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| **Chorister Chaperone** **Role Profile** |  |

**Purpose of Role:** A voluntary role supervising the choristers for rehearsals, services, events and trips.

**Key Tasks:**

* To supervise the choristers for rehearsals, services, events and trips.
* To sign choristers in and out and complete a Register/Report Form for each event.
* To ensure that the choristers are robed correctly and are ready for each rehearsal, service, event.
* To supervise visits by choristers to the lavatory in the Cathedral.
* To supervise the choristers as they move around the Cathedral, before, during and after rehearsals, services and events.
* To follow Cathedral policies and procedures, including those listed in ‘Key documents’ below.
* To report incidents or concerns in accordance with Cathedral procedures.
* To attend annual chaperone meetings.
* To undertake regular training in relation to safeguarding.
* To be an advocate for the welfare and flourishing of the choristers within the context of their busy schedules.
* To foster positive and supportive relationships with chorister parents and carers, maintain appropriate boundaries and promote good communication between Cathedral clergy, staff, choristers and their families.

 **Weekly pattern:**

 Basic current pattern of rehearsals and services for which chaperones are required during choir terms:

Monday, Tuesday, Thursday, Friday:

Rehearsal at 1630

 Evensong at 1730 on Monday, Tuesday, Thursday, Friday (some Mondays/Fridays may be a rehearsal instead)

Sunday:

 Morning rehearsal (beginning at 0840)

Choral Mattins (0930)

Cathedral Eucharist (1030)

Afternoon rehearsal (beginning at 1400)

Evensong (1515)

Chaperones are required to be in attendance from 10 minutes before start of rehearsal time.

The Chorister Tutor is responsible for organising for Chaperone Rota, attending Chorister Tea and the transfer from school, and will also act as the principal Chaperone in the Cathedral.

On Monday and Tuesday, Evensong is generally upper voices only. There are normally no sung services on Wednesdays. On Saturdays, Evensong is either sung by a visiting choir, the Cathedral Voluntary Choir, or is replaced by said Evening Prayer – there are some special events during the year on Saturdays, at which the Cathedral Choir may sing on occasion.

The usual pattern of duties is subject to frequent change for special events, seasons, saints etc, and no two weeks are the same. As much notice as possible is given of the upcoming schedules: the general schedule for the academic year is agreed annually in May and the detailed termly schedules are published at the end of the preceding term.

**Key documents**:

Cathedral safeguarding policies and practice guidance: <https://www.rochestercathedral.org/cathedral-policies>

<https://www.rochester.anglican.org/resources/safeguarding/guidance-safeguarding>

Cathedral Code of Conduct for Safer Working Practice

Procedures for the transfer and safeguarding of the Rochester Cathedral Choristers between King’s School,

Rochester and Rochester Cathedral updated May 2021

Procedures for the safeguarding of the Rochester Cathedral Girl Choristers who do not attend King’s School, Rochester

**Person Specification**

 **Attributes:**

* Good communication skills
* Positive and enthusiastic
* Approachable and engaging
* Enjoys working with children
* Enjoys volunteering as part of a team
* Enthusiasm to learn about Rochester Cathedral

**Time Commitment:** Rota basis

**Training:**

Undertake mandatory Safeguarding - Basic Awareness and Foundation Training

DBS ( enhanced with barring)

Follow the Cathedral Health and Safefty Guidelines

**General duties of all Volunteers:**

* Being a good ambassador, exhibiting behaviour and dignity appropriate to the nature and work of the Cathedral, thus maintaining an excellent reputation for the Cathedral
* Checking in and out with the Duty Vergers - recording personal hours of volunteering
* Reporting any serious issues, concerns, accidents and emergencies promptly to the Duty Verger
* Complying with, supporting and actively promoting Cathedral policies and practices at all times
* Attending such training and development opportunities as deemed necessary by Chapter to effectively fulfil the role and volunteer in compliance with Rochester Cathedral’s Health & Safety Policy at all times
* Complying with the Safeguarding guidelines and policy
* Willing to propose ideas for improvement and be prepared to receive performance related feedback
* Wearing identity badge and carry a Cathedral Safeguarding card
* Dressing appropriately

**Practicalities: Key internal contacts:**

Volunteer Manager: Sandy Struben

Director of Music: Francesca Massey

Assistant Director of Music: Jeremy Loyd

Canon Precentor: Matthew Rushton

Chorister Tutor: Isabella Chambers

Head Verger: Colin Tolhurst

Dean's Verger: Joseph Miller

Duty Verger(s)

 **Prepared by:** Canon Precentor, The Reverend Canon Matthew Rushton

**Authorised by:** Gordon Giles, Canon Chancellor (on behalf of Chapter)