

PROTECTION CONCEPT

FOR THE INTERNATIONAL
PUERI CANTORES CHOIR FESTIVAL

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PROTECTION CONCEPT

FOR THE INTERNATIONAL PUERI CANTORES CHOIR FESTIVAL

The International Pueri Cantores Choir Festival will take place in Munich from July 16 to 20, 2025.

The organizer of the choir festival is the Verein zur Durchführung des internationalen Kinder- und Jugendchorfestivals der Pueri Cantores 2025 in München e.V. The choir festival is aimed at all choirs that are members of the worldwide umbrella organization FOEDERATIO INTERNATIONALIS PUERI CANTORES.

The festival is intended to offer children, young people and adults from all over the world the opportunity to present themselves, to see and hear many other choirs and to meet many new people. The participants should have fun and be able to develop creatively. For this to succeed, it is essential that they feel comfortable and safe.

At an event as large as the International Pueri Cantores Choir Festival, numerous actors are responsible for the protection of the participants. This protection concept has two main focuses:

- On the one hand, this concept describes the measures taken by the organizer to minimize potential risks.
- On the other hand, this protection concept offers recommendations for action for helpers, choir leaders and supervisors.

TARGET GROUPS

The target groups of the International Pueri Cantores Choir Festival are all choirs that are members of the worldwide umbrella organization FOEDERATIO INTERNATIONALIS PUERI CANTORES. The choirs are divided into five categories:

- Boys' choir
- Girls' choir
- Children's choir
- Youth choir in equal voices
- Youth choir mixed voices

The members of the choirs are children, young people and adults. The measures mentioned in this protection concept serve to protect the children and young people, but also the adults in the choirs.

At the same time, the protection concept is intended to give adults who are responsible for the choir members support and confidence in their actions.

Specifically, these are

- Full-time employees of the choir festival
- Volunteers at the choir festival
- People who accompany the choir festival musically, spiritually or in terms of content
- Choir conductors
- Choir supervision and spiritual accompaniment
- Further choral accompaniments

This protection concept serves as the basis for the actions of all persons who have responsibility for the participants. It should be noted that the individual needs of the participants are always paramount. Such a large event with so many different participants therefore requires a certain degree of flexibility in dealing with these principles to ensure that individual boundaries and needs are taken into account.

PERSONNEL SELECTION AND DEVELOPMENT

In order to ensure the protection of the children, young people and adults entrusted to us, particular attention is paid to the personal suitability of the adults who are responsible for the choir members.

The information from the protection concept that is relevant to them will be made available to the helpers and the participating choir directors and choir

supervisors in a bundled form in the run-up to the festival. In addition, everyone signs the declaration of commitment before the start of the festival.

Responsibility for the procedure described above lies with the Executive Board of the implementing association.

EXTENDED CERTIFICATE OF GOOD CONDUCT

During the festival, no persons will be employed who have been convicted of a criminal offense specified in § 72 a SGB VIII.

Based on the type, duration and intensity of contact with minors, the following persons are obliged to submit an extended certificate of good conduct in accordance with Section 30 (5) and Section 30a (1) of the Federal Central Criminal Register Act:

- Full-time employees of the choir festival
 - » The inspection is at the disposal of the executive board of the implementing association
- Volunteers at the choir festival
 - » Inspection is the responsibility of the employee of the implementing organization

As an alternative to the extended certificate of good conduct, a certificate of inspection from another institution is accepted. The certificate must contain the following information:

- Name and address
- Date of issue of the extended certificate of good conduct
- Date of inspection
- Confirmation that there are no relevant entries in accordance with § 72 a SGB VIII

If there are spontaneous deployments at the festival (e.g. spontaneous replacement due to illness), the signing of a self-declaration is mandatory.

PARTICULAR HAZARDS

Changing before and after concerts

The organizer will provide facilities so that the children, young people and adults of the choirs can change before and after the concerts.

The following rules apply to the changing rooms:

- The choir directors and supervisors do not move with the members of the choirs.
- Attention is paid to gender-segregated changing rooms.

These rules are clearly displayed both inside and outside the changing rooms. The helpers on site are instructed accordingly so that they can point out the rules.

Overnight situations

The organizer shall ensure that the participating choirs are provided with rooms that allow for gender-segregated accommodation.

Choir leaders and supervisors are given their own rooms so that they are not accommodated in the same room as the participants.

If the accommodation cannot provide rooms with sanitary facilities in the rooms, gender-segregated sanitary facilities and individual cubicles must be provided.

Public events

Choir leaders and supervisors accompany the children and young people at public events and assume responsibility for supervision.

The helpers on site are positioned in clearly visible places.

Admission checks are carried out by the helpers at all events.

Workshops

Especially in workshops, there may be situations that require physical contact or otherwise exceed the personal boundaries of the participants. To avoid this as much as possible, it is important that participants receive all the information about the workshop that is important to them before the workshop. Sensitive situations are also pointed out during the workshop. In addition, participation in all methods during the workshop is voluntary.

CODE OF CONDUCT

The choir members should have fun and be able to develop creatively. This includes an approach that is 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 young people. In addition, we ensure honest and respectful interaction within the group. We shape our language and choice of words in such a way that they are free of discriminatory, offensive and violent statements.

Proximity and distance

We deal responsibly with closeness and distance and shape our relationships with children and young people transparently and professionally. We take the individual boundaries of children and young people 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 the children and young people and ensure that they have sufficient space to retreat to. This also means that children and young people are given the opportunity to change their clothes and use the sanitary facilities on their own.

Dealing with physical contact

In principle, no physical contact is required for our role during the Festival. Whether we allow physical contact depends on the situation and the role we are in at the time. It is crucial that the desire for closeness and physical contact always comes

from the children and young people. Workshops, games or situations that require physical contact are explained in advance. Participation is voluntary.

Dealing with overnight situations

We make sure that the children and young people in the host families have a place to retreat to and that they can lock the sanitary facilities. Before we enter a room, we knock and wait to be invited in. We only stay in the children's and young people's rooms when the door is open.

Media, social networks, film and photography

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 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 presenting the life of the choir association. We do not publish any images that depict people in intimate, unpleasant or discriminatory situations.

The following code of conduct serves as a guideline for action. Any exception to this must be explained and made transparent.

COMPLAINTS CHANNELS

The first point of contact for the members of the choirs is their own choir directors and supervisors.

In addition, the festival office can be contacted via the emergency number throughout the festival. The choirs will be informed about the emergency number and the contact persons in the run-up to and during the festival via the program booklet and, if necessary, via other communication channels.

GUIDELINES FOR ACTION, FOR HELPERS, CHOIR DIRECTORS AND CHOIR SUPERVISORS

Even though this protection concept primarily aims to have a preventative effect, situations may arise in which we have to intervene. The persons responsible face a particular challenge if they suspect or become aware of an incident.

The following guidelines are intended to provide employees and helpers of the choir festival as well as the participating choir directors and supervisors with certainty and orientation. The guidelines will be made available to the choirs together with the contact persons in the run-up to the festival.

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 a case of notification or the first description of an incident, we do not have to find out whether what has been described is true or not.

The most important thing is:

- Take yourself seriously
- Listen
- Take those affected seriously
- Believe
- Only ask necessary questions
- Show transparency, clarify false expectations

In a case of communication, the person who confides in us must be able to rely on us. This includes clearing up false expectations and not making promises that we cannot keep.

So that the person does not get the feeling of losing control over the further process, we will be transparent which persons will be involved if necessary and what the further course will be.

3. Assistance with acute need for action

As a rule, it is not necessary to act immediately. 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, 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 Sexual Abuse Helpline (0800-2255530) should be called during office hours or the police should be called if there is immediate danger.

4. Inform about the next steps

Transparency about the necessary steps is also essential at the end of the conversation. As a general rule, the person concerned must be involved in every decision or at least informed in advance of every further step.

5. Document

It is important for the rest of the process to write down what has been said. This way, we avoid losing important information.

6. Informing the contact person of the organizing association

The contact person of the implementation association is responsible for the further monitoring of the process. The next steps are discussed

together and decisions are made. The contact person also decides whether other people/agencies 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 take immediate action. Nevertheless, there may be situations that require direct intervention (e.g. an acutely dangerous situation). If the situation requires it, we must take immediate action (e.g. separating participants, sending them off, etc.). So that we do not have to decide alone in this situation, a person from the organizing association will be called in via the emergency number. In the event of immediate danger, the police (110) must be called.

3. Document

It is important for the rest of the process to write down what has been said. 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 there are no objections, 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. Everyone should be aware that the number of people in the know should be kept as small as possible and that the incident should not be discussed with anyone other than this group of people.

5. Informing the contact person

The contact person of the implementation association is responsible for the further monitoring of the process. The next steps are discussed together and decisions are made. The contact person also decides whether other people/agencies need to be informed and whether professional advice from an external specialist advice center should be consulted.

PROCEDURE IN THE EVENT OF INTERVENTION AT THE LEVEL OF THE IMPLEMENTING ASSOCIATION

1. Informing the central contact person, setting up a crisis team

After the contact person at the implementing organization 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:

- Person responsible for the choir, if applicable
- Contact person of the organizing association
- Festival management
- One person from the Board of the National Association
- Management of the National Association
- If applicable, employees in public relations
- External advice center if necessary

2. Advice on further steps

- The crisis team advises on the next steps. This includes
 - Information for the parents concerned
 - Support for the person concerned
 - Consequences for the accused / assaulted person
 - Discussions with other stakeholders
 - Information from the responsible diocesan association
 - Informing the intervention officer of the respective (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 reappraisal

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.

BASIC AND ADVANCED TRAINING / PREVENTION TRAINING

In order to do justice to the responsibility for the children, young people and adults and at the same time to give those who are responsible for the participants the confidence to act, participation in a six-hour prevention training course is mandatory for the employees of the organizing association.

QUALITY MANAGEMENT

This protection concept primarily describes specific measures that the organizer undertakes to minimize potential risks that may arise during the festival.

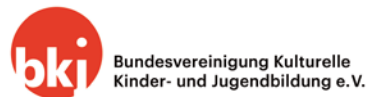
After the event, the protection concept and the measures described therein will be jointly reflected upon by the national association and the organizing association and it will be examined whether the concept can be further developed and used for other events.

Publisher

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