

Ealing Abbey Choir Safeguarding Policy and Procedures

Introduction

Ealing Abbey Choir was established around 1908 by Dom Cyril Rylance OSB, a monk of Ealing Abbey. Its purpose and vision is for: the enhancement of the Catholic liturgy at the Abbey and the advancement of a musical style particular to the Catholic and Benedictine tradition.

The Personnel for Ealing Abbey Choir consists of the following:

- the Director of Music
- the Organist
- the Choir Chaplain
- the Lay Clerks (male adult singers)
- the Singing Teacher
- the Matron
- the Choristers (boys aged between 9-13 years old)
- the Probationers (boys aged between 8-9 years old)

(Further information about the management of the choir can be obtained from the Trust of Benedict's Abbey)

Purpose of this Policy

The purpose of this policy is to ensure that every chorister or probationer under the age of 18 of Ealing Abbey Choir is safe and protected from harm. Along with the Ealing Abbey Safeguarding Policy for Children, it gives clear guidance to all personnel for Ealing Abbey Choir and the Trust of St Benedict's Abbey, regarding the expected behaviour and responsibilities required in protecting choristers and probationers from harm and what to do if they suspect abuse or have a concern.

This policy is a part of the Safeguarding policy for Ealing Abbey which is followed in conjunction with the Catholic Safeguarding Advisory Service (CSAS) national procedures for protecting children. In addition, this policy will be implemented alongside and in conjunction with the safeguarding policy for St Benedict's School, Ealing, where the choristers and probationers are also pupils.

Safeguarding statement and principles

The Trust of St Benedict's Abbey and Ealing Abbey Choir is committed to the safeguarding policies and principles of the Catholic Church in England Wales, to take all reasonable steps to protect children and young people from harm of abuse or maltreatment and to promote a safe environment for them. This commitment flows from the fact that we are all made in the image of God and the Church's common belief in the dignity and the uniqueness of every human life.

We start from the principle that each person has a right to expect the highest level of care and protection, love, encouragement and respect that we can give. We will liaise closely and openly with statutory agencies to ensure that any concerns or allegations of abuse that are raised are promptly reported and properly responded to, victims supported and perpetrators held to account.

In addition to the principles and values set out in Ealing Abbey Safeguarding Policy, we will also:

- Treat all choristers or probationers with respect and will do everything reasonable to provide a safe environment for them whilst they attend rehearsals, mass, services, choir tours and other events and activities.
- Appoint the Ealing Abbey Local Safeguarding Choir Representative (Christopher Eastwood), who has been DBS checked and trained at a high level of safeguarding awareness (Designated Teacher level training by the ESCB), to be the main contact person for the choir on safeguarding matters.
- Ensure members of the choir, and parents of choristers and probationers, are informed of the safeguarding arrangements and told who the Safeguarding Representative is.

Responsibility of the Local Safeguarding Representative for the Choir

- The Local Safeguarding Representative's role is to be a point of contact for all choir members to share concerns about the safety of any chorister or probationer or the behaviour of an adult which could be harmful to a child.
- It is not the role of the Safeguarding Representative to decide whether a child has been abused or not, nor is their role to investigate any concern. It is the responsibility of the Local Safeguarding Representative to have an awareness and understanding of safeguarding and child protection processes and to relate these to their role and responsibility for the Choir. The Safeguarding Representative will refer any allegations to the Local Authority Designated Office (LADO). It is everyone's responsibility to ensure that concerns are shared and appropriate action is taken.

Monitoring and implementation

- The responsibility for monitoring the implementation of the Safeguarding Policies and Procedures in the Choir is formally delegated by the Trustees to the Abbey Choir Management Committee (ACMC).
- The ACMC shall receive an annual report from the Local Safeguarding Representative for the Choir. They shall also commission an annual independent review of the Safeguarding Policy and Procedures by an external agency, who shall report to the ACMC.

For personnel involved in Choir

- The appointment or recruitment of any adult personnel should be in line with the policy and procedures set out by CSAS Safer Recruitment Policy (www.csasprocedures.uk.net/) to deter unsuitable people from being involved in the choir.
- The Director of Music, Organist, Choir Chaplain, Singing teacher, Matron and anyone else who teaches or supervises the chorister or probationers are subject to an Enhanced DBS check. They should also have training in basic child protection awareness.
- The Lay Clerks are required to complete a Safeguarding Self-Declaration form. The completed form should be handed to the Local Safeguarding Representative in a sealed envelope for confidentiality purposes.
- Each adult personnel should be given a copy of this policy and a copy of the CSAS safeguarding booklet and have access to the Ealing Abbey Safeguarding policy. They will then sign a form declaring this (CSAS website Form Ref: CaSE 9 form. http://www.csasprocedures.uk.net/pdfs/form_case9.pdf).
- Chorister and probationers should be given access to read this policy, e.g. displaying it on a notice board, and told the names and contact information for the Local Safeguarding Representative for the choir and the St Benedict's School Designated Safeguarding Lead for Child Protection.

What to do if you have a concern about the safety of a chorister or probationer

- If a parent or a choir member or others suspect abuse or have a concern relating to the safety of a chorister or probationer, they should contact the Local Safeguarding Representative for the choir without delay.
- If you are a chorister or probationer and are worried or feel unsafe, you will probably want to speak with your parents first. But if for any reason if you want to speak with someone outside your family, you can speak with the Local Safeguarding Representative for the Choir, the choir matron, the Designated Safeguarding Lead at your School, another teacher or phone ChildLine (0800 1111)
- In receiving a concern, the Local Safeguarding Officer for the choir is required to follow the procedures set out in Ealing Abbey Safeguarding Policy, which includes contacting the Local Authority Designated Officer for Child Protection. In addition they will also be required to notify the St Benedict's School Designated Safeguarding Lead (DSL) for the

appropriate junior or senior school, and to keep the DSL informed of any follow-up action.

- The Local Safeguarding Representative will explain to the person who is raising a concern or making an allegation how the information will be managed, not promising total confidentiality, but reassuring them that the information will be shared only with those who will need to know in order to take action to protect the child from harm.
- Where an allegation or complaint is made against the Local Safeguarding Representative for the choir, the person receiving the allegation should immediately inform the St Benedict's School Designated Safeguarding Lead for the appropriate Junior or Senior School, or in his/ her absence the Headmaster, without first notifying the Local Safeguarding Representative for the Choir.

Useful contacts

Local Safeguarding Representative for the choir

Mr Christopher Eastwood at ceastwood@stbenedicts.org.uk 020 8862 2045
or 2089

Designated Safeguarding Lead (St Benedict's Junior School)

Ms Lana Powell at lpowell@stbenedicts.org.uk 020 8862 2056

Designated Safeguarding Lead (St Benedict's Senior School)

Mr Joe Foley at jfoley@stbenedicts.org.uk 020 8862 2044

Ealing Children Integrated Response Service

020 8825 8000

Local Authority Designated Officer for Child Protection (LADO)

0208 825 8155

NSPCC Helpline

help@nspcc.org.uk

0808 800 5000

ChildLine

0800 1111

Local Police (non-emergency)

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