



**Chorister and Canterbury Cathedral Youth Choir
Safeguarding Procedures**
June 2026

This document must be read alongside the Canterbury Cathedral Policy document and Guidance document

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Cathedral House, The Precincts, Canterbury CT1 2EH United Kingdom
Tel. +44 (0)1227 762862 www.canterbury-cathedral.org
Charity Number 1206913



Chorister Safeguarding Procedures

Purpose and Scope

Safeguarding within the Canterbury Cathedral Chorister Programme operates in accordance with the Canterbury Cathedral Safeguarding Policy and Procedures and reflects the Church of England's Safeguarding Code of Practice and all other Church of England relevant Safeguarding Guidance.

These Child Chorister Safeguarding Procedures set out the safeguarding arrangements specific to the Canterbury Cathedral Chorister Programme and should be read alongside the Cathedral's overarching safeguarding policy and framework.

Canterbury Cathedral is committed to creating a safe and supportive environment in which all children and young people can flourish. This commitment reflects the Cathedral's values of Compassion, Collaboration, Commitment and Curiosity, which underpin the approach taken to the care and safeguarding of all choristers.

These procedures apply to:

Girl Choristers
Boy Choristers
Junior Choristers
Members of the Youth Choir

It applies to all Cathedral staff, volunteers, chaperones, office holders and others working with choristers.

Definitions

Choristers

Children who are members of the Canterbury Cathedral Chorister Programme, including Girl Choristers, Boy Choristers and Junior Choristers.

Youth Choir Members

Young people participating in the Youth Choir programme under the oversight of the Cathedral Music Department.

Chorister Welfare Lead (CWL)

The member of staff responsible for the day-to-day pastoral care, wellbeing oversight and safeguarding liaison for choristers within the Music Department.

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Chaperones

Adults employed by Canterbury Cathedral to supervise and safeguard choristers during rehearsals, services, travel and other Cathedral activities. Chaperones hold licences issued by Kent County Council and must comply with both Cathedral safeguarding policies and Kent County Council chaperoning regulations where applicable.

Volunteers

Those helping across the Cathedral who may come into contact with choristers or members of the youth choir.

Music Department Staff

Staff employed or engaged by Canterbury Cathedral to support the music programme, including the Director of Music, Assistant Director of Music, Chorister Welfare Lead, Singing Partnership Lead, Music Administrator and authorised chaperones.

Safeguarding

The process of protecting children from harm, abuse, neglect and exploitation, and promoting their welfare in accordance with Church of England safeguarding guidance and national safeguarding legislation.

Key Contacts

Cathedral Safeguarding Officer (CSO)

The Cathedral Safeguarding Officer has strategic responsibility for safeguarding policy, advice and case oversight across Canterbury Cathedral.

Cathedral Safeguarding Lead (CSL)

Emma Pennington - Canon Missioner and Cathedral Safeguarding Lead.

Deputy Cathedral Safeguarding Lead

Lindsay Yates - Canon Precentor.

Director of Music

David Newsholme - Responsible for the leadership and operational management of the Cathedral Music Department.

Assistant Director of Music

Jamie Rogers - Supports the Director of Music in the musical and operational oversight of the chorister programme. Works with the Probationer Boy Choristers.

Singing Partnerships Lead

Helen Brookes - Responsible for musical engagement with our local community. Runs Youth Choir.

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Chorister Welfare Lead (CWL)

Kelly-Jayne French - Responsible for pastoral care, welfare monitoring and safeguarding liaison for choristers within the Music Department.

Cathedral Safeguarding Team

safeguarding@canterbury-cathedral.org

Emergency Services

In an emergency or where a child is at immediate risk of harm, contact the police via 999.

Cathedral Constables

On-site Cathedral Constables are available to respond immediately to safeguarding or security concerns within the Cathedral precincts and will liaise directly with Kent Police where required.

Roles and Responsibilities

Safeguarding children is the responsibility of everyone working with the chorister programme.

All staff, volunteers and chaperones working with choristers must:

- Maintain an awareness of safeguarding responsibilities;
- Follow Cathedral safeguarding policies and procedures;
- Act promptly if a safeguarding concern arises;
- Share concerns through the appropriate safeguarding reporting channels

The Chorister Welfare Lead provides a key point of contact within the Music Department for pastoral and safeguarding concerns relating to choristers.

The Chorister Welfare Lead also supports the coordination of safeguarding communication between the Music Department and the Cathedral Safeguarding Team where concerns arise.

Safeguarding Choristers within Cathedral Activity

Choristers participate in a range of activities including rehearsals, services, concerts, tours and other Cathedral events.

Safeguarding arrangements ensure that:

- Appropriate supervision is in place at all times;
- Chaperones and staff are aware of their safeguarding responsibilities;
- Choristers are supported pastorally and emotionally;
- Concerns are responded to promptly and appropriately.

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Reporting Safeguarding Concerns

All safeguarding concerns must be taken seriously and reported promptly.

Staff should follow the Cathedral safeguarding guidance when responding to concerns, often summarised through the four key stages of safeguarding response:

Recognise
Respond
Record
Refer

Safeguarding concerns relating to choristers should normally be reported to the Chorister Welfare Lead or a member of the Cathedral Music Department leadership team.

Concerns will then be escalated to the Cathedral Safeguarding Officer and/or Cathedral Safeguarding Lead as appropriate.

Safeguarding concerns should be formally recorded using the Cathedral's safeguarding reporting processes, including completion of a "Logging a Concern" form where required. Concerns should be referred to the Cathedral Safeguarding Team as soon as possible and normally within 24 hours. At present, safeguarding concerns are recorded in accordance with Cathedral internal safeguarding procedures. The Music Department is working towards implementing CPOMS as a centralised safeguarding recording system, which will further strengthen the recording and monitoring of safeguarding and pastoral concerns.

If a child or young person is in immediate danger or requires urgent assistance, staff must contact the Cathedral Constables or emergency services without delay.

Non-urgent safeguarding concerns may also be reported directly to the Cathedral Safeguarding Team via safeguarding@canterbury-cathedral.org.

Wellbeing and Pastoral Support

The Cathedral recognises that participation in the chorister programme can be demanding.

The Chorister Welfare Lead works alongside the Music Department leadership team to ensure that choristers are supported pastorally and that wellbeing concerns are identified and addressed appropriately.

Welfare meetings are held regularly during choir term time to review pastoral and safeguarding matters relating to the chorister programme.

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Parents and carers play an important role in supporting the wellbeing and safeguarding of choristers. The Cathedral Music Department seeks to maintain open and constructive communication with families so that any concerns relating to a child's welfare can be shared and addressed appropriately.

Where safeguarding concerns arise, the Cathedral will follow its safeguarding procedures and, where appropriate, work in partnership with parents and relevant safeguarding authorities. In some circumstances, particularly where concerns relate to the behaviour of a parent or carer, it may not be appropriate to discuss the concern with parents before seeking safeguarding advice.

Safeguarding During Choir Trips and Tours

From time to time the chorister programme may include trips, visits or tours away from the Cathedral precincts.

All such activities will be planned and delivered in accordance with Cathedral safeguarding procedures and appropriate risk management processes. This includes suitable supervision arrangements, appropriate staffing ratios, safeguarding awareness for all adults involved, and the completion of relevant risk assessments and parental permissions.

The Director of Music and Chorister Welfare Lead will work together to ensure that safeguarding considerations are central to the planning and delivery of any trip or tour involving choristers. The Music Administrator will support the coordination and administration of arrangements relating to chorister travel, communication with families and relevant documentation.

Detailed operational arrangements for trips and tours are set out within the relevant Chorister Procedures and risk assessments.

Training and Compliance

All staff and chaperones working with choristers must complete safeguarding training appropriate to their role.

All adults working with choristers are subject to safer recruitment processes in line with Canterbury Cathedral safeguarding procedures. This includes the completion of enhanced Disclosure and Barring Service (DBS) checks, which are renewed every three years in accordance with Cathedral safeguarding requirements.

Chaperones must hold valid Kent County Council (KCC) chaperone licences and must maintain those licences in accordance with Kent County Council requirements. These licences are renewed every three years.

Safeguarding training must be refreshed regularly in line with Cathedral and Church of England safeguarding guidance.

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Relationship to Chorister Procedures

These procedures provide the safeguarding framework for the Canterbury Cathedral Chorister Programme and should be read alongside the associated operational procedures, guidance documents and supporting resources.

Together, these documents set out the safeguarding, welfare and operational arrangements that support the safe running of the Chorister Programme and Youth Choir.

Associated Procedures and Supporting Documents

The Canterbury Cathedral Chorister Programme and Youth Choir are supported by a number of operational procedures, guidance documents and supporting resources. These should be read alongside this procedures.

Operational Procedures

- Attendance Procedure
- Behaviour Procedure
- Chorister Mobile Phone Procedure
- Choir Mobile Phone - Staff Procedure
- Trips & Tours Procedure
- Chaperone Operational & Safeguarding Procedure

Well-being and Pastoral Documents

- Chorister Wellbeing & Pastoral Support Statement
- Youth Choir Wellbeing & Pastoral Support Statement

Youth Choir Documents

- Youth Choir Code of Conduct

Cathedral Safeguarding Procedures

- Canterbury Cathedral Safeguarding Policy and Guidance
- Logging a Concern Procedure
- Missing Child Procedure

All safeguarding concerns must be reported in accordance with Canterbury Cathedral Safeguarding Policy and Guidance and the relevant Cathedral safeguarding procedures.

From September 2026, safeguarding concerns relating to the Chorister Programme and Youth Choir will be recorded within CPOMS in accordance with Cathedral safeguarding arrangements and role-

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based access permissions. The use of CPOMS does not replace existing safeguarding reporting responsibilities.

Supporting Documents

- Chorister Parent Handbook
- Youth Choir Information Booklet
- Risk Assessment

Future Procedures and Guidance

Additional Music Department safeguarding procedures, operational procedures and guidance documents may be added to this section as required and approved.

Procedure Information

Procedures Title: Child Chorister and Youth Choir Safeguarding Procedures

Organisation: Canterbury Cathedral

Author: Kelly-Jayne French, Chorister Welfare Lead

Procedures Owner: Canon Precentor / Director of Music

Version: 1.0

Date Issued: March 2026

Procedure Review

These procedures will be reviewed annually, or sooner if required, to ensure that it remains consistent with Canterbury Cathedral safeguarding guidance, Church of England safeguarding requirements and relevant safeguarding legislation.

Review Date: March 2027

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