

TEMPLE CHURCH SAFEGUARDING POLICY

INTRODUCTION

1. The Temple Church in the City of London forms part of the estate of the Inns of Court known as the Inner and Middle Temple [the “Inns”]. It was conveyed to the Inns by Royal Charter of King James I made in 1608 and repeated by Her Majesty Queen Elizabeth II in 2008. Under the Royal Charter the Inns are responsible for maintaining the Temple Church as a place of worship. The administration of the Temple Church is delegated by the Inns to the Temple Church Committee which acts as agent of the Inns in the discharge of the obligations placed on the Inns by the Royal Charter.
2. As a place of worship the Temple Church is open to the public most days. Church services in the Temple Church may be attended by anyone. Worship is conducted by a senior priest known as the Master of the Temple and a second priest known as the Reader of the Temple. The Temple Church employs a verger. During services the clergy may be assisted by volunteers. The Temple Church maintains an office which provides administrative assistance.
3. The Temple Church Choir is funded by the Inns as an integral part of the maintenance of the Temple Church as a place of worship. As presently constituted the Temple Church Choir consists of around eighteen singing boy choristers with up to five trainee boy choristers and twelve adult choir men. The adult choir men are augmented by adult choir women for some services when they sing together as the Temple Singers.
4. It is anticipated that there will be provision for girl choristers in the foreseeable future. In that event this safeguarding policy will apply to girl as well as boy choristers. This document will accordingly refer collectively to “child choristers”.
5. The Temple Church Choir is directed by a director of music and an assistant director of music. The Temple Church also employs the services of an organ scholar as well as administrative assistance. All of these individuals are employees of one of the Inns and act under the ultimate control and direction of the Temple Church Committee.
6. The Temple Church Choir participates in regular services most Sunday mornings and some Wednesday evenings. The Temple Singers participate regularly on Wednesdays. The choir men take part in all services.
7. The Temple Church Choir has an international reputation. It goes on tour both in the UK and overseas from time to time. Its recordings are available for purchase and music performed by the Temple Church Choir is sometimes broadcast.
8. The Temple Church Choir convenes for rehearsals on Sunday mornings and some Wednesday afternoons. The child choristers attend rehearsals after school from

4.30pm to 5.55pm on a Monday, Wednesday, Thursday and Friday, with occasional extra rehearsals on a Saturday or a Sunday.

9. The Temple Church acknowledges its responsibility for the safety of the children who participate in the Temple Church Choir. It is aware of the possible risks to children in relation to the activities they undertake as part of the Temple Church Choir.

SAFEGUARDING

10. The Temple Church understands the term Safeguarding to mean that the Temple Church staff will take all reasonable measures to ensure that the risk of harm to children's welfare is minimized. They will strive to create and maintain an environment that is safe for all. In particular the Temple Church recognises its duty of care towards the children in the choir to see that all their rights to protection from abuse are upheld.
11. The Temple Church recognises that all suspicions or allegations of abuse must be taken seriously and responded to swiftly and appropriately, working in full partnership with appropriate external agencies.
12. The Temple Church accepts that all Temple Church Choir staff, singing members, singing teachers and all the Temple Church clergy have a duty of care to abide by this policy and to report concerns. All choir members, staff, singing teachers and the Temple Church clergy are required to familiarise themselves with this safeguarding document.
13. Adult choir members, singing teachers and staff of the Temple Church should not give personal information about themselves to individual child choristers; nor should they offer personal friendship to individual child choristers. They should try to avoid situations where they are alone with one or more child choristers.
14. Adult choir members and staff of the Temple Church should be alert to signs of child abuse and should understand that some children have difficulty in reporting matters which are troubling them. If any adult choir member, singing teacher or staff of the Temple Church has concerns about a child's welfare (s)he should report it immediately to the church safeguarding officer or one of the chaperones.
15. The Temple Church Choir expects respectful behaviour from the child choristers and will endeavour to support the child choristers in understanding the expectations and appropriate behaviour of performers, in line with their evolving capacities.

CHAPERONES

16. The Temple Church has and will continue to engage one or more paid chaperones. Each such chaperone is required to attend a course on safeguarding of children approved by the Diocese of London and to attend refresher courses as and when recommended by the Diocese

17. Whenever child choristers are required to attend the Temple Church they must be accompanied by one or more of the paid chaperones.
18. The overriding duty of the chaperones is to monitor the safety and well being of the child choristers while they are in or near the church. This includes the courtyard to the rear of the church where the child choristers are allowed to play. CCTV coverage of this area is due to be installed. If any chaperone has concerns about child safety in this area (s)he should ask the Temple Church office to arrange for immediate access to and playback of the CCTV record. If this reveals anything untoward the chaperone should (a) require that the CCTV record be retained pending further investigation and (b) make a prompt written report to the clergy and the Temple Church office.
19. Each chaperone should report any concerns which (s)he has about child safety in the first instance to the church safeguarding officer, another chaperone, the Director of Music and/or the Master or Reader of the Temple and if those concerns persist then (s)he should make a report in writing to the Chairman or Treasurer of the Temple Church Committee.
20. Whenever child choristers are required to attend the Temple Church separate toilets must be provided for (a) the child choristers and (b) all other persons. During such periods (a) the child choristers may only use the toilets designated for their use and (b) no other persons may use those toilets. The designation of the toilets should be clearly marked outside. The chaperones should monitor compliance with these requirements on a regular basis.

RECRUITMENT

21. Advertisements for the recruitment of staff by the Temple Church must make clear that the post will involve working with or in the company of children and that (a) an enhanced DBS check will be required and (b) a candidate's suitability for working with or in the company of children will be taken into account.
22. No proposed new member of staff shall be appointed without a prior interview. At least one member of the interviewing panel should be responsible for establishing the candidate's suitability for working with or in the company of children.
23. Enhanced DBS checks must be made before engaging any new member of staff or singing teacher. The results of that check must be retained: see further below.
24. Persons appointed to the roles of chaperone, musical director, assistant musical director, singing teacher or as a member of the clergy must attend a course on safeguarding of children approved by the Diocese of London and refresher courses whenever recommended by the Diocese of London.
25. The above procedures apply not just to employed staff of the Temple Church but also to self-employed singing teachers engaged by the Temple Church to provide singing lessons to the child choristers.

PROCEDURES FOR INVESTIGATING CONCERNS

26. Any complaint or concern relating to the welfare or safety of a child should be referred either directly to the church safeguarding officer or via one of the chaperones to a member of the clergy. The complaint or concern must be recorded in writing in the church office. It is the responsibility of the clergy to ensure that a written record is made.
27. If the complaint or concern involves an allegation of inappropriate behavior by an adult towards a child or children that adult must be suspended from further contact with children at the Temple Church while the complaint or concern is investigated.
28. The complaint or concern must be investigated promptly by the church safeguarding officer assisted by one or more of the chaperones and the clergy. These persons should report their provisional conclusions in writing to the Chairman and Treasurer of the Church Committee as soon as possible.
29. Upon receipt of a report under the preceding paragraph the Chairman of the Church Committee will, after consulting with the church management committee and the chaperones take such measures as are appropriate including making a report to external agencies where this is required. A written record of such measures shall be kept in the church office. Where an adult has been suspended from contact with children during an investigation (see above) and the complaint is not established, then (s)he should be allowed to resume contact with children.
30. Confidentiality for all parties will be maintained at every stage of an investigation into a complaint or concern. The Temple Church is, however, under a duty to share any information which is of a child protection nature. The Temple Church understands that this is in the best interests of the child and overrides any other duties which the church may have regarding confidentiality and information sharing.

TOURS

31. Tours: whenever it is proposed that child choristers take part in a Temple Church Choir tour a responsible adult must be appointed prior to the commencement of the tour to formulate and implement a written safeguarding policy which is specific to the risks and requirements of the particular tour. A copy of the policy so formulated must be filed at the Temple Church office prior to the commencement of the tour.

ADMINISTRATION AND RECORD KEEPING

32. Copies of this policy document must be provided to (a) all the clergy (b) the Music Director and assistant Music Director (c) the organist and assistant organist (d) all choir men or women who serve in the Temple Church Choir on a regular basis (e) the chaperones and (f) the singing teachers.
33. The Temple Church office will maintain within a separate “safeguarding’ file copies of:
 - a. All DBS checks carried out pursuant to the above including renewals every three to five years.
 - b. Records of the safeguarding courses attended by the chaperones and members of the church staff.
 - c. Records of the distribution of copies of this policy document to all those to whom it is required to be distributed (see earlier).
 - d. Written records of any complaint or concern: see above.
 - e. Specific safeguarding arrangements relating to choir tours: see above.

FURTHER GUIDANCE

34. Those Temple Church staff and others entrusted with specific responsibilities under this policy document are encouraged to refer to the Diocese of London’s policy document “Promoting a Safer Diocese” and its “Parish Safeguarding Handbook” for further guidance on good safeguarding practice.

REVIEW

35. The chaperones will review this policy at least annually and will seek views on how it may be improved from appropriate sources, including members of the Temple Church Choir, the clergy and the Temple Church Committee.

CURRENT OFFICERS

36. The Temple Church appoints Liz Clarke (and her successor) as the Church Safeguarding Officer.
37. The Temple Church appoints Geraldine Peterson, member of Middle Temple, as its Children’s Champion.

Adopted by the Temple Church Committee on 16th May 2019.