

# CHICHESTER CATHEDRAL



## **SAFEGUARDING POLICY** **and GUIDELINES**

**December 2020**

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## **SAFEGUARDING POLICY AND GUIDELINES**

The care and protection of children, young people and adults at risk involved in Cathedral activities is the responsibility of the whole Cathedral community. Everyone who participates in the life of the Cathedral has a role to play in promoting a safe environment for all.

Safeguarding means the action the Cathedral takes to promote a safe culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused, and respond well to those who have been abused.

The Safeguarding Guidelines are designed to identify how this policy is implemented in practice in Chichester Cathedral.

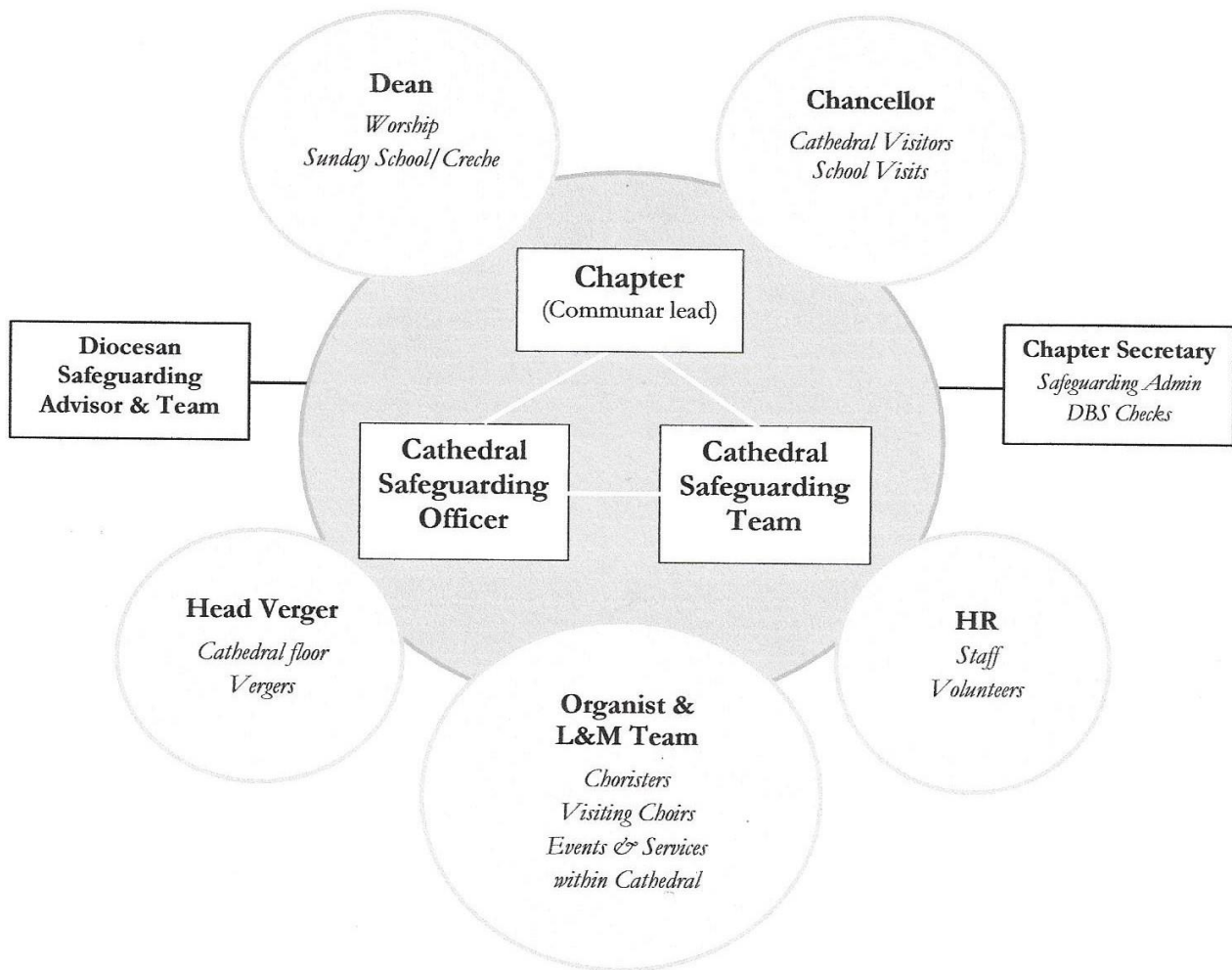
### **1. Safeguarding - Policy Statement**

Chapter is committed to:

- Promoting a safe environment and culture for all in the life and activities of the Cathedral
- Safely recruiting and supporting all those with any responsibility, related to children, young people and adults at risk
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations and other affected persons
- Responding to those who may pose a present risk to others
- Reviewing this policy statement annually

## 2. Areas of Safeguarding Responsibility

All Cathedral managers are responsible for safeguarding in their area of operations.



# SAFEGUARDING GUIDELINES

The following guidelines outline Cathedral procedures to minimize the risk of abuse, and provide guidance in the event of an alleged incident. They should be read in conjunction with the relevant policy and practice guidance published by the Diocesan Safeguarding Team - <https://safeguarding.chichester.anglican.org/>

## 1. Reporting and Responding

- **In the event that a child or adult at risk is believed to be at imminent risk of serious harm the Police are to be called via the 999 emergency number immediately.**
- In the event of any serious allegations of actual abuse the matter should be reported within 24 hours to West Sussex County Council's Multi Agency Safeguarding Hub (MASH). This may be through a member of the Cathedral's Safeguarding Team (see Section 2) who will notify the Cathedral Safeguarding Officer, or the Cathedral Safeguarding Officer may be contacted directly. The Diocesan Safeguarding Team may also be contacted within office hours.
- In the event of concerns or suspicions about the possibility that a child or adult at risk may have been harmed or be susceptible to harm, a member of the Cathedral's Safeguarding Team should be contacted.
- Anonymous expressions of concern or allegations will be addressed by the Cathedral Safeguarding Officer

A written record of the allegation and action taken should be made by the person reporting the allegation. This should be passed to the Safeguarding Officer for keeping securely. They should also follow up the referral to ensure that it has been responded to, although there is an expectation that they would be updated by a member of the Cathedral Safeguarding Team.

RECORD what you have heard as soon as possible using the form in Annex E. Be specific and factual in your records ensuring that you note down the following:

- Name of child or vulnerable adult
- Date and time
- Whether the child or vulnerable adult is aware that you will be sharing this information with others
- Name of adult responsible for the child
- Location
- Details of the disclosure (use as much of the child's own words as you can remember)
- Describe the physical/emotional state of child or vulnerable adult
- Description of any physical injuries

## 2. Support with Safeguarding Concerns

The Cathedral's Safeguarding Officer is Barbara Storer of the Diocesan Safeguarding Team, Church House, Hove - 07881 580310 or [barbara.storer@chichester.anglican.org](mailto:barbara.storer@chichester.anglican.org).

There are various people at the Cathedral (one clergy, staff, a volunteer team leader and one independent) who work closely with the Cathedral Safeguarding Officer and are specially trained and available to talk to anyone who has a safeguarding concern about a child, young person or any adult who may be at risk. They are:

- David Coulthard (Communar) - 01243 812489
- Luke Marshall (Senior Verger) – 01243 812498
- Charles Harrison (Master of the Choristers) - 07970 207314
- Val Timlin (HR Manager) – 01243 813596
- Rebecca Lewry-Gray (Visitor Experience Manager) – 01243 812482
- James Allport (Pebbles Group Leader) - 07968 274683
- Ruth Taunt (independent) - 07711 223266
- The Very Reverend Stephen Waine, Dean of Chichester – 01243 812494

In the absence of any of the above, contact the Diocesan Safeguarding Officer, Colin Perkins - 01273 421021 or [colin.perkins@chichester.anglican.org](mailto:colin.perkins@chichester.anglican.org)

- |    |                                       |              |
|----|---------------------------------------|--------------|
| a. | West Sussex County Council            |              |
|    | - MASH (for under 18s)                | 01403 229900 |
|    | - Adult Safeguarding concerns         | 01243 642121 |
| b. | Police                                | 999          |
| c. | Diocesan Safeguarding Advisor Office: | 01273 421021 |
|    |                                       | 07500 771210 |

The Communar or Chapter Secretary, prompted by the CSO, will notify the Ecclesiastical Insurance Group (EIG), quoting DAS Reference: TT8/3451901 and consider notifying the Church Commissioners in the case of a serious incident.

Ecclesiastical Insurance Group	0345 266 0029 (DAS legal advice helpline)
if the case might lead to litigation	0345 266 0119 (DAS counselling helpline)

The Cathedral works in partnership with the Prebendal School where appropriate. The school's Designated Safeguarding Lead is Ian Richardson (Deputy Head) – 01243 520972 or [deputyhead@prebendalschool.org.uk](mailto:deputyhead@prebendalschool.org.uk)

### **3. Responding to the Person making a Disclosure**

The person receiving the information about disclosure should:

- Remain calm and in control, but don't delay acting
- Don't promise confidentiality or to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear you will only tell the people who need to know and should be able to help. If on hearing this the child chooses not to continue accept this and, if appropriate, give them the Childline number (0800 1111), where they can talk confidentially to someone.
- Listen carefully to what is being said. Allow the child, young person or vulnerable adult to tell you 'at their own pace' and only ask questions for clarification. DO NOT ASK LEADING QUESTIONS. 'What happened?' is OK but not 'Were you hit?'
- Reassure the child, young person, vulnerable adult that they did the right thing in telling someone
- Tell the child, young person, vulnerable adult what you are going to do next. Reassure that they will receive continued support.
- Record the disclosure and report the matter immediately (see Section 1).

### **4. Allegations Made Directly**

If a complaint or allegation is made against you, speak as soon as possible to your line manager. They will liaise with the Cathedral Safeguarding Officer and advise you appropriately.

### **5. Confidentiality**

Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality. Any possible criminal investigation could be compromised through information being released.

## 6. Behaviour Code for Adults Working with Children, Young People and Adults At Risk

A written code of conduct is appended (C) for those working with children and adults at risk.

## 7. Training and Awareness

Regular training (every 3 years) is available via <https://safeguardingtraining.cofeportal.org/> for C0 & C1  
C2 is provided by the Cathedral Safeguarding Officer (CSO) or a member of the Diocesan Safeguarding Team.

Training must be undertaken as follows, and proof of training provided:

C0 : Basic Awareness (online, 60mins)

C1 : Foundation (online, 2 hours)

C2 : For those in a leadership role (Virtual Safeguarding Leadership Pathway 3 hours online training.  
Additional course work required - approximately 2 hours )

C4 : For those potentially managing serious situations

**Training must be completed every three years to the highest level of previous training.**

Dean and Commissioners' Canons Communar	C4 Required to sign the Behaviour Code (Annex C)
All other licensed clergy ∞ All other members of Chapter All members of Executive Board Members of Cathedral Safeguarding Team * Head Verger Assistant Organist * Organ Scholar * Head Steward Day Chaplains/Licensed Readers ∞ Tower Captain * Bellringer 'child' Trainers *	Initially required to undertake C0, C1 and C2 3-yearly renewal of C2 only  Safeguarding Briefing as part of Induction Copy of Cathedral Safeguarding Policy  * required to sign the Behaviour Code (Annex C)  ∞ PTO clergy for review
Vergers Lay Vicars * All L&E Staff * L&E Volunteers * Pebbles Group Volunteers * Heads/Team Leaders of Volunteer Groups: Stewards, Servers, Doorkeepers, Guides, Information Desk, Stewardship Committee	Initially required to undertake C0 and C1 3-yearly renewal of C1 only  Safeguarding Briefing as part of Induction Copy of Cathedral Safeguarding Policy  * required to sign the Behaviour Code (Annex C)
All other staff Volunteers: Doorkeepers, Guides, Stewards, Servers, Information Desk, Pastoral Group *, Bell Ringers, Stewardship Committee, Cathedral Library Volunteers <i>Additional volunteer roles to be reviewed by the Safeguarding Group and Volunteers Committee</i>	Initial and 3-yearly renewal of C0  Safeguarding Briefing as part of Induction  * required to sign the Behaviour Code (Annex C)
Cathedral Community	Awareness through Cathedral website, newsletter, volunteer briefings, notices. C0 available for those who wish.

## 8. Job Description

Both staff and volunteers will be provided with a job description which describes their position and accountabilities and the limits of their role.

At least two references will be sought for all new staff and volunteers working with children and adults at risk, one of which, where significant involvement with children is required, should address the candidate's previous work with children. No appointments will be made until references have been taken up and (if relevant) clearance obtained.

**No member of staff or volunteer requiring a DBS clearance (see section 9) will be permitted to carry out their duties without a valid DBS certificate.**

## 9. Appointments and Vetting

- a. Currently the following staff and volunteers work in a capacity which requires clearance from the Disclosure and Barring Service every FIVE years:

Cathedral Clergy (see 'd' below)  
Cathedral Safeguarding Team  
Day Chaplains (see 'b' below)  
Adult Servers  
Organist/Master of the Choristers  
Assistant Organist  
Organ Scholar  
Vergers  
Lay Vicars (occasional deputies not necessary)  
L&E: Schools and Families Officer  
Partnerships Co-ordinator  
Crèche (Pebbles group) volunteers  
Tower Captain plus designated deputies who will be involved in working with young people

Note: Guidance regarding the level of check required is contained in the table at Annex A.

- b. Day Chaplains will normally be cleared through their parishes and the Liturgy & Music Department will monitor this process and report clearances to the Chapter Secretary. The Chapter Secretary will notify the Liturgy & Music Department when Day Chaplain clearances are due for five yearly renewal. Note: The CSO will follow up any with outstanding DBS checks.

- c. Clearance for all other staff and volunteers listed above will be sought by the Chapter Secretary, acting for the Safeguarding Officer, through the Thirty-One Eight DBS service. A record that a declaration form has been submitted will be retained by the Chapter Secretary with the personnel files along with any subsequent information about clearance.

- d. In this context Cathedral clergy are those who are members of Chapter in addition to any deacons or chaplains who may be appointed from time to time.

## 10. Attendance Agreements

The Christian church opens its doors to all. In cases where a sexual offender joins the church a risk assessment will be made and an appropriate 'contract of behaviour' will be put in place, agreed and signed by both parties in consultation with police and probation services where appropriate. These will document agreed behaviours to ensure the safety of all. These agreements will be confidential but will be briefed to appropriate people in the Cathedral to ensure that they are followed. Agreements will be registered with the Diocesan Safeguarding Team and reviewed annually.

## 11. The Prebendal School

The protection of children at the Prebendal School, which follows the advice and guidance laid down by the West Sussex Children's Services Department, is the responsibility of the Head Teacher. More detailed guidance about the interface between school and Cathedral is contained in Annex D and will be reviewed annually in conjunction with appropriate school staff, the Precentor, Organist, CSO, L&M Administrator and the Head Verger.

## 12. Forms and Notices

A notice stating the Cathedral's Safeguarding Policy and giving contact information for the reporting of incidents will be placed prominently on Cathedral notice boards. DBS clearance records will be kept by the Chapter Secretary.

*This document has been produced with the guidance of Promoting a Safer Church, Church of England 2017*

### References:

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

<https://sussexchildprotection.procedures.org.uk/>

<https://safeguarding.chichester.anglican.org/>

Signed:



David Coulthard  
Communar



Barbara Storer  
Cathedral Safeguarding Officer

Date: December 2020

### Annexes:

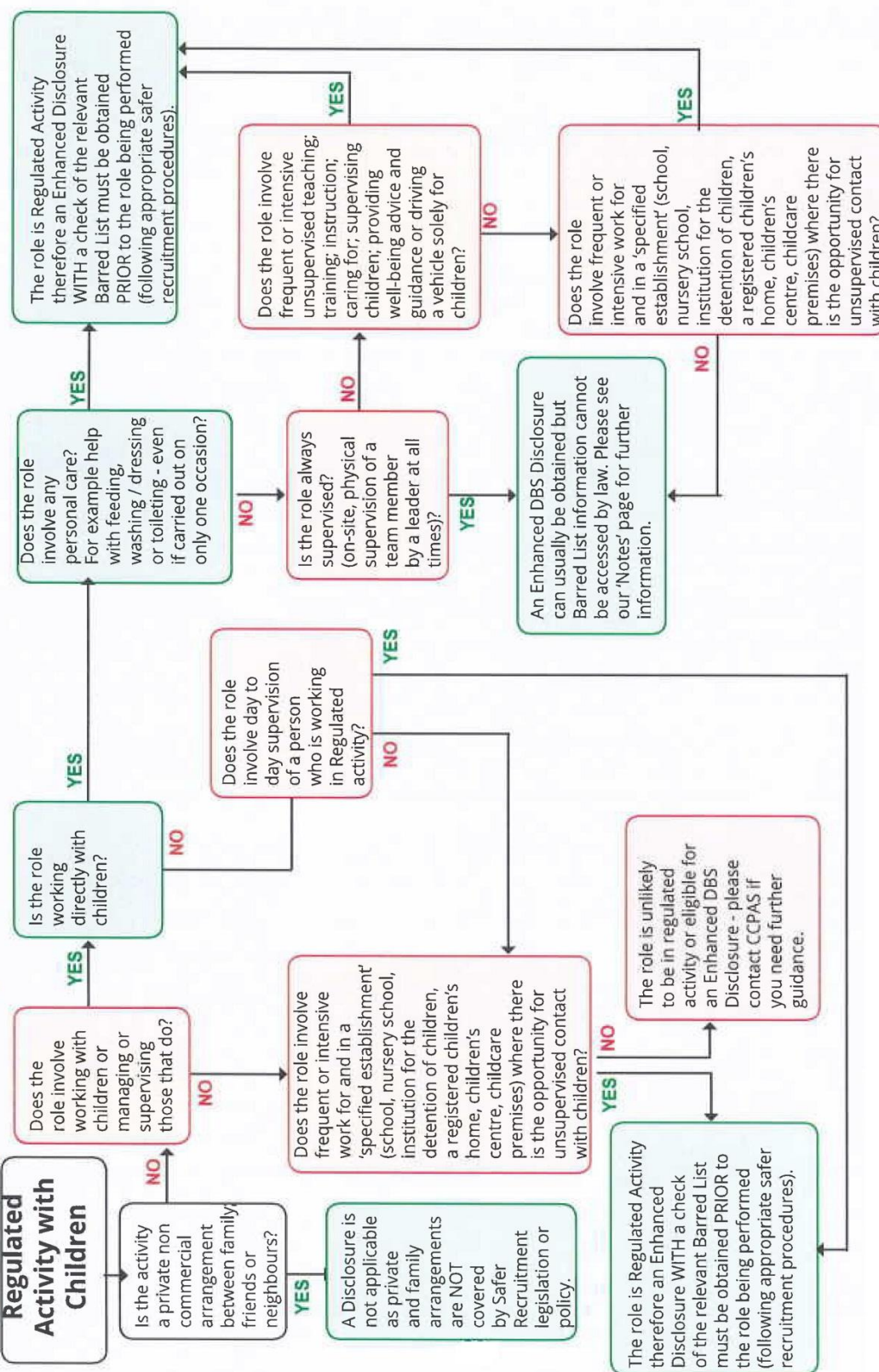
- A. Regulated Activity Flow Table
- B. A Safer Recruiting Policy Statement
- C. Behaviour Code for Adults Working with Children, Young People & Adults At Risk
- D. Supervision of Choristers
- E. Recording Concerns or Reports of Child Abuse form
- F. Whistleblowing Policy



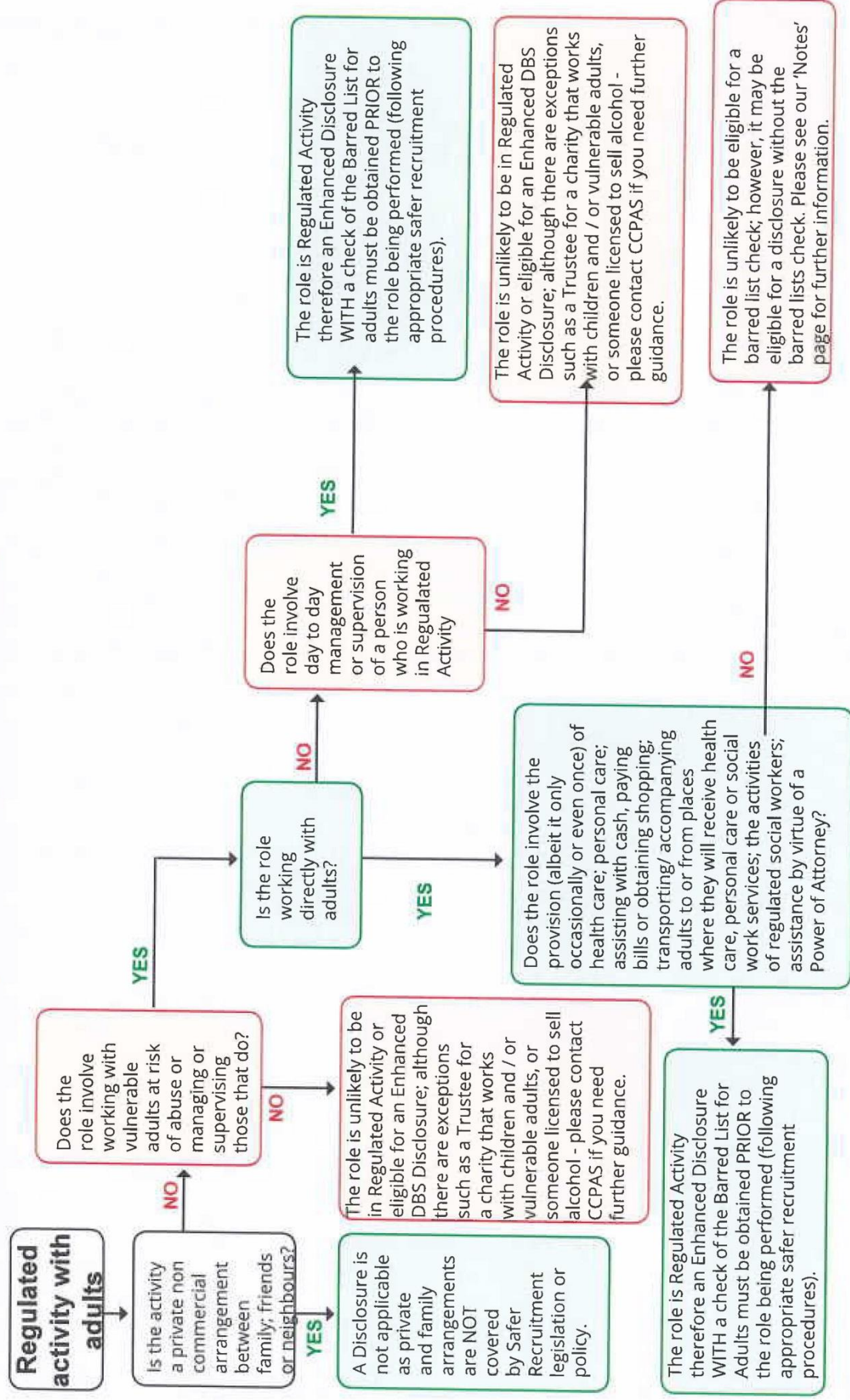
## REGULATED ACTIVITY FLOW TABLES

(Please note: The implementation of The Protection of Freedoms Act is incremental and therefore these tables are subject to change – guidance should be sought from the CSO.)

### Regulated Activity Decision Making Flowchart For Children



## Appendix 5- Regulated Activity Decision Making Flowchart For Adults



## Regulated Activity Decision Making Flowchart Notes

**Adults** - If an applicant is not in Regulated Activity but works with adults who may be vulnerable then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

The worker may still be able to have an enhanced check (without a check of the barred list) if they are a Trustee of a charity that works with adults at risk or are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care and they are giving care, supervision, treatment, therapy, advocacy, transportation, teaching, advice, guidance and/or assistance in a group aimed at adults who need help because of their age, illness, disability or live in certain types of accommodation such as a prison, remand centre, residential care home etc. Workers employed in a care home who are not in Regulated Activity will be eligible for an Enhanced check. A recent example of workers not eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in Regulated Activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check.

**Children** – If you have worked through the Regulated Activity Flowchart and determined that an applicant is not in regulated activity but they supervise, teach, train, instruct and/or care for children, or provide advice/guidance on well-being or drive a vehicle only for children on more than one occasion then they are eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

There is eligibility for an enhanced check (WITH a check of the barred lists) where a person lives in a household of someone who is working in regulated activity with children and who carries out some/all work from home.

A trustee of a charity that works with children is eligible for an Enhanced DBS check.

\*This only applies if the member of the household has opportunity for contact with the children- they are not in regulated activity but the barred listed can still be checked. This is an exception to the rule.

**Definitions:** Health Care is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care. Psychotherapy and counselling are included when provided by or referred by a health care professional or a social services placement/referral. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed at least once a week, or four or more days in a 30 day period, or overnight they could be eligible for an enhanced DBS check without a check of the barred list/s. Please contact CCPAS for specific advice.

Personal Care (Adults) is defined as those who provide or prompt an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability, these would all be in Regulated Activity (except in circumstances where a hairdresser or a person cuts the hair of an adult).

Personal Care (Children) is defined as physical help with eating, drinking, toileting, washing, bathing or dressing for reasons of age, illness or disability as is prompting, supervision or training when a child is otherwise unable to decide for themselves in relation to any of these personal care activities

Frequently / Intensively for the purpose of Regulated Activity only 'frequently' is once a week or more; 'intensively' is four or more days in a 30 day period or overnight between the hours of 2 and 6am

### Scenarios of Roles and their eligibility basis:

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker would only be in a Regulated Activity if they work every week or more and are not always supervised; or if they are providing personal care to the children e.g. toileting. If this does not

apply they would still be eligible for an enhanced DBS check without a check of the barred lists even if they are always supervised.

- Purely administrative roles i.e. Church Administrator or Treasurer are NOT eligible for a Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive/ accompany church members to their GP surgery or hospital appointments is working in Regulated Activity.
- A luncheon club/foodbank or street outreach whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children frequently or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists - see additional notes above.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

ANNEX B

**Diocese of Chichester's Safer Recruiting Policy**

<https://safeguarding.chichester.anglican.org/documents/category/policy/>



## ANNEX C

### **Behaviour Code for Adults Working with Children, Young People and Adults at Risk**

This Code outlines the expectations of Chichester Cathedral for all those who work or volunteer with children, young people (up to the age of 18 years) and adults at risk. It follows from our determination to ensure that our Cathedral is a place where children, young people and adults at risk can not only be safe, but feel safe. And, it reflects our unwavering commitment to the highest possible standards of safeguarding practice.

Following this code will help to protect children, young people and adults at risk from abuse and inappropriate behaviour from adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them, and will reduce the possibility of unfounded allegations of abuse being made against them.

### **Upholding the Code**

All members of staff and volunteers are expected to report any breaches of this code to the Cathedral Safeguarding Officer or to an alternative contact following the Cathedral's Whistle blowing policy.

Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority social care department.

### **Responsibility of Staff and Volunteers**

When working with children, young people and adults at risk for Chichester Cathedral all staff and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that you may be seen as role models by children, young people and adults at risk, and by their parents or carers. You therefore must act in an appropriate manner at all times and ensure that any breaches of this behaviour code are always brought immediately to the attention of your Line Manager or the Cathedral Safeguarding Officer.

**When working with children, young people and adults at risk, it is important to:**

- **BE AWARE** of the Cathedral's Safeguarding Policy and follow its direction at all times.
- **RECORD** any concerning incidents and give the information to your group leader. Sign and date the record.
- **ALWAYS SHARE** concerns about a child, young person, adult or the behaviour of another worker within your group to the Cathedral Safeguarding Officer.
- **BE AWARE** of the content of your work and the impact it may have.

### **SUPERVISION OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

- **IDENTIFY**, at the outset, the people in the group with designated protection responsibility.
- **ENSURE** there are always at least two adults with any group of children under the age of 18.
- **ENSURE** that the group is appropriately supervised by the appropriate adult to child ratio based on the age of the children. Ideally this should be:

0-2yrs	1 adult per 3 children
2-3 yrs	1 adult per 4 children
4-8 yrs	1 adult per 6 children
9-12 yrs	1 adult per 8 children
13 – 18yrs	1 adult to 10 children

*These ratios are recommended by OFSTED and NSPCC*

**NB:** In a mixed age group the ratio should always be according to the youngest child.

- **ALLOW** the group, if appropriate, to move freely within one room or space but adults should always be aware of the whereabouts of the members of their group. During these times exits should be manned sufficiently by people in the team.
- **AVOID** situations when you could be alone with a child, young person or adults at risk. Always work with or within sight of another adult leaving the door open if you find yourself in a room alone with a child, young person or adult at risk

## **SAFE SPACE**

- **ALWAYS UNDERTAKE** a risk assessment of the space you are using prior to any activity taking place and monitor risks throughout the activity/tour/workshop.
- **ENSURE** equipment is used safely and for its intended purpose.
- **ENSURE** another adult is informed if a child, young person or adult at risk needs to be taken to the toilet – if a parent/carers is present they should take responsibility. Toilet breaks should be organised for young children.
- **DO NOT** go into the toilet cubicle with children, young people or adults at risk. Enable responsible adults and carers to access the toilets as they require.
- **RESPECT** everybody's right to personal privacy.
- **DO NOT** invade anybody's privacy while washing.
- **ANY NECESSARY** First Aid should be administered by a qualified First Aider, ideally with others around.
- **NEVER** allow unknown adults access to children, young people or adults at risk. Visitors should always be accompanied by a known person.
- **ENSURE** if any activity requires travel arrangements that the child, young person, adult at risk and their parents/carers/group leaders are aware of this and it's nature beforehand. ALSO you must have sought prior consent.
- **NEVER** allow strangers to give children, young people or adults at risk lifts.
- **DO NOT** arrange social occasions with children, young people or adults at risk (other than family members or close family friends), outside organised group occasions.

- **IF** you have any real concerns about the behavior of an adult in relation to children, young people or adult at risk visiting the cathedral bring him/her to the immediate attention of the Vergers.

## **PERSONAL BEHAVIOUR**

- **TREAT** all children, young people and adults at risk with respect and dignity.
- **ENSURE** that your own language, tone of voice and body language is respectful and appropriate and not offensive or discriminatory.
- **DO NOT** be overly familiar in your language or behaviour with children, young people or adults or be overly friendly with some at the expense of others.
- **NEVER** act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards children, young people or adults at risk or with other adults when you are with them, or engage in any sexual behaviour at all with children, young people or adults at risk. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles relating with children, young people or adults at risk.
- **DO NOT ALLOW** a child, young person or adult at risk to involve you in excessive attention seeking, especially that which is overtly physical or sexual in nature. It is always your responsibility to maintain appropriate boundaries in your work with children, young people and adults at risk
- **ALWAYS VALUE** the contribution of children, young people and adults at risk, and take their views seriously, actively involving them in planning activities wherever possible.
- **DO NOT** engage in gossip about personal details of children, young people or adults at risk.
- **ALWAYS LISTEN** to and respect children, young people and adults at risk in your charge and act upon any concerns or allegations of abuse.
- **DO NOT** give lifts to children, young people or adults at risk on their own or on your own.
- **NEVER** share sleeping accommodation with children, young people or adults at risk.
- **NEVER** invite a child, young person or adult at risk to your home alone.
- **NEVER** smoke tobacco or vape in the presence of children.
- **NEVER** drink alcohol, take drugs (illegal or prescribed) or have either in your possession, when responsible for children, young people or adults at risk or offer to give or buy them alcohol or drugs.
- **NEVER** make/accept loans or gifts of money from children, young people or adults at risk.
- **ENSURE** your mobile phone is locked away or if it is about your person it has a security lock which is not known or seen by children, young people, or adults at risk.



## **PHYSICAL CONTACT**

- **BE AWARE** of the age and stage of development of who you are working with and ensure any physical responses are appropriate for the age and needs group concerned.
- **AVOID** physical contact with a child, young person or adult at risk (eg to help with dressing up). Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body.  
BE AWARE that SAFE TOUCH as outlined by the NSPCC is as follows:
  - **NECESSARY:** Are you sure that demonstration or verbal instruction is not adequate?
  - **PERMITTED:** Permission for contact has been sought and given. Ask if you can touch and accept permission may be refused
  - **CLEAR:** Tell the child, young person or adult at risk where you are going to touch and how you will touch
  - **CONTEXTUAL:** Explain why you are going to touch
- **NEVER** touch a child, young person or adult at risk inappropriately or obtrusively.
- **RESPOND** warmly to a child, young person or adult at risk who needs comforting, but make sure there are other adults around.
- **ONLY** hold a lost child's hand if offered and in order to lead them safely to another public space.
- **IF** a child wants to hold your hand take it but then pass the child to the responsible adult or to a friend of the child as soon as possible.
- **ENSURE** if any activity requires physical contact that the child, young person or adult at risk and parents are aware of this and it's nature beforehand. For example, do not engage or allow play of rough, physical or sexually provocative nature.

## **MANAGING BEHAVIOUR**

- **ALWAYS** use positive methods of managing behaviour - eg good natured encouragement, positive comments, appropriate humour, being engaging, interesting and inspiring. Lead by example and use distraction methods if appropriate.
- **NEVER** use any form of physical punishment.
- **DO NOT** act in a way that can be perceived as threatening or intrusive.
- **DO NOT** scapegoat, ridicule or reject a child, young person or adult at risk (or groups thereof).
- **AVOID** showing favouritism to any individual or group.
- **DO NOT ALLOW** children, young people or adults at risk to behave in sexually provocative or suggestive ways with each other.
- **NEVER** have a physically or emotionally intimate relationship with a child, young person or adult at risk.  
NB This is a criminal risk.

- **DO NOT PERMIT** abuse in peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- **IF** a child, young person or adult at risk arrives and is clearly under the influence of alcohol or drugs summon additional help immediately (eg Vergers or Police).
- **IF** a person is harming themselves, another person or property and not responding to your instructions escort other children, young people or adults at risk away from the area to safety and ensure they are properly supervised and call for help.

### **ELECTRONIC COMMUNICATIONS (Social Networking Sites, Messaging and E mails)**

- **IF** you need to communicate with children, young people or adults at risk this should be done through the parents/carers or school or organization and will be organized by the appropriate member of staff.
- **DO NOT** give your personal phone number (landline or mobile) or email address to children, young people or adults at risk.
- **DO NOT** befriend a child, young person or adult at risk on any social networking site.

### **PHOTOGRAPHY**

- **THE** Cathedral is a public building accessible to members of the general public who might choose to take photos of the children, young people or adults at risk while they are on site, particularly if they are dressed in costume and doing drama workshops or taking part in role –play or a performance in the Cathedral. School teaching staff/group leaders will be made fully aware of this (through the Learning and Engagement Department Bookings Guidelines document).
- **IN** the case of schools the visiting school/organisation staff will be very aware of any individual in their group who, for whatever reason, is not allowed to be photographed and it is therefore the duty of the teacher/parent/carer/group leader to make sure this does not happen. (Such an individual may not be permitted to go on the trip in the first place if it is considered too risky). The onus is on the school and group leader to enforce what their policy is on photos.
- **CATHEDRAL** performances and services are open to the public and visiting schools/groups of children, young people and adults at risk will be reminded about this on booking. Staff and volunteers may be asked to politely request visitors do not take photos. However, it must be remembered, the Cathedral is a public place and taking photos is allowed generally so we are relying on good will and such a request is not enforceable.
- **THE** Learning and Engagement Department has a photography policy for students attending a special event e.g. Gifted and Talented Days, school Friends Services, A level Days etc. which is to have a consent form completed and for the Learning and Engagement Team to be aware of any pupils who can't be photographed.
- **ALWAYS** obtain written consent for any photographs/videos to be taken, shown or displayed.

## Behaviour Code for Adults Working with Children, Young People and Adults at Risk

*I have read, understand and agree to abide by the behaviour code set out above.*

Signed.....

PRINT NAME.....

Line Manager .....

Date .....

✂-----

**PLEASE LEAVE THIS SIGNED SLIP WITH YOUR LINE MANAGER**

## Behaviour Code for Adults Working with Children, Young People and Adults at Risk

*I have read, understand and agree to abide by the behaviour code set out above.*

Signed.....

PRINT NAME.....

Line Manager .....

Date .....

## **ANNEX D**

### **SUPERVISION OF CHORISTERS**

1. While in the Song School and Cathedral choristers are under the control of the Organist & Master of the Choristers, or in the Organist's absence the Assistant Organist, and when in the school they are part of the boarding community, supervised by the Head, teachers and matrons.
2. For practices and services choristers line up at the western end of the Memorial Garden. They are not normally allowed to move off until all are present. They then proceed together, under the supervision of a member of staff and without interruption, through the Memorial Garden gate and the West Door of the Cathedral to the Song School, where they come into the care of Cathedral staff. Any latecomers will be escorted across by a member of staff.
3. When they return to the school they line up at the foot of the Song School and process, without interruption, into the school. They are accompanied, from most of the services, by an approved member of the school or cathedral staff.
4. Parents meeting choristers after services should do so at the school after the choristers have returned and not whilst they are still in the Cathedral.
5. Choristers are not allowed to go to or from the Cathedral alone.
6. Choristers are not allowed to leave the school premises except when accompanied by an authorised person, and only after permission has been given by the matron and the teacher on duty or the Head. They must report in and out to the matron or teacher on duty.
7. The Organist & Master of the Choristers, or in the Organist's absence the Assistant Organist or, in rare circumstances, the Organ Scholar, is responsible for the supervision and well-being of the choristers during choir practices and services.
8. All choral services at which choristers sing will be attended by a member of Prebendal staff. (A revised timetable is in operation as from September 2020, due to the Coronavirus pandemic.) The Organist or Assistant Organist will escort choristers to the lavatory in the north transept 10 minutes before the start of services. These facilities will cease to be available when improvement works begin, so the toilets in the former café will be used. Where it is necessary for choristers to leave the Cathedral to use the lavatory, the supervising staff member from Prebendal will escort choristers to the toilets; the Organist or his deputy will remain in the Cathedral and supervise choristers there. A seat will be permanently reserved for a staff member close to the Presbytery, or with a view of the choir from the nave or nave aisle, such that easy egress and observance of distancing rules is possible. If a chorister should become ill during a service, he should report to the staff member, and will be escorted away from the choir if necessary. If a second chorister needs to leave while the staff member is occupied with the first, a vergers will assist, and contact Prebendal as necessary.
9. Between the 2 Eucharist services on Sunday mornings, the choristers will return to Prebendal.
10. Before other services, choristers may go to the lavatory unaccompanied, but always in groups.
11. Choristers are to be briefed on fire precautions, and a fire drill for escaping from the Song School is to be conducted once a year at the beginning of the school year.
12. Visiting choirs are responsible for making their own arrangements for supervision of children. The Liturgy and Music Administrator is to brief them on the Cathedral Safeguarding organisation in the notes to visiting choirs.
13. On no account must gifts be given to individual choristers by a member of the congregation. Gifts to the choristers as a group (eg Easter eggs), must first be discussed with the Organist.

ANNEX E

**RECORDING CONCERNS or REPORTS OF CHILD ABUSE**

**(See example on next page)**

<b>Date:</b>	<b>Time:</b>	<b>Where child talked to you:</b>
<b>Child's Name:</b>	<b>D.O.B</b> <b>Age:</b>	<b>Address:</b>
<b>What has happened? What was the context?</b> <b>What did the child say? (Use child's own words).</b> <b>When and where the incident occurred?</b>		
<b>What action did I take?</b>		
<b>Signed</b>	<b>Positon/Role</b>	<b>Date</b>

**NB Give a copy to the Cathedral Safeguarding Officer, Barbara Storer**

**Keep a copy for yourself**

**Example of effective recording of child protection concerns**

<b>Date:</b> 23.6.12	<b>Time:</b> 10.02am	<b>Where child talked to you:</b> KS1 Building
<b>Child's Name:</b>  Jane Smith (JS)	<b>D.O.B</b> 12.3.06 <b>Age:</b> 6 years	<b>Address:</b> 12.....
<b>What has happened? What was the context?</b> <b>What did the child say? (Use child's own words).</b> <b>When and where the incident occurred?</b>  JS has been a pupil in my class since Sept 2011. When JS was getting changed for PE after first break today, I saw a red mark on her right shoulder which looked like a bite mark. I could see what appeared to me to be teeth impressions in the skin. I asked her how she got the mark and she said that 3 days ago she was bitten by her mother. JS said she was not wearing any clothes at the time		
<b>What action did I take?</b>  I didn't ask any more questions, told her that I needed to tell someone else what she had told me and asked JS to go back and play in PE. I then reported the matter to ..... I then made this note of what JS said to me.		
<b>Signed</b>	<b>Positon/Role</b>	<b>Date</b>

## ANNEX F

### **Whistle-blowing Policy**

#### **Introduction**

This policy applies to all employees of Chichester Cathedral.

It is important to the Cathedral that any fraud, misconduct or wrongdoing by its employees is reported and properly dealt with. The Cathedral, therefore, encourages its employees to raise any concerns that they may have about the conduct of others when performing their duties. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with. It is not designed to question business or financial decisions taken by the Cathedral or to reconsider any matters which have already been addressed under disciplinary, grievance, complaint or other procedures. It is not a variation on the grievance procedure.

#### **Background**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in good faith by an employee who has a reasonable belief that:

- a criminal offence;
- an act creating risk to health and safety;
- a miscarriage of justice;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The employee has no responsibility for investigating the matter - it is the Cathedral's responsibility to ensure that an investigation takes place.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

#### **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue.
- No employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because he/she has raised a legitimate concern.
- Victimisation of an employee for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the Cathedral's disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to the Communar and Executive Director or a non-executive member of Chapter.

## Procedure

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her own contract has been, or is likely to be, broken, he/she should use the Cathedral's grievance procedure.

(1) In the first instance any concerns should be raised with the employee's line manager (unless the employee reasonably believes his/her line manager to be involved in the wrongdoing, or does not wish to approach his/her line manager for any other reason). If he/she believes the line manager to be involved, or for any reason does not wish to approach the line manager, then the employee should proceed straight to stage 3.

(2) The line manager will arrange an investigation of the matter (either by investigating the matter him/herself or immediately passing the issue to someone in a more senior position). The investigation may involve the employee and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. The employee's statement will be taken into account, and he/she will be asked to comment on any additional evidence obtained. The line manager (or the person who carried out the investigation) will then report to the Communar and Executive Director and Chapter, which will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the Communar and Executive Director or non-executive member of Chapter will start the disciplinary procedure. On conclusion of any investigation, the employee will be told the outcome of the investigation and what Chapter has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

(3) If the employee is concerned that his/her line manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to Chapter, he/she should inform the Communar and Executive Director or a lay member of Chapter, who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make his/her own report to Chapter as in stage 2 above. If for any other reason the employee does not wish to approach his/her line manager he/she should also contact the Communar and Executive Director or a non-executive member of Chapter. Any approach to the Communar and Executive Director or non-executive member of Chapter will be treated with the strictest confidence and the employee's identity will not be disclosed without his/her prior consent.

(4) If on conclusion of stages 1, 2 and 3 the employee reasonably believes that the appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- HM Revenue & Customs;
- The Financial Services Authority;
- The Office of Fair Trading;
- The Health and Safety Executive; and
- The Environment Agency.

Names of the current members of Chapter are on the website and their contact details are in Cathedral Folders in Outlook under Cathedral Contacts. Alternatively they may be obtained from The Human Resources Manager (once appointed) or the Chapter Secretary.