

**PEMBROKE COLLEGE, OXFORD AND CHRIST CHURCH CATHEDRAL SCHOOL**  
**SAFEGUARDING POLICY: BOY CHORISTERS**

**November 2025**

**To be renewed November 2028**

**Introduction**

The purpose of a Safeguarding Policy is to ensure, as far as is practical, that the College provides a safe and secure environment for children whilst they are in our care, and that any problems which are identified are dealt with properly.

**Scope of the policy**

The Boys of the Pembroke Choir who are pupils at Christ Church Cathedral School are at all times under the auspices of the School's safeguarding policy and decisions upon how to deal with safeguarding matters should be taken in accordance with its instructions and advice. Those in College concerned with the Choristers adhere to the safeguarding policy of Christ Church Cathedral School, with which this policy is consistent. This policy, and that of the Cathedral School, have been adopted by the Chapel Committee of Pembroke College. This policy deals with arrangements peculiar to pupils in their role as Pembroke College choristers.

This policy covers the Boy Choristers of the Choir who are pupils of Christ Church Cathedral School and how they are cared for and supervised whilst in the charge of members of the College. The College's responsibilities cover any time when the boy choristers are in the College, or when they are under the supervision of College staff, either in the School or elsewhere.

**The requirements of a Safeguarding policy**

Broadly, the requirements of a Safeguarding policy can be categorised under the following headings:

- 1) Provision of a safe and secure environment for children whilst in the College's care.
- 2) Procedures that govern the interaction of members of the College with the boys and describe what to do if something goes wrong or it is discovered there is a cause for concern.
- 3) The designation of responsible officers to oversee the provisions and to act as a link with others interested in the care of the boys.

- 4) Provision of information and training to ensure members or employees of the College who are likely to come into contact with the choristers know what to do and how to behave.
- 5) Periodic review of the policy to ensure that it is up to date and fit for purpose.

### **1 - *Provision of a safe and secure environment for children while in the College's care***

The College will seek to provide a suitable environment for the choristers whilst in its care so that, as far as can be managed, they come to no harm. The places where the choristers are in some way the responsibility of the College can be divided into three main areas: i) in the School, ii) in College; and iii) elsewhere.

#### *i) In School*

When in the School, the College staff and organ scholars work under the School's Safeguarding policy, and the College's only responsibility is to make sure that the College staff and organ scholars are suitable people to have charge of the choristers. Pembroke College is responsible for recruitment checks for all its staff; the School undertakes recruitment checks for organ scholars and volunteers. The School leads generalist safeguarding training every three years for all adults who work with the boys.

#### *ii) In College*

The College must provide a safe and secure environment for the choristers when they are in the College. The environment is not just the physical space, which must provide for the normal human needs, be comfortable and free from physical danger, but also the supervision and care arrangements, which must be sufficient to guard against the possibilities of physical harm, emotional abuse (bullying) or sexual abuse.

Normal College procedures should ensure the physical space is clean, safe and comfortable. If any deficiencies are identified they should be rectified as soon as possible.

To reduce the possibilities of abuse, DBS disclosures will be required for all people who might themselves be in unsupervised contact with the boys, and everyone concerned will be made aware of the personal consequences of any abuse. Supervision should be arranged so that no one is in sole contact with the choristers except for short periods of time.

At time for the boys' dismissal, they remain under the direct supervision of College staff and organ scholars until they have been reunited with their parents or with a member of School staff.

*(iii) Elsewhere*

For all tours or trips, the trip leader (usually the Director of Music) liaises with the School to ensure that all School safeguarding requirements for school trips are met. This includes risk assessments, staffing ratios, safe transport arrangements and supervision.

**2 - Procedures that govern the interaction of members of the College with the boys and describe what to do if something goes wrong or it is discovered there is a cause for concern.**

If any adult connected with Pembroke College has any concerns about the welfare of a child (at home, at school or in the college), they should contact the School's Designated Safeguarding Lead or one of its Deputy Designated Safeguarding Leads. If they have concerns about the conduct of an adult, they should contact the College's authorities (in the case of an adult connected with the College, or a member of the congregation) or the Headmaster (in the case of an adult connected with the School) and they should keep the Designated Safeguarding Lead informed.

Detail on when and how to report concerns are provided by the Designated Safeguarding Lead at generalist training, and are also to be found in the School's Safeguarding Policy. This Policy is reviewed annually in line with the latest government guidance. If adults connected with Pembroke College have any questions or concerns about this, any of the School's Designated Safeguarding Leads are available to help.

Problems with the care of the choristers can arise in three major ways.

The first is if the procedures go wrong or we fall short in our physical care of the children, eg the boys are left unsupervised for a time, or a child has an accident. This we can rectify if the lapse is noted and if necessary, the procedures changed or monitored more closely.

The second is if a child approaches someone and wants to tell him or her something. We are required to pay attention and act if a child gives us cause for concern, for example: if they are being abused at home, or they have been physically mistreated by someone (not necessarily in College). Given the scale of the possible consequences of this to the child and the people accused, these instances must be handled carefully and properly from the start to cover the interests of both the child and the person who might be harming the child. There is an accepted way of doing this which is detailed in appendix A. All adult members of the choir are notified of the appropriate procedures to follow in the event that they are approached by a child wishing to tell them something. The College DSL should inform the

Cathedral School's Designated Safeguarding Lead as soon as possible and certainly within 24 hours in accordance with the procedures laid down in the School's safeguarding policy.

The third is when someone observes something that gives them cause for concern. This could be a possible weakness in our current practices or them becoming worried about someone's behaviour or condition.

### **3 - *The responsible officers***

There is a single person, called the Designated Safeguarding Lead (DSL) who is responsible for administering and monitoring the policy and for acting as the link to the external care authorities and with the Cathedral School when a case for concern is discovered. He/she is also the Senior Nominated Officer who is responsible for the strategic development of this policy, audit and reporting to the ultimate point of responsibility, which is the College's Governing Body. The duties and responsibilities for these positions are given in appendix B. Pembroke College also has two Children/Chorister Advocates whose details are on display at the back of the Chapel.

The Chaplain is the senior person in College present during the rehearsal and service on Sunday.

### **4 - *Training of supervisors and other staff***

If the system is to work properly, members of College in regular contact with the choristers should be advised how to behave in their presence. There is a Code of Conduct and a formal induction session for each of the categories of people who will come into contact with the boys at which the procedures and code of conduct can be explained. The Code of Conduct, which is used by many similar institutions, is given in appendix C.

### **5 – *Periodic review***

All matters relating to the care and supervision of the boy choristers are kept under constant review by the Chapel Committee, which meets on a termly basis; any changes to Safeguarding policy are ratified by this committee, after appropriate consultation with the School. The Designated Safeguarding Lead and Senior Nominated Officer, also maintains regular contact outside formally constituted meetings. An annual report is made to the Chapel Committee by the Designated Safeguarding Lead (DSL) at its Trinity Term meeting; this report is then passed to the Governing Body to be considered under Chapel Business.

## Appendix A

### ***Procedure to be followed when a chorister asks to speak to an adult.***

1. If a chorister has asked if they can talk to you, try to listen to them immediately but if it is really not possible to talk at that time, make arrangements to meet with them as soon as possible.
2. If you are approached by a chorister wanting to talk, you should listen positively and reassure the chorister that he is not doing anything wrong (*he might have been asked 'not to tell' etc.*)
3. Let the chorister know that **you cannot promise to keep everything confidential** and that you may have to pass on information to the College DSL, College SNL or the School's DSL, tell him who this is, and why, if you have concerns that they may be 'at risk'.
4. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. You should avoid jumping to conclusions and asking leading questions or putting words into the chorister's mouth. Usually, it is best to listen as much as possible without interrupting and let the child relay things as they feel comfortable to do so - this could be a very difficult and worrying conversation for them. It is not your responsibility to investigate the concerns, only to refer them to the DSL or, if the allegation concerns him or her, the Chaplain. This will be passed on to the School's DSL
5. Write a record of the conversation as soon as possible afterwards distinguishing clearly between fact, observation, allegation and opinion, then sign and date the record
6. Notify and pass the report on to the College DSLs or, if the allegation concerns the DSL contact the Chaplain, as soon as possible.

On receipt of the notice of concern the DSL must contact the School's DSL and any further actions will be taken in accordance with School policies and in consultation with the School's DSL.

## **Appendix B - College Officers and responsibilities**

### **Designated Safeguarding-Lead. Duties and Responsibilities are:**

- To have overall responsibility for Chapel activities and children involved
- To ensure adequate training for those who have contact with children in Chapel activities
- To work closely with the Chaplain, Director of Chapel Music and Organ Scholars on Safeguarding
- To keep a written record of all regular activities with the choristers and of the supervision arrangements surrounding them
- To maintain a list of people who are subject to DBS (e.g. organ scholars and choir) or equivalent legally required screening procedures
- To administer and monitor the Safeguarding Policy
- To act as a link to external authorities when a case for concern is discovered
- In the case of a complaint, to act according to the School Safeguarding Policy and in consultation with the Oxford Schools' Safeguarding Board
- To work with the School's DSL in all matters of safeguarding

### **Senior Nominated Officer. Duties and Responsibilities are:**

- Strategic development of this policy
- To audit and report to the ultimate point of responsibility (Governing Body of the College)

**Appendix C – Code of Conduct for Members of the Choir (originally drafted by Jesus College Cambridge)**

**Code of Conduct – Working with Children**

**YOU MUST...**

- treat all children and young people with respect
- provide an example of good conduct you wish others to follow
- ensure that, whenever possible, there is more than one adult present during your organisation's activities with children, or at least that you are within sight or hearing of others
- respect a young person's right to personal privacy
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well-intentioned
- be aware that even caring physical contact with a child or young person may be misinterpreted
- recognise that special caution is required in moments when you are discussing sensitive issues with children

**YOU MUST NOT...**

- have inappropriate physical or verbal contact with young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour
- make suggestive / derogatory remarks or gestures in front of children
- jump to conclusions about others without checking facts
- exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on your good name or that of the College to protect you
- believe "It could never happen to me"
- take a chance when common sense, policy and practice suggest a more prudent approach.