**Choir Checklist**

**Name of choir: Date completed:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Key Area** | **In place/ partly/ not in place (RAG)** | **Comments** |
| 1 | Risk assessment |  |  |
| 2 | Choir Director/Leader* Role profile
* DBS
* Training
* Understanding of safe working practice
* Understanding of what constitutes a concern
* Knowledge of who to report to
* Interactions with children
 |  |  |
| 3 | Choir Chaperones/assistants * Role profile
* DBS
* Training
* Understanding of safe working practice
* Understanding of what constitutes a concern
* Knowledge of who to report to
* Interactions with children
* Positioning in room
* Time or arrival and departure ensuring supervision levels are maintained
 |  |  |
| 4 | Supervision ratio |  |  |
| 5 | Drop off and registration/register |  |  |
| 6 | Procedures for a child not arriving |  |  |
| 7 | Clarity of responsibilities – handover between parent and choir leader/volunteers |  |  |
| 8 | Safeguarding training adults in choir |  |  |
| 9 | Chorister handbook/welcome pack |  |  |
| 10 | Arrangements for changing for both adults and children |  |  |
| 11 | Toilet arrangements for children |  |  |
| 12 | Parental consent both in terms of emergency first aid and publicity/photographs |  |  |
| 13 | Contact details for all children |  |  |
| 14 | Medical details for all children  |  |  |
| 15 | Behaviour management/ expectations  |  |  |
| 16 | Health and safety of venue |  |  |
| 17 | First Aid provision |  |  |
| 18 | Emergency evacuation procedures |  |  |
| 19 | Choir Director/Leader role profile/job description |  |  |
| 20 | Choir chaperones/ assistants role profile/job description |  |  |
| 21 | Appraisal system for volunteer roles |  |  |
| 22 | Pick up and signing out to parents |  |  |
| 23 | Vicar/DSM/PSO interim compliance reviews of practices  |  |  |
| 24 | Supervision/support team to meet every 6 weeks to discuss any issues or concerns, improvements, volunteers welfare, future events or changes in procedures. |  |  |
| 25 | Other |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action needed to meet or improve current practice  | Who? | When? | Follow up |
| RED |  |  |  |  |
| AMBER |  |  |  |  |
| GREEN |  |  |  |  |