

LICHFIELD CATHEDRAL

ANNUAL SAFEGUARDING REPORT
TO THE BISHOP OF LICHFIELD
January 2020 - December 2020



LICHFIELD
CATHEDRAL

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1. INTRODUCTION



- 1.1 The following has been prepared by the Safeguarding Officer, 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 it is the Cathedral's intention to share this report, confidentially, both internally and externally.
- 1.4 2020 has been an extraordinary year for, unfortunately, all the wrong reasons. The COVID-19 pandemic has severely affected the Cathedral and its operation. Much of this report needs to be understood in the context of global health crisis.
- 1.5 For much of the year the Cathedral has been closed, the staff team has reduced by nearly half and the in-year deficit has worsened whilst recovery is necessarily protracted.
- 1.6 Whilst reviewing policies has not been a priority, managing safeguarding issues has continued and is now formally supported through an SLA with the Lichfield Diocese. Annual Safeguarding Contract reviews have taken place, the Safeguarding Committee has continued to meet and new processes have been created allowing the work of the Cathedral to continue albeit mostly online.
- 1.7 Chapter and the Safeguarding Committee accepts there is more to do in 2021, however we continue to make positive and proactive steps in addressing safeguarding concerns and ensuring the Cathedral is a safe space for all who worship and visit.

2. SAFEGUARDING ROLES AND GOVERNANCE



- 2.1 The Dean and Chapter are 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. The Canon Chancellor, previously The Revd Pat Hawkins and presently Canon Gregory Platten, is a member. As is the Director of Music, Ben Lamb. In addition, the Canon Custos provides pastoral support on the Cathedral's Safeguarding Contract sub-committee.
- 2.3 From the 1 July the Cathedral has been supported by the Assistant Diocesan Safeguarding Advisor, Linda Clifford-Hayes.
- 2.4 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.
- 2.5 The Cathedral's Safeguarding Co-ordinator attends the Diocesan Safeguarding Scrutiny Panel. Over the course of the year attempts have been made to strengthen this relationship, with a view to recognise the Scrutiny Panel's oversight more formally. However, requests by the Cathedral have yet to receive a response. This issue has also been raised with the Diocesan Safeguarding Officer, Neil Spiring, but to no avail. Chapter recognise the Scrutiny Panel may well be faced with similar COVID issues as the Cathedral and will continue attempts to contact the Chair.
- 2.6 During 2019 the terms of reference for the Cathedral's Safeguarding Committee were reviewed and a sub-committee was established who were tasked with managing Safeguarding Contracts. The contract management sub-committee reports directly to the Safeguarding Committee. The contract management sub-committee meets on a quarterly basis or ad-hoc as contracts need managing.
- 2.7 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.



3. THE SAFEGUARDING COMMITTEE



- 3.1 During 2020 the Safeguarding Committee met in January, February, May, July, September and November. The Contract Management sub-committee met in May and November, with the March meeting postponed due to the COVID-19 pandemic.
- 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 – delayed due to COVID-19.
- 3.3 At the January meeting the Chair signed off the list of current, in-process and outstanding DBS checks. There were no concerns to report.
- 3.4 The Contract Management Sub-Committee undertook an annual review of one contract and set a time frame for the second (as it was not yet due its annual review).

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 policy has not been updated during 2020 due to diverted resources that were required to deal with the COVID-19 pandemic. This remains a priority for 2021.
- 4.3 There is clear instruction on the website for safeguarding enquiries both in office hours and out of office hours. An area was added to include safeguarding during the COVID-19 pandemic.
- 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 (highlighted sections show a change from 2019):

ACTION	HAS THIS BEEN ACHIEVED?	ACTION TO BE TAKEN
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	YES	Lichfield Cathedral Chapter entered into a Service Level Agreement with the Lichfield Diocesan Board of Finance for the provision of an Assistant Diocesan Safeguarding Advisor, who was to offer support for case management.
display the ‘Child-line’ telephone number	YES	
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	YES	Safer recruitment processes are followed, and training has been provided.
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	YES	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.

co-operate with those schools that form part of our educational outreach to ensure our procedures satisfy their requirements.	YES	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.
work closely with the Cathedral School	YES	The Cathedral and the Cathedral School continue to work closely with one another. The Cathedral has amended its booking process to include a safeguarding section that requires every user/hirer to state whether they will be working alongside children, young people or vulnerable adults. If they answer yes, appropriate policy documents and risk assessments must be submitted. Failure to comply may result in the user/hirer forfeiting their booking.
create a culture of informed vigilance which protects young people and vulnerable adults	YES	Chapter has supported mandatory safeguarding training for all staff and volunteers.
ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children	YES	Yes, residentiary clergy and chaplains are prepared to manage enquiries as this becomes necessary.
provide, as appropriate, support for all parents whose children have suffered abuse	YES	As above.
ensure that those who may pose a threat to young people and vulnerable adults are effectively managed and monitored	YES	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.
ensure that appropriate health and safety policies and procedures are in place	YES	A Health and Safety Committee meets monthly and all managers and departments are represented.
provide appropriate insurance cover for all activities undertaken in the name of the Cathedral	YES	The Cathedral's insurance is reviewed annually.
review annually the implementation of the Safeguarding policy, procedures and good practice	NO	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. Whilst a draft of an updated Safeguarding Policy was created in draft, the COVID-19 pandemic has dominated much of the year and therefore implementing the revised policy will be a priority within the early part of 2021.

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 2020 there have been 13 reported safeguarding issues. This is down from 22 in 2019 and should come as no surprise given the length of closure of the Cathedral. As was the case in 2019, the cases have ranged in seriousness from 'for information only', recruitment and declarations, and reports to social services.
- 5.2 The release of the ICCSA report, and related preaching and communication from the Cathedral, resulted in several new reported cases. All received a response, although further action was limited due to the reluctance of the individuals to take matters further.
- 5.3 There are two active Safeguarding Contracts one of which has received its annual review during 2020 whilst the other has been formally agreed and signed by the congregation member with a review in Q2 2021. The Canon Custos has contacted both individuals and offered appropriate pastoral support as required.
- 5.4 All incidents were reported to the Diocesan Safeguarding Advisor for which the Cathedral is grateful for the ongoing support. From July onwards the Assistant Safeguarding Advisor took over direct support and this includes a standard form of reporting and risk assessment.
- 5.5 The Cathedral continued to receive correspondence from the National Safeguarding Team, who concluded that the Cathedral needed professional safeguarding support and strongly encouraged a paid contractual relationship with the Diocesan Safeguarding Team. The Cathedral would dispute the claim made by the NST's Deputy Director of Development that safeguarding was "unsafe" during the period without this contractual relationship as support was offered and it was a positive informal working relationship with the Diocese. Chapter accepts this could be better and, hence entering a formal contractual relationship, but it was not "unsafe".
- 5.6 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. 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 staff, 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 DBS's, including those that required updating, have been completed within 2020. 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, Safeguarding Co-ordinator and Volunteer Co-ordinator have all completed a Safer Recruitment course.

8. LINKS WITH LICHFIELD CATHEDRAL SCHOOL



- 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 Safeguarding is identified within the Service Level Agreement between the Cathedral and the School. Due to the COVID-19 pandemic affecting both the Cathedral and Cathedral School a full review of the SLA, including the safeguarding arrangements, has not been possible in 2020. This will be prioritised in 2021.
- 8.4 COVID has also presented some safeguarding challenges. Thankfully, the choristers are all recruited from the same school and the year groups are so small that the choristers can form a bubble. However, at the end of the academic year 19/20, much of the learning went online and new policies and procedures were implemented to allow for online learning in a safeguarding compliant manner. This procedure was then adopted to allow for online baptisms courses.



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 whilst their child settles in, they do not need to stay.
- 9.3 A new Chancellor took over responsibility for these activities, however due to COVID-19 all Messy Church and children's church activity ceased. It was tentatively reinstated at the start of the 2020/21 academic year, but due to the pandemic once again stopped. The Cathedral is optimistic that both might start again in 2021.
- 9.4 Despite COVID-19 we are pleased to report baptism courses have restarted although online only. A safeguarding procedure was established to undertake this in a safe way and whilst it does not replace being able to conduct the sessions in person, it has allowed for a number of young people to be baptised.

10. CHALLENGES FOR THE YEAR AHEAD



- 10.1 COVID has delayed the Cathedral's Safeguarding Audit and therefore the anxiety highlighted in the 2019 report remains high with a desire by the Cathedral administration to have improved matters locally.
- 10.2 As the dust settles from COVID and the vaccines begin to allow life to return to some normality, the Cathedral must get to grips with its policy reviews and ensure that draft policies make it past the final hurdle to be adopted and communicated.
- 10.3 Chapter recognise that there may be a new wave of support required for those affected by the impact of COVID with the potential for long term support required for those who have lost family and friends, as well as the social and economic impacts. We would wish to see this dovetail into a safeguarding for vulnerable adults employee and ensure we have the right resources to help those most in need.

11. THE DEAN'S PERSPECTIVE



- 11.1 The Cathedral remains totally committed to ensuring the safety and well-being of children and vulnerable adults through the implementation of national safeguarding policy. I am grateful that so much work has been completed to rectify historic poor management and to improve systems, reporting and training. The reallocation of roles within our staff structure in October 2020, will enable greater focus and endeavour by the Safeguarding Officer and this is complimented by the support we have received from the Assistant Diocesan Safeguarding Advisor since July 2020. We are grateful for this joint working and are committed to the implementation of a revised safeguarding policy, delayed by the Covid pandemic, and preparations for our Safeguarding Audit in June 2021. Our priorities include the embodiment of a culture where it is safe for all to worship, find welcome, and to provide a home for some of the deepest and enriching encounters human beings make and search for.