



Leicester **Cathedral**  
*A beating heart for City and County*

# Leicester Cathedral Safeguarding Procedures

July 2024

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*This document sits alongside the Safeguarding Policy and the Pocket Guide to Safeguarding. It provides a comprehensive guide to which all departments, staff and volunteers are expected to adhere. Where more detailed arrangements are needed, which will be reflected in risk assessments and further specific guidance, for example, for choir residential activities, these are expected to concur with and flow from this document.*

*While this document has been scrutinized by the Safeguarding Committee, staff have been consulted and the document will be reviewed annually, if operationally you encounter issues with any part of it then please talk to the Canon Pastor or one of the Safeguarding Co-ordinators.*

<b>1.</b>	<b>Group Activities on Cathedral premises</b>
	All staff/volunteers involved in the delivery of an event/activity should attend a prebrief beforehand to ensure that they are aware of all session plans and arrangements and any particular needs relating to vulnerabilities. They will be reminded of safeguarding protocols in relation to the activity, and leaders should share, as appropriate, any relevant, specific information re the needs of participants.
	Leaders should be aware of who else is on duty (e.g. Vergers, Chaplains, Welcome Assistants, Mental Health First Aider) in case help is required and should be familiar with the Safeguarding Pocket Guide, contact details and procedures to be followed in case of concerns or incidents. Leaders should also know in advance, wherever possible, of any person known to be vulnerable/at Risk and should inform the Safeguarding team. They should also be aware of where to signpost participants to (e.g. crisis cafes, MH services) and have signposting resources available.
	External facilitators and speakers will be appraised of Cathedral safeguarding arrangements. They will be accompanied by a member of staff and/or a trusted, trained volunteer.
	If part of a session may refer to sensitive and potentially triggering content (e.g. discussion of mental health; loss; bereavement), whoever is leading the session should ensure that there are at least 2 other staff/volunteers in attendance, that they are briefed on this beforehand and that it is agreed who will offer support to any distressed participant. The facilitator should carefully indicate to the group that they may cover sensitive subjects at the start of the session wherever possible, offering guidance on where/how to access support within the session where needed.
	Where a need for private conversations arises, this should be undertaken only by a staff member or authorised volunteer (eg. Chaplain). The same protocols should be adhered to as for any sensitive pastoral conversation, most particularly to utilise a sufficiently visible location and recognise that, should a safeguarding issue emerge, full confidentiality cannot be promised.
	A debrief should follow sessions enabling staff/volunteers to reflect, share information, discuss concerns if necessary and identify their own support needs if required.
<b>2.</b>	<b>Group activities away from the Cathedral premises</b>
	For all activities away from the Cathedral premises involving children and/or adults, a risk assessment will be carried out. The risk assessment must cover all regular concerns eg. toilets etc. as well as issues specific to the venue or activity. Staff/volunteers should be aware of any other groups or events taking place in the space, or where members of the public might enter, so they can have an understanding of who else is in the venue and how this might impact on participants. All this should be reflected in the risk assessment. Where children are involved parents will be informed a risk assessment has taken place.

	The Cathedral leadership must consent to the activity taking place and, where children are involved, consent forms must be received from parents in advance of the activity taking place. A minimum of two leaders is required for any group, both of whom are safeguarding trained. If a group then sub-divides into smaller groups, there should be at least one responsible adult for each group – the exact arrangements determined by the size and composition of the groups and whether the groups separate off into different spaces. The overall leader will compile a list of all participants and, where children are involved, pre-determine any sub-group membership.
	Where an activity is potentially sensitive, the same protocols should apply as for such activities on Cathedral premises. How to implement these in the specific context must form part of the risk assessment for that activity.
	Overnight events need particular care especially in relation to sleeping arrangements. For mixed sex groups it is advisable to have both male and female staff supervising. Further information on best practice can be found in the <i>Appendix of Diocese of Leicester Guidance (Version V2 October 2018)</i>
	<b>3. Group activities online</b>
	All the same protocols apply as with activities on Cathedral premises e.g. briefing/debriefing, signposting, vulnerabilities, reporting concerns etc. and will be covered by departmental risk assessments. All departments are required to comply with the arrangements below.
	Participants are invited to sign up via Eventbrite, through a member of staff or as part of a group booking (e.g. a school). No event is available to the general public except through these kinds of portals. Zoom/Teams meeting details will be shared with participants prior to the meeting but NOT publicly. Zoom/Teams account settings will ensure that a waiting room is in place on all meetings and it will not be possible for someone to be directly sent into the meeting on entering the codes. Participants will not be allowed to enter the space 'without a host' (see Account Settings). Participants will be held in the virtual waiting room until sufficient people arrive to avoid a situation where they are alone one-to-one in a room. Only those who have signed up will be allowed in.
	Individuals are encouraged to use their microphones and cameras so that staff/volunteers can be confident in who is 'behind' each name on the screen. Only staff/volunteers who are leading the activity will have 'host' and 'co-host' controls. A member of staff will log in as Host, and on entry, a co-leader may be assigned co-host permissions. Other controls – such as screen sharing – should only be available to the host and co-host rather than all participants. Settings should ensure that participants cannot contact each other privately within the chat function - within Account Settings, 'Direct Messages' should be turned off. Participants should be reminded that everyone can see the main group chat and to not enter private messages, personal details etc. into this.
	If the session requires a breakout room activity (e.g. small group discussion), leaders/co-leaders should accompany small groups in these spaces where possible to ensure adequate supervision and support can be given.
	In a situation where a private conversation with an individual is required, for example, in a virtual breakout room, wherever possible, this should be facilitated by more than one

	staff/volunteer. Staff/volunteers can use the private chat function on Zoom to communicate with each other as hosts/co-hosts if required, to assist in coordinating this.
<b>4.</b>	<b>Supervision of children</b>
	Children may be supervised by their parents, teachers or Cathedral personnel and occasional identified helpers if trained. For each Cathedral activity it is made clear and agreed in advance to all personnel which is the case. If Cathedral personnel, then handover arrangements are clarified and Cathedral staffing levels are adhered to. If parents or teachers hold the supervision responsibility, they are also made aware of whom to report to if they have safeguarding concerns.
	A two adult rule should apply at all times when working with children. No child should be left alone either unsupervised or in the sole presence of just one adult other than their parent, grandparent or carer. Operational protocols for each activity involving children and adults working together will reflect this. All adults working in these scenarios must have completed safeguarding training and be fully conversant with the operational protocols.
<b>5.</b>	<b>Staffing levels with groups of children</b>
	By 'staff' or 'staffing' it is meant paid staff or trained and safely recruited volunteers. All programmed activities concerning children not in the presence of their parents will comply with the recommended minimum staffing levels set out in the Church of England Safeguarding Handbook (2019) as follows: <ul style="list-style-type: none"> <li>• 0-2 years- 1 leader to every 3 children</li> <li>• 2-3 years- 1 leader to every 4 children</li> <li>• 4-8 years- 1 leader to every 6 children</li> <li>• 9-12 years- 1 leader to every 8 children</li> <li>• 13-18 years- 1 leader to every 10 children/young people</li> </ul> <p>All programmed activities outside of the Cathedral premises will have at least two identified leaders present.</p>
<b>6.</b>	<b>Moving children around</b>
	When under Cathedral supervision, children are moved from one building to another they must be escorted or collected. In the case of older children, with written parental permission and for particular reasons, children may be allowed to leave a building unsupervised, either singly (to go home, for example) or in groups (as on a choir trip, for example).

<b>7.</b>	<b>Car travel and transport</b>
	The Cathedral cannot sanction the use of any car which does not have the appropriate business use insurance and/or fully comprehensive. If cars are to be used for transporting children, then the two adult rule should apply, of which at least one adult is paid or unpaid staff and if not a parent both adults have undergone safeguarding training. All laws relating to children in cars must be obeyed and prior consent obtained from a parent or appropriate adult. The term 'paid or unpaid staff' includes a small identified group of key community leaders, including some Wardens and members of the Pastoral Team.
	The driver of vehicles used for Cathedral organised activities should be over 25 and held a full licence for two years. Any driving convictions other than minor should disallow the driver. Transport by minibus or coach should include an escort for the children and young people who supervises safety checks and behaviour, as well as boarding and alighting from the vehicle.
	No adult should make casual arrangements to transport a child without first discussing this with an appropriate authority (eg. the Director of Music or a Canon) and the child's parent/guardian/carer to explain the situation and seek their agreement. Any such necessary emergency arrangement should be discussed with the parent if at all possible and the event recorded and reported to the Cathedral Safeguarding Team.
	Parents are able to make their own private arrangements to transport one another's children, but if this is to or from Cathedral activities, the relevant Cathedral personnel prefer to be informed. The parents of choir children who require taxis to transport them to and from the Cathedral make their own arrangements with the taxi firm and are then reimbursed by the Cathedral.
	Similarly informal arrangements are possible between individual adults for lifts to and from Cathedral activities (eg. Sunday worship) but, if they are on Cathedral business, the relevant personnel must be made aware, if either of the adults concerned is in any way considered vulnerable. No such lifts should be arranged if either party is uncomfortable.
<b>8.</b>	<b>Children as recruited volunteers</b>
	Children are an important part of our community life, some holding significant responsibilities which they should be able fully to fulfil, while being kept safe. Child volunteers are, for example, members of the choir and serving team. Children in such positions should be enabled to carry out their role under the supervision of a designated trained 'staff' member, and, at all times, in full view of at least one other person. Young people may also help to run activities but should not be considered part of the core team and they must be over 14 years with at least a 5-year gap between the young person and the children. The two person rule should apply if there is a need to work less visibly, for example, in the sacristy.

<b>9.</b>	<b>Pastoral listening and other support</b>
	<p>This is whether on a visit, in the Cathedral or by phone.  All significant encounters should be logged including phone conversations. On a daily basis in the Cathedral, this should be in the Vergers' pastoral log book. Otherwise a note on the pastoral system, through the Canon Pastor.</p>
	<p>Clear boundaries around the nature of the conversation should be established, to include the limits of confidentiality and the purpose and limitations of any pastoral care/support that is available.</p>
	<p>Most pastoral conversations are one-to-one. Where in person, while requiring some privacy, these should always take place in view of other people (eg. a quiet space on the Cathedral floor; an office with a glass pane in the door; a café.)</p>
	<p>Signposting is helpful but referrals cannot be made to any agency that could provide help without the adult's permission. Ideally the person concerned will be encouraged themselves to set up the contact. Safeguarding referrals must be made if concerns emerge. Good practice is that these are with the knowledge of the person concerned.</p>
	<p>No support will be offered with regard to a person's financial affairs. If they express a need for help, they will be signposted to known specialist agencies. No gifts other than token items will be accepted, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the Cathedral, it will be put in an envelope, marked on the outside as a donation and a receipt issued.</p>
	<p>Good pastoral care is not risk taking, but respecting boundaries – between public work/ministry and private lives, not allowing inappropriate relationships or dependencies to develop, condemning bullying and harassment and being mindful of tone and language. Where an individual has concerns around any of these, safeguarding procedures should be followed, which will then determine any next course of action.</p>
<b>10.</b>	<b>Visiting people outside of the Cathedral</b>
	<p>It is appropriate for pastoral and other reasons to visit people in their own home, in hospital, care home or in other places. Visits on behalf of the Cathedral should only be undertaken by authorised personnel, namely licensed ministers, members of the Pastoral Team and other key personnel.</p>
	<p>Generally the person visited will be known to the person visiting, and where there have been no previous concerns, the level of risk to either participant during visits will usually be low. However, unexpected circumstances can be encountered. For example, the unexpected presence in the home of a person unknown to the visitor so checking who will be there is good practice. It is important that both visited and visitor feel safe, so accountability and transparency are vital, especially if the visitor is alone.</p>

	<p>Wherever necessary a short risk assessment checklist should be completed before an <b>initial</b> visit, especially if the person is not known to the visitor. The Safeguarding Lead (Canon Pastor) will hold such risk assessments. Risk assessing should include telling someone (eg. Canon Pastor or line manager) when and where you're going. All visits should be logged, through the Canon Pastor, on the pastoral system, with a brief record. If, after the visit, there are safeguarding concerns, due procedures should be followed.</p>
	<p>If there are known risks please consult the Canon Pastor and/or a Safeguarding Co-ordinator before visiting. In such circumstances, consider whether the visit is necessary, and, if so, take with you another responsible adult who is able to maintain confidentiality. It is good practice generally, if possible, to visit in pairs, especially if the visited adult is perceived to be vulnerable.</p>
	<p>Except in emergencies, visits should occur by appointment. Upon visiting, the visitor should establish how long they may stop and whether there will be repeat visits.</p>
<h2>11. Physical contact between individuals</h2>	
	<p>Other than handshakes as appropriate, when on Cathedral duties this should be avoided and certainly if it is without the explicit consent of both parties or could be construed as sexual and/or abusive. Limited contact is acceptable between adults if led by the recipient and both parties are comfortable (eg. a brief hug, or a steadying arm).</p>
	<p>No physical contact should take place between an adult and a child, unless for unavoidable reasons, and with the child's consent (unless a medical emergency) and in the presence of at least one other responsible adult, especially when a child needs comforting. Further information is available in the <i>Acceptable Touch</i> guidelines within the <i>Code of Safer Working Practices</i>. If activities are known to involve physical contact then the child and parent are made aware before the activity takes place. Cathedral personnel at all levels must take responsibility for monitoring one another in the area of physical contact, and any concerns about inappropriate behaviour should always be reported.</p>
<h2>12. Social media, email and texting</h2>	
	<p>Given that social media is for many people today an extension or even a substitution for talking, the same boundaries apply as to pastoral listening, support and other communication. The world of social media changes rapidly but there are resources that provide more detailed advice which are regularly updated:</p> <ul style="list-style-type: none"> <li>- Thinkuknow</li> <li>- Parentzone</li> <li>- Parents Protect – Internet Safety</li> <li>- ChildNet International</li> </ul>



	<p>Sensible precautions should be taken in the use of social media within the Cathedral context. These precautions should include:</p> <ul style="list-style-type: none"> <li>• No one-to-one online chats between adults and under 18s unless these are part of a pre-established friendship when both were under 18;</li> <li>• Maintenance of appropriate boundaries and behaving in the online world as in the off-line world;</li> <li>• Keeping the distinction between private lives and Cathedral work, paying particular attention to the dynamics of power and influence, language and how any communication might be received;</li> <li>• Not using personal social media accounts to contact children, even if the parents are copied in.</li> </ul>
	<p>While texts and messaging are acceptable for short conversations and making arrangements, no confidential Cathedral related conversations should be conducted through these or any social media means.</p>
	<p>Any safeguarding concerns about the use of or content of texts and other social media usage should be reported in the same manner as any other concerns. The texts or images should be saved and filed as part of the process of investigating these concerns. It is worth noting that some elements of social media are in fact illegal and should be dealt with accordingly.</p>
	<p>Group texts, whether email or text, where the message is sent to the whole group and Cathedral staff are copied in and parents as appropriate, are acceptable.</p>
	<p>If for practical reasons, an ongoing online chat group is appropriate (eg. for a particular team) then the Cathedral leadership will be informed and a named leader for that group is identified. The messages contained in that chat will be available for scrutiny as required. No child can be part of that group unless their parent is also.</p>
	<p>Cathedral personnel, whether volunteers or staff, will maintain clear boundaries around their social medial usage between their private and public life. (For further details please see the Cathedral's Social Media policy).</p>
	<p>No adult should seek online friendship with someone under the age of 18. If anyone receives a request from a young person, they should notify Cathedral staff. If a young adult and a near adult (e.g. choir members) wish to befriend one another, the matter should be first discussed with Cathedral staff and parents. However online friendships established between two people before the age of 18 may continue when one of them reaches 18 without needing to be reported.</p>

<b>13. Record keeping</b>	
	<p>Pastoral records are kept under restricted access on the Cathedral's data base, with accompanying folders in a restricted file in the Cathedral's filing system. These include records of information (e.g. illness), familial pastoral contacts, conversations, phone contacts and visits. They also include the named pastoral contact for core community members.</p>
	<p>Record keeping is only as good as the information received. Many of us by virtue of our roles have some involvement in pastoral care. Many individuals in our community have connections with more than one aspect of Cathedral life. It is important, therefore that we communicate well and that necessary information is shared correctly. The Canon Pastor or an identified deputy should be informed of any pastoral concern or response which has been taken, even if no further action is required.</p>
	<p>There is a pastoral log book for 'shop floor' staff and Chaplains, to ensure good handover and continuity of care. This is located at the welcome desk.</p>
	<p>A confidential log of safeguarding concerns is maintained, again with accompanying folders as necessary and detailing action taken. Many of these are procedural and therefore internal. Specific incidents are recorded separately and where this crosses over into Health and Safety, two records should be kept – an accident record and a safeguarding record. Safeguarding incidents requiring the intervention of the Diocesan Safeguarding Team, while initially logged at Cathedral level, then become part of the wider Diocesan and ultimately national Church system for safeguarding case records.</p>
	<p>The Safeguarding Coordinators receive monthly updates on all safeguarding activity.</p>
<b>14. Safer recruitment</b>	
	<p>For both staff and volunteers the Cathedral follows the Church of England safer recruitment procedures. For all formal roles there is a role description which not only includes tasks and responsibilities but also the level of DBS check required (if necessary). Confidential Declaration Forms and application forms are required, the latter including two named referees. No position is offered without an interview, which requires the presence of two interviewers, one of which at least has undertaken Safer Recruitment training. Offers are made subject to DBS checks as appropriate, and references. Upon commencement of the post, a period of training and probation follows, which must include all necessary safeguarding training to the appropriate level for the role.</p>
	<p>All staff and volunteers are made aware of the Cathedral Safeguarding Code of Conduct and are issued with the Pocket Guide. The Code of Conduct is located in the volunteer and staff handbooks.</p>
	<p>Upon commencement of their role, staff and volunteers are required to receive the safeguarding policy and procedures and to sign to indicate they have read them.</p>

<b>15.</b>	<b>Procedures to follow in the case of an allegation or disclosure of abuse</b>
	Anyone with concerns about an individual's physical, sexual, emotional or spiritual well-being seek should advice and support from the Cathedral Safeguarding Coordinators (CSC), the Canon Pastor or the duty Canon.
	They should remain calm, approachable and receptive, take it seriously, listen carefully, without interrupting, acknowledge they understand how difficult this may be, offer reassurance – it is the right thing to tell someone, tell them what will happen next, make a written record of exactly what has been said and when and report promptly.
	Any safeguarding concerns or allegation must be immediately reported to a Cathedral Safeguarding Coordinator or a Canon. If these are about someone in a Cathedral role, then to a Canon or the Diocesan Safeguarding Advisor (DSA). All matters will be dealt with confidentially by the Cathedral and reported to the police and/or social services as required to protect those who are vulnerable from harm.
	Quite simply, if there is an emergency and immediate risk of harm contact the Police and duty staff, complete a written record promptly and forward it to the duty Canon. If there isn't an emergency, contact one of the Safeguarding Co-ordinators or Cathedral Canons and then complete a written record and forward it. In both scenarios the DSA will be informed, will manage the response, report to statutory agencies and support the Cathedral.
	If a member of the Cathedral team, volunteer or staff, or someone close to them (e.g. a partner or someone they live with) becomes involved in any police or Social Services investigation, advice must be sought from a Canon or the DSA immediately.
	No-one should promise complete confidentiality, ask leading or probing questions, investigate, discuss with people who do not need to know or delay in reporting the disclosure to a CSC or the duty Canon.
<b>16.</b>	<b>Procedures to be followed where people may present a known risk</b>
	This includes people on the sex offenders register, those with criminal convictions or cautions but also where there are other reasons for posing a risk such as someone under investigation and including not only sexual abuse, but online activities and financial abuse, for example. The Cathedral follows the national Church guidelines in all instances.
	The DSA will be consulted immediately when any risk is identified. Equally they will so communicate with the Cathedral upon learning of any such risk. They will lead on appropriate action based upon the particular circumstances. This will usually involve a risk assessment and management plan leading to a Safeguarding Agreement.
	This latter will involve whomever necessary from the Cathedral team as well as, as appropriate, statutory agencies. Alongside this, appropriate pastoral support will be offered to the person concerned and confidentiality will be maintained around all of this, with disclosure only to relevant personnel as necessary.

	We ask visiting external groups and hires to disclose if one of their members is under any safeguarding agreement. In these circumstances the DSA is consulted and appropriate arrangements are made and communicated to all relevant personnel.
	The Cathedral has a separate policy for the recruitment of ex-offenders.
<b>17. Registration of children</b>	
	<p>Parental consent is needed for any activity for their children at which they are not present although this is very often implicit e.g. Children's Church. Registration forms will be completed for every child or young person who attends a group or activities. This includes children attending regularly and 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) other than to register attendance. The forms will be updated annually and include the following:</p> <p><i>Name, address and DOB</i>  <i>Parent contact details and emergency contact arrangements</i>  <i>Necessary medical information including allergies</i>  <i>Consent for emergency medical treatment</i>  <i>Any other special needs including activities the young person cannot participate in</i>  <i>Consent re photos and videos</i></p>
<b>18. Over 13s and consent</b>	
	In addition to parental consent, children over the age of 13 must give their own consent before there are any photographic images taken. It is good practice to obtain agreement to any activity in which they are involved, although this is often implicit in their attendance. Agreement can be independent of parental agreement and should be recorded as such. (Code of Safer Environment and Activities 2.6.2)
	For further information concerning the Cathedrals use of pictures and information, please see the policies for Filming and Social Media. Every attempt is made to eliminate unauthorised filming or photography. Images and videos in the Cathedral library are only used for Cathedral business.
<b>19. Visiting choirs, bellringers and other groups</b>	
	Visiting choirs, bellringing teams and school groups are required to have a safeguarding policy and to share this with the Cathedral. If they are an informal group with no policy, we will go through the Cathedral policy with them. We expect all to abide by our procedures, including those relating to children and young people.
<b>20. Outside hires</b>	
	Not all dry hires may have a safeguarding policy. However, all will be given a copy of our policy and relevant procedures and required both to sign them and to abide by them.

<b>21. Visitors</b>	Visitors to the Cathedral building are greeted upon entry. If vulnerabilities are perceived, or if the visitor could cause others to feel vulnerable, the Verger on duty is called upon to assess and manage the situation. Personnel on duty carry radios and the building is not open to the public without there being at least two responsible people present.
<b>22. Health and Safety and First Aid</b>	<p>We acknowledge the crossover between Health and Safety and Safeguarding. Below are the aspects of the Cathedral’s First Aid procedures, which particularly relate to Safeguarding:</p> <ul style="list-style-type: none"> <li>• When administering First Aid every attempt should be made to have a 2<sup>nd</sup> adult present (but in a dire emergency the need for first aid should be paramount).</li> <li>• In such incidents where you need to remove any clothing try to screen off the area from public and get members of the family of the injured person to be present and help with removing clothing.</li> <li>• At all times state what you are about to do to the person even if the person is unresponsive; stating it loud enough for the family members and other staff/volunteers in the area to know what you are doing.</li> <li>• Ensure everything is noted down i.e. what you did in care, who was present, in duplicate for the patient and for the Cathedral.</li> <li>• Never be on your own with a patient if at all possible to protect yourself and others.</li> <li>• Never take a patient to a quiet area where nobody is around.</li> <li>• In the Cathedral building ensure you are not in the line of the CCTV – the North Aisle towards St. Katherine’s chapel may be a good area. Where it is not possible to move a patient and a livestreamed service is in progress, send someone to get the live streaming paused.</li> <li>• Try to keep children who are related to the patient away with other members of the family, if this isn’t possible more staff/volunteers will be needed to keep them calm and occupied with some activities.</li> <li>• Anything of concern should be reported both to the safeguarding team and Head Verger.</li> </ul>
<b>23. Ensuring safeguarding is considered at appropriate levels</b>	The following groups, as constituent parts of the Cathedral management, leadership and Governance will all include safeguarding as a standing item on their meetings. They will log any concerns, actions or decisions and communicate these to the Safeguarding Team. The groups are:
	<p style="padding-left: 40px;"><i>Chapter and all Chapter Committees</i>  <i>Cathedral Executive</i>  <i>Cathedral Senior Management Team</i>  <i>Departmental and other team meetings</i>  <i>Wardens’ meetings</i></p>

<b>24.</b>	<b>Reviewing and auditing</b>
	This document will be reviewed annually through the Safeguarding Committee. If, in the meantime, adjustments are needed, then any proposals should be referred to the Safeguarding Team before changes are implemented.
	Safeguarding Co-ordinators will undertake visits and other dipstick activities, discuss their findings with team leaders and report back to the Safeguarding Committee.
	The Safeguarding Committee meets quarterly, reporting in to Chapter. In addition Chapter receives at every meeting a written safeguarding update. There is also a summative annual Safeguarding report submitted by the Safeguarding Committee to Chapter.
	Any significant changes made to either policy or procedures will be taken through the Safeguarding Committee and/or Chapter (depending on the depth of the changes). Chapter undertakes reviews of all major policies, including the Safeguarding Policy. After any changes, documents will then be re-issued to all staff and volunteers through team leaders, with a requirement to sign to say that they have been read.