‘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
This document will be reviewed, revised (as required) and approved as part of the Cathedral’s safeguarding annual review process

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1) Introduction

1.1 Statement by the Sub Dean

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

This Safeguarding Policy, together with its accompanying Procedures and Arrangements and the shorter companion Guides, sets out our commitment to safeguarding in general, 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.

This 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 Christ Church Cathedral takes very seriously the safety and wellbeing of everyone visiting or associated with the Cathedral. This brief guide is intended to provide visitors to Christ Church Cathedral with core information about safeguarding arrangements at the Cathedral and is one of four documents that also include:

- Christ Church Cathedral Safeguarding Policy, Procedures and Arrangements 2019 (the full safeguarding document from which the information in this Visitors’ Guide is drawn and which can be viewed on the Cathedral website. Links to relevant national, Church of England and Charity Commission safeguarding documents can also be found in the full document)
- Safeguarding at Christ Church Cathedral: Guide for Staff and Volunteers
- Safeguarding at Christ Church: Quick Reference Guide

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.
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 as all Church of England organisations are invited to do.

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 2017 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 based on the foundations above, the Church of England and the Dean and Chapter of Christ Church Cathedral, 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

2.6 The Cathedral safeguarding arrangements build on these firm foundations policy areas and aim to meet the requirements and expectations of:
   a) the legal and statutory framework (England and Wales) relating to safeguarding children and adults and data protection;
   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.

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 CoE practice guidance

*Responding to assessing and managing concerns and 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@chch.ox.ac.uk 01865 286846
    - Sub Dean: Canon Edmund Newey: edmund.newey@chch.ox.ac.uk 01865 276278
  - Cathedral Safeguarding Officer: Canon Graham Ward Ward graham.ward@chch.ox.ac.uk 01865 286334

- **Oxford Diocese**

  For general safeguarding enquiries and advice on policies or procedures: safeguarding@oxford.anglican.org

  Diocesan Safeguarding Team: [https://www.oxford.anglican.org/safeguarding/](https://www.oxford.anglican.org/safeguarding/)

  For urgent and confidential safeguarding matters:
  
  Stuart Nimmo, Diocesan Safeguarding Advisor – stuart.nimmo@oxford.anglican.org
  
  or 01865 208290
Safeguarding at Christ Church Cathedral: A guide for Visitors

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

❖ Relevant Local Authority/Safeguarding Partners

https://www.oscb.org.uk/reporting-concerns/

Reporting concerns: You should call the MASH (Multi-Agency Safeguarding Hub) immediately Tel: 0345 050 7666 (This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised).

❖ National CoE Safeguarding Team If you wish to report any safeguarding concerns directly to the NST please email safeguarding@churchofengland.org

❖ Charity Commission

The Charity Commission: https://www.gov.uk/government/organisations/charity-commission

❖ 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.pcaw.org.uk/

❖ Childline: 0800 11 11
❖ Silverline: 0800 470 80 90 (to seek help for older people)
4. Conclusion

‘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 wherever it has.’ (from the five ‘foundations’: Promoting a Safer Church 2017)

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

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.

From the Sub Dean:

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
The process that will be followed *within* the Cathedral by all staff and volunteers should a safeguarding concern arise. Specific local contact numbers have not been included, see section 3.3 above.

- **Actual or likely concern**
  - in relation to the safety and wellbeing of *anyone* associated with the Cathedral
  - or regarding the behaviour or attitudes of *anyone* associated with the Cathedral that could harm others.
  - Report *directly* or via supervisor/line manager (e.g. Education Officer, Visitor Officer) where appropriate and where this will not cause delay

- **Urgent**
  - immediate danger or requiring immediate police or medical attention

- **Cathedral Safeguarding Lead/s**
  - Sub Dean and Cathedral Registrar
  - (or Canon in Residence)

- **Emergency services**: 999
- **Non-emergency police**: 101
- **Children’s Services**
- **Local Authority Designated Officer** (as required)
- **Adult Services**
- **Childline**: 0800 11 11
- **Silverline**: 0800 470 80 90 (to seek help for older people)

- **Liaise with School, College or University Safeguarding Leads as necessary**
- **Refer to Charity Commission as necessary**

- **Cathedral Safeguarding Lead/s**
  - to liaise with
  - Diocesan Safeguarding Adviser/Team
  - and the
  - Cathedral Safeguarding Officer

- **For next steps**: see the Diocese of Oxford procedures and the processes set out in CoE national practice guidance, particularly: *Responding to, assessing and managing concerns and allegations against church officers* (2017) including contact with CoE National Safeguarding Team if necessary

April 2019