**Appendix 2**

**Safeguarding in relation to organ lessons and choir practice.**

Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others;

There should always be at least two adults present at a choir practice attended by children, and both must have been satisfactorily recruited in accordance with the organisations policy. It is good practice that at least one adult is a woman. Assuming that one adult is the choirmaster, it is often possible to organise a rota of adults (usually women) to be the **second adult**.

There should be arrangements for an emergency standby if the second adult cannot attend or forgets. The second adult should pay attention to what is going on at the choir practice, which usually means sitting at the front facing the children and not becoming engrossed in a novel or crossword puzzle. The function of a second adult is to be a witness if any incident happens or is alleged, to assist if an emergency arises, to challenge inappropriate conduct, to ensure best practice is followed.

The second adult should be present at least 10 minutes before the choir practice as children arrive, and should stay until the last child has left.

If the choir is particularly large, it may be desirable to have more than two adults. One suggestion is to have one adult for the first eight children aged at least 9, and another adult for each further 12 children. This means three adults for 21 or more children aged between 3 and 8. The ratio is one adult per eight children under the age of 8. A church choir is not a registered child group and so does not have to comply, but it is good practice that it does follow this guideline.

The requirement for a second adult is not restricted to choir practices. It applies whenever you have a duty of care for a child, and so will include private tuition (such as rehearsing a solo) or when testing a child alone for an RSCM award.

**Have clear delivery and collection arrangements**

A child is not in your care until delivered to your care. Parents should be told not to leave young children until both adults are present, and should escort young children to the place where the practice is being held and not simply to the church entrance.

Parents may decide that the child may come on their own when sufficiently old, this authority must be provided by the parent in writing. Most child welfare bodies agree that this is usually around the age of 10, but the decision must be made by the parents for their own children. Entrances to premises must be well-lit. Children must not be expected to walk down dark passages alone.

If a parent fails to collect a child, the adults must stay with the child. After waiting perhaps 5 or 10 minutes, you should try phoning the parent. If there is no reply, you should keep the child at church in case the parents turn up late. If they still do not arrive, take the child to their home yourselves. You should not leave the child at the home until you see the child go indoors. If there is no-one at home, the child must stay with you, even if it means the child going to your home. You should first return to the church, in case the parent turned up late. If you have other contact details, such as for a grandparent or neighbour, you may try contacting that person to see if the child may be delivered there. You may also ask the child for such a contact. Otherwise, if you cannot contact the parents after an hour, you must call the police.

**Organ Tuition**

Tutors should only contact students via their parent/ carers email address.

Tutors must not pass their personal mobile number on to students, only parents/carers.

Where a 1:1 lesson is permitted, the parent or supervising adult must be present through the lesson.

This policy operates in addition to, and does not replace, the general safeguarding policy for the parish of Amersham with Coleshill Safeguarding Policy .All points must be observed for the protection of both student and tutor