

SAFEGUARDING POLICY

THE FRIENDS OF LICHFIELD CATHEDRAL

Registered Charity Number 1102791

INTRODUCTION

We, the trustees of The Friends of Lichfield Cathedral (“**FOLC**”), are committed to providing a safe and welcoming environment and to protecting from harm all those who come into contact with our charity, to include:

- members (“**Friends**”) and guests they may invite to our events;
- clergy, staff and representatives (including our Administrator) of Lichfield Cathedral (the “**Cathedral**”);
- suppliers of goods and services; and
- the general public who attend some of our events.

We promote an open and positive culture and ensure that all involved with our charity feel able to report concerns, confident that they will be listened to and responded to.

We are aware that the Charity Commission for England & Wales (the “**Charity Commission**”) will hold trustees to account if things go wrong and that trustees are expected to take responsibility for putting things right. We are mindful of trustees’ reporting obligations to the Charity Commission in the event of a serious incident.

This policy follows the Charity Commission’s safeguarding guidance for trustees and links which they provide, for example to the Fundraising Regulator’s “Code of Fundraising Practice”. The policy will be amended promptly to reflect any relevant new law or guidance and will be reviewed after any incident and annually within a month after our Annual General Meeting (“**AGM**”) (until that occurring in 2025).

Safeguarding will be on the agenda at all Executive Council meetings.

PURPOSE OF THIS POLICY

We wish to ensure that all trustees and Friends/their guests who volunteer at events (“**FOLC volunteers**”) (i) have a clear understanding of the principles and practices involved in safeguarding and (ii) understand how to identify and respond to safeguarding concerns.

To this end, a copy of this policy will be posted on FOLC’s webpage on the Cathedral’s website. All trustees and FOLC volunteers will be asked to read it. All other Friends will be encouraged to read it as it is the trustees’ firm belief that safeguarding is a collective responsibility and will be most effective if all Friends are alert to it and report any concerns.

SCOPE OF THIS POLICY

FOLC does not work with or organise events specifically for *children* (see definition below) or have a “Young Friends” section. However, our Constitution does not preclude members under the age of 18 and we do encounter children at certain events we run, for example the Christmas Tree Festival. Thus, we include the safeguarding of children in this policy.

A “**child**” is defined under The Children Act 1989 as “*a person under the age of 18 years*”.

FOLC does not work with or organise events specifically for *adults at risk* (see definition below). However, we believe that adults of all ages can be vulnerable (even if not technically an “adult at risk”) at certain times of their lives, due to health issues or other circumstances. Thus, we include safeguarding of vulnerable adults in this policy.

An “**adult at risk**” is defined under the Care Act 2014 as:

“*any person aged 18 years or over who*

(a) *has needs for care and support (whether or not those needs are being met);*

(b) *is experiencing, or is at risk of, abuse or neglect; and*

(c) *as a result of those needs is unable to protect him/herself against the abuse or neglect or the risk of it.*”

Through this policy, we also wish to assure all who come into contact with FOLC that:

- all trustees are appointed carefully - see below under “Safe Recruitment”; and
- we exercise particular care when asking for membership subscriptions and accepting donations - see below under “Safe Fundraising”.

SAFEGUARDING PROCEDURES

Any concern indicating that a child or adult is at imminent risk must be reported to the police using 999.

Any concern about a child or vulnerable adult must be reported in accordance with this policy (including a concern already reported to the police).

Never discuss a concern except with a FOLC Safeguarding Officer - see “Report” below and also Appendix 3.

Never approach or discuss any concern with an alleged or suspected abuser.

Trustees and FOLC volunteers must follow the guidelines below if they become aware of abuse or possible abuse. We would encourage all Friends to do likewise.

RECOGNISE - RESPOND - RECORD - REPORT

1. Recognise

Recognising or becoming aware of abuse or possible abuse can arise in a number of ways, including:

- disclosure by an individual or someone who knows them;
- witnessing an incident;
- unease about someone's behaviour.

Where we say "**concern**" in this policy, it can mean any one or a combination of the above and the subject of concern can be any person.

Appendix 1 to this policy provides a list of types of abuse and Appendix 2 provides a list of possible signs for each type of abuse. Many signs of abuse will not be apparent or visible except to medical or care professionals and/or people who know the vulnerable person well. They may be mentioned during a disclosure.

2. Respond

In the event of a disclosure, which could be by a child/vulnerable adult or someone who knows them, the way you respond is key to helping the person give a full account and key to any subsequent investigation.

DO:

- Stay calm.
- Listen carefully to what is being said.
- Be aware of non-verbal messages and body language.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.
- If an adult is making the disclosure, it is important to discuss what they would like to happen next.
- Allow them to continue at their own pace.
- Assure them that they are not to blame for what has happened.
- Ask questions for clarification only and at all times avoid asking questions which suggest a particular answer.
- Reassure them that they have done the right thing by telling you.
- Tell them what you will do next and with whom the information will be shared.

DON'T:

- Dismiss the matters disclosed.
- Panic.
- Allow your shock or distaste to show.
- Probe for more information than is offered.
- Make promises you cannot keep such as agreeing not to tell anyone else.
- Speculate or make assumptions.
- Approach the alleged abuser.

- Make negative comments about the accused person.
- Attempt to investigate the matters disclosed.
- Discuss the disclosure with anyone else (except as set out under “Report” below).

If a concern of any kind arises, always remember that if a child or adult is at imminent risk, report it immediately to the police on 999. Otherwise, make a mental note of what you have witnessed and any dialogue you may have had with the child or vulnerable adult.

Confidentiality

In any conversation with an adult, consent should be sought to share their information. It is good practice also to seek a child’s consent where the child is of the age or understanding to give informed consent. However, where the concern indicates that any person is at serious risk, where it is in the public interest (e.g. the prevention of a serious offence) or where there is a Court order to share the information, consent must be overridden. The withholding of consent should be discussed with a FOLC Safeguarding Officer.

A child’s parent or carer should be informed of any intention to refer a concern to the police or Staffordshire Statutory Services. However, this should only be done by a FOLC Safeguarding Officer, unless the child is at imminent risk in which case call 999.

Importantly, a child’s parents or carers should not be informed if doing so:

- would increase the risk to the child or others; or
- would undermine the prevention, detection or prosecution of a serious crime; or
- there is a Court order to share the information.

There are no barriers to reporting any concerns to a FOLC Safeguarding Officer, even if you do not have consent. You should keep the individual’s name anonymous unless or until the FOLC Safeguarding Officer advises that he needs it to take the case forward.

3. RECORD

Immediately after the disclosure or incident witnessed or after deciding you are uneasy about someone, make a *written record* which should include:

- what was said, using the person’s exact words as far as possible.
- any names, contact details you have ascertained.
- the date and time of the disclosure or incident or when you became uneasy.
- your own observations.

Ensure your record is signed and dated.

4. REPORT

Even if already reported to the Police, all concerns must be reported immediately to a FOLC Safeguarding Officer.

If the concern arises at a FOLC event held on Cathedral premises, the FOLC Safeguarding Officer to whom it is reported should follow up the case. However, he should also immediately inform the Cathedral Safeguarding Officer (“**CSO**”), subject to the consent provisions set out under “Confidentiality” on page 4 above. In the absence of consent, the individual’s name should be kept anonymous unless or until the CSO advises that he needs it to take the case forward.

A FOLC Safeguarding Officer may contact the CSO, the Diocesan Safeguarding Adviser (“**DSA**”) and/or Staffordshire Statutory Services, on a no names basis for advice on how to proceed.

If any of the above advises, or a FOLC Safeguarding Officer decides, that the concern should be reported formally to Staffordshire Statutory Services, that FOLC Safeguarding Officer should report as appropriate to Staffordshire Children’s or Adult’s Safeguarding Services (contact details on Appendix 3) within the same working day of becoming aware of the concern.

A FOLC Safeguarding Officer should always stand by his own conviction to report formally as above even if others disagree.

The relevant FOLC Safeguarding Officer should inform our Chair and Vice-Chair, without delay and on a no names basis, of any concern and the action being taken.

The FOLC Safeguarding Officers may confer with one another providing that any discussion is recorded in writing and can be justified.

Concerns will be logged by the relevant FOLC Safeguarding Officer, who will add any other information gathered about the concern so that it is all stored in one place. All such records and information will be stored securely by our Administrator for 75 years.

SAFE RECRUITMENT

Trustees

Trustees, who are almost always Friends and often involved in some way with the Cathedral, join our Executive Council after offering themselves (sometimes at the suggestion of an existing trustee) for election at our AGM*. We do not advertise for trustees. We aim to attract trustees from a variety of backgrounds and disciplines, thereby ensuring a balance of viewpoints and skills; we welcome trustees from other faiths.

* Under our Constitution, two of our trustees are Members of the Cathedral’s Chapter, appointed by Chapter and so not elected at our AGM.

All trustees are required to sign a declaration to confirm whether, to the best of their knowledge and belief, they are subject to any of the disqualification criteria for charity trustees. The Charity Commission's Trustee Eligibility Declaration Form is used for this purpose.

All trustees act in a voluntary capacity.

As we do not work with or organise events specifically for children or adults at risk, trustees are not eligible for Standard or Enhanced Disclosure and Barring Service ("DBS") checks and we do not require the Basic DBS check.

We ensure that all Charity Commission newsletters are forwarded to all trustees so that they are kept abreast of charity legislation and guidance.

Employees

FOLC has no employees. Our part-time Administrator is an employee of the Cathedral for whom FOLC pays a monthly grant to the Cathedral under the terms of a Service Level Agreement ("SLA").

FOLC volunteers

Friends are invited to volunteer at certain of our events and on occasions when we welcome visiting Friends groups from other cathedrals. The work undertaken includes:

- setting up events and clearing away afterwards;
- serving refreshments;
- manning stalls at fund raising sales on Cathedral premises;
- welcoming visitors to our Christmas Tree Festival held in the Cathedral.

We do not provide specific training for FOLC volunteers but we manage rotas so that people work in pairs (or a larger group). As explained above for trustees, FOLC volunteers are not eligible for Standard or Enhanced DBS checks and we do not require the Basic DBS check.

Safeguarding Officers

FOLC's Safeguarding Officers undertake appropriate safeguarding training.

SAFE FUNDRAISING

Asking for membership donations and other donations

FOLC offers life or annual membership and, in each case, asks for a "minimum recommended donation" by way of subscription. Friends who choose annual membership, unless they have set up a standing order, are invited to renew their membership ahead of its annual expiry date.

Otherwise, we never ask for donations from any Friend or other person on an individual/targeted basis.

Friends pay a set amount for some of our events such as coach outings and summer barbecue. If an event is classed as a “fundraiser”, the price includes a small profit element.

FOLC does not run fundraising campaigns but our regular mailing to Friends may contain Cathedral literature which mentions a Cathedral campaign for a particular project. We introduced a share gifting scheme in 2022; this is publicised on our web page and on occasional mailings to all Friends, as “another way of supporting” our charity.

Receiving money from vulnerable people

Particularly in the light of the age profile of our membership, we take into account the needs of any donor who may be in vulnerable circumstances or need extra care and support to make an informed decision.

We do not exploit the trust, lack of knowledge, apparent need for care and support or vulnerable circumstance of any donor at any time.

We do not ask for membership renewal or take a donation if we know, or have good reason to believe, that a person lacks capacity to make a decision to donate, or is in vulnerable circumstances which mean they may not be able to make an informed decision. Among other things, we consider:

- any physical or mental-health condition the person may have;
- any disability the person may have;
- whether the person is facing times of stress or anxiety;
- whether a donation is likely to affect the person’s ability to sufficiently care for themselves or leave them in financial hardship;
- how well the person can communicate and understand what they are being told;
- whether the person is under the influence of alcohol or drugs; and
- the person’s age.

If a donor makes a donation while they do not have the capacity to make an informed decision, we would return the money to them.

We are alert to any donations which seem unusually large (£10,000 or more) or frequent or simply “out of character”, and always make enquiries when thanking the donor to assess whether the donation was knowingly made and intended for us.

Receiving money from people previously unknown to us

Whilst it is unusual for a criminal to use a charity account such as ours for money laundering purposes, we are nevertheless alert to activity of this nature. Anything arousing suspicion is referred to our trustees who decide what action to take and, if the donation remains inexplicable, it is referred to the Charity Commission and Action Fraud.

SAFEGUARDING AND GRANT-MAKING CHARITIES

FOLC is a grant-making charity with a sole beneficiary, the Cathedral. All grant-making charities have a legal responsibility to ensure that their beneficiaries are doing all they can to keep people safe. The Charity Commission requires us to:

- carry out due diligence checks on our beneficiary to make sure it is suitable;
- check it has appropriate safeguarding procedures in place; and
- make sure there are clear lines of responsibility and reporting between all bodies involved.

We are satisfied on the above. We enjoy a close and transparent relationship with the Cathedral. Our President is the Bishop of Lichfield and Chair the Dean of Lichfield; our Executive Council provides for two representatives of Chapter. We have full access to the Cathedral's safeguarding policies and procedures. These follow Church of England National and Diocesan Guidelines and are extremely comprehensive, with clear lines of reporting and responsibility.

APPENDIX 1 - TYPES OF ABUSE

Physical abuse including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

Domestic violence and abuse including psychological, physical, sexual, financial, emotional, so-called “honour” based violence.

Sexual abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, bullying (physical, verbal or online), isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Modern slavery including slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability sexual orientation, religion.

Organisational abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect including neglecting to care for one’s personal hygiene, health or surroundings and behaviour such as hoarding.

Source: The Care & Support Statutory Guidance

APPENDIX 2 - POTENTIAL SIGNS OF ABUSE

Physical abuse: signs may include bruises, burns, cuts, bites, other injuries; no explanation for injuries or inconsistency with the account of what happened; unexplained falls; subdued or changed behaviour in presence of a particular person; signs of malnutrition and/or dehydration.

Domestic violence and abuse: signs may include low self-esteem; physical evidence of violence such as bruising, cuts; verbal abuse and humiliation in front of others; fear of outside intervention; damage to home or property; isolation - not seeing family or friends; limited access to money.

Sexual abuse: signs may include sexual knowledge/behaviour inappropriate to age or development stage; bruising; unusual difficulty in walking or sitting; poor concentration; sleep disturbance; excessive fear/apprehension of relationships; becoming withdrawn; self-harming; fear of receiving help with personal care; reluctance to be alone with a particular person.

Psychological abuse: signs may include an air of silence when a particular person is present; withdrawal or change in psychological state; insomnia; low self-esteem; uncooperative and aggressive behaviour; change of appetite, weight loss/gain; signs of distress such as tearfulness, anger; apparent false claims, by someone involved with the person, to attract unnecessary treatment.

Financial or material abuse: signs may include unexplained disappearance of funds or valuables; sudden changes in bank accounts or wills; lack of money for essentials; change in pattern of expenditure; fraud, scamming; rogue trading e.g. unnecessary or overpriced property repairs; someone moving into a person's home and living rent-free without agreement or under duress.

Modern slavery: signs may include physical or emotional abuse; appearing to be malnourished, unkempt or withdrawn; isolation from community, seeming under the control or influence of others; lack of personal effects or ID documents; always wearing the same clothes; frightened or hesitant to talk to strangers; fear of law enforcers.

Discriminatory abuse: signs may include appearing withdrawn or isolated; expressions of anger, frustration, fear or anxiety; support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational abuse: signs may include inadequate staffing levels; people being hungry or dehydrated; poor standards of care; lack of personal clothing and possessions; absence of visitors; few social/recreational/educational activities; public discussion of personal matters.

Neglect and acts of omission: signs may include dirty or unhygienic environment; pressure sores or ulcers; malnutrition or unexplained weight loss; untreated injuries and medical problems; inconsistent or reluctant contact with medical and social care organisations; uncharacteristic failure to engage in social interaction; inappropriate or inadequate clothing.

Self-neglect: signs may include poor personal hygiene; unkempt appearance; lack of essential food, clothing or shelter; malnutrition and/or dehydration; living in squalid or unsanitary conditions; neglecting household maintenance; hoarding; non-compliance with health or care services; inability or unwillingness to take medication or treat illness or injury.

Source: Social Care Institute for Excellence website

APPENDIX 3 - SAFEGUARDING CONTACTS

CONTACT NAME	ROLE	TELEPHONE NUMBER	EMAIL ADDRESS/ WEBSITE
John Maxwell-Jones	FOLC Safeguarding Officer/Trustee	07890 241673	johnmaxj@yahoo.com
Kay Martin	FOLC Safeguarding Officer/Trustee	01543 268318 07933 334247	kay.mart5@btinternet.com
Jan McFarlane	FOLC Chair		jan.mcfarlane@lichfield-cathedral.org
Sandra Cottrell	FOLC Vice-Chair	07880 700212	sandramcottrell@gmail.com
Neil Spiring	Diocesan Safeguarding Adviser (DSA)	01543 306030	neil.spiring@lichfield.anglican.org
Simon Warburton	Cathedral Safeguarding Officer (CSO)	01543 306105 ext 1301 or 01543 306100	simon.warburton@lichfield-cathedral.org
Police		101 or 999 in an emergency	
Staffordshire Safeguarding Children Board	Local Authority Safeguarding Officer (LADO)	Office hours: 0300 1118007 Out of hours: 0345 6042886	www.staffsscb.org.uk
Staffordshire & Stoke on Trent Adults Safeguarding Partnership Board	Local Authority Safeguarding Officer (LADO)	Office hours: 0345 6042719 Out of hours: 0345 6042886	www.ssaspb.org.uk