



**ST JOHN'S COLLEGE, CAMBRIDGE
CHAPEL & CHOIR DEPARTMENT**

**SAFEGUARDING AND CHILD PROTECTION POLICY
FOR THE SUPERVISION AND CARE OF
THE CHORISTERS AND PROBATIONERS**

JULY 2018

APPENDIX A

1. General statement

The Chapel & Choir Department Safeguarding Policy is separate from [St John's College Children and Vulnerable Adults Safeguarding Policy](#) and relates to activities within the Chapel & Choir Department only.

The Governing Body of St John's College recognises its responsibility to have arrangements for safeguarding and promoting the welfare of the Choristers and Probationers whilst in the care of the College.

The Chapel & Choir Department will adopt and follow the terms of [St John's College School Policy \(Appendix B\)](#) insofar as it relates to the Choristers and Probationers when involved in activities with the Choir.

The College, in liaison with the St John's College School Headmaster, will make arrangements for the Choristers and Probationers in accordance with current statutory requirements in force for the care of children whilst in an educational establishment. These arrangements will mirror as closely as possible those arrangements adopted by St John's College School.

The College Officer with responsibility for Safeguarding and Child Protection matters in the Chapel & Choir Department is the Dean of Chapel. The Dean of Chapel is an ex-officio Governor of St John's College School. The Chaplain is also a Governor of St John's College School, with special responsibility for Welfare and Prevent.

The Dean of Chapel is responsible for:

- Carrying out an annual review of the Chapel & Choir Department's Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers and Probationers. The review shall be undertaken during the Lent Term in consultation with the St John's College School Headmaster. Amendments will be reviewed by the Choir Advisory Committee during the Lent Term and approved by the Council as soon as practicable thereafter. The Policy will be included in the [Standing Orders of the College](#)
- In conjunction with St John's College School annually planning any necessary or desirable developments in matters relating to safeguarding and child protection, to coincide with the College's budgetary planning cycle
- In conjunction with St John's College School arranging regular safeguarding and child protection training for all Chapel personnel and ensuring that safeguarding and child protection training is included in the College's induction procedure for Chapel and Choir personnel
- Health & Safety in relation to the Chapel and Song School, and for external visits and overseas tours
- Risk Assessments in relation to the Choristers and Probationers activities in the Chapel and Song School, and for external visits and overseas tours.

APPENDIX A

2. Day-to-day supervision

The supervision of the Choristers and Probationers whilst in College is the responsibility of the School, which works closely with the College and, in particular, the Director of Music. There will always be two members of School Staff in attendance when the Choristers are in College.

Except when under supervision in the Chapel, when moving between the Chapel, the Song School, the Forecourt Porters' Lodge and St John's College School, or when under direct supervision elsewhere in the College, the Choristers and Probationers must remain, while on the College premises, within the Song School.

The St John's College School Policy for Staff Supervision of Choristers in College will be adhered to at all times. [A copy of the Policy is at Appendix C.](#)

Weekly meetings shall be organised between the Director of Music and the St John's College School Headmaster to consider and discuss the Choristers' and Probationers' welfare, progress and commitments. The Director of Music and St John's College School Headmaster are in regular contact with Chorister and Probationer parents.

3. Child Protection

The Dean of Chapel, as Governor of St John's College School with special responsibility for Safeguarding and Child Protection and Prevent, is the senior member of the Chapel & Choir Department staff to whom a member of staff or member of the College Choir must immediately refer any concerns about possible abuse or any disclosure made to them by a Chorister or Probationer

4. Safe Recruitment Policy

St John's College will adopt and follow the processes of St John's College School Safer Recruitment Policy ([Appendix D](#)) when recruiting to the following posts within the Chapel and Choir Department:

Dean of Chapel
Chaplain
Assistant Chaplain
Chapel Clerk
Assistant Verger
Chapel Cleaner
Director of Music
Director of St John's Voices
Choir Administrator
Choir Marketing and Communications Officer
Secretary to the Director of Music, Dean of Chapel and Chaplain
Chorister Carer
Vocal Consultant to the Choir
Lay Clerks
Choir Librarian
Organ Students
Choral Students
Volunteer members of the Choir

APPENDIX A

Personnel appointed to the following management positions will be subject to Section 128 checks:

Dean of Chapel
Chaplain
Director of Music
Director of St John's Voices
Choir Administrator

A streamlined process of Disclosure & Barring Service (DBS) checks and references will be adopted for regular volunteer members of the Clergy, and other persons who accompany Choir Tours.

5. Guidance for staff

The College will make the following policies available to Chapel and Choir personnel via the Choir's website:

Chapel & Choir Department Safeguarding and Child Protection Policy on the Supervision and Care of the Choristers
College School Safeguarding and Child Protection Policy and Guidance for Staff Keeping Children Safe in Education Part 1 and Annex A September 2016
Chapel Health & Safety Policy
Whistleblowing Policy

This information will be updated annually during the Michaelmas Term.

In addition, Chapel & Choir Personnel will be required to attend basic training on appointment and refresher training every two years following appointment. This training will be provided by the College School.

6. Guidelines for Lay Clerks, Choral Students and Volunteers

St John's College School provides a document, updated annually, containing guidelines on safeguarding and child protection for circulation to the Lay Clerks, Choral Students and Volunteers. In addition, the Lay Clerks, Choral Students and Volunteers will be required to attend a child protection seminar organised by St John's College School at the beginning of each academic year.

7. Health and safety

The College Officer with overall responsibility for Health and Safety in the College is the Domestic Bursar. The College Officer with overall responsibility for Health and Safety in the Chapel is the Dean of Chapel. Day to day management of Health and Safety issues in the Chapel and Song School is the responsibility of the Chapel Clerk.

The College Statement of general policy required by the Health and Safety at Work Act 1974 ([Appendix E](#)) will be adhered to at all times.

The Chapel Health & Safety policy ([Appendix F](#)), which also covers the Song School, will also be adhered to at all times.

The Choir Administrator will liaise regularly with the St John's College School Nurse to discuss special medical conditions relating to the Choristers and Probationers. Arrangements for

APPENDIX A

emergency medical care for the Choristers or Probationers when on the College premises will be managed by the St John's College School Staff on duty in line with St John's College School Policy on the Supervision of the Choristers in College ([see Appendix C](#)).

Any accidents involving a Chorister or Probationer while on College premises will be subject to the normal College reporting procedures. A copy of the accident report will be sent without delay to St John's College School. A report of any accident to a Chorister on tour will be made to the St John's College School Headmaster in writing by the Director of Music.

In accordance with College policy on fire drills, the Chapel Clerk will arrange for fire drills to be conducted in the Chapel and Song School, and for instruction in fire drills to be given as he considers appropriate.

8. Risk Assessments

The requirements in the College Risk Assessment for Chorister and Probationer activities whilst on the College premises ([Appendix G](#)) will be adhered to at all times.

The requirements in the St John's College School Risk Assessment ([Appendix H](#)) and Availability of Choristers for engagements and tours ([Annex \(i\)](#)) will be adhered to at all times.

The College will carry out Risk Assessments identical to those carried out in respect of School trips organised by St John's College School for all Choir tours and external visits.

9. Equal Opportunities

St John's College is a community in which no person is treated less favourably than another because of a protected characteristic (sex, gender reassignment, marital or civil partner status, pregnancy and maternity, race, nationality, ethnic or national origin, colour, disability, sexual orientation, religion or belief, or age), or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The College will take active steps to promote good practice. In particular it will have due regard to the need:

- to promote equality of opportunity;
- to promote good relations between people of different backgrounds;
- to eliminate discrimination related to protected characteristics wherever it may occur;
- to assess the impact of its policies on under-represented groups, including those possessing protected characteristics, and to consider whether its policies help to achieve equality of opportunity for all these groups or have an adverse impact;
- to promote an inclusive culture, good management practice, and development of best practice, policies, and training;
- to take positive action wherever possible to support this policy and its aims.

The College will meet all statutory obligations under relevant legislation and, where appropriate, anticipate future legal requirements signalled under EU Directives. The policy will be amended as appropriate to meet the demands of future legislation.

APPENDIX A

10. SENDA (Special Educational Needs and Disability Act 2001) and Accessibility Policy

The Director of Music will consult the St John's College School Headmaster about the special needs and disabilities of Choristers and Probationers, both at the time of recruitment to and for any problems which arise during their time with the Choir. The College will make every practicable effort to accommodate the specific requirements of Choristers and Probationers with special needs or disabilities.

The Chapel & Choir Department Accessibility Policy is attached at [Appendix I](#). The Council, by C.M.3325/7(b) of 10 July 2008 agreed that there was no legal requirement for the College to adopt an Accessibility Plan.

11. Whistleblowing

The College's Whistleblowing Policy ([Appendix J](#)) is included in the Staff Handbook.

12. Policy for Choir tours and other external events

The College's Policy for tours and other external events ([Appendix K](#)) and St John's College School Choir Tour Policy for Planning and Management of the Choristers ([Appendix L](#)) will be adhered to at all times.

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