



Safeguarding Policy

“The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.”

February 2023

This document will be reviewed, revised (as required) and approved as part of the Cathedral’s safeguarding annual review process				
Version	Date	Reviewed by	Approved by	Date of next review
V 1	April 2019	N/A		April 2020
V 2	April 2020	EJN, GW	EJN, GW	April 2021
V2.2 (contacts update)	March 2021	SRH		April 2021
V3	Feb 2022	SRH, GW	GW, Chapter	Feb 2023
V4	Feb 2023	MD, SAW	Chapter	Feb 2024

Durham Cathedral’s Safeguarding Team are thanked for their assistance with the latest version of this document.

Introduction

Christ Church is a place of worship, pilgrimage, sanctuary, and activity, and it should be a safe place for all. Safeguarding forms part of our everyday working practice and is the responsibility of everyone at Christ Church Cathedral.

This policy sets out our commitment to safeguarding as part of our daily lives, to the safer recruitment of all our staff and volunteers, to ongoing training and raising of awareness, and indicates how we follow up concerns.

This policy is reviewed by the Cathedral Chapter each year and updated accordingly when any changes are needed. This policy, procedures and guidance is for all our staff, volunteers, contractors, and community.

Please note that the recommended way to view this full document is in electronic form accessed from the Cathedral website so that links to reference material can be followed and anyone consulting the document can be confident that the latest, dated, version is being used.

Our designated safeguarding personnel are:

- **Chapter Safeguarding Officer:** Canon Sally Welch sally.welch@chch.ox.ac.uk
- **FV Safeguarding Lead:** Helen Smee helen.smee@chch.ox.ac.uk

In their absence, the Canon in Residence will fulfil this role.

The House of Bishops' safeguarding policy statement and the contact details of staff with specific safeguarding responsibilities is displayed on a poster in the Ante Chapel near the entrance to the Cathedral.

Safeguarding training is mandatory for all our volunteers and staff, at a level appropriate to their range of activities, work and responsibility, so please make sure you are familiar with the sections that are relevant to you.

Christ Church Cathedral will take appropriate steps to maintain a safer environment for all to practise fully and positively Christ's ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

The key message for us all is to 'be alert'. Properly understanding and applying these measures is a key part of our responsibility in stewarding the gifts and resources entrusted to us, as we continue to look and work for the coming of God's kingdom among us and being knowledgeable about what to look out for and how to raise concerns can make all the difference to a child or vulnerable person in need.



The Venerable Jonathan Chaffey, Interim Sub Dean

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1. Our Safeguarding Statement

The Dean and Chapter of Christ Church Cathedral fully endorse the Church of England's safeguarding policy statement: *Promoting a Safer Church* (2017) which states:

"The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all."

It is the responsibility of all Christ Church Cathedral staff, volunteers and visitors to prevent the physical, sexual, emotional or financial abuse of children, young people and vulnerable adults and to report any abuse, alleged or suspected.

Christ Church Cathedral requires that all those who undertake activities on behalf of the Cathedral are familiar with, and comply with, the Cathedral's Safeguarding Policy and procedures.

Christ Church Cathedral provides all our people, including our Members of Chapter; clergy; staff; workers; volunteers; and scholars, with relevant and appropriate training, as well as access to professional safeguarding services, to ensure that we all are proactive in our approach to safeguarding and, as a minimum, we are compliant with our statutory responsibilities and policy commitments. All staff and volunteers have a responsibility to follow the 5 R's (Recognise, Respond, Report, Record & Refer).

The Dean and Chapter of Christ Church Cathedral also commit to following the [Principles of the House of Bishops](#)' six policy areas to structure its safeguarding arrangements, practice and procedures:

1. Promoting a safer environment and culture;
2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church;
3. Responding promptly to every safeguarding concern or allegation;
4. Caring pastorally for victims/survivors of abuse and other affected persons;
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons;
6. Responding to those that may pose a present risk to others.

This document also seeks to set out the way the Cathedral will build on the firm foundations and realise the six statements in its life and work whilst also meeting the requirements and expectations of:

- a) the legal and statutory framework (England and Wales) relating to safeguarding children and adults;
- b) the specific recent extensive practice guidance issued by the Church of England; and,
- c) the requirements of the regulatory body for charities, the Charity Commission.

Our Safeguarding Policy Statement will be reviewed annually and signed by the Sub Dean of Christ Church.



The Venerable Jonathan Chaffey

Date: 13th February 2023

2. Our Safeguarding Commitment

Christ Church Cathedral recognises that the safeguarding of children, young people and vulnerable adults is the responsibility of everyone.

The Cathedral also recognises that good safeguarding practice concerns the development of safer expressions of care to all and underpins the love and welcome of God for all people. We can show God's love through action, by working in a supported and co-ordinated manner when responding to safeguarding concerns.

Christ Church Cathedral is committed to:

1. The care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
2. The safeguarding and protection of all children, young people and adults where they are vulnerable.
3. The establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

2.1 All churches and faith communities are required to have in place arrangements which include:

1. Procedures to identify, respond to and report concerns
2. Codes of safe practice
3. Safe recruitment procedures

2.2 Communication

When dealing with safeguarding matters we recognise that communication is key and we are committed to making timely responses to concerns, consulting and working in conjunction with statutory agencies, the [Diocese of Oxford](#) and where appropriate with the University of Oxford, and Oxford Safeguarding Children Board, or Oxford Safeguarding Adults Board.

2.3 Responsibilities

Our policy embraces Church of England policy and guidance and the recommendations from the House of Bishops and governs the work and activities we undertake involving children, young people and vulnerable adults who attend the Cathedral or take part in activities on the Cathedral premises or that are organised by the Cathedral.

In discharging and fulfilling our safeguarding responsibilities Christ Church Cathedral is committed to:

- 2.3.1 Governance:** Ensuring that our safeguarding governance framework meets the needs of the Cathedral to ensure it is effective in discharging and complying with its safeguarding responsibilities.
- 2.3.2 Policy:** Ensuring that our Safeguarding Policy is reviewed regularly and not withstanding this, the review of the Policy is signed off annually by Chapter.
Procedures and Practices: Implementing the Church of England's policy and guidance and House of Bishops recommendations and promoting excellent practice in safeguarding throughout the Cathedral and its community, including record keeping, risk assessment and responding to complaints.

- 2.3.3 Deploying designated safeguarding personnel:** Selecting designated safeguarding personnel who are trained and experienced to drive forward the Cathedral's safeguarding agenda.
- 2.3.4 Recruitment:** Adopting and implementing [*Safer Recruitment & People Management Guidance 2021*](#), including the undertaking of Disclosure and Barring Service (DBS) checks for individuals who undertake roles and/or activities on behalf of Christ Church Cathedral that evidence the risk assessment for a check.
- 2.3.5 Induction and Probation:** Ensuring that all our people who are employed or deployed into new roles receive, or have access to, the Cathedral's Safeguarding Policy Statement and the Safeguarding Handbook during their first day of employment/activity and will be covered within induction training. Induction training will cover the operational arrangements of the tasks that our people are expected to carry out with regard to safeguarding practices. Accredited safeguarding training will be provided during the probation period and no individual will successfully complete their probation period without completing the accredited training.
- 2.3.6 Training:** Ensuring that safeguarding training and development events are provided to all our people in a timely manner by competent trainers; are provided with refresher training on a regular cycle; and evaluated to ensure that the training fulfils its purpose. Christ Church Cathedral will follow the guidance from the Church of England in relation to training for our staff and volunteers. Training resources are available for all staff to ensure continued professional development.
- 2.3.7 Communication and Instruction:** Christ Church Cathedral will ensure that all staff, volunteers, contractors and community will have access to safeguarding policies and procedures and receive appropriate training. We will ensure that our people receive the necessary information and instruction that enables them to be vigilant regarding safeguarding matters and concerns and that enables them to feel confident to be able to take appropriate action should a safeguarding situation arise. Christ Church Cathedral are aware that local risks and safeguarding concerns can be different to national trends. We will work locally with other agencies to manage these as they arise. All our staff and volunteers will be briefed in person, via electronic briefings or via a newsletter to ensure that all the cathedral community are safeguarded.
- 2.3.8 Whistleblowing:** Promoting and making accessible our [*Whistleblowing Policy*](#) which is available to view on the website.

3. Our Safeguarding Governance

The Cathedral has a structured safeguarding governance framework in place that comprises:

1. a Safeguarding Sub Committee
2. a Chapter Safeguarding Officer and Cathedral Safeguarding Leads (and with the Canon in Residence deputising where necessary) to ensure a daily primary contact and capacity to respond without delay - with clear terms of reference for their role
3. Developing and maintaining effective working partnerships with others who hold safeguarding responsibilities in the Christ Church Cathedral School (CCCS), the College, the University, the Diocese.

3.1 Safeguarding Sub Committee

The Safeguarding Sub Committee shall lead on strategic safeguarding matters for Christ Church Cathedral reporting directly to Chapter.

The Committee will undertake the effective scrutiny of and strategic management of Safeguarding on behalf of the Chapter and any other safeguarding related matters that are considered appropriate within the Committee's function. The Committee shall have a Terms of Reference, which are available to view on the website, which will be approved by and regularly reviewed by the Chapter, setting out its purpose, its membership and its meeting and administrative arrangements.

3.2 Chapter Safeguarding Officer and Cathedral Safeguarding Leads

These roles shall lead on the operational management of safeguarding matters within their respective areas of the Cathedral. They lead on matters relating to the effective implementation and maintenance of management systems, procedures and practices that safeguard children, young people and vulnerable adults; to strive to continuously improve working procedures and practices; and any other related matters that are considered appropriate. Frideswide Voices have their own Safeguarding Lead to ensure that there is sufficient operational cover and contact for their onsite and offsite activities.

The Chapter Safeguarding Officer will provide a regular report at each Chapter meeting, and submit an annual report to Governing Body, in which all voting members of Chapter are members and trustees.

3.3 Working partnerships with Christ Church Cathedral School, the College, the University and the Diocese, and regulatory bodies.

Full details of these partnerships are covered in Section 5, but by working together and in support of each other through this governance structure Christ Church Cathedral will:

1. Reinforce the message that Christ Church Cathedral will take responsibility for safeguarding children, young people and adults involved with the Cathedral in any capacity who may be vulnerable. Christ Church Cathedral will be pro-active in this.
2. Ensure all safeguarding concerns are reported promptly and acted upon accordingly.
3. Respond without delay to every complaint or allegation made that any person is at risk of, or has suffered harm in whatever form.

4. Carefully select and train ordained and lay ministers, as well as volunteers and paid workers using the Church of England's [Safer Recruitment & People Management Guidance 2021](#)
5. Co-operate fully with both the Diocese of Oxford and all statutory agencies during any investigation into any allegations concerning a member of our community.
6. Offer informed pastoral care to any person who has suffered abuse.
7. Offer appropriate care, support and supervision for any member of our community who is the subject of any allegation of having perpetrated abuse or been known to have perpetrated abuse. Where necessary we will work with statutory agencies to accomplish this.
8. Undertake all safeguarding duties in accordance with Church of England national safeguarding advice.

4. Our Safeguarding Responsibilities

It is sometimes difficult to acknowledge that abuse can happen within a cathedral or a church. Any group or organisation engaging with or working with children, young people and/or vulnerable adults needs to be alert to the possibility of abuse occurring. It is the responsibility of us all to put the welfare of children, young people and vulnerable adults first and to recognise and respond to processes and behaviours that can put those individuals at risk.

We would encourage anyone affected by abuse either as a victim or because they know someone who has been a victim to contact us for help and advice sally.welch@chch.ox.ac.uk

We are aware that many children, young people and vulnerable adults are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

We actively work to discharge our safeguarding responsibilities through the creation of a safe and respectful environment within which children, young people and vulnerable people can visit and thrive.

4.1 Our Legal Responsibilities

The Cathedral recognises its responsibility to protect children and young people and to safeguard vulnerable adults within the legal framework and acknowledges the key statutory requirements that it is responsible for ensuring compliance, as appropriate.

The Cathedral recognises that it is people who protect, not procedures, and through our people we constantly strive to create and sustain a culture of informed vigilance throughout the Cathedral and our community by sharing responsibility and having clearly defined roles and responsibilities relating to safeguarding. Details of how to recognise, report and deal with an incident are available to all our staff.

For more information contact sally.welch@chch.ox.ac.uk

4.2 The Dean and Chapter

The Chapter has ultimate responsibility for the safeguarding of children, young people and vulnerable adults arising from the actions of those undertaking activities on behalf of Christ Church Cathedral. It is ultimately responsible for the leadership and culture of safeguarding throughout the Cathedral and its community; for effective safeguarding governance; for ensuring statutory obligations are exceeded; for ensuring our policy and procedures are up to date, effectively communicated to all our people and are embedded within our culture and safeguarding practices; for ensuring compliance with Church of England policy and practice guidance; and for ensuring that there is adequate financial provision to meet its ultimate safeguarding responsibilities.

The Chapter is supported in discharging its ultimate safeguarding responsibility through the Cathedral's safeguarding governance framework; the Canons; designated safeguarding personnel, the Cathedral Registrar; Heads of Department and all our people who undertake activities on behalf of Christ Church Cathedral.

The Chapter will submit an annual report to the Bishop setting out how it has discharged its safeguarding responsibilities; functions; developments and actions during that timeframe.

4.3 Safeguarding Sub Committee

The Safeguarding Sub Committee leads on strategic safeguarding matters for Christ Church Cathedral, reporting directly to the Chapter. It undertakes the effective scrutiny of and management of Safeguarding on behalf of the Chapter and any other Safeguarding related matters as set out in its Terms of Reference or matters that are considered appropriate within the Committee's function.

The Safeguarding Sub Committee will submit an annual report to the Chapter setting out how it has discharged its safeguarding responsibilities, functions, developments and actions during that timeframe. It will ensure that the Cathedral strives to continuously improve working procedures and practices; and any other related matters that are considered appropriate. These are set out in its Terms of Reference for the Safeguarding Sub Committee.

4.5 Chapter Safeguarding Officer & Safeguarding Leads

The Chapter Safeguarding Officer is responsible for raising awareness and understanding throughout the Cathedral community of staff, volunteers and worshippers of the needs of children and adults and actively promoting the philosophy that their interests are paramount; for the development and implementation of Cathedral safeguarding arrangements, good practice, policy and training; for ensuring that allegations of abuse are promptly and appropriately referred to the statutory authorities; for undertaking safeguarding investigations, where it is not appropriate to refer the matter to the police or local authority; for ensuring that the provision of appropriate advice and support to survivors and victims of abuse; for making sure that those who are deemed to pose a risk to the Cathedral community are appropriately supported and managed; for advising the Cathedral on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops; and for working collaboratively with the Diocese and the National Safeguarding Team. The Chapter Safeguarding Officer can be contacted on telephone number 01865 286334 and via email sally.welch@chch.ox.ac.uk

4.6 Heads of Departments

Heads of Department and line management retain the overall responsibility for ensuring that those people who undertake activities on behalf of Christ Church Cathedral and for whom they have responsibility are provided with sufficient and timely information, instruction, training and supervision to ensure the safeguarding of children and young people and the protecting of vulnerable adults.

4.7 Our 'people'

Safeguarding is everyone's responsibility. Each individual who undertakes activities on behalf of Christ Church Cathedral has a responsibility to ensure the safeguarding of children and young people and the protecting of vulnerable adults.

- 4.7.1** All staff and volunteers have a responsibility to follow the 5 R's (Recognise, Respond, Report, Record & Refer).

- 4.7.2** Each individual has a responsibility to know and understand the clear expectations of behaviour and safe behaviours that promote safe practice and reduce the possibilities of positions of trust being abused or misused, or false accusations being made.
- 4.7.3** Each individual is responsible for displaying behaviours that positively reflects those set out in the Cathedral's Code of Conduct and the Code of Safer Working Practice. Employees who fail to demonstrate the standards of behaviour required may be subject to action in accordance with the disciplinary procedures set out in the Staff Handbook. For more information contact matthew.dickins@chch.ox.ac.uk

5. Our Safeguarding Partnerships

The Cathedral has a series of partnerships that are crucial to ensuring we provide a safer environment for all to participate in the life and community of the Cathedral.

5.1 Church of England

Christ Church Cathedral is committed to supporting and working in partnership with key bodies within the Church of England to protect children and young people and safeguard vulnerable adults. Such key bodies encompass:

1. Archbishops Council, House of Bishops and National Church Institutions
2. The National Safeguarding Steering Group (NSSG) (to support the NSSG with its activities set out in its Terms of Reference)
3. The National Safeguarding Team

5.2 Christ Church Cathedral School (CCCS)

Christ Church Cathedral is committed to supporting and working in partnership with key bodies within the Church of England to protect children and young people and safeguard vulnerable adults. This partnership will be achieved by:

1. The Headmaster is a member of the Chapter Safeguarding Sub Committee;
2. Weekly meetings between the Organist and the Headmaster to discuss among other things, any safeguarding concerns or incidents;
3. The Precentor will act as School Chaplain to provide additional pastoral support for teachers and pupils at the School;
4. Termly meetings between Headmaster and the Chapter Safeguarding Officer (and/or Cathedral Safeguarding Lead) to discuss safeguarding concerns and incidents. These will take place two weeks prior to the School Governors' meetings.
5. A residentiary canon of Chapter acting as Safeguarding Governor on the Board of School Governors.

5.3 Christ Church (the College) and the University of Oxford

The College Officer who oversees college policies for the protection of children and vulnerable adults is the Censor Theologiae (censor.theologiae@chch.ox.ac.uk), in consultation with the College Welfare Lead and Chaplain, and the College Access and Outreach Officer is trained in safeguarding procedures. Other reasonable steps to ensure a good partnership are:

1. Christ Church as a constituent college of the University of Oxford, has a Child Protection Policy: [Christ Church Code of Practice on Protection of Children and Vulnerable Adults](#), which aims to provide a safe environment for children and vulnerable adults within college premises and in activities undertaken with the approval of the college.
2. The Censor Theologiae is a member of the Chapter Safeguarding Sub Committee;

3. Should a safeguarding concern arise that may have implications for the College and/or the University, or may be the proper responsibility of the College or University, then the Cathedral Safeguarding Lead/s should liaise with those with safeguarding responsibilities as appropriate: The Censor Theologiae for the College, and the University Safeguarding Officers.

5.4 Diocese of Oxford

Christ Church Cathedral and the Diocese of Oxford are committed to working together, collaboratively at both a strategic level and operational level, to deliver a joined-up and cohesive professional safeguarding service that fully meets the requirements of the House of Bishops' policy and guidance; that ensures that the Diocese and the Cathedral comply with their statutory obligations; and that enables the Diocese and the Cathedral to deliver safeguarding best practice that protects children and young people, and safeguards adults at risk. Additional partnership steps include:

1. The Cathedral being represented on the Diocese of Oxford Safeguarding Advisory Panel, and Practitioners' Forum by one of the Cathedral Safeguarding Leads or the Chapter Safeguarding Officer;
2. The Diocesan Safeguarding Adviser or a representative from the Diocesan Safeguarding Team being a member of the Chapter Safeguarding Sub Committee.

5.5 Other strategic and operational partnerships

Christ Church Cathedral acknowledges that to deliver effective safeguarding through all that we do, we must develop and maintain effective working partnerships with other service providers with whom we interact on a daily basis and also to whom we need to turn when a specific safeguarding concern arises.

Such partners include contractors working within the Cathedral, external suppliers of regular services such as Safeguarding training providers and property management services. Where such relationships exist Christ Church Cathedral will ensure that our Safeguarding Policy and Policy Statement are communicated to these partners and that any services delivered at Christ Church Cathedral take our safeguarding policies into account.

We will establish and maintain links with external statutory bodies who perform duties and functions which impact on good safeguarding practice and ensure that Christ Church Cathedral, acknowledging our unique role in the wider community, is represented and recognised as an active partner in support of such bodies.

These include:

- Thames Valley Police
- [Oxford Safeguarding Children Board](#)
- [Oxfordshire Safeguarding Adults Board](#)
- MAPPA (Multi Agency Public Protection Agencies incorporating Health, Probation and other statutory bodies).
- [The Charity Commission](#).

6. Our Safeguarding Procedures & practices

Although this policy lays out the key principles of Christ Church Cathedral's commitment to safeguarding, there are a series of additional procedures and practices, and accompanying guidance, that lay out how specific situations will be addressed and concerns and complaints handled.

6.1 Allegations and Concerns

Christ Church Cathedral is committed to supporting victims and survivors. We would encourage anyone affected by abuse either as a victim or because they know someone who has been a victim to contact us for help and advice sally.welch@chch.ox.ac.uk

Christ Church Cathedral is welcoming to everyone and we recognise that all our visitors, staff and volunteers should feel safe. We follow the Church of England's advice and guidance Safer Environment & Activities. We will respond to all concerns and allegations promptly and follow the Church of England Practice Guidance. Concerns about children, young people and vulnerable adults will be responded to according to procedures, recognising the sensitivity it may hold for those involved. We recognise that different concerns exist regarding adults and children. These include Child, Adult & Domestic Abuse, Child Sexual Exploitation, County Lines, Stalking & Harassment, Radicalisation, Financial Abuse, Mental Health amongst others as well as new and emerging issues that occur nationally and regionally. For more information contact sally.welch@chch.ox.ac.uk

Where there are concerns for the behaviour of, or allegations against, a Cathedral worker these should be directed immediately to the Chapter Safeguarding Officer who will confirm the appropriate next action. For more information contact sally.welch@chch.ox.ac.uk

A referral must be made to the police and / or local authority where it appears that a criminal offence has occurred against a child or adult.

Any allegation against those working with children must be reported to the Local Authority Designated Officer (LADO) where any of the three circumstances identified above exists. This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support throughout the process. Cathedral staff should contact the Chapter Safeguarding Officer in the first instance should such a situation arise.

Where there is an identified concern for the wellbeing of a child or other vulnerable person, which does not meet the threshold of believing a crime may have been committed the Chapter Safeguarding Officer will, if necessary, make the necessary referrals to the relevant Social Services Department.

These procedures are readily accessible to all our staff and volunteers. For more information contact sally.welch@chch.ox.ac.uk

6.2 Missing People

Christ Church Cathedral recognises that children and adults may get lost and separated from family and friends. All reports of missing persons should be treated as priority and the Chapter Safeguarding Officer and Cathedral Registrar should be contacted. Full details of our procedures are available. For more information contact sally.welch@chch.ox.ac.uk

6.3 Safer Recruitment

Safer recruitment practices form part of a network of checks and balances that is intended to minimise the possibility of appointing inappropriate individuals to work with vulnerable groups. Appointment or deployment to all roles will be in line with the Church of England’s “Protecting all God’s Children” (2010), and [Safer Recruitment & People Management Guidance 2021](#) The Church Of England Safer Recruitment Guidance. Those involved in the appointing process should be appropriately trained and should use the recruitment process as an opportunity to satisfy themselves that the person has the knowledge, skills, experience and integrity for the work.

The Safer Recruitment process will implement a Disclosure and Barring Service (DBS) where the risk assessment of a role and/or activities provides evidence for a requirement for a check.

6.4 Induction and Probation

Christ Church Cathedral’s Safeguarding Policies and Procedures will form part of the induction process for all new staff and volunteers. It will be a condition of confirmation of successful completion of any probationary period that the individual has completed the relevant Church of England safeguarding training modules: Basic Awareness & Foundation.

6.5 Safeguarding Training

All of our people who undertake work or activities on behalf of Christ Church Cathedral will be provided with safeguarding training and development events in a timely manner by competent trainers. Safeguarding training will be refreshed within a 3-year cycle.

The content of such training is specific to the role undertaken within the Cathedral environment and follows the guidance issued by the Church of England:

Title/role	Training requirements	
All lay staff and all volunteers	<ul style="list-style-type: none"> Basic Awareness Foundation 	
Volunteer & Visitor Coordinator	<ul style="list-style-type: none"> Basic Awareness Foundation Leadership 	<ul style="list-style-type: none"> Safer Recruitment
Senior Vergers, Cathedral Operations Manager	<ul style="list-style-type: none"> Basic Awareness Foundation Leadership 	
Organist, Director of Frideswide Voices	<ul style="list-style-type: none"> Basic Awareness Foundation Leadership 	<ul style="list-style-type: none"> Safer Recruitment
Sub Organist, Lay Clerks, Organ Scholars, singing teachers, and music theory teachers	<ul style="list-style-type: none"> Basic Awareness Foundation 	
Cathedral Clergy and LLMs	<ul style="list-style-type: none"> Basic Awareness Foundation Leadership Raising awareness of Domestic Violence and Abuse 	
Cathedral Safeguarding Lead	<ul style="list-style-type: none"> Basic Awareness Foundation Leadership 	<ul style="list-style-type: none"> Safer Recruitment

Title/role	Training requirements	
	<ul style="list-style-type: none"> • Senior Leadership • Raising awareness of Domestic Violence and Abuse 	
Chapter Safeguarding Officer	<ul style="list-style-type: none"> • Basic Awareness • Foundation • Leadership • Senior Leadership • Raising awareness of Domestic Violence and Abuse 	
Safeguarding Sub Committee Membership to include: <ul style="list-style-type: none"> • Chapter Safeguarding Officer • Cathedral Secretary • Other Safeguarding Leads if identified as necessary • Cathedral staff and volunteer representatives • Organist • Director of Frideswide Voices • Headmaster • Censor Theologiae / College representative • Diocesan Safeguarding Adviser 	<ul style="list-style-type: none"> • Basic Awareness • Foundation • Leadership • Senior Leadership • Raising awareness of Domestic Violence and Abuse 	
Members of Chapter	<ul style="list-style-type: none"> • Basic Awareness • Foundation • Leadership • Senior Leadership 	
Dean	<ul style="list-style-type: none"> • Basic Awareness • Foundation • Leadership • Senior Leadership • Raising awareness of Domestic Violence and Abuse 	

The Chapter Safeguarding Officer is available to offer advice and clarification following any training. Additional training resources and information is provided to all our staff and volunteers. For more information contact sally.welch@chch.ox.ac.uk

6.6 Risk Assessments

The Chapter Safeguarding Officer will have sight of all risk assessments, such as for visiting choirs and other events hosted at Christ Church Cathedral, where it might be expected children or other vulnerable persons will be in attendance. Where necessary the Chapter Safeguarding Officer reserves the right to seek clarification and reassurance from any visiting external organisation or group regarding any weaknesses or gaps in their own risk assessment for activities undertaken at the Cathedral involving children or other vulnerable groups and the Chapter Safeguarding Officer will advise should such risk assessments be unsuitable.

Where Christ Church Cathedral becomes aware of a specific risk posed by any person attending the Cathedral for any purpose, for example a known offender attending services or one of our people being subject of any allegation, a risk assessment and risk management plan will be formulated by the Chapter Safeguarding Officer in consultation with relevant Heads of Department as required. For more information contact sally.welch@chch.ox.ac.uk

6.7 Visiting Clergy

Christ Church Cathedral welcomes and encourages visiting clergy to worship and lead services in the Cathedral. Following an invitation to address or take part within a service taking place within the Cathedral, the Cathedral will ensure that they meet all safeguarding protocols before they are allowed to do so.

Christ Church Cathedral will confirm by email to their Bishop/Office and once confirmation is received a formal request will be made for the person to come to the Cathedral (via the Dean's Office) if it is to preach at one of our services or contact the group if they are holding their own service on-site. If authorisation is not received then the person will not be allowed to lead the said service. If the above requirements are not met, the group or clergy request is declined. These details are logged and each year a list of those invited to attend (in any capacity) in the Cathedral is sent to the Bishop stating that confirmation of good standing was received that the relevant person has permission to officiate in the church from which they come. This information and all requests are recorded by the Liturgy Administrator.

6.8 Hire of Cathedral Premises

Where external organisations/individuals are using Cathedral premises, hire arrangements must make it clear that the organisations/individuals are to abide by the Cathedral's Safeguarding Policy and will be given a copy of the Cathedral's Safeguarding Policy Statement.

This will form part of the Hire Agreement and hirers must be asked to sign a copy of this, even when an organisation has their own, to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority. If an organisation has a Safeguarding Policy, the Cathedral reserves the right to ask for a copy of it to be filed with the hire agreement.

6.9 Online Worship & Social Media

Christ Church Cathedral is aware that online worship and associated groups are becoming more common and are committed to ensure the safety of all attendees. The Safeguarding Leads will deal with any concerns that arise and report these to the Safeguarding Sub Committee if required. All staff involved in this key role have received the appropriate training and additional information is available in the [Social Media & Online Guidance](#) which is available on the website.

6.10 Parental Consent and Child Information

Where a child (any person under 18) is taking part in activities at the Cathedral as a volunteer, in any work placement, or in paid employment, a parental consent form will be completed. For more information contact matthew.dickins@chch.ox.ac.uk

6.11 Cathedral Photography Policy

Christ Church Cathedral has clear guidance for staff and visitors regarding the taking of photographs of people. This policy is available to view on the cathedral website.

6.13 Cathedral Livestreaming Policy

Christ Church Cathedral has clear guidance for staff and visitors regarding the recording or livestreaming of concerts and services. This policy is available to view on the cathedral website.

6.14 Christ Church Cathedral School (CCCS) – Choristers

The Cathedral maintains strong links with the Christ Church Cathedral School, which educates and trains choristers for the Cathedral Choir, with the school retaining safeguarding responsibility for these pupils. The Organist and Cathedral Music Department have a duty of care to the choristers whilst they are in the Cathedral to ensure that Cathedral Safeguarding Policy is followed.

Guidance about the safeguarding arrangements for participation of choristers in the Cathedral service, events and choral rehearsals are agreed and set by CCCS and the Cathedral. For more information contact sally.welch@chch.ox.ac.uk

6.15 Frideswide Voices (FV) – Choristers

Guidance about the safeguarding arrangements for participation of Frideswide Voices choristers in the Cathedral service, events and choral rehearsals are agreed and set by the Cathedral Music Department and Chapter. For more information contact sally.welch@chch.ox.ac.uk

6.16 Oxford Change Ringers

The bells in the Wolsey Tower are rung by the Oxford Change Ringers who use the space to both rehearse and ring bells for key collegiate, liturgical and national occasions. The Secretary of the Change Ringers will have responsibility for making sure that they comply with the Bell Ringers Guild and that Cathedral Safeguarding Policies and procedures. The Oxford Change Ringers follow a corporate agreement which is in place between themselves and the Cathedral. For more information contact sally.welch@chch.ox.ac.uk

6.17 Visiting Choirs

The Cathedral is an integral part of the community locally and nationally. We encourage choirs to visit and take part in services within the Cathedral. Safeguarding of any visiting choir will be managed within Cathedral Safeguarding Policies and procedures. For more information contact sally.welch@chch.ox.ac.uk

6.18 Disciplinary Procedure

Christ Church Cathedral will invoke the Disciplinary Procedure against those employees and volunteers who do not fulfil their safeguarding responsibilities adequately, following the receipt of comprehensive information, instruction and training, relative to their status within the Cathedral.

6.19 Information Sharing

Notwithstanding the requirements of data protection legislation, Christ Church Cathedral recognises the need to share information sensitively and appropriately with other professionals and statutory bodies to ensure effective safeguarding. In doing so, Christ Church

Cathedral will adhere to Government guidance (Information Sharing Advice for Professionals 2018) Information Sharing Advice. We will follow the principles of ensuring all information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure: we will ensure that information shared is necessary for the purpose for which it is being shared, it is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely. A record of any information shared in a safeguarding matter will be made as part of the safeguarding case management system maintained by the Chapter Safeguarding Officer. Any request for information from an external agency or statutory body will be directed to the Cathedral Registrar who will consult with the Chapter Safeguarding Officer to establish the necessity and proportionality of sharing in response to such requests prior to formulating a response. Again, a record of any information shared will be made in the secure electronic safeguarding records, which is confidential.

6.20 Whistleblowing

Any concern arising regarding a suspicion of malpractice in any aspect of the Cathedral's operations and working practices, or the conduct of clergy, staff, or volunteers within the Cathedral, or others acting on behalf of the Cathedral, can and should be reported under the Cathedral's Whistleblowing Policy which is available to view on the cathedral website.

6.21 Complaints

Any individual who is unhappy about how any aspect of Safeguarding has been dealt with by Christ Church Cathedral, and the matter cannot be resolved with the Chapter Safeguarding Officer, can share his/her concerns via email to the Diocesan Head of Safeguarding, Louise Whitehead, on louise.whitehead@oxford.anglican.org. A copy of Christ Church Cathedral's Safeguarding Complaints Procedure is accessible on the Cathedral's website.

7. Further information

a. National legislation, policy and local guidance

Legislation and statutory guidance (England and Wales)

Adult safeguarding (over the age of 18)

- [*The Care Act 2014*](#): gives local authorities a new legal responsibility to provide a care and support plan (or a support plan in the case of a carer). For the first time, the Act provides people with a legal entitlement to a personal budget, which is an important part of the care and support plan, or support plan *The Care Act 2014*.
- [*Care and Support Statutory Guidance \(2018\)*](#) – especially Section 14: Safeguarding
- [*Oxfordshire Safeguarding Adults Board*](#): works with organisations across Oxfordshire to ensure that effective safeguarding policies and procedures are in place and agencies work together.

Child and young people (under the age of 18)

- [*The Children Act 1989*](#): allocates duties to local authorities, courts, parents and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families; however, it also makes provisions for instances when parents and families do not cooperate with statutory bodies. It defines “significant harm” – a threshold for “child protection”.
- [*The Adoption and Children Act 2002*](#): Part 2 amended the Children Act 1989, and extended the definition of significant harm to include ‘impairment suffered from seeing or hearing the ill-treatment of another’. This recognises the fact that witnessing domestic violence can have serious implications for children’s development. The Children’s Act 1989
- [*The Education Act 2002*](#): Section 175 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.
- The same duty applies to independent schools (which include Academies/free schools) by virtue of regulations made under section 157 of this Act.
- [*The Children Act 2004*](#): amended *The Children Act 1989*, largely in consequence of the Victoria Climbié inquiry.
- [*Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children \(2018\)*](#) and links within to other guidance documents
- [*The Children and Families Act 2014*](#): put in place a number of provisions, e.g. with regard to education health and care plans of disabled children (part 3); and, dealt with the amendment or provision in a number of miscellaneous areas, e.g. child performance licensing (Part 5).

- [Oxford Safeguarding Children Board](#) works with organisations across Oxfordshire to ensure that effective safeguarding policies and procedures are in place and agencies work together.

Safeguarding children and vulnerable adults

- [The Sexual Offences Act 2003](#): came into force on the 1 May 2004 and applies to all offences committed on or after that date. Its purpose was to strengthen and update the law on sexual offences, whilst improving the protection of individuals from sexual offenders. The Act repealed almost all of the previous statute law in relation to sexual offences. It protects both children and adults
- The [Safeguarding Vulnerable Groups Act 2006](#) was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service.
- [Disclosure and Barring Service arrangements](#) regulated activity in relation to children: scope. Factual note by HM Government (check date)
- [A Guide to Child Workforce Roles](#)
- The [Mental Capacity Act 2005](#)
- [NHS Guide to Making Decisions for Someone Else](#)
- The [Counter-Terrorism and Security Act 2015](#)
- The [Equality Act 2010](#)
- The [Voyeurism \(Offences\) Act 2019](#)
- [Revised Prevent Duty Guidance: for England and Wales \(2015\)](#)
- [Data Protection legislation and GDPR](#) and related *Guide to the General Data Protection Regulation (GDPR) (June 2018 – online version has ‘live’ updates and additional guidance)*

Church of England National Safeguarding Documents

- [Church of England Safeguarding Overview \(2017\)](#)
- [Promoting a Safer Church – Safeguarding policy statement for children, young people and adults \(2017\)](#)
- [Protecting All God’s Children \(2010 4th ed.\)](#)

Practice Guidance:

- [Glossary reference document \(2017\)](#)
- [Key roles and responsibilities of church office holders and bodies practice guidance \(2017\)](#) NB: this replaces the section relating to roles and responsibilities in *Protecting All God’s Children* (2010, above)
- [Practice Guidance: Responding to assessing and managing concerns and allegations against church officers \(2017\)](#)

NB: This practice guidance also includes the *'Risk assessment and management of those that may pose a known risk to children, young people or vulnerable adults within a Christian Congregation or Community'*

- [Responding well to domestic abuse practice guidance \(2017\)](#)
- [Learning and development practice guidance \(2021\)](#)
- [Safer Recruitment & People Management Guidance 2021](#)
- [Responding well to those who have been sexually abused \(2011\)](#)
- [Safeguarding in religious communities \(2015\)](#)

Other documents:

- [Guidelines for the Professional Conduct of the Clergy \(2015\)](#)
 - [Forgiveness and Reconciliation in the Aftermath of Abuse CoE Faith and Order Commission \(2017\)](#)
 - [Liturgical resources](#) to support a variety of pastoral circumstances
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Oxford University

[The University of Oxford Safeguarding Code of Practice](#)

A list of the University's key policies can be found at: <http://www.admin.ox.ac.uk/iso/statutes/>

The following are of particular relevance:

- [University Harassment Policy and Procedures](#)
- [University Equality Policy](#)
- [University Data Protection Policy](#)
- [University Public Interest Disclosure \('whistleblowing'\) policy](#)
- [Safety Office: Health and Safety of young people and children](#)
- [Policy on the ethical conduct of research involving human participants and personal data](#)
- [Staff-student relationships](#)
- [IT guidelines on handling illegal material](#)
- [Personnel guidance relating to recruitment and pre-employment screening](#)

The University *Safeguarding Code of Practice* includes guidance on:

- [1. Aim](#)
- [2. Planning an activity](#)
- [3. Training](#)
- [4. Dealing with suspicions or allegations of abuse](#)
- [5. Useful links](#)
- [Definitions used in this Code of Practice](#)

These links may be followed to access the guidance. Section 4 should be consulted whenever there is a safeguarding concern that includes a university dimension.

Charity Commission

The Charity Commission:

- [How to report a serious incident in your charity](#)
 - You can report serious incidents via email to: RSI@charitycommission.gsi.gov.uk
 - [Guidance on deciding what to report](#)

 - **Help and advice for potential whistleblowers:** the charity [Protect](#) provides free confidential advice to employees who have concerns about wrongdoing in the workplace.
Contact the charity on 020 7404 6609.
 - [Safeguarding and protecting people for charities and trustees \(Updated October 2018\)](#)
 - [Report serious wrongdoing at a charity as a worker or volunteer \(October 2018\)](#)
 - [Essential Trustee: 6 main duties](#)
 - [The essential trustee: what you need to know, what you need to do \(May 2018\)](#)
 - [Regulatory and Risk Framework](#)
 - [Strategy for dealing with safeguarding issues in charities \(Dec 2017\)](#)
 - [Tackling abuse and mismanagement in your charity \(Sept 2017\)](#) and video clip Harvey Grenville, Head of Investigations and Enforcement:
<https://www.youtube.com/watch?v=84KfdZjxSXc>
 - [How to report a serious incident in your charity \(Sept. 2017\)](#)
 - [Safeguarding - the role of other agencies \(2017\)](#)
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Other links and resources

- [Safeguarding Standards and Guidance for the Voluntary and Community Sector \(2017 ed\). NSPCC](#)
- [Guidance for safer working practice for those working with children and young people in education settings \(2015\)](#)

b. Key contacts

Christ Church Cathedral

For urgent and confidential safeguarding matters:

- Chapter Safeguarding Officer: Canon Sally Welch 01865 286334
sally.welch@chch.ox.ac.uk
- Frideswide Voices Safeguarding Lead: Helen Smee
helen.smee@chch.ox.ac.uk

Christ Church (College)

For urgent and confidential safeguarding matters:

- College Chaplain: Clare Hayns
clare.hayns@chch.ox.ac.uk

Diocese of Oxford

For general safeguarding enquiries and advice: safeguarding@oxford.anglican.org

For urgent and confidential safeguarding matters:

- Head of Safeguarding Louise Whitehead
- Safeguarding Casework Officer (Berkshire): Rebecca Kilpatrick
rebecca.kilpatrick@oxford.anglican.org
- Safeguarding Casework Officer (Buckinghamshire): Emma Hooper
emma.hooper@oxford.anglican.org 07435 550685
- Safeguarding Casework Officer (Oxford & Dorchester): Erica Hegg
erica.hegg@oxford.anglican.org 07341 866832

For training and general safeguarding matters:

- Safeguarding Training & Policy Adviser: Rebecca Norris-Bulpitt
rebecca.norris-bulpitt@oxford.anglican.org 01865 587041
- Safeguarding Training & DBS Administrator: Linda Carpenter
linda.carpenter@oxford.anglican.org 01865 208267

National Church of England Safeguarding Team

If you wish to report any safeguarding concerns directly to the NST

safeguarding@churchofengland.org

Local Authority & Safeguarding Partners

- [Oxford Safeguarding Children Board](#)
- [Oxfordshire Safeguarding Adults Board](#)

[The Oxfordshire MASH Referral Form](#) (MASH Enquiry online referral form) may be used by professionals only to refer children to social services.

Or you can email a report to MASH on the secure email: mash-childrens@oxfordshire.gcsx.gov.uk

If you are unsure whether to make a referral

You can contact the Locality and Community Support Service (LCSS) and request a ‘no names’ consultation (meaning you don’t give the child’s name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- **LCSS Central: 0345 241 2705**
- **LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock): 0345 241 2703**
- **LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608**

To report concerns about child sexual exploitation

If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on: **01865 309196**. Out of hours calls to this number will be diverted to the Thames Valley Police Referral Centre.

To report concerns about child radicalisation

If you are concerned about a child or young person being radicalised please follow the guidance in this link: [Making a Prevent Referral](#)

To report concerns about a professional or person in a position of trust

Please contact the Local Authority Designated Officer (LADO) to report an allegation or concern on: 01865 810603 or email: LADO.safeguardingchildren@oxfordshire.gov.uk

Others

For urgent and confidential safeguarding matters relating to a child or young person:

- **Childline:** 0800 11 11
- **Silverline:** 0800 470 80 90 (to seek help for older people)
- **Kingfisher Team:** kingfisherteam@oxfordshire.gov.uk 01865 309196
- **NSPCC Child Protection:** 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.
- **Child-line:** 0800 1111 (lines free and open 24 hours).

For urgent and confidential safeguarding matters relating to an adult or vulnerable adult:

- **National Domestic Violence Helpline:** 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- **Samaritans Helpline:** 116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- **Action on Elder Abuse Helpline:** 0808 808 8141 (free phone Monday to Friday 9-5pm)
- **National Rape Crisis Helpline:** 0808 802 9999 and is open every day from 12-2.30pm and 7-9.30pm.
- **The Survivors Trust:** 0808 801 0818 and is open Monday to Wednesday 10-7.30pm, Thursday 10-6pm and Friday 10-2pm.