

Choir Chaperone Procedural Guidance

Please note:

- These procedures refer to the standard weekly routine. There may be alterations to this routine if the situation requires it.
- The Music Administrator and Lead Chaperone will communicate any changes with you before you are on duty.

DRAFT ROTA

The rota is drafted during the school holiday prior to the term in question. The Music Administrator will send a draft for you to complete/comment on, and will finalise duties for a full half-term (6 weeks) at least two weeks prior to the start of that term.

SERVICE AND REHEARSAL TIMES

- Monday, Tuesday, Thursday, Friday: choristers arrive for rehearsal at 4:20pm. Rehearsal is immediately followed by evensong at 5:30pm. Choristers sign out at the end of evensong, between 6:15pm and 6:30pm.
- Saturday: choristers arrive for rehearsal at 4:15pm. Rehearsal is immediately followed by evensong at 5:30pm. Choristers sign out at the end of evensong, between 6:15pm and 6:30pm.
- Sunday: choristers arrive for rehearsal at 8:45am. Rehearsal immediately followed by eucharist at 10:00am. Choristers sign out at 11:30am. Choristers then return for rehearsal at 2:45pm. Rehearsal immediately followed by evensong at 4pm. Choristers sign out immediately after evensong, between 5pm and 5:15pm.
- Occasional alterations to these timings for concerts and special services are published in the termly Singing Schedule, sent out by the Director of Music during the school holiday prior to the term in question. Volunteer chaperones are added to the mailing list for this schedule.
- Different timings should be expected during Holy Week, Easter, Advent and Christmas. Chaperoning duties at these times will be allocated well in advance and discussed with the Music Administrator.
- A chaperone slot runs from chorister sign in through to chorister sign out, comprising the rehearsal and the service immediately following.
- The two Sunday duties are treated as two separate slots for chaperones.

USUAL SINGING DUTIES

Girls: Rehearsal and evensong on Tuesdays and Fridays. One Saturday evensong and two full Sundays (eucharist and evensong) per month.

Boys: Rehearsal and evensong on Mondays and Thursdays. One Saturday evensong and two full Sundays (eucharist and evensong) per month.

Hand-Over: During the week the Director of Music and/or Lead Chaperone escorts the Choristers from and to school. Volunteer chaperones will meet the choir at the main West Wing door. After evensong, the Director of Music signs the choristers out to their parents. Volunteer chaperones are free to go as soon as the choristers are lined up and ready to leave the West Wing; they do not need to stay for sign out.

On Saturday and Sunday: Parents bring the choristers to the main door of the West Wing. The volunteer Chaperone assists the Director of Music and Lead Chaperone in registering the choristers as they arrive, and with signing them out at the end of the duty.

CONCERNS

Any observations or incidents regarding choristers' behaviour should be reported to the Director of Music, Assistant Director of Music, and the Lead Chaperone and Music Administrator.

Any pastoral concerns should be reported to the Director of Music and Lead Chaperone as soon as possible. Safeguarding concerns should likewise be shared with the Director of Music and Lead Chaperone and reported to the Cathedral Safeguarding Officer if a child or vulnerable adult is at immediate risk of harm.