



**Implementing the Cathedral's
Safeguarding Policy
with Children and Adults who may be at
risk of abuse or neglect**

November 2017

7. Activity with Adults who may be at risk of abuse or neglect

The oversight of the practicalities relating to the Safeguarding Policy for Adults who may be at risk of abuse or neglect will fall to the relevant Heads of Departments or Chapter Members. Section 3(ii) of the Safeguarding Policy must be implemented. When visiting adults at risk of abuse or neglect, Pastoral Link Visitors should comply with the extracts provided in their recruitment pack.

8. A Quick Reference Guide

A quick reference wallet or purse-card for those working with children, young people and adults who may be at risk of abuse or neglect in the Cathedral has been produced. Copies have been issued and further copies can be requested from the Cathedral Office. It notes essential names and telephone numbers and provides helpful sections on “What to do if you have concerns about possible abuse (including allegations)”, “What to do if a child, young person or adult wishes to disclose they have been abused” and “Things to remember”.

9. Advice is always available

It is important for each of us to remember that we are not handling these issues alone. Advice is always available and, if you have a concern about safeguarding, the essential first step is to consult the person to whom you are responsible, who will then consult further as required.



Mark Boyling
Dean of Carlisle



Jan Kearton
Canon Warden

November 2017

- if a child is distressed, inform the Vergers or the Canon Warden;
- without touching, respond warmly to a child who needs comforting, but make sure there are other adults around;
- record any concerning incidents and give the information to your activity 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 CSL or the CLSL.

You should not:

- touch a child, except in extreme emergencies. 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;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. 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;
- work or volunteer under the influence of alcohol;
- invite a child to your home alone;
- arrange social occasions between yourself alone and a child/children involved in Cathedral activities.
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

6. Social Media

Staff should refer to the Employee Handbook and ensure that they fully comply with its requirements.

Unless the child/children is/are their own, and no other children are visible in the image, **staff and volunteers** must not place the image of any child encountered in the context of the Cathedral or its Precinct activities on any form of social media, irrespective of privacy settings, without the express permission of The Chapter. Images of adults who may be at risk of abuse or neglect must be treated in the same way.

1. The Background

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.

2. Ethos Statement and Overriding Duty

The full text of the Safeguarding Policy the Chapter has adopted can be found on the Diocesan Website under 'Safeguarding':

<http://www.carlislecathedral.org.uk/safeguarding>

The Safeguarding Children Policy includes the following statement:

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.

The Chapter wholeheartedly endorses this statement. It is thankful for the careful and caring work which takes place here to ensure the well being of those with whom we work. The Chapter also recognises that the scale of activity taking place at the Cathedral and the public nature of the main Cathedral building and the Cathedral precinct makes the Cathedral especially vulnerable. Good application of safeguarding practice, for all to see, is essential. It will show children and adults who may be at risk of abuse or neglect that they are valued and will be safe. It will also prevent and deter those seeking to abuse.

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

3. Cathedral People Responsible for Safeguarding on behalf of Chapter

Chapter's Safeguarding Lead (CSL) is Canon Jan Kearton, the Canon Warden, tel. 01228 521857 & the **Cathedral's Lay Safeguarding Lead** - *currently in vacancy*.

As the **Chapter Safeguarding Lead**, Canon Kearton, 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. Canon Kearton also has daily operational responsibility for safeguarding.

The post of **Cathedral's Lay Safeguarding Lead (CLSL)** is presently in the process of being filled. The CLSL is 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 the Cathedral's Safeguarding Policy (see 4 below) can refer concerns to the CLSL. The member of Chapter to whom the CLSL will relate is Canon Jan Kearton.

The Chapter Safeguarding Lead's PA is Mrs Karen Natrass who works on a Friday from 8.30am to 3.45pm and can be contacted either by tel. 01228 548107 or by email karen@carlislecathedral.org.uk

4. Listed Cathedral Activities with Young People

The following activities and leaders have been noted by the Chapter for 2017:

Cathedral Choir, Boys' & Girls' Choir	Mr Mark Duthie
Senior Girls' Choir/Youth Choir	Mr E Taylor
Carlisle Cantate Choir	Mr E Taylor
Outreach Co-ordinator	Dr A Howard
Education Dept	Canon A Barbour
Bellringing	Mr R East
Citykidz	Canon M Manley
Plus+ Youth Group	Canon M Manley
Café Church	Canon M Manley
Pastoral Link Visitors	Canon J Kearton
Pastoral Sitting Service	Canon J Kearton
Hospital Chaplaincy Support Team	Canon J Kearton Mrs P Porter

(NB Safeguarding responsibility for this activity lies with the Hospital Trust)

5. Implementing the Policy

i) General

- A child is anyone under the age of 18;
- It is the policy of the Chapter that all children and young people will be supervised by at least two adults, one of which will be the Activity Leader;
- It is the policy of the Chapter that children will not be alone with adults at any time;
- Safer recruitment procedures will apply to all new appointments of staff and volunteers. This will require two safeguarding references to be taken up in all cases - see Cathedral Policy Section 4(i);
- Activity leaders and some other roles are required to have a DBS enhanced check and have attended Diocesan Safeguarding training within 6 months of taking up their role - see Cathedral Policy Section 4 (ii).

ii) Activities

- Both regular and one-off activities must have a set of guidelines and procedures for the activity that are consistent with the Cathedral Safeguarding Policy.
- Leaders of activities must be familiar Section 3(i) of the Safeguarding Policy. Canon Kearton and the CLSL will be happy to give advice.
- Recommended staffing levels for the activity must be consistent with Section 3 (i) 4. of the Safeguarding Policy;
- Risk Assessments for each activity, whether regular or one-off, must be deposited with the Safeguarding PA 2 weeks before the activity commences - see Appendix 1 (d) for template;
- Activity leaders must ensure that the guidelines are understood and adhered to by helpers ;
- Groups or persons hiring the Cathedral's premises for activities with children or adults at risk of abuse or neglect must either submit their own Safeguarding Policy to the Safeguarding PA 2 weeks before the activity commences or state in writing to the PA that the activities will be conducted in accordance with the Cathedral's Safeguarding Policy.

iii) When you encounter children

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;
- encounter children within sight of another adult;