LICHFIELD CATHEDRAL

ANNUAL SAFEGUARDING REPORT
TO THE BISHOP OF LICHFIELD
January 2019 - December 2019
1. INTRODUCTION

The following has been prepared by the Safeguarding Officer on behalf of the Chapter of Lichfield Cathedral and the Chair of the Cathedral's Safeguarding Committee. 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). 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 it is the Cathedral’s intention to share this report, confidentially, both internally and externally.
2. SAFEGUARDING ROLES AND GOVERNANCE

2.1 The Chapter is responsible for safeguarding at Lichfield Cathedral.

2.2 Simon Warburton, Executive Director, has the responsibility of being the designated Cathedral Safeguarding Officer. Simon is supported by Jane Hardy, Office Manager, who is also the Safeguarding Co-ordinator.

2.3 Chapter are advised by the Cathedral’s Safeguarding Committee, which is Chaired by Mark Hope-Urwin, who is also a Chapter Member. The Safeguarding Committee meets bi-monthly and is grateful for the support of its additional members including Lichfield Cathedral School and the Diocesan Safeguarding Team.

2.4 The Cathedral’s Safeguarding Co-ordinator attends the Diocesan Safeguarding Scrutiny Panel.

2.5 Within 2019 the terms of reference were reviewed and a sub-group was established who were tasked with managing Safeguarding Contracts. The Contract management sub-group reports directly to the Safeguarding Committee. The contract management sub-committee meets on a quarterly basis and ad-hoc as contracts need managing.

2.6 Within 2019 Chapter agreed that ‘Dean’s Contracts’ would be renamed Cathedral Safeguarding Contracts and they would be centrally managed by the Safeguarding Officer. The Safeguarding Contracts were reviewed with the assistance of the Diocesan Safeguarding Advisor, and the circulation list was extended to include: The Dean, Residentiary Canons, Cathedral Safeguarding Officer, the Cathedral’s Safeguarding Co-ordinator, the Diocesan Safeguarding Advisor and the Bishop’s Chaplain.

2.7 After each Safeguarding Committee the minutes are sent to the next Chapter meeting. Safeguarding appears as a standing item on Chapter and with the Executive Management Team with the 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.
3. THE SAFEGUARDING COMMITTEE

3.1 During 2019 the Safeguarding Committee met in January, March, May, July, September and November.

3.2 Key items discussed by the Committee include:

3.2.1 Supervision and safeguarding of Choristers
3.2.2 Updates from Lichfield Cathedral School, Diocesan Safeguarding Team and the Cathedral.
3.2.3 Any new safeguarding concerns
3.2.4 DBS monitoring
3.2.5 Contracts
3.2.6 Training
3.2.7 The national safeguarding audit

3.3 The Terms of Reference for the Committee were reviewed in 2019.

3.4 At the January meeting the Chair signs off the list of current, in-process and outstanding DBS checks. At that time there were 2 outstanding, and these were resolved by the May meeting.

3.5 The Committee approved the appointment of a consultant to advise the Cathedral on the work required in its preparation for audit. The Committee received the Health Check report and it has been translated into an action plan. Both the Committee and the Executive Management Team are monitoring progress.

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 (June 2016). The Safeguarding Policy needs to be reviewed and this will form an urgent action in 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 The Cathedral Safeguarding Policy commits the Cathedral 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

4.6 To implement the Cathedral Safeguarding Policy Chapter will:

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<thead>
<tr>
<th>ACTION</th>
<th>HAS THIS BEEN ACHIEVED?</th>
<th>ACTION TO BE TAKEN</th>
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<tr>
<td>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</td>
<td>NO</td>
<td>Chapter are faced with significant financial constraints and appointment of a Safeguarding Officer is currently not possible. Various alternative options have been considered including joint Diocesan appointment, seeking a joint appointment with other Cathedrals, and seeking clinical support for the existing safeguarding officer. Chapter agreed to the appointment of an external safeguarding advisor who produced a Safeguarding Health Check report and a subsequent action plan.</td>
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<td>display the ‘Child-line’ telephone number</td>
<td>YES</td>
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<td>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</td>
<td>YES</td>
<td>Safer recruitment processes are followed, and training has been provided.</td>
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<td>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</td>
<td>YES</td>
<td>Consideration is given to visiting schools who have children with special needs. These groups are highlighted at a weekly operations meeting and every effort is made to ensure their visit is as safe and enjoyable as possible.</td>
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<td>Requirement</td>
<td>Status</td>
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<td>co-operate with those schools that form part of our educational outreach to ensure our procedures satisfy their requirements.</td>
<td>YES</td>
<td>The Cathedral and visiting schools co-ordinate policy documents and risk assessments as required. Further work required to consider how this could be implemented within the booking process.</td>
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<td>work closely with the Cathedral School</td>
<td>YES</td>
<td>The Cathedral and the Cathedral School continue to work closely with one another.</td>
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<td>create a culture of informed vigilance which protects young people and vulnerable adults</td>
<td>YES</td>
<td>Chapter has supported mandatory safeguarding training for all staff and volunteers.</td>
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<td>ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children</td>
<td>YES</td>
<td>Yes, residentiary clergy and chaplains are prepared to manage enquiries as this becomes necessary.</td>
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<td>provide, as appropriate, support for all parents whose children have suffered abuse</td>
<td>YES</td>
<td>As above.</td>
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<td>ensure that those who may pose a threat to young people and vulnerable adults are effectively managed and monitored</td>
<td>YES</td>
<td>Action has been required in 2019 to rectify historic poor management. This has led to one active contract, one in the process of being implemented and one member of the community leaving as they would not agree to a contract. Two of the contracts were reported to the NST and they have subsequently visited the Cathedral and interviewed the Dean, the Safeguarding Officer and the Safeguarding Co-ordinator.</td>
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<td>ensure that appropriate health and safety policies and procedures are in place</td>
<td>YES</td>
<td>A Health and Safety Committee meets monthly and all managers and departments are represented.</td>
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<td>provide appropriate insurance cover for all activities undertaken in the name of the Cathedral</td>
<td>YES</td>
<td>The Cathedral’s insurance is reviewed annually.</td>
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<td>review annually the implementation of the Safeguarding policy, procedures and good practice</td>
<td>NO</td>
<td>In undertaking our review it would appear that the 2016 policy is still appearing on the Cathedral’s website. This needs immediate review and this will be ratified at the March Safeguarding Committee and it will be presented to Principal Chapter.</td>
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4.7 The Cathedral has prepared a draft Domestic Abuse Policy (October 2019) and this is awaiting submission to the Safeguarding Committee and Chapter for approval. It will then be integrated into the Safeguarding Policy and highlighted on the Cathedral’s website.
5. SUMMARY OF SAFEGUARDING INCIDENTS

5.1 During 2019 there have been 22 reported safeguarding issues or updates to existing issues. These have ranged in seriousness from ‘for information only’, recruitment and declarations, and in the most serious of cases the need to prepare safeguarding contracts.

5.2 All incidents have sought some form of advice from the Diocesan Safeguarding Advisor for which the Cathedral is grateful for the ongoing support.

5.3 The Cathedral has aided enquiries made by statutory agencies, but these did not represent a local safeguarding concern, rather investigations into historic issues.

5.4 The Cathedral has had three meetings with the National Safeguarding Team over the course of 2019. These meetings involved the Safeguarding Officer, the Safeguarding Co-ordinator, the Dean, the Diocesan Safeguarding Advisor and the Bishop’s Chaplain. The meetings related to members of the Cathedral community who either should have been under a contract or whose contract had not been actively managed. The NST were concerned by historic management but felt suitable action had been taken to resolve the issues. Several actions were recommended including a Memorandum of Understanding between the Cathedral and Diocese, there be a review of permission for ‘worship’ related volunteer roles and, in the absence of financial support for a dedicated Cathedral safeguarding professional, for clinical supervision for the Safeguarding Officer.

5.5 A draft Memorandum of Understanding has been prepared and will be issued for Diocesan consideration at the start of 2020. Chapter are committed to support the Safeguarding Officer with supervision and this is being implemented in 2020. A review of volunteer appointments identified that, whilst Chapter signed off worship related volunteer roles, this did not follow the same process as all other volunteers. All relevant staff are aware that these roles must now follow the same process as for all other volunteer roles.

5.6 All enquiries are 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. Hardcopies 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.

6. TRAINING

6.1 At the end of 2017, Chapter made a commitment that mandatory safeguarding training would be provided to all clergy, staff and volunteers by the end of 2019. At the end of 2019 459 members of staff, volunteers and committee members had received training either face to face or online.

6.2 The Safeguarding Committee has agreed that, and in line with Staffordshire County Council guidelines, all new volunteers and committee members should be trained within 3 months of starting as Cathedral volunteers.

6.3 More immediate training will be provided for staff and volunteers who have specific roles and responsibility relating to children or vulnerable adults.
7. SAFER RECRUITMENT AND DBS’S

7.1 All staff and volunteers requiring DBSs, including those that required updating, have been completed within 2019. These are reviewed by the Chair of the Safeguarding Committee and signed off at the start of each year.

7.2 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

7.3 The Safeguarding Officer attended C3 training as a useful refresher within the year. All clergy have also completed C3 training.

8. LINKS WITH LICHFIELD CATHEDRAL SHCOOL

8.1 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.

8.2 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.

8.3 At the start of 2019 the School received their independent inspection report which noted the need to review and strengthen their recruitment processes to meet the needs of safer recruitment. The School quickly looked to resolve these issues and during the year received a second inspection where the identified issues had been resolved and no further issues were identified.

8.4 Whilst there have been several issues relating to choristers discussed over the course of the year, only one has required the involvement of the LADO and this is under investigation. The School has assured the Cathedral that they have undertaken their due diligence and all parties await the result of the investigation.

8.5 Safeguarding is identified within the Service Level Agreement between the Cathedral and the School. A review of the Agreement is due in 2020 and will be prioritised by the Safeguarding Committee.
9. CHILDREN’S CHURCH AND MESSY CHURCH

9.1 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.

9.2 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 until their child settles in, they do not need to stay.

10. CHALLENGES FOR THE YEAR AHEAD

10.1 Whilst we keep the safeguarding of children, young people and vulnerable adults at the heart of what we do, our attention will also begin to look towards the audit. Naturally, this will be a period of some anxiety and tension as no Cathedral wants to be found lacking in such an important area of our work. However, we are aware of historic failings and there is always scope to improve the way in which we reflect current and any new policy and procedural changes.

10.2 Chapter is aware that a significant challenge for Lichfield is lack of finance; in deciding not to appoint a dedicated safeguarding professional we are not absolutely fulfilling the Church of England’s policy. The matter has been debated at several Chapter meetings and Chapter is keen to note that the decision is not simply financial: risk has also been considered. Chapter recognise the limitations of the existing Safeguarding Officer and Co-ordinator; however, it is assured that a step-change in the way in which safeguarding is prioritised and managed has taken place.

10.3 In 2020, Chapter hope to secure a Memorandum of Understanding between the Cathedral and Diocese, review the Service Level Agreement with the School to ensure it remains fit for purpose, complete the actions identified in the Health Check Action Plan and continue to deal with enquiries and issues as effectively as possible. Furthermore, any reflection and recommendations following the SCIE audit will need to be prioritised and acted upon.

10.4 Chapter is aware that more work needs to take place in relation to Vulnerable Adults, and this is an area that requires greater steer from the National Safeguarding Team. The Cathedral’s Domestic Abuse policy needs to be integrated into a revised Safeguarding Policy, all of which will need to be communicated to existing and future stakeholder bodies.

10.5 Further work is needed in relation to those organisations using the Cathedral, ensuring that, contractually, the Cathedral either sees a copy of the organisations Safeguarding Policy, or they can demonstrate how they meet the needs of the Cathedral’s Safeguarding Policy.

10.6 Finally, Chapter recognises the challenge of keeping safeguarding as a priority across the organisation. It is working with all its committees to make safeguarding a standing item and this includes Cathedral Council and the College of Canons.
The Cathedral is totally committed to ensuring the safety and well-being of children and vulnerable adults through the implementation of national safeguarding policy. This has required a culture shift, enabling every aspect of Cathedral policy, activity and training to be scrutinised and updated in line with best practice and Church policy and for continuing vigilance and monitoring. Our governance and management systems have become more robust and distinct, which, in turn, better affects the health of the whole Cathedral. Safeguarding is an institutional and pastoral priority for us. Much needs to be done to maintain robustness and thoroughness in our procedures. Above all, we are trying to bring about a culture whereby everyone associated with the Cathedral sees safeguarding as their concern and responsibility and that we have the encouragement, reporting, training and evaluation systems in place to ensure compliance and organisational health.