

*Southern  
Cathedrals* **festival**

**SAFEGUARDING POLICY  
AND GUIDELINES**

# **JULY 2018 Southern Cathedrals Festival**

## **SAFEGUARDING POLICY AND GUIDELINES**

### **1. Preamble**

The following Policy Statement, applies to all those associated with SCF and ensures the protection of all. For the purposes of this document, children are assumed to be persons under the age of eighteen as defined in the Children Act 1989. This document does not replace the Safeguarding Policies of the Host Cathedral and of its School but supplements them, giving additional safeguarding protection at a time when three Cathedrals and five Choirs come together. The Southern Cathedrals Festival Trustees (SCFT) will work with the safeguarding personnel from each Cathedral and Cathedral School to ensure that best practice is known, understood and followed throughout.

Best practice includes the two annexes to this policy. It is the responsibility of the Trustees to ensure that this information is propagated to all the relevant parties to ensure that the children are protected within a culture of safeguarding (see Section 6). It is the particular responsibility of the Dean of the Home Cathedral to ensure that the procedures are in place to co-ordinate the SCF and local safeguarding policies.

### **2. Safeguarding Responsibilities**

#### **SOUTHERN CATHEDRALS FESTIVAL TRUSTEES**

##### **Deans**

Chichester: Stephen Waine

Salisbury: Vacant

Winchester: Catherine Ogle

##### **Secretary**

Sue Armstrong

##### **Treasurer**

James Fletcher

#### **CATHEDRALS**

##### **Cathedral Safeguarding Officers (CSOs)**

Chichester: Name and number to be supplied

Salisbury: Jackie Molnar 01722 555105

Winchester: The Very Revd Catherine Ogle/Canon Roly Riem  
07561 827303

#### **CHOIR SCHOOLS**

##### **Head Masters**

Chichester: Tim Cannell

Salisbury: Clive Marriott

Winchester: Tom Burden

##### **Directors of Music**

Chichester: Charles Harrison

Salisbury: David Halls

Winchester: Andrew Lumsden

### 3. Safeguarding - Policy Statement

It is the policy of the SCFT that:

- a. The welfare of the child is paramount.
- b. The exploitation of any relationship for self-gratification will not be tolerated.
- c. Allegations of abuse (current or historical) will be acted on with rigour and urgency.
- d. The SCFT will collaborate fully with the statutory and voluntary agencies concerned with child abuse. They will not conduct investigations on their own.
- e. All Cathedral clergy, whether stipendiary or not, will be appointed in accordance with the Church of England's *Practice Guidance: Safer Recruitment 2017* and vetted in accordance with their respective diocesan procedures and using the Disclosure and Barring Service.
- f. Any individuals participating at SCF with an involvement with children or adults who are experiencing or may be at risk of abuse or neglect will have been vetted in accordance with their respective diocesan safeguarding procedures and using the Disclosure and Barring Service.
- g. No one subject to a Code of Conduct will be permitted to have a role at any SCF event. It is the responsibility of each Cathedral Safeguarding Officer to ensure that this is implemented. A Code of Conduct, in this context, is a behavioural and risk assessment agreement put in place by a Diocesan Safeguarding Panel.
- h. Children under the age of 18 are not to be served with alcohol at any functions held within the SCF.
- i. House of Bishops policies for the protection of children and adults who may be at risk from harm and abuse and the Home Office Code of Practice 'Safe From Harm' (1993), as well as the diocesan policy of the host Cathedral will be implemented, acknowledging that in the event of any doubt or ambiguity the first-named document will take priority. Responsibility for this lies with the local Dean.
- j. The Safeguarding Officer from the host Cathedral shall act as the SCF Safeguarding Officer.
- k. The name and contact details of the independent children's representative/listener attached to each of the three choir schools will be made available to all the choristers taking part. The contact details of Childline will also be made available.
- l. This policy statement and its associated guidelines will be reviewed annually by the SCFT.

# SAFEGUARDING GUIDELINES

## 1. References:

- A. Home Office Code of Practice [Safe from Harm] 1993
- B. Promoting a Safer Church 2017 : Church of England Safeguarding Policy for Children, Young People and Adults
- C. Ecclesiastical Insurance Group – Child Protection 1997
- D. Safeguarding Vulnerable Groups Act 2006
- E. Protection of Freedom Act 2012

## Introduction

The following guidelines do not attempt to replicate the References, but outline procedures to minimise the risk of abuse and provide guidance in the event of an alleged incident.

## 3. Vetting

The following staff and volunteers work in a capacity which involves work with children or which is likely to involve opportunities for unsupervised contact with them:

- Clergy
- Directors of Music
- Assistant Organists
- Organ Scholars
- Virgers
- Lay Clerks and Deputy Lay Clerks taking part in the Festival
- School Staff
- Other staff accompanying Choristers

All those listed above require a DBS check to be administered by their home Cathedral.

- a. Clearance for all staff and volunteers listed above will be confirmed by the SCF Secretary acting for the Southern Cathedrals Festival Trustees, in liaison with the Directors of Music who should sign to confirm that the Lay Clerks and Deputies taking part have the relevant clearances.

A record that clearances have been received for each festival will be retained by the SCF Secretary.

- b. In this context Cathedral clergy are those who are members of Chapter in addition to any priest vicars, assistant priest vicars, curates, deacons, or chaplains who may be appointed from time to time, as well as day chaplains.
- c. If a Director of Music or School Head believes that anyone not listed above will have access, in the course of their work (supervised or unsupervised) to the choristers, during the Festival, the name of that person should be passed to the SCF Secretary and the Trustees should decide **according to the nature of their contact with the children whether a DBS is required or to nominate an appropriate person to chaperone them.**

#### **4. Training and Awareness**

The SCFT have a responsibility to ensure all personnel that may have access to Choristers have undertaken current Safeguarding Training. Regular training should have been undertaken and provided by the Cathedral Safeguarding Officer (CSO) / Diocesan Safeguarding Adviser (DSA) or as part of regular training in individual schools and cathedrals.

5. All those noted above with access to Choristers will be provided by SCF Secretary with a copy of the Brief Summary of the SCF Safeguarding Policy and Guidelines, including Annexes A and B. They will also be referred to the full Policy and Guidelines available from the SCF Secretary, and displayed prominently on Salisbury Cathedral noticeboards and on the Southern Cathedrals' Festival website.

#### **6. Social Networking Sites and E-Mails**

It is imperative that all adults who are involved with SCF adhere to the following rules:

- a. Ensure that all electronic communications are appropriate and professional.
- b. Do not make any contact with a child (other than family members) through a social networking site or by email, text or phone. This includes not making such contact with former choristers under the age of 18.
- c. Access to children on school sites will be regulated by the individual schools in liaison with the SCFT. However, access inside school buildings must be restricted to adults in supervisory roles for each choir, employees of individual schools, official cathedral personnel and lay vicars. All personnel with access to inside school buildings will have DBS and will have current Safeguarding Training.

#### **7. Responding to Concerns**

In the event of a child or adult at risk reporting an alleged incident the following guidelines are to be adhered to:

- a. Maintain eye contact, a calm manner and avoid appearing shocked or upset.
- b. Do not promise confidentiality.
- c. Reassure they were right to tell.
- d. Do not ask leading questions or press for further information.
- e. Inform what is going to happen next.
- f. Reassure continued support.
- g. Provide ChildLine phone number (0800 1111)
- h. As soon as possible, make notes of what was said, using person's own words and ensure these are kept in a secure place, before reporting, see 10 below. Keep the original notes, even if these are then typed or written up. The Police may require such records to be produced in evidence. (Investigations into allegations of abuse are conducted by the Social Services and the Police jointly.)

#### **8. Reporting Concerns**

Any allegations of abuse or any concerns for a child or adult at risk should be reported immediately to any of the following, who will then confer:

- a. The local CSO, see page 2

- b. A Dean (who is also an SCF Trustee)
- c. The Head Teacher / Director of Music responsible for the choir

**In the event that a child or adult at risk is believed to be at imminent risk or serious harm the police should be called via the 999 emergency number IMMEDIATELY.**

Other external points of contact would be:

- d. Diocesan Safeguarding Adviser, for 2018, Heather Bland 07500 664800  
heather.bland@salisbury.anglican.org
- e. Wiltshire Multi-Agency Safeguarding Hub (MASH) 0300 456 0108

Any anonymous expressions of concern or allegations of abuse will not be ignored but treated on their merits in consultation with the Diocesan Safeguarding Advisor.

**9. Forms and Notices**

A notice stating each cathedral’s Safeguarding Policy and giving contact information for the reporting of incidents is to be included in the SCF Festival Programme, displayed in the Cathedral Office and on the SCF website.

The SCF Safeguarding Policy is to be held by Trustees, Head Masters and Directors of Music.

A Brief Summary with contact information will be provided for SCF clergy, musicians, relevant Cathedral staff and volunteers.

Signed: ..... Date: .....  
The Acting Dean of Salisbury **on behalf of** SCF Trustees for Salisbury 2018

Annexes:

- A. Behaviour Code
- B. Supervision of Choristers

## ANNEX A

### **BEHAVIOUR CODE**

#### **The Southern Cathedrals' Festival Trustees Behaviour Code**

This behaviour code outlines the conduct expected of all adults involved with SCF.

#### **Purpose**

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help participants to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

#### **Upholding this code of behaviour**

All participants are expected to report any breaches of this code to the Cathedral Safeguarding Officer as soon as possible after the breach has occurred.

Cathedral Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures at their home cathedral. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave the SCF.

Breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

#### **The role of Cathedral staff and volunteers**

When undertaking duties with children and young people during the Southern Cathedrals Festival, all Cathedral staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

#### **Promoting Good Practice**

We require that you:

- OPERATE within the SCF's principles and guidelines and any specific procedures
- STRICTLY AVOID situations when you could be alone with a child, young person or adult at risk. Make sure there are others nearby.
- NEVER administer First Aid – Contact designated First Aider with the group or one of the Virgers.
- DON'T communicate with any children, young person or adults at risk linked to your work in a personal capacity, e.g. avoid being friends on Facebook or exchanging email addresses or mobile phone numbers.
- DON'T go into toilets with children or adults at risk. Enable responsible adults and carers to access the toilets as they require.

- AVOID physical contact with a child or adult at risk (e.g. to help with dressing up). Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body. BE AWARE that SAFE TOUCH as outlined by the NSPCC is as follows:
  - NECESSARY: Are you sure that demonstration or verbal instruction is not adequate?
  - PERMITTED: Permission for contact has been sought and given. Ask if you can touch and accept permission may be refused
  - CLEAR: Tell the child or young person where you are going to touch and how you will touch
  - CONTEXTUAL: Explain why you are going to touch.
- NEVER leave a group of children under the age of 16 unattended. Wherever possible there should be more than one adult present. If this is not possible, then the adult must ensure that s/he is insight or hearing of other adults.
- NEVER use any form of physical discipline.
- DO NOT be overly familiar in your language or behaviour with children or be overly friendly with some at the expense of others.
- ALWAYS ensure that language is appropriate and not offensive or discriminatory.
- ALWAYS listen to and respect children and/or adults at risk in your charge and act upon any concerns or allegations of abuse.
- ALWAYS undertake a risk assessment of the space you are using prior to any activity taking place and monitor risk throughout the activity.
- ENSURE equipment is used safely and for its intended purpose.
- ENSURE that the group is appropriately supervised by responsible adults. Ensure that there is an appropriate adult to child ratio in your group. Ideally there should be:

Age Group	Ratios*
0-2 years	1 adult : 3 children
2-3 years	1 adult: 4 children
4-8 years	1 adult : 6 children
9 – 12 years	1 adult : 8 children
13-18 years	1 adult : 10 children

\* These ratios are recommended by OFSTED and NSPCC

- BE AWARE of the impact your work on children, young people and adults at risk.

## ANNEX B

### **SCF SUPERVISION OF CHORISTERS Guidelines including Boarding Areas**

1. While in the Cathedral the choristers are under the control of the Directors of Music (or occasionally the Assistant Directors of Music).
2. When in the school the choristers are under the control of their own school teachers and matrons.
3. For rehearsals and services in the Cathedral, the choristers line up in the designated area at the host choir school and move in procession to the cathedral under the supervision of a member of staff.
4. Any latecomers will be escorted across to the cathedral by a member of staff.
5. Likewise when the choristers return to the school they will walk in procession under the supervision of a member of staff.
6. A matron from each school (or a DBS-cleared parent on duty, in the case of the Winchester Cathedral Girl Choristers) will attend every rehearsal, service and concert – sitting prominently near the choirs. Should a chorister from any school become ill, the matron will take charge of the situation, contacting other matrons as necessary.
7. The choristers must never move around the cathedral alone. In the event of needing to use the cathedral lavatories, they must be accompanied by an adult who has supervisory responsibility.
8. Choristers may not leave the school or cathedral without a member of staff or their own parent (with staff permission).
9. Robing areas should be separate for adults and children.
10. Choirs must be briefed on the fire precautions for the cathedral and school.
11. If any member of the public wishes to give a gift to the choristers, they must discuss it with the Director of Music in question.
12. On no account must gifts be given to individual choristers.
13. Parents may meet choristers after services and concerts in the cathedral at the discretion of the member of staff in charge of each choir.
14. Parents (including chorister parents of the home choir) and members of the public should not be allowed into school buildings because of the number of children from different choirs present, and the number of unknown faces.
15. It is recommended that the ICT rooms should be out of bounds during SCF.

