



SAFEGUARDING POLICY ARRANGEMENTS

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INTRODUCTION

Safeguarding is a shared responsibility. Everyone involved in the life of the Cathedral has a role to play in creating and maintaining a safe and respectful environment. The Cathedral's safeguarding responsibilities extend to visitors, worshippers, staff, volunteers, contractors and third-party service providers.

Chichester Cathedral is fully committed to the safeguarding and wellbeing of all who come into contact with the Cathedral through its worship, activities and wider work. Safeguarding is a fundamental part of the Cathedral's mission, governance and culture, and the welfare of all, particularly those at risk, is always paramount.

The Cathedral has adopted safeguarding arrangements that align with statutory requirements, Charity Commission guidance and the safeguarding framework of the Church of England. These arrangements are designed to ensure that safeguarding risks are identified, assessed, managed and escalated appropriately, transparently and independently, with clear lines of accountability.

POLICY STATEMENTS AND SCOPE

SCOPE OF THIS POLICY

This Safeguarding Policy has been prepared in consideration of the responsibilities set out in the Church of England's guidance. These policies commit the Cathedral to specific actions and standards designed to promote safer environments, support appropriate behaviour, and reduce the risk of harm to all who come into contact with the Cathedral.

The Chapter commits to safeguarding the welfare of all those who come into contact with the Cathedral through its worship, pastoral life, governance, operations, employment, volunteering, education, events, fundraising, and visitor activity. Safeguarding is not undertaken in isolation but forms part of an integrated approach to risk management, wellbeing, and good conduct, supported by a broader framework of policies and procedures, detailed below, designed to keep people safe, treat people with dignity and respect, and address concerns appropriately when they arise. The Chapter commits to ensuring that:

- Safeguarding is embedded across the Cathedral's full range of activities and is understood as the responsibility of all clergy, staff, volunteers, contractors and third-party providers¹.
- Risks to people's safety, dignity and wellbeing are identified, assessed and managed through a coordinated framework of risk assessment.
- Concerns, allegations or behaviours that may cause harm are addressed promptly and proportionately through the most appropriate process, including safeguarding procedures, Health and Safety arrangements, human resources processes, complaints handling, disciplinary procedures or other relevant pathways.
- Appropriate and proportionate safeguarding training is provided to all those with a role within the cathedral community, including office holders, staff, volunteers, trustees, committee members, musicians, key partners and regular contractors.
- For those who do not hold a role requiring formal training, such as members of the congregation or wider community, the Chapter ensures that safeguarding information remains accessible through regular updates, briefings, posters and pew notices, so that everyone is aware of how to access support and raise concerns.
- Appropriate oversight, assurance and review of this integrated approach, so that safeguarding, wellbeing and good conduct are consistently promoted across all areas of Cathedral life by appointing an executive member and a non-executive member of The Chapter to oversee safeguarding matters.

¹ The Cathedral's safeguarding responsibilities extend to contractors and third-party service providers. The level of safeguarding expectation will be applied on a proportionate, risk-based basis, considering the nature of their contact with others, particularly children, young people and vulnerable adults, and the extent to which they are acting on behalf of the Cathedral. Where contractors have direct or unsupervised contact with children, young people or vulnerable adults, appropriate safeguarding controls will be applied. Where contact is incidental or limited, the Cathedral will ensure clear conduct expectations, appropriate supervision and access to reporting routes.

- The Chapter maintains and applies policies that support this integrated safeguarding approach, including, but not limited to:
 - Absence Management Policy;
 - Anti-Bullying and Harassment Policy
 - Behaviour Code (Adults working with children, young people or vulnerable adults);
 - Capability Policy;
 - CCTV Policy;
 - Codes of Conduct (General);
 - Complaints and Feedback Policy;
 - Conflicts of Interests Policy (including gifts & hospitality)
 - Data Protection, Privacy and Information Sharing arrangements;
 - Equality, Diversity and Inclusion Policy;
 - Fundraising Policy and related ethical standards;
 - Grievance and Disciplinary Procedures;
 - Lone Working Policy;
 - Low Level Concerns Process;
 - Modern Slavery Policy;
 - Safer Recruitment Policy
 - People Management processes;
 - Sexual Harassment Policy;
 - Health and Safety Policy;
 - Whistleblowing Policy.
- These policies operate together to provide clear, accessible and multiple routes for raising concerns, enabling individuals to speak up safely and ensuring that matters are escalated and managed at the appropriate level.

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

While the Cathedral is committed to safeguarding the welfare of all those who come into contact with its life and work, it recognises that children, young people and adults who may be vulnerable are entitled to a particular level of care, protection and attention.

In these circumstances, the Cathedral has a heightened responsibility to act proactively and protectively, recognising the increased risk of harm and the potential imbalance of power that may exist. Where the Cathedral's activities involve children, young people or vulnerable adults, or where concerns relate specifically to them, the safeguarding principles set out below apply and will be followed in line with the safeguarding guidance and regulatory framework of the Church of England.

Therefore:

- a) The Chapter will ensure that all members of the Cathedral Clergy, staff, volunteers, contractors, third parties and congregations take appropriate responsibility for safeguarding children, young people and vulnerable adults within the Cathedral community, and will offer and monitor appropriate training and ensure appropriate safeguarding policies are in place.
- b) The Chapter will ensure that recruitment for all clergy, lay ministers, staff and volunteers complies with the Church of England's *Safer Recruitment and People Management Guidance* (2021).
- c) The Chapter requires all clergy and staff to listen to and respond promptly to safeguarding concerns, allegations or disclosures, in line with the House of Bishops' guidance.
- d) The Chapter expects all clergy and staff to cooperate appropriately with statutory agencies during any investigation that occurs concerning a member of the Cathedral community.
- e) The Chapter will ensure that appropriate pastoral care is provided for survivors of abuse, in line with the Church of England's *Responding Well to Victims and Survivors of Abuse* (2021).
- f) The Chapter will ensure that appropriate pastoral care is provided for those who are the subject of concerns or allegations and other affected persons.
- g) The Chapter will ensure that the Cathedral Safeguarding Team is appropriately resourced to effectively manage and support individuals who may present a risk to others in the cathedral, in line with the guidance and advice of the Diocesan Safeguarding Team and any relevant external agencies.
- h) The Chapter will ensure that safeguarding risk assessments, policies and procedures are implemented and updated appropriately and at least annually.
- i) The Chapter will ensure the safe storage of records.
- j) The Chapter maintains an agreement with clear lines of accountability between the Cathedral and the Prebendal School in relation to the choristers.

KEY PRINCIPLES STATEMENT (KPS)

Independence is essential to the effective management of safeguarding risk. Safeguarding matters can involve sensitive judgements, potential conflicts of interest and the need for timely escalation. Enabling the Cathedral Safeguarding Officer and the Diocesan Safeguarding Officer to make operational safeguarding decisions independently of cathedral officers ensures that those decisions are based solely on risk, evidence and safeguarding guidance.

In the cathedral, the Chapter has determined that:

The Cathedral Safeguarding Officer, Diocesan Safeguarding Officer, and any diocesan safeguarding team members who act as the designated safeguarding professionals for the Cathedral shall have full delegated authority to make safeguarding decisions independently of the Dean and Chapter in relation to all key safeguarding functions, including but not limited to:

- a) escalating incidents to the Diocesan Safeguarding Officer, National Safeguarding Team, statutory authorities and the Charity Commission;
- b) advising on the suspension of clergy (as agreed with the DSO) and other Church officers in safeguarding matters;
- c) investigating and/or commissioning investigations into safeguarding incidents if appropriate (and compliant with CoFE guidance);
- d) ensuring that risk assessments and associated plans for Church officers (as agreed with the DSO) and members of the congregation are in place where appropriate;
- e) supporting complainants in safeguarding-related issues.

SAFEGUARDING STANDARDS

The Cathedral works in close partnership with the Diocese of Chichester to ensure that safeguarding arrangements reflect best practice and are consistent with Church of England guidance and statutory expectations. Through this partnership, the Cathedral benefits from independent professional safeguarding expertise and robust oversight.

This policy is underpinned by the National Safeguarding Standards issued by the National Safeguarding Team and applies the relevant guidance produced for bishoprics and cathedrals. It sets out the Cathedral's approach to safeguarding, the roles and responsibilities of those involved, and the principles that guide safeguarding decision making and risk management.

The Five Standards are:

1. **Culture, Leadership and Capacity:** Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.
2. **Prevention:** Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.
3. **Recognising, Assessing and Managing Risk:** Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.
4. **Victims and Survivors:** Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

5. **Learning, Supervision and Support:** All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

SAFEGUARDING INDEPENDENCE WITHIN THE POLICY

The policy incorporates a significant level of independence in safeguarding risk management by clearly delegating operational safeguarding authority to qualified safeguarding professionals who act independently of cathedral officers and governance bodies. The Cathedral Safeguarding Officer and Diocesan Safeguarding Officer are empowered to assess risk, make safeguarding decisions and take appropriate action based on professional judgement, evidence and safeguarding guidance, without influence from operational, pastoral or organisational considerations within the Cathedral.

This independence is reinforced through formal arrangements with the diocese, including a Service Level Agreement, which ensures safeguarding advice, escalation, investigation and risk management are provided by professionals who are structurally and operationally separate from the Cathedral's day-to-day leadership and management. This approach strengthens objectivity, supports robust risk assessment, and provides assurance that safeguarding risks are identified, managed and escalated in line with Church of England guidance, statutory responsibilities and Charity Commission expectations. While Chapter retains overall accountability for safeguarding, this is exercised through structured, regular reporting by the CSO to the executive and non-executive Chapter Safeguarding Leads, ensuring effective oversight while maintaining independent operational decision making as a core safeguard within the Cathedral's risk management framework.

COMMITMENT TO SAFEGUARDING IN FUNDRAISING

- a) Chichester Cathedral (and all associated fundraising entities) follow the Fundraising Regulator's Code of Fundraising Practice and all relevant UK legislation.
- b) All our staff and volunteers with direct responsibility for fundraising adhere to a clear Fundraising Policy.
- c) Our fundraising materials and communications are easy to understand.
- d) Our fundraising processes are designed to ensure that no fundraising practices exploit an individual's vulnerability, limited knowledge, or reduced capacity to give informed consent

SAFEGUARDING CONTACTS

Please see our website for the most up to date [safeguarding contacts](#).

Contact details for the Diocesan Safeguarding Officer are available alongside Cathedral safeguarding contacts.

REPORTING PROCEDURE

WHAT IS A CONCERN?

A concern is anything that causes you to feel worried, unsure or uncomfortable about a situation, behaviour or person within the Cathedral community.

Concerns can relate to a wide range of issues, including physical safety, health, wellbeing, behaviour, pastoral need or safeguarding. Some concerns are managed through health and safety processes, pastoral care or employment procedures. Others may need to be considered under safeguarding procedures. At the point of reporting, you do not need to decide which applies.

The most important thing is that concerns are **shared promptly** and with the right people. Doing so allows the Cathedral to respond proportionately, provide appropriate support, and ensure that risks are identified and addressed at an early stage.

In any emergency or if a person is at immediate risk of serious harm, the person who has the concern must phone the Police, using 999 or phone the relevant care services.

If the Cathedral Safeguarding Officer is unavailable (for example during leave), safeguarding concerns must be reported directly to the Diocesan Safeguarding Officer. If there is any doubt, individuals should act to ensure immediate safety and seek advice at the earliest opportunity.

SAFEGUARDING CONCERN RELATING TO ABUSE OR INAPPROPRIATE CONDUCT

A safeguarding concern arises where there is a concern, allegation or disclosure of abuse or inappropriate conduct that may place a child, young person or vulnerable adult at risk of harm. This includes concerns about the behaviour of a church officer or representative of the Cathedral, as well as concerns involving individuals who do not hold a formal role within the Church, but whose actions may still constitute a safeguarding matter.

Safeguarding concerns must be referred to the Cathedral Safeguarding Officer, who is responsible for triaging the concern, determining whether it meets safeguarding thresholds, and making any necessary referrals to statutory agencies or the Diocesan Safeguarding Officer. The Cathedral Safeguarding Officer also provides guidance on how to respond appropriately to concerns or allegations and advises on next steps.

SAFEGUARDING CONCERNS

Examples include concerns, allegations or disclosures of abuse, or inappropriate behaviour that may place someone at risk of harm, particularly involving a church officer or Cathedral representative.

These concerns **must be referred** to the Cathedral Safeguarding Officer.

The Cathedral Safeguarding Officer will triage the concern, determine whether it is a safeguarding matter, make any necessary referrals, and provide guidance on immediate and next steps. This includes advising how to respond where the individual concerned does not have a formal role within the Church.

Outcome: safeguarding management in line with Church and statutory guidance.

Support for individuals

Where a safeguarding concern is reported, appropriate support will be offered to those affected, including victims and survivors, in line with Church of England guidance. This may include

pastoral support, signposting to specialist services, and ongoing communication regarding the management of the concern, as appropriate.

LOW LEVEL CONCERNS

Examples include behaviours or situations that fall below expected standards but do not meet the threshold for a safeguarding concern. For example, poor boundaries, inappropriate language, or people presenting in particularly agitated or distressed states which could be a concern for the individual themselves or the welfare of a member of the wider community. These may indicate emerging risk.

Low level concerns do not involve allegations or disclosures of abuse but may highlight patterns that require attention.

All low-level concerns should be reported promptly via the low-level concern reporting process.

The Cathedral Safeguarding Officer will review the concern, consider any patterns, and determine whether it requires escalation. They will advise on proportionate management and next steps.

Outcome: early intervention and proportionate management, with escalation where required in line with Church and statutory guidance.

Low-level concerns must always be reported and not managed informally. Individually, these concerns may appear minor; however, when considered collectively, they can indicate patterns of behaviour that require escalation. Prompt reporting enables early intervention, appropriate monitoring, and effective safeguarding risk management.

WHAT IS NOT SAFEGUARDING

Not all concerns raised within the Cathedral community require referral to the Cathedral Safeguarding Officer or Safeguarding Team.

Many concerns relate to general safety, welfare or wellbeing and should be managed through established Cathedral policies and support pathways rather than the safeguarding process. These include concerns about building safety, accidents or hazards, mental health or emotional wellbeing, pastoral needs, or behaviour that is unpleasant or discourteous, where there is no indication of risk, abuse or harm.

These concerns are still taken seriously and should always be reported or discussed using the most appropriate pathway, but they do not amount to safeguarding unless there is evidence or suspicion of abuse, neglect or exploitation. If you are unsure which route to take, you can seek guidance from a member of the Cathedral Safeguarding Team, who can help you decide the most appropriate next steps and ensure the concern is handled proportionately and supportively. See the 'Reporting Pathways at a Glance' section of this policy.

Safeguarding procedures apply where there is a concern, allegation or disclosure of abuse, or risk of harm, particularly involving a church officer or representative of the Cathedral, or where children, young people or vulnerable adults may be at risk.

SAFEGUARDING CONCERN REPORTING PROCESS

Safeguarding is everyone's responsibility; therefore, this procedure applies to all clergy, staff, volunteers, contractors and members of the congregations and Cathedral community.

In an emergency or if a vulnerable person is at immediate risk of serious harm, the person who has the concern must phone the Police, using 999, or phone the relevant care services.

1. The Reporter

(This may be a member of the public, volunteer, staff member, or member of the congregation)

All individuals are expected to follow this process in line with their safeguarding training.

If you have a safeguarding concern, allegation or disclosure:

- ⇒ You do not need to decide whether it is “serious enough”.
- ⇒ Your role is to report, not to investigate.
- ⇒ Listen calmly, take the concern seriously, and do not promise confidentiality.

You should report the concern as soon as possible, ideally to a member of the Safeguarding Team (as defined in this policy), or directly to the Cathedral Safeguarding Officer.

This includes low-level concerns, which must also be reported via the LLC process.

If they are not available, you can report the concern to any member of Cathedral staff, who will take responsibility for passing it on.

2. The Report Receiver

(This may be any member of staff, not necessarily part of the Safeguarding Team)

If someone reports a safeguarding concern to you:

- ⇒ Take the concern seriously and treat it sensitively.
- ⇒ Do not investigate.
- ⇒ Reassure the person that the concern will be passed on appropriately.

You must pass the concern to the **Cathedral Safeguarding Officer**, or to a **member of the Safeguarding Team**, as soon as possible and **within 24 hours** of receiving it.

If the Cathedral Safeguarding Officer is unavailable, the concern must be escalated directly to the Diocesan Safeguarding Officer or Diocesan Safeguarding Team without delay.

3. The Cathedral Safeguarding Team

(Including members of the Safeguarding Operational Subgroup)

On receipt of a safeguarding concern, the Safeguarding Team will:

- ⇒ Ensure a **written record** ([1.3.1 Making a written record](#)) is made within 24 hours, making note of the following:
 - the nature of the concern, allegation or risk;
 - the names of the people involved;
 - contact details for the person reporting the concern or allegation; and
 - information on whether there are other individuals or dependants that may be at risk, for instance children and young people.

- ⇒ Record what happened, who was involved, what was said, when and where the concern arose, and any immediate actions taken.
- ⇒ Ensure contact details are captured accurately.
- ⇒ Complete the safeguarding referral form or safeguarding referral document.
- ⇒ Email the completed documentation to safeguarding@chichestercathedral.org.uk

4. The Cathedral Safeguarding Officer

The Cathedral Safeguarding Officer is responsible for:

- ⇒ Receiving and triaging all safeguarding concerns.
- ⇒ Determining whether the concern meets safeguarding thresholds.
- ⇒ Following the Church of England safeguarding triage and referral process in line with national guidance.
- ⇒ Making referrals to the Diocesan Safeguarding Team and, where appropriate, to statutory authorities.
- ⇒ Advising on how to respond to concerns involving individuals who do not have a formal role within the Church.
- ⇒ Ensuring all records, emails and related conversations are stored securely on the Cathedral's online case management system.
- ⇒ Working closely with the Diocesan Safeguarding Team to ensure appropriate action is taken.

Where statutory authorities or the police become involved, Chapter and staff will follow the guidance of the Cathedral Safeguarding Officer.

Under section 5a of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs have a duty to comply with the requirements of the code of practice and safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). Failure by a member of the clergy to comply with a requirement under this Code may constitute misconduct. Failure by a reader or lay worker to comply with a requirement may be grounds for the revocation of that reader's or lay worker's licence. Other officers, such as Churchwardens, may be suspended from office for failing to comply with a requirement under the Code. Breaches by trustee bodies, such as a Parochial Church Council (PCC) or a Cathedral Chapter may also trigger an intervention by the Charity Commission.

West Sussex Social Services (Confirmed July 2026):

If your concern is about a child, phone: 01403 229900 (Monday to Friday between 9.00am and 5.00pm). Outside office hours (5.00pm-9.00am weekdays) or at weekends and bank holidays, please call 033 022 26664.

If your concern is about a vulnerable adult, phone: 01243 642121 (between 9.00 am and 5.00 pm). Outside office hours, call the Adult Social Care out of hours manager on 033 022 27007.

REPORTING PATHWAYS AT A GLANCE

If you are unsure which pathway applies, you should report the concern as a safeguarding concern or speak to a member of the Cathedral Safeguarding Team. Concerns will be redirected to the appropriate process where necessary.

PHYSICAL SAFETY CONCERNS

Examples include hazards, accidents, near misses, unsafe conditions in the building or grounds.

Staff should report the concern using the Health and Safety reporting process in line with the Health and Safety Policy, including hazard reporting or accident and incident reporting.

Volunteers should report the concern to a Verger on duty, who will ensure it is logged and reported appropriately.

Outcome: practical action to reduce risk, repairs, investigation and learning under Health and Safety procedures.

WELLBEING AND PASTORAL CONCERNS

Examples include mental or emotional distress, illness, personal difficulty, or the need for pastoral support.

You can speak to a member of the clergy or the Day Chaplain or be signposted to one of the city's support services.

Day Chaplains, members of the Safeguarding Operational Subgroup also offer guidance and support, including Mental Health First Aid advice and access to support contacts.

CONCERNS ABOUT BEHAVIOUR

Examples include unpleasant, rude, inappropriate or concerning behaviour by someone within the Cathedral community that does not constitute abuse.

Concerns can be raised through the HR pathway, by emailing hr@chichestercathedral.org.uk, discussing with your line manager or team leader, or shared with a member of the senior team who can look into the matter.

Outcome: management or pastoral response, mediation, or formal HR processes where appropriate.

If you are an employee and feel that your concern has not been appropriately addressed, you may raise a formal grievance under our [Grievance Policy](#).

Outcome: pastoral support, reassurance, listening, and signposting to appropriate help.

WHISTLEBLOWING

If you have information and reasonably believe that one or more of the following matters is happening, has taken place, or is likely to happen in the future:

1. a criminal offence (including fraudulent and corrupt behaviour, e.g., theft, fraud or malpractice)
2. a miscarriage of justice;
3. an act creating risk to health and safety;
4. an act causing damage to the environment;
5. a breach of any other legal obligation;
6. sexual harassment;
7. unethical behaviour;
8. concealment of any of the above.

Please refer to the Whistleblowing Policy.

The Whistleblowing Officer at Chichester Cathedral is the Head of HR.

CATHEDRAL SAFEGUARDING GOVERNANCE

ROLES

All clergy, staff and volunteers are required to complete safeguarding training appropriate to their role, enabling them to recognise concerns, respond appropriately to disclosures, and follow the Cathedral's reporting procedures. This includes understanding how to listen, record basic information, explain the limits of confidentiality, and pass concerns promptly to the Cathedral Safeguarding Officer.

Entity / Role	Key Responsibilities
Cathedral Safeguarding Team	Definition of the Safeguarding Team For the purposes of this policy, the "Safeguarding Team" refers to those individuals authorised to receive safeguarding concerns and support the reporting process. This includes the Cathedral Safeguarding Officer (CSO), members of the Safeguarding Operational Subgroup (SOS), and other designated individuals identified in Cathedral safeguarding communications and materials (Appendix 4). All members of this group are trained to receive concerns and ensure they are passed promptly to the CSO for triage and decision-making. Members of the Safeguarding Team provide an accessible and supportive first point of contact within the Cathedral community. Their responsibilities are to: 1. Receive safeguarding concerns, allegations or disclosures in a calm, supportive and appropriate manner. 2. Ensure that concerns are taken seriously and not dismissed, minimised or investigated locally. 3. Make an accurate and timely written record of the concern, including key details such as who, what, when and where. 4. Pass all safeguarding concerns promptly to the Cathedral Safeguarding Officer (CSO) without delay, and within 24 hours. 5. Seek advice from the CSO or Diocesan Safeguarding Officer (DSO) where there is uncertainty about how to respond. 6. Support individuals in reporting concerns, including reassuring them and explaining next steps. 7. Maintain appropriate confidentiality, sharing information only on a need-to-know basis in line with safeguarding and data protection requirements. 8. Follow Cathedral safeguarding procedures and attend required safeguarding training. Members of the Safeguarding Team do not: • Investigate safeguarding concerns • Make safeguarding decisions or determine outcomes • Replace the role of the Cathedral Safeguarding Officer All safeguarding decision-making, risk assessment, and referrals remain the responsibility of the Cathedral Safeguarding Officer and, where appropriate, the Diocesan Safeguarding Officer.

The Dean	The Dean will: 1. Have an oversight of the activities that are the responsibility of the Chapter, particularly involving children and vulnerable adults. 2. Inform and work in co-operation with the CSO and DSO in the event of allegations, suspicions or disclosures of abuse, and ensure that those who may present a risk to children, young people and vulnerable adults are effectively managed. 3. Encourage a culture of safety and vigilance. 4. Ensure the provision of an annual report to the bishop on safeguarding policy, procedures, practice and review in the Cathedral.
The Communar/COO	1. Champions embedding of safeguarding across Cathedral operations 2. Supports the integration of safeguarding within governance, risk, HR and operations. 3. Acts as link between safeguarding activity and wider organisational leadership 4. Serves as Deputy Chair of SOS, supporting with coordination and delivery 5. Promotes culture of early reporting, shared responsibility and improvement.
Cathedral Safeguarding Officer (CSO)	1. Attends meetings of the Diocesan Safeguarding Advisory Panel as required and otherwise receive papers and subsequent briefings from a member of the Diocesan Safeguarding Team. 2. Notifies the DSO of any concern or allegation of a safeguarding nature related to a Cathedral volunteer, staff member, clergy person or other office holder in line with the Cathedral Safeguarding Policy. 3. Submits any Serious Incident Reports (in relation to safeguarding) to the Charity Commission on behalf of Chapter 4. Oversees the management of the attendance agreements. 5. Oversees the secure maintenance of the safeguarding records. 6. Chairs and manages the administration of the Safeguarding Operational Sub-Committee. 7. Prepares reports and presents to the Cathedral Safeguarding Advisory Panel. 8. Designs, prepares, and delivers Safeguarding Training as part of the Cathedral's staff and volunteer Development Programme. 9. Maintains comprehensive safeguarding training records for all clergy, staff and volunteers, including monitoring completion rates and ensuring that training is kept up to date in line with Church of England requirements. 10. Conducts regular audits (dip-tests) to verify compliance with Safer Recruitment requirements and to ensure that safeguarding training remains up to date for all roles. 11. The CSO receives insight and reporting through the chairing of the SOS, including oversight of low-level concern trends which may indicate emerging safeguarding risks, and escalates consolidated safeguarding information, including risk register updates, to the CSAP.

Chapter Safeguarding Lead Trustees (CSLT)	1. Support Chapter by taking a governance lead on safeguarding matters. 2. Exercise independent scrutiny of safeguarding policy, practice and assurance reporting. 3. Keep a good watching brief over safeguarding procedures and culture. 4. Support the Chapter in ensuring high standards of safeguarding throughout their work and governance processes. 5. Receive appropriate briefings from the Cathedral Safeguarding Officer (CSO) to maintain an informed understanding of safeguarding operations, while ensuring strict and appropriate handling of sensitive and confidential information.
Cathedral Safeguarding Advisory Panel (CSAP)	1. Advises Chapter regarding the safeguarding of children and vulnerable adults. 2. Has oversight of the effectiveness of safeguarding-related policies and procedures and recommends any necessary revisions or changes to safeguarding policy and practice to Chapter. 3. Develops and oversees implementation of a Strategic Safeguarding Action Plan which will include elements of Safeguarding Training and Learning and Communications as well as reviewing and maintaining regular oversight and taking steps to mitigate the risks itemised in the Safeguarding Risk Register. 4. Promotes a culture of safeguarding in the cathedral and its operations, including online platforms. 5. Ensures the cathedral staff and volunteers follow safer recruitment practices. 6. Reviews and assesses safeguarding training for cathedral staff and volunteers and the Safeguarding Group in line with national policy. 7. Supports staff, volunteers and anyone involved in the Cathedral in whistleblowing regarding unsafe practices and any disclosures. 8. Provides a forum for raising and discussing questions and/or concerns and to provide subsequent advice. 9. The CSAP receives safeguarding reports from the CSO and in turn reports its scrutiny, assurances and concerns directly to the Dean and Chapter. 10. Reports regularly to the Chapter; and to the Bishop through Diocesan Safeguarding Advisory Panel (DSAP).
Safeguarding Operations Subgroup (SOS)	The Safeguarding Operational Subgroup (SOS), chaired by the Cathedral Safeguarding Officer, exists as a delivery group. It aims to enhance the effectiveness of safeguarding oversight and ensure a clear division of responsibilities by: 1. Supporting a proactive and robust safeguarding culture across the organisation by addressing concerns, mitigating risks, and sharing best practices. 2. Monitoring progress and delivery of safeguarding action plans, including but not limited to INEQE and SCIE recommendations.

	3. Reviewing and assessing the Safeguarding Risk Register, any emerging risks, and as appropriate, monthly Low-Level Concerns reports. This includes identifying patterns or trends arising from low-level concerns and escalating these where appropriate. 4. Each member of the SOS represents an area or department or specialism of delivery. In addition, the SOS reports operational safeguarding activity and risk register updates directly to the Cathedral Safeguarding Officer. The Safeguarding Operational Subgroup (SOS) forms a core part of the Cathedral's Safeguarding Team, providing operational support, visibility across departments, and escalation into the formal safeguarding process. The Communar acts as Deputy Chair of the SOS, supporting the Cathedral Safeguarding Officer in coordinating operational safeguarding activity and ensuring alignment with broader organisational priorities.
Diocesan Board of Finance	Provides safeguarding services including guidance, support and advice to the Chapter and its staff, including but not limited to the Service Level Agreement between the Chapter and the Diocese: 1. Provides general safeguarding advice, guidance and training to the Chapter and senior staff of Chichester Cathedral as required. 2. Enables the Diocesan Safeguarding Officer to attend the Cathedral Safeguarding Advisory Panel up to four times per year. 3. Enables the DSO to attend Chichester Cathedral's Chapter meetings to report, where appropriate, at least once per year. 4. Participates in formal safeguarding reviews and offer consultative support as agreed with the Cathedral Safeguarding Officer. 5. Engages in safeguarding case consultations when external oversight is required or when escalated by the Cathedral Safeguarding Officer. 6. Submits any Serious Incident Reports to the Charity Commission on behalf of Chapter if the Cathedral Safeguarding Officer is unavailable or in exceptional cases requiring Diocesan involvement. 7. Maintains data sharing agreements to ensure compliance with data protection legislation and confidentiality. 8. Includes the Dean or their nominee in relevant Diocesan safeguarding panels and forums. 9. Advises on agencies for DBS checks. 10. Offers safeguarding training opportunities to Cathedral staff and volunteers where appropriate. 11. Manages allegations of serious safeguarding concerns on behalf of the Chapter.

	12. Manages allegations of safeguarding concerns involving clergy, the Dean and Chapter members. 13. Provides ongoing support to victims and survivors of abuse. 14. In the absence, unavailability, or conflict of interest of the CSO, safeguarding responsibilities transfer immediately to the Diocesan Safeguarding Officer until temporary or formal cover is appointed.
Diocesan Safeguarding Advisory Panel (DSAP)	1. The purpose of the Diocesan Safeguarding Advisory Panel is to provide advice, scrutiny and, where necessary, challenge to the Diocesan Bishop, the Diocese and the Chapter regarding the safeguarding of children and vulnerable adults. 2. The panel aims to ensure that both the current statutory and relevant House of Bishops' practice guidance is adhered to by the Bishop and by all diocesan and cathedral staff and office holders.
Diocesan Safeguarding Officer (DSO)	1. Holds overall responsibility for safeguarding within the diocese including the cathedral 2. Provides line management and supervision to the Cathedral Safeguarding Officer. 3. Provides advice and support in the event of safeguarding related concerns or allegations against church officers, clergy, and Chapter members. 4. Ensures an appropriate person is appointed to perform the role of CSO provided as part of the SLA agreement with the Diocese. 5. To quality assure safeguarding casework, ensuring the effective identification, mitigation and monitoring of risk.
National Safeguarding Team (NST)	1. Responsible for leading on House of Bishops policy and practice guidance and developing safeguarding training. 2. Manages complex safeguarding cases (involving a number of dioceses) and those relating to senior clergy including bishops and deans.
Regional Safeguarding Lead (RSL)	1. Conducts regular quality assurance audits to ensure that safeguarding arrangements align with national standards and expectations. 2. Facilitates regional networks and shared learning. 3. Provides advice to the CSO and DSO on operational safeguarding decisions, particularly in situations where the CSO and DSO may disagree.

APPENDIX 1. SAFEGUARDING DELIVERY RESPONSIBILITY MATRIX

Safeguarding Function	SOS	CSO	CSAP	CSLT	DSO	D&C
Day-to-day implementation of policy	R	R	I	I	C	A
Record Keeping and Administration	R	R	I	I	C	A
Safeguarding training (delivery/monitoring)	R	R	I	I	C	A
Responding to safeguarding concerns/incidents	R	R	C	C	C	A
Volunteer safeguarding oversight	R	R	I	I	C	A
Chorister safeguarding oversight	R	R	C	C	C	A
Policy development and updates	R	R	C	C	C	A
Safeguarding risk register management	C	R	R	R	C	A
Safeguarding audits and assessments (SRA)	C	R	C	C	C	A
Monitoring policy effectiveness	R	R	C	C	C	A
Review of national guidance and legislation	I	C	C	C	R	A
Attendance agreements	R	R	R	C	R	A
Escalation and referral to statutory agencies	I	R	I	I	R	A
Safeguarding communications (internal awareness)	R	R	I	I	I	A

Responsible - R						
Accountable - A						
Consulted - C						
Informed - I						
SOS	Safeguarding Operational Subgroup					
CSO	Cathedral Safeguarding Officer					
SMC (CSAP)	Safeguarding Management Committee (CSAP)					
CSLT	Chapter Safeguarding Lead Trustees					
D&C	Dean & Chapter					

APPENDIX 2. VERSION CONTROL

Version	Author	Chapter Owner	Changes made and date	Approval Body and date
D7	V Baron	V Baron	Updating and simplifying wording of existing document 21.08.23	
D8	V Baron	V Baron	Minor clarifications made by JD and VT	SMG 22.08.23 Chapter 28.09.23
D9	C Rattray	Jack Dunn	Footnote added to 2.1 to highlight CCTV in operation during worship and private prayer.	Chapter 20.02.2024
D10	C Rattray	Jack Dunn	Reviewed by Safeguarding Management Committee No changes.	SMC 18.06.2024.
D11	H Cashman		Addition of 3.3 -7. Removal of Cathedral Safeguarding Lead role, addition of SOS and RSL role and updating to CSO/DSO in governance structure.	
D12	A Sim	All Chapter	Addition of 3.3 KPS's and 3.4 commitment to safeguarding in fundraising.	
D13	A Sim	All Chapter	Amendments following Chapter Meeting May 2026	
D14	A Sim, G Higgins	All Chapter	Updates to the responsibility matrix	
D15	E. Dowler	All Chapter	LLC Update	
D16	A Sim	ED	Minor drafting & appendix	Chapter 22/07/2026

APPENDIX 3. QUICK LOOK GUIDE FOR VOLUNTEERS & STAFF

If something doesn't feel right – ACT!

A concern is anything that makes you feel worried, unsure or uncomfortable.

You do not need to decide:

- If it is safeguarding
- How serious it is

Your role is to report, not to investigate.

1. Immediate Risk = Call the emergency services

If someone is at risk of immediate harm:

- Call 999
- Then inform the Cathedral Safeguarding Officer

2. What to do if someone tells you something

- Listen, be calm, take it seriously
- Do not investigate
- Do not promise confidentiality
- Take details (who, including contact information, what, where, when)
- Reassure the person and explain the next steps

3. Report the concern (always)

Report as soon as possible (within 24 hours) to:

The Cathedral Safeguarding Officer

OR any member of the Safeguarding Team (signposted on our safeguarding posters and on our website)

OR any member of staff, who can pass the information on

If the CSO is unavailable:

Contact the Diocesan Safeguarding Officer

APPENDIX 4 SAFEGUARDING POSTER (DESIGNATED INDIVIDUALS)

CHICHESTER CATHEDRAL

RAISING A SAFEGUARDING CONCERN

At Chichester Cathedral **we are committed to being a safe and welcoming place for all.** The care and protection of children, young people and adults involved in the life of the Cathedral is everyone's responsibility.



What do I do if I have a safeguarding concern?

If there is an immediate danger, please contact the **police** on **999**.

You can contact our Diocesan and cathedral team using the following details:

- safeguarding@chichestercathedral.org.uk
- 01273 421021 (Mon-Fri, 9-5)

Please note that messages left for the team (by email, mobile or landline) are checked during normal office hours only. Requests for urgent assistance should be directed to the statutory authorities in Sussex.



SCAN
ME!

MEET OUR TEAM

You can raise a concern in-person by speaking to any of us.



Colin Perkins
Diocesan
Safeguarding Officer



Hannah Cashman
Cathedral
Safeguarding Officer



Edward Dowler
Dean of Chichester



Vanessa Baron
Canon Treasurer



Tim Morris
Head Verger



Charles Harrison
Organist & Master of
the Choristers



Rosie Bradberry
Creative Learning
Manager

[CHICHESTERCATHEDRAL.ORG.UK/SAFEGUARDING](https://chichestercathedral.org.uk/safeguarding)