**Sample Choir Chaperone Volunteer – Role Description**

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

**CHAPERONE CO-ORDINATOR**:.

The Cathedral Choristers attend the 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 singing on behalf of the Cathedral elsewhere. This includes when singing away on parish visits, schools or on tour.

The Cathedral Choir Association exists to enrich the Choristers’ experience, and support the social, and fundraising activities of the Choir. Choir Parent Chaperones act on behalf of the Dean and Chapter to support the oversight of the Choristers at social and fundraising activities.

**PURPOSE OF THE ROLE**

* To support the Dean and Chapter to ensure health and safety protocols are adhered to and to care for the choristers welfare requirements at events or activities organised by the Choir Association.
* 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 supervise afternoon rehearsals and Evensong, Sunday morning rehearsal and service and Sunday Evensong
* 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
* Directors of Music supervise chorister arrival and departure, looking after registers.
* To report any concerns about Choristers to the Directors of Music, Lead Chaperone or Canon Precentor.
* If a chorister is taken ill, to assess their condition according to the Cathedral’s COVID procedure and summon their parents and contact the Cathedral School if needed.
* To supervise an ill child before he or she is collected by parents or carers.

**EXPECTATIONS:**

* An understanding of and empathy with the operations of a working Cathedral as we emerge from lockdown.
* To adhere to all government and on site social distancing guidelines.
* 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

Choir Chaperones also require

* Enhanced DBS check

Induction training which will include

* Health & Safety
* Fire
* Security
* 1st 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 Rep or 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** |
| * Report all concerns about safety or well-being of an individual to the The Cathedral Safeguarding Rep, The Diocesan Safeguarding Team or to 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) | * 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 |

**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 Cathedral parking permit 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

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from lockdown.
* You become part of a passionate and dedicated team.
* You play your part in a historic moment in the life of the Cathedral.

**SPECIFIC TRAINING:**

* Attend a bespoke training/induction session prior to starting your first shift.
* Depending on additional advice received from the UK government or Church of England, you may be required to attend additional sessions.

**ADDITIONAL COVID-19 INFORMATION:**

Every member of staff and volunteer must also take responsibility for their own personal safety and that of others:

1. If you are advised to shield by the government we do not recommend that you volunteer.
2. Volunteers must not have shown any symptoms at least 14 days in advance of attending.
3. If you have any symptoms including a dry, persistent cough, high temperature or loss of smell and taste you must not attend and should seek medical advice and inform the Cathedral immediately.
4. Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
5. Volunteers may be required to wear PPE.
6. Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.

Dress code is smart casual and your ID badge must be visible at all times. You are recommended to wash and change your clothes each day.

*Reviewed December 2020*