

INEQE SAFEGUARDING AUDIT 2024 - CATHEDRAL RECOMMENDATIONS AND ACTION PLAN - UPDATED OCTOBER 2024

SECTION AND RECOMMENDATION	DETAIL	TARGET COMPLETION DATE
Culture, Leadership and Capacity		
Recommendation C1	To facilitate information being easy to access, the Cathedral should consider including relevant safeguarding material in other public spaces beyond the general noticeboards.	December 2024
Recommendation C2	The Cathedral should deliver a survey that is specifically targeted at identifying perceptions of negative culture across all its stakeholders.	November 2024
Recommendation C3	Those responsible for oversight of choristers need to re-visit and reinforce their safeguarding training as it relates to their chorister specific duties. This should be developed and delivered by the DST and whilst not limited to, should include: <ul style="list-style-type: none"> • The importance of effective information sharing. • Their responsibility when it comes to supervision and support of their line managed staff, including checking the status of staff training and vetting. • Good record keeping • Once re-training is complete, individual levels of understanding should be formally assessed by the DSA. 	Early 2025
Recommendation C4	Similar to the arrangements for the DSAP, the independent chair of the ISAG should be a paid role.	November 2024
Recommendation C5	The Cathedral should invest in a dedicated, safeguarding advisor that has a sole focus on safeguarding activity in the Cathedral. This role should be employed by the Cathedral and report to a proposed Director of Safeguarding (that will have responsibility for the Cathedral's and Diocese's arrangements).	Early 2025
Recommendation C6	The Cathedral should enter into a Service Level Agreement with the Diocese covering the funding and responsibilities of the proposed Director of Safeguarding.	2025 - depends on JayWilkinson national Church outcomes.
Chorister Safeguarding		
Recommendation C7	The Cathedral should ensure that all staff and volunteers fully understand that any incident taking place on Cathedral grounds is unequivocally the responsibility of the Cathedral to respond to (in line with defined reporting arrangements). This clarification should be evident in all communication with chorister parents, including relevant policies and training materials.	December 2024
Recommendation C8	Cathedral should work with the Cathedral School to assess the feasibility of separating the Chorister Tutor and Head of Boarding roles. This evaluation should also consider addressing gender dynamics in the form of identifying an additional female Chorister Tutor. This could help with capacity and offer choice for choristers in respect of who they can approach for support.	COMPLETE
Recommendation C9	In line with the written agreement in place between the Cathedral and Cathedral School, the Chorister Tutor(s) (when present as the responsible party for the choristers in the Cathedral) should not undertake any wider duties during services without appropriate delegation of care to another member of staff, which has been clearly communicated to parents.	COMPLETE
Recommendation C10	The Cathedral and school should review and revise all relevant policies governing the care of choristers outside of term time and during specific events and tours. This arrangement should expressly forbid the delegation of supervisory or care responsibilities to anyone who not a formal employee, a vetted adult volunteer or someone contracted to either the Cathedral or school.	Early 2025
Recommendation C11	The Cathedral should develop and implement a specific "Missing Child" policy covering the arrangements for choristers when both on-site and off-site.	End of 2024
Recommendation C12	The Cathedral should re-establish the Parent Representative Group. Terms of Reference should be defined that set out its purpose, membership and administration. It should be chaired by the Cathedral School Headteacher, include the Chorister Tutor(s), the CSA and relevant Cathedral staff. The group should facilitate authentic communication that can explore what is working well and what needs to improve from a chorister perspective.	COMPLETE

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Recommendation C13	The Cathedral should ensure regular training and refresher training for music staff on the vocal health of choristers.	Early 2025
Recommendation C14	The Cathedral should implement a defined schedule that ensures all choristers routinely visit the Chapter's Voice Specialist. Any recommendations made concerning a chorister's care should be formally recorded and reviewed by the voice specialist regularly.	End of 2024
Prevention		
Recommendation C15	The Cathedral should review its records for criminal records checks to ensure no other staff or volunteers miss the local requirement for three yearly re-checks.	December 2024
Recommendation C16	The Cathedral should review the functions of volunteer servers and other roles where a DBS check is currently not required. For each role, this should establish whether a check necessary and at what level. To note, a basic check can be undertaken for any position or purpose.	December 2024
Recommendation C17	Job descriptions at all levels in the Cathedral should include a defined statement that defines their responsibility for safeguarding.	Started and ongoing
Recommendation C18	The Cathedral should clarify and communicate the applicability of the Code of Conduct to the various roles in place across its workforce.	December 2024
Recommendation C19	The Cathedral safeguarding webpage should include information on what do if someone has an immediate concern or is at risk of immediate harm. It should also be enhanced to include information about other local / national support services (including the local authority and Wiltshire VPP).	December 2024
Recommendation C20	The Cathedral should seek reassurance that the CSA's inbox is routinely covered when the CSA is absent from work. This will ensure escalated concerns are dealt with promptly.	COMPLETE
Recommendation C21	The ISAG should replicate the arrangements in the DSAP and seek to ensure there is routine victim / survivor representation at its meetings.	End of 2024. Appointment process in train.
Recommendation C22	The Cathedral should issue guidance for schools detailing a flexible approach to adult / child ratios for school visits to the Cathedral. This guidance should allow the Cathedral to consider the individual circumstances of each school and empower the education team to make a professional judgement about the acceptability of the visit or not based on a clear assessment of risk.	Early 2025
Recommendation C23	The Cathedral should amend its risk assessment tool which is used to assess and mitigate risks for visits to the Cathedral, to include a specific section on safeguarding.	End of 2024
Recommendation C24	Tower tours should not proceed if only one person presents for the tour. This measure is crucial to avoid situations where a volunteer and an individual may find themselves isolated in secluded areas.	December 2024
Recommendation C25	The Cathedral is encouraged to expand CCTV coverage in the Cathedral to include the area towards the Chapter Office, St Ann's Gate and the chorister's practice room.	2025
Recognising, Assessing and Managing Risk		
Recommendation C26	On behalf of the Cathedral and Diocese, the DST should engage the Wiltshire VPP and any other relevant safeguarding partnership seek to establish the relevance of other information sharing agreements with which it should be formally involved.	2025 - led by the Diocese
Recommendation C27	The Cathedral should mandate the use of encrypted email software for external communication with third parties involving any safeguarding case	End of 2024

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Victims and Survivors		
Recommendation C28	The Cathedral via the ISAG should expedite its efforts to provide supportive and appropriate pathways to engage victims / survivors. This should be benchmarked against the approach adopted by the DST and DSAP.	December 2024
Learning Supervision and Support		
Recommendation C29	The Cathedral should review its induction arrangements and ensure that all volunteers systematically have access to a defined programme that includes a clear focus on safeguarding.	End of 2024
Recommendation C30	All volunteers working at the Cathedral who were not given an induction at the commencement of their role should be required to undertake one within the next three months. This retrospective induction session should be mandatory regardless of a person's length of service.	End of 2024
Recommendation C31	In conjunction with the DST, the Cathedral should develop a mandatory programme of CSA delivered, face to face training that is targeted at specific groups of staff working or volunteering in the Cathedral. The CSA should add additional role-specific training where appropriate.	2025 - led by the Diocese
Recommendation C32	The Cathedral should ensure that attendance at these training sessions is appropriately recognised through the issuing of certification.	2025
Recommendation C33	The Cathedral should develop or commission specific training that is focused on sex offenders and digital safeguarding. The Audit recognises that overarching responsibility for the training curriculum in this area will lie with the NST. However, it would be remiss not to identify the inherent contemporary safeguarding risk and provide the Cathedral with the opportunity to apply interim mitigation measures.	2025 - led by the Diocese
Recommendation C34	The Cathedral should ensure the CSA courses are evaluated in line with an enhanced evaluation process. This should include a post course evaluation and a follow up survey (3-6 months afterwards) that seeks how training had been applied in practice, made people safer and / or strengthened arrangements.	2025 - led by the Diocese.
Recommendation C35	The Cathedral should strengthen the focus on safeguarding practice within the MDR process. Revised arrangements should align with the national safeguarding standards and be developed in collaboration with the DST.	2025 - led by the Diocese

Jackie Molnar
Chapter Clerk (Chief Operating Officer)
October 2024