

Safeguarding: A Guide for Visitors



'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.'

(from the introduction to Promoting a Safer Church, CoE, 2017)

'If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others please seek advice from a Safeguarding Adviser* or, if necessary, report the matter to the Local Authority Social Care Services or the Police without delay.'

(Promoting a Safer Church, CoE, 2017 p.24)

*see contact details p.5



Christ Church

Christ Church Cathedral Safeguarding: A Guide for Visitors

Revised April 2020

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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	GW, SRIF	GW, SRIF	April 2021

A Introduction

Statement by the Sub Dean

- 1.1 Welcome to this overview of the safeguarding responsibilities that we all share in the life of our Cathedral.

Our Safeguarding Policy, together with its accompanying Procedures and Arrangements and the shorter companion guides, sets out our commitment to safeguarding, to the safer recruitment of all our staff and volunteers, to ongoing training and raising of awareness, and indicates how we follow up of concerns.

The Handbook is reviewed by the Cathedral's Chapter each year and updated accordingly when any changes are needed.

Safeguarding awareness training is mandatory for all our volunteers and staff, at a level appropriate to their range of activities, work and responsibility, but it is also important that visitors here should be familiar with our policies and procedures.

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 Revd Canon Edmund Newey, Sub Dean

- 1.2 This document aims to provide essential information and guidance for staff and volunteers in relation to the safeguarding arrangements (policy, procedure and practice) at the Cathedral. It is one of four documents approved and adopted by the Christ Church Cathedral Chapter.

- *Christ Church Cathedral Safeguarding Policy, Procedures and Arrangements 2020*
- *Safeguarding at Christ Church Cathedral: Guide for Volunteers*
- *Safeguarding at Christ Church Cathedral: Guide for Visitors*
- *Safeguarding at Christ Church Cathedral: Quick Reference Guide*

The full policy, procedure and practice guidance (*Christ Church Cathedral Safeguarding Policy, Procedures and Arrangements 2020*), from which the information in [this](#) guide is taken, is available on the Cathedral website.

- 1.3 If you have any concerns for your own safety, about the safety and wellbeing of others, or regarding behaviour or attitudes of individuals that could harm others - then we hope that the information in this guide will help you to share or report those concerns so that we can all work to safeguard and promote the wellbeing of everyone associated with the Cathedral.

¹ Please note that within the sections taken directly from the full *Christ Church Cathedral Safeguarding Policy, Procedures and Arrangements 2020* retain the numbering of the full document and are also marked in this document with a right-hand margin line.

2 Safeguarding Policy statement, foundations and key principles

'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.' (from the introduction to *Promoting a Safer Church 2017*)

2.1 In October 2018, the Chapter of Christ Church Cathedral adopted the *Safeguarding policy statement for children, young people and adults: Promoting a Safer Church* (House of Bishops) 2017 all Church of England organisations are invited to do. Links to the full documents can be found in Appendix I.

2.2 This policy statement begins with a recognition that:

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.

2.4 *Promoting a Safer Church* sets out five 'foundations' that provide the current underpinning for safeguarding work across the Church:

The Gospel: ...Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

Human Rights and the Law: ...Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

Core principles:

- The welfare of the child, young person and vulnerable adult is paramount;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

Good Safeguarding Practice: The following key features will help Church bodies promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults. These features are:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

Learning from the past: ...The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding. As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

2.5 In adopting the national policy and basing safeguarding arrangements on the foundations above, the Church of England and the Dean and Chapter of Christ Church Cathedral also commit to following the 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.

These policy areas are referenced throughout the document where appropriate.

2.6 Thus, *this* document 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.

links and references (see Appendix I) to external sources and documents can help ensure that prevention, recognition and response to any safeguarding concerns that arise will be based on the most up-to-date guidance and information. Checking and updating these links and the guidance documentation that governs safeguarding practice should be part of the proposed annual review, revision and reporting arrangements.

- 2.7 The Cathedral Chapter is committed to promoting the wellbeing of worshippers, visitors, volunteers and staff through ensuring that, as far as is possible, the Cathedral is a safe place to worship, to visit and work in and around; that activities and events are managed safely with appropriate risk assessments and risk management arrangements; and that, as far as is reasonably possible, the people for whom the Cathedral is responsible for recruiting and authorising in formal roles (staff and volunteers, those who may be contracted to undertake work in the Cathedral) do not constitute a risk to others.

3 Responding to safeguarding concerns ‘responding promptly to every safeguarding concern or allegation’ (from the six policy areas in: *Promoting a Safer Church 2017*)

- 3.1 The national Church of England practice guidance *Responding to assessing and managing concerns and In allegations against church officers practice guidance* (2017) includes a statement of the Church’s commitment:

...to responding promptly to every safeguarding concern or allegation as set out in ‘Promoting a Safer Church’ the Church of England’s Policy Statement for children, young people and adults. This requires that anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner. The response must also be in line with statutory child and adult safeguarding procedures, criminal and ecclesiastical law and the House of Bishops’ safeguarding policy and practice guidance. (p.2)

3.2 What to do if...

If you have any concerns for the safety and wellbeing of others or yourself (including safeguarding concerns past, present or in relation to the likelihood of harm) or if you have concerns about the conduct or behaviour of a ‘church officer’ (member of staff or volunteer), or of other visitors to the Cathedral, then please report them directly to a member of the Cathedral staff (such as a verger, a volunteer, the Visitor Officer, the Education Officer) or to one of the Cathedral Safeguarding Leads – or to someone you trust to act.

The flow chart on the last page of this guide sets out the expectations for reporting and referring any safeguarding concerns relating to the Cathedral.

3.3 Key contact details:

In an emergency, contact the relevant service: ambulance or police: 999

Christ Church Cathedral

- **Cathedral Safeguarding Leads**
 - Cathedral Registrar: John Briggs john.briggs@chch.ox.ac.uk 01865 286846
 - Canon Sarah Foot sarah.foot@chch.ox.ac.uk 01865 286078
- **Cathedral Safeguarding Officer: Canon Graham Ward** graham.ward@chch.ox.ac.uk 01865 286334
- **Designated Safeguarding Lead for Frideswide Voices: Helen Smee** helen.smee@chch.ox.ac.uk

Oxford Diocese

For general safeguarding enquiries and advice on policies or procedures:

safeguarding@oxford.anglican.org

Diocesan Safeguarding Team:

For urgent and confidential safeguarding matters:

Lisa Wilkins, interim Diocesan Safeguarding Advisor – lisa.wilkins@oxford.anglican.org
or 01865 208290

Jane Fisher, Diocesan Safeguarding Support Role, jane.fisher@oxford.anglican.org or
07840 186814

Sophie Harney, Safeguarding Casework Officer, sophie.harney@oxford.anglican.org or
01865 208295

For queries on safeguarding training:

Rebecca Norris-Bulpitt, Safeguarding Assistant & Training Officer –
rebecca.norris-bulpitt@oxford.anglican.org or 01865 587041

For DBS and general safeguarding enquiries:

Linda Carpenter, Safeguarding Administrator – linda.carpenter@oxford.anglican.org or
01865 208267

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** (formerly **Public Concern at Work**) provides free confidential advice to employees who have concerns about wrongdoing in the workplace. Contact the charity on 020 7404 6609.
<https://www.pcaaw.org.uk/>

Others

Childline: 0800 11 11

Silverline: 0800 470 80 90 (to seek help for older people)

Kingfisher Team: kingerfisherteam@oxfordshire.gov.uk 01865 309196

4. Conclusion

We hope that this *Guide for Visitors* is helpful in providing introductory information about the safeguarding arrangements at Christ Church Cathedral.

For a copy of the full policy and procedures and additional information, please see the relevant pages on the Cathedral website: <https://www.chch.ox.ac.uk/cathedral>

5.6.4 The following general advice may be helpful for anyone who has a safeguarding concern

- Remember you may be in just the right place at just the right time to help protect someone or to prevent harm;
- Always put the welfare of the child, young person or adult first – when deciding what to do;
- Your role is not to investigate;
- Listen carefully, make a clear record of what you are concerned about and what you have seen or heard; date and time this record;
- Share the information you have with someone who has a safeguarding role and/or who you trust will act;
- If you continue to have concerns: keep raising them; speak to someone else listed in the contact details (see Appendix A and the *Safeguarding at Christ Church Cathedral: Guide for Volunteers*).

On behalf of my colleagues on the Chapter, may I thank you for taking the time to familiarise yourself with our Safeguarding Policy and its associated Procedures and Arrangements. I wish you every blessing in all that you do with us to serve God and God's people in this wonderful place.

The Revd Canon Edmund Newey, Sub Dean

