



DURHAM
CATHEDRAL



Durham Cathedral Safeguarding Policy

Safeguarding is at the heart of everything we do.

Durham Cathedral is fully committed to safeguarding. This Policy sets out Durham Cathedral's commitment to safeguarding and how safeguarding forms part of our daily lives. This policy, procedures and guidance is for all our staff, volunteers, contractors, and community.

REPORTING A SAFEGUARDING CONCERN

- **The Cathedral Safeguarding Officer - can be contacted on 07951624103 to discuss or report a safeguarding concern or incident.**
(Please note this number is not answered 24hrs a day, 7 days a week).
- **A member of the Safeguarding team can also be contacted via email:**
safeguarding@durhamcathedral.co.uk
- **If a child or adult is in immediate danger or requires medical attention, immediately call the emergency services on 999. *Do not delay!***

Remember the 4 R's
RECOGNISE, RESPOND, RECORD & REFER

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(A) DURHAM CATHEDRAL SAFEGUARDING VALUES & PRINCIPLES

Durham Cathedral is a unique place. It is a place of worship, pilgrimage, sanctuary, and activity. It is a safe place for all. Safeguarding forms part of our everyday working practice and is the responsibility of everyone at Durham Cathedral.

Durham Cathedral will take appropriate steps to maintain a safer environment for all to practise fully and positively Christ's ministry towards children, young people, and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

At Durham Cathedral, we recognise that our work in safeguarding is underpinned by our core values of:

Spirituality - We recognise and respond to God's presence in our world and among us, practising a reflective approach to what we do.

Respect – We recognise the image of God in all human beings, honour their dignity and treat them with courtesy.

Justice – We deal fairly in our personal and collective behaviours, work to the highest ethical standards, and are honest in our speech and behaviour. We think, speak and act with integrity, are professional in our conduct, and are publicly accountable for our actions.

Collaboration – We are a community founded on trust that prizes team working and builds partnerships that contribute to the common good.

Sustainability – We are business-like in our corporate life and prudent in our stewardship of resources. We pursue the sustainability of our operations and environment.

Welcome – We are welcoming and hospitable to all. We show Christian love and care to our guests and all who need our help.

Aspiration – We are an outward-facing Cathedral that reaches for the future with energy and courage and reaches out to our communities in the hope of personal and social transformation.

These values are embedded in everything that we do. They govern our behaviour and guide us in recognising how we fulfil our vocation as a Cathedral and our responsibilities to protect children and young people and safeguard vulnerable adults.

Our values highlight the necessity of working and behaving in ways that are motivated by wisdom, responsibility, ethics, and above all, the Christian faith which it is our purpose to proclaim and live out. In all things, we are inspired, motivated, and challenged by the Christian faith and the values of the Gospel.

(B) OUR SAFEGUARDING STATEMENT

The Chapter of Durham Cathedral, endorse fully the Church of England's safeguarding policy statement; ["Promoting a Safer Church"](#).

"The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all."

It is the responsibility of all Durham Cathedral staff (including Trustees, clergy, and contractors), volunteers and visitors (hereafter referred to as 'our people') to prevent the physical, sexual, emotional, or financial abuse of children, young people, and vulnerable adults and to report any abuse, alleged or suspected.

Durham Cathedral requires that all our people who undertake activities on behalf of the Cathedral are familiar with, and comply with, the Cathedral's Safeguarding Policy and procedures.

Durham Cathedral provides all of our people with relevant and appropriate training, as well as access to professional safeguarding services, to ensure that we all are proactive in our approach to safeguarding and that we are compliant with our statutory responsibilities and policy commitments.

All staff have a responsibility to follow the 4 R's (**RECOGNISE, RESPOND, RECORD & REFER**).

Durham Cathedral has adopted the Principles of the House of Bishop's guidance.

[Promoting Safer Church](#) on safeguarding and promoting the welfare of children and adults at risk who enter Durham Cathedral, which is based on the following six overarching policy commitments:

1. Promoting a safer environment and culture.
2. Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the Church.
3. Responding promptly to every safeguarding concern or allegation.
4. Caring pastorally for victims/survivors of abuse and other affected persons.
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
6. Responding to those that may pose or present a risk to others.

(C) OUR SAFEGUARDING COMMITMENT

Durham Cathedral embraces and nurtures a safeguarding culture by recognising and accepting that:

1. The safeguarding and protection of children, young people and vulnerable adults is the responsibility of everyone.
2. The development of safer expressions of care to all underpins the love and welcome of God for all people. We can show God's love through action, by working in a supported and co-ordinated manner when responding to safeguarding concerns.

3. The care, nurture of, and respectful pastoral ministry with, all children, young people and adults is of utmost importance.
4. The need to establish safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
5. Complying with the Church of England's Policy for Safeguarding Children in the Church of England [Protecting all of god's children](#).
6. In discharging and fulfilling our safeguarding responsibilities, Durham Cathedral is committed to:

5.1 Governance

Promoting a safer environment and culture by ensuring that our safeguarding governance framework meets the needs of the Cathedral and is effective in discharging and complying with its safeguarding responsibilities.

5.2 Policy

Ensuring that our Safeguarding Policy is reviewed regularly and notwithstanding this, the review of the Policy is signed off annually by the Strategic Safeguarding Committee and the Chapter.

5.3 Procedures and Practices

Implementing the Church of England's (CoE) policy and guidance and House of Bishops recommendations and promoting excellent practice in safeguarding throughout the Cathedral and its community, including record keeping, risk assessment and responding to safeguarding concerns or allegations promptly.

For example upholding the CoE's guidance on [Safer Environment and Activities Guidance](#) and the [Code of Safer Working Practice](#)

5.4 Deploying a paid safeguarding professional

Employing a Cathedral Safeguarding Officer who possesses the safeguarding experience and expertise and has completed the NSH Safeguarding Leadership Training to drive forward the Cathedral's safeguarding agenda and deliver an exceptional safeguarding service.

5.5 Recruitment

- a. Adopting and implementing the [Church of England Safer Recruitment and People Management Guidance](#), including the undertaking of Disclosure and Barring Service (DBS) checks for individuals who undertake roles and/or activities on behalf of Durham Cathedral.
- b. Also safeguarding would feature as part of the interview process tailored in accordance with the role.

5.6 Supporting Victims and Survivors

- a. Fully committing to supporting all victims and survivors of abuse and have fully endorsed the Church of England guidance, [Responding Well to Victims and Survivors of Abuse](#).
- b. The Chapter Safeguarding Lead is the member of Chapter with responsibility for victims and survivors of abuse.
- c. As well as promoting the interests of victims and survivors of abuse at the cathedral, the Chapter Safeguarding Lead's ensures that the voices of victims

and survivors are heard, and that their experiences help to improve and shape the way in which we support victims in the future.

- d. The [Durham Cathedral Victims & Survivors Charter](#) sets out commitment to all victims and survivors of abuse.
- e. We work with Safe Spaces which is an independent advocacy and support service for adult victims and survivors of church-related abuse in the Church of England, and the Church in Wales and also the Catholic Church in England and Wales. Access support at: www.safespacesenglandandwales.org.uk
- f. Anyone affected by abuse either as a victim or because they know someone who has been a victim to contact us for help and advice safeguarding@durhamcathedral.co.uk

5.7 Induction and Probation

- a. Ensuring that all our people including Trustees who are employed or deployed into new roles receive, or have access to, the Cathedral's Safeguarding Policy Statement, policy, and procedures during their first day of employment/activity and will be covered within induction training.
- b. Induction training will cover the operational arrangements of the tasks that our people are expected to carry out with regard to safeguarding practices.
- c. These are also made available to everyone by contacting the safeguarding@durhamcathedral.co.uk
- d. Accredited safeguarding training will be provided during the probation period and no individual will successfully complete his/her probation period without completing the accredited training.
- e. As part of the probationary period, all staff will have a safeguarding assessment or observation in the workplace.

5.8 Training

- a. Ensuring that safeguarding training and development events are provided to all our people in a timely manner by competent trainers;
- b. Our people are provided with refresher training on a regular cycle; and evaluated to ensure that the training fulfils its purpose.
- c. Durham Cathedral will follow the guidance from the Church of England [Church of England Safeguarding Learning and Development Framework](#) in relation to training for our staff and volunteers.
- d. Training resources are available for all staff to ensure continued professional development. For more information contact safeguarding@durhamcathedral.co.uk
- e. A record would be maintained of all safeguarding training with the due dates for refresher training to ensure that all staff and volunteers are up to date with the correct level of training, where roles have changed.

5.9 Communication and Instruction

- a. Ensuring that all staff, volunteers, contractors, and community will have access to safeguarding policies and procedures and receive appropriate training.

- b. We will ensure that our people receive the necessary information and instruction that enables them to be vigilant with regard to safeguarding matters and concerns and that enables them to feel confident to be able to take appropriate action should a safeguarding situation arise.
- c. Our staff and volunteers utilise the use of the 4 R's **RECOGNISE, RESPOND, RECORD & REFER** and the phrase *Safeguarding is at the heart of everything we do*. For more information contact safeguarding@durhamcathedral.co.uk

5.10 **Safeguarding Complaint Handling**

Maintaining consistency in approach when dealing with safeguarding concerns and allegations that all staff and volunteers would adhere to the Safeguarding Complaint Handling Procedure.

5.11 **Local Safeguarding Issues**

- a. Closely monitoring local risks and safeguarding concerns which can be different to national trends.
- b. We will work locally with other agencies to manage these as they arise.
- c. All our staff and volunteers will be briefed in person, via electronic briefings or via a newsletter to ensure that all the cathedral community are safeguarded.

(D) OUR SAFEGUARDING GOVERNANCE FRAMEWORK

The Cathedral has a structured safeguarding governance framework in place that comprises of:

1. The Cathedral Constitution

- 1.1 In accordance with the Cathedral's Constitution the Bishop has power under section 37 of the Cathedral Measure 2021 to suspend a member of the Chapter on grounds relating to the safeguarding of children and vulnerable adults.
- 1.2 A person who is suspended under section 37 of the Measure has a right of appeal under section 38 of the Measure against the suspension.
- 1.3 For so long as section 5 of the Safeguarding and Clergy Discipline Measure 2016 remains in force for the purposes of any guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults, the Chapter is required by that section to have due regard to that guidance.
- 1.4 The Chapter is required by section 5A of the Safeguarding and Clergy Discipline Measure 2016 to comply with requirements imposed on it by the code of practice issued by the House of Bishops on safeguarding children and vulnerable adults.
- 1.5 The Dean has the responsibilities referred to in Article 18(2)(f) below in relation to the safeguarding of children and vulnerable adults.
- 1.6 A person who is disqualified as referred to in section 36 of the Measure (safeguarding) or in paragraph 2(1) of Schedule 1 to the Measure (charity trustee) is not eligible to be a member of the Chapter.

2. Strategic Safeguarding Committee

- 2.1 The Strategic Safeguarding Committee shall lead on strategic safeguarding matters for Durham Cathedral, reporting directly to the Chapter. 'Durham Cathedral' includes Durham Cathedral Open Treasure Ltd, and Durham Cathedral Trading Ltd.
- 2.2 The Committee will undertake the effective scrutiny of and strategic management of Safeguarding on behalf of the Chapter and any other Safeguarding related matters that are considered appropriate within the Committee's function. The Committee shall have a Terms of Reference, which are available to view on the website, which will be approved by and regularly reviewed by the Chapter, setting out its purpose, its membership, and its meeting and administrative arrangements.
- 2.3 The Strategic Safeguarding Committee has links with [Durham Safeguarding Children Partnership](#) and with [Durham Safeguarding Adults Board](#) to ensure that the Cathedral strives to continuously improve working procedures and practices; and any other related matters that are considered appropriate.

3. Safeguarding Operational Committee

- 3.1 The Safeguarding Operation Group shall lead on the operational management of safeguarding matters within their respective areas of the Cathedral. The Safeguarding Operational Group will report directly to the Strategic Safeguarding Committee.
- 3.2 The Safeguarding Operational Committee will undertake the effective scrutiny of, and lead on, all operational matters relating to safeguarding to ensure the effective implementation and maintenance of management systems, procedures and practices that safeguard children, young people, and vulnerable adults; to strive to continuously improve working procedures and practices; and any other related matters that are considered appropriate within the Operational Groups function.
- 3.3 The Operational Group shall have a Terms of Reference, which will be approved by and regularly reviewed by the Strategic Safeguarding Committee, setting out its purpose, its membership, and its meeting and administrative arrangements. These terms of reference are available to view on the website.

4. Partnership Agreement with the Diocese

Durham Cathedral has a partnership agreement in place with the Diocese of Durham to utilise the expertise and resources of the Diocese in the management and administration of safeguarding matters and safeguarding training and the services of a Diocesan Safeguarding Officer. This also includes support from the Diocesan Safeguarding Advisory Panel and a Diocesan Safeguarding Adviser.

(E) OUR SAFEGUARDING RESPONSIBILITIES

1. Our People's Responsibilities

- 1.1 It is sometimes difficult to acknowledge that abuse can happen within a Cathedral or a church.

- 1.2 Any group or organisation engaging with or working with children, young people and/or vulnerable adults must be alert to the possibility of abuse occurring.
- 1.3 It is the responsibility of us all to put the welfare of children, young people, and vulnerable adults first and to recognise and respond to processes and behaviours that can put those individuals at risk.
- 1.4 We would encourage anyone affected by abuse either as a victim or because they know someone who has been a victim to contact us for help and advice safeguarding@durhamcathedral.co.uk
- 1.5 We are aware that many children, young people, and vulnerable adults are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.
- 1.6 We actively work to discharge our safeguarding responsibilities through the creation of a safe and respectful environment within which children, young people and vulnerable people can visit and thrive.

2. Our Legal Responsibilities

- 2.1 The Cathedral recognises its responsibility to protect children and young people and to safeguard vulnerable adults within the legal framework and acknowledges the key statutory requirements that it is responsible for ensuring compliance, as appropriate.
- 2.2 The Cathedral recognises that it is people who protect, not procedures, and through our people we constantly strive to create and sustain a culture of informed vigilance throughout the Cathedral and our community by sharing responsibility and having clearly defined roles and responsibilities relating to safeguarding.
- 2.3 Details of how to recognise, report and deal with an incident are available to all our staff. For more information contact safeguarding@durhamcathedral.co.uk

3. The Chapter's Responsibilities

- 3.1 The Chapter has ultimate responsibility for:
 - a. The safeguarding of children and young people and the protecting of vulnerable adults arising from the actions of those undertaking activities on behalf of Durham Cathedral.
 - b. The leadership and culture of safeguarding throughout the Cathedral and its community;
 - c. Effective safeguarding governance;
 - d. Ensuring statutory obligations are exceeded; for ensuring our policy and procedures are up to date,
 - e. effective communication to all our people
 - f. embedding safeguarding within our culture and safeguarding practices;
 - g. ensuring compliance with the Church of England policy and practice guidance;

- h. ensuring that there is adequate financial provision to meet its ultimate safeguarding responsibilities.
- 3.2 The Chapter is supported in discharging its safeguarding responsibilities through the Cathedral's safeguarding governance framework; the Canons; the Chief Operating Officer; Heads of Department; the Cathedral Safeguarding Officer, the Diocesan Safeguarding Adviser and all our people who undertake activities on behalf of Durham Cathedral.
- 3.3 The Chapter will submit an annual report to the Bishop setting out how it has discharged its safeguarding responsibilities; functions; developments and actions during that timeframe.
- 3.4 The Chapter has also delegated safeguarding responsibility to the Strategic Safeguarding Committee. There is also an Operational Safeguarding Committee that reports into the Strategic Safeguarding Committee. Further details can be found in Section D, Our Safeguarding Governance Framework.
- 4. The Dean's Responsibilities**

To provide leadership on matters relating to the safeguarding of any children or vulnerable adults who work, volunteer or worship in the Cathedral or who visit the Cathedral (with "child" and "vulnerable adult" each having the meaning given in section 39(1)) of the Cathedral Measure 2021.
- 5. Residentiary Canon's Responsibilities**
 - 5.1 The Chapter Safeguarding Lead is responsible for ensuring the correct links exist between the Chapter and the Cathedral Community as regards our safeguarding practices.
 - 5.2 The Chapter Safeguarding Lead is the member of Chapter with responsibility for promoting the interests of victims and survivors of abuse.
 - 5.3 The Chapter Safeguarding Lead's role is to make sure that the voices of victims and survivors are heard, and their experiences help improve how we shape and support victims in the future.
- 6. Chief Operating Officer's Responsibilities**

The Chief Operating Officer is responsible for the leadership of safeguarding throughout the Cathedral and its community, which includes but not limited to:

 - 6.1 the development and implementation of policy, procedures and excellent safeguarding practice within the Cathedral and beyond;
 - 6.2 inspiring the development of a safeguarding culture at the Cathedral;
 - 6.3 ensuring that all information relating to safeguarding issues is taken seriously irrespective of whom the allegation may be about;
 - 6.4 ensuring that all our people who undertake activities on behalf of Durham Cathedral understand the role they play in safeguarding and promoting the welfare of children and vulnerable adults;
 - 6.5 for challenging areas of safeguarding non-compliance; and
 - 6.6 for providing Strategic Safeguarding Committee relevant reports and Chapter with an annual report.

7. Cathedral Safeguarding Officer

7.1 The Cathedral Safeguarding Officer is responsible for:

- a. raising awareness and understanding throughout the Cathedral community of staff, volunteers, and worshippers of the needs of children and adults and actively promoting the philosophy that their interests are paramount;
- b. the development and implementation of Cathedral safeguarding arrangements, good practice, policy and training;
- c. ensuring that allegations of abuse are promptly and appropriately referred to the statutory authorities;
- d. undertaking safeguarding investigations, where it is not appropriate to refer the matter to the police or local authority;
- e. ensuring that the provision of appropriate advice and support to survivors and victims of abuse;
- f. making sure that those who are deemed to pose a risk to the Cathedral community are appropriately supported and managed;
- g. advising the Cathedral on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops; and
- h. working collaboratively with the Diocese and the National Safeguarding Team. The Cathedral Safeguarding Officer can be contacted on telephone number 07951624103 and via email safeguarding@durhamcathedral.co.uk

7.2 The Cathedral Safeguarding Officer who is the designated safeguarding professional for Durham Cathedral, should have the authority to make decisions independently of the Dean and Chapter in respect of key safeguarding tasks, including:

- a. escalating incidents to the Diocesan Safeguarding Officer, National Safeguarding Team, statutory authorities and the Charity Commission;
- b. advising on the suspension of clergy (as agreed with the DSO) and other Church officers in safeguarding matters;
- c. investigating and/or commissioning investigations into safeguarding incidents if appropriate (and compliant with CoFE guidance);
- d. risk assessments and associated plans for Church officers (as agreed with the DSO) and members of the congregation; and
- e. supporting complainants in safeguarding-related issues

8. Heads of Department and line management

8.1 Heads of Department and line management retain the overall responsibility for ensuring that those staff that undertake activities on behalf of Durham Cathedral and for whom they have responsibility are provided with sufficient and timely information, instruction, training, and supervision to ensure the safeguarding and risk assessment of children and young people and the protecting of vulnerable adults.

- 8.2 That they have a good understanding of the Safeguarding Policy and relevant guidance such as the Church of England Safer Environment and Activities Guidance and the [Code of Safer Working Practice](#).

9 Our 'people'

9.1 Safeguarding is at the heart of everything we do.

9.2 **Each** individual who undertakes activities on behalf of Durham Cathedral has a responsibility to ensure the safeguarding of children and young people and the protecting of vulnerable adults. All staff have a responsibility to follow the 4 R's (Recognise, Respond, Record & Refer).

9.3 **Each** individual has a responsibility to know and understand the clear expectations of behaviour and safe behaviours that promote safe practice and reduce the possibilities of positions of trust being abused or misused, or false accusations being made.

9.4 Each individual is responsible for displaying behaviours that positively reflects those set out in the Cathedral's Code of Conduct and the Code of Safer Working Practice. Employees who fail to demonstrate the standards of behaviour required may be subject to action in accordance with the Cathedral's Disciplinary Procedure. For more information, contact safeguarding@durhamcathedral.co.uk

(F) OUR SAFEGUARDING PARTNERSHIPS

1. Church of England

Durham Cathedral is committed to supporting and working in partnership with key bodies within the Church of England to protect children and young people and safeguard vulnerable adults. Such key bodies encompass:

- Archbishops Council, House of Bishops, and National Church Institutions
- The [National Safeguarding Steering Group \(NSSG\)](#) (to support the NSSG with its activities set out in its Terms of Reference)
- [The National Safeguarding Team](#)

2. Diocese of Durham

Durham Cathedral and the Diocese of Durham are committed to working together, collaboratively at both a strategic level and operational level, to -

- a. deliver a joined-up and cohesive professional safeguarding service that fully meets the requirements of the House of Bishops' policy and guidance;
- b. that ensures that the Diocese and the Cathedral comply with their statutory obligations; and
- c. that enables the Diocese and the Cathedral to deliver safeguarding best practice that protects children and young people, and safeguards adults at risk.

A partnership agreement is in place reflecting this.

3. Durham Cathedral Schools Foundation

- 3.1 [Durham Cathedral Schools Foundation](#) includes Bow School, The Chorister School and Durham School.

- 3.2 The Designated Safeguarding Lead for each school is responsible for ensuring the safeguarding and the promoting of the welfare of the Chorister School pupils [Children Act 2014](#) and [Keeping Children Safe in Education 2024](#) statutory guidance.
- 3.3 The foundation has an important link to the cathedral and the Safeguarding Operational Group will work with the Durham Cathedral Schools Foundation to ensure that visiting children are safeguarded whilst in the Cathedral.
- 3.4 The operating procedures relating to the choristers whilst in the cathedral are within [The Durham Cathedral Schools Foundation Safeguarding Policy](#).
- 3.5 The Cathedral Safeguarding Officer will regularly visit the choristers whilst in the cathedral to allow them the opportunity to raise any concerns.
- 3.6 The school have clear guidance for staff and pupils in relation to reporting safeguarding incidents and concerns.
- 3.7 Should a safeguarding concern arise whilst choristers are in the cathedral a report will in the first instance be made to the Cathedral Safeguarding Officer who will liaise closely with school to ensure that it is investigated fully, and all safeguarding matters are addressed.

4. Strategic and Operational Partnerships

- 4.1 Durham Cathedral acknowledges that to deliver effective safeguarding through all that we do, we must develop and maintain effective working partnerships with other service providers with whom we interact on a daily basis and also to whom we need to turn when a specific safeguarding concern arises.
- 4.2 Such partners include contractors working within the Cathedral, external suppliers of regular services such as Safeguarding training providers and property management services. Where such relationships exist, Durham Cathedral will ensure that our Safeguarding Policy and Policy Statement are communicated to these partners and that any services delivered into Durham Cathedral take our Safeguarding Policies into account.
- 4.3 Durham Cathedral will also establish and maintain links with external statutory bodies who perform duties and functions which impact on good safeguarding practice and ensure that Durham Cathedral, acknowledging our unique role in the wider community, is represented, and recognised as an active partner in support of such bodies. These include:
 - a. Durham Constabulary www.durham.police.uk
 - b. Adults Social Services Departments [Adult Social Services](#)
 - c. Child Social Services [Durham Child Social Services](#)
 - d. Safeguarding Boards (Children <https://durham-scp.org.uk/>)
 - e. Adults <http://www.safeguardingdurhamadults.info/>
 - f. MAPPA (Multi Agency Public Protection Agencies incorporating Health, Probation, and other statutory bodies).

(G) OUR SAFEGUARDING PROCEDURES & PRACTICES

1. Allegations and Concerns
2. Missing People
3. Safer Recruitment.
4. Induction and Probation
5. Safeguarding Training
6. Risk Assessments
7. Visiting Clergy & Groups
8. Hire of Cathedral Premises
9. Online Worship & Social Media
10. Parental Consent and Child Information
11. Cathedral Photography Policy
12. Durham Cathedral Schools Foundation – Choristers
13. Bell Ringers Partnership Agreement
14. Visiting Choirs
15. Adult to Child Ratios
16. Disciplinary Procedure
17. Information Sharing
18. Whistleblowing Policy
19. Safeguarding Complaints Procedure

Please see Appendix 1 for further details of the above procedures.

(H) NATIONAL LEGISLATION, POLICY, AND LOCAL GUIDANCE

1. Adult safeguarding

The Care Act 2014: gives local authorities a new legal responsibility to provide a care and support plan (or a support plan in the case of a carer). For the first time, the Act provides people with a legal entitlement to a personal budget, which is an important part of the care and support plan, or support plan [The Care Act 2014](#) .

Durham Safeguarding Adults Board: works with organisations across County Durham to ensure that effective safeguarding policies and procedures are in place and agencies work together. [Durham Safeguarding Adults Board](#).

2. Safeguarding children and adults

The Sexual Offences Act 2003: came into force on the 1 May 2004 and applies to all offences committed on or after that date. Its purpose was to strengthen and update the law on sexual offences, whilst improving the protection of individuals from sexual offenders. The Act repealed almost all of the previous statute law in relation to sexual offences. It protects both children and adults [The Sexual Offences Act](#)

The Safeguarding Vulnerable Groups Act 2006: was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012, the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service. [The Safeguarding Vulnerable Groups Act 2006](#)

3. **Child protection**

[The Children Act 1989](#): allocates duties to local authorities, courts, parents, and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families; however, it also makes provisions for instances when parents and families do not cooperate with statutory bodies. It defines “significant harm” – a threshold for “child protection”.

[The Adoption and Children Act 2002](#): Part 2 amended the Children Act 1989 and extended the definition of significant harm to include ‘impairment suffered from seeing or hearing the ill-treatment of another’. This recognises the fact that witnessing domestic violence can have serious implications for children’s development. [The Children’s Act 1989](#)

[The Education Act 2002](#): Section 175 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions. [The Education Act 2002](#). The same duty applies to independent schools (which include Academies/free schools) by virtue of regulations made under section 157 of this Act.

[The Children Act 2004](#): amended the Children Act 1989, largely in consequence of the Victoria Climbié inquiry. [The Children Act 2004](#)

[The Children and Families Act 2014](#): put in place a number of provisions, e.g., with regard to education health and care plans of disabled children (part 3); and, dealt with the amendment or provision in a number of miscellaneous areas, e.g., child performance licensing (Part 5). [The Children & Families Act 2014](#)

[Working Together 2018](#): statutory guidance, issued by the Government, for the assessment and management of safeguarding and the well-being of children and young people. Applies to single agency roles, and multi-agency working. [Working Together 2018](#)

[Durham Safeguarding Children Partnership](#): works with organisations across County Durham to ensure that effective safeguarding policies and procedures are in place and agencies work together. [Durham Safeguarding Children Partnership](#)

(I) PERIODIC REVIEWS

Our Safeguarding Policy and Statement will be reviewed annually and approved by the Dean of Durham.

(J) APPENDICES

1. ALLEGATIONS AND CONCERNS

- 1.1 Durham Cathedral is committed to supporting victims and survivors of abuse. Our commitment and how we will respond to allegations can be found in [Durham Cathedral Victims & Survivors Charter](#). We would encourage anyone affected by abuse either as a victim or because they know someone who has been a victim to contact us for help and advice safeguarding@durhamcathedral.co.uk
- 1.2 Durham Cathedral is welcoming and to everyone and we recognise that all our visitors, staff and volunteers should feel safe. We follow the Church of England's advice and guidance [Safer Environment & Activities](#).
- 1.3 We will respond to all concerns and allegations promptly and follow the [Church of England Practice Guidance](#).
- 1.4 Concerns about children, young people and vulnerable adults will be responded to according to procedures, recognising the sensitivity it may hold for those involved.
- 1.5 We recognise that different concerns exist regarding adults and children. These include Child, Adult & Domestic Abuse, Child Sexual Exploitation, County Lines, Stalking & Harassment, Radicalisation, Financial Abuse, Mental Health amongst others as well as new and emerging issues that occur nationally and regionally. For more information contact safeguarding@durhamcathedral.co.uk
- 1.6 Where there are concerns for the behaviour of, or allegations against, a Cathedral worker these should be directed immediately to the Cathedral Safeguarding Officer who will confirm the appropriate next action. For more information contact safeguarding@durhamcathedral.co.uk
- 1.7 This may involve:
 - a. providing advice, supervision and training;
 - b. the use of disciplinary and statutory processes (including suspension from their role if necessary); or
 - c. a combination of these.
- 1.8 A referral must be made to the police and / or local authority where it appears that a criminal offence has occurred against a child or adult.
- 1.9 Any allegation against those working with children must be reported to the Local Authority Designated Officer (LADO) where any of the three circumstances identified above exists. This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support throughout the process. Cathedral staff should contact the Cathedral Safeguarding Officer: People or Chapter Clerk & Chief Operating Officer in the CSO's absence) in the first instance should such a situation arise.
- 1.10 Where there is an identified concern for the wellbeing of a child or other vulnerable person, which does not meet the threshold of believing a crime may

have been committed the Cathedral Safeguarding Officer will, if necessary, make the necessary referrals to the relevant Social Services Department.

- 1.11 These procedures are readily accessible to all our staff and volunteers. For more information contact safeguarding@durhamcathedral.co.uk

2. MISSING PEOPLE

Durham Cathedral recognises that children and adults may get lost and separated from family and friends. All reports of missing persons should be treated as priority and the Safeguarding Officer and Head of Security should be contacted. For more information, contact safeguarding@durhamcathedral.co.uk

3. SAFER RECRUITMENT

- 3.1 Safer recruitment practices form part of a network of checks and balances that is intended to minimise the possibility of appointing inappropriate individuals to work with vulnerable groups.
- 3.2 Appointment or deployment to all roles will be in line with the Church of England's [Protecting all God's Children \(2010\)](#), and the [Safer Recruitment and People Management Guidance](#).
- 3.3 Those involved in the appointing process should be appropriately trained and should use the recruitment process as an opportunity to satisfy themselves that the person has the knowledge, skills, experience, and integrity for the work.
- 3.4 Safeguarding related questions should be an integral part of the interview process.
- 3.5 The Safer Recruitment process will implement a Disclosure and Barring Service (DBS) where the risk assessment of a role and/or activities provides evidence for a requirement for a check.

4. INDUCTION AND PROBATION

- 4.1 Durham Cathedral's Safeguarding Policies and Procedures will form part of the induction process for all new staff and volunteers including all clergy and Trustees.
- 4.2 It will be a condition of confirmation of successful completion of any probationary period that the individual has completed the relevant Church of England foundation safeguarding training (Basic Awareness & Foundation) as well as having a work-based assessment and meeting to assess the safeguarding training in practice.

5. SAFEGUARDING TRAINING

- 5.1 All of our people who undertake work or activities on behalf of Durham Cathedral will be provided with safeguarding training and development events in a timely manner by competent trainers.
- 5.2 Safeguarding training will be refreshed within a 3-year cycle. The content of such training is specific to the role undertaken within the Cathedral environment and follows the guidance issued by the [Church of England](#).

- 5.3 Durham Cathedral is committed to the professional development of all our staff and volunteers and all safeguarding training is available on the Safeguarding desktop link for staff to revisit and ensure that they have the knowledge and skills to protect all of God's children.
- 5.4 The Cathedral Safeguarding Officer is available to offer advice and clarification following any training. Additional training resources and information is provided to all our staff and volunteers. For more information, contact safeguarding@durhamcathedral.co.uk

6. RISK ASSESSMENTS

- 6.1 The Cathedral Safeguarding Officer will have sight of all risk assessments, such as for visiting choirs and other events hosted at Durham Cathedral, where it might be expected children or other vulnerable persons will be in attendance.
- 6.2 Where necessary, the Cathedral Safeguarding Officer reserves the right to seek clarification and reassurance from any visiting external organisation or group regarding any weaknesses or gaps in their own risk assessment for activities undertaken at the Cathedral involving children or other vulnerable groups and the Cathedral Safeguarding Officer will advise should such risk assessments be unsuitable.
- 6.3 Where Durham Cathedral becomes aware of a specific risk posed by any person attending the Cathedral for any purpose, for example a known offender attending services or one of our people being subject of any allegation, a risk assessment and risk management plan together with an Attendance Agreement will be formulated by the Cathedral Safeguarding Officer in consultation with relevant Heads of Department as required. For more information, contact safeguarding@durhamcathedral.co.uk

7. VISITING CLERGY & GROUPS

- 7.1 Durham Cathedral welcomes and encourages visiting clergy to worship and lead services in the Cathedral.
- 7.2 Following an invitation to address or take part within a service taking place within the Cathedral, the Cathedral will ensure that they meet all safeguarding protocols before they are allowed to do so.
- 7.3 Durham Cathedral will issue the below email to their Bishop/Office and once confirmation is received a formal request will be made for the person to come to the Cathedral (via the Dean's Office) if it is to preach at one of our services or contact the group if they are holding their own service on-site.
- 7.4 If authorisation is not received, then the person will not be allowed to lead the said service. If the above requirements are not met, the group or clergy request is declined.
- 7.5 These details are logged and each year a list of those invited to attend (in any capacity) in the Cathedral is sent to the Bishop stating that confirmation of good standing was received that the relevant person has permission to officiate in the

church from which they come. This information and all requests are recorded by the Precentor's Office Manager.

8. HIRE OF CATHEDRAL PREMISES

- 8.1 Where external organisations/individuals are using Cathedral premises, hire arrangements must make it clear that the organisations/individuals are to abide by the Cathedral's Safeguarding Policy and will be given a copy of the Cathedral's Safeguarding Policy Statement.
- 8.2 This will form part of the Hire Agreement and hirers must be asked to sign a copy of this, even when an organisation has their own, to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority.
- 8.3 Where an organisation has a Safeguarding Policy, the Cathedral reserves the right to ask for a copy of it to be filed with the hire agreement.

9. ONLINE WORSHIP & SOCIAL MEDIA

- 9.1 Durham Cathedral is aware that online worship and associated groups are becoming more common and are committed to ensure the safety of all attendees.
- 9.2 The Safeguarding Operational Group will deal with any concerns that arise and report these to the Strategic Safeguarding Committee if required.
- 9.3 All staff involved in this key role have received the appropriate training and additional information is available on the Cathedral [website Cathedral Social Media & Online Guidance](#).

10. PARENTAL CONSENT AND CHILD INFORMATION

Where a child (any person under 18) is taking part in activities at the Cathedral as a volunteer, in any work placement, or in paid employment, a parental consent form will be completed. For more information contact safeguarding@durhamcathedral.co.uk

11. CATHEDRAL PHOTOGRAPHY POLICY

Durham Cathedral has clear guidance for staff and visitors regarding the taking of photographs of people. This [Photography Policy](#) is available to view on the cathedral website.

12. DURHAM CATHEDRAL SCHOOLS FOUNDATION – Choristers

- 12.1 The Cathedral maintains strong links with Durham Schools Foundation which consists of Bow School, Durham School and The Choristers School following its merger with the Choristers School.
- 12.2 The Cathedral welcomes pupils from Durham Schools Foundation and the school will retain safeguarding responsibility for these pupils. The Cathedral will have a duty of care to them whilst they are in the Cathedral and ensure that Cathedral Safeguarding Policy is followed. Operational matters relating to this are managed by the Safeguarding Operational Group.

13. BELL RINGERS

- 13.1 The Cathedral has a core group of Bell Ringers who practise and play regularly.
- 13.2 The Bell Ringer Major has responsibility for making sure that they comply with the Bell Ringers Guild and that Cathedral Safeguarding Policies and procedures are followed.
- 13.3 The Bell Ringers at Durham Cathedral follow a partnership agreement which is in place between the bell ringers and the cathedral. For more information, contact safeguarding@durhamcathedral.co.uk

14. VISITING CHOIRS

- 14.1 The Cathedral is an integral part of the community locally and nationally.
- 14.2 We encourage choirs to visit and take part in services within the cathedral. Safeguarding of any visiting choir will be managed within Cathedral Safeguarding Policies and procedures.
- 14.3 For more information, contact safeguarding@durhamcathedral.co.uk

15. ADULT TO CHILD RATIOS

- 15.1 Durham Cathedral requires that any visiting group which includes children has sufficient adult supervision as part of the group.
- 15.2 Currently, the Cathedral expects that OFSTED/NSPCC suggested guidelines for adult to child ratios are used as a minimum for visiting groups and this is outlined in our procedures for visiting choirs and educational visits.
- 15.3 The current suggested OFSTED/NSPCC which we adhere to are:
 - 0-2 yrs. 1 adult to 3 children
 - 2-3 yrs. 1 adult to 4 children
 - 4-8 yrs. 1 adult to 6 children
 - 9-12 yrs. 1 adult to 8 children
 - 13-18yrs 1 adult to 10 children[NSPCC Adult/Child Ratios](#)

16. DISCIPLINARY PROCEDURE

Durham Cathedral will invoke the Disciplinary Procedure against those employees and volunteers who do not fulfil their safeguarding responsibilities adequately, following the receipt of comprehensive information, instruction, and training, relative to their status within the Cathedral.

17. INFORMATION SHARING

- 17.1 Notwithstanding the requirements of GDPR, Durham Cathedral recognises the need to share information sensitively and appropriately with other professionals and statutory bodies to ensure effective safeguarding.
- 17.2 In doing so, Durham Cathedral will adhere to Church of England and Government Guidance.

- 17.2.1 We will follow the principles of ensuring all information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure:
- 17.2.2 we will ensure that information shared is necessary for only valid business purpose for which it is being shared, it is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.
- 17.3 A record of any information shared in a safeguarding matter will be made as part of the safeguarding case management system maintained by the Cathedral Safeguarding Officer.
- 17.4 Any request for information from an external agency or statutory body will be directed to the Chief Operating Officer who will consult with the Cathedral Safeguarding Officer to establish the necessity and proportionality of sharing in response to such requests prior to formulating a response. Again, a record of any information shared will be made in the Safeguarding Case Management System, which is confidential.

18. WHISTLEBLOWING

Any concern arising regarding a suspicion of malpractice in any aspect of the Cathedral's operations and working practices, or the conduct of clergy, staff, or volunteers within the Cathedral, or others acting on behalf of the Cathedral, can and should be reported under the [Cathedral's Whistleblowing Policy](#) which is available to view on the cathedral website.

19. SAFEGUARDING RELATED COMPLAINTS / CONCERNS

Any individual who is unhappy about how any aspect of Safeguarding has been dealt with by Durham Cathedral, and the matter cannot be resolved with the Cathedral Safeguarding Officer, can share his/her concerns via email to the Chief Operating Officer at coo@durhamcathedral.co.uk or alternatively contact the Head of Human Resources at Durham Cathedral in writing.

A copy of Durham Cathedral's Safeguarding Complaints Procedure is accessible on the Cathedral's website.