



## The Parish of St Thomas and St Edmund Salisbury

### **Role Outline for a Choir Chaperone**

#### **CRB NECESSARY**

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The Choir meets in St Thomas's Church. The children in the choir range in ages from 4 – 18 years old. The Choir Chaperone is responsible to the Musical Director who in turn reports to the PCC.

Work to be undertaken by the Choir Chaperone:

- Ensure the safety of the children within the choir.
- Arrive before the children and stay with the group until they have left, including letting in latecomers and checking the outside door is locked once all are in.
- Ensure the children are collected by a relevant responsible adult, waiting with those who have no one there to collect them.
- Deal with anything unexpected that arises as asked by person leading the practice session.
- Talk to guardians / report any concerns to Musical Director / Safeguarding Officer.

Training needed - Child Protection Training, plus other training as appropriate. [Contact the Sunday Club Organiser for details of training opportunities]. Training takes place usually within a year of appointment.

This role is to be reviewed a year after this form has been signed. (For new people 3, 6 and 12 months).

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Copies of the signed Agreement should be retained by:

The volunteer  
The Young Family Worker  
The Parish Manager on behalf of the PCC.



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## Choir Chaperone's Application Form and Volunteer Agreement

The PCC is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which will be securely retained by the incumbent / warden / secretary to the PCC.

**PLEASE USE BLOCK LETTERS**

Full name .....

Former names .....

.....

Home address .....

.....

..... Postcode .....

Telephone: Day ..... Evening .....

Date of birth .....

How long have you lived at the above address .....

*If less than 12 months please give the following information:*

Previous address .....

.....

How long there .....

Church attended .....

Name of minister/priest .....

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (*as relevant to this role*).

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## References

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. If you are currently in employment, one of the references should be your current employer, unless there are specific reasons why this is not appropriate – in which case, please indicate this.

### Reference 1

Name .....

.....

Address .....

.....

..... Postcode .....

Telephone: Day ..... Position / Relationship .....

### Reference 2

Name .....

.....

Address .....

.....

..... Postcode .....

Telephone: Day ..... Position / Relationship .....



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## **Relevant qualification or appropriate training**

Have you successfully completed one of the following training programmes?

**Specific training for the work** YES / NO. When? .....

*What course was this?*

.....  
.....  
.....

**Training on safeguarding children or vulnerable adults** YES / NO. When? .....

*Who delivered this?*

.....  
.....

**Other relevant training** YES / NO. When? .....

*Please give details*

.....  
.....  
.....

Are you prepared to undertake further training as agreed or as the PCC require? Yes  No

*(Note: If you decline to undertake initial training or further training without good reason<sup>1</sup> the PCC might withdraw your authority to work with children or vulnerable adults.)*

**Name of person to contact in case of an emergency:** .....

**Tel:**.....

**Relationship to you,** eg spouse, or good friend: .....

<sup>1</sup> This might be because of previous experience/ training in another diocese



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**Please tick each point to state that you agree to the following statements:**

- I have understood the nature of the work I am to do with children and young people.
- I have read the guidelines produced by the Church for safeguarding children, young people and vulnerable adults.
- I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.
- I understand that a Criminal Records Bureau (CRB) check will have to be carried out for all Choir Chaperones.

**Name of volunteer** (please print clearly): .....

**Signed** .....

**Date** .....

*N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.*

Copies of this signed Agreement should be retained by:

The volunteer  
The Young Family Worker  
The Parish Manager on behalf of the PCC.