



**Implementing the Cathedral's
Safeguarding Policy
with Children and Adults who may be at
risk of abuse or neglect**

October 2019

6. SOCIAL MEDIA

Staff should refer to the Employee Handbook and ensure that they fully comply with its requirements. Volunteers should ensure that social media is used in accordance with the Cathedral's policies and with the knowledge of the leader of the activity you are involved with.

Unless authorised by the CSL or CLSL **neither staff nor volunteers** may place any image of a child or vulnerable adult who is not an immediate family member on any form of social media.

7. ACTIVITY OR INTERACTION WITH ADULTS WHO MAY BE AT RISK OF ABUSE OR NEGLECT

- Oversight of the practicalities of caring for adults who may be at risk of abuse or neglect lies with the relevant Heads of Departments or Chapter Members;
- Section 3(ii) of the Safeguarding Policy must be implemented;
- When visiting adults at risk of abuse or neglect, pastoral carers authorised by the Cathedral must comply with the Code of Conduct issued to them.

8. QUICK REFERENCE CARD

- All staff and volunteers must carry this wallet/purse card when on Cathedral duty;
- All staff and volunteers must ensure that they have read and understood the sections "What to do if you have concerns about possible abuse (including allegations)", "What to do if a child, young person or adult wishes to disclose they have been abused" and "Things to remember";
- Further copies can be requested from the Cathedral Office.

9. ADVICE IS ALWAYS AVAILABLE

It is important for each of us to remember that we are not handling these issues alone. Advice is always available and, if you have a concern about safeguarding, the essential first step is to consult the CSL or CLSL who will take appropriate action.



Mark Boyling
Dean of Carlisle



Jan Kearton
Canon Warden

November 2019

- Groups or persons hiring or visiting the Cathedral to conduct regulated activities must complete the appropriate pro forma at least **two weeks before the activity commences** or in the case of groups visiting from abroad **two months before the activity commences**. The Chapter is required to assure itself that all regulated activity taking place within the Cathedral precinct conforms with UK law.

iii) When you encounter children

You should:

- treat all children and young people with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- ensure that you are within sight of another adult connected with the Cathedral;
- if a child is distressed, inform the Vergers or the Canon Warden;
- without touching, respond warmly to a child who needs comforting, but make sure there are other adults around;
- record any concerning incidents, sign and date your record, and give the information to the CSL or CLSL;
- always share concerns about a child or the behaviour of another worker with the CSL or the CLSL.

You should not:

- touch a child, except to prevent harm in extreme emergencies. Any necessary contact (e.g. for comfort, see above and below) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to a child even in fun;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking especially if this is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- swear or use other inappropriate language in front of children;
- work or volunteer under the influence of alcohol;
- invite a child to your home alone;
- arrange unregulated social occasions between yourself alone and a child/ children involved in Cathedral activities;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

I. POLICY

The Chapter of Carlisle Cathedral has had a Child Protection Policy since 1998. Guidelines about the implementation of that policy were published in 1998 and were updated in 2009. In March 2012 the Diocese of Carlisle adopted a new Safeguarding Policy and Guidelines for the Diocese and, in step with every other church in the Diocese, the Chapter formally adopted that policy in November 2012. Our Safeguarding Policy is reviewed annually by the Chapter. Chapter has adopted and fully endorses the House of Bishops Safeguarding Policy statement 'Promoting a Safer Church'. The full text of the Chapter Safeguarding Policy can be read in the safeguarding sections of both the Cathedral and Diocesan websites. <http://www.carlislecathedral.org.uk/safeguarding>

2. ETHOS AND OVERRIDING DUTY

In its policy statement 'Promoting a Safer Church' the House of Bishops states:

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

Chapter wholeheartedly endorses this statement and is thankful for the careful and caring work taking place here to guard the wellbeing of those with whom we engage. Chapter recognises that the scale of activity taking place at the Cathedral and the public nature of the main Cathedral building and precinct makes the Cathedral especially vulnerable. Good application of safeguarding practice, for all to see, is essential. It will show children and adults who may be at risk of abuse or neglect that they are valued and will be safe. It will also prevent and deter those seeking to abuse.

Many kinds of abuse are covered by the safeguarding policy including physical, sexual, emotional, financial, spiritual, internet/social media abuse, neglect and bullying.

The Chapter therefore requires that all employees and volunteers engaged at the Cathedral ensure that their activities undertaken for the Cathedral always comply fully with the requirements of the Safeguarding Policy.

3. PEOPLE

The Chapter Safeguarding Lead is:

Canon Jan Kearton

Tel. 01228 521857

Email canonwarden@carlislecathedral.org.uk

The Dean delegates operational safeguarding and policy formation to Canon Kearton who oversees, guides and implements safeguarding at the Cathedral. Canon Kearton works with Chapter, its employees, volunteers and members of the Cathedral community to ensure that children and adults who may be at risk of abuse or neglect are safeguarded and that each group understands and implements safeguarding measures. Canon Kearton has daily operational responsibility for safeguarding. Staff, volunteers, choristers, parents, congregation members and members of the public can speak with Canon Kearton about any safeguarding concerns or issues they may have.

The Cathedral Lay Safeguarding Lead (CLSL) is:

Mr David Allen

Tel. 07393 993519

Email dallenclsl@gmail.com

Mr Allen is a lay person (not a member of the clergy) and is not a Chapter member. Staff, volunteers, choristers, parents, members of the public and congregation members can speak with Mr Allen about any safeguarding concerns or issues they may have.

The member of Chapter to whom the CLSL will relate is Canon Jan Kearton.

The Chapter Safeguarding Lead's PA is:

Mrs Karen Natrass

Tel. 01228 548107

Email karen@carlislecathedral.org.uk

Mrs Natrass administers safeguarding records and safer recruitment and works on Fridays between 8.30am and 3.45pm.

Chapter is professionally advised by the Diocesan Safeguarding Adviser:

Mr Charles Proctor

07458 016884

Email safeguardingadviser@carlisle-diocese.org.uk

4. REGULATED ACTIVITY LEADERS

The following activities and leaders have been noted by the Chapter for 2019/20:

Cathedral Choir, Boys' & Girls' Choir

Mr Mark Duthie

Cathedral Consort

Mr Edward Taylor

Carlisle Cantate Children's Choir

Mr Edward Taylor

Outreach Co-ordinator

Dr Anna Howard

Heritage Learning

Miss Sarah Cameron

Bell Ringing

Mr Ron East

Citykidz

Canon Michael Manley

Young Cathedral

Canon Michael Manley

Plus+ Youth Group

Canon Michael Manley

The Table

Canon Michael Manley

Pastoral Team & Pastoral Link Visitors

Canon Michael Manley

5. WORKING/VOLUNTEERING WITHIN THE POLICY

i) General

- A child is anyone under the age of 18;
- All children must be supervised by at least two adults, one of whom will be the Activity Leader;
- No child will be alone with an adult at any time;
- All staff and volunteers involved in regulated activity or public-facing roles will be safely recruited in accordance with national Church policy, and must have successfully completed Church of England Safeguarding Basic Awareness (C0) online training before commencing in role;
- Those whose roles require higher levels of national Church training must complete these within 6 months of starting.

ii) Regulated Activities

- Both one-off activities and activities with a regular pattern must have a set of guidelines and procedures for the activity that are consistent with the Cathedral Safeguarding Policy.
- Activity leaders must ensure that the guidelines are understood and adhered to by helpers;
- Leaders of activities must be familiar with Section 3(i) of the Safeguarding Policy. Canon Kearton and the CLSL will be happy to give advice.
- Recommended staffing levels for the activity must be consistent with Section 3(i) 4 of the Safeguarding Policy;
- Risk Assessments for each activity must use the pro forma and methods supplied. A copy of the final assessment must be sent electronically to the Safeguarding PA;