



LICHFIELD
CATHEDRAL

SAFEGUARDING MANUAL

(POLICY AND PROCEDURES)

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WARNING

No part of this Manual may be copied EXCEPT for internal purposes. Any such copying must first be cleared with the Cathedral Enterprise and Operations Director.

INTRODUCTION

This Manual has been produced in recognition of the importance that Chapter places on the protection of young people and vulnerable adults in its community.

It draws on guidance produced by the ***Churches Child Protection Advisory Service (CCPAS)*** and Chapter wishes to acknowledge its continuing help. The CCPAS has been advising churches of all persuasions on issues of abuse since 1983 and is committed to making essential Safeguarding services available to all regardless of ability to pay. Chapter subscribes to regular updates and newsletters from CCPAS.

Chapter has also taken into account guidance and updated material produced by the Diocese of Lichfield, as well as ***Protecting all God's Children, Promoting a Safe Church and Safeguarding Guidelines relating to Safer Recruitment*** publications produced on behalf of the House of Bishops by Church House Publishing.

If you have any concerns for a child please speak to the **Cathedral's Safeguarding Officer**, Mr Simon Warburton

A copy of the Cathedral Safeguarding Manual is held in the Chapter Office and may be seen on request.

Name: Lichfield Cathedral
Tel No: 01543 306100
Address: Chapter Office
19a, The Close
Lichfield
Staffordshire WS13 7LD

Email address: enquiries@lichfield-cathedral.org

CHILDREN AT LICHFIELD CATHEDRAL

The mission and ministry of Lichfield Cathedral will touch the lives of children in many ways. There are numerous diverse groups involving children who meet on a regular basis and others who come to the Cathedral occasionally for educational visits from schools or colleges.

Regular activities, promoted by the Cathedral, in which children are involved are:

- **Cathedral Choristers, with whom the Cathedral has a regular and particular relationship**
- **Young and Youth Voices Choir, which meets on Saturday mornings in term time under the auspices of Lichfield Cathedral School**
- **MusicShare, which is an ongoing project arranged through the Music Department**
- **Cathedral Confirmation Classes**
- **Pupils/students on pre-arranged educational visits from schools and colleges**
- **Children are also visitors to the Cathedral on an occasional basis, usually accompanied by their parents**
- **1st Sunday of the Month family Service**
- **School activities in the Cathedral**
- **Children's holiday craft activity sessions**

LICHFIELD CATHEDRAL

SAFEGUARDING POLICY STATEMENT

The Chapter of Lichfield Cathedral recognises the importance of its ministry to young people and vulnerable adults and its responsibility to protect and safeguard the welfare of young people and vulnerable adults entrusted to the Cathedral's care.

The Cathedral is therefore committed to:

- the safeguarding, care and nurture of all young people and vulnerable adults within our Cathedral community
- the careful selection of ordained and lay ministers, volunteers and paid staff with responsibility for young people and vulnerable adults, using the Disclosure and Barring Service or similar overseas organisation, amongst other tools, to check the background of each person
- offering appropriate support and training to all those working with young people and vulnerable adults
- responding without delay to every complaint made that a young person or vulnerable adult for whom we are responsible may have been harmed
- fully co-operating with the statutory agencies during any investigation made into allegations concerning a member of the Cathedral community.
- seeking to offer informed pastoral care to any young person or vulnerable adult who has suffered abuse
- caring for and supervising any members of the Cathedral community known to have offended against a young person or vulnerable adult

To implement the Cathedral Safeguarding Policy Chapter will:

- appoint a Safeguarding Officer to work with Chapter to follow and implement the policy documents related to safeguarding published by the Church of England – Protecting all God’s Children, Promoting a Safe Church and Safeguarding Guidelines relating to Safer Recruitment. The officer will ensure that any concerns about a young person or vulnerable adult or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Officer
- display the ‘Child-line’ telephone number
- ensure that all those authorised to work with young people and vulnerable adults are appropriately appointed, trained and supported and that all authorised personnel are advised of the location of relevant Safeguarding policies, appropriate procedures and good practice guidelines
- pay appropriate attention to children with special needs and those from ethnic minorities to ensure their full integration and protection with the Cathedral congregation and community
- co-operate with those schools that form part of our educational outreach to ensure our procedures satisfy their requirements.
- work closely with the Cathedral School
- create a culture of informed vigilance which protects young people and vulnerable adults
- ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children
- provide, as appropriate, support for all parents whose children have suffered abuse
- ensure that those who may pose a threat to young people and vulnerable adults are effectively managed and monitored
- ensure that appropriate health and safety policies and procedures are in place
- provide appropriate insurance cover for all activities undertaken in the name of the Cathedral
- review annually the implementation of the Safeguarding policy, procedures and good practice

PROCEDURES

The following procedures and statements apply generally:

Recruitment Procedures
Data Protection Statement
Equal Opportunities Statement
Insurance Statement

Further specific procedures appropriate to each individual group involving young people and vulnerable adults are included in the Guidance Manuals listed below.

- Cathedral Choristers – boys and girls
- Cathedral Bellringers – young ringers receive a copy of the Guidance Manual
- Young and Youth Voices Choir

RECRUITMENT PROCEDURES

Lichfield Cathedral will follow the procedures set out in the Church of England's *Safeguarding Guidelines to Safer Recruitment* when appointing staff and volunteers to work with young people and vulnerable adults.

DATA PROTECTION STATEMENT

The Data Protection Act 1998 which came into force on 1 March 2000 regulates the use of personal data.

The information provided in support of applications is kept in confidence and will only be used for the purpose of personnel management. If an application is unsuccessful it will be destroyed after 6 months.

Policy Statement on Disclosure Information, Secure Storage, Handling, Use, Retention and Disposal of Disclosures

This document outlines the policy of Lichfield Cathedral on disclosure and is made available to all Disclosure applicants on request.

Disclosure is a document which contains information held by the police and government departments, and which gives details of a person's criminal record including, convictions, cautions, reprimands, final warnings and other non-conviction information. Lichfield Cathedral uses the Disclosure and Barring Service (DBS), an executive agency of the Home Office, as part of its recruitment process to ensure that applicants are suitable for the post for which they are applying. The Disclosure service may also be used to check existing members of staff, where this is considered relevant and appropriate.

General Principles

As an organisation using the DBS Disclosure service, to help assess the suitability of applicants for positions of trust, Lichfield Cathedral complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information is never kept on an applicant's personnel file, and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with s.124 Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Cathedral maintain a record of all those to whom Disclosures or Disclosure information has been revealed and the Cathedral recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, the Cathedral do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the considered and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights implications before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, the Cathedral will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The Cathedral will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of the Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

EQUAL OPPORTUNITES STATEMENT

Lichfield Cathedral is committed to the fair treatment of its staff, potential staff or users of its services, and except where the law permits because of a genuine occupational requirement, we do not discriminate on the grounds of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Lichfield Cathedral, complies fully with the DBS Code of Practice, and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Lichfield Cathedral is committed to the fair treatment of its staff, potential staff or users of its services, and except where the law permits because of a genuine occupational requirement, Lichfield Cathedral does not discriminate on the grounds of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. Lichfield Cathedral has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants, at the outset of the recruitment process.
4. Lichfield Cathedral actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. Lichfield Cathedral selects all candidates for interview based on their skills, qualifications, and experience.
5. A Disclosure is only requested where it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where Disclosure is to form part of the recruitment process, Lichfield Cathedral encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Lichfield Cathedral requests that this information is sent under separate, confidential cover to a designated person within Lichfield Cathedral and Lichfield Cathedral guarantees that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Lichfield Cathedral to ask questions about an entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. Lichfield Cathedral ensures that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Lichfield Cathedral also ensures that they have received appropriate guidance and training

in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

9. At interview, or in a separate discussion, Lichfield Cathedral ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. Lichfield Cathedral makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and a copy will be made available on request.
11. Lichfield Cathedral undertakes to discuss any matter revealed in a Disclosure with the person seeking the position, before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from an appointment. This will depend on the nature of the position and the circumstances and background of offences.

INSURANCE STATEMENT

The Cathedral meets its statutory requirements with regard to both Employers' and Public liability and is insured by Ecclesiastical Insurance Group. The definition of "employees" under the public and employer's liability sections includes "authorised volunteers" whilst working for the Cathedral in connection with the Cathedral's business or authorised activities.

In the event of an incident that has insurance implications, Ecclesiastical (EIG) need to be informed at an early stage. This will normally be done through the Enterprise and Operations Director or Office Manager who have regular contact with EIG. Advice should be sought about the insurance position and any steps needed to be taken to safeguard it.

EIG have issued the following statement:

The Public Liability (Third Party) insurance will protect the interests of the Cathedral if involved in an incident of abuse. It is not EIG's intention to provide an indemnity for the perpetrator of an incident of abuse.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public liability insurance indemnity limits should be kept under regular review.

DISCLOSURE AND BARRING CHECKS

These are carried out in line with the disclosure and barring check advice in *Safeguarding Guidelines relating to Safer Recruitment*.

For the following appointments a DBS disclosure will be at Enhanced level:

- Enterprise and Operations Director
- Safeguarding Officer
- Director of Music
- Assistant Director of Music
- Lay Vicars
- Deputy Lay Vicars
- Choral Scholars
- Mistress of the Wardrobe
- Junior Church leaders and helpers (where appropriate)
- Crèche leaders and helpers (where appropriate)
- Catering and Shop Managers and staff with managership/duty managership responsibilities and who are responsible for supervising or training young people under the age of 16 in the course of employment
- Education Officer
- Vergers
- Youth Group leaders and helpers (where appropriate)
- Bellringers – Tower Captain and trainers

Clergy Chapter, Priest Vicars, Honorary Chaplains, Cantors, Assistant clergy and Sunday rota assistant ministers will be asked to produce an acceptable DBS certificate. Otherwise a check at Enhanced level will be obtained on appointment.

For those having access to Cathedral premises

The following groups will be required to complete a Registration and Voluntary Declaration Form:

- Catering and Shop staff and volunteers
- Welcomers

- Guides
- Stewards
- Tower Tour Leaders
- Chapter House Hosts
- Volunteer Vergers
- Embroiderers
- Servers
- Gardeners
- Library volunteers
- Flower Guild
- Holy Dusters
- Linen Ladies
- Diocesan Digest
- Administrative Volunteers

Portability of DBS Checks

A check made by another organisation can be accepted provided the applicant has registered with the DBS online checking service and the disclosure can be checked online.

Repeat checks

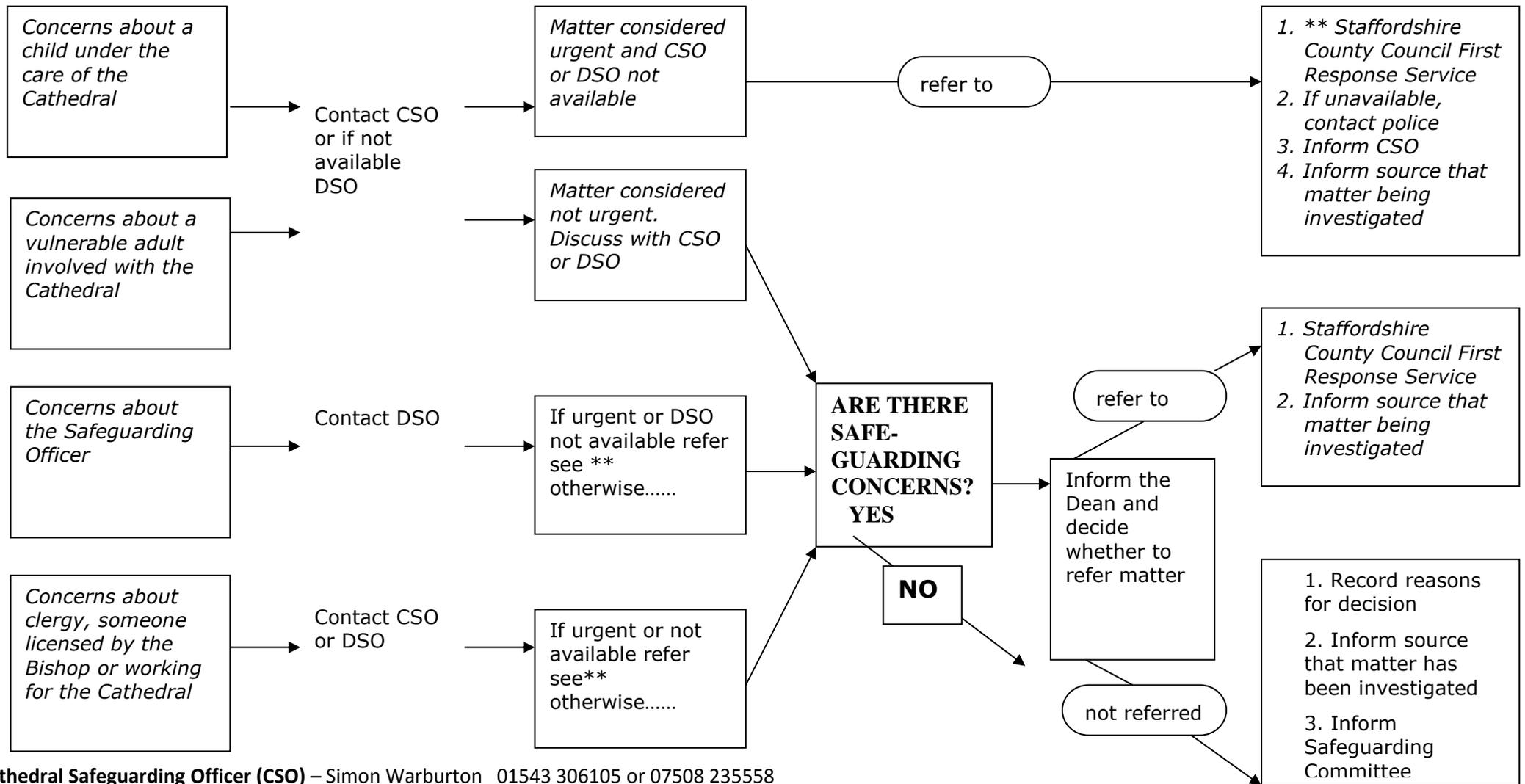
DBS checks will be repeated every 5 years.

Disclosure and Barring Service Code of Practice

Lichfield Cathedral complies fully with the Disclosure and Barring Service Code of Practice with regard to handling, use, storage, retention and disposal of information. No subject of a disclosure will be unfairly discriminated against on the basis of conviction or any other information revealed.

HOW TO ACT IF THERE IS A SAFEGUARDING ISSUE WITHIN LICHFIELD CATHEDRAL COMMUNITY

NB Do not approach the alleged offender or victim in any circumstances. Take notes and record everything said and done; pass to CSO or DSO



Cathedral Safeguarding Officer (CSO) – Simon Warburton 01543 306105 or 07508 235558

Diocesan Safeguarding Officer (DSO) – Kim Hodgkins 01543 306030 or out of hours 07530748056 (leave a message if urgent).

Staffordshire County Council First Response Service – 0800 1313 126 or out of hours 0845 6042886354030

Lichfield Police Station – 0300 123 4455 or 999

The Dean of Lichfield – 01543 306250

OTHER RELEVANT DOCUMENTS

can be found on the shared drive under Staff and HR

Application Form – paid staff

Volunteer Application Form

Voluntary Disclosure Form

Voluntary Declaration Form

Further information on dealing with Sex Offenders and Sex Offenders
Agreements

RESOURCES INDEX

CHILDLINE TELEPHONE NUMBER

0800 1111

Lichfield Cathedral's Safeguarding Officer

Mr Simon Warburton

Telephone: 01543 306105 or 07508 235558

Diocesan Out of Hours Emergency Support

Telephone: 07530 748056

Lichfield Diocese Office – St Mary's House

Telephone: 01543 306030

Churches Child Protection Advisory Service

PO Box 133

Swanley

Kent BR8 7UQ

Telephone: 0845 120 4550 Fax: 0845 120 4552

Email: info@ccpas.co.uk

Website: www.ccpas.co.uk

Staffordshire County Council First Response Service

Telephone: 0800 1313 126 Monday to Friday 8 am – 6 pm or out of hours in an emergency 0845 604 2886

Lichfield Police Station

Telephone: 101 or 999

Insurance Company

Ecclesiastical Insurance

Beaufort House

Brunswick Road

Gloucester GL1 1JZ

Telephone: 01452 528 533

Childline

Freepost 1111

London N1 0BR

Telephone: 0800 1111