



# DURHAM CATHEDRAL

THE SHRINE OF ST CUTHBERT

## Durham Cathedral Safeguarding Policy

### 1. Introduction

This policy and its associated guidelines are intended to protect children and vulnerable adults in the Cathedral and community.

Children are assumed to be persons under the age of 18 as defined by the Children Act 1989.

The term “vulnerable adult” refers to:

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 to protect him or herself against significant harm or exploitation”.

*(Promoting a Safe Church Policy 2006 and No Secrets 2000)*

#### **Purpose of this policy and associated guidance**

- To safeguard, care for and nurture children and young people in the Cathedral and community
- To safeguard and care for vulnerable adults in the Cathedral and community
- To inform those involved with children and vulnerable adults in our church of the behaviour expected of them
- To explain the procedure for background checks of those involved with children and vulnerable adults in the Cathedral
- To protect adult members of the church from malicious or false accusations of abuse.

The Child Protection Policy Statement of the Church of England:

*The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.*

‘Protecting All God’s Children’

The Archbishop’s Council, 2004

### **3 What we will do**

- We will create and maintain a safe environment for children and adults by implementing the House of Bishops’ Child Protection Policy ‘Protecting All God’s Children’ 2004 and the Diocesan Procedures
- Ensure that all those who have access to children on a paid or voluntary basis are carefully selected and use the Disclosure and Barring Service amongst other tools to check the background of each person as outlined in the Diocesan Procedures. Where a DBS check is required, no-one will be permitted to take up their position with the Cathedral until the DBS check has been completed to the satisfaction of Durham Cathedral.
- Notify Chapter of anyone appointed to a position that involves working with children and young people.
- We are committed to respectful pastoral ministry to all adults within our church ministry.
- Provide regular training and guidance for all staff and volunteers in accordance with the level of access to children or vulnerable adults. All staff and volunteers will, as a minimum, receive awareness training and guidance on how to report suspicions.
- Respond without delay to every complaint made that a child, young person or vulnerable adult for whom we are responsible, or visitors to the Cathedral, may have been harmed or is in significant danger.
- Fully co-operate with statutory agencies during any investigation into allegations concerning a member of the cathedral community. We will inform the statutory agency of any suspected criminal offences or concerns that we are made aware of in respect of our contact with children young people and adults.
- Offer informed pastoral care to any child, young person or adult, who has suffered abuse and provide them with details of local and national support agencies.

- Supervise and support any member of our cathedral community known to have offended against a child or vulnerable adult in line with Diocesan Procedures.
- We will challenge any abuse of power by anyone in a position of trust.
- Review this policy annually to ensure that all our procedures including the DBS procedures and other checks are up to date.
- Issue this policy to every member of staff via the Employee Handbook, provide a copy to volunteers and display essential information on cathedral notice boards to include the telephone numbers of people to contact with Safeguarding concerns.
- The policy is supported by an operational manual retained by the Head of Education and the HR Manager. Copies are also available in the Vergers Vestry and Cathedral Office. The operational manual offers greater detail and advice in respect of operational issues.

#### **4 Activities involving Children and Vulnerable Adults**

The Chapter has identified the following activities which may involve children and young people or vulnerable adults and those who have particular responsibilities to which the House of Bishops' policy applies:

- i) Choirs
  - a. Mens
  - b. Boys
  - c. Girls
  - d. Visiting choirs with members under 18
- ii) Children and Youth Activities
  - a. Sunday morning groups and evening groups
  - b. Education Centre activities
  - c. Woodlands and Riverbanks activities
  - d. Lego project
  - e. Children and youth activities in the Cathedral precinct or elsewhere
  - f. Confirmation classes attended by anyone under 18
  - g. Visits or special events organised by Cathedral staff or volunteers
- iii) Vergers
- iv) Servers
- v) Chaplains, Bedesmen and Stewards
- vi) Bell ringers
- vii) Listeners
- viii) School visits (accompanying staff are responsible for pupils' safety and conduct)
- ix) Education Centre volunteers
- x) Events organised by any department in the Cathedral and attended by children and young people or adults who may be described as 'vulnerable adults'.
- xi) Events involving children and young people or vulnerable adults arranged by outside organisations using the Cathedral.
- xii) Music outreach activities

Although staff employed by Durham Cathedral Trading Ltd and Elixir have no responsibility for children and young people, they should nevertheless be familiar with the policy and take responsible action if necessary.

### **Filming and Photography**

Filming and photography in the Cathedral is not permitted unless it has been previously agreed or a permit has been obtained.

### **Cathedral Publications**

Any material intended for publication in relation to safeguarding should be referred to the Canon with responsibility in this area who will consult with the Safeguarding Office, the Diocesan Safeguarding Officer and the Head of Marketing and Events.

### **Green Room Security**

On occasion, the Cathedral designates rooms as a Green Room for events. Under no circumstances can a Green Room be used as a crèche or nursery facility. Performers, artists and others with permission to use the Green Room wishing to bring children on site must discuss plans in advance of the event and will at all times be responsible for arranging that a responsible adult is with their child/children.

Durham Cathedral reserves the right to refuse permission for children to be brought on-site if arrangements for the safety of children are deemed unsatisfactory

### **Complaints and Concerns**

Any complaint or concern regarding a safeguarding issue should be referred to the safeguarding team identified in Appendix 1.

## Safeguarding

### Key Points

**Safeguarding** is the welfare of all children and vulnerable adults whilst visiting the cathedral (adults can become vulnerable at any time).

**All staff and volunteers must:**

- Minimise any risk
- Report concerns immediately
- Make use of 'CODE BETH' to ensure an immediate response
- Do not touch (avoids confusion and/or false allegations)
- Stay in a public area if possible or ask a colleague to stay with you
- Attend awareness and training

Doing nothing is **not** an option

### Report your concerns to:

|  |             |
|--|-------------|
| Charlotte Rowbotham (Head of Education)      | x 246       |
| Philip Davies (Chapter Clerk)                | x 201       |
| David Kennedy (Canon Precentor)              | x 233       |
| Cathedral Safeguarding Team (available 24/7) | 07951624103 |
| Beth Miller (Diocesan Safeguarding Advisor)  | 07968034075 |

Dial 999 for emergencies

An operational manual is available from the Head of Education or HR Manager. Alternatively copies are available in the Vergers Vestry and Cathedral Office. The operational manual includes details and instructions for specific situations. It is not expected that staff or volunteers will know the detail in the operational manual.

## Appendix 2

### Code of behaviour for working with children, young people and vulnerable adults

- Treat everyone with respect
- Provide an example of good conduct that you would wish others to follow
- Ensure that during activities there is more than one adult present (young people under the age of 18 should never be left alone with children).
- Be aware that physical contact with a child or young person can be misinterpreted. Physical contact should be appropriate to the situation taking into account the age and development of the child or young person and should never undermine their dignity. Physical contact should not be used if an adult is alone with a child.
- Be available but also be ready to refer a situation or problem to someone more experienced to with it. Never try to resolve the situation yourself. Never be afraid to seek professional help or advice.
- Do not make promises you cannot keep (e.g. I promise not to tell anyone)
- Challenge unacceptable behaviour
- Report all allegations or suspicions of abuse to the Cathedral Safeguarding Officers or the Canon Precentor who has responsibility for safeguarding.

## Appendix 3

### Guidance for responding to a child, young person or adult who makes an allegation of abuse

- Listen to what they have to say and accept what you hear without passing judgement
- Stay calm and try not to show shock or disbelief
- Let the child or vulnerable adult tell their story and do not ask questions
- Reassure the child or vulnerable adult they are doing the right thing in talking about what has happened and that what has happened is not their fault.
- Be aware of the possibility that medical evidence may be needed.
- Do not make promises you cannot keep
- Inform the Cathedral Safeguarding Officers or Canon Precentor of the information you have received without delay.
- Do not try to investigate the situation yourself
- If you are concerned about the immediate safety or well-being of the child or young person contact the police or Children's Social Care.
- Make careful notes of the incident as soon as possible using the template at Appendix 5. Include the circumstances, what the child said, what you said and the actions you took. Make sure the notes include the name and address of the child, the date of the incident and that they are signed. Keep a copy of the notes and send copies to the Cathedral Safeguarding Officer who will send them to the Canon Precentor and the Diocesan Safeguarding Advisor. Be aware that your report may be required later as part of a legal action or disciplinary procedure.
- The Diocesan Safeguarding Advisor should be informed of the incident at the earliest opportunity.
- The Cathedral Safeguarding Officer will log the incident in the incident report log.

## Appendix 4

### Action to be taken if a lost child or vulnerable adult is found

- Determine whether the child or adult is expecting a carer or responsible adult to arrive.

If someone is expected, wait with the child/vulnerable adult until they arrive.

If nobody arrives, advise the child or vulnerable adult that you need to get some help for them.

If you have a phone or radio, contact the Safeguarding Officer or, if they are not available, contact the Porters Lodge, explain the situation and ask for assistance.

If necessary say you have a 'Code Beth' to raise the significance of the safeguarding situation.

When the Porter or Safeguarding Officer arrives, encourage the child or vulnerable adult to move to a place of safety. This will usually be the volunteer's desk at the back of the Cathedral.

If it is necessary to contact the police, advise them at the start of the conversation that you have a safeguarding incident involving a child, young person or vulnerable adult.

Do not leave the person unattended.

Do not force the person to do anything against their wishes.

Do not put your own safety at risk.

When the child or vulnerable adult is collected by their carer/responsible adult or the police or other official agency representative, write a note of the incident using the standard Incident Recording Form and send it under confidential cover to the HR Manager.

## Appendix 5

### Incident Recording Form

|   |   |  |       |               |
|---|---|--|-------|---------------|
| This form should be completed as soon as possible following disclosure but after all necessary emergency actions have been taken. Use additional sheets as necessary. |   |  |       |               |
| Your name   |   |  |       |               |
| Your telephone number   |   |  |       |               |
| Your email address  |   |  |       |               |
| Name of person reporting the incident   |   |  |       |               |
| Gender  | M |  | F     | Date of Birth |
| Date incident took place  |   |  |       |               |
| Location incident took place  |   |  |       |               |
| Approx time incident took place   |   |  |       |               |
| Details of the person alleged to have carried out the incident  |   |  |       |               |
| Name  |   |  |       |               |
| Address   |   |  |       |               |
| Telephone   |   |  | Email |               |

|   |
|---|
| Names of potential witnesses (please include names and any contact details of witnesses to the incident)                              |
| What was reported to you? (try to use the language/words used by the person making the disclosure) Records the facts reported to you. |
| What did you say to the person making the disclosure?   |
| What action did you take following the disclosure?  |

The information provided by me is factual and does not contain my views or opinions on the alleged incident.

Signature .....Date .....