

Appendix 4

St Catharine's Girls' Choir: Supervision Policies

This guidance should be read in conjunction with the College's Safeguarding Policy.

1. St Catharine's Girls' Choir Supervision Policies:

- 1.1 The Girls' Choir is made up on approximately 28 regular members, aged 8-15 (numbers vary slightly from year to year). These are divided into probationers (approx. 8 of them, aged 8-10) and choristers (20, aged 10-15). All members attend rehearsals and services every week during term-time on a Monday and Tuesday.
- 1.2 These activities take place on the main site of St Catharine's College. The choir is also involved in occasional performances, recordings and tours outside of St Catharine's.
- 1.3 *Supervisors:*
 - 1.3.1 The two people most closely involved in the running of the choir are The Director of College Music, and the Girls' Choir Administrator. They are supported by two student Organ Scholars, the Chaplain/Dean of Chapel and one external music teacher. All of these undergo a DBS check.
 - 1.3.2 On occasion, parent volunteers are also recruited to help with choir supervision; in particular for outside events such as concerts. When supervision is expected to involve regular or long periods of time (e.g. on a tour) then parent supervisors will undergo a DBS check.

2. Location of Activities:

- 2.1 *College Chapel:* all rehearsals and services, located on the Main Court of the College.
- 2.2 *Music Room:* for robing before services (Tuesdays only) and singing lessons (Mondays only); located in the basement of the Central Spaces building. Access to this is via the north door of the chapel and down a flight of steps.
- 2.3 *A2 (Director of Music's set):* for probationer music theory lessons; located across Main Court from the Chapel, up one flight of stairs.
- 2.4 *Toilets:* on Mondays, choir members use the toilets underneath the Ramsden Room (across Main Court from the Chapel, down one flight of stairs); on Tuesdays they use the toilets along the corridor from the Music Room.

3. Weekly routine

- 3.1 *Arrival:* Choir members are instructed to arrive from 15 minutes before the start of the rehearsal and come directly to the Chapel, at which time the Choir Administrator will be present to supervise them. Children arriving earlier are required to be supervised by a parent or other guardian.
- 3.2 *Departure:* After Monday rehearsals, the Girls Choir (GC) Admin will wait with choir members outside the Porters Lodge until they are picked up by a parent or guardian. After Tuesday services, the GC Admin will again wait with choir members outside the Porter's

Lodge. The organ scholar on duty that evening will supervise choir members in the Music Room. When a parent has specifically requested it, older children may be allowed to make their own way home.

- 3.3 *Toilet visits:* Children under 11 are expected to go to the toilet in pairs, or – if this is not possible – monitored as they go to and from the Main Court toilets.
- 3.4 *Theory and singing lessons:* Probationers receive weekly theory lessons in groups of 2 or 3. Choristers receive singing lessons singly or in pairs. The children are either accompanied to their lessons or monitored by the GC Administrator.
- 3.5 *Tuesdays before services:* between rehearsal and service, the GC Administrator and one other designated supervisor will be present during this period in the Music Room.
4. **Communication with Parents/Guardians:** All communications are made with parents and not with the girls' personal mobiles or email addresses. Where there is any exchange of emails with girls directly the parent is always cc'd in.
5. **Emergency details, medical and dietary requirements:** A record is kept and updated of all emergency contact details, medical and dietary requirements. This list is easily accessible by the Choir administrator, Director of Music and all relevant supervisors.
6. **Photography/Videos:** Parents sign a consent form every year to cover the taking of photographs and video footage for publicity purposes; on the understanding that children's names are not linked to the images. In the case of the annual official Choir photograph, which does include names, access is limited to choir parents.
7. **Events outside St Catharine's:** A risk assessment document is drawn up for choir events taking place outside the college site, for foreign tours which involve taking children out of school, a Magistrates Licence is sought.

