



JESUS COLLEGE
CAMBRIDGE

THE CHOIR OF JESUS COLLEGE CAMBRIDGE

The Safeguarding of Children - Good Practice

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1 Background and introduction

- 1.1 The Chapel Choir of Jesus College is made up of choral scholars (male and female undergraduates and graduates) and choristers (boys aged between seven and 14). The Director of Music is responsible for the training and direction of the Choir. They are assisted ordinarily in this by two organ scholars (ordinarily undergraduates) who play the organ and piano for rehearsals, services, concerts, recordings, tours and any other events involving the Choir. The organ scholars assist with the direction of the Choir and are responsible for teaching Theory of Music to the choristers. The Director of Music is assisted in the administration of the Choir and its activities by the Chapel & Choir Office Coordinator, who is in turn assisted by the Secretary to the Dean and the Chapel Office. All activities in the College Chapel are overseen by the Dean of Chapel, who is assisted by the Assistant Chaplain. The Director of Music and Dean of Chapel report annually to the College Council on the activities of the Choir and Chapel.
- 1.2 The College is committed to creating and maintaining the safest possible environment for choristers, as well as for its staff and students, and all reasonable steps will be taken to protect all parties from harm. In order to achieve this, the College will ensure its staff and volunteers are carefully selected, screened, trained and supervised. Furthermore, the College will endeavour to keep up-to-date with national developments relating to the care and protection of children and vulnerable adults.

- 1.3 This policy outlines the way in which the College intends to deal with such matters and applies to all members of the College community whose duties bring them into contact with choristers.
- 1.4 The College's Designated Safeguarding Lead is the Bursar. The College's Designated Officer for Safeguarding Children (DOSC) with regard to the College and Chapel Choirs' Safeguarding Officer is Dr Christopher Burlinson.
- 1.5 This policy should be read in conjunction with the following documents:
- Jesus College Safeguarding of Children and Vulnerable Adults policy
 - Chorister Handbook (particularly Choristers' Rules)
 - Choral Scholars' Handbook
 - Jesus College First Aid & Medical Policy
 - DfE publication 'Keeping children safe in education' (September 2016)
 - Legal Affairs and Employment Sub-Committee report on the Safeguarding Vulnerable Groups Act 2006
 - Staff policy on the recruitment of ex-offenders

2 Definitions

- 2.1 A "chorister" is any member of the Chapel Choir under the age of 18.

3. Special Provisions

3.1 Application of these Provisions

The provisions for special recruitment and training procedures and for the conduct of Disclosure and Barring Service checks are applied only to staff and Fellows working with children or vulnerable adults. The College Council reviews the application of these provisions from time to time, to take account of any changed arrangements in the College, new risks and/or new legislation.

3.2 Recruitment and Training of staff involved in the care and education of choristers

- 3.2.1 The following procedures will be used for all candidates to whom the College offers a position which will bring them into regular unsupervised contact with children or vulnerable adults:

- Applicants will be asked to complete an application form.
- Identity will be carefully checked and applicants will be required to provide photographic documentation to confirm identity.
- Applicants will be asked to provide original documentation to provide proof of qualifications.

- Professional and character references will be sought, preferably including someone who can comment on the applicant's experience of working with children or vulnerable adults.
- Previous employment history will be verified through references.
- Applicants will be required to undergo an appropriate level of Disclosure and Barring Service (DBS) check.
- All appointed staff will be required to complete an agreed probationary period.
- All staff will be issued with the College's Policy on the Safeguarding of Children and Vulnerable Adults.
- Safeguarding training will be provided to those working with children and/or vulnerable adults every three years and training records will be kept by the Head of HR.

3.3 Disclosure and Barring Service Disclosures.

- 3.3.1 Those who are involved in work situations where they have sustained or prolonged unsupervised access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Legislation. This means that prospective staff, workers or volunteers must declare all criminal convictions, however long ago; and these will be taken into account when deciding on their suitability for working with children or vulnerable adults. No one will be permitted to undertake a role which involves regular contact with children or vulnerable adults without a satisfactory Disclosure and Barring Service (DBS) check. DBS clearance certificates will be held on individuals' personnel files held by the Head of HR, but will not be attached to academic files.
- 3.3.2 A criminal record may not prevent a person from working for Jesus College in any other capacity (see Policy on the Recruitment of Ex-Offenders). If that person is then asked to undertake tasks which will bring them into unsupervised contact with children or vulnerable adults, such as work experience placements, any criminal conviction must be declared to the Head of HR who will take appropriate advice where necessary and will decide whether this task should be allocated to another member of staff.
- 3.3.3 In line with the DBS recommendations, the College will seek disclosures every three years.
- 3.3.4 Those closely involved with the care and education of the choristers who must be DBS-checked are:
- The Dean of Chapel, Assistant Chaplain and any other assisting clergy
 - The Director of Music
 - The Chapel & Choir Office Coordinator
 - The Secretary to the Dean and the Chapel Office
 - The Organ Scholars

- The Porters
- Any parent or other adult who has chaperoning responsibilities on a choir tour or visit

3.3.5 Student members of the Choir and Chapel Clerks and Secretaries, who will regularly encounter choristers in their day-to-day activities are not ordinarily DBS-checked on the understanding that they will not be left unsupervised with choristers, without a DBS-checked adult present. They are, however, required to sign a document indicating that they have read and understand all the relevant policies on Child Protection and Safeguarding.

4. Code of Conduct

Those working with children or vulnerable adults must follow the Code of Conduct below which is based upon the Child Protection Policy of the Diocese of Ely.

If you work with children or vulnerable adults you must:

- Treat all children and vulnerable adults with respect.
- Provide an example of good conduct you wish others to follow. This includes the use of appropriate language when in the presence of children and vulnerable adults.
- Ensure that, whenever possible, there is more than one adult present during activities with children or vulnerable adults, or at least that they are within sight or hearing of others.
- Respect a child's or vulnerable adult's right to personal privacy.
- Encourage children or vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that even caring physical contact with a child or vulnerable adult may be misinterpreted.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or vulnerable adults.

You must not:

- Have inappropriate physical or verbal contact with children or vulnerable adults.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive/derogatory remarks or gestures.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.

- Show favouritism to any individual.
- Rely on the good name of the College to protect you.
- Believe that allegations of inappropriate behaviour “could never happen to me”.
- Take a chance when common sense, policy and practice suggest a more prudent approach.

In addition to this code of conduct, the following guidance is issued to all student members of the choir, with specific reference to choristers:

- You must not make any contact with choristers or their families for reasons unrelated to your work as a member of the choir.
- On no account should you give a chorister a gift or do anything which could be in any way considered a bribe or inducement to enter into a relationship or give rise to any false allegations of improper conduct against the individual.
- There must be no social media contact between adult members and junior members of the choir. This includes being ‘friends’ with choristers on Facebook etc.
- If you are invited to participate in social activities by chorister families, you are welcome to accept such invitations, but you are asked to inform the Choir and Chapel Office, for the purposes of your own protection.

5. Day-to-day activities

5.1 Rehearsals in East House

5.1.1 Choristers attend rehearsals in the East House Practice Room regularly. They are delivered to these rehearsals by parents or guardians and some older boys make their own way to rehearsals. A responsible adult (usually the Director of Music or one of the Organ Scholars) will be present from ten minutes before the time that a rehearsal begins, and will remain until all choristers have been collected or delivered to the Porters’ Lodge for supervision until parents/guardians are available to collect them.

5.1.2 There will always be two DBS-checked adults present in East House during rehearsals (ordinarily the Director of Music and one of the organ scholars; sometimes the Chapel & Choir Office Coordinator).

5.1.3 The toilets in East House are used by members of staff working in the building. Choristers are therefore instructed to use only the lockable cubicle, and not the urinal. Choristers request permission from the person taking the rehearsal before leaving to go to the toilet.

5.1.4 Playtime on the field outside East House is supervised by the person taking the rehearsal.

5.2 Rehearsals, services and other events in the College Chapel

5.2.1 Choristers attend rehearsals, services and other events in the College Chapel regularly. They are delivered to these events by parents or guardians and some older boys make their own way to the College. A responsible adult (usually the Director of Music or one of the Organ Scholars) will be present from ten minutes before the time that a rehearsal begins, and will remain until all choristers have been collected or delivered to the Porters' Lodge for supervision until parents/guardians are available to collect them.

5.2.2 There will always be two DBS-checked adults present during rehearsals, services or other events in the College Chapel.

5.2.3 There are no toilets directly accessible from the Chapel. Choristers needing to visit the toilet are instructed to use the lockable toilets in Second Court or between Hall and Upper Hall. Boys are not permitted to travel from the Chapel to the toilet alone and they will be accompanied by a senior chorister.

5.2.4 There is ordinarily a break of 10-12 minutes between the end of a pre-service rehearsal and the start of the service. Juice and biscuits are normally served to the choristers in the vestry during this break by parents who volunteer for this activity on a rotational basis. There will always be a DBS-checked adult in the vestry during this break time, in addition to the parent or parents assisting with refreshments. This practice is also observed during intervals in concerts, breaks during recording sessions and all other events when the choristers are not singing in the Chapel but are required to be present in the building.

5.2.5 At the end of a service, any chorister who has not been collected by a parent/guardian within ten minutes of the published collection time may be taken to the Porters' Lodge and asked to wait under the supervision of the porters. Parents/guardians will be telephoned to make them aware of this and will be expected to identify themselves to the porters on duty before taking a chorister home.

5.3 Use of images in publicity

5.3.1 For the purposes of publicity, photographs of the Choir are displayed on the College and Choir websites and shared on the College and Choir social media accounts, namely Facebook and Twitter. Photographs are also used in concert programmes and promotional material, and may also be distributed as part of press releases.

- 5.3.2 All parents are asked to sign a document indicating that they are willing for images of their sons to be used in this way.
- 5.3.3 Photographs of individual choristers will not be used online or in other publicity without the explicit permission of the parents and the College.
- 5.3.4 No photograph of a child online or elsewhere may give his name without the explicit permission of his parents and the College.
- 5.3.5 The Chapel & Choir Office requests that all photographs which feature choristers, taken during, for example, a tour or concert, by other choir members or adults associated with the Choir be shared with the Choir & Chapel Office. All student members of the Choir, parents and chaperones are made aware of this request.
- 5.3.6 Electronic images of members of the choir will be stored only in password-protected folders on the College network.
- 5.3.7 The College and Choir websites are updated regularly and expired material is archived within guidelines on the storage of digital material.

5.4 Health and Safety

- 5.4.1 All spaces in the College used by the choristers are required to comply with current Health and Safety legislation. The Chapel, as an ancient building, carries certain exemptions, including uneven floors etc., of which all choristers are made aware.
- 5.4.2 All adults involved in the care and education of the choristers (see list at 3.3.4) are given first-aid training.
- 5.4.3 All trips, visits and tours are fully risk-assessed in advance (see 6.1).

5.5 Confidentiality

- 5.5.1 All information regarding children/vulnerable adults is highly confidential and should only be shared with appropriate parties on a need-to-know basis.
- 5.5.2 All staff are expected to exercise reasonable care and refer to the College policy on Identification and Handling of Confidential Records and the Staff Handbook when dealing with confidential information.
- 5.5.3 Information on choristers and their families, including dates of birth, home addresses and contact details, allergies, dietary requirements and passport information, is held securely by the Chapel & Choir Office, and shared

internally only with the DBS-checked adults listed in 3.3.4 for choir training and administrative purposes.

- 5.5.4 Contact details for the families of choristers are only shared with other chorister families (for the purposes of arranging lifts to rehearsals etc.) with the explicit prior permission of the individuals concerned.

6 Tours and special projects

From time to time, the Choir takes part in performances or other events away from Jesus College. These can include visits to churches or concert halls in the UK for concerts, to other colleges or local venues for rehearsals, and travel to venues abroad for performances.

- 6.1 Detailed risk assessments are carried out in advance of all trips and tours, and the College takes responsibility for travel insurance for the whole group.
- 6.2 Magistrates' or other licenses are sought by the College in advance of tours or any projects which involve child performance and/or the need to miss school.
- 6.3 Detailed guidance on good practice during a trip or tour is issued to all those travelling with the group.
- 6.4 During sightseeing visits or other leisure pursuits, choristers are normally separated into small groups of four or five boys for whom a designated DBS-checked chaperone is responsible at all times.

7 Implementation, monitoring and review

- 7.1. All staff, students, workers and volunteers at the College involved in the care and education of the choristers, or with whom the choristers are likely to come into contact during their time as members of the Choir will be made aware of this policy and a copy will be available on JNet and from the Head of HR. Furthermore, a copy of this policy will be given to all relevant bodies with whom the College works and will be made available to parents and guardians of choristers upon request.
- 7.2 Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through the College's disciplinary procedure. Serious breaches may lead to dismissal.
- 7.3 This policy takes immediate effect. The Bursar, as the College's Designated Safeguarding Lead, has responsibility for implementing and monitoring this

policy, which will be reviewed by the Safeguarding Committee on a regular basis (at least annually) following its implementation, and additionally whenever there are relevant changes to legislation or current working practices.

7.4 Suspicion of abuse

7.4.1 Any student, staff member or Fellow who witnesses or suspects abusive behaviour towards a child or vulnerable adult should record the details and report it to the Bursar, the Dean of Chapel or the Head of HR. It is not the College's responsibility to investigate any suspicions. This requires expertise which the College does not have, and the responsibility is to report it only. Investigations will be carried out by the appropriate authorities with the full cooperation of the College.

7.4.2 The College's Designated Safeguarding Lead (DSL) will appropriately record an allegation or reported incident. They will be responsible for contacting the statutory child protection agency, such as the Local Safeguarding Children Board, or the Police if necessary. (See section 6 for details about what happens in the event of an allegation or complaint.) During an investigation into allegations of abuse, it may be appropriate to suspend a worker or remove them from having any contact with children or vulnerable adults until an investigation has been carried out.

7.4.3 Any allegations of abuse made against any worker will be thoroughly investigated and dealt with through the disciplinary procedure. Serious breaches may lead to dismissal.

7.5 In the event of a complaint or allegation

7.5.1 The College Policy on the Safeguarding of Children and Vulnerable Adults sets out the procedures for dealing with a complaint or allegation and should be read in conjunction with this document.

8 Contact details

The following people involved with the care and education of the choristers are trained in safeguarding, and may be contacted about any details of this policy:

Designated Safeguarding Lead, Jesus College, Cambridge
The Bursar
Bursar@jesus.cam.ac.uk
01223 339497

Designated Officer for Safeguarding Children (DOSC) with regard to the
College and Chapel Choirs
Dr Christopher Burlinson
cmb29@cam.ac.uk
01223 330788

Mr Richard Pinel
Director of Music
Director-of-music@jesus.cam.ac.uk
01223 339474

The Revd James Crockford
Dean of Chapel
j.crockford@jesus.cam.ac.uk
01223 339433

The Porters' Lodge
Jesus College
porters@jesus.cam.ac.uk
01223 339339

Cambridgeshire Local Authority Designated Officers for Safeguarding
(LADO)
LADO@cambridgeshire.gov.uk
01223 727967
Outside office hours, at weekends and on public holidays contact the
emergency duty team on **01733 234724**

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