



Salisbury
Cathedral
and
Magna Carta

Volunteer Handbook

June 2023

salisburycathedral.org.uk

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Foreword

Thank you for offering your services as a volunteer. I trust your work here will be very happy and rewarding.

Salisbury Cathedral has proclaimed the Christian faith for some 800 years. It is a place of prayer; an active worshipping community; a source of inspiration and a tranquil haven at the heart of a bustling city, welcoming all who come here. Grounded in tradition, we also seek to innovate and to foster the creative imagination.

This magnificent Gothic cathedral is a living monument in stone, glass and wood to the glory of God, and a testament to the skills of countless craftsmen through the ages. Standing at the heart of the city and Diocese, it is also known throughout the world. People come as worshippers, guests and tourists, each taking away their own individual experiences of this sacred building and the community of which it is the focus.

There is much information about us on our website, including our aspirations for the future, core values, purpose and goals, our Cathedral Programme and annual accounts and report. It is important that all who work at the Cathedral be sympathetic with our role as a place of Christian worship within the traditions of the Church of England.

Much of the work undertaken by both Cathedral staff and volunteers relates to the welcome and care for the hundreds of thousands of visitors who come to the Cathedral and Close, including the 1,200 services which take place here annually. Staff and volunteers can be seen working together on a daily basis, and that committed teamwork is itself a significant testimonial to the common life of our Cathedral.

My colleagues and I hope that you find volunteering at Salisbury Cathedral a rewarding and enjoyable experience.

The Very Reverend Nicholas Papadopoulos
Dean of Salisbury



Chapter 1: Introduction

Our Purpose

Making a difference for God through exceptional worship and outreach.

Our Ambition

Salisbury Cathedral seeks to be a beacon of confident, open Christianity with a reputation for warmth of welcome and willingness to engage with others. The sustained excellence of the Cathedral's liturgy and music will be the cornerstone of our worship, with innovative activity in place to reach out to new worshippers and visitors and enable them to come to a place where they can encounter God. Our close association with Magna Carta will be known nationally and internationally and our social justice programme will bear witness to how our actions are inspired by the document's values and by our Christian commitment.

Our Vision and Strategic Plan 2023-2028

We seek to be prayerful, compassionate proclaimers of the Christian faith helping all to encounter God and His transformative presence. Our continuing commitment is to develop a culture of faith, hope and renewal. How we do things is at least as important as what we do, and our values seek to communicate this.

The Cathedral's existing Strategy Plan covered the period from 2017-2022. We have begun work on a new plan for the coming five years. Its central theme is Diversification, and it focuses on a number of strategic objectives. These include the nurture of faith, the offering of hospitality, the development of financial resilience, the care of people and the pursuit of justice. More information about our objectives and vision will be shared as they are developed.

The Cathedral and its origins

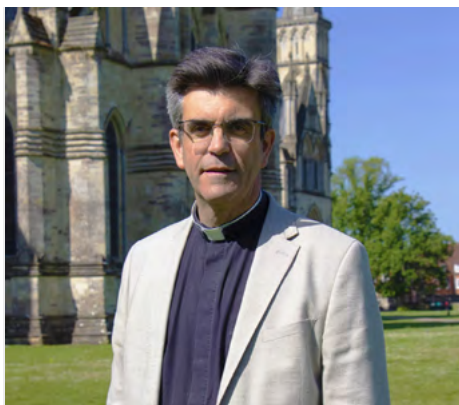
The Cathedral is the seat of the Bishop, a focal point for the Diocese and a centre of daily worship and mission. It has performed this role since its foundations were laid in 1220. The building, though it has gone through many changes and is currently undergoing major repairs, still looks much as it did when the spire was completed in the 1320s. But the Cathedral is a community as well as a building, a community of which you are a part of. New governance arrangements were introduced for all English Anglican cathedrals by the Cathedrals Measure 2021. The most significant change is that for the first time cathedrals will be charities registered with the Charity Commission. Salisbury Cathedral is among the first to make this transition and became registered in April 2023.

The People

Chapter

The Chapter is the charitable trustee body of the Cathedral; Chapter members are its charitable trustees. As the Cathedral's Governing Body, Chapter is responsible for the strategic leadership of the Cathedral. Chapter members are also charity trustees under the terms of the Charities Act 2011. It consists of the Dean and three residentiary canons. There may be up to eight non-executive members the majority of whom must be lay people and one is appointed by the Bishop of Salisbury to be the senior non-executive member. The Chapter are the sole body corporate of the Cathedral and its Trustees.

Principal Persons



The Very Revd Nicholas Papadopoulos
Dean of Salisbury



Canon Anna Macham
Precentor



Canon Edward Probert
Chancellor and Sub-dean



Canon Kenneth Padley
Treasurer



Chapter 2: The Cathedral and Volunteers

Consultation

The Volunteers' Committee is composed of representatives of volunteer groups (the Head Chaplain, the Head Guide, the Head Tower Guide, the Head Steward, and a member of the Worship Committee) Cathedral clergy and staff, (the Canon Chancellor, Head Verger, HR Manager, Education Liaison and Volunteers Manager), and offers the opportunity for airing matters of general interest to volunteers. It meets two times a year.

Communication

As well as through the Volunteers' Committee, we communicate through various means including internal publications, such as the Sunday Notices and Visitor Services' Weekly Schedule. If you can supply us with an email address, this will help us keep you up to date more effectively. You can also sign up to receive e-newsletters from us via our website.

Press and Media Queries

All press and media enquiries should be directed to either the PR and Travel Trade Manager or Director of External Relations and Visitor Experience. Volunteers and staff should only communicate with the media after consultation with one of these members of staff.

Duty of Care

1. Health and Safety

Both our nature as a Christian community, and legislation, remind us that we are responsible for ensuring that the Cathedral provides as safe an environment as possible for staff, volunteers and visitors. At no time should you put yourself in any personal danger.

While on Cathedral premises, you have an obligation to ensure that no action you take or the way that you conduct yourself endangers yourself or others. This is a duty of care which applies equally to everyone in the Cathedral community. You are expected to act in order to minimise risk and also to report danger. In the case of suspicious or unseemly behaviour, you should immediately alert a Verger or a member of staff.

You should be aware of the Health and Safety policy (Annexe E) and the Fire and Emergency Evacuation procedures (Annexe F). Please note:

In the event of an emergency or security evacuation everything must stop immediately. All accidents need to be recorded – please do this through a Verger. We do not expect our volunteers to administer first aid but to get help and ensure those around them are kept calm. However, if you are medically trained or first aid trained we are happy for you to take appropriate emergency actions.

2. Insurance

Public Liability – We will provide, without age restriction, cover under the Cathedral's Public Liability Insurance. This will cover you if someone is accidentally injured by you or your activity. It will also cover you if you damage third party property while on duty.

Employers' Liability – This provides indemnity against all sums Chapter is legally liable to pay as damages and costs as a result of injuries sustained by employees and volunteers during the course of their duties whilst at work. There is no upper age limit for employees and volunteers under the Employers' Liability policy.

Personal Accident – Our insurers will only cover Personal Accident insurance for staff and volunteers aged up to 80. Therefore, please note that you are not covered for personal accident if you are outside this age band. We will write to all volunteers when they reach the age of 80 to remind them of this and to discuss the next steps. Tower Guides may have the opportunity to continue to guide up to the age of 82 if they are able to provide their own Personal Accident Insurance, in line with the Tower Tour Age Limit Policy.

3. Supervision

We will provide a clearly identified person as a point of contact for you as a Team Leader. This person is responsible for your day-to-day activities and guidance.

4. Concerns and Problem-solving

Your Team Leader will normally try to resolve any problems informally.

If you wish to raise a complaint or concern about a fellow volunteer or staff member, you should put this in writing to your Team Leader who will pass the matter, via the Volunteers Manager, on to senior Cathedral staff to address. If the matter concerns your Team Leader, the information should be given directly to the Volunteers Manager for senior Cathedral staff to deal with.

If you have any concerns about the Cathedral's policy or programme, we ask that you raise this internally in the first instance, rather than publicly.

Following any instance of poor conduct, you will be asked to attend a meeting to discuss the matter with your Team Leader in consultation with our Volunteers Manager or Canon Chancellor where actions will be agreed such as further training, support or supervision.

Examples of poor conduct include, but are not limited to:

- Acts of bullying, harassment or discrimination.
- Bringing the Cathedral's reputation into disrepute.
- Refusal to carry out reasonable management instructions.
- A serious breach of the Cathedral's safety rules or a single error due to negligence which causes or could have caused significant loss, damage or injury to the organisation, its staff, visitors or worshippers.
- A serious breach of trust or confidentiality, including the unauthorised disclosure of Cathedral business to the media or any other party.

In more serious cases or following repeated poor conduct, we will carry out the following procedure:

- Verbal warning.
- Written warning.
- Suspension.
- Ending volunteering – to be outlined in a letter.

If this occurs, we will meet with you at each stage to discuss the behaviour or the performance and work with you to develop an improvement plan. We will review your progress over a period of time and the final decisions rest with the Canon Chancellor.

5. Data Protection

We need to keep information about you; this may include contact name, address, email address, telephone number, and date of birth. Sometimes, we may also keep information about your health for the purposes of compliance with our health and safety obligations. This information will help us to consider how your health affects your ability to undertake your role, if you have any disabilities, and whether you require any reasonable adjustments to be made to assist you at work, or in relation to the administration and management of insurance. You are to notify us of any unspent or current convictions that may affect your suitability for engagement and agree to us holding such details.

The information we will hold about you will be for the Cathedral's management and administrative purposes only but we may need to disclose information about you to relevant third parties from time to time (e.g. where legally obliged to do so by the HM Revenue and Customs or where you ask us to provide a reference). By signing the declaration form/application form, you give your consent to information being retained and used by us, as required and as set out above. You have the right to access to all such information in accordance with the Data Protection Act 2018. Our privacy policy is available to read online from our [website](#).



6. Training

As a first official welcome to the Cathedral, all volunteers are required to attend induction training. Three induction sessions will be held across a year. Most initial training for the role is on-the-job and led by Team Leaders.

Volunteer Safety Update training is mandatory every two years for all public-facing roles and those roles where some knowledge of aspects of Health and Safety, safeguarding and counter-terrorism are required to perform the role safely. Non-attendance at training within the 2 year period will be addressed on an individual basis. If you do not provide an acceptable reason for attending training, you will be asked to step down.

7. Changing or Ending Volunteering

Both you and the Cathedral can terminate work with or without notice at any time. Should there be any concerns as to the capacity of the individual to complete their work due to health reasons, a supportive solution will be sought in the first instance if the role can still safely be performed.

8. Volunteer Benefits

We will provide you with a range of benefits which currently include the following:

- Discount which entitles the holder to a 20% reduction off the full price of most items in the Cathedral Shop and Refectory with proof of volunteering (usually volunteer badge)
- A series of free lectures for all volunteers;
- Storage of your possessions in the Vestry when on duty;
- An invitation to the Cathedral Volunteer Alumni group on retiring from volunteering;
- Free parking whilst performing your volunteering duty;
- An invitation to an annual party for all volunteers;
- A free name badge;
- Other benefits and opportunities on an ad hoc basis.



Chapter 3: Your Obligations as a Volunteer

Smoking

Smoking is not permitted in any public or working areas within the Cathedral's premises.

Safeguarding

You agree to make yourself aware of and comply with the Cathedral's Safeguarding Policy and Guidelines (Annexe C, page 20). If you have regular contact with children or adults at risk, you agree to undergo a Disclosure and Barring Service check.

Young Volunteers

If you are volunteering for us, and are between the ages of 16 and 18, you will work with your Team Leader and be supervised by the Head of Education, who will have responsibility to ensure that the Young Volunteers Policy (Annexe D, page 22) is followed.

Annexes

The following annexes provide reference information for Volunteers. They will be updated periodically to ensure they remain accurate.

The annexes include:

- A. Salisbury Cathedral's Commitment to its Volunteers**
- B. Brief Volunteer Role Descriptions**
- C. Safeguarding Policy and Guidelines**
- D. Young Volunteers Policy**
- E. Health and Safety Policy Statement**
- F. Fire and Emergency Evacuation Procedure**
- G. Administrative Structure**



Annexe A: Salisbury Cathedral's commitment to its volunteers

Salisbury Cathedral relies heavily on its volunteers. We could not operate effectively without the time and effort they freely give. We therefore pledge to:

- Regard you as an essential and distinctive part of our structure;
- Have policies of equal opportunity and equal access applying to all staff, paid and voluntary, and all visitors;
- Try to match your individual talents and interests to your defined tasks;
- Provide you with induction training (including health, safety and welfare) so that you will be able to work safely and competently. We also offer appropriate specialist training;
- Make sure that you know the paid or volunteer members of staff that you are responsible to and should inform if, for any reason, an undertaking to work on a given day or at a given time cannot be kept;
- Arrange public liability insurance to cover you whilst at work up to the age of 80 (see page 7). After 80, you are responsible for your own personal liability insurance;
- Inform you about our policies, plans and programmes and invite you to contribute to our decision-making processes through existing management channels.

Nicholas C. Papadopoulos

The Very Reverend Nicholas Papadopoulos
Dean of Salisbury

Annexe B:

Volunteer Groups - Brief Role Descriptions



Cathedral Flowers

Creating flower arrangements on a weekly basis according to season, feast days and special events. The flowers, from the Cathedral supplier, are conditioned, arranged and cared for during the week. The dedicated cutting garden, being regularly maintained, supplements the flowers and greenery for the arrangers throughout the year.

Commitment:

1 session (3 hours) approximately every 4 weeks.
Watering is done 4 times during the week.



Chaplains

Serve to remind our visitors that the Cathedral has been a centre of prayer and worship for over 750 years. Their duties are the pastoral care of visitors, responding to requests for personal prayer, giving information and answering questions on the Christian faith, leading hourly prayers and the mid-week Holy Communion services.

Commitment:

3 hours once or twice a month.



Community Volunteers

Our Community Volunteers work with the Community on projects which specifically target participation, partnerships and particular groups in our local community. Disclosure and Barring Service checks are required.

Commitment:

Variable and flexible.



Education Centre

Working with children and adults who visit the Cathedral for a wide variety of educational programmes. Duties include acting as guides, preparatory work for school visits, sewing, leading or assisting various practical and cross-curricular workshops. Disclosure and Barring Service checks are required.

Commitment:
Variable and flexible.



Embroidery Guild

Working up canvas embroidery projects as required, including upholstery. Also restoration of existing canvas work items, mostly kneelers. Providing support to churches in the diocese with embroidery needs when requested via the Chapter Office.

Commitment:
Meetings 2–3 weeks apart during school term when new work is undertaken.



Floor Guides

Welcoming, guiding and offering specialist knowledge about the building, associated displays and exhibitions and its treasures, (including our original 1215 Magna Carta) to visiting groups or individuals from all over the world. Available for general and specialist guided tours with booked parties or small family groups and individuals; monitoring the Information Desk for general enquiries and assisting in the maintenance of required levels of safety and standards throughout the Cathedral.

Commitment:
A morning or afternoon per week during the main visitor season (April–October). Reduced commitment during the winter season.



Gardeners

Caring for the borders around The Close. Equipment is provided and a level of fitness is required.

Commitment:

Usually one session a week in the summer, less in the winter.



Holy Dusters

Tidying, dusting and polishing the Quire Stalls area and checking that the hymn and prayer books are tidy and in place.

Commitment:

Up to 2 hours per session, once a fortnight.



Kneeler Maintenance

Inspection, cleaning of vinyl bases and minor repair work of Nave kneelers with access to the Embroidery Guild members for support.

Commitment:

Ad-hoc, as and when required.



Library & Archive Volunteers

Specialist tasks include cataloguing, research and collection care primarily on a project basis as well as supporting public events. The majority of library and archive volunteers have pre-existing experience and expertise in the heritage sector but additional training is also provided.

Commitment:

By arrangement (flexible).



Tomb Cleaners

There are 34 tombs which need 'cleaning' and tidying on a regular basis using specialist materials.

Commitment:

Up to 1 hour per session, once or twice a week (flexible).



Tower Guides

Welcoming visitors from all over the world into the roof and tower spaces on public and private tours. The climb of over 300 steps is done in easy stages, through the roof space and tower to the base of the spire. Tours last around 90 minutes, but timings can vary. It requires a good head for heights, reasonable fitness and stamina. Strict adherence to health and safety regulations is paramount.

Commitment:

2–3 tours per month. NB: Tower Guides are covered by the Cathedral's Personal Accident Insurance up until the age of 80. After this, you will have to provide your own insurance and can continue guiding up to the age of 82.

Voluntary Work (Congregation Related)

Some groups require special qualifications and experience, including an interest in and knowledge of the Liturgy.

Acolytes

This is an opportunity for young people to be part of the Cathedral's regular liturgy, where there are many big services. This role involves serving the president at the centre of the service.

Some of the duties of the Acolyte are:

- To carry the service book in procession and to present it to The President to read;
- To be part of the liturgy moving timely and orderly;
- To move vessels (chalices) in the sanctuary;
- To attend necessary practices and rehearsals for the major services.

Young people form the team of Acolytes and together they organise their rota. There is formal training given to each member of the team. When on duty, you are in pairs giving support to each other and sharing the tasks.

Commitment:

3 Sunday services in fourteen.

Congregation Choir

Members of the congregation make up the Congregation Choir and stand in when the Cathedral Choir is not available. Rehearsals are on an 'as required' basis for the service in question.

Deanery Intercessors

Every Deanery in the Diocese is prayed for on a daily basis by a dedicated team of Deanery Intercessors. Churches within deaneries are also prayed for on specific days in the Cathedral, and are contacted to see if they would like to attend Evensong on their particular 'day'. Intercessors are linked with a prayer partner, and each pair is responsible for praying for and keeping in touch with their Deanery. As a Deanery Intercessor, you meet twice a year to share experiences.

Drivers and Transport for Sunday Eucharist

Providing transport and driving to/from the Cathedral for those members of the congregation who could not otherwise attend. Disclosure and Barring Service checks are required.

Commitment:

1 duty every 1–2 months.

Food Collectors

To assist in collection of food in the Cathedral and distribution to specified charities in Salisbury.

Commitment:

Approximately one Sunday a month.



Guild of Stewards

Acting as stewards to the clergy for the administration of the Cathedral congregation during regular and special services including taking collections, ushering for communion and liaising with visitors. The Guild has its own constitution and there is an age restriction of 80.

Commitment:

2–3 hours per fortnight and additional special service/events.

Concert Stewards

Working as a team under the head Concert Steward at all of the concerts held in the Cathedral, to make the experience of those attending safe and pleasurable. Duties include welcoming the audience, checking tickets, assisting people to their seats, distribution of programmes, tidying at the end of each concert and the compliance of the Cathedral's Fire and Health and Safety requirements in respect of the evacuation.

Commitment:

There is an expectation to be available for approximately 10 of the 20 concerts per year.



Healing Team

Trained and commissioned on an annual basis to officiate with laying on of hands at Sunday Eucharist and certain weekday services.

Commitment:

2 duties per month, regular prayer and meditation and occasional teaching sessions.

Lay Pastoral Assistants

Volunteers in this team are officially trained and authorised to engage in pastoral ministry on behalf of the Cathedral's team of clergy. Duties include supporting those in need in their homes, e.g. visiting the sick, the bereaved, and administering Holy Communion from the reserved sacrament. Disclosure and Barring Service checks are required.

Commitment:

Varied, steered by regular meetings with the Vicar of the Close to assess need.

Offertory

Carrying up of bread, water and wine during the Offertory Hymn at Sunday Eucharist services.

Commitment:

Approximately one Sunday a month.

Servers and Administrants

Assisting the Clergy and working in close co-operation with the Vergers in the conduct and order of Eucharist Services, morning worship and at other great festivals, and diocesan events such as ordinations, confirmations and baptisms. Duties include carrying the cross, tapers and incense. Servers are also required for funerals and memorial services.

Commitment:

Variable, but averaging 2–3 duties per month for Servers and 3–4 duties per month for Administrants with additional time for rehearsals etc. The average length of services is about one hour and 10 minutes.

Sunday Coffee (Hospitality)

Helping to serve tea and coffee in the West End of the Nave for the Congregation after the Sunday Eucharist; including setting up (when the Choir are also served) and clearing away.

Commitment:

2 hours, 5 or 6 times a year.

Vestments

Working in the team designing, making, repairing and maintaining religious garments used in worship, as overseen by the Precentor and where necessary.

Note:

The Lydians are a ladies group who meet on the last Friday of the month from September to July for talks and coffee. They provide refreshments for special farewell teas and festivals.



Annexe C:

Safeguarding Policy and Guidelines

Definitions

- A child is defined as anyone under the age of 18 years;
- A young person is further defined as anyone between the ages of 16 and 18 years old;
- Adults at risk are defined as anyone who is aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently, or for the time being, unable to take care of themselves, or to protect themselves from significant harm or exploitation;
- 'Regular contact' means at least once a week;
- Protecting children and adults at risk means: preventing physical, emotional, and sexual abuse; ensuring their physical safety and enabling them to feel secure and cared for.

Policy Statement

We have a legal, moral and spiritual responsibility for children, young people and adults at risk, and their welfare is paramount in all areas of Cathedral life. Our ambition is to create a wholly safe environment within which our welcome to all is matched by proper and effective safeguards.

Clergy, lay staff and volunteers who work within the organisation and/or as part of the congregation are required to follow good policy and practice to ensure that children, young people and adults at risk are safeguarded and nurtured physically, emotionally and spiritually. Chapter has formally accepted the House of Bishops' safeguarding policies and committed to fully following all of the House of Bishops' and Salisbury Diocese's requirements. High professional standards will, therefore, be maintained in all worship and all pastoral, counselling, educational, and recreational situations involving children, young people and adults at risk whether this be in person or on-line.

To facilitate this, all clergy, lay staff, volunteers and members of the congregation working with or seeking to work with children, young people and/or adults at risk will be properly recruited, screened, trained and supported. Applicants to such posts will only be appointed subject to an enhanced Disclosure and Barring Service check.

Designated persons

The Cathedral's Safeguarding is Jackie Molnar, Chapter Clerk (Chief Operating Officer).

Responsibilities include:

- Developing guidelines for each relevant department;
- Organising training for appropriate staff;
- Assessing the our premises for the safety of children, young people and adults at risk on a regular basis;
- Checking that transport of children, young people or adults at risk organised by us is suitable, insured and that the driver is appropriate;
- Ensuring that high levels of awareness of the issues exist throughout the organisation and all clergy, lay staff and volunteers have a copy of this policy;
- Carrying out an annual review of the policy, and making any necessary recommendations to the Dean and Chapter.

Our Safeguarding is supported by four Safeguarding Representatives: Nicola Stafford, HR Manager; Andrew Baker, a Verger; Jill Horsburgh and Sarah Smith, members of the Cathedral's congregation.

Complaints/concerns

All allegations of abuse and matters of concern will be taken seriously, investigated and any necessary appropriate action will be taken.

We will collaborate fully with the statutory and voluntary agencies concerned with abuse of children, young people and adults at risk and will conform to the expectations of all relevant legislation and Church of England guidelines. We will not pursue our own investigations independently but work with the Cathedral/Diocesan Safeguarding s and, where appropriate, the Cathedral School, also referring matters to the appropriate statutory authorities when necessary.

In the event that an individual who is on the sex offenders register or known to the police becomes a regular member of the congregation, the Dean will be advised and will inform the clergy and other relevant key personnel, including the Cathedral Safeguarding Adviser. The Dean will also ensure, in conjunction with our Safeguarding , that appropriate safeguards are put in place and that these are communicated to the relevant persons.

Complaints, allegations of abuse or concerns about a particular incident or individual should always be immediately reported to either the Canon in Residence, our Safeguarding , or one of the Safeguarding Representatives. Principal responsibility for Choristers lies with the School – any concerns or complaints should be raised directly with their Designated Safeguarding Lead. Contact information for those detailed above can be found on the staff notice boards and community forum notice board in the south Nave aisle.

Salisbury Cathedral and the Diocese of Salisbury is committed to safeguarding the welfare and protection of children and adults at risk of harm. Concerns about the welfare of children or adults at risk of harm should be raised without delay to prevent any ongoing risk of harm. Whistleblowing would however not normally be used for raising safeguarding concerns; if an individual has a concern but does not feel confident to report the matter to the Diocese, they are encouraged to refer directly to Wiltshire Police.

Further information can be found in the Diocesan Safeguarding Policy and Practice Guidance:

<https://www.salisbury.anglican.org/parishes/safeguarding>

Anybody with a safeguarding concern should speak in the first instance to:

- **The Cathedral's Human Resources Manager**
- **Jackie Molnar - Chapter Clerk (Chief Operating Officer)**
01722 555105 or j.molnar@salcath.co.uk
- **Jeremy (Jem) Carter - Cathedral Safeguarding Advisor**
01722 411922 or 07469 857888 or jem.carter@salsibury.anglican.org

If your concern involves any of these people, you should address your concern directly to the Bishop.



Annexe D: Young Volunteers – Policy guidelines

The Cathedral is committed to providing opportunities for young people (aged between 16 and 18 years old) to become involved in the many different aspects of its work.

The opportunities will entail the following:

1. Work experience – in 1 week blocks.
 2. Regular Volunteering opportunities across many cathedral departments. This will normally be weekly over an agreed period of time. Opportunities for under 16's available for DoFE students and some liturgical roles.
- We have a Safeguarding policy in place and ensure that all those working with young people are following the policies and practices detailed in it.
 - Young volunteers have a duty to take care of themselves and others who might be affected by their actions. You should, therefore, follow our Health and Safety policies and procedures at all times.
 - You should not act outside of their authorised area of work and should report all accidents, dangerous occurrences or defective equipment to their team leader.
 - At no time should you put yourself in any personal danger.
 - If you have any queries or concerns, you can get in touch with the Director of Learning and Outreach whose contact details will be provided at induction.
 - All Young Volunteer roles will need to be applied for.

Annexe E:

Health and Safety Policy

At Salisbury Cathedral, we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff and volunteers are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business. We recognise our duty to make regular assessment of the hazards and risks created in the course of our business.

We recognise our duty, so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions;
- To provide adequate control of the health and safety risks so identified;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure the safe handling and use of substances;
- To provide information, instruction, training where necessary for our workforce, taking into account of anyone who does not have English as their first language;
- To ensure that all workers are competent to do their work, and to give them appropriate training;
- To prevent accidents and cases of work related ill health;
- To actively manage and supervise health and safety at work;
- To have access to competent advice;
- To seek continuous improvement in our health and safety performance and management through regular (at least annual) review of this policy;
- To provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

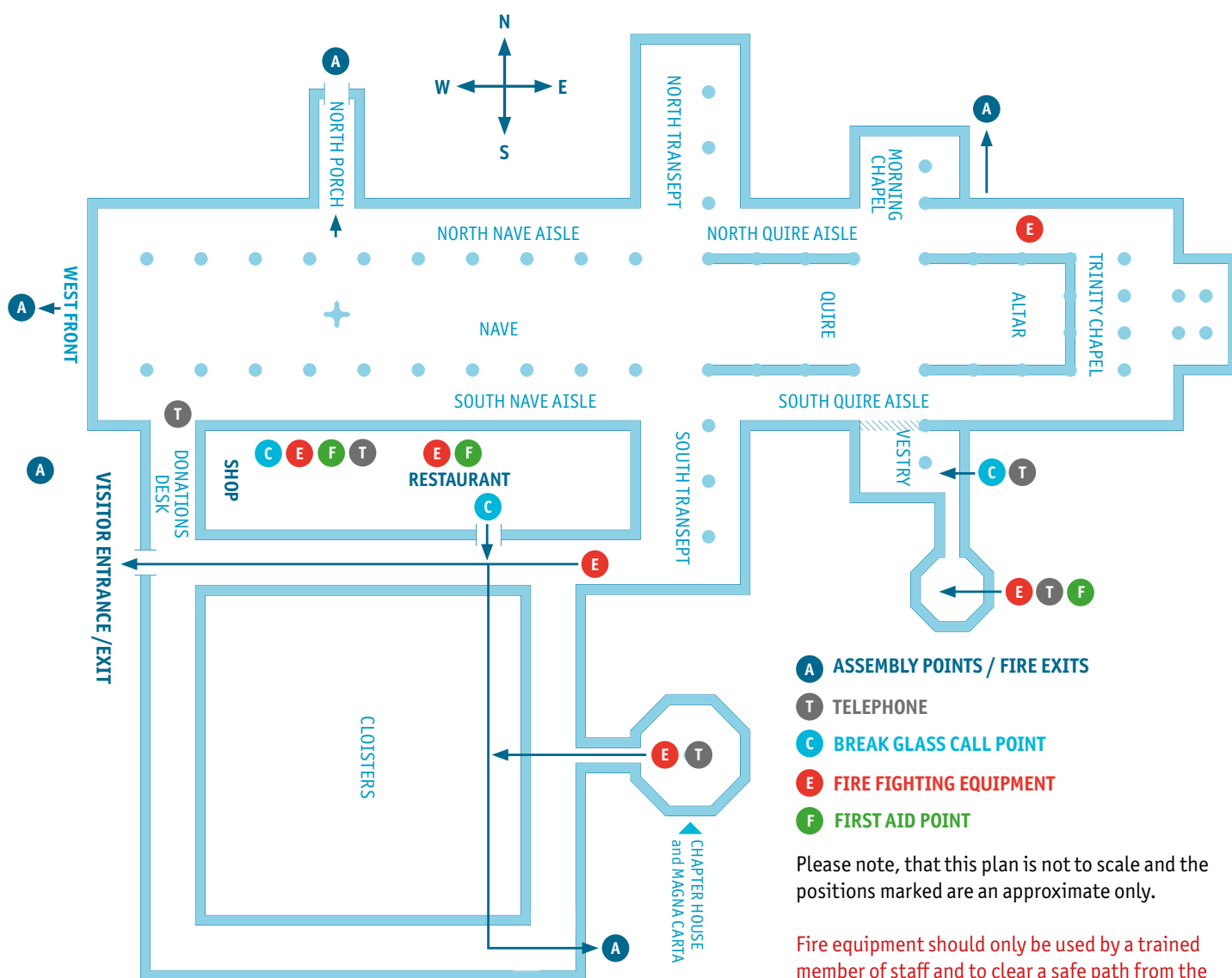
To help achieve our objectives and ensure our employees and volunteers recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care of themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company Health and Safety rules in an Employee Safety Handbook which is made available to every worker employed by us. In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Canon Dr. Kenneth Padley
Canon Treasurer

Annexe F: Fire and Emergency Evacuation Procedure

The actions upon hearing the fire alarms and or the verbal announcement from the Clergy or Head/Duty Verger, are as follows:

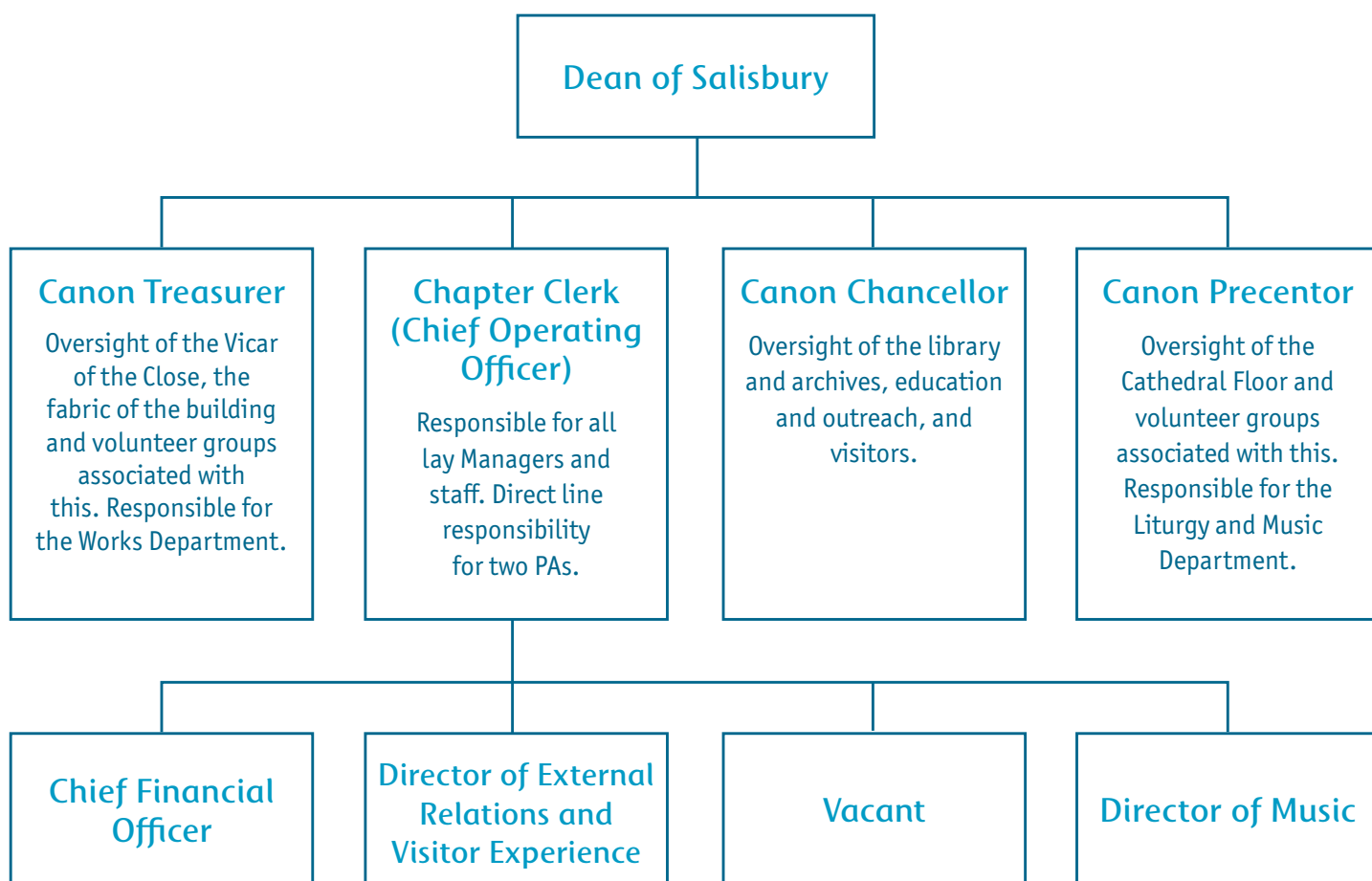
- If leading a tour, escort your group to the nearest fire exit, picking up any stray visitors en route;
- If you aren't leading a group, please assist any visitors to the nearest fire exit as you leave yourself;
- Do not take it upon yourself to search the building for 'stragglers'. This will be done by the Vergers/Fire Rescue personnel;
- Please account for the people you escort from the building. ie. keep them together in one group until you are all outside. After you have left the building, they are free to dissipate should they wish;
- Be prepared to supervise one of the exit doors if asked by the Vergers. This will involve stopping anyone entering or re-entering the building until the 'all-clear' has been given by the Duty Verger/Fire ;
- Do not re-enter the building under any circumstances before the 'all clear' has been given.



Annexe G: Administrative Structure

The governance of the Cathedral is regulated by Statute, as required by the Cathedrals Measure 1999. It receives no regular funding from the government and a very modest grant from the Church Commissioners towards the stipend of the Dean and two residentiary Canons and needs to raise funds in order to be self-supporting. Our governing body is the Chapter, chaired by the Dean. Chapter is supported by the Executive, which is led by the Executive Director and Chapter Clerk, four Directors and a staff of approximately 120. There are over 600 volunteers that cover a variety of roles. In addition to this, we host a vibrant Friends of Salisbury Cathedral organisation with a clear focus on fundraising.


The organisational structure and Canon responsibilities are shown below in the our organisational chart.



Notes





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