



**CARLISLE CATHEDRAL**

**Safeguarding People Policy**

**November 2016**



## **A Safeguarding Policy for a working Cathedral**

The Chapter of Carlisle Cathedral has had a Child Protection Policy since 1998. Guidelines about the implementation of that policy were published in 1998 and were updated in 2009. In March 2012, the Diocese of Carlisle adopted a new Safeguarding Policy and Guidelines for the Diocese and, in step with every other church in the Diocese, the Chapter formally adopted that policy in November 2012.

Chapter is pleased to provide this Safeguarding People (August 2016) Policy. It is the essential tool which underpins all the Cathedral's safeguarding activity, and reflects the Chapter's continuing commitment to and concern for the safety and wellbeing of children and adults at risk of abuse or neglect who are involved in Cathedral activities or who seek the Cathedral's help. The Cathedral is not a parish and so the Policy has been formulated to address the distinctive daily activities taking place in the Cathedral, its Precinct and buildings. This Cathedral Safeguarding People Policy closely follows the updated Diocesan Safeguarding Policy and Guidelines which can be found at <http://www.carlisediocese.org.uk/our-diocese/safeguarding.html>

The Chapter wholeheartedly endorses the ethos statement outlined in the Diocesan Safeguarding Children Policy that:

*The teaching of Christ establishes the special significance of every human being and especially the central place of children in the sight of God. Our church is committed to fulfil his law of love and to provide for the safety, well-being and proper development of all children and young people in our care.*

In line with this ethos, the Chapter is thankful for the careful and caring work which takes place at the Cathedral which ensures the wellbeing of all those with whom we work. The Chapter also recognises that the scale and diversity of the activities taking place at the Cathedral, and the public nature of the main Cathedral building and its precinct, makes the application of good safeguarding practice all the more essential. This Safeguarding People Policy fulfils this need by showing children and adults who may be at risk of abuse or neglect that they are valued and will be safe, at the same time as preventing and deterring those seeking to abuse.

**The Chapter therefore expects that all employees and volunteers engaged at the Cathedral will ensure that their activities undertaken for and on behalf of the Chapter always comply fully with the requirements of this Safeguarding People Policy.**

In all this we need to be mindful of the different kinds of abuse covered by this policy – they include physical, sexual, emotional and internet-related abuse, neglect and bullying.

**Cathedral People Responsible for Safeguarding on behalf of the Chapter:**

**Chapter’s Safeguarding Lead (CSL)** Canon Jan Kearton, the Canon Warden  
Tel: 01228 521857

**Cathedral’s Lay Safeguarding Lead (CLSL)** Dr Philip Herrick  
Tel: 01228 526031

As the **Chapter’s Safeguarding Lead**, the Canon Warden has operational responsibility for safeguarding each day and will oversee, guide and implement safeguarding at the Cathedral, working with the Chapter employees, volunteers and members of the Cathedral community to ensure that children and adults who may be at risk of abuse or neglect are safeguarded and that each group understands and implements safeguarding measures.

As the **Cathedral’s Lay Safeguarding Lead**, Dr Herrick will be a named point of reference (outside the membership of the Cathedral Chapter) to whom concerns and issues about safeguarding can be referred by members of the Cathedral community. In particular, those responsible for specific areas of Cathedral activity listed in Section 4 of this policy. The member of Chapter to whom the CLSL will relate is the Canon Warden.

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**Your Checklist for Reading and Implementing this Safeguarding People Policy**

The Chapter is pleased to provide you with the following checklist that is designed to assist you in reading and implementing this policy, by directing you to the sections that are most likely to affect your work within the Cathedral and any off-site work conducted by Cathedral staff and volunteers. The Cathedral expects that those charged with reading the policy will ensure that they are fully informed and active always in the implementation of the policy.

<b>Role</b>	<b>Sections to Read</b>
The Dean and Canons Residentiary (inc. the CSL) & Lay Canons of the Chapter, Cathedral Lay Safeguarding Lead.	Each and every section of the policy.
Cathedral Council Members	Each and every section of the policy.
College of Canons & Guild of Priests	Each and every section of the policy.
Pastoral Link Committee	1, 2, 3ii, 5ii & iii, 8,
Permanent Staff and Volunteers working with children	1, 2, 3i, 5i, 6, appendix 1a & 1d
Permanent Staff and Volunteers working with adults who may be at risk of abuse or neglect.	3ii, 5ii, 6, appendix 1b

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## Version History from which this Cathedral Safeguarding People Policy is drawn

<b>This Version CATH 16/1</b>	<b>August 2016</b> Update of Section 4(i) – Safer Recruitment Practice (updated July 2014) Update of Section 4(ii) – Disclosure and Barring Service (DBS) checks (updated July 2014) Update of Section 6 – Responding to allegations, concerns and complaints (updated October 2015) Updating of all related forms in Appendices.  <i>Author: The Revd Canon Jan Kearton, Canon Warden</i>
<b>Version 1 CATH 15/1</b>	<b>November 2015 (approved by Chapter 17.11.15.)</b>  <i>Author: The Revd Canon Jan Kearton, Canon Warden</i>
<b>Version 5.3</b>	<b>July 2014</b> Replacement of Sections 4 (i) and 4 (ii) and loading of revised recruitment form. In appendix B plus amendment to one paragraph in section 3  <i>Author: Robert Parks, Diocesan Safeguarding Adviser</i>
<b>Version 5.2</b>	<b>September 2012</b> Section 4(i), Section 4(ii), Appendix 2(e) – Change to CRB Guidance  <i>Author: Emma Saner-Haigh, Diocesan Safeguarding Adviser</i>
<b>Version 5.1</b>	<b>April 2012</b> Minor amendments to some wording  <i>Author: Emma Saner-Haigh, Diocesan Safeguarding Adviser</i>
<b>Version 5</b>	<b>January 2012</b> Major update from Version 3, Advent 1999. Now includes Safeguarding of Adults who may be at risk of abuse or neglect; Now includes Safer Recruiting; Now includes major update of good practice, code of conduct and responsibilities.  <i>Author: Emma Saner-Haigh, Diocesan Safeguarding Adviser</i>
<b>Version 4</b>	March 2005 (misnamed Version 1).  <i>Author: Geoffrey Applegarth, Diocesan Child Protection Adviser</i>
<b>Version 3</b>	Advent 1999  <i>Author: Canon John Higgins, Diocesan Social Responsibility Officer</i>



## Definitions

This document is made with particular reference to two groups in society, children, and adults who may be at risk of abuse or neglect. Before going any further the definitions of these groups are:

A **child** is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document. This policy refers to the definition outlined by Working Together to Safeguard Children 2015:

*A child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (Working Together, 1.19)*

The term **safeguarding** covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The term **child protection** is used for responding to concerns where it appears that a child may have been harmed (see section 5i).

**Vulnerability** may change with time and according to circumstance. All human beings are subject to change and chance happenings which may affect their capacity to manage themselves and their situation. All human beings have different strengths and weaknesses: all have different capacities and disabilities. While some people may appear to be strong, we know that no-one is invulnerable and at different times in our lives and in different circumstances strengths can change and grow, diminish or disappear. Some people, because of their physical or social circumstances, have higher levels of vulnerability than others, and it is our duty as Christians to recognise this and support those who may be at risk of neglect or abuse in a way that affords them as much independence and autonomy as possible. We must do this in a way that allows compassion and empathy without undermining dignity.

The term **adult who may be at risk of abuse or neglect**. This policy subscribes to the definition outlined in both Promoting a Safe Church Policy (2006) and No Secrets (2000), that state:

*Any person aged 18 and over "who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation".*

Please note that the Disclosure and Barring Service (DBS) definition is more restrictive and that may affect applications for DBS Clearance, in this case, please refer to the Safer Recruitment Checklist in Section 4 of this document and if in doubt, please consult with the Chapter Safeguarding Lead (CSL) and the Cathedral Lay Safeguarding Lead (CLSL).

Some of the factors which may increase vulnerability include:

- Sensory or physical disability or impairment;
- A learning disability;
- A physical illness;
- Mental ill health (including dementia), chronic or acute;
- Addiction to alcohol or drugs;
- Failing faculties in old age;
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, e.g. bereavement, previous abuse, trauma or family breakdown, etc.

## **Acronyms**

In this Policy, the following terms and abbreviations are used:

<b>The Chapter</b>	<b>The Chapter of Carlisle Cathedral</b>
<b>The Cathedral</b>	<b>Carlisle Cathedral</b>
<b>The Diocese</b>	<b>Carlisle Diocese</b>
<b>CSL</b>	<b>Chapter Safeguarding Lead</b>
<b>CLSL</b>	<b>Cathedral Lay Safeguarding Lead</b>
<b>DSA</b>	<b>Diocesan Safeguarding Adviser</b>
<b>DBS</b>	<b>Disclosure and Barring Service</b>
<b>CEOP</b>	<b>Child Exploitation and Online Protection Centre</b>



## **Section 1 Introduction to Safeguarding**

**Carlisle Cathedral, together with Carlisle Diocese, has adopted the following Principles of the House of Bishops' Policy for Safeguarding.**

Every person has a value and dignity which comes directly from the creation of human beings in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

### **Principles**

We are committed to:

- the care, nurture of, and respectful pastoral ministry with all children and all adults who may be at risk of abuse or neglect;
- the safeguarding and protection of all children, young people and adults who may be at risk of abuse or neglect;
- the establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed; we will co-operate with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, and will offer to develop with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult who may be at risk of abuse or neglect.

In all these principles we will follow legislation, guidance and recognised good practice.

Carlisle Cathedral's Safeguarding Policy, in common with Carlisle Diocese's Safeguarding Policy, is drawn up with reference to the Church of England safeguarding documents, namely:

- Protecting All God's Children (Church House Publishing) 2010 (4th Edition)
- Promoting a Safe Church (CHP) 2009 (2nd Impression)
- Responding Well to those who have been sexually abused (CHP) 2011
- Responding to domestic abuse (CHP) (Guidance for those with pastoral responsibility 2006.)

***In drawing together this policy particular acknowledgement and thanks go to the dioceses of Southwark, Newcastle and Durham, for allowing the use of their material, adapted for our purposes.***

This policy covers all aspects involving the safeguarding of children and adults who may be at risk of abuse or neglect in our churches and church-related activities. The theological context within which these stand is important, and described below. This section concludes by examining the definitions of vulnerability in relation to children and adults.

### **Our theological approach (from Promoting a Safe Church 2006)**

*From beginning (in the cry of a baby) to end (in the cry from the cross), the life and death of Jesus Christ illustrates the willingness of God to be vulnerable in order to share to the full our world of pain, poverty, suffering and death. In his earthly ministry, Jesus constantly showed himself to be compassionately on the side of the outcast, the marginalised and the stranger, reaching across social barriers with the inclusive love of God. This was wholly in line with the Hebrew Bible's priority concern for orphans and widows, its obligation to provide a voice for the voiceless, and its prophetic call for justice to 'roll down like waters, and righteousness like an ever-flowing stream' (Amos 5.24). The risen Christ's commission to his followers ('As the Father has sent me, so I send you' [John 20.21]) requires the Christian Church to exercise that same concern for those who some in society treat as the outsider and the stranger, to reach across barriers of exclusion and demonstrate a love which shows itself in compassionate pastoral care and in the quest for justice in all our relationships. The heart of Christian pastoral care is this: love for God and love for our neighbour, the social expression of which is justice in all human affairs.*

*In line with the gospel of creation and redemption, Christian pastoral care has often been described in terms of healing, sustaining and reconciling. All people, and especially those who may be marginalised through a vulnerability, need to receive the healing love of God to rebuild relationships with others or within themselves which illness, disability or abuse may have fractured. Healing is a process of being made more whole. There can be substantial steps for some people in this life, which can be aided through the Church's ministry of healing and reconciliation, though full healing in all dimensions of life must wait for the coming of Christ's kingdom when all creation will be healed and renewed. For those who have been abused, neighbour love includes the need for them to be listened to and believed, supported as they cope with the effects of trauma, enabled to make the choices which will lead to healing and start on the costly road towards forgiveness. The Christian gospel offers the grace of reconciliation with God, which can enable people to learn to live lives more reconciled with others and with their environment.*

*Everyone needs the sustaining reassurance that they are treated with the respect that is due to all human beings made in the image of God and precious to God. Those who have challenging personal situations must receive the resources they need to live independent lives with dignity. Everyone needs to know that they can live safely in a non-threatening environment.*

*Christian pastoral care takes place in the context of the present world, which in gospel terms is provisional. We live in the time between God's living Word to us in Jesus Christ, and the coming of God's kingdom in its fullness, when there will be no more pain, no more tears, no more social exclusion, and no more death. In this world the Holy Spirit sustains our ministry – enabling us to do what we can within the constraints of fallenness and sin, and yet holding out the living hope that the day will come when God will be all and in all.*





## **Section 2 – Some roles and responsibilities in the Cathedral**

Every person has a duty to help ensure the safeguarding of those around them. However, some roles in the Cathedral carry particular responsibilities, and those are identified here.

### **The Diocese of Carlisle, on whose Policy this adaptation depends:**

- i) adopts the House of Bishops' safeguarding policies, namely **Promoting a Safe Church** (2009), **Responding to Domestic Abuse** (2006), **Protecting All God's Children** (4th edition 2010), and **Responding well to those who have been sexually abused** (2011) together with any additional diocesan procedures and good practice;
- ii) adopts guidelines which have been endorsed by the Diocesan Synod;
- iii) provides a structure to manage safeguarding in the Diocese;
- iv) has appointed a suitably qualified Diocesan Safeguarding Adviser (DSA), directly accountable to the diocesan bishop, and provides appropriate financial, organisational and management support, including a Safeguarding Panel, chaired independently, which will meet as required during the year.
- v) gives the adviser full access to clergy files and other confidential material; the adviser may need to act as complainant under the 2003 Clergy Discipline Measure.
- vi) ensures that the DSA is informed of any serious safeguarding situation, including any allegations made against a member of the clergy, or anyone else holding the bishop's licence, concerning misconduct in respect to children;
- vii) includes the monitoring of safeguarding in parishes as part of the archdeacons' responsibilities;
- viii) provides access to the Disclosure and Barring Service and Independent Safeguarding Authority for parishes, the Cathedral, the Bishop's Office and the Diocesan Office for those beneficed and licensed clergy, paid workers and volunteers who need to obtain disclosures or to have their registration with the Disclosure and Barring Service confirmed.

- ix) keeps a record of clergy, diocesan employees and diocesan volunteers that will enable a prompt response to bona fide enquiries. For clergy and diocesan employees this record will include start and finish dates, all posts held and next post when known. For diocesan volunteers less comprehensive information will be available, but in all cases where there have been safeguarding concerns, these will be clearly indicated on file;
- x) provides access to a risk assessment service so that the bishop or others can evaluate and manage any risk posed by individuals or activities within the Church;
- xi) selects and trains those who are to hold the bishop's licence, in safeguarding matters;
- xii) as far as possible, arranges the provision of training and support on safeguarding matters to parishes, the Cathedral, other clergy, diocesan organisations, including religious communities and those who hold the bishop's licence;
- xiii) provides a complaints procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- xiv) shares relevant information about individuals with other dioceses, other denominations and organisations and agencies, and the national Church, as appropriate.

### **The Dean & Chapter of Carlisle Cathedral**

- i. The Dean & Chapter adopts and implements the Diocesan Safeguarding Policy as amended to apply to Carlisle Cathedral and agreed by the Diocesan Safeguarding Adviser (DSA) in June 2016. This Safeguarding Policy is in respect of children and young people and adults who may be at risk of abuse or neglect, accepting as a minimum the House of Bishops' Policy on Safeguarding Children or the Principles for Safeguarding (see section 1) but informed by additional diocesan procedures and recommended good practice, while being responsive to local Cathedral requirements;

- ii. The Diocesan Safeguarding Adviser is also the Safeguarding Adviser to the Cathedral;
- iii. The Dean & Chapter has, with the agreement of Carlisle Diocesan Safeguarding Adviser, appointed two co-ordinators to implement policy and procedures.
  - a) The Chapter's Safeguarding Lead is the Canon Warden who has day-to-day executive responsibility for safeguarding, oversees, guides and implements safeguarding at the Cathedral, working with the Chapter, employees, volunteers and members of the Cathedral community to ensure that children and adults who may be at risk of abuse or neglect are safe and that each group understands and implements the safeguarding policy.
  - b) A senior lay figure from the Cathedral Community to be the Cathedral's Lay Safeguarding Lead (CLSL). This person is not a Chapter member and is the named point of reference to whom concerns and issues about safeguarding can be referred by anyone from within the Cathedral community. In particular, those responsible for specific areas of Cathedral activities with young people and adults who may be at risk of abuse or neglect, listed in Appendix 4 can refer concerns to the CLSL. The Chapter member to whom the CLSL relates is the CSL.
- iv) The Dean & Chapter will consider appointing a person, who may be different from the coordinator, to be a children's advocate. This will be someone whom children know they can talk to about any problems, if they so wish.
- v). The Dean & Chapter ensures that all those authorised to work with children or adults who may be at risk of abuse or neglect are appropriately recruited according to safer recruitment practice (see section 4), and are trained and supported;
- vi). The Dean & Chapter ensures that there is appropriate insurance cover for all activities undertaken in the name of the Cathedral (see section 8);

- vii. reviews the implementation of the safeguarding policy, procedures and good practice, at least annually (section 3);

#### **i) Chapter Safeguarding Lead**

Person specification:

The CSL may be an ordained or lay Chapter member. If the CSL is a lay person, they must be willing to be contacted frequently about operational safeguarding matters. The CSL will ensure good policy and practice in the care and supervision of children and adults who may be at risk of abuse or neglect. They will report annually at the November Chapter meeting about the implementation of safeguarding and any problems that have arisen during the year. The CSL should be a person of maturity and integrity who has a proven ability to maintain confidentiality, is non-judgemental and is happy to be a champion for good practice and policy in all such work the Cathedral undertakes. The CSL may have expertise in this area, but this is not essential. It is more important that they understand their own limitations and are able to seek advice appropriately when they need it.

Duties:

- i) To be familiar with the content of both the Diocesan and Cathedral's Safeguarding Policy and have ready access to it, and to ensure its accessibility to Chapter members.
- ii) To work with the Cathedral Safeguarding Lay Lead to maintain the Cathedral Safeguarding policy which follows the Diocesan policy and is relevant to the Cathedral and its activities.
- iii) To lead the Chapter's annual review of the Cathedral Safeguarding Policy at the Chapter's November Statutory meeting, ensuring that the Chapter makes all necessary updates and that the Diocesan Safeguarding Adviser is advised of this process.
- iv) To ensure that any concerns about a child, or an adult who may be at risk of abuse or neglect, or concerns about the behaviour of anyone else, are appropriately reported both to the statutory agencies and to the DSA, whether the referral is made by others or by the Chapter Safeguarding Lead.
- v) To display in Cathedral premises, where children's activities take place, the contact details of the CLSL, together with the 'Childline' and 'Parentline Plus' telephone numbers.

- vi) To ensure that all leaders of groups for children and adults who may be at risk of abuse or neglect:
  - a) are aware of their responsibilities;
  - b) follow the Code of Practice/Conduct outlined in Section 3 and have access to the accompanying forms in Appendix 1;
  - c) understand Section 5, Recognising and Responding to Abuse, and Section 6, Responding to Allegations, Concerns and Complaints.
- vii) To ensure that all Cathedral activities are run in accordance with the Cathedral policy and to provide some monitoring/auditing through dropping in/making 'on spec' occasional visits at intervals agreed with CLSL and the Chapter.
- viii) To ensure that a list is maintained of all those working with children and adults who may be at risk of abuse or neglect in the Cathedral and that it is annually reviewed at the Chapter's November Statutory meeting.
- ix) To ensure that the Cathedral Safer Recruitment policy (Section 4) is followed in the recruitment of permanent staff whose roles include activity with children or adults who may be at risk of abuse or neglect and volunteers working with children and adults who may be at risk of abuse or neglect.
- x) To maintain a documented register of those who have DBS checks linked with their role descriptions, the date of issue of the certificate, the certificate number, a brief role title and the date of renewal, and to ensure that new checks are sought in a timely fashion.
- xi) With appropriate and confidential secretarial support, to maintain a Cathedral Safeguarding file and a documented record of employment processes for each permanent and volunteer role at the Cathedral with safeguarding aspects, to keep these records securely locked and to restrict access to these files to The Dean, the CSL, the CLSL and the PA supporting their maintenance.
- xii) To ensure that processes are in place to enable the Cathedral to confidentially store records using current best practice set out in the Diocesan Policy.
- xiii) With or without the CLSL, to ensure that training in Section 3 of the Cathedral/Diocesan Safeguarding policy is delivered to all new Cathedral Guides and Welcomers whose job descriptions may not include activity with children and adults who may be at risk of abuse or neglect, but who encounter them in their role.

## ii) Cathedral Lay Safeguarding Lead (CLSL)

### Person Specification:

The CLSL will be a person who is known to the Cathedral community and is respected by them, and who is not a member of the Cathedral Chapter. They should be willing and able to give the time that the role demands and to be contacted at any reasonable time by a person from the Cathedral community needing help and advice. Whilst their closest relationship will be with the Canon Warden, they must be aware that any member of the Cathedral Chapter can be called upon for conversation, advice and support. In the event of receiving a disclosure of current or historic abuse, they will immediately report to the Diocesan Safeguarding Adviser and then report the matter to the Canon Warden. The CLSL should be a person of maturity and integrity who has a proven ability to maintain confidentiality, is non-judgemental and is happy to be a champion for good practice and policy in all such work the Cathedral undertakes. It is helpful if the CLSL is not someone who the children of the Cathedral community know personally. The CLSL should be independent e.g. not the spouse or close relative of someone in a leadership role in the Cathedral.

### Duties:

- i) To be known to the Chapter and the Cathedral community and, with or without the CSL, to be available to the Cathedral community to discuss Safeguarding concerns.
- ii) To be thoroughly conversant with the Diocesan/Cathedral Safeguarding policy and to attend such Safeguarding training and update meetings as the Diocesan Safeguarding Adviser shall from time to time recommend.
- iii) To be the person whose contact details appear on the Cathedral Safeguarding posters and in the Cathedral's Safeguarding leaflets.
- iv) To meet regularly with the CSL and to hold the CSL to account for their delivery of their safeguarding duties.
- v) To make independent visits or 'on spec' visits to Cathedral activities involving children or adults who may be at risk of abuse or neglect.
- vi) To make occasional independent inspection of the Cathedral Safeguarding file and employment Safeguarding checklist forms to ensure that records are adequately stored and are up to date.

- vii) Subject to the Chapter's satisfaction that the role is being properly fulfilled, to hold the role for a maximum period of two years unless reappointed by Chapter for a further term.

### **iii) Church schools**

Church schools are not covered by the provisions of this policy. There are statutory provisions which apply to all schools, whatever sector they belong to.

The safeguarding responsibilities of controlled and aided church schools come under the relevant local authority and Local Safeguarding Children Board. The safeguarding responsibilities of academies and independent schools with a church foundation come under the Local Safeguarding Children Board.

Employees, governors and volunteers appointed by a church school should be recruited through the procedures of the relevant local authority or other suitable body.

Volunteers who go regularly into a church school from the Cathedral will be safely recruited and checked via the DBS. The Cathedral will maintain a record both of the success of checks and of the Safe Recruitment Process. The school will need to confirm with the Cathedral that these have been completed.

The DBS records and recruitment of Cathedral clergy going into schools will be kept and maintained by Carlisle Diocese. Even when there is a strong link between a church school and the Cathedral, where particular individuals hold roles in both, care should be taken to distinguish and fulfil the different legal responsibilities of schools and the Cathedral and to share information where appropriate.

Where there is any confusion about whose responsibility it is to undertake a safeguarding action arising from a situation in the school, it is the school's responsibility to clarify this with the local authority, the Cathedral and the DSA.





## **Section 3 (i) Code of Conduct and Practice for working with Children and Young People**

The Code of Practice, taken from **Protecting All God's Children** (2010) is the Cathedral's guide to good conduct for those working with children and young people. It has been adopted by the Chapter and the Chapter expects and requires that it is implemented by everyone working with children and young people in the Cathedral context.

### **Contents:**

1. Guidelines for individual workers.
2. Additional guidelines for group leaders.
3. Responding to child protection concerns:
  - i) imminent risk
  - ii) what to do if you suspect a child is at risk or has been abused.
4. Guidelines for good practice for Cathedral sponsored activities for children and young people:
  - i) Emergency contact details;
  - ii) special needs;
  - iii) consent;
  - iv) registration;
  - v) recommended staffing levels;
  - vi) safe environment;
  - vii) e-safety;
  - viii) dropping off and collection of children;
  - ix) unaccompanied children;
  - x) use of home venues;
  - xi) taking children off the premises;
  - xii) transporting children on behalf of the church.

### **Terminology used in this code:**

The word 'child' refers to any child or young person under the age of 18.

The term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to their line manager and ultimately to the Cathedral Chapter.

## **General point:**

All of this Section is a general requirement and good practice to uphold for those working with children who are accompanied by their parent(s) or guardian(s). Some of it applies specifically to children who are not accompanied by parents. When children are **not** accompanied by parent/guardian, the Code of Conduct and Practice is **absolutely mandatory**.

### **1. Guidelines for individual workers**

You should:

- treat all children and young people with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult. There should always be two adults leading a group, preferably reflecting the genders of the children present;
- ensure another adult is informed if a child needs to be taken to the toilet; usually children should not be accompanied to the toilet but should be appropriately (depending on their age) independent;
- ensure that toilet breaks are organised for young children;
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- respond warmly to a child who needs comforting, but make sure there are other adults around;
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group Leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding CSL or CLSL.

You should **not**:

- initiate physical contact. Any necessary contact (e.g. for comfort, see above and below) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;

- use any form of physical punishment;
- be sexually suggestive about or to a child even in fun;
- touch a child inappropriately or obtrusively;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking especially if this is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- drink alcohol when responsible for young people;
- share sleeping accommodation with children;
- invite a child to your home alone;
- arrange social occasions with children (other than family members) outside organised group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

## **Touch**

Cathedral-sponsored groups and activities should provide a warm, nurturing environment for children and young people. An important part of that care involves touching each other. Touch is helpful and reassuring when it is appropriate and welcomed. Touch must not be, or perceived to be, abusive or intrusive. Physical contact should be an appropriate response to the child's needs, not the needs of the adult.

It may be that the child's needs do include appropriate touch - to comfort, to celebrate, to reach out, to teach (eg bell ringing, cricket), to assist or help, when appropriate, sensitive to the situation, the child's age, etc. If a child seems to need or want a hug, ask "Can I give you a hug?" They'll soon let you know through body language or words their response.

Bear in mind that for some children touch is painful (associated with abuse) or confusing (due to there being little physical contact at home) and may not be welcomed and will be contrary

to their needs. It is important to make sure that any type of physical contact in the course of children and youth work could not be misconstrued as abuse.

So it is important to:

- i) check that the activities are appropriate and cannot be misinterpreted;
- ii) that the child or young person want or need the physical contact and it is appropriate;
- iii) that all volunteers must work with or within sight of another adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Very, very, occasionally it may be necessary to restrain a child or young person who is harming her/himself or others, or is in danger of doing so. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the CSL or the CLSL. If restraining a child becomes a repeated occurrence you must, with the child's parents and the CSL, put in place some agreed set of rules about this.

## **2. Additional guidelines for group leaders**

In addition to the above the group leader should:

- i) ensure any health and safety requirements are adhered to;
- ii) undertake risk assessments, with appropriate action taken and keep records of these;
- iii) keep an attendance register of children and leaders, and up-to-date consent forms, ensuring that these are securely stored. Annually in July, deposit these with the Dean's PA for secure long-term storage;
- iv) have an awareness, at all times, of what is taking place and who is present;
- v) create space for children to talk – either formally or informally;
- vi) liaise with CSL or the CLSL over good practice for safeguarding;
- vii) always inform the CSL or the CLSL of any specific safeguarding concerns that arise. The CSL or the CLSL will liaise with the DSA;
- viii) liaise with the Chapter through their nominated supervisor/line manager.

### **3. Responding to child protection concerns**

Do not try to deal with any child protection concern on your own. If possible, always tell your group leader or line manager, the CSL or the CLSL, unless the concern is about them or someone close to them. The DSA **MUST** be contacted, who can advise you on how to respond. Be familiar with and refer to section 6 of the Cathedral Safeguarding Policy, “Responding to Allegations, Concerns and Complaints”.

### **4. Guidelines for good practice for church sponsored activities for children and young people**

#### **Special needs**

Welcome children and young people who have different (special) needs to a group. Physical access may be important for some, but remember that for many communication access, information and the ability to join in activities are key to inclusion. Ask a parent or carer about how best to meet a child’s needs but then take an active role in including the child; this is not solely the responsibility of the child’s parents. Organise furniture and fittings to reflect needs, creating smaller areas for people with autism, or other signalling for people who have visual impairment, for example; include people with learning difficulties by planning the activity slightly differently. If premises are being altered, take the opportunity to consider physical access, communication access and social access; advice is available. Disability legislation requires organisations to take reasonable steps to meet the needs of disabled people and this includes children.

#### **Consent**

Consent needs to be from a parent or person with parental responsibility. It can be from the child or young person if he or she has sufficient age and understanding in relation to the specific issue. For example, parental consent is always required for a group residential holiday, but a teenager would usually be able to consent to the photos from the holiday being displayed in the Cathedral. You should record who has given consent for any specific activity.

#### **Registration**

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- i) Name and address;
- ii) Date of birth;

- iii) Emergency contact details;
- iv) Medical information;
- v) Any special needs including activities that the child is unable to take part in;
- vi) Consent for emergency medical treatment;
- vii) Consent for photographs and videos if relevant;
- viii) Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.

All personal details and consent forms must be stored securely.

### **Recommended staffing levels**

The recommended minimum staffing levels for (unaccompanied) children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0–2 yrs 1 person for every 3 children i.e. 1 : 3

2–3 yrs 1 person for every 4 children i.e. 1 : 4

3–8 yrs 1 person for every 8 children i.e. 1 : 8

Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children.

- i) Each group should have at least two adults and it is recommended that there should be at least one male and one female;
- ii) If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity;
- iii) No person under the age of 18 years should be left in charge of a group of children of any age;
- iv) Young people aged 16 and 17 years may help with groups but should be supervised by an adult leader, who is responsible for ensuring that good practice and the safeguarding children procedures are followed;
- v) Recruit all regular leaders of activities with children according to the Safer Recruiting Procedures in Section 4 of this policy;
- vi) Parents or carers who are not regular leaders in the Cathedral (ie not DBS vetted) can assist with occasional activities such as holiday workshops, but should always work in the company of two nominated and known leaders, and be responsible to an appointed leader;

- vii) Ensure all leaders are aware of the health and safety issues relating to the activity, including procedures for fire and first aid;
- viii) Give regular leaders and helpers a copy of the relevant sections of the safeguarding children policy and procedures, and offer them support and training in their role;
- ix) Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

### **Safe environment**

Display both the Childline telephone number in a prominent place where children and young people can see it and the Parentline Plus number for parents. Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location. Insurance, First Aid kit and fire precautions should be checked and a Health and Safety Check should be completed regularly with reference to the following minimum standards:

### **Venue**

- i) Meeting places should be warm, well-lit and well ventilated. They should be kept clean and free of clutter;
- ii) Electric sockets will need to be covered if there are small children;
- iii) Toilets and hand basins should be easily available with hygienic drying facilities;
- iv) Appropriate space and equipment should be available for any intended activity;
- v) If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired;
- vi) Packed lunches should be stored appropriately, including being refrigerated if possible. Drinks should always be available;
- vii) Groups must have access to a phone in order to call for help if necessary;
- viii) Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises;
- ix) A fire drill should be carried out regularly;
- x) Unaccompanied children and young people should be encouraged not to walk to or from your premises along dark or badly lit paths;
- xi) A First Aid kit and accident book should be available on the premises;

- xii) The contents of the First Aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals;
- xiii) All staff and volunteer workers should be encouraged to have some First Aid knowledge and the Cathedral should encourage access to First Aid training. A list of first aiders in the Cathedral should be compiled and kept available. All accidents must be recorded in the accident book.

### **E-safety**

- i) Ensure all electronic communications are appropriate and professional. If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- ii) Do not make any relationship with a child (other than family members) through a social networking site. Maintain a written log of all electronic contact with individuals or groups including messaging and texting (your mobile phone will maintain a record of all text messages but you must maintain the integrity of this log in case concerns are raised about your contact with children/young people)
- iii) Maintain a log of all electronic contact with individuals or groups including messaging and texting. (In practice mobile phones maintain a log of all text messages but you should retain the log of any text messages and keep a written log of all other electronic contacts in case concerns are raised about their content.)
- iv) The Diocesan website has an important and useful section on use of social media : <http://www.carlisle-diocese.org.uk/people-and-structures/committees/policies.html>
- v) [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for advice from CEOP and the police and [www.ccpas.co.uk](http://www.ccpas.co.uk) for an independent Churches Child Protection Advisory Service.

### **Dropping-off and collection of children**

- i) Parents or carers must be clearly informed of the place and time of meeting; and, if the meeting is off-site, when children will return;
- ii) For all children it is the parents' or carers' responsibility to make arrangements with their child for collection or travelling home independently;
- iii) If a leader has concerns about the collection arrangements for a child they should address these directly with the parents or carers;
- iv) In the event of a child not collected as arranged, the parent or carer should be contacted by phone and asked to collect the child. If contact with the parent is not



possible, two leaders should wait with the child until contact with parent or carer has been established. Only in exceptional circumstances should the child be escorted home. If a child appears to have been abandoned, statutory services must be contacted;

- v) Be clear about what behaviour is acceptable – and what is not – from children and young people.
- vi) Follow the Chapter's policy (Children & their families), Appendix 1a.

### **Unaccompanied children**

It may happen that children begin attending Cathedral services or Cathedral activities without their parents' or carers' knowledge. The following procedure is recommended, (with appropriate sensitivity to the age of the child(ren) – obviously late teenagers will require a different approach!):

- i) Welcome the child(ren) and try to establish whether their parents are aware of where they are;
- ii) Try to discover when they are due home and encourage them to keep to that arrangement;
- iii) Depending on the age and competence of the child, ring the parents or ask the young person to ring to gain the parents' consent to the child remaining;
- iv) Complete a registration form as far as possible;
- v) Make sure an adult recruited for work with children takes care of the child – this is particularly important during public worship where unknown adults may attend and attempt to befriend the child;
- vi) Give the child written information about the Cathedral service or activity to take home, including contact details;
- vii) If the child comes regularly, endeavour to establish contact with the parents or carers;
- viii) Never take the child on outings or transport them or without their parents' or carers' permission.

### **Use of home venues**

Generally speaking, it is advisable for activities for children and young people to take place on Cathedral premises. In the event of leaders using their own homes for Cathedral activities, any activity which includes children under 18 years when their parents are not present is subject to the Cathedral's Safeguarding Children Policy and Procedures.

- i) Rooms should be checked for physical hazards, and be hygienic;
- ii) Bedrooms should not be used in any circumstances;
- iii) Two adults (preferably at least one unrelated) should be present from before the first child arrives until after the last one leaves.

### **Taking children off the premises**

- i) If children are to be taken off Cathedral premises for any reason, obtain written permission from parents or guardians. This permission may be granted for a given period of time, e.g. a term;
- ii) A named person at 'home base' for each activity should hold the registration details for all children, young people and leaders who are away from Cathedral premises, and be available by phone throughout the period of absence in case of emergencies. This person should have the itinerary and be aware of the plans, including estimated time of arrival at the destination, and estimated time of return;
- iii) Leaders of the group should carry with them the registration and consent forms for all children in the group;
- iv) Leaders should each carry mobile phones and have readily accessible on their phone the contact details of other leaders of the group, and the named person at 'home base';
- v) A First Aid kit should be carried;
- vi) Parents should be informed if their children are to be transported by car or in another vehicle and given a copy of Appendix 1 e) i). Persons transporting children by car should be given a copy of Appendix 1 e) ii).
- vii) If minibuses, coaches and cars are to be used, and ensure they are complying with the requirements  
[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022498](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498)
- viii) If youth leaders arrange to meet young people in coffee shops etc., a record should be kept of when the event occurred and in what circumstances;
- ix) Residential trips will need extra care. Further advice is available from [www.ccpas.co.uk](http://www.ccpas.co.uk)

## **Transporting children on behalf of the Cathedral**

### **Drivers:**

- i) All those who drive children on Cathedral-organised activities should have held a full and clean driving licence for over two years;
- ii) Drivers who are not children's workers should be recruited for the task through the normal recruitment process;
- iii) Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the CLSL;
- iv) Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the Cathedral;
- v) Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

### **Private car:**

- i) Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a Cathedral activity;
- ii) All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts relating to Cathedral-sponsored activities;
- iii) All cars that carry children should be driven in compliance with the law, both regarding roadworthy condition, insurance and being driven safely;
- iv) All children must wear suitable seat belts and, when appropriate, booster seats. If there are insufficient seat belts, additional children should not be carried;
- v) At no time should the number of children in a car exceed the usual passenger number;
- vi) Ideally there should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

### **Minibus or coach:**

- i) Workers and helpers should sit among the group and not together;
- ii) If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored;
- iii) Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive. Schools, and their insurance, usually require drivers of minibuses

with their pupils in, to take a special minibus test because it is one of the more risky situations children are exposed to. The Cathedral also recommend this test to minibus drivers. Further information is available at:

[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022498](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498)

iv) All passengers should wear seatbelts.

## **5 OFSTED Registration**

Day Care regulations require a children's activity to be registered with OFSTED if it takes place 14 days a year or more for children up to 8 years old, where the children are not with their own parents or carers, and where the activity lasts for two hours or more in a day.

### **Section 3 (ii) Code of Conduct and Practice for working with adults who may be at risk of abuse or neglect**

All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working to these guidelines. Following these guidelines should both ensure that adults who may be at risk of abuse or neglect are protected and that workers are not wrongly accused of abuse or misconduct. Pastoral Link Visitors will be issued with their own adaptation of this Code of Practice.

#### **This section includes:**

- a. Conversations and interviews in a Cathedral workers context;
- b. Pastoral relationships;
- c. Behaviour outside work and ministry;
- d. Record keeping and privacy;
- e. Working with colleagues;
- f. Sexual conduct;
- g. Financial integrity.

Section 6 of the procedures covers responding to allegations, concerns and complaints.

Section 7 of the procedures covers working with offenders and their families.

#### **a) Conversations and interviews in a ministry context**

Formal interviews and informal conversations in a ministry context are pastoral encounters. Cathedral workers should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

The Cathedral worker should consider in advance:

- The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.
- The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).
- The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.
- Whether the circumstances suggest a professional or social interaction.

- The propriety or danger of visiting alone or being visited when alone, especially in the evening.
- The personal safety and comfort of all participants.
- Establishing at the outset the nature of the interview its likely subject matter, confidentiality and duration.
- The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

## **b) Pastoral Relationships**

- Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.
- People in positions of trust necessarily have power, although this may not be apparent to them. Respecting professional boundaries is therefore particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.
- Every person engaged in pastoral ministry on behalf of the Cathedral should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.
- Be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Those who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work. No-one may offer any form of healing ministry on behalf of the Cathedral without the prior approval of The Dean, or the Canon Warden, or the Canon Missioner.
- Cathedral pastoral carers must recognise their own limitations and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances, the person should be referred to another person or agency with appropriate expertise, and the Canon Warden informed.
- Pastoral carers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.

- Pastoral carers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and assistance in using the toilet, always respecting the choices of the individual concerned and seeking their consent. Pastoral carers should never do things of a personal nature to someone which that person can do for themselves.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognise such a development and make it clear to both the person concerned and a supervisor or colleague. No intimate relationship should begin while the member of staff or voluntary worker is in a position of trust over them. The power and influence that a person in a position of trust has over someone attending a group or activity or in a counselling situation cannot be under-estimated; such an abuse of trust with a person under 18 years may be a criminal offence (Sexual Offences [Amendment] Act 2000). Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Pastoral carers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

**c) Behaviour outside work and ministry**

- In Cathedral ministry, behaviour outside work can often impinge on that ministry. Pastoral carers are expected to uphold Christian values throughout their lives.

**d) Record keeping and privacy**

- Pastoral carers and Sitters should keep a daily record of significant pastoral encounters to include date, time, place, subject and actions to be taken.
- The content of any encounter should only be recorded with the person's consent, unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years).
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation. You could be asked to share any notes you have at some point.

### **e) Working with colleagues**

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within their role. The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with adults who may be at risk of abuse or neglect should know to whom they are accountable and have a designated person with whom to discuss their work.

- Staff and volunteers should be aware of the responsibilities, function and style of other staff and volunteers and encourage co-operation and consultation between colleagues in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalised for following this guidance, or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task, staff and volunteers should relinquish any pastoral relationship, except with the agreement of a successor.
- Staff and volunteers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal Cathedral work.
- Staff and volunteers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

### **f) Sexual conduct**

It is never appropriate for Cathedral staff or volunteers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. You should be aware of the power imbalance inherent in pastoral relationships.

#### **Cathedral Staff and Volunteers:**

- Must not sexually abuse any adult.
- Must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.



- Should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

**g) Financial integrity**

Financial dealings can have an impact on the Cathedral and community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

**Cathedral staff and volunteers:**

- Should not seek personal financial gain from their position beyond their salary or recognised allowances.
- Should not be influenced by offers of money.
- Should ensure that Cathedral and personal finances are kept apart and should avoid any conflict of interest.
- Should ensure that money received by the Cathedral is handled by two unrelated lay people.
- Should ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Should take care not to canvas for Cathedral donations from those who may be at risk of abuse or neglect, e.g. the recently bereaved.



## **Section 4(i) - Safer Recruitment practice (updated October 2015)**

Cathedral settings are safe environments for the great majority of children and adults who may be at risk of abuse or neglect and, of course, the vast majority of people who work with them have their safety and welfare at heart. It is known, however, that some people seek access to children and adults who may be at risk of abuse or neglect in order to abuse. In addition, some victims of abuse do not disclose the abuse at the time, so the perpetrator may remain active. Furthermore, if employees and/or volunteers are unsupported, stressed or are not set proper boundaries, poor working practices can develop and normal interpersonal boundaries sometimes become compromised.

This section covers the safe recruitment of all paid staff and volunteers working with children, young people and adults who may be at risk of abuse or neglect. Following these procedures is essential so that unsuitable people are not appointed to work with children and adults who may be at risk of abuse or neglect and that those appointed have access to the guidance, training and support they need to operate safely and effectively.

The Protection of Freedoms Act 2012 reduced the number of people who can be subject to DBS and related checks as well as restricting the level of checks which can be sought for particular roles and paved the way for the creation of the new Disclosure and Barring Service ('DBS') in late December 2012 to replace the Criminal Record Bureau ('CRB') and Independent Safeguarding Authority ('ISA').

The Church of England published [Practice Guidance: Safer Recruitment](#) in June 2015 which should be referred to for detailed queries about safe recruitment and DBS issues. The Cathedral Safeguarding People Policy provides a summary of this guidance and how it has been implemented within the Cathedral, in the following two sub-sections:

- Section 4(i) explains the procedures which must be followed when appointing volunteers or paid staff to work with children or adults who may be at risk of abuse or neglect.
- Section 4(ii) contains information on who is eligible for DBS Checks and how to get them in this Diocese.

## The Recruitment Process

Section 2 of [Practice Guidance: Safer Recruitment](#) states the importance of finding the right people to work with children and adults experiencing or at risk of abuse or neglect and being clear about who is responsible for appointments. In the Cathedral the responsibility for appointments rests with the Chapter. Responsibility for the safer recruitment process has been delegated to the CSL. In some cases the appointment additionally will be made by the line manager or leaders of a specific activity (e.g. youth group leader) working with the CSL. The Cathedral also supports the involvement of the CLSL in the appointment process. The CSL will sign the Confirmation of Appointment (Volunteer Appendix 2g, employee Appendix 3i) form to say that the '**Seven step appointment process**' described below has been followed.

**The full safe recruitment procedures described below must be followed for all paid and volunteer roles which have significant contact with children and adults who may be at risk of abuse or neglect and for which DBS checks will be made.**

### The Seven step Appointment Process

The seven points outline the basic steps which must be followed to ensure a safe recruitment process. The same essential processes apply to the appointment of both paid staff and volunteers but when employing paid staff the Cathedral recruitment procedures must be followed including formal job descriptions and application forms. The Cathedral has adopted standard forms for the appointment of volunteers which can be downloaded from Appendix 2 below.

#### 1. Job Description

This is the first step in any appointment process, clarifying the role so the applicant understands what they are expected to do and to whom they are accountable. This also enables a decision to be made on whether a DBS check is required and at what level. The attached Model Volunteer Job Role (Volunteer Appendix 2 h) i) – viii) and employee Appendix 3h i) - ii) should be used to record the duties of the volunteer and employee.

#### 2. Application Form

All applicants (including volunteers) must be asked to complete an application form which provides the information needed by the organisation to consider the application. The

attached Volunteer Application Form (Appendix 2a) and Employee Application Form (Appendix 3a) should be used.

### **3. The Confidential Declaration Form**

All applicants should be asked to complete a Church of England Confidential Declaration form (Volunteers Appendix 2c and Employees Appendix 3b) which should be returned with the application. This will highlight to the applicant the significance of safeguarding in the appointment process. If there are any disclosures on this form the advice of the Diocesan Safeguarding Adviser must be sought before the application is taken any further.

### **4. References**

Two safeguarding references are required both for paid employees and volunteers. Where the applicant is, or has worked with children or adults who may be at risk of abuse or neglect in another setting, one reference should be from that employer or supervisor. A reference form (Volunteer Appendix 2f(i) for Adult Workforce/2f(ii) for Child Workforce and Employee Appendix 3e or Appendix 3f) is provided. A maximum of one reference may be accepted from a member of this Cathedral.

### **5. Interview**

Applicants for volunteer roles should be interviewed to ensure that they are suitable for the role, understand what is expected of them and are aware of Cathedral Safeguarding policies. This process needs to be conducted as sensitively as possible and need not be as formal as a job interview. It is recommended that at least two people meet the applicant including the person responsible for the appointment (usually the leader of the activity and the CSL). The full Church of England guidance is quoted below:

*Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. In paid roles (and sometimes in volunteering roles) the candidate's identity will need to be checked by asking him/her to bring photographic ID as well as evidence of his/her relevant qualifications. Include questions about an applicant's values, attitude to working with children and adults experiencing, or at risk of abuse or neglect and motives for wanting to engage in such work. Always ask if he/she knows of any reason why he/she should not be working with children or adults experiencing, or at risk of abuse or neglect or if there are any pending cases /issues which could affect him/her*

*or his/her ability to carry out the role. If the applicant discloses any matter during the interview that relates to children and/or adults experiencing, or at risk of abuse or neglect and which may affect the applicant's suitability for the role, then this must be referred to the Diocesan Safeguarding Adviser for advice.*

**A model interview/discussion template** (Appendix 2i) is used to assist in preparing for the interview. If the person responsible for the appointment is minded to recommend approval the applicant must be asked to carry out the appropriate DBS check.

## 6. **DBS checks**

A DBS check must be completed for all roles which require them and the person must not be appointed until the DBS process is complete. The detailed procedure on what roles are eligible for DBS checks and how to get them is described in Section 4(ii) below. DBS certificates are now sent only to the applicant so the CSL or the Dean's PA must check the certificate to ensure it is clear before the individual can be appointed and commence work. If the DBS check is not clear (i.e. contains information of criminal convictions or caution or additional information such as arrests) the issue **must** be referred to the Diocesan Safeguarding Adviser (DSA).

## 7. **Confirmation of appointment**

Once the DBS check process is completed the Confirmation of Appointment Form (Volunteer Appendix 2g and Employee Appendix 3i) must be completed and signed by the person responsible for the appointment and CSL to ensure the correct process has been followed and a letter sent to the leader of the activity/head of department to confirm this. All appointments should be subject to a probationary period (normally six months).

## **Responsibilities following Appointment**

**Codes of conduct.** A copy of the Code of Conduct and Practice for working with children or adults who may be at risk of abuse or neglect (see Section 3) must be given to the volunteer or employee and its contents explained as well as any specific local arrangements e.g. arrangements for contact between young people and leaders at a youth group.

**Training.** All volunteers with children and adults who may be at risk of abuse or neglect are expected to attend Foundation Safeguarding training *within 6 months* of beginning the role.

Details of the Diocesan training programme are published in the Safeguarding section of the Diocesan website. Consideration should be given to the provision of additional training which may be relevant to the role.

**Induction** Volunteers should be offered an induction process to ensure they familiarise themselves with the responsibilities they are taking on normally under the guidance of person responsible for their supervision below.

**Supervision and annual review** All volunteers must be offered supervision normally by the lead person who is responsible for the specific service being provided e.g. for home visitors to adults who may be at risk of abuse or neglect by the organiser of the Pastoral Link Group. This process has a number of core elements including clarification of what is expected of the volunteer, providing advice and support on issues of concern and checking that a satisfactory service is being provided to children or adults who may be at risk of abuse or neglect on behalf of the Cathedral. In some settings supervision will occur within the actual service being provided e.g. at a playgroup, but planned meetings between the worker and supervisor should also be arranged at least every three months and there should be an annual review.

**Complaints and concerns.** Any complaint about a volunteer needs to be recorded and followed up. The Diocesan Safeguarding Adviser must be contacted if the volunteer has breached the Code of Conduct and Practice or there is any concern about their potential suitability to work with or children or adults who may be at risk of abuse or neglect in accordance with the requirements of Section 6 of these procedures.

### **Procedures for Existing Volunteers**

It is not necessary for these recruitment procedures to be applied retrospectively to existing Cathedral volunteers but it is essential that there is a process of checking the continued suitability of volunteers for their role in the Cathedral as follows:

- They must be given a copy of the code of conduct for working with children or adults who may be at risk of abuse or neglect (see Section 3 of these procedures) and a copy of the Volunteer agreement/role outline as for those newly appointed;
- They need to be subject to supervision and annual review as for those newly appointed (see above);

- Any complaints and concerns about their work must be recorded and referred to the Diocesan Safeguarding Adviser (DSA) in accordance with the procedures for allegations against Church officers in section 6 of these procedures;
- Their DBS checks must be renewed every 5 years in accordance with procedures in 4.ii below.

### **The termination of appointment of volunteers and paid staff**

A decision to terminate the employment of paid staff should be subject to HR advice to ensure a correct process is followed. Any decision to terminate the appointment of a volunteer to a role working with children or adults who may be at risk of abuse or neglect must be confirmed in writing. In addition there are specific duties to refer both paid staff and volunteers to the Disclosure and Barring Service in certain circumstances to protect adults who may be at risk of abuse or neglect. [The Practice Guidance: Safer Recruitment](#) states as follows;

‘The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a duty on organisations where people work or volunteer with children or adults who may be at risk of abuse or neglect in regulated activity to make a referral to the DBS in certain circumstances to protect adults who may be at risk of abuse or neglect. This is when an organisation has dismissed or removed a person from working/volunteering with children or adults who may be at risk of abuse or neglect in regulated activity (or would or may have removed such a person if the person had not left or resigned etc.) because the person has:

- Been cautioned or convicted of a relevant offence (e.g. a serious sexual or violent offence); or
- engaged in relevant conduct in relation to children and/or adults who may be at risk of abuse or neglect, (i.e. an action or inaction (neglect) that has harmed a child or adult or put them at risk of harm as defined under the SVGA); or
- satisfied the harm test in relation to children and/or adults who may be at risk of abuse or neglect, (i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or adult who may be at risk of abuse or neglect still exists as defined under the SVGA).

The Diocesan Safeguarding Adviser should always have been advised of such concerns in accordance with the procedure for ‘allegations against Cathedral or church officers’ in section 6 of these procedures existing volunteers and will advise if such a referral needs to be made.



## **Record keeping on employed staff and volunteers**

It is essential that records are maintained both on paid staff and volunteers. The Cathedral must set up a 'confidential personal file' on any person who applies to be a volunteer and file all the documents received during the appointment process, the notes/records taken by those conducting interviews, letters of appointment, DBS checks, confirmation of receipt of codes of conduct and records of supervision and annual review as well as any complaints or concerns. These records should be kept confidentially by the Cathedral in accordance with the [Carlisle Diocese Guide to the Management and Retention of Parish Safeguarding Records.](#)

The Cathedral has established a secure location where these files can be kept in a locked filing cabinet and they must be retained for as long as the Diocesan Policy from time-to-time requires (currently at least 75 years) in case any safeguarding concerns emerge.



## **Section 4 (ii) Disclosure and Barring Service (DBS) Checks (updated October 2015)**

This section provides further information about eligibility for DBS checks, how to obtain checks within the Diocese, arrangements for 'portability' of checks and guidance on specific situations. This section is based on [Practice Guidance: Safe Recruitment](#) issued by the Church of England in June 2015. The policy should always be consulted for detailed queries because of the complexity of the underlying legislation and church guidance.

### **Guidance on who requires a DBS check**

From the date of implementation of the Protection of Freedom Act in September 2012 the criteria for access to DBS checks has been narrowed and a two tier system of checks has been introduced for roles in relation to children and to adults who may be at risk of abuse or neglect.

### **Eligibility for DBS checks and the two tier system**

The intention of the Act was to reduce the number of checks being sought to 'a common sense level'. Checks would only be for those who would have 'more contact with children than a shopkeeper'. This means that some roles within the Church are clearly ineligible e.g. for vergers, and gardeners. DBS checks can only be applied for those who have 'substantial contact' with children or adults who may be at risk of abuse or neglect where an 'Enhanced Check' can be sought or where the activity is 'Regulated' (see below) in which case an Enhanced plus Barred check can be sought.

The **Enhanced Check** provides information about convictions/cautions and in addition may include any other information held by the local police which they deem may reasonably be relevant for the position applied for but NOT whether a person is barred from Regulated Activity.

An '**Enhanced plus Barred List Check**' discloses whether the individual is barred from Regulated Activity with children/ adults who may be at risk of abuse or neglect, as well as the convictions/cautions and other relevant information. This is only available for those in Regulated Activity (as defined in the Protection of Freedoms Act 2012.)

The Church of England has produced a guide on what activities make a person eligible for a DBS check in Appendix One of the [Practice Guide; Safe Recruitment](#) .

### **Church of England roles<sup>1</sup> where the activity is seen to be eligible for a DBS check**

In order to help decide whether a DBS check can be applied for and at what level the Church of England has published the table below in [Practice Guidance :Safer Recruitment](#) showing which roles within the Church would normally require DBS checks and at what level. This is however a guide only, and in some cases careful consideration needs to be given as to eligibility and level of checks which can be sought. Choir Leaders or Musical Directors for example would not normally be eligible for DBS checks but if they were given specific responsibility for supervising children then a DBS check should be sought. The DBS application would need to state they were a choir leader or musical director with specific responsibilities for children to avoid the risk of the DBS rejecting the request for the check as being for an 'ineligible' role. The Diocese has also introduced a simple form to help decide whether an enhanced plus barred check can be sought (see below on 'how to get a DBS check in the Diocese).

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<sup>1</sup>This list is indicative and not exhaustive as there will be local variations in approaches, titles and roles

**A. Clergy.**

All will require an enhanced DBS check (including barring information)

All Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, Residentiary Canons, stipendiary parish Clergy, self-supporting Minister/non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate', and those seeking ordination training or ordination.

**B. Those employees and volunteers working with groups of adults who may be at risk of abuse or neglect (i.e. children [i.e. those aged under 18] and those working with adults experiencing, or at risk of abuse or neglect [18+]) (note, this will always include those in training and individuals on student placements).**

Those working with children. Most **will** require an enhanced<sup>2</sup> DBS check (including barring information) unless they are supervised<sup>3</sup> or they are on a rota and do not satisfy the 'period condition', (i.e. frequent, intensive or overnight<sup>4</sup>).

Those working with adults experiencing or at risk of abuse or neglect. Most will **not** be in Regulated Activity but will require an enhanced DBS check without barring information. Some will be in Regulated Activity and need an enhanced DBS check (including barring information) if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

\*Readers;  
\* Authorised Lay Ministers;  
\*Licensed Evangelists;  
\*Lay people authorised to provide pastoral care. For example Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor; Authorised Listener Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role;  
\*Youth worker or Leader;  
\*Children's worker or Leader;

\* Cathedral volunteer driver for groups of children or adults who may be at risk of abuse or neglect for children's /adults' activities organised by the Cathedral – (Please note – private/ personal arrangements among parents/ friends etc. are exempt);  
\*Diocesan Safeguarding Advisers and those in the Cathedral who manage<sup>5</sup> people engaged in activities with vulnerable groups (children or adults).

<sup>2</sup> An Enhanced criminal record check from the DBS shows details of all spent and unspent convictions, cautions, reprimands, final warnings (unless filtered, [please see the DBS filtering guidance at <https://www.gov.uk/government/publications/dbs-filtering-guidance>]), local police records (if appropriate) and indicates if the person is on a barred list. The barred list is maintained by the DBS and lists individuals who are barred from working with children or adults who may be at risk of abuse or neglect as defined under the SVGA.

<sup>3</sup> The Church of England defines supervised activity as:  
Activity where the supervisor - who has him/herself been safely recruited - is always able to see the supervised worker's actions during his/her work. Where you are uncertain whether this level of monitoring can be maintained continuously – for example, ensuring cover for all holidays and sickness absence by the supervisor - then the role is not a supervised position

<sup>4</sup> Frequent – Once a week or more; Intensive – 4 days or more in a 30 period and overnight – Between the hours of 0200 and 0600.

<sup>5</sup> Management in this context includes planning, organising, advising or directing

<ul style="list-style-type: none"> <li>*Sunday school teacher or Leader.</li> <li>*Family workers who work with children or their Leader;</li> <li>*Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train;</li> <li>*Music leader where the choir or musical group includes children;</li> <li>*Head Server– only when the role includes supervision or training of children.</li> </ul>	<ul style="list-style-type: none"> <li>*Diocesan Education staff who either have substantial contact with children or manage those who do;</li> <li>*Leader of Parent &amp; Toddler Groups (but not parent helpers who supervise their own children or if a self –help group;</li> <li>*Managers of individuals working with vulnerable groups (children and adults);</li> <li>* Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with vulnerable groups (children or adults).</li> </ul>
<p><b>C. Charity Trustees of children’s or charities working with adults who may be at risk of abuse or neglect<sup>6</sup>.</b> The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as it an important tool in ensuring that the person is suitable to act<sup>7</sup></p>	
<p>The Dean &amp; Chapter is a charity<sup>8</sup> <b>and</b> provided it sponsors and approves, in its own name, children’s work or work with adults who may be at risk of abuse or neglect (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) then this recommendation applies. <b>All members of the Chapter are eligible; which members will be checked is a matter for local decision.</b></p>	
<p><b>D. Roles that are not eligible for an enhanced DBS check (unless undertaking any role in A or B or are included in C) but remain eligible for a basic criminal conviction check through Disclosure Scotland</b></p>	
<ul style="list-style-type: none"> <li>*Cathedral Verger;</li> <li>*Server;</li> <li>*Caretaker;</li> <li>* Refreshment helper;</li> <li>*Shop Staff;</li> <li>*Flower arranger;</li> <li>*Bell ringers (rank and file).</li> </ul>	<ul style="list-style-type: none"> <li>*Choir leader or musical director for adult choir;</li> <li>*Organist unless also directing a choir which contains children;</li> <li>* Choir members/music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups children or adults).</li> <li>* Food bank helpers unless undertaking work with vulnerable groups (children or adults) as indicated in B above.</li> </ul>

## The procedure to obtain a DBS check in the Cathedral

<sup>6</sup> A children’s charity and a charity working with adults who may be at risk of abuse or neglect were defined in the Safeguarding Vulnerable Groups Act 2006 in Schedule 4. The relevant provisions have now been repealed but retain their relevance in relation to eligibility for checks . Broadly, a charity is a children’s charity or a charity working with adults who may be at risk of abuse or neglect if the individuals who are workers for the charity normally include individuals engaging in regulated activity.

1. <sup>7</sup> [Charities: how to protect vulnerable groups including children](#) – “...In the case of trustees, because of their position within the charity, we take the view that whenever there is a legal entitlement to obtain a DBS check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children...” – Charity Commission policy paper – 14 July 2014

<sup>8</sup> [A PCC is a charity](#)

The Cathedral operates a paper rather than electronic system to get DBS checks and the following procedure must be followed to get a DBS check.

1. DBS packs, relevant to the particular volunteer role/employee post, including DBS forms, can be obtained from The Dean's PA, Cathedral Office, 7 The Abbey, Carlisle CA3 8TZ email [karen@carlislecathedral.org.uk](mailto:karen@carlislecathedral.org.uk) The documents provided in addition to the DBS Forms are 'DBS' checks; eligibility and identity checking guidance', a "DBS Applicants Form; Applicants Guidance' and the ['Diocese of Carlisle: Disclosure and Barring Service Checks'](#) form.
2. The DBS Application Form must be completed by the applicant.
3. Once all relevant forms are completed, an appointment should be made with the Canon Warden for original identity documents to be checked and the form finalised by the Canon Warden.
4. The identity of the applicant must be confirmed by the 'Verifier' (the Canon Warden, the Dean or the Canon Missioner) using the guidance issued by Church House.
5. The Cathedral must ensure the relevant sections of the DBS form are completed accurately as follows; in particular:
  - Question 60 must be completed by either writing 'child workforce', or 'adult workforce or 'adult plus child workforce' as appropriate for the role.
  - The box 63 must be ticked for all roles where there is significant contact with children or adults who may be at risk of abuse or neglect.
  - Question 64 or 65 must be ticked 'yes' or 'no' using the 'Diocese of Carlisle; Disclosure and Barring Service Form as a guide (this will determine if a Barred list check is made).
  - Question 66 about home-working should be ticked only for clergy and for individuals who will actually be working with children or adults who may be at risk of abuse or neglect in the applicant's own home.
6. The Dean's PA will send the form to the Diocesan Office where the form will be logged on receipt and checked to make sure it is in order.
7. Correctly completed application forms are countersigned by the Diocesan Secretary and sent to the DBS service.

8. The DBS certificate is sent to the applicant only. When the applicant receives the result of their check from the DBS they must contact the Canon Warden so that the certificate can be seen and its status confirmed.
9. **If the DBS certificate is clear** the [‘Confirmation of Appointment Form’](#) must be completed by person responsible for the appointment and countersigned by the Canon Warden to allow the applicant to be appointed in accordance with procedures in Section 4(i). The Dean’s PA will take a note of the 12 digit DBS certificate number and date of issue, enter the details onto the Cathedral’s database and then send this information to the Diocesan Office so that it can be recorded on the diocesan database that the check is clear.
10. **If a DBS is not clear (i.e. any information of concern is disclosed however minor) the Cathedral organisation will not confirm the appointment and the applicant cannot begin work.** A copy of the certificate will be made with the consent of the applicant and sent to the Diocesan Safeguarding Adviser (DSA) who will consider the information and undertake a risk assessment if required under Church of England procedures. The Cathedral can only appoint if the DSA confirms in writing that it is safe to do so. The DSA will also confirm to the Diocesan Office the 12 digit number, date of issue and outcome of this assessment.

### **Renewal of DBS checks**

DBS Certificates need to be renewed every 5 years. In order for this to be possible the Cathedral will record on the file of the staff member/volunteer the date and type of certificate (whether for children or adults or both and whether at enhanced or enhanced plus barred level).

In order to keep track of renewal dates the Cathedral will maintain a confidential record of all DBS certificates in place, with date of issue and type (as listed above) to enable the renewal process to be initiated well in advance of the expiry date. The Diocesan Office maintains a back-up list of all DBS checks which have been processed by the Diocese and for which the Cathedral has confirmed an outcome in accordance with the procedure in paragraph 9 above. The process of renewal should be initiated at least 3 months before the expiry date of the old certificate to ensure that the certificate does not expire. Church of England Guidance issued



in June 2013 confirms that individuals should 'stand down' from their role if their certificate has expired and has not been renewed.

The renewal procedure is the same as above: the Cathedral will continue the appointment if the DBS check is clear but must initiate the procedure for 'blemished disclosure' on point 9 above by contacting the Diocesan Safeguarding Adviser if the DBS check is not clear. The advice of the Diocesan Safeguarding Adviser must be sought as to whether the individual can continue in the role or must 'stand down' pending the completion of enquiries.

## **The 'Update Service' and Portability of DBS checks within the Church**

### **a) The DBS Update service**

This came into being from 17<sup>th</sup> June 2013. It is a mechanism whereby an individual's DBS can be constantly updated and accessed electronically. This prevents the need for repeat DBS applications and checks in relation to different roles.

If an applicant confirms that they are enrolled with the update service for a role outside the Cathedral then then it will be necessary to check they have a clear check in place for the role for which they have applied in the Cathedral.

The appointer will need to confirm the individual's identity and request to see and copy the original DBS certificate. If the DBS check is not clear the procedure for 'blemished disclosures' (see paragraph 10 of the procedure to obtain DBS certificate in the Diocese above) would be triggered and the DSA informed. If no information was recorded the Cathedral would need to check that the certificate was of the type and level required for the post (i.e. for child or adult and at enhanced or enhanced plus barred level).

The appointer would need to obtain the following information on the DBS certificate: the DBS certificate number, the current name of the certificate holder as shown on the certificate and the date of birth in the format DD/MM/YYYY to enable a check to be made through the update service.

The update service link is <https://secure.crbonline.gov.uk/crsc/check?execution=e2s1>

The Cathedral would need to maintain a record of undertaking this check and that no information was disclosed as for all other DBS certificates.

## b) **Portability**

This is the term employed by the Government for using a DBS obtained in one role for a different role, which can sometimes be with a different employer or organisation.

**Anyone applying for a further role within the Cathedral** does not require a second DBS, provided the work is with the same “workforce” (i.e. children or adults experiencing, or at risk of abuse or neglect).

If someone wishes to work/volunteer in a role with a different “workforce” for example, someone who has volunteered at a youth club and is now offering to work as a driver for a scheme conveying adults experiencing, or at risk of abuse or neglect then a new DBS check is required as the original basis of the check has changed.

In addition, if the individual in his/her new role is not eligible for the same level of DBS check as she/he was in her/his previous role then a new check will also be required (e.g. in his/her new role a person is eligible for an enhanced plus barring check; but in his/her previous role he/she was only eligible for an enhanced check without a check of the barred list. In such a case, a new check will be required).

### **Portability from outside the Church**

To accept a pre-existing DBS from a body outside the Cathedral, the following requirements must be met:

- A Confidential Declaration Form must be completed;
- The original DBS check must be shown to the organisation by the applicant;
- The individual in his/her new role must be eligible for the same level of DBS check as he/she was in his/her previous role;
- The DBS must be completely clear (i.e. no record of cautions, convictions or additional information), be less than 2 years old, be for the same “workforce” (for example, someone who has volunteered at a youth club [children] is now offering to work as a driver for adults experiencing, or at risk of abuse or neglect because of their age, illness or disability in a Cathedral scheme would not be acceptable);
- The applicant’s identity must be verified;

- The applicant's current organisation must confirm that the applicant was appointed following receipt of all relevant checks, (e.g. confidential declaration and enhanced DBS check etc.); is currently still in post; there are no disciplinary matters pending and they can recommend them to the new role.

There are some circumstances where a new DBS should always be made:

- Where the APPLICANT is registered with the Update Service, the DBS is easily accessible and always updated. It should therefore always be checked.
- Where a person applies for an employed position working with children or adults who may be at risk of abuse or neglect.
- Where a person is seeking ordination training then a new DBS is always required.

Where a Cathedral uses these provisions for portability to prevent the need for a new DBS check via the Diocesan Office they must keep a record of the process above. The records should include correspondence and a record of the issue date, and the serial number on the individual's file. The process for renewal of the certificate after 5 years must also be followed (unless it is possible to use this process again to establish that the individual still has a DBS certificate which is less than 2 years old).

### **Guidance on Specific Situations**

These notes are designed to clarify particular issues (especially where there has been a change from the previous Cathedral policy which was based on the 'Safer Recruitment Policy June 2013 issued jointly for the Church of England and the Methodist Church).

#### **a) Clergy**

The Diocese has a system in place to ensure the enhanced plus barred DBS checks are obtained for all clergy prior to appointment and renewed within five years. The full list of clergy roles covered is given in the section A of the table above. The Cathedral is therefore not responsible for ensuring the renewal of DBS checks for its clergy (including those with PTO).

#### **b) Lay Readers and Local Lay Ministers**

All prospective Readers (Licensed Lay Ministers) must have an enhanced DBS check (for both children and adults) completed by the Cathedral before they commence their training. All commissioned Local Lay Ministers must have an enhanced DBS check (for both children and adults), even if their duties do not normally include specific responsibilities for children or adults

who may be at risk of abuse or neglect. The DBS check must be completed by the Cathedral prior to their commissioning (preferably initiated when they commence training).

The Cathedral is not able to process renewal certificates after five years (in accordance with the procedure for the renewal of DBS certificates outlined above) unless the individual has specific responsibilities for children or adults who may be at risk of abuse or neglect within the Cathedral. The Cathedral will therefore ensure that the specific duties of Readers and Local Lay Ministers are recorded and that renewals are initiated if and when they are required.

**c) The Diocesan Safeguarding Adviser, the Chapter Safeguarding Lead or the Cathedral Lay Safeguarding Lead**

The above table confirms that ‘Diocesan Safeguarding Advisers and Parish Safeguarding Officers are not subject to enhanced DBS checks unless they ‘manage<sup>9</sup> people engaged in activities with vulnerable groups (children or adults)’. This applies also in the Cathedral setting.

**d) Members of the Chapter**

Please see section C of the table above which confirms the Charity Commissioners advice that enhanced DBS checks should be sought for ‘Charity Trustees of children or charities working with adults who may be at risk of abuse or neglect’ ‘The Cathedral is a charity<sup>10</sup> if it sponsors and approves, in its own name, children’s work or work with adults who may be at risk of abuse or neglect (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) The practice guidance states ‘which members of the Chapter should be checked ‘is a matter for local determination’.

The Diocese will process enhanced DBS checks for Chapter members on the basis that they are charity trustees. The role must be explained e.g. trustee of children/adults who may be at risk of abuse or neglect charity.

**e) “One-off” Visitors or Helpers**

The Practice Guide on Safer Recruitment June 2015 no longer addresses this issue but the Cathedral has retained the following element of previously published guidance:

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<sup>9</sup> Management in this context includes planning, organising, advising or directing

<sup>10</sup> [A Cathedral is a charity](#)

Where a volunteer's role will be a one-off, such as accompanying staff and children on a day outing or helping at an event (e.g. a holiday club), recruitment measures would be unnecessary provided that the person is known to the organisation and is always supervised.

It is not necessary to obtain a DBS for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time. It is good practice to ensure that visitors sign in and out and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

**f) Those coming to work from abroad**

The Practice Guide on Safer Recruitment June 2015 does not address this issue or the issue of those sent to work abroad below but the Cathedral has retained the following elements of previously published guidance:

For overseas candidates who have not previously lived in the UK, and also for UK candidates who have lived abroad for significant periods, the person responsible for the appointment should make an additional check by asking the applicant to obtain a certificate of good conduct /police record from the relevant embassy or police force, wherever that is available.

Where an applicant is from, or has lived in, a country where this provision is not available, or is a refuge/asylum seeker with no means of obtaining relevant information from their country of origin, the person responsible for the appointment should take extra care in taking up references and carrying out other background checks. For example, additional references should be sought and at least one reference, from a previous work place, should be followed up by phone as well as letter.

**g) People sent by the Church to work abroad**

The Cathedral should undertake a DBS in relation to people we send abroad. The nature of the check (i.e. with/without a request for barring information at Q x 64/65 on the DBS Application Form) will depend on whether their work will be in Group 1 (Regulated Activity) or Group 2 (Substantial Contact).

#### h) **Ecumenical events**

The Practice Guide on Safer Recruitment June 2015 no longer addresses this issue but the Cathedral has retained the following element of previously published guidance. For an occasional event, a decision should always be made about which body is 'hosting' the event. This matters both for safeguarding and for insurance arrangements.

When recruiting the workers (either paid or volunteer), suitable assurances should be obtained from the 'home' church or organisation which first recruited them, that the person has been recruited safely with DBS check if required.

For a more permanent arrangement – for example, a street pastor provision via the local Council of Churches – a decision should be reached about whether the group should organise DBS checks or whether one of the ecumenical partners should take the lead for all members. This usually mirrors the arrangements for safeguarding generally, so that if the Church of England or Methodist procedures are being followed by the group, then it makes sense for that denomination to take the lead with DBS checks. Alternatively, where the group is of sufficient size to make it appropriate to have an independent arrangement for DBS checks, then the group should also have independent safeguarding policy and procedures.

The Church of England and Methodist Church have issued [Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships 2015](#) where 'ministry is shared by an Ecumenical Ministry Team and congregations consist of several denominations' which needs to be followed in such circumstances. The attached guidance and checklist is helpful in checking/ensuring that adequate safeguarding arrangements are in place for other less formally constituted interdenominational arrangements.

#### i) **'Peer' or self-help arrangements**

The Cathedral is not able to obtain DBS checks where parents supervise their own children in parent/toddler groups or for self-help groups. However the full safe recruitment process including DBS checks must be followed for Cathedral leaders and helpers for parent/toddler groups including 'messy churches' (unless it can be clearly established that the parents who attend are responsible for their children at all times and the workers are never separately responsible for children attending the group).

**j) Student placements**

This is covered in Section B of the table above. When offering student placements for professional or vocational training where there is a practice placement element, a DBS check should be applied for as soon as the place on the programme has been accepted, so that the information is received prior to the student commencing the work-based elements of their training. No student should ever start a placement where part of the role would fit within Group 1 or 2 without first having been approved through the DBS process.





## Section 5 (i) Recognising abuse to children

Protecting children from harm is vital. Everyone has a responsibility to respond well when they think a child may be at risk from harm, and to refer the matter to the police or social services, who have the expertise to deal with the matter well.

Harm to children takes many forms and can be difficult or easy to discern. It can happen over time and be well hidden, or it be a one-off event directly reported or observed, or a mixture of these things. It may be recent, current or have happened some time ago. Whichever is the case, when it comes to the Cathedral's attention the Chapter will take the matter seriously and will respond by following the guidelines in Section 6 of this document to the very best of its ability.

This section identifies different types of abuse that can occur, in isolation or various types of abuse at all together. The following definitions are from Protecting All God's Children, Chapter 3. 2010.

### Statutory definitions

**Child abuse** has many forms. There are four identified categories of abuse described in Working Together to Safeguard Children 2015, from which the following definitions are taken.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by another adult or adults, or another child or children.

1. **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.
2. **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is

happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women do also commit acts of sexual abuse, as do other children.

3. **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - a. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - b. protect a child from physical and emotional harm or danger;
  - c. ensure adequate supervision (including the use of inadequate care-givers);
  - d. ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

## **Some Special Topics**

Cathedral clergy, employees and volunteers should be aware that, within these categories, a wide range of abuse can occur. The Government issues guidance documents or advice for several of these special topics. Among those which have been the subject of attention are:

### **Stranger abuse**

The majority of abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

### **Internet-related abuse**

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages on social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

### **Definitions of forms of harm**

The downloading, keeping or distributing of indecent images of children are all offences which are widely committed by adults, including by church members. For detailed advice about protecting children from internet abuse, consult the Child Exploitation and On-line Protection Centre (CEOP), which also produces material suitable for children.

### **Bullying (abuse by other children)**

There is no clear boundary between bullying and abuse, and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority children's social care service.

### **Children affected by gang activity**

Such children are at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons (including firearms), retaliatory violence and territorial violence

with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

### **Fabricated or induced illness**

Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.

### **Abuse of disabled children**

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

### **Deliberate self-harm** (e.g. overdoses, cutting, misuse of drugs or alcohol)

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children's social care. Help can also be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

### **Domestic violence or abuse**

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room. They may also be directly affected by abuse.

### **Parents who are themselves adults who may be at risk of abuse or neglect**

It is not uncommon for the parents of children who are abused or neglected to be themselves adults who may be at risk of abuse or neglect. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority children's social care service may be required.

### **Allegations of possession by evil spirits**

This is a very complicated and sensitive area, with the potential to allow greater harm to be caused than might be cured, as recent stories in the media show (see below Spiritual Abuse). Diagnosis of possession should only be made after all other diagnoses have been exhausted; such diagnoses should only be made by those authorised by the Bishop as Diocesan Deliverance Officers – and so they must be consulted at the earliest opportunity. In the case of children, and adults who may be at risk of abuse or neglect, it is so important to err on the side of caution, that as well as the Diocesan Deliverance Officer, the Safeguarding Adviser and the Bishop must also be directly consulted.

### **Female genital mutilation**

This is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority children's social care service or the police.

### **Child trafficking**

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may have little English. The police or local authority children's social care service should be contacted immediately if a member of the Cathedral congregation comes across such a child.

### **Sexual exploitation and involvement in prostitution**

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

### **Forced marriage and honour-based violence**

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Local authority children's social care or the police should be contacted.

### **Complex (organised or multiple) abuse**

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

### **Spiritual abuse**

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

**If anyone in the Cathedral is uncertain whether or not abuse has taken place, he or she can contact the DSA or the local authority children's social care team. Contact numbers can be found on the wallet/purse card issued to clergy, employees and volunteers.**

## **Section 5 (ii) Recognising abuse to adults who may be at risk of abuse or neglect**

**Mistreatment** is defined in **No Secrets** (2000) as ‘a violation of an individual’s human and civil rights by any other person or persons’.

**Harm** is what results from mistreatment or abuse.

**Abuse** may be perpetrated by an individual or a group. It may be accepted or exacerbated by the culture of an institution, in which case it is described as institutional abuse. Abuse concerns the misuse of power where control and/or authority can manifest as a criminal offence. It may include harassment, bullying and exploitation, discrimination and oppression. It includes any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour.

Abuse can take place in a person’s home, day centre, family home, community setting and in public places (including churches and ancillary buildings). A carer might be being physically or emotionally abused by the person they are looking after.

Someone from the Cathedral (you!) may be the only individual to notice when something isn’t right and someone is being mistreated or abused, and it is important you act to prevent it occurring again to the same person or someone else. Clergy, employees and volunteers should read **Section 6: Responding to Allegations, Concerns and Complaints**, and act by following the guidance.

**Domestic abuse** is widespread in our society and the Cathedral needs to respond supportively to those experiencing such abuse. See the Church of England’s report **Responding to domestic abuse** (2006), and **Section 5(iii)** of Carlisle Diocese procedures.

### **This section looks at:**

- a) Why does mistreatment or abuse happen?
- b) Different forms of abuse.
- c) Additional indications that abuse may be occurring:

### a) **Why does mistreatment or abuse happen?**

Abuse occurs for many reasons and the causes are not fully understood. The following risk factors have been identified as being associated with physical and psychological abuse (one or more may be present in any abusive situation):

- Social isolation – those who are abused usually have fewer social contacts than those who are not abused;
- There is a history of a poor-quality long-term relationship between the abused and the abuser;
- A pattern of family violence exists. The person who abuses may have been abused when younger;
- The person who abuses is dependent upon the person they abuse for accommodation, financial or emotional support;
- The person who abuses has a history of mental health problems or a personality disorder or a substance addiction;
- In care settings abuse may be a symptom of a poorly run establishment. It appears that it is most likely to occur when staff are inadequately trained, poorly supervised, have little support from management or work in isolation.

### b) **Different forms of abuse**

#### **Physical abuse**

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning..... It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Possible indicators of physical abuse:

- cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures;
- untreated injuries in various stages of healing or not properly treated;
- poor skin condition or poor skin hygiene;



- dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding;
- broken spectacles or frames, physical signs of being subjected to punishment, or signs of being restrained;
- inappropriate use of medication, overdosing or under dosing;
- the adult telling you they have been hit, slapped or mistreated;
- inappropriate restraint – eg being strapped into a chair (a useful question to ask would be ‘who benefits from the restraint?’).

### **Emotional or psychological abuse**

The use of threats or fear or the power of the carer’s or other adult’s position to negate the vulnerable (children/adult) person’s independent wishes is classed as emotional or psychological abuse. Bullying, sexual and racial harassment would also come into this category if physical harm were not used. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurising, coercion, fear, ignoring the person.

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person’s wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person’s efforts.

**Harassment** may include name calling, victimisation and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

Possible indicators of emotional/psychological abuse:

- feelings of helplessness;
- hesitation in talking openly;
- implausible stories;
- confusion or disorientation;
- anger without an apparent cause;
- sudden changes in behaviour;

- the person becoming emotionally upset or agitated;
- unusual behaviour (sucking, biting or rocking);
- unexplained fear;
- denial of a situation;
- the person becoming extremely withdrawn and non-communicative or nonresponsive;
- the adult telling you they are being verbally or emotionally abused.

### **Financial or legal abuse**

The wilful extortion or manipulation of the adult who may be at risk of neglect or abuse's legal or civil rights must be construed as abuse. It is also potentially fraud. It may therefore need to be reported to Trading Standards as well as the Police. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or the withholding of money, the exploitation of a person's resources, or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a Will.

Possible indicators of financial abuse:

- signatures on cheques etc. that do not resemble the adult's signature, or which are signed when the adult cannot write;
- any sudden changes in bank accounts including unexplained withdrawals of large sums of money;
- the inclusion of additional names on an adult's bank account;
- abrupt changes to or creation of Wills;
- the sudden appearance of previously uninvolved relatives claiming their rights to an adult who may be at risk of neglect or abuse's affairs or possessions;
- the unexplained sudden transfer of assets to a family member or someone outside the family;
- numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the adult who may be at risk of neglect or abuse;
- unusual concern from someone that an excessive amount of money is being expended on the care of the adult who may be at risk of neglect or abuse;
- lack of amenities, such as TV, personal grooming items, appropriate clothing, that the adult who may be at risk of neglect or abuse should be able to afford;

- the unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery;
- deliberate isolation of an adult who may be at risk of neglect or abuse from friends and family resulting in the caregiver alone having total control;
- bogus workers identifying work that isn't needed on a property, or over charging, or not completing work once paid.

## **Neglect**

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person (child/adult) or to others (particularly when a person lacks the mental capacity to assess risk), not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

Possible indicators of neglect:

- dirt, faecal or urine smell, or other health and safety hazards in the person at risks' living environment;
- rashes, sores, lice on the vulnerable person (child/adult);
- inadequate clothing;
- untreated medical condition;
- poor personal hygiene;
- over or under medication;
- lack of assistance with eating or drinking;
- unsanitary and unclean conditions.

## **Sexual abuse**

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated.

No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurised into consenting to sexual acts.

**Possible indicators of sexual abuse:**

- bruises around the breasts or genital areas;
- unexplained venereal disease or genital infections;
- unexplained vaginal or anal bleeding;
- torn, stained or bloody underclothing;
- the vulnerable person (child/adult) telling you they have been sexually assaulted or raped.

**Spiritual abuse**

Cathedral clergy and those engaged in pastoral care at the Cathedral need to be sensitive so that they do not, in their pastoral care, attempt to ‘force’ religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people (child/adult) experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people (child/adult) of the right to faith or the opportunity to grow in the knowledge and love of God.

**Allegations of possession by evil spirits**

This is a very complicated and sensitive area, with the potential to allow greater harm to be caused than might be cured, as recent stories in the media show (see below Spiritual Abuse). Diagnosis of possession should only be made after all other diagnoses have been exhausted; such diagnoses should only be made by those authorised by the Bishop as Diocesan Deliverance Officers – and so they must be consulted at the earliest opportunity. In the case of children, and adults who may be at risk of abuse or neglect, it is so important to err on the

side of caution, that as well as the Diocesan Deliverance Officer, the Safeguarding Adviser and the Bishop must also be directly consulted.

**c) Additional indications that abuse may be occurring**

- The vulnerable person (child/adult) may not be allowed to speak for themselves, or see others, without the care-giver (suspected abuser) being present;
- Attitudes of indifference or anger from the caregiver towards the vulnerable person (child/adult);
- Family member or care-giver blames the vulnerable person (child/adult) (e.g. accusation that incontinence is a deliberate act);
- Aggressive behaviour (threats, insults, harassment) by the care-giver towards the vulnerable person (child/adult);
- Previous history of abuse of others on the part of the care-giver;
- Inappropriate display of affection by the care-giver;
- Flirtations, coyness, which might be possible indicators of an inappropriate sexual relationship;
- Social isolation from the family or restriction of activity of the vulnerable person (child/adult) by the care-giver;
- Conflicting accounts of incidents by the family, supporters or the vulnerable person (child/adult);
- Inappropriate or unwarranted defensiveness by the care-giver;
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity);
- Obvious absence of assistance or attendance.

For current Diocesan advice about addressing Bullying and Harassment, see the Diocesan website : <http://www.carlisediocese.org.uk/support/hr-advice.html>



## **Section 5 (iii) Recognising domestic abuse**

Domestic abuse affects one in five adults in the UK at some point in their lives (1 in 4 women and 1 in 7 men), and between 6 and 10% of women experience domestic abuse in a given year. One in three suicide attempts is by a victim of domestic abuse.

On average there will have been 35 assaults before a victim calls the police. At least 750,000 children a year witness domestic abuse. All domestic abuse is a fundamental violation of human rights, and much of it is criminal.

The Church takes seriously the harm caused by domestic abuse. Further reading can be found in *Responding to Domestic Abuse: Guidelines for Those with Pastoral Responsibilities*, Archbishops' Council, 2006.

### **Who experiences domestic abuse?**

People from all classes and social groups, races and ethnicities, cultures and religions experience domestic abuse, and it takes place regardless of age, disability or sexuality.

It is a widespread and hidden problem in all communities, and is greatly under-reported, particularly within minority ethnic communities. Most abuse is gender-biased, incidents of abuse of women by male partners being very much more frequent and more severe. However, abuse can be inflicted by women on men, and can also occur in same-sex relationships. There is also evidence of parents being abused by teenage children, and of older people being abused by members of their family. Domestic abuse occurs among people within our church communities, and clergy and prominent members of churches have been found to be abusers.

Children in the family are also victims of domestic abuse, directly or indirectly. Being a victim or witness of domestic abuse can have a severe effect on a child's behaviour, health or educational performance in ways that are likely to be visible, and can create long-term relational problems; including low self-esteem, withdrawal or anxiety, and behavioural problems, or conversely being overly anxious to please and unnaturally well-behaved. Children are often more aware of the abuse than their parents realise. They may also be at risk of physical harm through being present while physical abuse takes place. The significance of domestic abuse on a child was recognised in the Children Act 1989.

## **Who perpetrates domestic abuse?**

Domestic abuse appears to reflect expectations of exercising power and control over the partner. It is a deliberate choice for which the abuser must be held responsible: and it is supported by the abuser's belief either that the behaviour is defensible or that s/he is not to blame for it.

Perpetrators come from all walks of life and professions. The behaviour they exhibit in public can be very different from their private behaviour to their partners; often the abusive partner is able to be charming in public yet switch to abusive conduct quickly when behind closed doors and alone with the partner. The abuser can also exhibit rapid changes in behaviour, being loving and apologetic towards the partner at one moment and abusive the next. The abuser often will not hesitate to say sorry and to say it will never happen again. Experience shows that abuse will almost invariably happen again and will get worse.

Triggers of abusive or violent behaviour appear to include the commencement of cohabitation or marriage, pregnancy, infidelity by the partner or the threat to leave. However, abuse can take place without any particular external causes and often becomes routine. Patterns of intimidation, self-justification and deception mean that the behaviour of perpetrators is not easy to counter. The abuser generally relies upon the difficulty and the stigma of reporting abuse to deter the victim from taking effective action, and may threaten further violence or damage to the victim's reputation in the event of disclosure.

## **What is domestic abuse?**

All forms of abuse cause damage to the survivor, particularly to their self-esteem, and express an imbalance of power in the relationship. Abuse can on rare occasions be just a single incident, but usually it is a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.

Abusive behaviour can take many forms, and the following examples are not exhaustive, as referred to in Section 5(ii).



## **Physical**

This may include: hitting; slapping; burning; pushing; restraining; withholding medication; assault with everyday implements such as kitchen knives; kicking; biting; punching; shoving; smashing someone's possessions; imprisoning; strangling; drowning; causing miscarriage.

## **Psychological and emotional**

This may include: shouting; swearing; frightening; blaming; ignoring or humiliating; name calling; blackmailing; threatening suicide or self-harm; threatening harm to the person, children or pets if they misbehave; ridiculing every aspect of their appearance and skills; keeping them deliberately short of sleep; being obsessively and irrationally jealous, e.g. constantly accusing of having affairs; keeping them isolated from friends and family; threatening to take the children away; withholding sex or affection as 'punishment'; criticising parental skills; convincing a partner they are 'mad'.

## **Financial**

This may include: prevention from getting a job; harassing someone at work; denying someone access to money; stealing money; gambling or running up debts in a way that threatens a family's standard of living; making major financial decisions alone; withholding money to enforce a course of action, dictating expenditure; forcing someone to take out loans; keeping them in poverty; demanding to know every penny they spend; refusing to let them use transport or have money to pay for it.

## **Sexual**

This may include: forcing someone to take part in any sexual activity without consent, e.g. rape or sexual assault; forcing them or blackmailing them into sexual acts with other people; forcing children to watch sexual acts; sexual name-calling; imposition of dress codes upon a partner; involvement in the sex trade or pornography; knowingly passing on Sexually Transmitted Infections; controlling access to contraception.

## **Spiritual**

This may include: telling someone that God hates them; refusing to let them worship, e.g. not allowing a partner to go to church; using faith as a weapon to control and terrorise them for the abuser's personal pleasure or gain; using religious teaching to justify abuse, e.g. 'submit to your husband'; compelling forgiveness.

## **Neglect**

This may include: depriving someone of food, shelter, heat, clothing, comfort, essential medication or access to medical care.

## **Forced marriage**

A clear distinction must be made between a forced marriage and an arranged marriage.

In **arranged marriages**, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the young people. In **forced marriage**, one or both spouses **do not consent** to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure.

Further information about forced marriages of young people and adults who may be at risk of abuse or neglect can be found on the Foreign and Commonwealth Office website, [www.fco.gov.uk](http://www.fco.gov.uk)

## **Section 6 – Responding to allegations, concerns and complaints**

### **i) Dealing with allegations, how to receive them, what to do next**

Protecting people from harm is paramount. Taking concerns seriously is the first step but will not prevent further harm unless action is taken. ‘What to do’ on the one hand can be complex, and yet on the other hand it is straightforward. If you have concerns you need to share them with someone who will know what to do, act within the law, and promote the best interests of the person being harmed.

The first points of contact in Carlisle Cathedral for anyone concerned about a child or adult are the CSL and the CLSL who will then contact the DSA. Additionally, the DSA (tel **07458 016884**: email [safeguarding.adviser@carlisle-diocese.org.uk](mailto:safeguarding.adviser@carlisle-diocese.org.uk)) is always available for consultation. In the absence of the CSL and the CLSL the Dean or Canon Missioner should be contacted. If you cannot find any of these people quickly enough, you should contact local children’s adult services using the contact numbers from the green wallet/purse card (see appendix 6). Further detail about making a referral, sharing information, consent and similar matters is presented in this section to aid decision making and to demonstrate the importance and complexity of the issues. You don’t need to understand all the issues though. If you have a concern about someone’s welfare, the DSA can be contacted to talk through the issues and gain advice about what to do.

#### **This section covers:**

- Receiving the referral;
- Note taking and recording;
- Imminent risk;
- Referring on;
- The role of an Authorised Listener;
- Whistle-blowing;
- Capacity, consent and confidentiality relating to adults;
- Historic abuse;
- Domestic abuse;
- Allegations against clergy and church officers;
- Information sharing confidentiality and consent;
- Non-safeguarding complaints;
- Press enquiries.

## Receiving the referral

Safeguarding referrals can arise in numerous ways, and it is important to first recognise that a particular concern is a safeguarding matter. Such concerns may come to your attention through:

- A direct disclosure from the person being abused, child or adult;
- Indirectly through a disclosure from someone who knows someone else is being abused;
- It may be a written or verbal disclosure;
- If written the information may be in the form of a complaint or grievance<sup>11</sup> ;
- It may be about abuse or neglect that is happening now;
- It may be about abuse or neglect that happened in the past, recently or many years ago;
- The abuse may be very straight forward to identify;
- The abuse may be less obvious, either because it has not been directly disclosed or because it is well hidden in some way, or excused;
- You may have a suspicion of abuse, with hard to define concerns, perhaps coming to a point of concern with an accumulation of information or observations over time;
- The abuser may be someone known to you, perhaps very well, or not known at all;
- The abuser may be someone who has a professional career, or not.

This procedure relates to all kinds of safeguarding concerns which occur on Cathedral premises (including in situations where the premises are hired), in Cathedral-related activities, and in connection with those who attend the Cathedral and its related activities.

In all these situations you must not deal with the matter alone. You need support and guidance to help deal with allegations or suspicions well, and therefore you should make a referral to the DSA without delay, before discussing the matter with anyone else, except the CSL or CLSL.

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<sup>11</sup> **A complaint** is an expression of dissatisfaction or disquiet about an action, or lack of action by a person acting on behalf of the Cathedral, or about the policies and procedures of the church. If it is about someone who is deployed within the Cathedral, whether paid (for instance, paid youth workers and administrators) or holding unremunerated office (for instance, Sunday school leaders, servers), it is usually referred to as a **grievance**.

**Complaints and grievances against clergy or licensed or commissioned ministers** (Readers, Church Army Officers) are not handled by the Cathedral, and should be addressed to the archdeacon or the Bishop.

## Some points to remember in your initial response

The following are all important points which will help anyone faced with this difficult situation:

- if a person (adult or child) asks to talk in confidence **do make it clear that you will respect their confidence, unless it concerns matters of law, when you may have to tell someone else;**
- you have a duty to refer anyone who is at risk to the statutory agencies;
- always explain that you may have to get other people to help;
- stay calm;
- listen to the person attentively;
- maintain eye contact;
- allow the person to talk, but do not press for information or ask leading questions;
- be non-judgemental;
- tell the person that they are not to blame for anything that has happened;
- reassure the person that they were right to tell;
- let the person know that other people will have to be told and why; however, do not tell anyone except the CSL or CLSL who you are immediately accountable to (and the DSA), as long as the allegation does not relate to them or someone they are especially close to;
- in no circumstances should you inform the person who is having an allegation made against them. This is done very carefully by the police at the appropriate time.
- try to explain what will happen next in a way the person can understand;
- reassure the person that s/he will continue to receive support during the difficult time to come.
- NEVER attempt to investigate allegations yourself.

Bearing the above points in mind you need to know:

- Abuse to children must be referred on to statutory agencies for them to intervene and take the lead in preventing further abuse;
- Adults can potentially have more control over their situations and abuse to adults does not necessarily result in referrals to statutory agencies – the adult is likely to have more control over who they wish their information to be shared with.

## **Note taking/recording**

Always make notes about a possible child protection or adult protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the person's words exactly where possible, and be as factual as possible. It helps to note the person's full name, age, date of birth, address, telephone number and information about their GP if you can. Remember to sign the record and add your name, role, date of incident and date of the recording. Keep the notes in a safe confidential place.

With the Diocese, the Chapter has adopted the attached brief [Guide to recording safeguarding incidents](#) which has been prepared by the Diocese of Oxford and more detailed guidance on recording safeguarding issues is available from the [Safeguarding Records; Joint Practice for the Church of England and the Methodist Church \(2015\)](#). These safeguarding records must be retained securely in the Cathedral for as long as current policy requires which is presently at least fifty years. The Diocese has also issued a [Guide to the management and retention of Parish safeguarding records](#) which has guided the Cathedral's arrangements for storage and retention of the Chapter's safeguarding records.

## **Imminent risk**

If you encounter a person in a situation where they are in imminent danger, you should act immediately to secure their safety. Seek the assistance of the police and then make a referral to Local Authority Social Care. If a person needs emergency medical attention, of course this should be sought immediately and directly from the emergency services. Parents, if available, should be kept fully informed.

## **Referring on**

Dealing with referrals can be very complex and it is vital not to deal with allegations on your own due to the complexity that can develop, even if initially you think something looks straight forward. The Diocesan Safeguarding Adviser works closely with the statutory agencies and will advise you what should happen next, who you or s/he may need to speak to.

Be ready to share all information you have about the situation, however small or insignificant you think a piece of information might be. Be ready to work well with police and children/adult services and follow all the advice given. They may not be able to share any information with you, but they may wish to have your continued involvement in discussions. It is important that you give priority to co-operating and information sharing with the authorities.

Tell them if the family know you are making the referral or not. Tell them if you are willing to have your information shared. It is usually better that the referrer can be disclosed to the family, but if you have good reason to remain anonymous, explain why this is the case.

### **Whistle-blowing**

To fulfil their commitment to safeguard and promote the welfare of children and adults who may be at risk of abuse or neglect, all organisations that provide services for, or work with, children or such adults are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and adults who may be at risk of abuse or neglect to be addressed. There should be particular awareness of the increased vulnerability of those children and adults in residential care, hospital settings or custodial establishments, but whistle-blowing applies in all contexts.

Whistle-blowing may be necessary to highlight more general problems with unacceptable practice, performance or behaviour in situations related to children or adults who may be at risk of abuse or neglect, and these same principles can be applied.

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalised as a result of publicly disclosing certain serious concerns. Whilst the Act does not provide the same protection for volunteers, churches should adopt the same approach in their protection.

Clergy, permanent staff, volunteers and congregation members should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the CSL, the CLSL, The Dean, the Canon Warden, the Canon Missioner or the person to whom they are responsible. If the concern raised suggests that the individual may be unsuitable to work with children or adults or has harmed child or adult who may be at risk of abuse or neglect, the Diocesan Safeguarding

Adviser must be contacted by the person who receives this information in accordance with procedures for 'allegations against church officers' below.

It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however natural, must never result in a child or adult who may be at risk of abuse or neglect continuing to be at risk.

Reasons for whistle-blowing:

- To prevent the problem worsening or widening;
- To protect or reduce risks to others;
- To prevent becoming implicated oneself.

What stops people from whistle-blowing:

- Starting a chain of events which spirals out of control;
- Disrupting the work or project;
- Fear of getting it wrong;
- Fear of repercussions or damaging careers or reputations;
- Fear of not being believed.

What happens next:

- If the concern about practice, performance or behaviour relates to safeguarding children or adults who may be at risk of abuse or neglect, it will be investigated according to the procedures for allegations (see above).
- If the concern does not relate to safeguarding children or adults who may be at risk of abuse or neglect, it will be investigated according to complaints and grievance procedures (see below).
- The whistle-blower is not expected to prove the truth of a concern or investigate it.
- Within the bounds of confidentiality, the whistle-blower should be given as much information as possible on the nature and progress of any enquiries.
- The Chapter, line managers and those to whom a person is responsible must ensure that the whistle-blower is not harassed or victimised.
- In the event of the concern being about The Dean, the Bishop of Carlisle should ensure that the whistle-blower is not harassed or victimised. If the concern is about



any other member of the Cathedral clergy, The Dean will ensure that the whistle-blower is not harassed or victimised.

- No action will be taken against a whistle-blower if the concern proves to be unfounded but was raised in good faith.
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid employee or office holder, or other legal action, even if the person is a volunteer.

### **Capacity, consent and confidentiality relating to adults who may be at risk of abuse or neglect (previously referred to as ‘vulnerable adults’)**

The ability of adults to choose their lifestyle and to take risks is a fundamental right, but protecting an adult from harm may involve some invasion of personal autonomy. Every adult has the right to make decisions and must be assumed to have capacity to do so unless it is proved otherwise. Everyone should be encouraged and enabled to make their own decisions, or to participate as fully as possible in decision-making, by being given the help and support they need to make and express their own choices.

Decisions made on behalf of people without capacity should be made in their best interests, giving priority to what they themselves would have wanted. There is currently no universal accepted definition of mental capacity and the assessment of capacity, but there is guidance.

In all circumstances where alleged abuse or mistreatment of an adult who may be at risk of abuse or neglect has been disclosed or observed, that information should be shared in the first instance with the CSL or the CLSL who in turn will share it with DSA (see procedure below). This needs to be done, regardless of whether the victim has given consent to the information being shared. At this stage the information remains confidential to those people, and is being shared for the purpose of assessing what action should be taken next.

The DSA will then assess with the referrer whether the consent of a person to an adult protection investigation and intervention should be overridden, if necessary taking legal advice. Consent is likely to be overridden in the following circumstances:

- a common law duty of care applies in extreme circumstances;
- the person lacks capacity to make a particular decision;
- other adults who may be at risk of abuse or neglect are placed at risk;

- the alleged perpetrator is a paid carer, a church officer/Cathedral officer, or is also an adult at risk of abuse or neglect;
- a criminal offence has been or may have been committed.

The circumstances of domestic abuse involving an alleged victim who has capacity but does not consent may be an exception.

**Making Decisions: A Guide for People Who Work in Health & Social Care** provides introductory information on the **Mental Capacity Act 2005**. If consent is not given, and the grounds to override consent do not apply, the wishes of the adult who may be at risk of neglect or abuse will be respected, but if a criminal offence may have been committed, the police will be informed on an information only basis.

## **Domestic Abuse**

Allegations of domestic abuse need to be responded to differently from other allegations of abuse against vulnerable people (child/adult); but in every situation the possibility of child abuse must be considered, and the procedures for allegations of child abuse outlined on previous pages should also be followed. For more information about allegations of domestic abuse, please see Section 5 (iii).

## **Allegations against church officers**

A Church officer is 'anyone appointed to by or on behalf of the Church whether they are ordained, paid or unpaid. This will include:

- All clergy – incumbents, priests-in-charge, assistant curates, non-stipendiary ordained ministers, priests with permission to officiate, cathedral clergy, archdeacons, bishops;
- Any licensed or commissioned lay ministers – readers, Church Army officers, readers with permission to officiate;
- Lay employees and volunteers who hold an office or a position of responsibility in the Cathedral and works with children or adults who may be at risk of abuse or neglect, or are appointed to a role of responsibility such as a Chapter member, children's worker, organist, or server.

The Diocesan Safeguarding Adviser must be informed immediately of any allegation or concern that a church officer may have:

- Harmed a child or adult;
- Committed a criminal offence against a child or adult;
- Behaved towards a child or adult or presented themselves in a way that indicates they may be a risk to a child or adult;
- May be unsuitable to work with children or adults who may be at risk of abuse or neglect (this applies to those appointed as paid workers or volunteers with children or adults who may be at risk of abuse or neglect);

The Diocesan Safeguarding Adviser (DSA) holds the responsibility to consider referring such concerns to the relevant statutory agencies either the local authority children's services or adults social care or (in some circumstances) the police direct. This includes a responsibility to formally refer allegations/concerns in respect of those working with children including volunteers to the Local Authority Designated Officer ('LADO') in Children's Services. In the event that the threshold for referral to the statutory agencies is not met the DSA will contact the responsible manager(s) in the Diocese to ensure that an appropriate investigation and follow up is made by the Diocese to address the concerns that have been raised.

The DSA will notify the following people who may have a responsibility to act immediately to meet safeguarding requirements after discussion with the DSA:

The Bishop of Penrith (all cases);

The Chair of the Diocesan Safeguarding Panel (all cases);

The Diocesan Communications Officer (all cases where there may be media interest);

The Bishop's Chaplain and Chief of Staff (all cases involving clergy and others holding a bishop's licence);

The Diocesan Secretary (all cases involving staff employed by the Diocese, where legal advice is needed from the Diocesan Registrar or the Diocese may hold a legal liability);

The Dean and CSL.

The DSA will attend any strategy or planning meetings convened by the statutory agencies accompanied if necessary by the responsible manager (e.g. The Dean or CSL) and act as the point of liaison between the statutory agencies and the Diocese.

The Church of England has published [Practice Guidance: Responding to Serious Situations involving Church Officers \(2015\)](#) which must be followed in managing such cases. This guide requires the DSA to establish a Cathedral 'core group' within 48 hours to manage the allegation within the Cathedral setting with key representatives from the Cathedral (such as The Dean and CSL) and, in the case of an allegation against a member of the Cathedral clergy, The Bishop of Carlisle, The Bishop of Penrith and any other persons the Bishop of Carlisle requires.

This group, in liaison with police and the local authority, will consider issues such as; support and pastoral care for the victim and his/her family and the alleged perpetrator and his/her family; the handling of the repercussions for the Cathedral and the Diocese; and who in addition needs to be informed; statements to the press and the congregation in consultation with the Diocesan Communications Officer (DCO), and the follow up actions by the Diocese when the investigations by the statutory agencies are complete.

The 'Practice Guide; Responding to Serious Situations involving Church Officers' is supported by a Practice Guide on 'Risk Assessment on Individuals who may Pose a Risk to Children or Adults' designed to support the DSA in undertaking or commissioning risk assessments arising from such situations.

## **Information sharing, confidentiality and consent**

If you are uncertain about whether certain information should be shared or not, or whether the person's consent to share information is required, then in the first instance consult with the DSA in confidence, who will work with you to decide whether the information needs to be shared and how, if necessary, taking external advice from Social Care or the Police, in an anonymised way.

### **1. Information sharing**

Knowing when and how to share information is not always easy, but it is important to get it right. Recognising the uncertainty of many about sharing information outside their own settings, government guidance was published in April 2006 (Information sharing: Practitioners' guide, which can be downloaded from the 'Every Child Matters' website).

## **2. Confidentiality**

Not all information is confidential. Confidential information is information which is not already lawfully in the public domain; the information must not be useless or trivial; and the information must have been given in circumstances where the confidant would reasonably have understood that what was said was confidential. Confidentiality is only breached where the sharing of confidential information is not authorised by the person who provided it, or by the person to whom it relates. The first option before sharing information should therefore be to seek consent, if appropriate.

Where you do not, for whatever reason, have consent to share confidential information, you may still lawfully share it provided that this can be justified in the public interest (see below).

The key factor in deciding whether or not to share confidential information without consent is 'proportionality' – i.e. is the proposed sharing a proportionate response to the need to protect the public interest in question? You must weigh up what might happen if the information is shared against what might happen if it is not, and make a decision based on a reasonable judgement.

## **3. Consent**

There are some circumstances where it is not appropriate to seek consent to share information, for example where to do so would:

- place a child or young person at increased risk of significant harm; or
- place an adult at risk of serious harm; or
- prejudice the prevention, detection and prosecution of serious crime; or
- lead to unjustified delay in making enquiries about allegations of significant harm.

Consent must be 'informed'. This means that the person giving consent must be able to understand why information needs to be shared, who will see the information, the purpose to which it will be put and the purpose of sharing it. Competence to give consent is always a matter of judgement. If you are in any doubt about whether a young person or adult who may be at risk of abuse or neglect is competent to give consent, you should seek advice from the DSA. It is good practice always to obtain explicit consent, preferably in writing.

#### **4. Sharing information in the right way**

If your decision is to share information, you should:

- disclose only that information which is necessary for the purpose for which it is being shared;
- share the information only with those who need to know;
- check that the information is accurate and up-to-date;
- share it in a secure way;
- establish with the recipient whether they intend to pass it on to other people, and ensure that they understand the limits of any consent which has been given;
- if it is safe to do so, inform the person to whom the information relates (and if different, the person who provided it) that you have shared the information.

#### **5. Sharing information about convicted offenders**

There are exceptional circumstances in which the police or probation service may, as part of a risk management plan, disclose information about an offender to a third party. This may include to an employer, voluntary group organiser or church leader where they have a position of responsibility/control over the offender, and of others who may be at serious risk from the offender. The information is shared to assist in the management of risk.

In these circumstances it is the responsibility of the authority which discloses the information to ensure that the recipient knows what he or she can and cannot do with it, and to provide appropriate advice and support.

If information comes to you about a convicted offender from a source other than the police or probation, then you should consult the police and/or the probation service before sharing that information with anyone else, and take advice from them about managing risks. For further information about working with offenders see Section 7 – Working with offenders.

#### **6. Sacramental confession**

It is possible that relevant information may be disclosed in the particular context of sacramental confession. Canon Law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal sacramental confession (however, there is some doubt as to whether this absolute privilege is consistent with the civil law).

If a penitent discloses information about his or her own criminal or abusive behaviour, the priest should not only urge the person to report it to the police or social care services themselves, but may also judge it necessary to withhold absolution until this evidence of repentance has been demonstrated.

It is important to distinguish between what is heard in formal sacramental confession, which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situations. For this reason, it is helpful if sacramental confessions are normally heard at advertised times, or by other arrangement, or in some way differentiated from a general pastoral conversation or a meeting for spiritual direction. At the Cathedral, sacramental confession will normally be heard in the Cathedral building by prior arrangement. The clergy Chapter member will robe in cassock and stole before hearing the confession.

## **7. Dealing with Non-safeguarding complaints**

For matters not related to the welfare of children and adults who may be at risk of abuse or neglect the aim should be to resolve complaints or grievances informally within the Cathedral by speedy and fair discussion, problem solving, mediation and negotiation. Problems should therefore be brought directly to the person(s) deemed responsible for the area of dissatisfaction or disquiet, and will hopefully be resolved in this way. If, however, after this problem-solving stage, complaints or grievances remain unresolved, more formal action may be needed.

### **Press enquiries**

Home telephone numbers of some Cathedral clergy and the CLSL and some members of the music department may be in the public domain. If there is a police investigation in which the Cathedral is directly or indirectly implicated, it is possible that the local or even national press may contact such people for a line on the story. Do not speak to them, but refer as below, having first informed The Dean or if The Dean is unavailable the Canon Warden or Canon Missioner.

The Diocese has a Diocesan Communications Officer (DCO), Dave Roberts, who is based at the Diocesan Office (telephone number 01768 807764) but safeguarding-related cases are normally managed by the Archdeacon for West Cumberland Richard Pratt (telephone no 01900 66190) in his role as Assistant Diocesan Communications Officer. If the enquiry is in

respect of an allegation against a Church Officer (see relevant section above) the media strategy will be managed through the 'core group' of which he will be a member.

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. The police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. The Assistant Communications Officer Richard Pratt will be kept informed of key stages of an investigation, including dates of court appearances, and will prepare a statement for use as needed. All press enquiries relating to such an investigation must be directed to him.

### **Contact telephone numbers for the Statutory Safeguarding Agencies in Cumbria.**

#### **Cumbria Children's Services** (for all safeguarding referrals relating to children)

Telephone number 0333 240 1727 (this is a 24 hour number).

#### **Adult Social Care** (for all referrals relating to adults who may be at risk of abuse or neglect)

The relevant offices are based in the respective District Council areas as follows:

Allerdale	01900 706301
Carlisle East	01228 227040
Carlisle North	01228 227033
Carlisle West	01228 221590
Copeland	01946 506352
Eden	01768 812233
Furness	01229 407446
South Lakes	01539 713378

These offices are open from 9am to 5pm Mondays to Thursday and 9am to 4.30pm on Fridays.

The 'Out of Hours' number for Cumbria Adult Services is 01228 526690.

#### **Police**

Telephone number 101 (or 999 in emergency).



## **Section 7 - Supervision of offenders and those who pose risk**

It is likely that many congregations will have people who have abused others amongst their worshippers, some of whom will be known. Not all will have committed sexual offences against children; some will have been guilty of neglect, physical or emotional abuse, and some will have offences against adults who may be at risk of abuse or neglect. Ministry to such people brings a particular responsibility that the safety of people, and children in particular, is not compromised. If a congregation is generally aware of how offenders will be treated, it will be easier to manage specific cases confidentially if they should occur.

Two approaches are required when working with offenders. Firstly, direct risk assessment and child or adult protection, and secondly, pastoral care, which will be addressed as follows:

### **1. Risk assessment and protection**

- a) Assessing risk of those known to have been abused;
- b) Assessing risk of those who pose a risk but are not offenders;
- c) Management and agreements.

### **2. Pastoral care of perpetrators of abuse and their families**

- a) Alleged perpetrators who are not convicted;
- b) What the Cathedral can do;
- c) Forgiveness;
- d) Organisations which can support Churches;
- e) Families of perpetrators.

### **1. Risk assessment and protection**

As well as people with convictions against children there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to others. This would include people convicted of violent or sexual offences against adults, including domestic violence and people involved in drug or alcohol misuse; some adults with mental health issues, and with particular special needs which may result in erratic behaviour.

## **Further information**

There are other sorts of offences and risk which may/will affect the Cathedral eg people with convictions for fraud or other financial offences cannot hold certain posts of responsibility in the Cathedral. These matters are dealt with by charity law: The Dean, Canon Warden or Canon Missioner should be consulted. People who have declared themselves bankrupt may not work or volunteer for a charity such as the Cathedral and will also be prevented from holding certain positions of responsibility within the Cathedral.

### **a) Assessing risk for those known to have sexually abused children**

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, the DSA must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies.

Anyone who has been found guilty of sexual offences against children since the Sex Offenders Act 1997 will be on the Sex Offenders Register, and therefore known to the police. If you are informed by a statutory agency (this may be your local Police Public Protection Unit or Probation Service) that a known sexual offender wishes to join a Cathedral congregation, or is already a member of a Cathedral congregation or has a position within the Cathedral, the DSA should be contacted before any action is taken. The DSA will require the details of the officer who has contacted you and will then work with you, to draw together a meeting of the people in the Cathedral who can be party to the decision making and helping to manage an agreement. Who exactly is involved will need to be discussed with the DSA since it will depend on who has pre-existing relationships with the offender, confidentiality, availability and capacity. The most likely people to be involved are the CSL, CLSL, The Dean, the Canon Warden or the Canon Missioner and the referring officer from the statutory services.

At that meeting the DSA will guide those present through an assessment of the risks posed by the offender in the particular environment of your Cathedral worship and activities. The statutory agency will already have carried out a risk assessment on the person, which will be taken fully into account. A plan for the person's inclusion in the Cathedral will be drawn up, and because of the compulsive nature of child sexual abuse, it is expected that a written agreement will be entered into with the offender (see 3 below).

**In all circumstances where you are concerned that an adult or a child may pose a risk to children or adults who may be at risk of abuse or neglect, please contact the DSA at the earliest possible stage, in order that an appropriate risk assessment can be carried out.**

**b) Assessing risk for those who pose risk but are not sexual offenders**

You may be concerned that someone who is not a sexual offender against children; nevertheless may pose a risk, in circumstances such as the following:

- i) they have an offence for violent or sexual offences against adults;
- ii) an allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted;
- iii) a person has demonstrated erratic behaviour which is actually or potentially violent or a risk to children or adults who may be at risk of abuse or neglect; this may be due to substance misuse, a mental disorder or a disability;
- iv) a complaint or grievance has been received alleging inappropriate behaviour, which is not criminal.

In such circumstances, consult with the DSA. A risk assessment on someone who poses a risk but is not a sexual offender may identify safeguarding action which should be taken in order to minimise the risks to vulnerable people (child/adult). This might include entering into a written agreement with the person concerned.

Assessment of risk concerning clergy, or Cathedral or church officers is the responsibility of the Diocese, working in consultation with the Cathedral. The DSA and Diocese may include the commissioning of a risk assessment by an agency independent from the Diocese.

**c) Management and agreements**

**Written agreements**

Written agreements are made through a meeting usually chaired and co-ordinated by the DSA, which includes representatives of the Cathedral, the person who poses risk and his/her supporter, and any statutory agency who has been involved in the investigation.

**Purpose**

A written agreement is made primarily to reduce and minimise the risk to children and adults. The agreement also aims to create a safe environment for the person posing risk, through

protecting them from false allegations and the risk of re-offending, supporting them and enabling them to receive appropriate ministry within explicit bounds of confidentiality.

### **Who is involved?**

A support group will be set up in the Cathedral, whose purpose will be to monitor the agreement, as well as provide support to the person posing risk. Where the police or probation services are involved, they will be consulted and in some cases be party to the agreement, and there will be an agreement to pass information about the person who poses risk in both directions.

### **Ministry to the person posing risk**

The agreement will make clear how the person who poses risk can receive ministry and support.

### **Boundaries of involvement**

The agreement will set clear boundaries on the person's involvement in the church community, in order to minimise risk. Depending on the seriousness of the risk, limits may include:

- which services the person may attend;
- whether s/he should be accompanied, and if so, by whom;
- where s/he may sit;
- what activities s/he may participate in;
- what activities s/he is barred from; this is likely to include all direct and unsupervised work with children and young people, any official role or office in the Cathedral which gives him or her the status or authority deemed to be trustworthy;
- other limits on his/her behaviour, and agreements about how his/her behaviour will be managed.

The Cathedral is attended by a large number of children including those who sing in its choirs. Because of this, the person posing the risk may be introduced to a congregation elsewhere. If the victim is also part of the Cathedral community, introduction to a congregation elsewhere may also be necessary.

### **Enforcement, duration and review**

The agreement must be enforced and monitored, with no manipulation allowed. It must remain in place for as long as the person is a part of the congregation. The DSA maintains a database

of offenders for whom agreements are in place in the Diocese, and ensures that such agreements are reviewed in the first 3 months and then 6 monthly, or at least annually.

In the event of the agreement being broken, statutory agencies must be informed, and the DSA consulted in order to decide what further safeguards need to be put in place, and whether the person should continue as part of that congregation.

## **8. Care of perpetrators of abuse and their families**

### **Introduction**

The majority of abusers have also been abused themselves at some time in their lives, and are therefore also survivors of abuse. However, any help or pastoral support provided by the Cathedral to offenders of abuse against children or adults who may be at risk of abuse or neglect needs to run alongside the monitoring of the individual by police and probation. Multi-Agency Public Protection Arrangements (MAPPA) exist in all areas of England and Wales, and place a duty on the police, the probation service and the prison authorities to assess and manage risks posed by offenders in every community, including churches. When an offender is subject to a supervision plan (this will include all those on the Sex Offenders Register) it is vital for the Cathedral to work closely with these agencies.

### **Sexual offenders**

There are accredited sex offender treatment programmes in many prisons as well as community-based services. Research shows that those who complete treatment are less likely to fantasise about children or deny they harmed their victims, and are less likely to re-offend. Any help provided by the Cathedral must not be seen as a substitute for working with the statutory agencies.

Sexual offending can be extremely addictive. However repentant a sexual offender may appear, there are no cast-iron guarantees that they will not re-offend, even if they have undergone treatment. Many offenders initially refuse to admit that they have committed an offence and may continue to deny their guilt. Some offenders do not accept that their behaviour is wrong and believe it is perfectly acceptable to have sexual relationships with children. It is imperative that sexual offenders are monitored closely and strict boundaries placed on their movements and behaviour within the church setting.

### **a) Alleged perpetrators who are not convicted**

Most people who offend against children are not convicted, and cannot therefore be classed as 'offenders'. Where there are reasonable grounds for concern that a person poses a risk to children or adults who may be at risk of abuse or neglect, his/her involvement with the Cathedral will still need to be assessed for risk and managed, and appropriate boundaries may need to be applied. Support for the person needs to be offered in this context.

### **b) What the Cathedral can do?**

The Cathedral's role must be to reinforce whatever is done by others to help perpetrators address their abusive behaviour. In some cases, this may require leaving events to take their course, either through reporting to the police or by the provision of professional help. Perpetrators may also need help with alcohol or drug misuse, or mental health issues. The Cathedral should encourage the perpetrator to adopt a realistic approach, to recognise personal need and seek appropriate help.

In this context, it is still possible to help and support those who accept that what they have done is wrong and want to change. When they leave prison or court they may feel:

- worried about how people will react;
- frightened in case the temptation to re-offend overcomes them;
- frightened of victimisation and abuse in the neighbourhood if there has been press reporting of their offence;
- guilty and ashamed;
- isolated and lonely.

Offenders or alleged perpetrators wanting to change need people around them who will love and accept them, and offer them care and protection. When an abuser, and particularly a sex offender, is known, befriended and helped by a group of voluntary workers to lead a fulfilled life without direct contact with children or adults who may be risk of abuse or neglect, the chances of re-offending are diminished, and the Cathedral has thus an important role contributing to the prevention of further abusive behaviour. Members of the Cathedral congregation may be able to help by combining rejection of the abusive behaviour with acceptance of the perpetrator as a person.

### c) **Forgiveness**

Many offenders may need an assurance that they are not rejected by God, and will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that further help is required to prevent a recurrence of the offence and to deal with the human and social effects of the abuse. As well as professional therapy, this may require continuing supervision and discipline within the Cathedral as part of the ministry to the perpetrator. A perpetrator may need to accept that no further contact or work with children or young people and/or adults who may be at risk of abuse or neglect can be permitted, and that a continuing pastoral role may be impossible.

Those who are supporting the perpetrator need to:

- be aware of the many losses, such as of status, role or job, family, which the perpetrator may be suffering and coming to terms with;
- be aware of the risks of physical and verbal abuse that the perpetrator may be subject to;
- be able to set and manage limits on the perpetrator's involvement in the Cathedral;
- challenge risky or wrong behaviour;
- maintain confidentiality, but be able to inform statutory agencies or Diocesan officers if the perpetrator's behaviour gives cause for concern;
- not allow themselves to be manipulated;
- be a reliable support to help the offender maintain self-control.

In every situation a careful ongoing assessment needs to be made as to whether the Cathedral can safely and adequately work with the person.

A supporter's role does **NOT** involve:

- undertaking work with a perpetrator to address their abusive behaviour; in-depth work with perpetrators is a specialist field, holds potential for danger and should only be attempted by trained professionals.
- in the case of domestic abuse, engaging in mediation or couple counselling: this is not an appropriate response to domestic abuse, and can be very dangerous.

#### **d) Organisations which can support Churches**

**Circles of Support and Accountability**, managed and supported by the Lucy Faithfull Foundation, are small groups formed around sex offenders by voluntary workers from the community, which aim to balance the needs of the community for safety with those of the offender in being enabled to lead an offence-free life. Circles aim to provide every day, practical support to the offender and to help him or her to develop to re-integrate into the community, for example by developing new hobbies, interests, social activities, friendships and relationships. Voluntary workers can provide mediation between the offender and statutory agencies, and can also work alongside family members and any existing support networks s/he may have. In Cumbria CROPT (Cumbria Reducing Offending Probation Trust) runs the Circles work, recruits volunteers and can offer advice.

#### **e) Families of perpetrators**

Partners of perpetrators of abuse may be unaware of the offending behaviour right up until an arrest is made; this is particularly common for offences of downloading abusive images of children. Partners and children of abusers may also find themselves victimised and blamed for the abusive behaviour by members of the public. In situations of domestic abuse, and of abuse of a child of the family, family breakdown is likely, and there may be restrictions on contact of the perpetrator of abuse with the children.

In all situations where a perpetrator is part of a family, the relationships between spouses or partners, and between parents and children are put under great stress, and conflicting feelings may be unmanageable. The likely effects are isolation, loss of self-esteem and confidence, and possibly debt and loss of home.

Where families of perpetrators are part of a Cathedral congregation, or seek to become so, they will need acceptance, love and care. They may also need time to be listened to, while they come to terms with the abusive behaviour and in some situations make decisions about the future. What suits one person or family in terms of support will not suit another, so a range of coping strategies will be required.

Members of the Cathedral community may be able to support them in the following ways:

- Find out if the partner and children have support, for example from extended family or friends they can talk to, or through counselling;



- Accompany and include them in Cathedral activities – e.g. offer to sit with them in Cathedral; invite and accompany them to Cathedral events; encourage them to join activities and participate in the life of the Cathedral;
- Be practical, e.g. signpost to childcare, offer transport, help with shopping, signpost to youth activities;
- Commit long-term: whether or not a case goes to court, the process can take years; and what happens after the event is at least as important as at the time. So be prepared to commit for the long haul;
- Offer or signpost to specialist help, e.g. solicitor, accountant, benefits or housing advice.



## **Section 8 (i) Insurance and Hire of Premises**

### **Insurance**

The Dean & Chapter place their insurance with the Ecclesiastical Insurance Group (EIG) and review their requirements annually with EIG. Employers' Liability and full Public Liability Insurance for public and residential spaces is provided.

EIG state the following:

*Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions.*

*The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.*

*It is not Ecclesiastical's intention to provide an indemnity to the perpetrator of an incident of abuse.*

*This statement clearly only applies to policies issued by the Ecclesiastical Insurance Group. Where Cathedrals are insured with another company the position of that company should be clarified including confirmation of the scope of cover.*

*Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.*

*It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.*

*Public Liability insurance indemnity limits should be kept under regular review. Guidance is available from Ecclesiastical Insurance Group.*

*To ensure you are adopting ‘best practice’ we recommend that you follow the Church of England current and ongoing guidelines on safeguarding, on which are based the Carlisle Cathedral policies and procedures for safeguarding children and adults who may be at risk of abuse or neglect.*

## **The Chapter’s Responsibilities**

Responsibility for insuring Cathedral led activities and events lies with the Chapter under their existing Cathedral insurance. This covers work organised under the auspices and control of the Chapter anywhere in the British Isles. However, for a group to be working ‘under the auspices and control’ of the Chapter, the following should apply:

- The Chapter must specifically accept responsibility for the activities of the group, and minute such in its records in detail;
- The Chapter must have full details of any proposed new activities, so as to decide whether to accept responsibility for these activities, and this must also be minuted;
- The Chapter must select all leaders and maintain records of these appointments;
- In reality, this may mean the Chapter discusses and agrees general activities for a particular group on an annual basis, and then is only required to be consulted should the group wish to go outside the agreed parameters, or should new leaders be recruited.

The nature of the cover provided is for public liability, for the Chapter as the insured. Such cover will normally be sufficient for regular Cathedral activities with a standard format (e.g. choir, confirmation classes, servers, bell-ringers, bible studies etc).

### **It is important that the Chapter knows what other activities their insurance covers**

Special care is required for all off-site activity. Check the insurance of the place you are going to: most will be covered. If in doubt about a local activity – ask the Director of Strategic Operations (DSO) to check with the Cathedral’s insurance company. Usually you will be covered, but if you are planning something more exotic (e.g. a holiday, outdoor pursuits), you are almost certainly going to need extra cover.

Further information can be obtained from Ecclesiastical or from your own insurer. Tel: 0845 777 3322 [churches@ecclesiastical.com](mailto:churches@ecclesiastical.com) [www.ecclesiastical.com](http://www.ecclesiastical.com)

Faith Department, Beaufort House, Brunswick Road, Gloucester, GL1 1JZ

## **Hire of premises**

Any external organisation working with children or adults who may be at risk of abuse or neglect should have in place a Safeguarding Policy of their own. Written confirmation of both this and the public liability insurance the organisation holds will be required.

Carlisle Cathedral hires out some of its spaces to community groups and others. Some of these may undertake work with children or adults who may be at risk of abuse or neglect.

Note that:

- the observance of 'reasonable care' is a standard insurance condition;
- the hiring body is required to ensure that children and adults who may be at risk of abuse or neglect are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and to also carry full liability insurance for this;
- the owner of the building (normally The Dean & Chapter) has a duty to adopt best practice based upon current and developing guidance.

Booking of Cathedral premises is the responsibility of the Commercial and Administration Co-ordinator. No individual department may enter into hire or loan agreements relating to premises.

**If a private hirer has no insurance cover**, the matter must be discussed with the DSO who will advise the Chapter following advice from the Chapter's insurers.

## **Accidents and incidents**

Persons or organisations hiring Cathedral premises are required to make good any loss or damage to the building and contents. Hirers are liable for any accident or injury which arises out of their activities whilst using the premises. An accident book is located in the Vergers' Vestry, the Song Room, the Prior's Kitchen, the Cathedral Office and the Works Department, and hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury. Details should be completed as soon as possible after the accident or incident, and in every case before the premises are vacated by the hirers after the event. Hirers must additionally ring the Cathedral Office during office hours and report that there has been an accident or incident during the hire period.

## **Use of alcohol**

The Cathedral licence to sell alcohol is restricted to the Prior's Kitchen and consumption is required to be with meals. In every other circumstance, a temporary events notice (TEN) will be required and the Cathedral's Licensees, who can be contacted through the Cathedral Office, must be consulted. A maximum of 12 TENS can be obtained each year for the whole Cathedral.

### **For one-off bookings:**

- The responsible person booking the premises will be offered sight of the Cathedral's Safeguarding Policy and will sign a statement confirming that this document has been seen and that the hirer agrees to abide by it. For one-off bookings, hirers will not be expected to obtain DBS disclosures for leaders;
- Should it come to the Cathedral's notice that hirers have contravened the Cathedral's policies, the Cathedral retains the right to cancel the booking and/or future bookings from that person and/or organisation.

### **For regular bookings:**

Responsibility for implementing the hirer's safeguarding policy rests with them and not with the Cathedral. The Cathedral will take reasonable steps to ensure that the hirer's policy is complimentary with their own. Regular internal activities or events will be visited occasionally by the CSL or the CLSL to ensure that the Cathedral's policies are being followed.

### **Before a booking is made:**

Cathedral Office staff must discover whether the group intends to care for children under 8 years for 2 hours or more without their parents or carers present. Registration under the Children Act 1989 with the Local Authority may be required and no booking with that group will be formalised until the Cathedral has seen evidence of any required Ofsted registration. Registration with Ofsted is the hirer's responsibility, but the Cathedral will work with hirers to address any premises requirements raised by Ofsted. Please refer to point 4 of the Cathedral's Terms and Conditions in appendix 8.

**As part of the hiring agreement:**

All hirers will be required to complete a written hire agreement. The Terms & Conditions of the Cathedral's hire agreement can be found in Appendix 8. Hirers will be asked to evidence their implementation of the Cathedral's hire procedures.

**Monitoring the hiring agreement:**

The Cathedral Commercial and Administration Co-ordinator is responsible for ensuring groups update their information at least annually e.g. when a letting agreement is renewed, or when invoices for rental of Cathedral commercial property spaces are issued.

All hiring groups may be subject to the Cathedral checking that its policies and procedures are being adhered to. Should the Cathedral be informed of allegations or concerns about groups or individuals who hire Cathedral premises, the Diocese of Carlisle Procedures for responding, working in partnership with the Groups own procedures, will be followed.





## **Section 8 (ii) Health and safety and risk assessment**

### **Health and safety**

#### **General**

All general aspects of Health and Safety including:

- Premises;
- Fire;
- access to buildings;
- first aid;
- accidents.

These are managed by the Director of Strategic Operations (DSO) who can be contacted through the Cathedral Office. The DSO will be mindful always of the requirements of the Cathedral's Health & Safety Policy, the Cathedral's Insurers and Mentor, the Cathedral's HR advisors. All queries should be addressed to the DSO and all incidents should immediately be reported to the DSO or their PA via the Cathedral Office email [office@carlislecathedral.org.uk](mailto:office@carlislecathedral.org.uk) or tel. 01228 548151.

#### **Regular inspections**

The DSO will arrange all required annual inspections and checks with any required assistance from the Cathedral Maintenance Manager.

A Group Leader's attention is drawn to the following:

- electric sockets should be covered in rooms where young children regularly meet;
- hazardous pieces of equipment (e.g. kettles) are positioned out of reach of vulnerable people, especially small children, and with no trailing leads;
- there are no obstructions in passageways.

#### **When activities are run specifically for children and adults who may be at risk of abuse or neglect:**

- Ensure the meeting place is warm, well-lit and well ventilated, and kept clean and free of clutter;
- Electric sockets should be covered if young children are present;

- Toilets and hand basins should be easily available, and hygienic drying facilities should be provided;
- There should be enough space available for the intended activity;
- If food is regularly prepared on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired;
- Children's packed lunches should be kept refrigerated;
- Drinks should always be available;
- A register of attendance should be completed at every activity;
- Groups must have access to a telephone in order to call for help if necessary;
- Fire doors should be unlocked. Leaders should be aware of the fire procedures (see below);
- No smoking should be permitted by leaders when accompanying participants in the activities anywhere, on and off the premises;
- Alcohol and illegal drugs must not be used by those having children and adults who may be at risk of abuse or neglect in their care or at a time that could affect their care;
- Unaccompanied children and young people should not walk to or from the premises along dark or badly lit paths;
- A first aid kit and accident book should be available on the premises. All accidents or incidents must be recorded in the accident book, as soon as possible after the accident or incident occurs, but in any case before the premises are vacated following the activity;
- It is strongly recommended that at least one of the leaders in a children's or youth or adults who may be at risk of abuse or neglect' group has attended a recognised First Aid course;
- For large events the DSO and the Dean & Chapter will determine whether St John's Ambulance or the equivalent should be in attendance;
- Out of sight places (e.g. toilets) should be regularly checked during the activity.

**What leaders should know about fire:**

- what the fire alarm sounds like;
- where exits and emergency exits are located;
- how to use any fire-fighting equipment;

- to take the register of people present with them;
- where the assembly area is situated;
- where the nearest telephone is;
- the name and address of the premises;
- who will meet the fire brigade when it arrives.

**A fire practice (evacuating the premises) with children, young people and adults who may be at risk of abuse or neglect should take place twice every year.**

Please note when evacuating premises in the event of a fire, or for a practice, when both children and their parents/carers are present but in different parts of the building (e.g. during Sunday worship with Sunday School), it is the responsibility of leaders with the children to ensure that they evacuate the premises safely. Parents should evacuate the premises directly, and not collect their children on their way.

### **Identifying and assessing risk**

There is no such thing as a risk-free environment, but activities can be set up so that the dangers and risks are minimised. **The Cathedral's policies are not meant to prevent activities, to the detriment of children or adults who may be at risk of abuse or neglect. They are designed to ensure that appropriate care is taken.**

The first concern is to protect the welfare of children, young people and adults who may be at risk of abuse or neglect. When correct procedures are followed, staff and volunteers are also protected, as is the reputation of the Cathedral.

**Risk assessments** for regular and one-off activities involving safeguarding must be conducted, recorded and placed with the Dean's PA.

### **Five Steps to compile a Risk Assessment**

#### **Step 1 – Identify the hazards/dangers**

- Walk round the building/venue looking out for things or situations that could be reasonably expected to cause harm;
- Ask other people – including vulnerable people - about what they think could cause harm.

## **Step 2 - Identify who might be harmed/vulnerable**

- Young people;
- Children or young people with special needs;
- Children;
- Adults who may be at risk of abuse or neglect, including people in wheelchairs; partially sighted and blind people; people who are hearing impaired; people who walk with a stick or a frame; people with learning difficulties; mentally ill people ;
- Visitors/parents/carers;
- Leaders/organisers;
- Members of the public.

## **Step 3 - Identify the risks and what can be done to remove or reduce them**

- How likely is it that the hazard could cause harm - scale of 1 (low) to 3 (high)?
- How severe is the potential harm - scale of 1 (low) to 3 (high)?
- Use the risk assessment tool on the following page to assess whether existing precautions in place are sufficient;
- What else can be done to reduce the risk, control or remove the hazard/danger?
- Use the risk assessment tool to work out the risk level - high, medium or low - both before and after you have taken action to reduce the risk.

## **Step 4 – What are your findings? What do you need to do?**

- Use the Risk Assessment Form to record your findings;
- Each hazard should be recorded, including an assessment of the risk, recorded as either high, medium or low;
- Any action taken should be recorded (next to the hazard), showing the date and the name of the person carrying out the remedial action;
- Once action has been taken, the level of risk that the hazard presents should be as low as possible, and no higher than medium;
- Date and sign your record.

## **Step 5 - Revise and evaluate your risk assessment regularly – at least annually, and before new or one-off activities begin.**

- A pro forma can be found in Appendix 1c.

## Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

Risk level = Severity x Likelihood

		Severity		
		Slight L (= 1)	Serious M (= 2)	Major H (= 3)
Likelihood	Seldom L (= 1)	<b>L (1x1=1)</b>	<b>L (1x2=2)</b>	<b>M (1x3=3)</b>
	Occasionally M (= 2)	<b>L (2x1=2)</b>	<b>M (2x2=4)</b>	<b>H (2x3=6)</b>
	Frequently H (= 3)	<b>M (3x1=3)</b>	<b>H (3x2=6)</b>	<b>H (3x3=9)</b>

Risk level :

**(1-2)** L - Low;

**(3-4)** M - Medium;

**(6-9)** H – High

Risk level	Action and Timescale
Trivial ( 1 )	<b>No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).</b>
Acceptable ( 2 )	<b>No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.</b>
Moderate ( 3-4 )	<b>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.</b>
Substantial ( 6 )	<b>Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.</b>
Intolerable ( 9+ )	<b>Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.</b>

## **Section 9 – Safeguarding Policy Data Review**

At its annual Statutory Meeting in November, the Chapter will use the Safeguarding Policy Data Review framework, which can be found in Appendix 9, to review its policies and practices.

