



# Leicester Cathedral

## **Safeguarding Procedures**

## Procedures for Implementing the Safeguarding Policy

- 1.1 A copy of this policy will be made available to all clergy, Chapter members, staff, volunteers, and lay workers who have safeguarding responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood this policy. The Dean has overall oversight, delegated to the Chapter lead who is the Canon Pastor and further delegated to departmental leads as follows:
- a) Music and Liturgy: Canon Precentor
  - b) Welcomers and Guides: Canon Pastor
  - c) Education (Christian Nurture and Schools work): Canon Precentor & Canon Pastor
  - d) Pastoral: Canon Pastor
  - e) Human Resources: The Dean

### 3.2 Contact details for the main leader of each children's/youth group:

Name of group	Leader's name	Address & Email	Tel no.
Choir Department  (Overall responsibility lies with the Canon Precentor)	Chris OuvryJohns  Director of Music	St Martins House 7 Peacock Lane Leicester LE1 5PZ <a href="mailto:Chris.Ouvry-Johns@LeicesterCofE.org">Chris.Ouvry-Johns@LeicesterCofE.org</a>	0116 261 5374
Children's Church  Overall responsibility lies with Canon Missioner	Canon Karen Rooms	St Martins House 7 Peacock Lane Leicester LE1 5PZ <a href="mailto:Karen.Rooms@LeicesterCofE.org">Karen.Rooms@LeicesterCofE.org</a>	0116 261 5382
Schools Work  Overall responsibility lies with Canon Pastor	Canon Alison Adams	St Martins House 7 Peacock Lane Leicester LE1 5PZ <a href="mailto:Alison.Adams@LeicesterCofE.org">Alison.Adams@LeicesterCofE.org</a>	0116 261 5333

- 3.3 The recommended minimum staffing levels set out in the Church of England handbook will be maintained.

#### 3.3.1 These are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8+	1 leader for the first 8 children followed by 1 to 12

3.3.2	Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children/young people are being taken off site, are undertaking physical activities ,or if necessitated by other circumstances. This will be assessed by the leaders of these activities in conjunction with the Co-ordinator as appropriate.
3.3.3	Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18 years. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.
3.4	<b>Safe Recruiting</b>
3.4.1	<p>When appointing/recruiting leaders and helpers for work with children and young people, the Chapter will follow the guidelines set out in the Cathedral’s Safer Recruitment Policy. This means:</p> <ol style="list-style-type: none"> <li>a) Providing a job/role description</li> <li>b) Ensuring the potential volunteer provides a completed registration form</li> <li>c) Ensuring the potential volunteer completes a confidential declaration form d)</li> <li>Conducting an interview</li> <li>e) Taking up references from two referees one of whom should be the current employer (if appropriate), previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.</li> <li>f) Obtaining a Disclosure Barring Service (DBS) security check unless the nature of the role is such that there is no requirement for a DBS check.</li> <li>g) Offering the voluntary role subject to completion of a satisfactory probationary period.</li> <li>h) Confirming in writing the volunteer in the voluntary role.</li> <li>i) Ensuring the volunteer is aware of Chapter policies and procedures and has been given a copy of the Pocket Guide to Safeguarding and where appropriate this policy.</li> </ol>
3.5	<b>Code of Behaviour</b>
3.5.1	<p>The Cathedral Chapter commits to the following Code of Behaviour which those who work with children and young people are expected to follow:</p> <ol style="list-style-type: none"> <li>a) You should: <ul style="list-style-type: none"> <li>• Treat all children with respect and dignity</li> <li>• Provide a Christian example you wish others to follow</li> <li>• Provide an example of good conduct that you wish others to follow</li> <li>• Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others</li> <li>• Respect personal privacy</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Ensure that another adult is informed if a worker needs to take a child to the toilet</li> <li>• Be aware that physical contact with a child or young person may be misinterpreted</li> <li>• Discuss with your group leader what is unacceptable behaviour and how it should be challenged</li> <li>• Report all allegations/suspicions of abuse</li> <li>• Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people</li> <li>• Operate within the Cathedral's principles, policies, procedures and guidance</li> <li>• Only use social media and email in accordance with paragraph 3.14 below</li> </ul> <p>b) You should <u>not</u>:</p> <ul style="list-style-type: none"> <li>• Ever hit a child or young person</li> <li>• Play rough, physical or sexually provocative games</li> <li>• Touch inappropriately</li> <li>• Show favouritism to any one child, young person or group</li> <li>• Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform the child's parents/guardians or the group leader</li> <li>• Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the child's parents/guardians should be contacted along with the group leader</li> <li>• Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying</li> <li>• Allow unknown adults access to children. A known person should always accompany visitors</li> </ul>
3.6	<b>Procedure to be followed in the case of an allegation or disclosure of abuse</b>
3.6.1	<p>If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:</p> <ul style="list-style-type: none"> <li>• Listen. Keep listening</li> <li>• Do not question or investigate — this is the job of the authorities. In particular do not speak to the subject of the allegation</li> <li>• Do not promise confidentiality; tell the child or adult that the information they disclose needs to be shared</li> <li>• Assure them they are not to blame</li> <li>• Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation. Emphasize that they have done the right thing in telling you</li> <li>• As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told</li> <li>• If there is immediate danger to a child or young person, contact the Social Services or the Police</li> <li>• Report the incident to the Dean/Canon in Residence or Child Safeguarding Coordinator immediately</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not contact the Dean/Canon in Residence or the Child Safeguarding Coordinator if the allegation concerns them or anybody related to them</li> <li>• Contact the Diocesan Safeguarding Adviser directly if necessary</li> <li>• Do not discuss the incident with anybody else</li> <li>• The Dean/Canon in Residence or the Child Safeguarding Co-ordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The Adviser will tell them anything they need to do</li> <li>• The Cathedral has a signed Agreement to utilise the advice and services of the Leicester Diocesan Safeguarding Team. The Chapter is also represented on the Diocesan Safeguarding Committee</li> <li>• In the absence of the Diocesan Safeguarding Adviser, the Assistant Diocesan Secretary should be contacted, who will seek advice from a suitably qualified person</li> </ul> <p>Do <u>not</u>:</p> <ul style="list-style-type: none"> <li>• Contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure</li> <li>• Talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements</li> </ul>
3.6.2	If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.
3.6.3	The procedure is the same for abuse which happened in the past, possibly many years ago.
3.7	<b>Procedure to be followed where there are concerns that someone may be committing abuse</b>
3.7.1	<p>If you are concerned, or it comes to your notice that someone may be committing abuse:</p> <ul style="list-style-type: none"> <li>• Make notes of your concerns and discuss them with the Dean/Canon in Residence or the Child Safeguarding Co-ordinator</li> <li>• The Dean/Canon in Residence or the Child Safeguarding Co-ordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day</li> <li>• Do not contact the Dean/Canon in Residence or the Child Safeguarding Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary</li> <li>• Dates and times should be recorded of any observations which have been made and of the referral to the Diocesan Safeguarding Adviser</li> <li>• The Diocesan Safeguarding Adviser will decide whether to: <ul style="list-style-type: none"> <li>○ Report the concerns to Social Services and/or the Police, who will then investigate while the Diocesan Safeguarding Adviser liaises with the Cathedral, or</li> <li>○ Continue to observe closely — the process will be repeated in the event of any more concerns</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• There should be close communication between the Dean/Canon in Residence, the Child Safeguarding Co-ordinator, and the Diocesan Safeguarding Adviser until the situation is resolved</li> <li>• In the absence of the Diocesan Safeguarding Adviser, the Assistant Diocesan Secretary should be contacted, who will seek advice from a suitably qualified person</li> <li>• Maintain confidentiality at all times</li> </ul>
<b>3.8</b>	<b>Procedure to be followed where people with convictions for offences against children or people under investigation are attending the Cathedral</b>
3.8.1	<p>Where someone attending the Cathedral has been convicted of offences against children (or they have received a formal police caution) agreement will need to be drawn up to minimise any risk to the safety of children within the Cathedral. If a person who attends the Cathedral is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary written agreement until the outcome of the investigation is known.</p> <ul style="list-style-type: none"> <li>• The Dean/Canon in Residence or, in the absence of the Dean/Canon in Residence, the Child Safeguarding Co-ordinator, must inform the Diocesan Safeguarding Adviser of the situation</li> <li>• The Diocesan Safeguarding Adviser will decide whether an agreement needs to be in place and will provide a template for the agreement</li> <li>• If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it</li> <li>• The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually</li> </ul>
<b>3.9</b>	<b>Allegations or concerns about senior clergy</b>
3.9.1	If an allegation involves an Archdeacon or Dean, it should be reported to the Bishop of Leicester.
3.9.2	If an allegation involves a Bishop, it should be reported to the Archbishop of Canterbury.
<b>3.10</b>	<b>Registration</b>
3.10.1	<p>A registration form will be completed for every child or young person who attends groups or activities. This includes children attending on a 'one-off' basis. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (e.g. Messy Church). The form will be updated annually and include the following:</p> <ul style="list-style-type: none"> <li>• Name and address</li> <li>• Date of birth</li> <li>• Emergency contact details</li> <li>• Medical information including allergies</li> <li>• Any special needs including activities that the child or young person is unable to take part in</li> </ul>

	<ul style="list-style-type: none"> <li>• Consent for emergency medical treatment</li> <li>• Consent for photographs and videos if relevant</li> </ul>
3.10.2	All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.
3.10.3	Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.
3.11	<b>Activities away from the church premises</b>
3.11.1	<p>Adequate arrangements will be made for children's and young people's activities which take place away from the Cathedral premises as follows:</p> <ul style="list-style-type: none"> <li>• No child can be taken off site for activities without the consent of their parent/guardian/carer</li> <li>• Details of the event must be given in advance and consent forms received in advance of the event taking place (see Section D of the Child Protection Handbook for a model form)</li> <li>• Details of the arrangements will be given to the Child Safeguarding Co-ordinator</li> <li>• A risk assessment will be undertaken and confirmation obtained that the event is covered by Chapter insurance and in the full knowledge of the relevant Residentiary Canon</li> <li>• A detailed programme and list of contacts should be left with someone in the parish</li> <li>• A leader will be designated to take responsibility for First Aid</li> </ul>
3.12	<b>Support, supervision and training</b>
3.12.1	All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on their own because an unforeseen situation has arisen, they will inform another leader (or the Child Safeguarding Co-ordinator or Residentiary Canon) of the situation, if at all possible at the time it arises, and a note will be kept by the Child Safeguarding Co-ordinator.
3.12.2	Those who work with children and young people will be given the opportunity to review their work with the leader of their group/Child Safeguarding Co-ordinator/Residentiary Canon or member of the Chapter. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.
3.12.3	The Cathedral avails of the training programme provided by the Diocese of Leicester. From time to time, the Cathedral may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which staff, youth workers, volunteers and child safeguarding coordinators of or for the Cathedral should attend.
3.12.4	Every person who works with children will be given a copy of the Pocket Guide to

	Safeguarding and they will have access to this policy which will be included on the Cathedral website. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those who request them.
<b>3.13</b>	<b>Health and Safety and First Aid</b>
3.13.1	Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the Chapter. Health and Safety issues observed by those working with children and young people should be reported to the Child Safeguarding Co-ordinator or the Executive Assistant to the Dean who has responsibility for Health and Safety within the Cathedral.
3.13.2	A First Aid kit will be available on site and will be checked monthly by the Head Verger and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.
3.13.3	If there is an emergency involving injury to a child or young person: <ul style="list-style-type: none"> <li>• Stay calm</li> <li>• Provide immediate first aid when needed</li> <li>• Alert others to the need for help</li> <li>• Ensure that somebody is supervising the other children or young people</li> <li>• Call an ambulance if needed</li> <li>• Contact the parents/guardians of the child or young person</li> <li>• Provide an appropriate handover and information about the situation to the parents/guardians</li> <li>• Complete the accident book</li> <li>• Consider whether there are implications for the Health and Safety policy and/or practices and report these to the Child Safeguarding Co-ordinator and the Executive Assistant to the Dean.</li> </ul>
<b>3.14</b>	<b>Use of Social Media, email and texting</b>
3.14.1	All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 years and over. <u>The key point is that communication should be in a context of transparency and accountability.</u> <ul style="list-style-type: none"> <li>• Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes</li> <li>• Other leaders should be aware of the situations in which these means of communication are being used</li> <li>• Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is aged 13 years or over and parents/guardians are notified</li> <li>• Where possible, group pages should be used on social media for communicating</li> </ul>



	<ul style="list-style-type: none"> <li>• Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience</li> <li>• Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm</li> <li>• Where possible, email and messaging should take place to and within groups rather than individuals</li> <li>• Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people</li> <li>• Webcams will not be used where internet chat or Skype is used for one to one conversations</li> <li>• Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved, then a written record should be kept</li> <li>• The principles for the use of social media will be communicated to children and young people e.g. via the Choir Code of Conduct</li> <li>• The Cathedral does not have a dedicated mobile phone number for children's / youth work.</li> </ul>
<b>3.15</b>	<b>Identity Checking for DBS (criminal record) checks</b>
3.15.1	The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines. The identity checker will be the Canon who holds the Departmental lead or in the case of paid staff or core Safeguarding personnel e.g. the Child Safeguarding Co-Ordinator, it will be the Executive Assistant to the Dean.
3.16	The Child Safeguarding Co-ordinator will be responsible for monitoring this policy to see that it is being put into practice and will be supported by the Chapter members, who have the ultimate responsibility for safeguarding.
<b>3.17</b>	<b>Procedure for regular reporting to the Chapter</b>
	The Child Safeguarding Co-ordinator will report annually to the Chapter on children and young people safeguarding or after any incident with children or young people with safeguarding implications (taking care to preserve confidentiality as necessary). The Chapter will be kept informed on at least an annual basis of all regular and one-off children's and young people's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.
<b>4.</b>	<b>Policy Review</b>
4.1	This policy should be reviewed every year and updated as required.

**DOCUMENT CONTROL INFORMATION**

**Document status**

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