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Safeguarding Policy)**

Policy and Procedures for the safeguarding of Children and Adults at Risk

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Policy and Procedures for the safeguarding of Children and Adults at Risk

1. Introduction

Care for all staff, volunteers, residents and visitors of whatever age or vulnerability falls in equal measure to all within the community of the College of St George without recourse to any reminder of that fact by legislation or policy document. There are nonetheless some areas where guidelines and procedures will be of assistance and must be used. This document seeks to support the instinct for the care and protection of others with such assistance and to encourage a proactive approach if it is thought that a child or adult at risk might need additional help or support and when formal procedures must be followed.

2. Coverage

This document provides policy, procedures and guidelines for the safeguarding of children and adults at risk for the College of St George in all its parts save St George's School which has its own policy. To ensure that policies and procedures are compatible throughout the College the safeguarding committees of both the Dean & Canons of Windsor and that of St George's School can sit together if the chairmen of both committees so wish or if the Dean & Canons of Windsor and the School Council so decide. The member of Chapter with responsibility for safeguarding matters is the Canon Chaplain and the Designated Safeguarding Lead is the Chapter Clerk. The Chapter Clerk chairs the Dean & Canons' safeguarding committee on behalf of Chapter. To help ensure that the various elements of the College work closely together and also with the Royal Household the following committee membership details apply:

- The Chapter Clerk sits on the School Safeguarding Committee.
- St George's School's Designated Safeguarding Lead sits on the Dean & Canons' safeguarding committee.
- In order to ensure compatibility between those parts of Windsor Castle which are not part of the College of St George, the Chapter Clerk can be in attendance at the Royal Household Safeguarding committee.
- The Director of Music, Virger and at least one resident parent also sit on the Dean & Canons' Safeguarding Committee

The Designated Safeguarding Lead has responsibility for updating the Child and Adult at Risk Safeguarding Policy; ensuring training is up to date and records are maintained; ensuring any reported issues are acted upon using set procedures. They are responsible for ensuring that appropriate professional agencies are informed if a safeguarding risk or child protection need arises. Furthermore, they have responsibility to report of any persons leaving or dismissed from the Dean & Canons of Windsor due to an issue relating to any breach of this policy to the Disclosure and Barring Service and other authorities as necessary /as required by law.

This policy applies to, at least, the individuals and groups listed below. Legislation states that a child is a person under the age of 18 and that an adult at risk is a person aged 18 or over who has a substantial learning or physical disability; a physical or mental illness or disorder (including an addiction to drugs or alcohol); a significant reduction in mental or physical capacity. In addition those who are impressionable of whatever age should be supported and protected.

- Choristers*.
- Children or adults at risk who are members of visiting choirs or other musical groups.
- Children who are members of school groups.
- Children or adults at risk who are visitors to St George's Chapel or any other part of the College of St George within Windsor Castle.
- Residents who are children or adults at risk.
- Children or adults at risk on work experience.

*The Choristers are the responsibility of St George's School whilst on the School premises or whilst on School related activities (up to and including the tunnel steps). Whilst in St George's Chapel or any part of the College of St George within Windsor Castle or on any choir trip/event, the Dean & Canons of Windsor take lead responsibility for the Choristers with the Chorister Chaperone and Chapel Director of Music working collaboratively to ensure their safety.

The Chorister Chaperone has operational responsibility for the Choristers when they are gathered together reporting to the Head of St George's School (up to and including the tunnel) or to the Dean & Canons of Windsor, if in St George's Chapel, the College or on any choir trip/event. If the Chorister Chaperone needs to take care of an individual Chorister when the group is in St George's Chapel or at a service rehearsal the Chapel's Director of Music (or Assistant Director of Music or Organ Scholar) will assume complete responsibility for the remainder of the group. If any incident occurs when the Chorister Chaperone is absent, details should be passed to them as soon as possible so that this can be recorded on the school's electronic system and communicated to relevant parties.

Responsibility for visits to external venues whether in this country or abroad are to be agreed between the Dean & Canons and St George's School in advance on a case by case basis and recorded in writing.

Overnight accommodation for Choristers, when away from St George's, is not to be 'home stay' but in hostel, hotel or equivalent accommodation.

The Chorister Chaperone role is outlined at annex **A**. Risk assessments are undertaken for events in St George's Chapel, including events in which the choristers are involved. For choir trips outside the College of St George, St George's School events risk assessment form is used but completed by both Chapel (e.g. the Chapel's music administrator) & School reps. All choristers, as pupils of St George's School, are informed in the school they can talk to their teachers freely at

any time about any concerns they may have. Additionally notices in the Choristers' Vestry and the Song School list the name and telephone numbers of the Designated Safeguarding Lead and other numbers such as that of 'Childline' and the "Independent Listener" as appointed by St George's School. The Music Department Administrator arranges for licences for all Choristers when required.

3. Staff vetting and training

No member of staff will be employed without first obtaining a full CV and obtaining and verifying the two references requested one of which must be from their last employer. A Disclosure & Barring Service (DBS) search for every member of staff who will have significant contact with children or vulnerable adults is carried out. If the member of staff fails to provide information for the DBS search to be carried out then any offer of employment will be withdrawn. Should the person be required to undertake his/her duties before the result of the DBS check is known, no duties where they are alone with a child or children will be allowed. Employment will cease immediately should the outcome determine their unsuitability. Those requiring DBS clearance will be re-checked every 3rd year.

The following staff require DBS clearance:

All Clergy	Music Administrator
Virger	Music Director of any schools/youth outreach programme
Senior Sacristans	Teachers of St George's School pupils who teach
Sacristans	on Dean & Canons' premises
Director of Music	Those in charge of work experience students (if under 18)
Assistant Director of Music	
Organ Scholar	
Those members of the Guild of Stewards who give school tours of the Chapel	
Chapter office staff	
Chorister Chaperone	
Sunday School leaders	
Others as appropriate	

Training is provided for members of staff listed above, including refresher training, at three yearly intervals. All other staff & volunteers are required to read the safeguarding policy at least every three years, or following any significant updates to the policy.

A record of training, DBS dates etc is held in the Chapter Office.

Any member of staff or resident might be approached by any child or adult at risk at any time. The response should be sensitive and follow the guidelines below.

4. Staff Guidelines for working with children or adults at risk

This section is intended to provide guidance for all working with children or adults at risk. The aim is to protect them from harm and danger whether physical or emotional.

- First Aid Kits are available to render assistance should a child or adult become ill in the Song School, Choristers' Vestry, Chapel Vestry, Quire and other locations. Posters listing those trained in 'Emergency First Aid at Work' are also in these locations. Additionally there is a 24 hour emergency telephone line to the Castle Fire Station to seek assistance in an emergency including a medical emergency. The emergency telephones are located in the Canons' Cloister, on Denton's Commons and in the Horseshoe Cloister. There is a telephone in the Chapel Vestry linked to the Castle telephone system and emergency numbers are listed near it.
- No child or adult at risk should ever be refused leave to use the toilet or ignored if they complain of being unwell. Adequate time is given to use the toilet before all choral requirements.
- Any physical contact with children or vulnerable adults can be subject to misinterpretations or even malicious allegations. The best advice is to avoid touching children or vulnerable adults and, when teaching is involved, to develop strategies through demonstration and modelling. When physical contact is made with children or vulnerable adults this should be in response to their needs at the time, of limited duration and appropriate.
- There must be no physical punishment
- All children and adults at risk should be treated with respect and dignity
- Children and adults at risk should never be ridiculed or bullied.
- Neither children nor adults at risk should be asked to do anything/or perform beyond their capacity or aptitude. In setting challenges for such as the Choristers to perform a professional judgement should always be applied to ensure that the tasks are reasonable and that they have been adequately prepared.
- Care should be taken to identify those who are vulnerable, uncertain or unsure of themselves so that their confidence is not further diminished
- Victimisation and intimidation is never acceptable
- Adults should only drink alcohol in moderation in the presence of children; however, no adult with pastoral responsibility for the Choristers during a trip is permitted to consume alcohol.
- Smoking is permitted only in the smoking shelter to the north side of the Chapel; this is not an area any child has reason to be in or near
- Small groups of Choristers may be rehearsed under adult supervision in the Choristers' Vestry, the Vicars' Hall, a Chantry Chapel (from 8.30am) or Music Library when the main group is rehearsing in the song school. Solo parts by a single Chorister may be rehearsed in the Quire (from 8.30am) when Chapel staff are also in the area. A single chorister may be rehearsed in the Catherine Room or Choristers' vestry (between 8.15 and 9.15am) with the door wide open when office staff are in the immediate vicinity. Other rehearsals take place in the Nave or at St George's School.

As all within the College of St George might come into contact with children or vulnerable adults, a code of conduct for all staff is at appendix **B**. There are four groups who do so on a frequent basis:

- The Chapel Staff and Musicians who work with Choristers.
- The Guild of Stewards who work with visiting school groups. The volunteers of the Guild of Stewards who lead school groups around St George's Chapel undertake training run jointly by St George's and the Royal Collection Castle Learning officer before undertaking the role. An example of the section of the Royal Collection policy is held with the office copy of this policy at annex **H**.
- Members of the Precentor's department who greet and assist visiting choirs whether for services or concerts. Information for such choirs is held on the 'S' drive on the IT network.
- Residents or staff who run the Sunday School.

5. Signs and symptoms of abuse

This list is a general guide. The presence of one or more factors does not necessarily prove that abuse has occurred. It may, however, indicate that investigation should take place.

- Unexplained delay in seeking treatment which is needed
- Incompatible explanations
- Constant minor injuries
- Unexplained bruising:
 - Bruise marks in or around the mouth
 - Black eyes, especially if both eyes are black and there are no marks to forehead or nose
 - Grasp marks
 - Finger marks
 - Bruising of the ears
 - Linear bruising (particularly buttocks or back)
 - Differing age bruising
- Bite marks
- Burns and scalds
- Cigarette burns
- General physical disability
- Unresponsiveness in the child
- Soiling and wetting
- Change in behavioural patterns

- 'Frozen' look
- Attention seeking
- Apprehension
- Anti-social behaviour
- Unkempt appearance
- Sexually precocious behaviour
- Sexualised drawings and play
- Poor self-esteem
- Self-mutilation
- Withdrawal
- Running away
- Difficulty in forming relationships
- Confusing affectionate displays

6. Mental Health

Staff have an important role to play in supporting the mental health and wellbeing of choristers and other children and vulnerable adults. All staff should be aware that mental health problems can in some cases be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation.

Concerns around a child's mental health must be reported to the Designated Safeguarding Lead. A plan for appropriate action will be made, in consultation with the Head of Safeguarding/Mental Health at St George's School if appropriate.

7. Action to be taken by staff when approached by a child or adult at risk or if an allegation is made

i) Find an appropriate, quiet place to talk, listen carefully and treat what is said seriously, no leading questions should be asked. See Appendix C for basic "dos" and "don'ts". Do not promise to keep the information secret, but make it clear that you will need to talk to someone in authority, i.e. the Designated Safeguarding Lead who may need to notify others. Such notification by the Designated Safeguarding Lead to the Dean should occur within 24 hours of a complaint or allegation being received. The next steps may involve the use of Disciplinary Procedures and/or investigation by the Police, local authority or the NSPCC under standard National Safeguarding protocols or procedures.

ii) If it does not interfere with listening carefully, then you may take notes during the meeting. Make use of the 'Safeguarding Incident Report Form' (annex D), or any other paper if there is no time available to get a copy of the form. If notes are not taken at the meeting they must be written immediately afterwards. Record verbatim what was said with a note of the time, date and

place. Known facts must be distinguished from allegations and opinions. Such information may be needed for legal purposes. Return the form to the Designated Safeguarding Lead as soon as possible. Do not discuss with any one else.

iii) The child or adult at risk should not have to keep reporting his/her story. The Designated Safeguarding Lead does not necessarily need to speak to the child/adult at risk, but it may be appropriate to seek clarification from the child if something is unclear. The Designated Safeguarding Lead should be able to rely on the information in the form.

iv) The Designated Safeguarding Lead will provide a written report to the Dean, (with a copy to the Head of St George's School if the child is a pupil there) as appropriate with a recommended course of action having sought advice either from the Local Authority Designated Officer (LADO) or from the Local Authority Single Point of Access; (LADO for the complaint against an adult; SPOA for a child peer on peer complaint). This course of action may recommend the appointment of a Committee or Core Group to more fully investigate the matter and thereafter report back to the Dean. The Dean will decide whether an investigation is required or not.

v) The reporting member of staff will be told of any further action taken, e.g. Social Services referral, monitor etc. If the reported case is taken up and investigated by an external agency then any meetings, case conferences or action taken will be followed through and the staff member concerned informed.

vi) Members of staff and residents are in a unique position as they are sometimes able to see changes in some children and therefore anything that gives rise to concern needs to be recorded in writing because this could provide valuable evidence in a child safeguarding case. They must not think that by voicing concern they are necessarily starting procedures.

vii) Unless there is an objection by the agency concerned, the Dean should:-

- inform the person making the allegation and explain the course of action;
- ensure the child's or children's parents, adult at risk or guardians are informed of the course of action unless this puts the child or vulnerable adult at risk of harm;
- inform the employee against whom the allegation is made and explain the course of action.

In the event of a complaint relating to the Dean then the Designated Safeguarding Lead will report the matter to the Canon Chaplain (Canon Poll) or Canon in Residence.

In the event of a complaint relating to the Designated Safeguarding Lead then the complaint will be made directly to the Dean.

8. Internal Investigations Guidelines

Following advice from the LADO or local authority 'Single Point of Access' and the Dean's decision as to whether there will be an investigation:

- i) The aim of the investigation is to establish the facts of the case and the people affected by the problem.
- ii) The person raising the complaint should be interviewed.
- iii) If considered appropriate in all the circumstances the child in question will be interviewed, accompanied by an appropriate adult (following advice, as with other points, from the LADO).
- iv) Any witnesses to the alleged offence[s] should be asked to make written statements, which they should sign and date. Where considered appropriate others may be interviewed (following advice, as with other points from the LADO).
- v) Employees should be invited to identify any person[s] who may have information relevant to the investigation.
- vi) To protect both the accuser and the accused the matter should only be disclosed to those who need to know.
- vii) The investigation should be completed as quickly as possible consistent with its effective conduct.
- viii) A report of the investigation should be made by the Designated Safeguarding Lead to the Dean and should include;
 - (a) a list of the names of people who have spoken, together with times and dates
 - (b) a list of written signed and dated statements
 - (c) a chronological summary of incidents giving rise to the investigation
 - (d) the conclusions drawn from the investigation
 - (e) a recommendation of subsequent action.
- ix) If it is established that the allegations were unfounded or malicious the Designated Safeguarding Lead should;
 - (a) make clear to those involved that the accused has been exonerated.
 - (b) consider whether counselling for the accused and/or accuser is appropriate.
 - (c) consider further steps to clear the accused.
- x) If it is found that the allegations were justified then the Dean will decide on the appropriate action.
- xi) In all cases after a full investigation has taken place both the parents/responsible adults and the Child Safeguarding Agency will be advised of the outcome of the investigation, any recommendations made and actions taken.
- xii) All documents relating to the investigation must be kept on file in a locked, fireproof cabinet together with a written record of the outcome. Where an investigation does not result in a formal procedure the papers should be kept until the child reaches the age of 18 years. For a vulnerable adult papers should be kept for 10 years from conclusion of the investigation and

then reviewed by The Dean & Canons Designated Safeguarding Lead for any retention requirements going forward.

xii) If appropriate, information will be shared on Church of England and other institutions sharing networks.

9. Dissemination of Policy

This policy will be available to all staff and residents either on paper or via 'S' drive on the IT network. The policy will be placed on the website of St George's Chapel. The Chapter Office will prepare and maintain a list of staff signatures of those who have seen and read the policy.

In addition to all staff being made aware of this document the following groups will have it brought to their attention:

- Chorister Parents

The attention of choristers' parents will be drawn to this document by the Director of Music.

- Resident Parents

The attention of resident parents will be drawn to this document by the resident parent on the committee. The existence of this document does not substitute for parental responsibility.

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ANNEX A

Chorister Chaperone

The Choristers are accompanied, normally by a Chorister Chaperone but in their absence by another member of St George's School staff, from St George's school to either the chapel or rehearsal room and back to the school on every occasion.

If the role is filled, not by a member or members of the school staff, but employed separately by the Dean and Canons, a full job description will be held in the Chapter Office.

Overseas tours / Concerts / Recording Sessions

Other than for regular services and rehearsals, special arrangements are made for each occasion that requires the Choristers to leave the boundaries of St George's School.

Meetings

A Chorister Chaperone is also expected to attend regular meetings with the Director of Music and Houseparents. He/She is expected to maintain regular contact with the Clergy, Virger, Chapel staff, Assistant Director of Music, Organ Scholar, School Matron, Designated Safeguarding Lead of the Dean and Canons & School, School Chaplain and the Head Master.

Reporting line

The Chorister Chaperone, if employed by the Dean & Canons, reports to the Canon Precentor. If employed by the school, the Chorister Chaperones report to the Houseparents.

Responsibilities

The Chorister Chaperone has charge of the welfare of the choristers in conjunction with the Chapel's Director of Music (or whoever is leading a rehearsal) whilst the Choristers are within the Castle. If a Chorister has to leave the Chapel or Song school through sickness the Chorister Chaperone is to accompany him/her, and make any necessary arrangements for School staff to collect the ill child if he is unable to rejoin the choir, before then returning to the Chapel/Song School. The St George's School Behaviour, Sanctions and Support Policy and Plus Point systems can be used for Choristers in any location.

ANNEX B

Code of Conduct

All employees should observe this code at all times when in the environment of children within the College of St George

Staff should...

- treat all children and young people with respect
- provide an example of good conduct you would wish others to follow
- ensure that, whenever possible, there is more than one adult present during your organisation's activities with children, or at least that you are within sight or hearing of others
- respect a young person's right to personal privacy
- encourage young people to feel comfortable 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 young person may be misinterpreted
- recognise that special caution is required in moments when you are discussing sensitive issues with children
- operate within this College's Safeguarding Policy.

Staff should not...

- have inappropriate physical or verbal contact with young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour
- make suggestive / derogatory remarks or gestures in front of children
- jump to conclusions about others without checking facts
- exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on your good name or that of the College to protect you
- believe "It could never happen to me"
- take a chance when common sense, policy and practice suggest a more prudent approach.

The responsibility of discipline and behaviour of the choristers during a rehearsal or a service is that of the Chapel's Director of Music (or Assistant Director of Music or Organ Scholar) and the Chorister Chaperone. A member of Chapter, Minor Canon, Lay Clerk or member of the Chapel staff should feel able to report aspects of the choristers' good or poor behaviour to the Chapel's Director of Music or Chorister Chaperone. The Plus Points and Behaviour, Sanctions and Support Policies in use at St George's School are applicable to the Choristers in the Chapel or rehearsal space.

- Small groups of Choristers (minimum of three) may be rehearsed under adult supervision in the Choristers' vestry, a chantry chapel (from 8.30am), Vicars' Hall, Dungeon or music library when the main group is rehearsing in the song school. Solo parts by a single chorister may be rehearsed in the Quire (from 8.30am). A single chorister may be rehearsed in the Catherine room (between 8.15 and 9.15am) with the door wide open.

Social Networking

- No member of staff should interact with any Chorister or other pupil of St George's School or ex-pupil under 18 of St George's School on social networking sites.
- No member of staff should interact with any resident child (unless parental permission has been granted) on social networking sites.
- No member of staff should give their personal e-mail address to any Chorister or other pupil of St George's School or ex-pupil under 18 of St George's School
- No member of staff should give their personal e-mail address to any resident child (unless parental permission has been granted).
- If there are areas of doubt regarding the misuse of social media the social networking policy of St George's School could be used as a guideline in the first instance.

Photography

- Choristers

The Chorister contract (annex A) states in paragraph 8ii:

The Parent agrees to photographs and film of the Chorister being taken and used by the Chapter or the School for the purpose of promoting the Chapter, the Choir or the School only and on the basis that the name of the Chorister will not be disclosed on such material.

Photographs taken for purposes other than that stated in the contract will only be taken or published of those children whose parents have consented to this. Photographs should not be shared via social media unless parental permission has been granted. Photographs taken on behalf of the Dean and Canons will be stored in the modern photo library in the Chapter Office.

- Visiting children including school groups, work experience students, visiting choirs and children visiting in family groups

Photographs will only be taken or published of those children whose parents have consented. Photographs should not be shared via social media unless parental permission has been granted. Full names of children will not be disclosed.'

- Resident children

Photographs will only be taken or published of those children whose parents have consented. Photographs should not be shared via social media unless parental permission has been granted.

ANNEX C

Guidelines for responding to a child or adult at risk

If a child or adult at risk chooses to tell you what is happening to them it is important that the response is appropriate

The basic "dos" and "don'ts" are:

- Don't stop a child or adult at risk who wants to talk and is freely recalling significant events
- Don't appear to panic
- Don't make false promises
- Don't appear shocked or angry
- Don't make it difficult for the child to talk
- Don't question the child or adult at risk except for clarification. Do not ask leading questions that might give your own idea of what might have happened (e.g. "Did he do X to you?") just ask "What do you want to tell me?" or "Is there anything else you want to say?"
- Don't make snap judgments
- Don't promise to keep information secret
- Do listen to the child or adult at risk rather than directly question him or her
- Do listen quietly but actively, give your undivided attention and allow silence
- Do encourage him or her to use their own language and use it yourself in replying
- Do reassure the child or adult at risk that they were right to tell you
- Do explain, sensitively, that you have to pass the information on to whom and what will happen, but that the matter will only be revealed to people who need to know about it
- Do record what has been said, in the actual words, at the time if possible or, if not, immediately afterwards. Use the form at Annex G if possible. If you can write brief notes of what they are telling you while they are speaking and keep your original notes (it's what you wrote at the time that may be important later – not a tidier or improved version that you have written up). Take care to record the setting and personnel present the same day
- Do pass the information on to the Designated Safeguarding Lead on the same day
- Do make it clear you will need to speak to someone in authority

All staff are issued with a credit card sized aide memoire as a quick/handy reminder of who to contact if concerned about a child or adult at risk. The card also reminds the reader of the whereabouts of this policy document.

ANNEX D

INCIDENT REPORT FORM

NAME OF PERSON COMPLETING THIS REPORT:	
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This report should be completed immediately following any incident which raises any concern about possible abuse (e.g. on observation of an unexplained/suspicious injury or following something said by a child or adult at risk which causes concern). It should be completed by the member of staff or resident most directly involved. Care must be taken to record the information accurately and confidentially. This form must be passed as soon as possible to the Designated Safeguarding Lead.

DETAILS OF INCIDENT	
Name of child/adult at risk	
Date of Birth	
Place where incident/observation of injury/disclosure occurred	
Adults/Children Present	
Date	
Time	

Record here EXACTLY what you saw or heard, including actual site of any injury (e.g. upper right arm), size/colour of bruising etc. or an exact record (as far as possible) of anything said to you by the child or adult at risk. Record also any relevant comments made by you (avoid asking any more questions than are necessary to clarify any uncertainties.) Attach an additional sheet of paper if required.

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Signature:

Reported to the Designated Safeguarding Lead:	at: (date)	(time) on:
Action Taken/No Further Action Taken: (please specify)		
Signed (person reporting incident)		
Signed (Designated Safeguarding Lead)		

This record should be given to the Designated Safeguarding Lead.

ANNEX E

CHORISTERS' SUPERVISION – EMERGENCY INFORMATION **(given to all School staff who accompany the choristers)**

FIRE

There are fire alarm break points in the Choristers' vestry and Song School.

There are fire extinguishers in the Choristers' vestry and Song School.

There is a torch for emergency use in the Song School.

There is a fire evacuation notice in the Choristers' vestry – the muster point is on the grass outside the Military Knights' houses.

The fire alarm is tested every Wednesday morning between 9am and 9.15am.

Fire/smoke detectors are located throughout the Chapel and surrounding buildings and are monitored 24 hours a day in the Castle Fire Station.

There are emergency telephones linked directly to the Castle Fire Station in the Canons' Cloister, Horseshoe Cloister and on Denton's Commons. If you need to contact the Castle Fire Station in case of an emergency just pick up the telephone (there is no need to dial anything or remember any numbers).

FIRST AID

All the Chapel staff receive Emergency First Aid at Work training.

The Castle surgery is manned by a nursing sister as follows: Mon 0830-1230 (except bank holidays) / Tues 0830-1230 **and** 1300-1600 / Wed 0830-1230 / Thur 0830-1230

There are first aid boxes in the Choristers' vestry, two in the Quire, and the Song School. Posters listing those who hold the Emergency First Aid at Work qualification are in the vestries and the song school.

Defibrillators are located in the lobby of St George's House, Henry III tower surgery and the Castle fire station.

EMERGENCY EVACUATION OF THE CHAPEL

If there is a need to evacuate the Chapel in an emergency there will be an announcement made over the loud speaker system. The choir should proceed as directed out of the Chapel (most likely out of the North door) and stay mustered together until told by the police or Fire Station personnel that they must return to Chapel or school.

Evacuation Muster sheets used by the College cover residents, staff, volunteers and choristers during office hours, public hours, services, concerts and night time.

The Chapel and the Chapel's west steps have emergency lighting and Chapel staff have access to torches.

In case of an alarm, the light in the Organ Loft (visible from both Quire and Nave) will flash but the sounders will not ring.

No evacuation of the Chapel is to take place unless directed by either a Castle Fire Officer or the Senior member of the Chapel Staff on duty.

ANNEX F

SAFEGUARDING GUIDELINES FOR CHORISTER ONLINE LESSONS *(Written in 2020 for the Covid period but retained in this policy for any future use)*

Aim:

To provide a similar level of safeguarding as for onsite rehearsals in Song School or Chapel.

Guidelines for Director of Music & Organ Scholar

1. Only Google Meet as provided by the school may be used for online sessions with the choristers.
2. All sessions will be timetabled with two authorised members of staff on each session (usually the Director of Music and organ scholar or, in case of illness, a member of Chapter or the Chapter Clerk), one of whom will take a register.
3. A log with session links will be kept on [Details of Work \(incl. Virtual Session Times\).xlsx](#) and any member of Chapter and the Chapter Clerk can 'drop in' to a scheduled meeting without prior notice.
4. Staff must be appropriately dressed and the room appropriately professional in appearance.
5. Only software essential for the rehearsal/session should be open on the staff device.
6. Ability for guests to invite others must be disabled, and participants may only join via their school email or parents' addresses.
7. Recordings within the Meet programme by staff (Director of Music, Music Administrator, Organ Scholar) made in accordance with School policy. This automatically uploads to school server and is not held on College or personal devices.
8. The same code of behaviour is expected online as in a 'normal' choir rehearsal.
9. Normal procedure is in place for reporting any concerns.
10. Singing lessons will continue and they will abide by the *Visiting Music Teacher* guidelines issued by St George's School.

Guidelines for parents (sent out in advance of first session):

- A. Parents will know in advance when each virtual session is scheduled for their child and must provide that one of them or for a trusted adult shall be in the same premises as the pupil while the lesson takes place.
- B. 'Meeting' log in details must not be shared.
- C. Only software essential for the rehearsal should be open on the chorister's device.
- D. The same code of behaviour is expected online as in a 'normal' choir rehearsal.
- E. No photos or recording of rehearsal/session are permitted.
- F. Choristers must be appropriately dressed (i.e. daywear which covers them to the same extent as their school uniform).
- G. Sessions must be accessed from an appropriate location (i.e. not a bedroom nor a bathroom).
- H. Normal procedure is in place for reporting any concerns.