



Choir Chaperone VOLUNTEER

About Exeter Cathedral Choir:

Exeter Cathedral Choir leads choral services in the Cathedral most days during school term time, and over the Christmas and Easter periods. The choir comprises 12 adult singers, who are joined by up to 40 choristers aged between 7 and 13. During the week, boy choristers sing evensong on Mondays and Thursdays, and girl choristers sing evensong on Tuesdays and Fridays. Saturday evensong, and Sunday morning eucharist and evensong alternate between the boys and girls each week. The choir also gives regular concerts and takes part in broadcasts, recordings and tours.

About the Choir Chaperone role:

Exeter Cathedral choristers are trained to a professional standard, but they are still children, and it is the job of Music Department staff to take good care of them whenever they are with us. Choristers are the Cathedral's responsibility whenever they are on our site, or on Cathedral-led activities. Volunteer chaperones offer vital support to Cathedral staff in carrying out this responsibility. You will be involved with day-to-day monitoring of chorister behaviour and wellbeing both behind the scenes during rehearsals and during services and performances.

Volunteer Chaperones support the Cathedral's two (paid) Lead Chaperones to care for the choristers at each rehearsal, service or performance. At each duty, one or two Volunteers will be present alongside one of the Lead Chaperones and they will work as a team to ensure the smooth running of the event and the safety of the choristers throughout.

Weekday and Saturday evening duties run from 4:20pm-end of evensong, approximately 6:15pm. Sunday morning duties run from 8:45-11:30am, and Sunday afternoons from 2:45-end of evensong, approximately 5pm. Duties are assigned by discussion with the Music Administrator and Lead Chaperone at the start of each school term.

PURPOSE and DUTIES

- To support the Director of Music/Assistant Director of Music to ensure health and safety protocols are adhered to.
 - E.g. monitoring and modelling sensible behaviour on staircases, stone floors etc.
- To support the Lead Chaperones in caring for the choristers' general welfare.
 - E.g. offering basic first aid such as cleaning scrapes and grazes, applying plasters and ice packs; offering a quiet chat and comfort to an upset or anxious child.

- To attend when rostered: if you are unable to fulfil your duties as allocated on a given day, you should notify the Music Administrator and Lead Chaperones as soon as possible.
- To ensure the choristers are neat and tidy prior to assembling for services.
 - E.g. checking that cassocks are fastened and surplices worn correctly and that long hair is tied back and shoelaces tied; noting and reporting to the Lead Chaperones any faults or stains on choristers' robes.
- To report any accidents, wellbeing concerns or observations regarding a chorister's behaviour to the Director of Music, Assistant Director of Music and/or Lead Chaperones.
- To assist the Lead Chaperones in monitoring the chorister duty phone for liaising with parents at drop-off and pick-up.
- To be aware of Cathedral safeguarding procedures, and to report any incident involving a chorister which constitutes a safeguarding concern.
 - Day-to-day, this includes assisting Cathedral floor staff in reminding members of the public not to film or photograph the choristers; helping staff to enforce the policy that no adults may use the children's toilet facilities.

VOLUNTEER PROFILE

- Chaperones should be at least 18 years old, and should be able and willing to work as part of a team according to a rota of duties.
- Flexibility is essential: there is a constant need to adapt to the needs of the particular events taking place in the Cathedral, and to consider the needs of children and young people in the context of those events.
- Chaperones should be enthusiastic about the Cathedral and about choral music.
- Chaperones should have excellent communication skills. You will be communicating with both adults and children; with choir parents, Cathedral staff and musicians on a regular basis.
- Chaperones should have a positive, friendly and helpful attitude which sets a good example to the choristers.
- Chaperones should be willing to undertake training including safeguarding, first aid and health and safety.
- Chaperones should be keen team players and be able to take instruction.
- Chaperones should be able to use their own initiative and judgement to problem-solve sensitively.
- Applicants should be able to demonstrate that they have sufficient experience working with and caring for children and young people in order to support the choristers effectively.

GENERAL EXPECTATIONS FOR VOLUNTEERS:

- 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 treat other volunteers, staff and visitors with respect and consideration at all times. 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
- First Aid (role dependent)

SUPERVISION: Choir Chaperones are supervised by the Cathedral's Music Administrator, who is also one of the two Lead Chaperones. The Music Administrator organises the termly rota and takes a lead on all matters relating to chorister welfare and behaviour. Like everyone in the Music Department, Volunteer Chaperones ultimately report to the Director of Music and the Canon Precentor.

CHAPERONE CO-ORDINATOR: Eleanor Clark – Music Administrator and Lead Chaperone.
For more information or an informal discussion about the role, please contact eleanor.clark@exeter-cathedral.org.uk.

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

APPENDIX: SAFEGUARDING

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

Safeguarding is the responsibility of everyone in the organisation.

SAFEGUARDING RESPONSIBILITIES

- Implement safe and healthy working practices.
- Review and adhere to risk assessments for choir activities produced by the Lead Chaperone/Music Administrator.
- 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.

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