

## Requirements for the pre-festival

### Requirements for the host choir

- Appointment of a local contact person (in addition to the choir director / person responsible for the choir)
- Local contact person is announced to the participants and parents before the start, possibility to contact them
- Guidelines for action are made available to the persons responsible for the choir in advance
- Request to inspect extended certificates of good conduct
- Obtaining the signed declarations of commitment
- Program will be announced to participants and parents in advance

### Requirements for host families / choir parents

- Submission of extended certificates of good conduct
- Signing of the declaration of commitment
- When selecting host families / host parents, care is taken to ensure that the privacy of the children and youths is respected (based on the guidelines for host families / host parents)
- Names and contact details of the host families are handed out to the participants and parents in advance, possibility to contact them

### Requirements for supervisors of the host choir

- Submission of an extended certificate of good conduct
- Signing of the declaration of commitment

### Requirements for performances

- Choir leaders and supervisors accompany the children and youths at public events and assume the duty of supervision
- Gender-separated changing facilities
- The choir leaders and supervisors do not change with the members of the choirs



## Guidelines for choral encounters at a festival of the choral association PUERI CANTORES

**Pueri Cantores** facilitates encounters in friendship. Many thousands of children and youths proclaim the praise of God by singing and praying together, thereby setting an example for peace in the world. This unity in encounter, in joint action and commitment becomes real and tangible at the large Congresses such as in Munich 2025. In order for all young singers to feel comfortable during the festival, for choirs to meet each other in a good way and for lasting choral friendships to develop, rules are needed for respectful and mindful interaction with each other and for the hosts towards the young guests.

We would like to make accommodation in host families possible. For this we recommend the following standard:

- Each guest singer sleeps in their own room, which may be shared with another guest singer of the same gender.
- Each guest singer has their own sleeping facility.
- The bathroom and toilets are always used by one person alone and are lockable.
- Every adult in a host family must submit an extended certificate of good conduct in advance of the pre-festival. This ensures that the persons are suitable for dealing with children and youths.
- Each guest singer is given telephone contact details for the choir director, other choir staff and the host family.
- It is possible to communicate food intolerances, allergies or special needs to the host families in advance.

## Guidelines for action

### In case of notification

1. Keep calm  
Even if it sometimes seems difficult: if we remain calm, we can avoid hasty reactions.
2. Listen and believe  
In the event of a report or the first description of an incident, we do not have to find out whether what has been described is true or not. What is important above all is:
  - Take yourself seriously
  - Listen
  - Take those affected seriously
  - Believe them
  - Only ask necessary questions
3. Show transparency, clarify false expectations  
In case of a notification, the person who confides in us must be able to rely on us. This includes clarifying false expectations and not making promises we cannot keep. To prevent the person from feeling of losing control of the process, we create transparency about which people may be called in if necessary and what the next steps will be.
4. Assistance in the event of an urgent need for action  
Generally, it is not necessary to take immediate action. Nevertheless, there may be situations that require immediate intervention (for example, an acutely dangerous situation). If the situation requires it, we must act immediately (e.g. separate participants or remove them from the host family). To ensure that we do not have to decide alone in this situation, the responsible contact person should be informed first if possible. If this person is not available and in case of immediate danger, call the police (110).
5. Inform about the next steps  
At the end of the conversation, too, transparency about the necessary steps is absolutely essential. As a rule, the person concerned should be involved in every decision or at least informed in advance about every next step.
6. Document  
It is important for the further process to write down what has been described. This prevents important information from being lost.
7. Informing the local contact person / the person responsible for the choir  
The local contact person and the person responsible for the choir are responsible for the further monitoring of the process. The local contact person informs the Managing Director of the festival (Judith Bergel, +49 151 5412 7749). Together, the next steps are discussed, and decisions are made. The contact persons also decide whether other people/offices need to be informed and whether professional advice from an external specialist advice center should be consulted.

### In the event of an observation / suspicion

1. Keep calm  
Even if it sometimes seems difficult: if we remain calm, we can avoid hasty reactions.
2. Check: Is there a need for immediate action?  
In most cases, it is not necessary to act immediately. Nevertheless, there may be situations that require direct intervention (for example, an acutely dangerous situation). If the situation requires it, we must act immediately (e.g. separate participants or remove them from the host family). To ensure that we do not have to decide alone in this situation, the responsible contact person should be informed first if possible. If this person cannot be reached, the police should be called if there is immediate danger.
3. Document  
It is important for the rest of the process to write down what has been described. This prevents important information from being lost. Even if we are unsure whether documentation is necessary, it makes sense to write everything down to be on the safe side.
4. If necessary: involve a trusted person  
*(If nothing speaks against it, it is advisable to skip directly to point 5)*  
Sometimes it can be difficult to deal with a suspicion or a specific situation alone. It can therefore be useful to share observations with someone you trust. In this case everyone should be aware that the circle of confidants should be kept as small as possible, and that the incident should not be discussed with anyone other than this group of people.
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## Procedure in the event of an intervention at the level of those responsible

1. Informing the central contact person, setting up a crisis team  
After the central contact person has been informed of the incident, the next steps are discussed together. The contact persons decide whether the incident is so serious that a crisis team should be set up. The crisis team consists of:
  - Local contact person
  - Person responsible for the choir, if applicable
  - Central contact person
  - Festival management
  - One person from the board of the German national federation
  - Management of the German national federation
  - Public relations employee, if applicable
  - External advice center, if applicable
2. Advice on further steps  
The crisis team discusses the next steps. This includes:
  - Informing the parents concerned
  - Support for the person concerned
  - Consequences for the accused / abusive person
  - Discussions with other parties involved
  - Informing the responsible German diocesan association
  - Informing the intervention officer of the respective German (arch)diocese
  - Informing the criminal prosecution authorities (in the event of a possible criminal offense)
  - Informing the public (within and / or outside the association)
3. Documentation  
The crisis team documents the entire process. In particular, all steps and decisions agreed upon are recorded in writing.
4. Reflection and processing  
After the acute case has been resolved and, if necessary, after the end of the event, the crisis team meets again to reflect on the incident and the intervention carried out. If necessary, the crisis team will seek external support.

## Code of conduct

*Choir members are supposed to have fun and be able to express themselves creatively. This includes interaction characterized by respect and appreciation.*

The following code of conduct serves as a guideline for action:

### Communication, language and choice of words

We speak respectfully and appreciatively with each other, especially with the children and youths. In addition, we care for an honest and respectful interaction within the group. We choose our language and words in such a way that they are free from discriminatory, offensive and violent statements.

### Closeness and distance

We deal responsibly with closeness and distance and manage our relationships with children and youths transparently and professionally. We take the individual boundaries of children and youths seriously and respect and honor them. We express our own boundaries in an understanding and appropriate manner.

### Respect for privacy

We protect the privacy of children and youths and ensure that children and youths have sufficient space to retreat. This also includes giving children and youths the opportunity to change their clothes on their own and use the sanitary facilities.

### Dealing with physical contact

In principle, no physical contact is required for our duty during the pre-festival. whether we allow physical contact depends on the situation and the role we are in. It is crucial that the wish for closeness and physical contact always comes from the children and youths. Workshops, games or situations that require physical contact are explained in advance. Participation is voluntary.

### Dealing with overnight situations

We make sure that in the host families the children and youths have a place to retreat to. The sanitary facilities must be lockable. Before entering a room, we knock and wait to be invited in. We only stay in the children's and youths' rooms when the door is open.



#### Media, social networks, film and photo

We observe the rules on data protection. At events of public interest, we inform the public in advance that pictures will be taken and about the possibility of not being photographed. In the case of pictures of individuals and small groups, we ask for permission before taking pictures and provide information on what the pictures are to be used for.

In the case of publications, we observe the general right to privacy and the church's data protection regulations. The protection of the persons depicted takes precedence over the legitimate interest in portraying the life of the choir association. We do not publish any images that depict people in intimate, unpleasant or discriminatory situations.

## Declaration of commitment

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I have read the Code of Conduct and agree to act in accordance with it in my activities during the pre-festival.

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first name / last name

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place, date, signature