

LICHFIELD CATHEDRAL

ANNUAL SAFEGUARDING REPORT
TO THE BISHOP OF LICHFIELD
January 2022 - December 2022



LICHFIELD
CATHEDRAL

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1. INTRODUCTION



- 1.1 The following has been prepared by the Cathedral Safeguarding Officer (CSO), on behalf of the Dean of Lichfield, the Chapter of Lichfield Cathedral and the Chair of the Cathedral's Safeguarding Committee.
- 1.2 This report is required under section 5.1 of The Church of England Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance (October 2017).
- 1.3 The purpose of the report is to provide the Bishop of Lichfield with an overview of the Cathedral's safeguarding policy, procedures and practices. However, Chapter recognise that the report can also offer an update to other stakeholder organisations, and therefore the Cathedral will share this report both internally and externally, including on the Cathedral's website.



2. SAFEGUARDING ROLES AND GOVERNANCE



- 2.1 The Dean and Chapter are responsible for safeguarding at Lichfield Cathedral. Chapter are advised by the Cathedral's Safeguarding Committee, which is chaired by Mark Hope-Urwin, who is also a Chapter Member.
- 2.2 Simon Warburton, Executive Director, has the responsibility of being the designated Cathedral Safeguarding Officer (CSO).
- 2.3 Jane Hardy, Office Manager, is also the Cathedral Safeguarding Co-ordinator (CSC). Jane is the secretariat to the Safeguarding Committee.
- 2.4 Other members of the Safeguarding Committee include:
- The Canon Precentor, Canon Gregory Platten is charged with oversight of ministry and outreach to children and young people.
 - The Director of Music, Ben Lamb leads the Cathedral Choir and acts as a primary liaison with Lichfield Cathedral School.
 - The Assistant Director of Music, Martyn Rawles.
 - The Diocesan Safeguarding Advisor (DSA), Neil Spiring as part of a Service Level Agreement with Diocese.
 - The Safeguarding lead at Lichfield Cathedral School (LCS), Jo Owens
 - The Lichfield Cathedral School Governor with Safeguarding responsibility, Jenny Mason.
- 2.5 The Safeguarding Committee continues to meet bi-monthly.
- 2.6 The CSO is a member of the Diocesan Safeguarding Scrutiny Panel (DSSP). The Cathedral has a dedicated agenda item and both CSO and DSA offer feedback regarding case load and issues.
- 2.7 An outstanding action from the previous year's annual review is a desire by both the Cathedral Safeguarding Committee and the DSSP to establish a critical feedback review of one another, the terms of which still need to be agreed.
- 2.8 The contract management sub-committee reports directly to the Safeguarding Committee. The contract management sub-committee meets on an ad-hoc basis as contracts need managing/reviewing. The contract management sub committee did not meet independently of a contract review meeting in 2022.
- 2.9 Members of the Committee include, the CSO, DSA, Canon Custos and CSC. The Canon Custos continues to be the pastoral point of contact for contract recipients.
- 2.10 Safeguarding appears as a standing item on Chapter and with the Executive Management Team with the Cathedral Safeguarding Officer attending both meetings (in attendance at Chapter and as a member of the Executive Management Team). Any new safeguarding issue is reported at the next earliest opportunity using a case reference number.



3. THE SAFEGUARDING COMMITTEE



- 3.1 During 2022 the Safeguarding Committee met 6 times in January, March, May, June, September, and November. In 2021 the Committee met 8 times, however this was due to the preparation of the SCIE audit.
- 3.2 Due to there being no new contracts, it was not felt necessary for the Contract Management sub-committee to meet prior to the contract review meetings. However, the annual contract review meetings took place as normal.
- 3.3 Key items discussed by the Committee include:
- Supervision and safeguarding of Choristers
 - Updates from Lichfield Cathedral School, Diocesan Safeguarding Team and the Cathedral.
 - A review of existing safeguarding cases, and any new safeguarding concerns
 - DBS monitoring
 - Contract reviews
 - Training
- 3.4 The Chair of the Safeguarding Committee signed off the DBS list on the 16 March 2022.
- 3.5 The Contract Management Sub-Committee undertook an annual review of two contracts (September/November).

4. POLICIES



- 4.1 The Cathedral follows the Church of England safeguarding guidance and a link to 'Protecting All God's Children' (2010) is available on the Cathedral's website.
- 4.2 Also available on the website are copies of the Cathedral's Safeguarding Policy and Procedures (April 2021), the Safeguarding Handbook (April 2021), Domestic Abuse Policy (January 2020)
- 4.3 There is clear instruction on the website for safeguarding enquiries both in office hours and out of office hours.
- 4.4 The Cathedral also provides links to the Cathedral School's Safeguarding Policy and the Diocesan Safeguarding Policy. Within the Diocesan section we also provide details of the Diocesan Safeguarding Advisor, the Training Advisor and the DBS Administrator.
- 4.5 A section has also been added in relation to Safe Spaces: an independent service supporting survivors of church-related abuse.



5. SUMMARY OF SAFEGUARDING INCIDENTS



- 5.1 During 2022 there have been 33 reported safeguarding issues. This is a slight increase from 31 in 2021. The cases have ranged in seriousness from 'for information only', recruitment and declarations, and a report of historic sexual abuse.
- 5.2 There are two active Safeguarding Contracts both of which received their annual reviews during 2022. The Canon Custos has contacted both individuals and offered appropriate pastoral support as required.
- 5.3 All incidents were reported to the Diocesan Safeguarding Advisor for which the Cathedral is grateful for their ongoing support.
- 5.4 All enquiries continue to be recorded, and electronic files are kept within a secure area of the Cathedral server with restricted access. Communication of files to external bodies are secured using a password which is sent separately. Hard copies of any files are kept within a lockable filing cabinet in the Cathedral office, and this is administered by the Safeguarding Officer and Safeguarding Co-ordinator.
- 5.5 One safeguarding case required a Core Group (in relation to a case of historic abuse, although it was not at the Cathedral) of which the DSA chaired and the CSO, CSC and Dean attended (as well as several external related parties). The survivor did not wish for the case to be referred to the Police, although support was offered.

6. SCIE AUDIT



- 6.1 The actions have been gradually completed with some still remaining but being actively managed. The Action Plan on the website is updated annually. All actions are anticipated to be completed by the end of 2023.

7. TRAINING



- 7.1 All staff and volunteers now receive mandatory safeguarding training.
- 7.2 The training is to be reviewed every 3 years. The Church of England training materials, Basic Awareness and Safeguarding Foundations courses were available for completion online. The Volunteer Co-ordinator helped to roll this out to the volunteers and the CSC ensured Cathedral staff completed the training.
- 7.3 97 existing and new volunteers have renewed/completed the training in 2022. Many of the volunteers would prefer to attend a face-to face course and the CSC will look into the possibility of this happening in 2023.
- 7.4 The Safeguarding Committee has agreed that, and in line with Staffordshire County Council guidelines, all new staff, volunteers and committee members should be trained within 3 months of starting as Cathedral volunteers.
- 7.5 More immediate training will be provided for staff and volunteers who have specific roles and responsibility relating to children or vulnerable adults.

8. SAFER RECRUITMENT AND DBS'S



- 8.1 All staff and volunteers requiring DBS's, including those that required updating, have been completed within 2021. These are reviewed by the Chair of the Safeguarding Committee and signed off at the start of each year. In line with the guidance from the National Safeguarding Team, the Cathedral is committed to reviewing DBS checks every three years, which is a reduction from the previous five year commitment.
- 8.2 All staff and volunteers go through a safer recruitment process. This includes:
- Application forms
 - References
 - DBS/Voluntary Disclosures/Voluntary Declarations – depending on the role
 - Review of CVs identifying gaps or areas of concern
 - Face to face interviews/initial meeting
 - Induction
- 8.3 The Safeguarding Officer, Safeguarding Co-ordinator and Volunteer Co-ordinator have all completed a Safer Recruitment course.

9. LINKS WITH LICHFIELD CATHEDRAL SCHOOL



- 9.1 Lichfield Cathedral School is a key stakeholder and holds a joint responsibility for safeguarding of the Choristers. There can be up to 23 boy choristers and 18 girl choristers.
- 9.2 The Cathedral is grateful for the support of the School who provide the wrap around care for the choristers. This includes supervision through School appointed Matrons.
- 9.3 Safeguarding is identified within the Service Level Agreement between the Cathedral and the School (The SLA was renewed in 2022). The Cathedral's Safeguarding Privacy Policy also highlights the commitment for the Cathedral to communicate safeguarding issues as required.
- 9.4 Lichfield Cathedral School offered the following feedback:
- 9.5 "We have continued to operate cohesively across our two organisations in order to safeguard the choristers. Information-sharing remains robust and systematic, with clear evidence of trust and cooperation between school and cathedral. Development of understanding of the unique safeguarding implications for each organisation continues within this partnership. For the school the appreciation by the Cathedral that safeguarding is a whole school process which must fully meet the standards of the Inspectorate. For the Cathedral the awareness of the school that the Cathedral's safeguarding process in the context of its congregations and volunteers."



10. CHILDREN'S CHURCH AND MESSY CHURCH



- 10.1 Children's Church and Messy Church have been managed by the Canon Chancellor who is also a member of the Safeguarding Committee. Both are facilitated by volunteers who have all received a DBS check and have attended a safeguarding training session.
- 10.2 It is worth highlighting that attendance at Messy Church is with the child's parent or guardian and it is made clear that carers are expected to remain with the child. Children's Church is supervised by a leader and helper and whilst parents are welcome to stay whilst their child settles in, they do not need to stay.
- 10.3 Chancellor leads on, and bears responsibility for, these activities. Due to volunteer availability and a desire to explore the future of our ministry with children, Messy Church and Junior Church have not resumed. We are undertaking a listening exercise in Summer 2023, to explore with young people and the entire community what their ministerial needs and desires are. This will shape the provision going forward, and how such activities will be delivered, bearing in mind the priorities to safeguard and nurture our young people and their spiritual lives. All future activities will be planned in collaboration with the Safeguarding Committee, and on the principles laid out in our Safeguarding Policy.
- 10.4 We have baptised a number of infants during the course on 2022. This preparation involves speaking to the parents and godparents and emphasises the role of both in safeguarding the spiritual health and general wellbeing of the child.
- 10.5 In 2023 we shall be looking to offer confirmation classes for young people (11+) and adults together. In order to safeguard these young people, they will be required to attend with their responsible adult, parent, or carer. Once over the age of 16 they would be able to attend on their own.

11. CHALLENGES FOR THE YEAR AHEAD



- 11.1 The survivor strategy is an outstanding policy document and will need to be prioritised in 2023.
- 11.2 The Dean will be leaving on the 31 March 2023 and therefore consideration needs to be given to the briefing of the Interim Dean regarding policies, procedures, and any contract arrangements. In this case the Interim has been identified as Bishop Jan McFarlane, who is already the pastoral contact for both Safeguarding contracts. This may mean an alternative clergy person will need to be identified helping to separate roles and responsibilities.



12. THE DEAN'S PERSPECTIVE



- 12.1 The Cathedral is whole-heartedly committed to upholding the highest standards of safeguarding for all. In a complex environment, involving stake-holders from different organisations, volunteers and members of the public, it is imperative that the Cathedral is a safe place. Through training, good reporting, making everyone aware that concerns need to be voiced and reported, and with robust systems in place to process incidents and concerns, we aspire to be a place worthy of public confidence.

