



Parish Policy for Visiting Choirs and Educational Visits

SMSG is committed to safeguarding all those who attend the worship and other activities that we offer. Choirs leading Worship or performing in a concert/secular capacity that include children, or choirs that will be working directly with children and adults at risk are required to be aware of their Safeguarding responsibilities and confirm that they have their own Safeguarding Policy.

Choir leaders and organisers of Educational Visits should be prepared to provide:

1. a list of all members of the group, including directors, organists and school leaders/teachers in charge, if relevant.
2. a signed statement from the leader/organiser stating that they have completed a relevant risk assessment and confirming that they know of no Safeguarding concerns around members of their group.

Choirs and educational visits including or working with under 18s must in addition confirm:

1. that they have their own Safeguarding policy, and send a copy if requested.
2. that all leaders of the group hold a clear Enhanced DBS check.
3. that visitors recognise that The Rector's decision to authorise or grant admission to a proposed visit is final.

Safeguarding Information about Visiting Choirs and Educational Visits will be monitored by the Director of Music (should any musical resources be required) and The Rector.

Parish Policy for Visiting Organists

The 'Father' Willis Pipe Organ is an outstanding example of its type and therefore several requests are made by both professional and amateur organists to practice or play upon it.

A representative from SMSG will be on hand to meet any visiting organist attending SMSG for the first time. A short briefing will occur where the following information will be passed on:

1. Exits will be shown
2. Relevant keys to gain access to the gallery and organ will be shown and loaned for the duration of the practice time.
3. The visiting organist's mobile phone number may be requested.

As SMSG is unlocked and accessible during daylight hours, the following guidelines should be considered and adhered to:

1. Requests to play are authorised only by The Rector and/or Director of Music who may allocate up to a two hour time slot. A small charge to cover tuning/wear and tear/lighting expenses may be implemented should a regular practice session be requested.
2. Any under 18s will require the presence of a parent/legal guardian '*in loco parentis*' to attend with them. Under 18s will not be allowed to remain in church unsupervised.
3. Organists are advised to lock the gallery door behind them in order to prevent unauthorised visitors.
4. Visiting Organists shall not invite other visitors into the gallery save for a page turner, should they require one.
5. Visiting Organists shall not enter the pipe chambers.
6. Visiting Organists shall ensure the instrument is powered off (blower & electrics) and that the console roll-cover is locked before leaving the gallery.
7. There is to be no food or drink in the immediate vicinity of the organ console or pipe chambers.