



York Minster Child Chorister Safeguarding Policy and Procedure

Introduction

This policy and procedure should be considered alongside York Minster Safeguarding Policy and Procedure and applies to York Minster child choristers who attend St Peter's School.

Governance

The signatories to this policy and procedure are the Very Reverend Dominic Barrington, Dean of York and Mr William Woolley, Chair of St Peter's School Board of Governors.

Review date

23rd October 2023

Signatories

York Minster

Name: Very Rev Dominic Barrington, Dean of York

Signed: *Dominic Barrington*

Date: 23 October 2023

St Peter's School

Name: Mr William Woolley

Signed: *William Woolley*

Date: 22nd November 2023

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Definitions

Choristers

- This term refers to York Minster child choristers, who are aged 8-13 years old, both male and female and attend St Peter's School York 8-13 site

Singers

- Adults who are employed to sing at York Minster

York Minster Music Department staff

- Individuals employed by York Minster who are involved in working with the choristers. These include:
 - Director and Assistant Director of Music, who act as Deputy Safeguarding Leads within the York Minster Music Department
 - Chaperones, who have day to day oversight and care of the choristers

Precentor

- The Precentor is a clergy member who sits on the Chapter of York, responsible for liturgy and music, and the York Minster Music Department sits within their sphere of responsibility.
- The Precentor is the York Minster Music Department Safeguarding Lead

Section 1: Key contacts

York Minster	
Canon Precentor and YM Music Department Safeguarding Lead Vicky Johnson	Email: precentor@yorkminster.org
Director of Music and YM Music Department Deputy Safeguarding Lead Robert Sharpe	Email: roberts@yorkminster.org
Asst. Director of Music and YM Music Department Deputy Safeguarding Lead Ben Morris	Email: benm@yorkminster.org
Asst. Organist: Adam Wilson	Email: adamw@yorkminster.org
Choir Chaperone: Ellen Harvey	Email: ellenh@yorkminster.org
Choir Chaperone: Lynda Houlston	Email: lyndah@yorkminster.org
YM Cathedral Safeguarding Officer Dee Cooley	Email: deec@yorkminster.org Tel: 07843 339980
YM Police (available 24/7) Sgt Kadir Turcan	Email: police@yorkminster.org Tel: 01904 557222
St Peter's School	
St Peter's Head Jeremy Walker Head Master's PA Charlotte Frank	Email (PA): c.frank@stpetersyork.org.uk Tel (school office): 01904 527300
St Peter's 8-13 Head Phil Hardy Master's PA Sara Bath	Email: p.hardy@stpetersyork.org.uk Tel (school office): 01904 527344
Designated Safeguarding Lead (St Peter's 2-18) Antonia Clarke	Email: a.clarke@stpetersyork.org.uk Tel: 01904 527320 Mobile: 07703 578882 Out of hours/term contact number: 07523 504398
Deputy Designated Safeguarding Lead (St Peter's 8-13) Julia Jones	Email: j.jones@stpetersyork.org.uk Tel: 01904 527416 Mobile: 07718 185686 Out of hours/term contact number: 07889 433191
St Peter's Health & Safety Co-ordinator Sarah Taylor	Email: s.taylor@stpetersyork.org.uk Tel: 01904 527311 Mobile: 07872 031095
City of York Council	
Multi Agency Safeguarding Hub	Email: mash@york.gov.uk Tel: 01904 551900
City of York Emergency Duty Team	Email: edt@northyorks.gov.uk Tel: 01609 780780
City of York Designated Officer (LADO)	Email: lado@york.gov.uk Tel: 01904 551783

Section 2: Key policies and procedures

York Minster Music Department staff must be familiar with St Peter's School policies and procedures in addition to those relevant to York Minster; and, should read and be familiar with Department for Education (2023), *Keeping Children Safe in Education*, with a requirement to read Part 1.

St Peter's School policy, procedures and standards apply to choristers at all times.

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If you have a concern about the well-being and safeguarding of a chorister, the important thing is to report it immediately – key staff at York Minster and St Peter's School can assist you with this, and will work together to ensure children are safeguarded.

NB. Please speak with St Peter's DSLs re: Low Level Concerns (inappropriate behaviours) responses; and information regarding mental well-being etc.

St Peter's School

- Child Protection and Safeguarding Policy and Procedures
- Anti-Bullying Policy

available at: https://www.stpetersyork.org.uk/st_peters_13_18/about/school_policies

- Behaviour and Discipline Policy
- Visits and Trips Policy
- First Aid Policy
- Recruitment, Selection and Disclosure Policy and Procedure

available from the Head's PA - email: charlotte.mcturk@stpetersyork.org.uk

York Minster

- York Minster safeguarding children, young people and adults who may be vulnerable to abuse and/or neglect: policy and procedure

available at: <https://yorkminster.org/about-us/safeguarding/>

National guidance

- DfE (2023), *Keeping Children Safe in Education*

full guidance, and Part 1, available at: [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115270/keeping-children-safe-in-education-2023.pdf)

City of York Safeguarding Children's Partnership guidance:

Referral information and threshold guidance, available at [Report a concern about a child or young person – CYSCP \(saferchildrenyork.org.uk\)](https://www.saferchildrenyork.org.uk/report-a-concern-about-a-child-or-young-person)

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Section 3: Roles and Responsibilities

Safeguarding children is everyone's business, and all York Minster staff and volunteers are expected to follow the relevant safeguarding guidance, and to report concerns immediately. There are a number of individuals with key responsibilities in relation to safeguarding:

St Peter's School Designated Safeguarding Leads (DSL/DDSL)

- St Peter's School has a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding leads (DDSL), in accordance with Government guidance.
- Further information on the role and responsibilities can be found in St Peter's child protection and safeguarding policy and procedure, and in the national Keeping Children Safe in Education guidance.
- Contact details for the St Peter's School DSL and DDSLs can be found in the "key contacts" section of this document.

York Minster Cathedral Safeguarding Officer (CSO)

- York Minster employs a professional safeguarding adviser, reporting to Chapter. The CSO leads on developing and disseminating safeguarding policy and procedures, safeguarding training and individual casework, all in line with Church of England guidance

York Minster Music Department Safeguarding Leads (MDSL/MDDSL)

York Minster has a Music Department Safeguarding Lead (MDSL) and Deputy Safeguarding Leads (MDDSL).

The role of the MDSL and, in their absence, the MDDSL is:

- To provide a point of contact within the York Minster Music Department in relation to the well-being and safeguarding of choristers
- To liaise, and share information appropriately and proportionately, with St Peter's School and York Minster safeguarding leads, regarding the well-being and safeguarding of individual choristers
- To ensure that any concerns regarding the well-being and safeguarding of York Minster choristers are dealt with effectively, in a timely manner, and in line with York Minster and St Peter's School guidance
- To undertake appropriate training commensurate with the role, as identified by St Peter's School and York Minster safeguarding leads
- To provide leadership within the York Minster Music Department in relation to the well-being and safeguarding of choristers, and to supervise the safeguarding activity of others within York Minster Music Department
- To provide a reporting point for York Minster Music Department colleagues to share concerns about the well-being and safeguarding of York Minster choristers, or the behaviour of a colleague
- To embed a code of appropriate behaviour, and respond effectively to concerns about the behaviour of colleagues
- To report as appropriate to safeguarding leads within St Peter's School and York Minster
- To observe good, proportionate record keeping in relation to safeguarding of choristers and pass records on appropriately to the designated staff

Section 4: Safeguarding York Minster child choristers

St Peter's School safeguarding policies and procedures will apply to the safeguarding of choristers throughout their tenure at St Peter's School including whilst in transit to and onsite at York Minster

Safeguarding

- York Minster and St Peter's school must work together to ensure the safeguarding and well-being of choristers, and must be familiar with all relevant policies and procedures
- All staff at York Minster and St Peter's School are responsible for the safeguarding of children
- All staff at York Minster and St Peter's School must behave in an appropriate manner towards children, and in accordance with the relevant codes of behaviour, including online behaviours
- All safeguarding concerns must be dealt with effectively and in a timely manner
- While the choristers are on site at York Minster York Minster's safeguarding policies and procedures shall apply in addition to St Peter's School policies and procedures
- York Minster and St Peter's school will make any necessary amendment to respective safeguarding policies to provide that this is the case, will make the policies available to each other, and keep each other informed of updates in a timely manner
- York Minster Music Department staff must know and comply with the policies and procedures applicable to safeguarding of St Peter's School pupils whilst the choristers are in their care, including how to respond to disclosures
- St Peter's School will pass on to York Minster CSO any concerns raised about the actions or behaviours of any staff or volunteers at York Minster
- York Minster Music Department staff shall be provided with safeguarding training by St Peter's School and York Minster will ensure that all relevant staff attend such training.

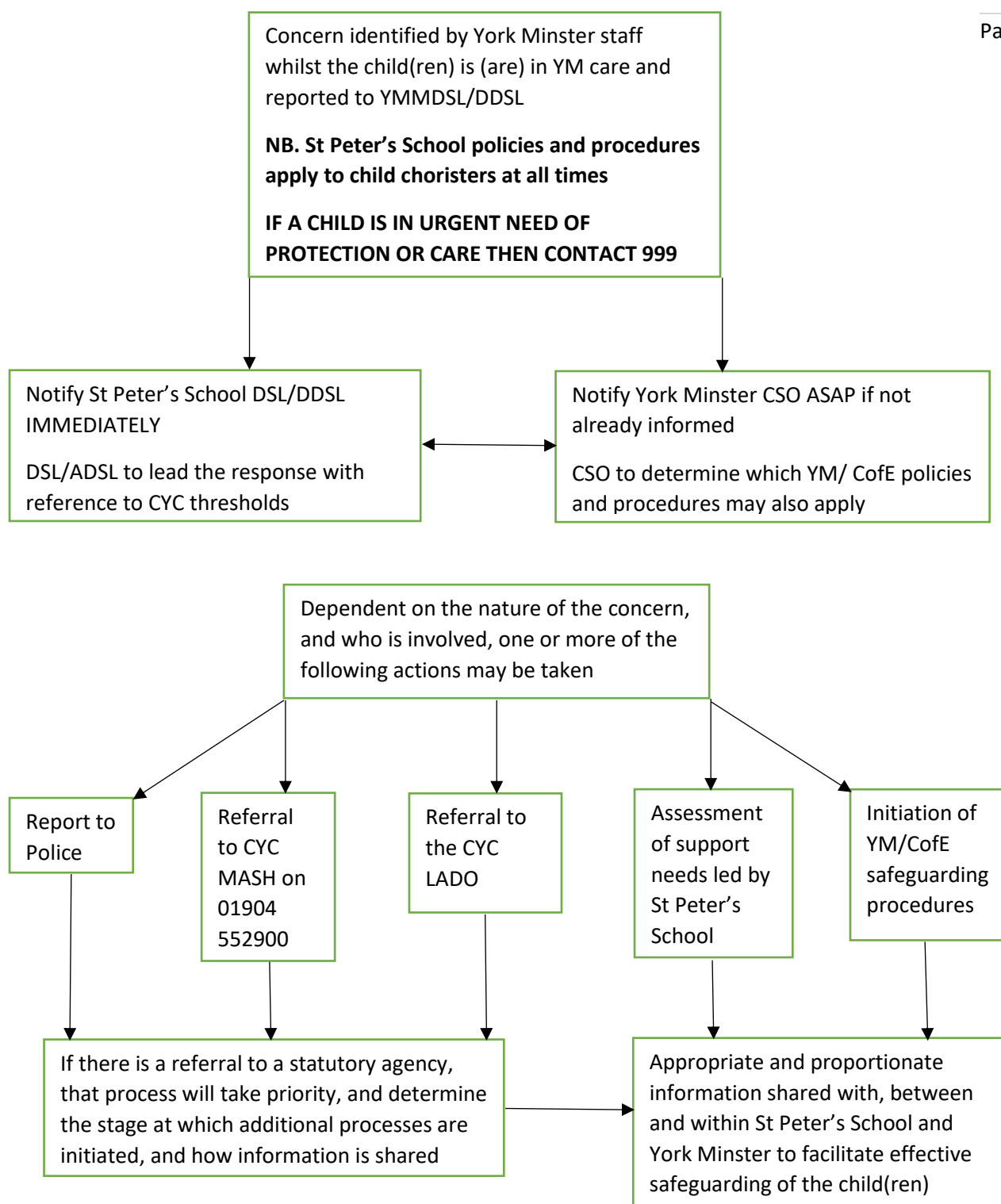
Responding to safeguarding concerns

See the flowchart on the next page

- Where a safeguarding concern regarding an individual child/children is identified by St Peter's school, the DSL must liaise with York Minster Music Department and the York Minster CSO as appropriate and proportionate, and within data protection guidelines, in order to ensure York Minster can safeguard the child, respond to their needs and initiate any relevant Church of England processes
- Where a safeguarding concern is identified regarding an individual child/children is identified by York Minster, the YMMDSL/ASL must report this to the St Peter's School DSL and the York Minster CSO in order to ensure that York Minster and St Peter's School can safeguard the child and respond to their needs, agree and plan actions and co-ordinate activity
- In the absence of anyone else (e.g. the St Peter's School DSL, and/or the York Minster CSO), colleagues in YMMD **must** report concerns directly to **City of York Council Multi Agency Safeguarding Hub (MASH) on 01904 551900**

Safeguarding York Minster child choristers flowchart

Procedure where a concern is identified by York Minster



Responding to low level concerns

- [Keeping Children Safe in Education \(2023\)](#), p.100-101, states that schools must ensure that “*all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.*”
- A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:
 - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - does not meet the harm threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- Any low level concerns identified must be reported in the manner set out in the flowchart above
- If in doubt, seek advice from the YM CSO or St Peter’s DSL

Well-being

- It is acknowledged that, whilst rewarding, life as a chorister is demanding
- York Minster Music Department will ensure that child choristers and their families are supported provided with information on how to raise concerns about the well-being of a child or children
- The York Minster CSO and St Peter’s School DSL will meet regularly **at least twice a year** to discuss structural or strategic level issues
- The relevant York Minster Music Department staff and St Peters music lead will meet regularly to discuss well-being of individual children (as appropriate), and the choristers as a whole. This will be particularly important at certain busy times of the year (e.g. Advent) or when specific activities are planned (e.g. choir trip)
- York Minster Music Department, St Peter’s School and chorister parent representatives will meet **twice a year** to liaise on general matters related to chorister well-being. Matters relating to individual children will not be discussed at this meeting

Behaviour

- York Minster Music Department will manage the behaviour of child choristers in a manner consistent with St Peter’s School behaviour policy

Anti-bullying

- York Minster Music Department will encourage kind, non-bullying behaviours at all times
- York Minster Music Department will manage any reports or concerns regarding bullying of choristers in a manner consistent with St Peter’s School policy

First aid, health and medicine

- York Minster Music Department must liaise with St Peter’s School regarding the health and medical needs of individual children and planned first aid and health interventions must be within St Peter’s School policies and procedures adapted as appropriate for York Minster
- All health interventions must put the needs of the child first (e.g. emergencies must be responded to immediately by calling 999)
- All information relating to a child’s specific needs, care, health and other plans, must be shared appropriately, proportionately and within parental consent guidelines between St Peter’s School and York Minster in order to meet the child’s needs

NB. If parents withhold consent, the St Peter’s School DSL and York Minster Music Department Safeguarding Lead will assess the situation

Section 5: Activities

Risk assessment

- All activities involving York Minster choristers will be subject to risk assessment using St Peter's School policies, procedures and processes
- The York Minster Director of Music will oversee the risk assessment of activities within York Minster, e.g. services (the risk assessment task may be delegated to another appropriate York Minster Music Department colleague), in consultation with the appropriate staff at St Peter's School
- All risk assessments must be "signed off" by the York Minster Precentor or Director or Assistant Director of Music, shared with the St Peter's School Health & Safety Adviser, and the York Minster Police sergeant and Safeguarding Officer, and stored appropriately
- Repeated activities (e.g. the daily walk from St Peter's School to York Minster) may be covered by an ongoing, generic risk assessment. However, this must be reviewed periodically, at the start of each academic year, and where there are any significant changes to the routine or personnel
- All new, irregular and unique activities must be subject to a risk assessment

Choir trips

- Any choir trips must be planned using St Peter's School policy, procedures and processes, including risk assessments, overnight accommodation and staffing levels
- The York Minster Director of Music will oversee the planning of choir trips (the planning task may be delegated to another appropriate York Minster Music Department colleague), in consultation with the appropriate staff at St Peter's School
- All choir trips must be "signed off" by the York Minster Precentor or Director or Assistant Director of Music, shared with the St Peter's School Health & Safety Adviser, and the York Minster Police sergeant and Safeguarding Officer, and stored appropriately

Section 6: Safer Recruitment and People Management

York Minster Music Department staff

York Minster Music Department staff will be employed by the Chapter of York using Safer Recruitment processes:

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- All recruitment to York Minster Music Department will be done using the St Peter's School "**Recruitment, Selection and Disclosure Policy and Procedure**" standards
 - York Minster shall make such changes as are necessary to its safeguarding policies and procedures and recruitment practices in order to meet St Peter's School standards
 - Recruitment to some key posts in York Minster Music Department will include representation from St Peter's School on the selection panel
 - Certain key staff in York Minster Music Department will be listed on the St Peter's **Single Central Record**. These will include:
 - The Canon Precentor
 - The Succentor
 - The Director of Music
 - The Asst. Director of Music
 - The Choir Chaperones
- NB. This list is not exclusive and may be extended**
- In addition, York Minster Music Department **will ensure** that St Peter's School is provided with assurance that employment checks and required training have been completed satisfactorily, and that staff have signed that they have read and understood policy, procedure and guidance as outlined below*.
 - A means of evidencing the above must be established by York Minster Music Department and HR
 - Evidence, including confirmation of staff signatures, must be submitted to Phoebe Robson: phoeber@yorkminster.org who will collate and send to Sara Birch, PA to St Peter's School Chief Operating Officer. email: s.birch@stpetersyork.org.uk

Recruitment checks

York Minster confirms that it will carry out the following checks on York Minster Music Department Staff before they can undertake any duties with the Choristers:

- Verification of identity in accordance with the Disclosure and Barring Service Identity Checking Guidelines
- Confidential Declaration (CofE)
- Verification of appropriate qualifications
- Two satisfactory written references
- Verification of their right to work in the United Kingdom
- Verification that they are medically fit to carry out their role
- Employment history checked and any gaps in employment satisfactorily explained
- Other checks specified by St Peter's School from time to time in order for St Peter's School to comply with its statutory or regulatory obligations

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Criminal Record, Disclosure and Barring checks (where eligible) and suitability:

- An enhanced disclosure certificate from the Disclosure and Barring Service (DBS Certificate) that is considered to be satisfactory by St Peter's School
- A check of the Children's Barred List which confirms that the individual is not barred from working with children
- Where the person has lived outside of the United Kingdom for three months or more in the previous five years an overseas criminal records check or other appropriate check in the country or countries in question
- York Minster to provide St Peter's School with evidence (certificate number and date completed) that a satisfactory DBS Certificate has been seen all York Minster Music Department staff before they commence working with the choristers so that St Peter's School may reasonably determine their suitability to work with children
- York Minster agrees that it will provide St Peter's School with written confirmation that the checks have been completed before the individual can commence working with choristers.
- Where evidence of the DBS Certificate applied for in respect of an individual has not been received by St Peter's School by the date they are due to commence work with the choristers, St Peter's School policy is that the individual **will not be able to commence work**.
- York Minster undertakes to allow a person authorised by St Peter's School to inspect the records it retains in respect of Chorister Staff on reasonable notice for the purposes of confirming that the checks have been properly completed
- York Minster undertakes to immediately notify St Peter's School if any York Minster Music Department staff:
 - are or become barred from working with children or adults
 - are the subject of a referral to the DBS or any successor body
 - are arrested, charged or convicted of any criminal offence the circumstances of which could have an impact on the welfare of children or adults
 - receive a police caution, reprimand or warning the circumstances of which could have an impact on the welfare of children or adults
 - are subject to a formal child protection investigation, or any member of their household under section 47 of the Children Act 1989
 - may reasonably be considered to pose a safeguarding risk to children or adults
 - York Minster agrees to provide St Peter's School with all information relevant to the notification so that St Peter's School may determine whether the person who is the subject of the notification remains suitable to work with the Choristers
- York Minster will assist St Peter's School with making any referral to the DBS that St Peter's School is required to make in respect of any York Minster Music Department staff
- York Minster agrees to take any steps as St Peter's School reasonably requires to enable St Peter's School to comply with its statutory or regulatory obligations to safeguard and promote the welfare of children and, upon request, to provide evidence of completion

Safeguarding training and knowledge

York Minster Music Department (YMMD) staff, including adult singers, must undertake safeguarding training in line with both St Peter's School, and York Minster/Church of England requirements

ALL training certificates must be forwarded to: phoeber@yorkminster.org

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Church of England requirements:

- All York Minster Music Department staff must undertake Church of England safeguarding training at Basic Awareness AND Foundation levels initially
- York Minster Music Department staff in **leadership** positions must undertake Church of England safeguarding training at Leadership level
- Church of England safeguarding training must be renewed at 3 year intervals, but only at the highest level previously taken (i.e. Foundation level for most YMMD staff; Leadership and Senior Leadership level for York Minster Music Department staff in leadership positions)
- Senior staff in York Minster Music Department may be required to undertake additional, non-core, safeguarding training commensurate with their roles and responsibilities within the Church (e.g. Safer Recruitment training)

St Peter's school requirements: *evidence of completion of ALL requirements listed below to be collated by York Minster and sent to s.birch@stpetersyork.org.uk

- **All York Minster Music Department staff** must undertake:
 - **On commencing in role and thereafter every 3 years** the [Anti Bullying Alliance free online training](#), modules 1 & 5 (What is Bullying? and Responding to Bullying).
- **All York Minster Music Department staff** must read and understand:
 - **ANNUALLY** Keeping Children Safe in Education (2023), Part 1 as a minimum; and, additional sections as directed by St Peter's DSL, available at: Keeping children safe in education - GOV.UK (www.gov.uk)
 - **ANNUALLY** Must sign that they understand that ALL concerns regarding a chorister are reported to the St Peter's School Designated Safeguarding Lead AND the York Minster Cathedral Safeguarding Officer (this may be via the Music Department Safeguarding Leads – the Canon Precentor, the Director or Assistant Director of Music)
- **York Minster Music Department Safeguarding Leads and chaperones** in addition to the above, must attend/view:
 - **ANNUALLY** St Peter's School annual safeguarding update briefings
 - **TERMLY** St Peters School DSL briefings
- **York Minster Music Department Safeguarding Leads** must also undertake/read:
 - [Home Office Prevent Duty online training course 1 - Awareness](#)
 - Any additional training as advised by the St Peter's School DSL
 - Keeping Children Safe in Education (2023), Part 5 and annex B, available at: [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)