



# CHOIR CHAPERONE

## ROLE BRIEF

<b>Role title</b>	Choir Chaperone
<b>Position</b>	Voluntary Worker
<b>Reports to</b>	Chaperone Coordinator

**Overview** Guildford Cathedral is a place for everyone, offering a diverse range of activities throughout the year. Guildford Cathedral provides a friendly, supportive environment, in which volunteers are invited to contribute their skills and to grow in confidence/competence.

### Background and Purpose

1. Guildford Cathedral is a sacred space and a community of people whom engage with God and the wider world for the common good. The core purpose of Guildford Cathedral is worship. Daily and Sunday services are the backbone of our work. The Cathedral is a place for everyone, offering a diverse range of activities throughout the year.
2. The Cathedral choir currently consists of 6 adult Lay Clerks, and 45 young choristers, both boys and girls, aged 7 – 18 years. The children rehearse and sing in the Cathedral three days a week and at other special events. To fulfil the Cathedral’s safeguarding policy there need to be DBS cleared chaperones on duty whenever the children are present for their own protection as well as to protect the adults in charge of them. All permanent Lay Clerks are DBS checked.
3. Volunteer Chaperones work under the direction of the Chaperone Coordinator. The ratio of adults:children is 1:8 when aged 8 and under; and 1:10 when aged 9 and over.
4. The current timetable for rehearsals and services in the Cathedral, during school term-time only, is:  
Tuesday 4.20pm– 6.30pm (boys) and 6.30-8.30pm (girls)  
Thursday 4.20pm- 6.30pm (boys)  
Friday 4.20pm-6.30pm (girls)  
Sunday 8.50am - 11.15am; 11.15am – 12.30pm  
except 1<sup>st</sup> Sunday of the month when 11.15am-1.00pm; 4.35pm-7.15pm (alternating boys and girls)  
There are additional events on some Saturdays, and sometimes at outside venues.

### **Essential qualities/skills**

An approachable, friendly manner with a can do, confident manner around people of all ages and groups; an effective communicator; and a team player. Kindness, flexibility and commonsense are key qualities for the role.

### **Additional requirements**

Induction training will be provided by the Chaperone Coordinator, and all new volunteers are requested to read our safeguarding policies in advance of their first meeting. Please go to:

[www.guildford-cathedral.org](http://www.guildford-cathedral.org) go to Safeguarding; Guildford Cathedral Safeguarding Briefing Pack; item 4 and read pages 16-22 Music and Liturgy Department and Procedures for Choir Chaperones.

Chaperones need to be physically fit as they will be accompanying groups of children up and down stairs between the crypt and the body of the Cathedral, and between the Cathedral and café

All Chaperones are subject to enhanced DBS checks, and must complete the diocesan safeguarding training, in addition to providing the names of two independent referees.

As Chaperones are an essential requirement, volunteers must be able to commit reliably to their agreed rota times.

Chaperones must wear a Cathedral lanyard, and the Cathedral dress code is usually smart casual.

### **Principle activities**

1. To arrive on time and assist with tea in the crypt kitchen (when provided), to supervise the numbers going to the toilets (maximum of three at a time) and to encourage the children into the Song Room for robing and rehearsal.
2. To sit in the rehearsals in the Song Room and/or with the Vocal Coach, and in the services, and to accompany any child who needs to leave if they feel unwell or need the toilet. Chaperones must remain vigilant and have a clear sightline of the children; thus reading or use of mobile phones, I-Pads etc is not recommended in rehearsals, and is NOT allowed in services.
3. To escort the choristers between the Song Room and Seasons Café on Sundays when there are two morning services. (The hand-over of chaperones takes place in the Song Room.)
4. To accompany the choristers back down to the Song Room after services, then to move upstairs as directed to the North Door after they are dismissed to supervise their collection by their parent/guardian.
5. In the absence of a Music Department staff member, to be responsible for the health & safety of the choristers, to summon a First Aider if required, and to encourage respectful behaviour.
6. To accompany choristers as agreed to other sites where the Cathedral Choir is required.
7. To undertake any other tasks as are deemed appropriate to assist the smooth-running of the activity.

## When and where

In the Guildford Cathedral Building and on occasions at outside venues.

## Support offered

Training will be given and there will be an initial trial period to ensure that the role suits. As part of your induction you will be provided with all the necessary information to enable you to thrive in your role including the opportunity to shadow experienced Chaperones. You will be made aware of all guidelines relevant to your role and to the organisation.

Documents to be read and understood are this role brief and department introduction/guidance notes. The Cathedral's Volunteer Policy details procedures, expectations and support and is available on request.

You will be required to sign a Volunteer Agreement confirming that you understand the role you are undertaking and that you have read all relevant documents appertaining to the role.

All Choir Chaperones will need a Disclosure and Barring Service check and must complete the Diocesan Safeguarding Training at Foundation Level.

## Benefits

- Free car parking.
- 10% discount on purchases in the shop.
- Supportive atmosphere in which to develop new and existing skills.
- Bridging of gaps on CVs and provide recent relevant experience.
- A confidence boost.
- Belonging to a large organisation with plenty going on.
- References upon satisfactory completion of initial volunteering timespan.

## Application process

If interested in this role, or you have further questions, you are welcome to contact Julie Mitchell, Volunteer Coordinator by email or telephone.

volunteer@guildford-cathedral.org  
01483 547 885

You are welcome to send in your *Curriculum Vitae*, however, we will require you to fill in an application form and supply two references prior to commencing your role.

Also, there will be an initial trial period to ensure that the role suits. As part of your induction you will be provided with all the necessary information to enable you to thrive in your role.