

## Cathedral Safeguarding Policy

The following policy statement was agreed at the Chapter meeting held 23 November 2022 (*updated 31 July 2023*)

The Cathedral Church of St Thomas of Canterbury is committed to the safeguarding, care and nurture of the children within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able to worship and pursue their faith journey with encouragement and in safety.

We are also committed to the implementation of the Diocese of Portsmouth Safeguarding Policy and Procedures, and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults.

### Cathedral Safeguarding Policy Statement

Every year the Chapter will agree the Cathedral Safeguarding Children and Vulnerable Adults Policy Statement, displaying a copy in the Cathedral and forwarding a copy to the Diocesan Safeguarding Office for their records.

### Cathedral Safeguarding Representatives

The Chapter will appoint a minimum of one Safeguarding Representative who will be responsible on behalf of the Chapter for implementing the Diocesan policy in respect of safeguarding children and vulnerable adults. Cathedral Representatives agree to undertake the key responsibilities of the role as outlined in the Diocesan Safeguarding Guide.

Our Cathedral Safeguarding Lead is The Very Reverend Dr Anthony Cane

### Paid Workers and/or Volunteers

All those who undertake work in a regulated activity with children and/or vulnerable adults in the Cathedral or parish on a voluntary or paid basis will be required to:

- Complete a Confidential Self Declaration Form
- To complete the necessary vetting application (DBS/ISA)
- Complete Safeguarding Training at the appropriate level.

The Cathedral will seek to ensure that a DBS/ISA check is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position (paid or voluntary) concerned. Using the appropriate risk assessment procedures, the following posts have been identified as requiring a DBS check:

- Churchwarden
- Member of Cathedral Chapter
- Chief Operating Officer
- Organist & Sub-Organist and Organ Scholar
- Choir Member (Layclerk, Choral Scholar)
- Choir Matron
- Lay Safeguarding Representative
- Learning and Schools Officer
- Education Workshop Volunteer
- Lay Pastoral Assistant (Worker)
- Anna Chaplains and Friends
- Home Communion Assistant
- Bereavement Group Leader
- Pompey Tots (Toddler Group) Leader
- Head Verger and Assistant Vergers
- Volunteer Coordinator
- Visitor Experience Manager

All Confidential Self Declaration Forms, references and results of DBS checks will be held securely by the Cathedral Safeguarding Administrator. Declarations and DBS checks must be undertaken every five years, or sooner if the individual moves to a new post, (unless the application was obtained in the previous six months and the nature of the work is similar).

Any person refusing such checks, or failing to undertake training as required, will not be allowed to work with or have unsupervised contact with children or vulnerable adults in the Cathedral.

All those who work with children and/or vulnerable adults on a regular basis will be made aware of and should familiarise themselves with the Diocesan Safeguarding Policy and Procedures, and will be required to attend Diocesan Safeguarding training every three years.

### **Children's Activities, Groups and Events**

The following children's, young persons' and mixed age activities have been identified as Chapter endorsed events and activities that fall under the Diocesan Safeguarding Procedures:

- Choir – Choristers
- Choir – Cantate
- Choir – Consort
- PompeyTots
- Education Workshops including Cathedral Sing
- Servers

All children and young people wishing to attend the above activities will be provided with a Registration Form, which must be completed and signed by their parents/carers before they take part. In the case of Education workshops we will liaise with the relevant schools to ensure good practice is followed.

Children who wish to take part in additional events such as Cathedral outings, holidays or sleepovers will not be allowed to participate in such activities unless the leaders of such event(s) receive a completed consent form from the parents or guardians of the child concerned, even if the parent or guardian accompanies the child on any such trip or activity. A new form must be completed for each separate activity.

Consideration will be given at all times for the health, safety and welfare of each child and young person, including supervision ratios, transport, first aid, premises and children with special needs.

### **Vulnerable Adults' Activities, Groups and Events**

The following have been identified as Chapter endorsed groups, events and activities that fall under the Diocesan Safeguarding Procedures:

- Pastoral Care Visiting Service
- Lunch Club
- Home Communion
- Bereavement Group
- Bellringing
- Anna Chaplaincy

Consideration will be given at all times for the health, safety and welfare of the vulnerable adult/s involved, including transport, first aid, premises and adults with special needs.

### **Hire of Church Premises**

All those who book or use Becket Hall in Cathedral House on a regular basis shall be required to sign a copy of the parish booking agreement and an annual declaration that they have read and understand the Diocesan Safeguarding Policy and Procedures, or that they agree to abide by their own organisation's safeguarding procedures.