

LICHFIELD CATHEDRAL

ANNUAL SAFEGUARDING REPORT
TO THE BISHOP OF LICHFIELD
January 2023 - December 2023



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 Interim 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 Chancellor, 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 The Safeguarding Agreement management sub-committee reports directly to the Safeguarding Committee. The Safeguarding Agreement management sub-committee met to review the results of the individual meetings and to review the process on the 11 December 2023.
- 2.8 Members of the Committee include, the CSO, DSA, Canon Treasurer and CSC. The Canon Treasurer is the pastoral point of contact for Agreement recipients, replacing the Canon Custos as she moved into the Interim Dean role.
- 2.9 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 Chair 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 2023 the Safeguarding Committee met 6 times in January, March, May, June, September, and December.
- 3.2 All annual Safeguarding Agreements were reviewed in the year.
- 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
 - Sharing of data for the national safeguarding database.
 - Preparation for the 2025 joint Audit with the Diocese.
- 3.4 The Chair of the Safeguarding Committee signed off the DBS list on the 15 March 2023.

4. POLICIES



- 4.1 The Cathedral follows the Church of England's 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. Posters identifying the relevant safeguarding officers are displayed throughout the Cathedral and ancillary buildings.
- 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 2023 there were 24 reported safeguarding issues. This is a decrease from the 33 in 2022. The cases have ranged in seriousness from 'for information only', HR / Employment, and welfare of the Cathedral's congregation, volunteers, and visitors.
- 5.2 There are two active Safeguarding Contracts both of which received their annual reviews during 2023. The Canon Treasurer 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 which the DSA chaired and the CSO, CSC and Interim Dean attended.

6. SCIE AUDIT



- 6.1 The actions have largely been completed with those outstanding items dependent on funding and are not material to the effective delivery of the Cathedral's safeguarding.
- 6.2 As the Cathedral brings to a close the actions from its previous audit, Chapter begins to consider the implications of the future audit in the summer of 2025.

7. TRAINING



- 7.1 All staff and volunteers now receive mandatory safeguarding training.
- 7.2 The training is 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.
- 7.3 103 existing and new volunteers have renewed/completed the training 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 2023. These are reviewed by the Chair of the Safeguarding Committee and signed off at the start of each year.
- 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, Director of Music 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 23 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 "Both the school and Cathedral recognize that information sharing and collaboration is the key to effective safeguarding. We understand the importance and value of attending each others safeguarding meetings and thus ensuring cohesive, robust and effective communication and solutions. There is clear evidence of trust and cooperation within the partnership and an understanding of the unique safeguarding implications. The Cathedral appreciates that safeguarding is a whole school process that must meet the exacting standards of the Schools Inspectorate. Similarly, the school is fully aware that the Cathedral's rigorous safeguarding policies and processes encompass its staff, congregations, visitors and volunteers.



10. CHILDREN'S CHURCH AND MESSY CHURCH



- 10.1 The Canon Chancellor leads on 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.
- 10.2 A listening exercise was undertaken in the Summer 2023, to explore with young people and the entire community what their ministerial needs and desires are. Having consulted with Gill Ambrose (sometime National Childrens' and Young Peoples' Advisor for CofE), and having listened extensively to the congregation and young people, using questionnaires and qualitative interviews, from Spring 2024 a working party will work on this feedback to develop resources and a strategy for growing the faith and discipleship provision for our younger community.
- 10.3 We have baptised 2 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.
- 10.4 In 2023 we offered confirmation classes for young people (11+) and adults together. In order to safeguard these young people, they were required to attend with their responsible adult, parent, or carer. Once over the age of 16 they are able to attend on their own.

11. CHALLENGES FOR THE YEAR AHEAD



- 11.1 The survivor strategy remains an outstanding item.
- 11.2 Preparation for the 2025 audit.
- 11.3 Adoption of a new shared case software



12. THE DEAN'S PERSPECTIVE



12.1 Prior to my role as Interim Dean, I was Canon Custos, and therefore had pastoral responsibility for the Safeguarding Agreements and attended the Safeguarding Agreement sub-committee. I am grateful to the Canon Treasurer for taking over this role while I am Interim Dean. I am very conscious of the challenges faced by the Cathedral in keeping safe all those who visit, and I am proud of, and confident in, the work of the Safeguarding Officers, and the close and good working relationship we have with the Diocesan Safeguarding Team and Lichfield Cathedral School.

12.2 Often the most difficult thing to measure is culture. How can we be sure that the attention we give to this important area of our work is making a difference? Three anecdotes stand out to me. The first was at the Chorister Christmas Party where one chorister had a forfeit during one of the party games. They were asked which three people they would expect to find in the Cathedral and they announced, "The Cathedral Safeguarding Officer". An excellent answer!

The second relates to a young girl (11) who appeared at the Christmas Light Show. Each evening over 3500 people came to the Cathedral, and within all of that busyness, several volunteers identified the young girl behaving oddly and they called the nominated safeguarding officer for that evening. This situation was unusual and it became clear that we needed to respond in ways other than we might usually do, and I am pleased to report that the team adapted incredibly well and ensured the girl was safe until the Police arrived. Thirdly, during Evensong the Assistant Director of Music looked down from the Organ Loft and spotted someone they thought had been suspended from their church role. This was reported and investigated, and it would seem the individual should not be in church without an Agreement. A plan was swiftly put in place in consultation with the Diocesan Safeguarding Advisor (locally and also from the appropriate Diocese) and the Cathedral's front-line team, so that if the individual re-appears we are able to offer suitable challenge.

12.3 I believe these are examples of a positive change in safeguarding culture and demonstrate the impact of the learning and training from last few years in the embedding of safeguarding in all that we do. This is no reason to become complacent, and if anything, it strengthens our resolve to keep safeguarding high on the agenda.

12.4 I am very grateful indeed to our Safeguarding team for their commitment to safeguarding and the care and attention they give to ensuring we are as safe a place as possible. I am also grateful to the Diocesan Safeguarding Adviser for the wise advice and feedback he gives to us and for his ongoing support.

