

TEMPLE CHURCH SAFEGUARDING POLICY

What to do if you are concerned about a child/adult at risk

A safeguarding concern is reported to or identified by someone within the organisation. Please remember that concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

If you are approached by a child/adult at risk, with a disclosure that (s)he is being harmed or abused

Stay Calm

Do not promise to keep the information a secret

Don't question the individual except to clarify what they are saying

YES

Is the Child/Adult at immediate risk?

NO

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.

Inform the Safeguarding Officer (unless the concern/complaint is about them).

The Safeguarding Officer will seek advice from the Diocese of London Safeguarding Team as necessary.

If an **URGENT / SERIOUS** safeguarding concern arises out of office hours and you are unable to speak to the Safeguarding Officer or the Diocesan Safeguarding Team, please contact the **ThirtyOneEight** helpline on 0303 003 1111

Report to Diocesan Safeguarding Team Telephone: 020 7932 1224
email: safeguarding@london.anglican.org

Ensure that a written record of the concern is recorded and filed securely in the Church office by the Safeguarding Officer.

INTRODUCTION

As a place of worship the Temple Church is open to all. This policy applies to all members of our community and we want them to feel safe in the activities we deliver and to know their welfare is important to us. We acknowledge our responsibility and duty of care for the safety and wellbeing of the children and young people who contribute to music in the Church as well as vulnerable adults. We strive to create and maintain a safe environment and see that their rights are protected. The Temple Church is aware of the possible risks to children and young people who contribute to music in the Church. Safeguarding and promoting the welfare of these individuals is everyone's responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children. When interacting with children all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

1. 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.
2. As presently constituted the Temple Church Choir consists of up to sixteen boy trebles with up to four trainee trebles and up to twelve adult choir members. The adult choir members are augmented by adult choir women for some services when they sing together as the Temple Singers. Since the academic year 2021/22 there have been four young women choral scholars (aged c.16-19) who participate under singing scholarships.
3. This safeguarding policy is intended to apply to the boy trebles and to the young women who participate in Church music as choral scholars. It also applies to vulnerable adults who are at risk for any reason including disability.
4. Music in the Temple Church Choir is under the direction of a Director of Music and an Assistant Director of Music. The Temple Church also employs the services of a Liturgical Organist and a Music Administrator, as well as engaging chaperones and freelance singing teachers.
5. The Temple Church Choir participates in regular services most Sunday mornings and some Wednesday evenings. The Temple Singers participate regularly on Wednesdays. Choir adults take part in all services.
6. The Temple Church Choir has an international reputation. It has been 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.
7. The Temple Church Choir convenes for rehearsals on Sunday mornings and some Wednesday afternoons. The boy trebles attend rehearsals after school from 4.30 – 5.30 or 6.00 pm on a Monday, Wednesday, Thursday and Friday, with occasional extra rehearsals on a Saturday or a Sunday.

SAFEGUARDING

8. 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 both young people and any adults at risk is minimised. They will strive to create and maintain an environment that is safe for all.
9. 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 the appropriate external agencies.
10. The Temple Church accepts that all Temple Church musical staff, chaperones, 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 singers, staff, singing teachers and the Temple Church clergy are required to familiarise themselves with this safeguarding document.
11. Adult singers, singing teachers and staff of the Temple Church should not give personal information about themselves to the individual boy trebles and the women under 18 who participate in church music. They should not offer personal friendship to these individuals and should avoid situations where they are alone with one or more of them.
12. Adult singers 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 singer, singing teacher or staff of the Temple Church has concerns about a child's welfare this should be reported immediately to the church Safeguarding Officer or one of the chaperones.
13. The Temple Church expects respectful behaviour from the boy trebles and young women who participate in church music. It will endeavour to support them in understanding the expectations and appropriate behaviour of performers, in line with their evolving capacities.

CHAPERONES

14. 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.
15. Whenever the boy trebles or women under 18 are required to attend the Temple Church they must be accompanied by one or more of the paid chaperones. If, exceptionally, a paid chaperone is not available, a chorister parent with full DBS check may take their place.
16. The overriding duty of the chaperones is to monitor the safety and wellbeing of the children and young women in their care 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 has been 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 Safeguarding Officer.

17. 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. In the case of an emergency, and if the church Safeguarding Officer is not available, the chaperone should contact the Diocesan Safeguarding team, 'ThirtyOneEight' or the emergency services. Contact numbers can be found on the cover page of this document.
18. A chaperone is required to be present in the room, or just outside the room with the door open, during individual singing lessons.
19. Separate toilets must be designated and provided for the boy trebles. During periods when the boy trebles are in attendance (a) the boy trebles may only use the toilets designated for their use (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. Separate women's toilets must be designated for the girl scholars.

INTERACTION WITH CHILD CHORISTERS USING VIDEO TECHNOLOGY

20. During the COVID pandemic in 2020 it became necessary to provide music lessons, singing instruction and practice using remote video technology. For these purposes special safeguarding procedures were introduced and these are set out in Annex A to this document entitled "INTERACTION WITH CHILD CHORISTERS USING VIDEO TECHNOLOGY". These procedures must continue to be used not just for the duration of the pandemic but also in any future situations in which it is necessary for members of the Temple Church staff to interact with children or young people using video technology.

MEDIA CONSENT

21. Media consent forms will be sent to parents on an annual basis, requesting their permission for photographs to be taken and used for choir publicity purposes. They will also be asked to give permission for services, featuring the choir, to be streamed online. See Annex B.

RECRUITMENT

22. 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 young people 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 and young people will be taken into account.
23. 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 and young people.
24. 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.

25. Persons appointed to the roles of chaperone, Director of Music, Assistant Music 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.
26. 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.

PROCEDURES FOR INVESTIGATING CONCERNS

27. Any complaint or concern relating to the welfare or safety of a child or young person should be referred directly to the church Safeguarding Officer. The complaint or concern must be recorded in writing in the church office. It is the responsibility of the Safeguarding Officer and the clergy to ensure that a written record is made.
28. If the complaint or concern involves an allegation of inappropriate behavior by an adult towards a young person that adult must be suspended from further contact with young people at the Temple Church while the complaint or concern is investigated.
29. The complaint or concern must be investigated promptly by the church Safeguarding Officer assisted by one or more of the chaperones. These persons should report their provisional conclusions in writing to the Chairman and Treasurer of the Church Committee as soon as possible.
30. Upon receipt of a report under the preceding paragraph the Chairman of the Church Committee will consult with the Safeguarding Officer and, if necessary, the chaperones, after which the Safeguarding Officer will 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 young people during an investigation (see above) and the complaint is not established, then s(he) should be allowed to resume contact with young people.
31. 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

32. Tours: whenever it is proposed that children or young people 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

33. Copies of this policy document must be provided to (a) all the clergy (b) the Director of Music and Assistant Director of Music (c) the Liturgical 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.
34. 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

35. 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

36. The Safeguarding Officer will review this policy at least annually and will seek views on how it may be improved from appropriate sources, including the Director of Music, the Assistant Director of Music, the chaperones, the clergy, members of the choir and the Temple Church Committee.

CURRENT OFFICERS

37. The Temple Church appoints Susan Keeling (and her successor) as the Church Safeguarding Officer.

Updated / Susan Keeling

15.1.2024