



Safeguarding Policy

Specific details relating to Southwell Minster education events and Time Travelling are as follows:

1. In law, the children remain the responsibility of the teachers and other authorised representatives (*school adults*) of the school from which they come.
2. All volunteers complete a declaration of convictions form once a year, to be signed by their vicar / churchwarden or appropriate referee.
3. Volunteers receive training and / or a written summary of key points for safeguarding and risk assessment yearly, which includes appropriate and inappropriate ways of working with children and the need to report any disclosure or concerns to the Education Officer.
4. Children needing the toilet are taken by either a school adult or 2 volunteers. Children are never to be alone with a volunteer.
5. No one-to-one activities take place, all children work in public settings with groups of others including teachers and school adults.
6. All activities are monitored by the Cathedral Education Officer or the Education Administrator, or a designated member of the volunteer team for smaller groups. Any issues or problems are dealt with immediately and may also be reviewed at training sessions or within the appropriate meeting.
7. Any complaints or concerns raised by teachers will be dealt with by the Cathedral Education Officer in the first instance.
8. Photography of events is covered in our photograph policy.

Revised: January 2019

Diana Ives (Cathedral Education Officer) / Checked by Vicky Thorpe, Cathedral Safeguarding Officer



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