



# Southwell Minster

THE CATHEDRAL CHURCH OF  
THE BLESSED VIRGIN MARY

## **Safeguarding Policy for Children, Young People and Adults at Risk**

## CONTENTS

Foreword from the Dean		4
Safeguarding Statement for Children and Adults at risk		5-6
<b>Section 1</b>	The recruitment of staff and volunteers	7-10
	1.1 All employees who have no or occasional contact with children and adults at risk	
	1.2 All volunteers who have no or occasional contact with children and adults at risk	
	1.3 Regular, one to one, unsupervised or overnight contact with children or adults at risk	
	1.4 The safeguarding procedure in recruitment of staff and volunteers	
<b>Section 2</b>	Best practice	11-20
	2.1 Guidelines for safeguarding children and teenagers	
	2.2 Guidelines for safeguarding adults at risk	
	2.3 Concerns about possible mistreatment of an adult at risk	
	2.4 Domestic Abuse	
	2.5 Ministering to known offenders and those who pose a risk to vulnerable people	
	2.6 Procedures for safeguarding staff in the Cathedral who encounter difficult visitors	
	2.7 Procedures for safeguarding staff from harassment and bullying	
	2.8 Guidelines for safeguarding visiting choirs	
	2.9 Guidelines for safeguarding of choristers	

	2.10 Guidelines for safeguarding Work Experience Students	
<b>Section 3</b>	<b>Multimedia and data handling</b>	<b>21-24</b>
	3.1 Photographs	
	3.2 Internet use	
	3.3 Social networking	
	3.4 Storing Records and Data Protection	
	3.5 Confidentiality, Information Sharing and Consent	
<b>Section 4</b>	<b>Complaints and whistleblowing</b>	<b>25-26</b>
	4.1 Raising the alarm (whistleblowing)	
	4.2 Complaints about the handing of safeguarding concerns	
<b>Section 5</b>	<b>Appendices</b>	<b>27-32</b>
	Appendix 1 DBS Checks in the Cathedral	
	Appendix 2 Definitions of Abuse	
	Appendix 3 Forms and Templates	
	Appendix 4 Policies and Guidelines accepted by Ely Cathedral Chapter	
<b>Section 6</b>	<b>Survivor Engagement</b>	<b>33-36</b>
	Contacts for Urgent Advice	
	6.1 Contacts for urgent advice for those who work with children (0-18 years)	
	6.2 Contacts for urgent advice for safeguarding adults	

**Forward by the Dean of Southwell,  
The Very Reverend Nicola Sullivan**

We want Southwell Minster to be a safe place for all who come, notably for children and adults at times of risk and harm, whether in the short or long term. The Gospel is about human wellbeing and wholeness. It is also concerned with confronting truth and the reality of human sin. The Gospel is insistent that those who are most vulnerable are to be protected.

The Church of England has had to face up to a difficult history in our failure to accept that the abuse of children and adults can and does happen, even within a flourishing Christian community. We have sometimes been slow to listen to victims and quick to assume that nothing serious has happened. In recent years this attitude has started to change and thankfully we can say that we now have a greater understanding in society and its institutions of how to recognise abuse and how to act. But there is further to go.

Prevention is key and much of this policy is about good process and clear accountability. But most of all we need to maintain a culture which takes safeguarding seriously every day. This is not to be a file consigned to the shelf. Whether as clergy, paid staff or volunteers we all have a responsibility to be familiar with Southwell Cathedral's policy and to participate in regular training to maintain our awareness and vigilance. We are never to stop learning.

Everyone reading this is policy is part of making Southwell Cathedral both welcoming to all but safe for all.

The Chapter is grateful to for revising the Cathedral Safeguarding Officer and Diocesan Safeguarding Adviser and team for their ongoing partnership in establishing good practice.

**Nicola Sullivan**

## **Safeguarding Statement for Children and Adults at Risk**

**Southwell Cathedral Chapter** is committed to safeguarding all those who attend worship and other activities that we offer.

Southwell Cathedral Chapter are committed to following the House of Bishops' Policy, 'Protecting All God's Children' (2010), 'Promoting a Safer Church' (2017) and the Diocese of Southwell and Nottingham's local Policies.

All National policies can be found following the below hyperlink,  
[Policy and practice guidance | The Church of England](#)

The Diocesan Safeguarding Policy is available from their website.  
<https://southwell.anglican.org>

We seek to create an inclusive culture, respected, listened to, and taken seriously. We accept the prime duty of care for children and adults at risk, and work with Julian Hodgson ([julian.hodgson@southwell.anglican.org](mailto:julian.hodgson@southwell.anglican.org)) Diocesan Safeguarding Adviser, Penny Turner ([penny.turner@southwell.anglican.org](mailto:penny.turner@southwell.anglican.org)), Cathedral Safeguarding Officer and the Safeguarding Team ([safeguarding@southwell.anglican.org](mailto:safeguarding@southwell.anglican.org)) to ensure that what we do is informed by up-to-date policies and procedures from local and national authorities.

**Our Safeguarding Officer: Penny Turner** ([penny.turner@southwell.anglican.org](mailto:penny.turner@southwell.anglican.org))  
**and Safeguarding Coordinator: Mrs Vicky Thorpe,**  
([safeguarding@southwellminster.org.uk](mailto:safeguarding@southwellminster.org.uk)), are committed to serve in keeping you safe.

We follow recommended safeguarding practice in recruiting, training and supporting our ordained and lay staff, our employees and our volunteers. All staff and volunteers who have regular, one-to-one, unsupervised or overnight contact with children or adults at risk will be required to have a Disclosure Barring Service check, complete a Confidential Declaration and provide two references.

All staff and volunteers whose contact with children and adults at risk is occasional may not be required to have a Disclosure Barring Service check but will be safely recruited in line with house of Bishops Policy 2021.

[Safer Recruitment and People Management Guidance | The Church of England](#)

Health and safety policies are in place and we have adequate insurance cover for all activities undertaken in the name of Southwell Minster.



All those working on behalf of the Southwell Minster will have agreed to comply with the safeguarding policy and with the good practice guidelines for their work.

We respond without delay to any complaint that a child or vulnerable adult in our care may have been harmed by the behavior of an employee or volunteer working on behalf of Southwell Cathedral Chapter.

Where appropriate, we seek professional advice on such matters from outside Southwell Minster, and we will co-operate with statutory agencies during any enquiries they need to make into allegations against a member of the Southwell Minster community. During those enquiries we will do our best to ensure that those making an allegation, and those against whom an allegation is made, are supported appropriately.

We seek to offer pastoral care and support to any survivor or victim whose life has been affected by abuse in a church setting, irrelevant of time.

Southwell Minster wishes to welcome and support all members of its community. Those who have a history of offences against children or adults are offered a supportive agreement to help them to flourish in God's life through Cathedral life; Confidential safeguarding agreements are the responsibility of Southwell Cathedral Chapter and the Cathedral Safeguarding Officer and will be prepared using risk management, pastoral care, boundaries and experience. They involve the individual and a network of professionals to formulate.

**SECTION 1:  
THE RECRUITMENT OF  
STAFF AND VOLUNTEERS**

**1.1 All employees who have contact with children and adults at risk will:**

- Complete an application form and have an appropriate interview.
- Complete Southwell Minster's confidential declaration form and provide two referees one of whom should, if possible, be the current employer or someone in a managerial or supervisory role outside Southwell Minster who can comment on their suitability for the post.
- Be unable to take up their post until the completed confidential declaration form and the two references have been received and approved by the Cathedral Safeguarding Officer.
- Be given a Staff Handbook and the Safeguarding Policy.
- Complete a six-month probationary period.
- Receive regular Safeguarding training, frequency determined and in line with Diocesan Policy.
- Have a yearly review, including update a discussion of safeguarding.

**1.2 All volunteers who have no or occasional contact with children and adults at risk**

**Southwell Volunteer Safer Recruitment Process for a NEW volunteer (28/06/2022)**

A Team Leader approaches someone, or is approached by someone, that might be a volunteer in Southwell Minster. The Team Leader then has a conversation/interview with the person outlining both the role and the process of safer recruitment. The Team Leader then notifies the Volunteer Administrator (VA) with the contact details.

When an expression of interest has been received VA creates a coversheet (Doc 1) and issues an application form (Doc 2) (with a job role where applicable/available).

The person completes an application form (Doc 2) (including TWO referees) and returns to VA.

VA sends off for the two references (Doc 3).

On receipt of the references the VA gets the Team Leader to come and check them. Where

concerns/questions arise then the Canon Missioner is involved (who will involve the Safeguarding Coordinator and Cathedral Safeguarding Officer where appropriate).

Once references are deemed satisfactory either:

No DBS required: the person is invited to fill in the volunteer agreement (Doc 5) and contact sheet (Doc 6). Induction begins.

DBS required: then this is sought through the Safeguarding Coordinator and the person is asked to complete the Confidential Declaration Form (Doc 4). The Safeguarding Coordinator also checks appropriate records. Once all these are satisfactory then the person is invited to fill in the volunteer agreement (Doc 5) and contact sheet (Doc 6). Induction begins.

**NB Matt Spillett is acting as the Volunteer Administrator. His hours are usually Wednesdays 11am to 4pm and his email will be [volunteeradmin@southwellminster.org.uk](mailto:volunteeradmin@southwellminster.org.uk)**

**Under GDPR all information will be stored in a protected central system for secure access. Reviews carried out as agreed with the policy and procedure of the Cathedral and the volunteers' group.**

**1. 3 all employees and volunteers who have regular, one-to-one, unsupervised or overnight contact with children or adults at risk will:**

- Have an Enhanced Disclosure Barring Service Check.
- Complete Southwell Minster's confidential declaration form and provide two referees one of whom should, if possible, be the current employer or someone in a managerial or supervisory role outside Southwell Minster who can comment on their suitability for the post.
- Complete an application form and have an appropriate interview or focused conversation with the appropriate member(s) of staff.
- Be unable to take up post until a satisfactory Disclosure Barring Service disclosure has been received and an offer of the job is received in writing as well as the completed confidential declaration form and two references have been received and approved.
- Complete a six-month probationary period.
- Be given a staff or volunteers' handbook and the Safeguarding Policy.
- Receive regular Safeguarding training, frequency determined and in line with Diocesan Policy.
- Have a yearly review including a discussion of safeguarding.



## 1. 4 the Safeguarding Procedure in Recruitment of Staff and Volunteers

### For All Staff who do not require a Disclosure Barring Service Check

- Southwell Minster safer recruitment administrator will send reference requests to all new staff on appointment.
- The references will be kept on file and the member of staff may not take up post until the references have been received and approved.
- The Confidential Declaration form will be repeated every three years and it is preferable that referees will be different.

### For All Volunteers who do not require a Disclosure Barring Service Check

- Heads of Department will ensure that the names, addresses, telephone numbers and e-mail addresses (if available) of ALL new volunteers are sent to the Safer recruitment Administrator prior to appointment.
- The Safer Recruitment Administrator will obtain written references from the referees which will be kept on file and made available to the appropriate Head of Department.

### For Staff and Volunteers who require a DBS Check

- Staff and volunteers who require a DBS check will be sent details of the online DBS application procedure and log in details. A Confidential Declaration Form will be sent if applicable from the Safer Recruitment Administrator. The ID documents will be checked by the safer recruitment administrator and the application will be submitted to the DBS.
- The completed Confidential Declaration Form if applicable, including the names of two referees, will be sent to the Safer Recruitment Administrator.  
The reply that comes back from the DBS after the checks have been done is called a disclosure. A copy of the disclosure certificate will be sent to the member of staff/volunteer.
- If there is no information on police records about the individual being checked, this is called a **clear** disclosure. If some information has been found and recorded on the certificate, or sent confidentially to the Cathedral Safeguarding Officer, this is called a **blemished** disclosure.

- If the DBS check has come back clear, the Safer Recruitment Administrator will inform whoever requested the check that the individual can proceed to appointment. The appointment will be confirmed when the completed Confidential Declaration Form, if applicable and satisfactory references have also been received and approved by the Safer Recruitment Administrator.
- In the case of a blemished disclosure, this will go to the Cathedral Safeguarding Officer for assessment. They will need to decide whether the information suggests the individual may be unable to take up the post.
- If the appointment cannot be offered, the reasons will be explained to the individual and they will be able to talk the situation over with the Cathedral's Safeguarding Officer.
- If the individual believes the information held by the DBS is inaccurate, they have the right to challenge the DBS directly, but the Cathedral or Diocese cannot do this on their behalf.
- Disclosure information is only accurate on the day it is issued. Southwell Minster follows Diocesan practice of renewing DBS checks for existing posts every three years. The Diocesan Safeguarding Advisers administrator will inform all clergy when a new DBS check is due. The Cathedral Safeguarding Administrator is responsible for keeping the DBS checks for lay people up to date.
- For clergy and paid employees of Southwell Minster, portability of DBS disclosures is never an option, and a new DBS must be obtained. This is because of the very strict rules governing the sharing of sensitive information from the police. However if the person has subscribed to the DBS Update Service there is a process where we can check the status of the person's certificate – after undertaking ID and current address checks, viewing the disclosure certificate and check against records on the DBS website.
- The Diocesan Safeguarding Adviser must be contacted if there are pressing reasons for wishing to accept portability of a DBS disclosure:

All information regarding safer recruitment can be found following the link below.

**[Safer Recruitment and People Management Guidance | The Church of England](#)**

All policies mentioned in this policy can be found following the below link.

**[Policy and practice guidance | The Church of England](#)**

**SECTION 2:**

**BEST PRACTICE**

## 2.1 Guidelines for safeguarding Children and Young People

- These guidelines refer to all those under the age of 18 years.
- It is important to avoid working in one-to-one situations with children wherever possible or to make sure there is another adult within earshot. If possible, there should be mixed gender adults at each mixed-age activity.
- Adults leading a session with children should not smoke or use alcohol or illicit drugs.
- Acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be:
  - Minimal
  - Intended to meet the needs of the child rather than the adult
  - Understood and welcomed by the child
  - Open to the scrutiny of others
- It is important to respect each child's sense of personal space and to avoid playing rough games with children or making provocative or 'teasing' comments, even in fun.
- It is equally important not to be paranoid about responding to a child who is clearly in need of physical contact, e.g. when injured or distressed. Cautious common sense should be employed and a shared scrutiny and support ethos in the workplace welcomed.
- An up-to-date register of all children attending a group should be kept: home address, telephone number and names of parents/carers should be included along with any allergies or medical needs where children are not in the care of their parent/carer. We do not hold this information for school days and family visits where children are supervised by their parent/carer who brought them.
- The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight. If care is being provided for young children, particularly in a group that runs for two or more hours per day for more than five days a year, it will usually need to register the group with Ofsted (Office for Standards in Education). But the rules are quite complicated, and if you are unsure about whether the group needs to be registered or not, always check. You can call Ofsted's helpline on: **0300 123 1231**.
- All under 18s (except where an under 18 is married) need to provide a parental consent form when they join a group or activity. This can be obtained from the Cathedral Safeguarding Officer.



- Children may attend worship or other activities unaccompanied by an adult. Where this is the case, it should be established whether parents know where the child is and what time s/he is expected home and also how they are getting home. If necessary, the child should be encouraged to leave at the appropriate time to get home for this deadline. If a child is joining a regular activity, his/her name, age and address should be recorded on a registration form and brought back signed next time. Every effort should be made to establish contact with parents, particularly of a younger child, by sending information home or providing a church telephone number or email address for them to call. No child can be taken on a trip away from the Southwell Minster site without a parental consent.
- The premises used should be safe and well maintained. Particular consideration should be given to safety checks of play equipment, furnishings, fire alarms etc. Health and Safety regulations, including appropriate risk assessments should be in place.
- Those undertaking one-to-one counselling or pastoral work should have received appropriate training. If a situation becomes difficult, it is important to seek advice straight away. When working in sensitive situations or one to one, it is important to keep a written record of the session, properly dated (including year) and to let a colleague know what is happening and where. Designated recording sheets can be found in the vergers' office, the welcome desk and the song school.
- Occasionally young people may disclose information to a work colleague or friend that gives rise to concern for their physical or emotional safety. In such situations it is important to communicate these concerns to the Cathedral Safeguarding Officer, coordinator or the Diocesan safeguarding team.
- The House of Bishops 'Responding well' should be followed at all times.
- Concerns about possible mistreatment of a child or teenager.
  - Workers must be receptive to what children and teenagers in their care have to say. If a child makes a complaint or an allegation about the behavior of an adult within Southwell Minster or its premises or the community, it is important to listen carefully without making a judgement on how plausible it might be. If a complaint is made about someone in Southwell Cathedral, this must ALWAYS be referred for advice about how to proceed. The Diocesan Safeguarding Adviser or the Cathedral's Safeguarding Officer or Coordinator should be contacted.
  - If there are concerns about possible harm to a child advice should always be sought from the Cathedral Safeguarding Officer in the first instance or from the Diocesan Safeguarding Adviser or a safeguarding team member.

## 2.2 Guidelines for safeguarding Adults at risk

There is no hard and fast definition of vulnerability. Instead, Southwell Cathedral Chapter encourages those who work with adults to be alert to the needs of each individual person and to the context in which they are working or worshipping, with an understanding that vulnerability may occur.

Vulnerability can be temporary and short-term or permanent, long-term and vulnerability in one area of life does not necessarily mean a person is universally vulnerable.

These guidelines are not for application to informal friendships arising from Southwell Minster membership, but rather to relationships formed when services are more formally offered by or on behalf of Southwell Minster. Southwell Minster staff, paid and voluntary, are expected to endeavor to uphold Christian values in both 'public' and 'private' areas of their lives.

- The potential difficulties of home visits should be considered and there should be discussions with fellow workers as to how risks to the adult and to the visitor(s) can be minimised.
- Where possible, visits to a person's home should be arranged beforehand rather than 'cold-calling'; this is especially important for the first visit e.g. at the beginning of a planned programme of visiting.
- It should be made clear from the outset what is being offered (e.g. bereavement counselling) and it should be discussed with the person how s/he would like to be supported, within the structure of the service offered.
- Consideration should be given to carrying a form of identity that links the visitor to Southwell Minster so that the vulnerable person can, if s/he wishes, check their identity before allowing them into the home.
- On a home visit, consideration should be given to leaving a card with the name, role and contact number of the visitor so that they can be contacted by the person or their carer if necessary.
- The person's independence must be respected. The visitor should always knock before entering a person's room or home; the appropriateness of initiating or receiving physical contact when greeting someone must be considered.
- It must not be assumed that the use of first names rather than the more Mr/Mrs/Miss/Ms is acceptable. The person should always be asked.
- Someone who lacks capacity to act for him/herself in one area of life may nonetheless

be quite capable in other areas; participation and inclusion must be ensured wherever possible. It must be remembered, also, that as the Mental Capacity Act 2005 makes clear, every adult who has capacity retains the right to make decisions that others may deem to be unwise.

- In conversation, the appropriate level of language for the needs of the adult at risk must be considered and there should be awareness of any special difficulties e.g. use of hearing aids, speech impediment or learning disability. Where communication skills are impaired, the adult should be asked if he or she is comfortable involving a member of the family or friend to help communication, and the adult should choose who this should be.
- When the views of a person are being sought, or a choice is to be made, clear unbiased choices must be offered and time should be allowed for the person to consider and express a decision.
- There should be sensitivity to a person's own beliefs and faith; there should be no persuasion for the person to adopt the visitor's own views.
- There should be extreme caution when dealing with financial affairs. Honesty, integrity and transparency are all vital. There should be no engagement in any activity that involves personal financial gain; there should be no canvassing for church donations from those who may be vulnerable, e.g. the recently bereaved.
- Gifts should not be accepted, other than small unsolicited tokens of thanks or birthday/Christmas gifts that are of low value (of the order of an ordinary box of chocolates, say). A colleague or supervisor should be told about any gift, even a small one. Any formal donations to the church should be receipted and given straight to a senior member of staff with proof of receipt.
- Sensitivity should be shown to any signs of a developing dependency upon the visitor that might be inappropriate, especially where the person's vulnerability has arisen in a time of personal crisis. Where it is felt that an inappropriate attachment might be forming, advice from an appropriate source should be sought, usually the Cathedral Safeguarding Officer in conjunction with the Canon Missioner.
- If it is felt that a relationship with a vulnerable person is becoming challenging, or the visitor does not feel competent to deal with a developing situation, there should be a step back and advice should be sought from a team leader.
- On working on behalf of Southwell Minster with an adult who is vulnerable, it would never be appropriate for total confidentiality to be promised. It should always be made clear that, although matters will be kept confidential if possible, there is the right to share information with appropriate people if it is felt someone is at risk of significant harm.



### 2.3 Concerns about possible mistreatment of an Adult at risk

If the adult at risk tells someone directly about harm caused to him/her it is important to listen carefully and to offer to support the adult by approaching the relevant professionals on their behalf. If the adult is unwilling or unable to do so, permission should be sought to share the information on the adult's behalf. If the adult is believed to be at risk, and she/he has the capacity to make an informed decision about whether or not he/she wants to share the relevant information, no further action should be taken without seeking help from the Cathedral Safeguarding Officer.

If there are doubts that an adult does have the capacity to protect him/herself in a particular situation, it might be possible to share information that the adult does not want shared if:

- The lack of capacity is likely to lead to significant harm to the individual.
- The benefit to the adult of sharing the information with another agency outweighs the disadvantage involved in breaching their right to confidentiality.
- If there is any doubt, advice should be sought from the Cathedral Safeguarding Officer.
- If the adult at risk is in immediate danger, or needs medical attention, the police or an ambulance should be called.

**Under no circumstances should anyone in Southwell Minster make an attempt to investigate an allegation of improper behavior or potential harm involving a vulnerable person. Such an allegation must be reported to the Cathedral Safeguarding Officer.**

### 2.4 Domestic Abuse

- Domestic abuse (often referred to as domestic violence) includes all aspects of violence and abuse that are perpetrated by one member of a family or household against another. Domestic abuse can include physical, emotional, financial, sexual or spiritual abuse as well as neglect.
- If you have any concerns, contact the Cathedral Safeguarding Officer.
- The House of Bishops 'Responding well to Domestic abuse' should always be adhered to:



## **2.5 Ministering to known offenders and those who pose a risk to vulnerable people**

- Where there is a known record, or a reasonable cause to suspect that someone in the Southwell Minster community poses a risk of harm to children or adults at risk, the Cathedral's Safeguarding Officer must be informed.
- If the offender and victim/survivor attend Southwell Minster, the offender should be supported in moving to another congregation where a safeguarding agreement should be sought.
- Offenders should not accept any role or office in Southwell Minster that gives them access to U18s or adults at risk without a risk assessment at an appropriate level being completed.
- Those with a background of offences against children and/or adults at risk should not take on any role that affords status and authority on behalf of Southwell Minster, which could be manipulated to gain access to vulnerable groups.

## **2.6 Procedures for safeguarding staff and volunteers in Southwell Minster who encounter difficult visitors on the premises**

- If a member of staff is approached by a visitor displaying challenging behaviour, they should not challenge them. Alert the Vergers and the Verger on duty who will deal with the situation.
- In Southwell Minster report to a Verger.
- In cases of emergency and if no one of can be contacted then they should ring the Police themselves.
- The incident should be logged in the Vergers' office.
- Up to date Security procedure for Southwell Minster can be seen in the Minster Office and Vestry.

## **2.7 Procedures for safeguarding staff from harassment and bullying**

- All complaints of abuse, harassment and bullying will be taken seriously and thoroughly

investigated. This policy and procedures are in the staff handbook.

## **2.8 Guidelines for safeguarding Visiting Choirs**

- Southwell Minster is committed to safeguarding all those who attend the worship and other activities that we offer.
- Choirs that include children or choirs that will be working directly with children and adults at risk are required to be aware of their Safeguarding responsibilities and confirm that they have their own Safeguarding Policy.
- On arrival such choirs will be asked to provide the duty member of Southwell Minster music staff with:
  - a list of all adult members of the group
  - a signed statement regarding DBS disclosure of all leaders
  - a signed statement of their familiarity with Southwell Minster Safeguarding Policy
  - their own Safeguarding policy
- Choirs coming from abroad must ensure that all adults have been carefully recruited using whatever checking arrangements are possible in the country of origin, or, if not, suitable references.
- Choirs of adults not expected to have direct contact with children should ensure they are familiar with Southwell Minster Safeguarding Policy.

## **2.9 Guidelines for safeguarding Choristers**

- Southwell Minster works closely with the Minster School to ensure the safeguarding of choristers in its care.
- Information regarding special educational needs, disability or medical conditions will be shared with regard to the implications for safeguarding.
- Southwell Minster and school safeguarding policies are shared and regular meetings are held between Southwell Minster and school staff.
- Southwell Minster and school are to inform each other formally by email of any chorister-related new staff or staff leaving such that each Single Central Register can be kept up to date.

- The Designated Safeguarding Lead at the Minster School is:  
Ms Angela Zannetou (Designated Safeguarding Lead) [a.zannetou@minster.notts.sch.uk](mailto:a.zannetou@minster.notts.sch.uk)  
and she can be contacted on **01636 814000. Ex 2349.**
- Safeguarding requirements for extended visits and tours made by choristers will be made in line with current policy and practice. All necessary additional checks and risk assessments will be carried out in the planning of these events.
- Staff involved in the Outreach Programme will require DBS checks and appropriate safeguarding training. Drivers will be required to give proof of fully comprehensive insurance inclusive of business use and accept full responsibility for the road worthy condition of the vehicle.
- Parental consent will be sought for choristers involved in the Outreach Programme. Copies of all the consents will be held by the organisers and regular (termly) updates of those involved to be shared with the Cathedral Safeguarding Officer.
- Southwell Minster Safeguarding Officer will meet regularly with the choristers so that they know who to talk to should they have an issue or concern.

## **2.10 Guidelines for safeguarding Work Experience Students**

- Only children in their last two years of compulsory schooling, or students taking post-16 courses, are eligible. The majority of pre-16 placements last for two weeks, but post-16 placements can be longer depending on the course being followed.
- The guidance for safeguarding children outlined in Section 2 Best Practice should be followed.
- Southwell Minster endeavors to plan work experience placements so that the students gain a realistic view of a job which is within their capabilities, and are able to feel that they have made a genuine contribution to the activity of the department to which they have been assigned.
- A Health and Safety risk assessment is performed prior to the placement and a copy supplied to the student's school. Southwell Minster expects to be informed by the school whether any student requires special arrangements to take account of any disability or medical condition, or other special need.
- Students are asked to come for a pre-placement meeting to give them an idea of the activities they will be undertaking and the conditions in which they will be working. At this meeting, they will be interviewed by the Head of the relevant Department and will have the



opportunity to ask questions to assure themselves that the placement is right for them. If either party is unhappy with the proposed placement, the school will be informed and the placement will not take place.

- Close liaison with the school is maintained and a visit by school staff during the placement is always scheduled.
- Students are expected to follow the basic working hours of 0900 to 1700 with a lunch break of an hour, although there may be some flexibility within Southwell Minsters departments.
- Induction takes place on the first day of the placement, with emphasis on emergency procedures and general Health and Safety rules. In the event that a student refuses to comply with any Health and Safety rule, the placement would be ended and the school notified.
- The student is always assigned to a paid employee for supervision and is never left unsupported in the working role. All employees to whom students are assigned are subject to an Enhanced Disclosure from the Disclosure and Barring Service.
- Southwell Minster holds Public and Employers' Liability Insurance which extends to students on work experience.



**SECTION 3:**

**MULTIMEDIA AND DATA  
HANDLING**

### 3.1 Photographs

- Permission is required where photographs are taken of individuals for publicity purposes.
- Where children are involved, the permission of the parent or carer should be obtained.
- People will be informed in advance how the photo will be used.
- Particularly with children, photographs should not be labeled with full names, ages etc.
- Printed Photographs should be stored in locked filing cabinets, especially if they accompany personal identifiers such as addresses etc.
- Photographs should be stored on a designated Southwell Minster computer.
- Photograph permits required for visitors.
- Visitors: when children's activities are taking place, will be guided by stewards and/or other volunteers to ensure photographs of participating children are not taken.
- Photographs should only be posted on social media when permission has been obtained and should only be used for the purpose of Southwell Minster publicity and information.

### [Filming and photography in churches – consent and GDPR | The Church of England](#)

### 3.2 Internet Use

- It should be very clear to all those using the Internet on a Southwell Minster-owned computer and/or in connection with work or activities on behalf of Southwell Minster that viewing or downloading inappropriate images or material (e.g. pornography, incitement to violence or racial hatred) is unacceptable and is likely to lead to dismissal. If possible, use a 'net nanny' or similar to block access to inappropriate sites.

### 3.3 Social Networking

- At Southwell Minster, we ask those who are representing Southwell Minster whether employee or volunteer to be careful and considered in their approach to social networking and to uphold Christian principles and practice in their activities.

- The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and the vulnerable.
- The use of social networking poses problems when it comes to the permeable barrier between the private and the public life. If you are called to account for your communications with children or other vulnerable people, you will need to show that you have maintained the highest standards of care.
- Always give due care and attention to the security settings and permissions that direct your social networking sites (e.g. your status page and use of private messaging or sharing pictures). Remember that even if you have very secure settings, those with whom you communicate may not.
- Think very carefully before posting information or responding to people with whom you have a professional relationship. Keep the boundary between private and public life clear. In social networking, as in conversation, it is important to watch what you say, where you say it, and who might be listening. Be aware that libel, defamation, copyright and data protection laws apply.
- You are advised to send messages to groups, rather than individuals, or share them publicly. If social networking is used in a professional role, it is important not to respond to requests to join lists, sign petitions, 'click to agree', share photographs or engage in any personally-based activity.
- Communicating directly online with someone, for example with private messaging, is like meeting them in private. Make sure you communicate appropriately with young people and be aware of the risks to them of online bullying. You should not accept "friend requests" from young (under 18) or vulnerable people and in no circumstance should you initiate a request with a vulnerable person.
- Reference: details relating to lay clerks and members of the Music Foundation are set out in their handbook

### 3.4 Storing Records and Data Protection

- In accordance with the Data Protection Act 1998 and GDPR compliance 2020, records that deal with safeguarding matters are not destroyed once a case is finished. The information gathered is kept in an electronic confidential system with password protection, only designated personnel including the Dean, Cathedral Safeguarding Officer and Diocesan Safeguarding Adviser have access to these files.

- Information is kept even if the case was judged to be malicious, unsubstantiated or unfounded in order to provide accurate information in the future, or in connection with a reference.
- Any allegation against a member of staff or volunteer at Southwell Minster which involves a child or adult at risk is referred to the Cathedral Safeguarding Officer and the Diocesan Safeguarding Adviser (and the police if it is alleged a crime has been committed) who will work together with the appropriate agencies outside Southwell Minster.

### **3.5 Confidentiality, Information Sharing and Consent**

- It is important to seek advice from the Cathedral Safeguarding Officer if there is any doubt about what information should be shared and with whom.
- A signed and dated record should be kept of the information shared, with whom and why.



**SECTION 4:**

**COMPLAINTS AND WHISTLEBLOWING**

#### **4.1 Raising the Alarm (Whistleblowing)**

- If there is a concern that someone's behaviour, working practice or attitudes might pose a risk to children or adults at risk, it is important to act early and inform the Cathedral Safeguarding Officer, Diocesan Safeguarding Adviser or the Police in an emergency.
- All concerns will be passed on to the Cathedral Safeguarding Officer, or the Diocesan Safeguarding Adviser.
- The Cathedral's Safeguarding Officer or the Diocesan Safeguarding Adviser can help to organize appropriate support for the person who has raised the concern.

#### **4.2 Complaints about the handling of safeguarding concerns**

- If there is a complaint about the way a safeguarding concern has been handled by the Cathedral Safeguarding Officer, or Coordinator or any other safeguarding team member, the Diocesan Safeguarding Adviser should be contacted.
- If the complaint is against the Cathedral Safeguarding Officer or Coordinator, or the Diocesan safeguarding Adviser, Southwell Minster CEO will need to be informed.
- If serious harm has been caused to a child or adult at risk by either an employee or volunteer connected to Southwell Minster, or if someone is in danger of serious harm, this must be referred to the police immediately and the Cathedral Safeguarding Officer, Coordinator or Adviser informed.

**SECTION 5:**

**APPENDICES**

## Appendix 1 – DBS Checks in the Cathedral

The following people, where their roles involve work with young children, teenagers or adults, who may be vulnerable, are required to have a Disclosure Barring Service check:

- all clergy who have the freehold or common tenure or hold the Bishop's Licence or permission to officiate
- all Ordinands before they are presented to a Bishops' Advisory Panel
- all accredited lay workers and Readers who hold the Bishop's licence or permission to officiate
- any other leaders in the Church whose office of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact
- those people whose jobs involve supervising work as above
- the Cathedral Safeguarding Officer
- the Cathedral Safeguarding Coordinator
- all people employed by Southwell Minster whose work may involve regular and direct contact with children or vulnerable adults
- all volunteers whose work or activities may involve regular and direct contact, including leaders of mixed age activities such as bell-ringers, choirs, servers
- the basic check introduced in 2018 will apply to Vergers.



## Appendix 2 – Definitions of Abuse

### CHILD ABUSE

**Physical Abuse:** This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as the overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** This involves forcing or enticing a child or a young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include the neglect of, or unresponsiveness to a child's basic emotional needs.

### **ABUSE AND EXPLOITATION INVOLVING ADULTS AT RISK**

The examples given below are not an exhaustive list. They are based on much fuller definitions provided by the statutory agencies that are responsible for the provision of services to adults at risk.

Any behavior that leads to a reasonable concern that a vulnerable person may suffer harm should be acted upon, whether or not it 'fits' the definitions outlined below. Some examples of how harm or distress may be unwittingly caused to a vulnerable person in a church context are also given.

**Spiritual:** This can include forcing religious ideas onto a vulnerable person where there is either no capacity to engage in debate, or undue pressure to lay aside the person's own views; inappropriate use of religious belief or practice e.g. intrusive healing or deliverance ministries to which the vulnerable person has not given informed consent. *In a church setting, this might involve pressure on someone who is receiving support from a church-led service to convert to the church or to the worker's beliefs about spiritual matters.*

**Physical:** This involves non-accidental harm caused by the use of force, ill-treatment or rough handling. It can include hitting, slapping, pushing; the use of inappropriate restraint or sanctions; restricting freedom of movement; the misuse of medication; placing a vulnerable person in an unsafe environment; any form of physical chastisement.

**Emotional or psychological:** Emotional or psychological abuse is behavior that has a harmful effect on a vulnerable adult's emotional health and development. Such abuse can include threats of harm or abandonment; imposed isolation or withdrawal of support networks; verbal abuse or other actions intended to place a person in fear; manipulation or misuse of power; bullying, humiliation or harassment; overriding the person's rights e.g. to privacy or choice, or using coercion; deliberate isolation or deprivation of social contact. *Remember that a vulnerable adult may still have capacity to make decisions in some areas if not others; it is important not to 'take charge' unnecessarily, or rush someone into making choices.*

**Financial or Material:** The use of an adult at risks' property, assets or income without their informed consent constitutes abuse. For example, extortion or manipulation of a vulnerable person's legal or civil rights; misappropriation of money or goods; misuse of finance or property, including the exploitation or fraudulent use of a person's resources; exerting pressure on a vulnerable person to make gifts or legacies, or to change a will. *In a church context, repeated or direct requests to a vulnerable person to contribute to fundraising initiatives or to leave bequests in a will could be seen as abusive.*

**Neglect:** Neglect involves a lack of appropriate care or a failure to meet an individual's basic needs that leads to a risk of harm to a vulnerable person, and can include failure to intervene where a vulnerable person is a risk of harm, withholding appropriate personal or nursing care, deliberately withholding food, drink or equipment (e.g. mobility or hearing aids); refusing or restricting access to medical or legal services; exercising inappropriate control over a person's right to have contact with friends and family etc. *The duty to bring concerns about the care or treatment of a vulnerable adult to the attention of the appropriate agencies is relevant to everyone in the church community.*

**Sexual:** Sexual abuse is the involvement of an adult at risk or vulnerable person in sexual activities or relationships which are for the gratification of another person and to which the adult at risk or



vulnerable person has not given free and informed consent. Examples of sexual abuse can include sexual comments, suggestions or innuendo; introduction to indecent or sexually provocative material; indecent exposure; pressure to consent to sexual intercourse or sexual acts of any kind; physical sexual assaults e.g. rape, indecent assault, forcing a vulnerable person to engage in sexual acts with other people. *Church workers providing a service to adults at risk must be careful to observe appropriate professional boundaries in the working context, and not lay themselves open to abuse of their role by 'flirting' or developing romantic or sexual relationships with those for whom they hold a position of trust.*

Where any kind of sexual relationship develops between adults, the issue of 'capacity' is key to whether or not the balance of power is equal. Any sexual act carried out by one person without the informed consent of the other is abusive, whether or not it involves physical contact. Consent obtained under pressure is not regarded as free or informed consent. Our guidelines make clear that no-one should enter a sexual relationship with a person for whom they have pastoral responsibility or for whom they have a duty of care.

### **Modern slavery**

Encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

[Policy and practice guidance | The Church of England](#)

### **Discriminatory abuse**

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

### **Self-neglect**

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

### **Organisational abuse: (Adults)**

Organisational abuse occurs when an organisation's priorities, policies and practices are more important than individuals' needs and wishes. It includes failure to ensure necessary standards are in place to protect and maintain good standards of care according to individual choice.

### **Domestic Abuse: (Children and adults)**

Domestic abuse is any incidence or pattern of incidents of controlling, coercive, threatening behavior, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional.

## FACTORS THAT CAN LEAD TO VULNERABILITY

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Chronic or acute mental ill health (including dementia)
- Addiction to alcohol or drugs
- Physical and/or mental health issues
- Physical, mental or emotional frailty (temporary or permanent) that leaves the person unable to protect him or herself from exploitation or harm
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement or previous abuse or trauma.

## Appendix 4 - Policies and Guidelines accepted by Southwell Cathedral Chapter

[Safeguarding e-manual | The Church of England](#)

### Responding Well

- [Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance \(2018\)](#)
- [Responding to, assessing and managing concerns or allegations against church officers practice guidance \(2017\)](#)
- [Responding well to domestic abuse practice guidance \(2017\)](#)
- [Responding well to those who have been sexually abused practice guidance \(2011\)](#)

### Safer Recruitment

[Safer Recruitment and People Management Guidance | The Church of England](#)

### Training

[Learning and development practice guidance \(2021\)](#)

### Policy Statements

- [Promoting a Safer Church; House of Bishops policy statement \(2017\)](#)
- [Protecting All God's Children \(safeguarding policy for children and young people, 4th edition, 2010\)](#)
- [Promoting a Safe Church \(safeguarding policy for adults, 2006\)](#)



**SECTION 6:  
SURVIVOR  
ENGAGEMENT**

## SURVIVOR SUPPORT AND ENGAGEMENT

Survivor engagement is about enabling survivors and victims of any form of abuse to have a say and an active role in making the Church of England a safer place for all.

Southwell Minster is committed to engaging with victims and survivors of abuse in the development and improvement of safeguarding in the Church.

If you have been affected by abuse either directly or indirectly it is important that you access help and support.

[Survivor engagement | The Church of England](#)

Safe Spaces – 0808 1629 111

[Safe Spaces – Victim Support](#)

The Truth Project –

[I will be heard | Truth Project](#)

Authorised Listener – How to access this?

Please speak to the safeguarding team to access this service.

National helplines – (NSPCC, Women's Aid, Equation, Nottinghamshire (City and County) Sexual Violence Support Services, MACSAS)

NSPCC – 0808 800 5000 [NSPCC | The UK children's charity | NSPCC](#)

Women's Aid – [Domestic Abuse Directory – Womens Aid](#)

Equation – [Equation | Domestic Violence Nottinghamshire](#)

NSVSS – [Nottinghamshire Sexual Violence Support Services | Notts SVS Services](#)

MACSAS – [MACSAS Minister & Clergy Sexual Abuse Survivors](#)

## 6.1 Contacts for Urgent Advice for those who work with Children

County Children's & Adults Social Care: 0300 500 8080  
out of hours 0300 456 4546

City Social Care: Children 0115 876 4800/0115 876 5600 Adults: 0115 476 1000  
(out of hours 0300 131 0300)

## 6.2 Contacts for urgent advice for Safeguarding Adults at risk

Nottinghamshire Constabulary 101 (in an emergency call 999)  
(tell the switchboard you are calling about a possible crime against a vulnerable adult)

Penny Turner, Cathedral Safeguarding Officer  
[Penny.turner@southwell.anglican.org](mailto:Penny.turner@southwell.anglican.org)  
07827 018873

Julian Hodgson, Diocesan Safeguarding Adviser  
[julian.hodgson@southwell.anglican.org](mailto:julian.hodgson@southwell.anglican.org)

Diocesan Safeguarding Team  
[safeguarding@southwell.anglican.org](mailto:safeguarding@southwell.anglican.org)  
01636 817200

Vicky Thorpe, Cathedral Safeguarding Coordinator  
[safeguarding@southwellminster.org.uk](mailto:safeguarding@southwellminster.org.uk)  
or via the Minster Office or the Vestry

Nigel Spraggins, CEO  
[nigel.spraggins@southwellminster.org.uk](mailto:nigel.spraggins@southwellminster.org.uk)  
01636 817285

Disclosure & Barring Service Website  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Signed:

N. A. Silva

Date: 20/1/2023

Dean Nicola

Version control details:

Safeguarding Policy 2022 v2

	Date
Document Revised	November 2022
Approved by Chapter	January 2023
Review Date	November 2023