



## Choir Chaperone VOLUNTEER

**SUPERVISION:** The Director of Music; and/or Assistant Director of Music.

**CHAPERONE CO-ORDINATOR:** Sue Gunn-Johnson.

The Cathedral Choristers attend Exeter Cathedral School. They are the responsibility of the school when attending school or living in the Boarding House. They are the responsibility of the Director of Music, on behalf of the Dean and Chapter, when they undertake their chorister duties in the Cathedral or when involved in Cathedral activities elsewhere. This includes when singing away on parish visits, schools or on tour.

### USUAL SERVICE AND REHEARSAL TIMES

- Monday, Tuesday, Wednesday, Thursday, Friday: 4.20 – 5.20pm followed by Evensong from 5.30 – 6.30
- Saturday: 2.50 – 3.50pm followed by Evensong from 4.00 – 5.00pm
- Sunday: 8.45 – 9.50am followed by Sung Eucharist from 10.00 – 11.30am; 2.50 – 3.50pm followed by Evensong from 4.00 – 5.00pm

### USUAL SINGING DUTIES

Girls: Evensong on Monday, alternate Friday and weekends.

Boys: Evensong on Tuesday, Thursday and alternate Friday and weekends.

For more information please download a copy of the role description below.

### PURPOSE OF THE ROLE

- To support the Director of Music/Assistant Director of Music to ensure health and safety protocols are adhered to and to care for the choristers welfare requirements.
  - (*Discipline in the Choir is the responsibility of the Director or Assistant Director of Music*)
- To attend when rostered: if unable to fulfil duties as allocated on a given day to notify either the Co-ordinator or the Music and Liturgy Department as soon as possible.
- To ensure the choristers are neat and tidy prior to assembling for services.
- To report any accidents/concerns/observations regarding a chorister to the Director of Music/ Assistant Director of Music/Chorister Tutor or parent when transferring the responsibility for the care of the choristers.

### VOLUNTEER PROFILE

- Chaperones should be at least 18 years of age and agree to work as members of a team on a rota basis.
- Flexibility is essential as there is a constant need to adapt to the services of the day and the needs of children and young people.
- Enthusiastic about the Cathedral
- Excellent communication and customer service skills.
- A positive, friendly, helpful attitude.
- Willing to undertake training
- Able to operate as part of a team and to take instruction.
- Able to use initiative and judgement.

### DUTIES

Duties will be directed by the Director of Music or the Assistant Director of Music

- To work as a member of a team

- To be present at least 10 minutes before required on duty so as to be present when handover of responsibility from the school or parents takes place (see list of rehearsal and practice times on the procedure guidance attached)
- To be able to demonstrate that you have the experience of being able to support the welfare needs of the choristers and command their respect.

**EXPECTATIONS:**

- Volunteers at the Cathedral are expected to be in sympathy with the aims and purpose of the Anglican Church.
- Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
- Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting.
- Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
- Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.

**TRAINING**

All volunteers must undergo

- Safeguarding Training – Level C0

*A higher level maybe required depending on the role*

Choir Chaperones also require

- Enhanced DBS check

Induction training which will include

- Health & Safety
- Fire
- Security
- 1<sup>st</sup> Aid (role dependant)

**The Cathedral is committed to safeguarding children, young people and vulnerable adults**

**SAFEGUARDING RESPONSIBILITIES**

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourself
- Tell the Cathedral Safeguarding Advisory or Cathedral Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role
- Induct and train others where this is possible.

<b>DO</b>	<b>DON'T</b>
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<p>Report all concerns about safety or well-being of an individual to the:-</p> <ul style="list-style-type: none"> <li>• The Cathedral Safeguarding Advisory</li> <li>• The Diocesan Safeguarding Team</li> <li>• The Police (where there is an immediate risk of harm to a person)</li> <li>• Carry out a personal risk assessment for lone working if appropriate</li> <li>• Keep a written record of all incidents or disclosure (signed and dated)</li> </ul>	<ul style="list-style-type: none"> <li>• Offer confidentiality when you have a duty to report all concerns for safety</li> <li>• Investigate disclosure; simply get clarification of detailed and report the information shared</li> </ul>
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**BENEFITS:**

- Active participation in the life of the Cathedral
- Excellent training, including occasional access to experts and specialists
- Meeting and sharing knowledge with visitors from across the world
- Skills and CV development
- A digital parking permit on the Cathedral's ANPR system for use when on duty on a first come, first served basis
- Refreshments available
- Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
- 10% discount in the Cathedral Shop and Café

*Reviewed January 2022/L & M/Canon T Jones*