

Annex D: St Catharine's Girls' Choir: Supervision Policies

This document is intended to supplement the College's Safeguarding Policy statement, and deals with issues specific to the St Catharine's Girls' Choir.

The Girls' Choir is made up on approximately 24 regular members, aged 8-15; and 4 'pre-probationers' aged 7-8 (numbers vary slightly from year to year). The regular members attend rehearsals and services every week during term-time on a Monday and Tuesday; pre-probationers on Mondays only. These activities take place on the main site of St Catharine's College. The choir is also involved in occasional concerts, recordings and tours outside of St Catharine's.

Supervisors

The two people most closely involved in the running of the choir are The Director of College Music, and the Choir Administrator (in 2017/18 also by a second administrative assistant). They are supported by two student Organ Scholars, the Chaplain/Dean of Chapel and two music coaches. All of these undergo a DBS check.

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.

Location of Activities

Weekly rehearsals and services take place in the **College Chapel**, on the Main Court of the College. Choir members change in **Room A2** (the Director of Music's set), located on Main Court, opposite the Chapel and up one flight of stairs. This is also the location for weekly theory lessons. Singing lessons will take place either in the **Choir Room**, located in the basement underneath the College Dining Hall, or in the **SCR**, on the ground floor next to the Dining Hall.

Toilets are located on Main Court, entrance to which are within sight of the Chapel steps and A staircase.

Weekly routine

Arrival: Choir members are instructed to arrive from 4.15 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.

Departure: Choir members are supervised until they are picked up by a parent or guardian, either in Main Court or in front of the College gates. When a parent has specifically requested it, older children may be allowed to make their own way home.

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.

Theory and singing lessons: Younger choir members receive weekly theory lessons, and fortnightly singing lessons in groups of 3 or 4. The children are accompanied to their lessons; this is particularly important in the case of singing lessons in the Choir Room, which is the only activity location in a remote part of the College site.

Communication with Parents/Guardians

All communications are made with parents and not with the girls' personal mobiles or email addresses. When there is any exchange of emails with girls directly the parent is always cc'd in.

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.

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.

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 Magistrate's Licence is sought.

Girls' Choir 'graduates' and the College Choir

Some former members of the Girls' Choir – aged 15-18 – sing regularly with the student-based College Choir. While this means they come into regular contact with adults, there are no circumstances where adults other than those specified above (Director of Music, Organ Scholars etc.) are deemed to be in a position of authority over the girls. It is therefore not considered necessary to obtain DBS checks for all College Choir members. However, one female College Choir member each year is tasked with mentoring the girls and reporting to the Director of Music any concerns; this Choir member to be DBS checked.