between the Choral and Organ Students, Lay Clerks and Volunteers and the children when on tour. They must intervene to prevent inappropriate behaviour and should bring any such behaviour to the attention of the lead member of the College staff, who is responsible for the adults on tour.
- The lead member of the College staff must approve any divergence from the above arrangements. On an extended tour, it may be deemed desirable for a member of the School staff to be considered 'off duty' for an agreed period. This should have been planned in advance and can only occur when a member of the College staff, suitably aware of the routines and requirements for the care of the children, undertakes to be on duty in place of a member of the School's staff, with the approval of the lead member of the College staff. In such an event, the member of School staff must, on return to duty, comply with the above guidelines with regard to alcohol consumption, for example when returning at night even when he/she is not the designated overnight duty member of staff.
- Management of the children's behaviour is the responsibility of the School staff (or of College staff deputising for School staff) and behavioural sanctions should only be administered by staff responsible for the children.
- Children must eat and sleep well during the tour. Management of eating and sleeping is the responsibility of School staff (the Choir Administrator is responsible for ensuring that suitable food is provided and that special dietary needs are catered for).

- In case of illness of one or other or both of the School staff, the lead member of the College staff will be responsible for ensuring that suitable ad hoc arrangements which cohere with the School's policies and procedures are made for the care of the Choristers.
- It may be the case that an ad hoc rearrangement of staffing is deemed necessary and appropriate for reasons other than illness. Such matters are to be determined by the lead member of the College staff and must not compromise the care and supervision of the Choristers.

Staying Safe Guidance for Chorister Tours

Prior to or at the outset of a tour, the Choristers should always be given a Staying Safe briefing, part of which will relate to details specific to the tour itinerary and locations. In addition to such details, there should always be 'refresher training' on Staying Safe, dealing with the rules for Staying Safe while on tour and with possible scenarios that a Chorister might face on tour and how to deal with them. A Staying Safe briefing should combine aspects of the guidance routinely given to boarders and/or Choristers, with specific emphasis on touring, including:

- Relationships with the Choral and Organ Students, Lay Clerks and Volunteers while on tour
- Dealing with strangers while on tour
- Behaviour towards other Choristers and what to do about worries relating to the behaviour of other Choristers
- The respect of each other's privacy with regard to changing, showering, possessions
- Arrangements for night time care and what children should do and where they should go if they are ill, unhappy or for any other reason are unable to sleep and/or in need of care after lights out
- Clarifying that children are never to enter the accommodation of College or School staff (or Choral and Organ Students, Lay Clerks and Volunteers) even if invited to do so, individually or in groups
- Age appropriate discussion about personal boundaries, appropriate and inappropriate touching, using our 'Sixth Sense' (as taught in PSE) to identify a 'No' feeling, clarifying that any such feeling or any inappropriate touching must be discussed with an adult
- What to do about any worries, identifying the adult/s on tour with whom each child feels willing to share a worry, and discussion of different kinds of worries, including bullying of any kind, homesickness, etc

During a tour, prior to a journey and on arrival at a destination:

All Choristers are to be given a contact card at the start of the tour with tour staff mobile phone numbers and it should be checked that they have the card prior to any travel or outing. These will be produced in local language by the Choir Administrator for countries where English is not the first language.

As necessary, prior to departure for travel, the above Staying Safe guidelines should be revisited with the Choristers. Additionally staff must check that:

- Choristers have the correct clothing/footwear for the conditions
- 'Travel groups' have been allocated and it will be possible for groups to be regularly checked (regular head counts should be conducted prior to departure and on arrival at every venue)

When travelling:

- All movement between activities must be closely supervised.
- Games consoles may only be used when travelling and must be issued by School staff prior to a journey and collected in at the end of the journey.

In transit or on arrival, School staff should educate the children about the venue they are going to and point out any obvious dangers. On arrival, School staff should:

- Establish
 - a meeting point and show this to the children as a matter of priority
 - arrangements for knowing where the children are at all times
 - arrangements for fire alarms and other emergencies
- Remind the children
 - to remain in groups of three at all times
 - where children may and may not go when travelling and at different times of day, on arrival at the site, for their own and others' safety.
 - to stay in areas where you are allowed to go (the safe zone, as taught in PSE) and remember those areas that are forbidden. Never be tempted to go out of the safe zone with another child or adult, even if they tell you it is alright to do so.
 - do not invite children or adults from other parties to your room
- Explain arrangements for contact with home
- Explain arrangements if children are allowed to go anywhere without an adult in charge, including
 - always stay in a group of at least three.

- always have the contact number/s of the adult in charge and the place where you are staying: check this before you leave
- if you have forgotten something, do not return to your room on your own: take a friend with you.
- always inform the adults in charge of you where you are going and agree to be back at a certain time. If you change your mind and want to go somewhere else, you must tell the adults before doing so.
- Explain what to do if you become lost:
 - Remember that busy places, where there are lots of people around, are safer.
 - Identify the appropriate unknown adults that you can ask for help if you are lost or involved in an emergency.
 - If you are in a scary situation, try to stay calm and think clearly.
 - If the scary situation involves someone trying to hurt or harm you, shout out as loud as you can, to attract attention to yourself. Try to free yourself. This may mean hitting, kicking or biting.

Missing Child Procedure

If a child is discovered to be missing, staff should first ensure the safety and supervision of the remaining pupils.

Through questioning of children and others, it should be established when and where the missing child was last seen.

A note should be taken of the time when the child was first reported missing,

The lead member of the College staff should be informed.

All available adults should search for the child (remaining in contact via mobile phone)

If the search is completed without the child being found, the police and any other relevant authorities should be informed and the Headmaster should be contacted.

Accommodation

The College's Touring Policy (which is accessible via the Child Protection section of the Staff Handbook on the School's website) sets specific requirements with regard to accommodation arrangements for Choristers on tour, including:

- All bedroom accommodation should have individual beds for at least two children. A Chorister should not have a single bedroom
- Private and lockable bathroom facilities must be available to the Choristers
- Access to a telephone must be available to the Choristers
- Choristers should be accommodated in non-smoking hotels or hostels
- Choral and Organ Students/Lay Clerks/Volunteers and Choristers should never be housed together
- Those responsible for the welfare of the Choristers on tour will determine the most appropriate groupings, with due regard to age and friendships
- Where it is the case that a Chorister is or becomes ill, those responsible for the welfare of the Choristers on tour will determine the best arrangements for his care, which may include rearranging accommodation as appropriate

Additionally, the School's staff should check, for each venue, that:

- Where logistically possible, rooms for children are booked in a self-contained area without access from Choral and Organ Students, Lay Clerks, Volunteers or the public
- Doors of rooms for School staff and children open onto an internal corridor
- The Choristers' rooms are sufficiently close together
- School Staff rooms are close to Choristers' rooms
- School Staff rooms are appropriately positioned for dealing with emergencies
- Children know where staff rooms are located and have they been told to wake staff if they have worries
- There is no access to balconies or other hazards from within the Choristers' accommodation*
- Accommodation for Choristers is safe
- Any cooking facilities have been disconnected and any dangerous electrical equipment (e.g. irons/trouser presses) are removed
- Any televisions accessible to Choristers have appropriate controls in place over access to e.g. adults channels – where this is not possible, access to televisions should be disconnected
- Any minibars are locked or emptied
- Any special dietary requirements have been catered for

*Where balconies exist for the purpose of escape, they must have safe rails

Where accommodation does not comply with the above guidelines, any consequent risks should be identified and measures should be taken to reduce the risk as appropriate.

At the conclusion of the tour

- A debrief meeting should be held at the end of the tour, with School staff and College staff present, to highlight successes and any areas for improvement or modification for ensuing tours.

Revised June 2018