



Safeguarding: supplementary material

February 2020

HOW TO USE THIS DOCUMENT

This document is in two parts. The first part outlines the overarching strategic policy of Blackburn Cathedral in respect of the safeguarding of Children and Young People and Vulnerable Adults. It provides the relevant background information and the rationale that underpins all our work in this area.

Part Two is the Delivery Document, outlining all the necessary practices and procedures that must be followed in order to implement the Cathedral's Safeguarding Policy in respect of both Children and Young People and Vulnerable Adults.

Important additional information is located in the Appendices.

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OUR COMMITMENT TO SAFEGUARDING

The Cathedral recognises that the safeguarding of children, young people and vulnerable adults is the responsibility of everyone.

This policy is based on the recommendations from the House of Bishops. Blackburn Cathedral recognises that safeguarding good practice concerns the development of safer expressions of care to all and underpins the love and welcome of God for all people. We can show God's love through action, by working in a supported and coordinated manner when responding to safeguarding concerns.

When dealing with safeguarding matters communication is key and therefore requires Cathedral Safeguarding Officers and Cathedral Clergy to make timely responses to concerns, consulting and working in conjunction with statutory agencies, the Diocesan Safeguarding Adviser and where necessary drawing in additional support from the Churches Child Protection Advisory Service (CCPAS).

All churches and faith communities are required to have in place arrangements which include:

- Procedures to identify, respond to and report concerns
- Codes of safe practice
- Safe recruitment procedures

Our policies will govern the work undertaken with children, young people and vulnerable adults who attend the Cathedral or take part in activities on the Cathedral premises or that are organised by the Cathedral.

There is a Cathedral Safeguarding Group that ensures the overall operational management of safeguarding within the Cathedral in support of the Dean.

Liability insurance in relation to such issues may be invalidated if such policy is not in place and being implemented.

SAFEGUARDING: WHO IS RESPONSIBLE?

The Cathedral recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989. Anyone under the age of 18 is considered to be a child/young person.

It is sometimes difficult to acknowledge that abuse can happen within a church, however any group or organisation working with children needs to be alert to the possibility of abuse occurring. It is the responsibility of us all to put the welfare of children and young people first and to recognize and respond to behaviours that can put children at risk.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

We aim to create a safe and respectful environment within which children and young people can thrive and churches can operate with the help and security of clear guidance.

These guidelines are for the use of all clergy, volunteers paid staff and visitors. The guidelines can be shared with the parents and carers of the children and young people to whom we offer a service.

We are committed to:

- ✓ The care, nurture of, and respectful pastoral ministry with, all children and young people.
- ✓ The safeguarding and protection of all children, young people and adults where they are vulnerable.
- ✓ The establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

(Protecting All God's Children 2010)

WHO IS RESPONSIBLE FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS?

The Dean

The Dean has ultimate responsibility for policy and all safeguarding procedures in the Cathedral and is a member of the Safeguarding Management Group. The Dean is assisted by the Canon Missioner, who additionally chairs the Safeguarding Management Group.

The Chapter

Approving the policies and ensuring annual review.

Appointing the Safeguarding Management Group and overseeing its work

Ensuring that all recruitment is in accordance with the House of Bishops Guidelines

Ensuring adequate financial provision as agreed in the annual budget for implementing Safeguarding Procedures, including training.

The Safeguarding Management Group

Role of Group

The group is to be responsible for developing and overseeing policy and strategy and supervising its implementation.

The group is fulfilling this role on behalf of the Chapter and will report annually to Chapter. The Group will not deal with practical issues or queries (those should remain with the Cathedral's Under 18s or Vulnerable Adult Safeguarding Co-ordinators)

Terms of Reference

1. Responsible for developing and reviewing the Cathedral's safeguarding policies, promoting compliance with relevant and most up-to-date legislation
2. Responsible for ensuring the implementation of policies and offering appropriate training for all cathedral clergy, staff and those volunteers who require safeguarding training as part of their role description
3. Responsible for monitoring and evaluating safeguarding procedures
4. Responsible for the annual review of policies, and for recommending the adoption of policies to Chapter

Under 18s Co-ordinator and Vulnerable Adults Co-ordinator

Appointed by Chapter and supported by the Safeguarding Management Group

In summary, the role of the Safeguarding Co-ordinators is:

- 1) to provide advice and support to all group leaders of Cathedral organisations where the role involves safeguarding work. A list of relevant groups can be found in **Appendix 1**.
- 2) to advise the Dean and Chapter
- 3) to act as a reference person for the development of good practice

The Safeguarding Co-ordinators may appoint one or more assistants to act on their behalf with the approval of the Safeguarding Management Group.

These appointments do not relieve adult group leaders or the Dean and Chapter of their responsibilities for Safeguarding and Child Protection.

The Chapter require that leaders will give the Co-ordinators their fullest support and co-operation.

The Safeguarding Co-ordinators' can be contacted on the telephone numbers displayed on all relevant notice-boards.

A full role description for the posts of Safeguarding Co-ordinators is included in this document in **Appendix 2** and their names are in **Appendix 8**.

Group Leaders (whether employees or volunteers)

These are the overall leaders of Cathedral Groups. The Group Leaders are responsible for the well-being of all members of their groups during Cathedral activities, including:

- Ensuring the Chapter and the Safeguarding Co-ordinators are aware of the activities of their group, including changes in staffing, in the pattern of meetings and extra events or trips
- Ensuring adequate staffing for all activities
- Keeping a register of delegated leaders and helpers in their group, and updating it twice a year
- Initial induction of delegated leaders and helpers
- Keeping the Safeguarding Log and Accident Book up to date
- Risk assessment procedures and obtaining permission for off-site visits
- Ensuring appropriate parental consent
- Keeping attendance registers
- First Aid
- Health and Safety

Delegated Leaders and Helpers

Delegated Leaders may run activities in the absence of the Group Leader, and will be responsible for all aspects of that particular activity, including Safeguarding.

Helpers may be present in an assistant capacity but will not normally be left in charge of an activity. They should be competent in basic Safeguarding issues in case circumstances temporarily leave them alone with children.

Children's Advocates

It is unlikely that the person appointed to the role of Under 18s Co-ordinator for the Cathedral will know every young person who takes part in activities at the Cathedral. In order to ensure that young people have access to support and advice when participating in activities, Children's Advocates may be appointed by Chapter. Children's Advocates will fulfil a number of roles. They will:

- be an additional resource available to the Leaders of groups, who may be faced with child protection issues.
- listen sympathetically to young people, take appropriate action, and report any concerns to the U18s co-ordinator, and The Dean.
- will have appropriate experience and undertake Safeguarding training to support this role
- will liaise with the Under 18s co-ordinator.

There is a list of names at **Appendix 8**.

SAFEGUARDING IN THE CATHEDRAL CHURCH OF ST MARY THE VIRGIN, BLACKBURN

POLICY STATEMENT

Every person has a value and dignity as persons made and created in the image and likeness of God. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. Christian communities should be places where all people feel welcomed, respected and safe from harm. The Church can work towards creating a safe non-discriminatory environment by being aware of situations which can create vulnerability.

Blackburn Cathedral, in all aspects of its life, is committed to and will champion the safeguarding of the vulnerable both in society as a whole, and in its own community. The Cathedral will foster and encourage best practice within its community by setting standards for working with children and young people and vulnerable adults. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of all members of its community. It is committed to acting promptly whenever a concern is raised about a child or adult or about the behaviour of someone working, volunteering or in a position of trust, and will work with the appropriate statutory bodies when an investigation into abuse is necessary. It is also committed to the support of those who have been abused and to listening to the voices of survivors, who can help us learn lessons from the past. In respecting the dignity and value of every person we are committed to:

- **the care, nurture of and respectful pastoral ministry with all children and adults;**
- **the safeguarding and protection of all children, young people and adults who may be at risk;**
- **establishing safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' and action in safeguarding matters;**

We will seek to fulfil these through:

- **The production of clear policy and procedures with which all will comply;**
- **The safe recruitment, training and support of those in positions of responsibility and trust;**
- **Responding quickly to concerns or complaints;**
- **Working alongside professionals in processes which support safeguarding and pastoral care;**
- **Providing care and support to those who have experienced abuse;**
- **Providing supervision and support to those who have abused others;**

GUIDING PRINCIPLES

To guide all elements of safeguarding activity delivered by those within the Cathedral we will:

- **Provide pastoral care which is respectful and informed**
- **Provide timely safeguarding actions**
- **Respect confidentiality**
- **Identify and manage risk**
- **Discharge our duties at the highest level of Christian behaviour**
- **Actively commit to the promotion of a safe church community**

CODE OF SAFER WORKING PRACTICE

This code is provided for all those across the Cathedral who work or volunteer with children, young people or vulnerable adults. The code provides clear advice on appropriate and safe behaviours which promote safe practice. It assists those working with children and vulnerable adults to monitor their own standards and practice by setting expected boundaries of behaviour.

These guidelines serve to reduce the possibilities of positions of trust being abused and false accusations being made.

- Treat all children, young people and vulnerable adults with respect and dignity, use language, body language and a tone of voice which is respectful.
- Involve children, young people and vulnerable adults in the planning and running of the activities offered where appropriate.
- Use active, transparent communication to aid the development of a community where workers, children and vulnerable adults are allowed to discuss inappropriate attitudes and behaviours in each other.
- Avoid being alone with a child where possible to protect all involved in the activity.
- Ensure everyone knows with whom they can share their concerns; promote the role of the Cathedral Safeguarding Co-ordinators and their contact details.
- Never use illicit substances, alcohol or abuse prescription medication when responsible for a child or vulnerable adult.
- Keep physical contact to the needs of the activity, if touch is required always check with the person first. Never use rough play, sexually provocative words or games or any form of punishment.
- Obtain consent for photographs / video to be taken, shown or displayed.
- Never scapegoat, ridicule or reject a child, young person or adult or allow others to do so.
- Never show favouritism to, or single out anyone or group for more of your attention.
- Never give lifts to children or young people on their own or allow unknown adults access to children.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

The above set clear expectations of behaviour and Codes of Practice serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made. More detailed guidance on safe working practices can be found in **Appendix 3** of this document.

SAFEGUARDING PROCEDURES

Concerns about children, young people and vulnerable adults will be responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person, either the Under 18 or Vulnerable Adult Cathedral Safeguarding Co-ordinators or advice sought from the Diocesan Safeguarding Adviser as quickly as possible (within 24 hours).

The flow chart on the following page sets out the process you should follow and who you can seek assistance from.

Diocese of Blackburn Flowchart: Safeguarding concerns

A safeguarding concern is reported to or identified by someone within the Cathedral – please remember concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

YES



IS THE CHILD/ADULT AT IMMEDIATE RISK?



NO



If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given.
As soon as possible, but within 24 hours, follow the reporting and recording steps on the right.

Concern about a member of clergy



Inform the CSCs and Dean, or in his/her absence, a Residentiary Canon, as soon as possible (within 24h). They will contact the Local Authority Safeguarding Team and the Diocesan Safeguarding Adviser who will discuss with the Bishop's Leadership Team to work out the next steps

Concern about a member of the laity or congregation



Inform the Cathedral Safeguarding Co-ordinators and Dean, or in his/her absence a Residentiary Canon, within 24h



Seek advice from the Local Authority Safeguarding Team and DSA: Tel: 07711 485170 if appropriate.
If not available or call CCPAS Helpline as below.

Any concerns can be discussed with the Dean but advice should always be sought from the Cathedral Safeguarding Coordinators (CSCs) and/or the Local Authority safeguarding team. All concerns reported to the CSCs are shared with the Dean, and as necessary with the Bishop and Archdeacons. Any concerns that they are made aware of are reported immediately to the Diocesan Safeguarding Adviser.

IF A SERIOUS CONCERN ABOUT A CHILD/YOUNG PERSON ARISES OUT OF OFFICE HOURS PLEASE CONTACT THE LOCAL AUTHORITY SAFEGUARDING TEAM OR CCPAS HELPLINE ON 08455 120 455

SAFEGUARDING RESPONSIBILITIES

Clear, robust procedures are essential to safeguarding. However, it is important to remember that above all it is people who protect, not procedures. The aim should be to create a culture of informed vigilance in the Cathedral by sharing the responsibility but having clear roles and responsibilities when dealing with safeguarding. Within the Diocese of Blackburn safeguarding responsibilities are held by the Diocese and in the Cathedral by the Dean and Cathedral Chapter along with specified safeguarding personnel.

DIOCESAN RESPONSIBILITIES

The Cathedral endorses the Diocese in its responsibilities. In line with General Synod guidance the Diocese has:

- Adopted the House of Bishops' safeguarding policies, (Protecting all God's children 2010 and Promoting a safe church 2006);
- Provided a structure to manage safeguarding in the Diocese;
- Established a Diocesan Safeguarding Management Group (DSMG) with an independent chair to coordinate the strategic development of safeguarding within the Diocese;
- Appointed a Diocesan Safeguarding Adviser to co-ordinate the operational management of all aspects of safeguarding;
- Provided a code of 'Safer Working Practice' for all in the Diocese to follow;
- Ensured safeguarding training and development opportunities are available to all;
- Ensured a proper flow of safeguarding information; to and from the Diocesan Safeguarding Team, parishes and organisations outside of the church;
- Promoted good practice in safeguarding across the Diocese, including record keeping, risk assessment and responding to complaints (**Appendix 3**);
- Included the monitoring of safeguarding in parishes as part of the archdeacons' responsibilities;
- Provided access to the Disclosure and Barring Service (DBS) through the CCPAS e-bulk system for parishes, the cathedral, the bishop's office and the Diocesan office for those beneficed and licensed clergy, paid workers and volunteers who need to obtain disclosures or to have their registration with the DBS checked;

CATHEDRAL CHAPTER RESPONSIBILITIES

The Chapter, through good management of safeguarding has a fundamental responsibility in keeping all within our Cathedral safe. The Chapter should therefore:

- Formally adopt and implement the Cathedral policy for safeguarding children, young people and vulnerable adults;
- Review and discuss the implementation of the policy and procedures at the first meeting of the Cathedral Safeguarding Group in the Autumn Term, to be taken to the following Chapter Meeting for approval. The Safeguarding Policy Statement should be signed. One copy of this policy statement should be filed with the Chapter minutes, another copy sent to the DST and copies displayed prominently in the Cathedral and wherever work with vulnerable groups takes place;

- Appoint at least two Cathedral Safeguarding Co-ordinators to work with the Safeguarding Group, Dean and Chapter in order to implement the policy and procedures. The Cathedral Safeguarding Group is represented at the Chapter Meeting by the Residentiary Canon who is a member of the group;
- Appoint at least one person to be a child advocate, who where possible should be different from the Cathedral Safeguarding Co-ordinators. This should be someone children can recognise as being someone they can trust and talk to;
- Display in Cathedral premises (where children’s activities take place), the contact details of the Cathedral Safeguarding Co-ordinators along with contact numbers for: ‘Childline’ (0800 1111), ‘Family Lives’ (was ‘Parentline Plus’ – 0808 800 222), the CCPAS Helpline (0845 120 4550) and the Diocesan Safeguarding Advisor (07711 485170). This can most easily be achieved by displaying the safeguarding poster available in the “Safeguarding toolkit” section on the Diocese web site;
- Ensure that all those authorised to work with children (paid and voluntary) are appropriately recruited according to safer recruitment practice and are trained and supported;
- Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the Chapter and that risk assessments and safeguarding procedures are completed for all activities;
- Ensure all those hiring Cathedral premises undertake to fulfil their safeguarding responsibilities towards children and young people;

HIRE OF CATHEDRAL PREMISES

Ensuring the safety and welfare of children, young people and vulnerable adults lies with those responsible for their care. Where external organisations/individuals are using Cathedral premises, hire arrangements must make it clear that the organisations/individuals are to abide by the Chapter’s safeguarding policy.

A copy of the Chapter’s policy statement is at **Appendix 9**. This forms part of the Hire Agreement and hirers should be asked to sign a copy of this, even when an organisation has their own, to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority. If an organisation has a safeguarding policy, the Cathedral reserves the right to ask for a copy of it to be filed with the hire agreement.

ROLES IN SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Full role descriptions for safeguarding personnel can be found on the Diocesan website. Below are brief details of the Diocesan Safeguarding Adviser and Cathedral Safeguarding Co-ordinator.

DIOCESAN SAFEGUARDING ADVISER

The Diocesan Safeguarding Adviser is a member of the Diocesan Safeguarding Management Group (DSMG). Their role is to support the Diocese in the development of local policy, good practice and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make sure that offenders returning to the community are appropriately supported and managed. To coordinate all the mechanisms for safeguarding practice across the Diocese including the provision of specialist advice, support and monitoring in line with the law, government guidance and national guidance from the House of Bishops and National Safeguarding Adviser.

DIOCESAN SAFEGUARDING ADMINISTRATION CO-ORDINATOR

The Diocesan Safeguarding Co-ordinator works closely with the adviser. The co-ordinator is not qualified in safeguarding but has access to relevant safeguarding administrative information and can support in all areas of administration. The coordinator will ensure that anything that may be a complaint or disclosure is passed to the adviser for action. The co-ordinator has undertaken basic safeguarding children awareness training.

CATHEDRAL SAFEGUARDING OFFICERS

The Cathedral has two Safeguarding Co-ordinators, one who is responsible for ensuring the coordination of any concerns about a child or young person and one who is responsible for ensuring the co-ordination of any concerns about a vulnerable adult, or the behaviour of an adult working with vulnerable groups. Their roles are to ensure that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser.

Where a Cathedral Safeguarding Co-ordinator becomes aware of a suspicion or concern about possible abuse the following steps should be followed:

- if the child / adult is in immediate need of medical treatment or protection, contact the ambulance service or the police (very few situations will fall into this category, it is only when injuries have been received needing urgent medical intervention or you believe that their safety and welfare will be endangered if they return to their home / living arrangements that this would need to be done)
- inform the Dean or in his absence one of the Residentiary Canons (unless there is a valid reason not to, i.e. the concern is related to them)
- inform the Diocesan Safeguarding Adviser as soon as possible (within 24 h). This will allow you to discuss your concerns further with someone experienced, and seek advice and guidance to agree the most appropriate action to take in the best interests of the child, young person or vulnerable adult, in line with policies and procedures. The Local Children's / Adults Social Care Department and CCPAS are also available for consultation on concerns.

ALLEGATIONS AGAINST CATHEDRAL OFFICERS

The following guidance relates to circumstances where it is alleged that a Cathedral Officer (for example: clergy, church warden, children / youth / vulnerable adult leader, choir leader) has:

- behaved in a way that has harmed, or may have harmed, a child / vulnerable adult
- possibly committed a criminal offence against, or related to, a child / vulnerable adult
- behaved in a way that indicates that he or she is unsuitable to work with children / vulnerable adults

Where there are concerns for the behaviour of, or allegations against, a Cathedral worker these should be directed immediately to the relevant Cathedral Safeguarding Co-ordinator and the Dean who will confirm the appropriate next action. These concerns must be reported to the Diocesan Safeguarding Adviser as soon as possible (within 24h) and will be addressed drawing on the relevant policy procedures guiding paid and voluntary workers. This may involve: providing advice, supervision and training, the use of disciplinary and statutory processes (including suspension from their role if there is a police investigation) or a combination of these. A referral must be made to the police and / or local authority where it appears that a criminal offence has occurred against a child or vulnerable adult.

Any allegation against those working with children must be reported to the Local Authority Designated Officer (LADO) where any of the three circumstances identified above exists. This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support throughout the process. Cathedral staff can access the LADO themselves or the Diocesan Safeguarding Adviser can do this on their behalf.

Further guidance on reporting concerns and record keeping can be found in **Appendix 4** of this document.

SAFEGUARDING TRAINING

All those volunteering or working with vulnerable groups should complete Diocesan Cathedral safeguarding training and renew this every three years. Those expected to complete this are:

- all Blackburn Cathedral clergy holding the Bishop's licence or with permission to officiate
- all licensed and authorised lay ministers working within Blackburn Cathedral
- Cathedral Safeguarding Co-ordinators and advocates
- Cathedral Virgers
- Church Wardens
- At least one lay member of Chapter
- all those working or volunteering with children, young people and / or vulnerable adults in the Cathedral

Further details of the level of training required and the dates this is available can be found by contacting the Dean's secretary. A list of all those required to undertake training will be kept and updated as appropriate.

SELECTING, RECRUITING AND SUPPORTING THOSE THAT WORK AND VOLUNTEER AT THE CATHEDRAL

Safer recruitment practices form part of a network of checks and balances which will minimise the possibility of appointing inappropriate individuals to work with vulnerable groups. They are one of the essential four elements of 'safe care' practice, which are:

- effective, clear appointment/recruitment procedures and practices
- explicit and shared standards
- clear, reliable supervision arrangements
- access to appropriate training opportunities

Appointments to all roles within a parish should be in line with the Church of England's "Protecting all God's Children" (2010), and "Practice Guidance: Safer Recruitment (July 2016)". Both can be found on the Diocesan safeguarding web page under "Safeguarding Policy".

Each appointment to both paid and voluntary posts should be subject to a recruitment process, vetting checks and a mandatory six month probationary period. Good appointment and support processes will therefore include:

- clarity about what the post involves and the kind of person to occupy it (role description / person specification, samples available via the Diocesan website in the Safeguarding Toolkit)
- completion of confidential declaration forms enabling information to be openly explored
- consistent interviewing and assessment methods, where identity is verified (by seeing photographic evidence i.e. a passport or new style driving licence)
- requesting appropriate, specific references to ascertain a person's suitability for the role
- checking and rechecking regularly that the individual is suitable to work with vulnerable people
- clear and thorough risk assessment to enable 'safe' appointments to be made;
- using the 'Volunteer Agreement' (**Appendix 5**) and 'Code of Conduct' to guide best practice
- provision of appropriate means of induction, supervision, training and ongoing support

Those appointing to both paid and voluntary posts should use the recruitment process as an opportunity to satisfy themselves that the person has the knowledge, skills, experience and integrity for the work. It is recommended that volunteers are not appointed to children's work until they have been regular members of the congregation for a sufficient length of time for them to become known and trusted by the wider church community.

More information on safer recruitment can be found in the supplementary guidance 'Volunteering and Working in the Diocese of Blackburn' available in **Appendix 6**.

Children (under the age of 18) wishing to volunteer must never be left alone with responsibility for a child / group of children or vulnerable adult(s) and should be supervised at all times. Safer Recruitment principles should still be applied and one of the references must be provided by their head teacher/Head of Year. They must also count as a child in any ratios of adults to children when involved in children's work.

DISCLOSURE AND BARRING SERVICE (DBS)

This organisation was formed in 2012 with the amalgamation of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS is responsible for processing applications for criminal record checks (DBS

disclosures) and for considering those judged to be a danger to either children, young people or vulnerable adults for barring (being legally prevented from working or volunteering with these groups).

There is a legal duty to refer anyone that has been employed by, or volunteered for, the Cathedral or a parish where allegations have been received, referred to the appropriate authorities and found to have substance, to be considered for barring. Further information on eligibility for a criminal record disclosure can be found in the "CCPAS/Safer Recruitment" section of the Diocese safeguarding web page.

The person responsible for processing DBS checks and making referrals to the DBS can be found in **Appendix 8**.

PART ONE

SECTION TWO - SAFEGUARDING CHILDREN AND YOUNG PEOPLE

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INTRODUCTION

The safeguarding of children and adults is an integral part of the life and ministry of the church, set out clearly in legislation and is everyone's responsibility. This safeguarding children and young people policy sits together with the safeguarding adult's policy. This policy is drawn from the policy for safeguarding children in the Church of England, 'Protecting All God's Children, 2010'. It provides the basis for ensuring that within our Cathedral we provide the safest possible environment to enable our children to grow and flourish.

This policy represents the Cathedral's commitment to safeguarding children and young people and reflects our policy statement and guiding principles. The Cathedral believes that the welfare of the child is paramount, the needs of the child should be put before the needs of adults and all children should be protected against harm or abuse. To do so we will work in partnership with children, parents, carers and agencies to promote and safeguard the welfare of our children.

CHILD PROTECTION AND CHILD ABUSE

WHAT IS SAFEGUARDING?

'Safeguarding: the broader activities through which we are vigilant and responsive to promoting the welfare of our children and young people and protecting them from potential harm.'

This is demonstrated through carefully planned activities for children, offering support where possible, responding to concerns and working with partner agencies. It also involves caring for those hurt by abuse and managing the behaviour of those in our church who have caused or may cause harm to others. The primary concept in safeguarding is recognising and responding to potential significant harm to children. Significant harm is any single or multiple maltreatment or impairment to the health and development of a child and is determined by careful assessment.

WHY IS SAFEGUARDING IMPORTANT?

Too often children have been abused or died at the hands of those who are supposed to have protected them. Therefore the work of safeguarding children and young people is now guided by a significant body of legislation and policy. This serves to reinforce the importance of this work and forms the basis from which we should be operating. The UN Convention on the Rights of the Child (1989) challenges us to take measures to protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. Within England and Wales this is reflected in the Children Act 1989 which provides the statutory powers for a Local Authority to investigate and intervene where there are concerns for significant harm to a child. More specifically, statutory and voluntary organisations are guided by "Working Together to Safeguard Children" (2015), published by HM Government. The 2013 guidance placed new obligations on voluntary and faith organisations and these obligations have continued in subsequent updates. This policy has been developed using this legislation and guidance.

HOW MIGHT CHILDREN BE HARMED?

There are many ways in which children can be harmed. Maltreatment of a child occurs where: their health, physical, emotional, intellectual, sexual, spiritual or social development is damaged by other people. All abuse is a betrayal of trust and a misuse of relationships and power.

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically. Abuse can be an act of commission, such as sexual abuse, or omission, such as neglect or failure to protect or report.

Child abuse affects girls and boys, babies and young people of all ages up to 18, including children with learning difficulties, children with physical disabilities and children from all kinds of family backgrounds. It occurs in all cultures, religions and classes. Research shows that disabled children are more vulnerable. Abuse may be happening in the home, at church or in peer relationships.

Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse. Amongst their peers, children may experience 'sexting' or be enticed to take or send explicit photographs of themselves. With adults it may also take the form of the production and distribution of photographs or videos displaying abusive images of children. Children can be entrapped by these practices.

WHO MIGHT HARM A CHILD?

Children may be abused in a family, institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, or by another child or children, including bullying and abuse through the use of digital technology. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Most child abuse (circa 70%) is perpetrated by an adult, male or female, who is well known to the child, often a family member. Such trusted adults may be in the child's community; they may be trusted professionals, leaders or members of a child's church.

WHAT IS THE IMPACT ON CHILDREN?

Abuse can result in a child suffering significant harm and the need for court proceedings to safeguard their welfare. Abuse prevents children from achieving their full potential and undermines their dignity and rights. The harm it causes will affect children both while it is happening and in later life. It can be educational, emotional, psychological and relational. Historic accounts are therefore to be responded to with the same diligence. When abuse occurs within the context of the Church or by a Christian, it may affect the person's faith and spiritual development.

Children may suffer both directly and indirectly if they live in households where there is domestic abuse. Domestic abuse includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality. Domestic abuse will always include at least emotional abuse of any children in the household, and there may also be direct abuse of them.

WHY SHOULD THE CHURCH BE CONCERNED?

Churches are places where everyone should be able to flourish in God's love. Sadly research from the Lucy Faithful Foundation has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is therefore likely that congregations may have people who have abused children among their worshippers, some of whom will be known. Not all will have committed sexual offences;

some will have been guilty of neglect, physical or emotional abuse; they may still present a risk to children. The Church is a community of sinners being forgiven, and has a duty to minister to all people. This imposes a particular responsibility to not place people in the way of temptation, and not to compromise the safety of children.

CARING FOR THOSE WHO MAY OR HAVE HARMED CHILDREN

It is the policy of both the Church of England, the Diocese of Blackburn and the Cathedral that all those who work or volunteer with children, young people or vulnerable adults have a Criminal Records check through the Disclosure and Barring Service (DBS) as part of the Safer Recruitment process and that all elements of this process must be satisfactorily completed before a person is allowed to commence working either as an employee or volunteer.

The DBS must be 'renewed' every 5 years. Where the information disclosed on the certificate results in a 'blemished' disclosure, there should always be a risk assessment. This process should be carried in conjunction with the Cathedral Safeguarding Co-ordinators with the advice Diocesan Safeguarding Adviser and should be proportionate to the role and the information disclosed. The Freedom of Information Act, 2012 means that many old, minor or unrelated offences will no longer be disclosed as part of this process and disclosures of past offences do not always mean that the person cannot be appointed to the proposed role.

As well as people with cautions and convictions against children there are others whose behaviour may be considered to pose a risk to children, for example if they are the subject of police enquiries, even if they have not been arrested or charged with an offence. For such persons a risk assessment must be completed by a suitably qualified professional (usually the DSA) and a safeguarding agreement completed. These agreements put in place boundaries that will protect both vulnerable groups and the (alleged) offenders including provision for pastoral care.

These documents can be accessed through the Diocesan Safeguarding Adviser who will be able to support you in drafting them and putting them in place. These agreements are reviewed regularly within the parish to ensure that they remain appropriate and are being adhered to. Any suggested changes should be agreed by the Diocesan Safeguarding Adviser. We need to keep in mind that those who have offended against children may always pose a risk.

CATEGORIES, DEFINITIONS AND SIGNS OF ABUSE

There are four categories of abuse described in "Working Together to Safeguard Children" (2015) from which the following definitions are taken. Please note that the signs and symptoms listed below are not conclusive evidence of abuse.

1. PHYSICAL ABUSE

Physical abuse 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.

Physical Signs

- Bruises, black eyes and broken bones
- Injuries that the child cannot explain or explains unconvincingly
- Untreated or inadequately treated injuries
- Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- Bruising which looks like hand or finger marks
- Cigarette burns, human bites, scalds and burns

Behavioural signs

- Obvious changes in behaviour
- Becoming sad, withdrawn or depressed
- Having trouble sleeping
- Behaving aggressively or being disruptive
- Showing fear of certain adults
- Showing lack of confidence and low self-esteem
- Using drugs or alcohol

2. NEGLECT

Neglect is 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 or 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, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- neglecting or failing to respond to a child's basic emotional needs

Physical signs

- Abandonment
- Unattended medical needs
- Consistent lack of supervision
- Inappropriate dress, poor hygiene
- Lice, distended stomach, emaciation
- inadequate nutrition, hunger

Behavioural signs

- regularly displays fatigue or listlessness, falls asleep in sessions
- steals food, begs from others
- reports that there is no carer at home
- frequently absent or late
- self-destructive
- extreme loneliness and need for affection
- school dropout (adolescents)

3. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Physical signs

- Pain, itching, bruising or bleeding in the genital or anal areas
- Genital discharge or urinary tract infections
- Stomach pains or discomfort walking or sitting
- Sexually transmitted infections or pregnancy in female

Behavioural signs

- A marked change in the child's general behaviour
- Becoming unusually quiet and withdrawn or unusually aggressive
- Suffering from what may seem to be physical ailments, but which can't be explained medically
- Refusing to attend school or starting to have difficulty concentrating so that their schoolwork is affected
- Showing unexpected fear or distrust of a particular adult or refusing to continue with their usual social activities
- Start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- Describe receiving special attention from a particular adult, or referring to a new, "secret" friendship with an adult or young person

4. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child which causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate.

Emotional abuse 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 overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

Physical signs

- speech disorders
- delayed physical development
- substance abuse
- ulcers, severe allergies

Behavioural signs

- Habit disorder (sucking, rocking, biting)
- Anti-social or destructive behaviour
- Neurotic traits (sleep disorders, inhibitions of play)
- Passive and aggressive behaviour extremes
- Delinquent behaviour (adolescents)
- Developmental delay

5. SPIRITUAL ABUSE

Within faith communities harm can be caused by the inappropriate use of religious belief or practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in both vulnerable adults and children experiencing physical, emotional, or sexual harm.

Churches need to avoid any practice which could be seen as an attempt to ‘force’ religious values or behaviours onto vulnerable people. Additionally, spiritual abuse may include attempts to direct what people believe and do, and to deny choices.

Clergy should note that any request for deliverance ministry relating to a child must be referred to the under 18’S Cathedral Safeguarding Advisor. No request should be taken forward without Cathedral Safeguarding Advisor involvement.

WHY CHILDREN DON’T TELL AND ADULTS DON’T ACT

It is commonly believed that a child or young person would resist abuse at all costs or immediately tell a trusted adult. In fact children usually need to overcome a number of barriers which may be emotional or intellectual but are very real for them. The majority of children and young people don’t tell because often they:

- are scared because they have been threatened
- believe they will be taken away from home and put in care
- believe they are to blame
- think it is what happens to all children
- feel embarrassed and guilty
- don’t want the abuser to get into trouble
- have communication or learning difficulties
- may not have the vocabulary to explain what happened
- are afraid they won’t be believed

All of us have a natural revulsion upon hearing someone has maltreated a child, especially if it is someone we know, and must resist our inclination to dismiss its possible truth in favour of a more comfortable rationale. The reasons adults do not share their concerns may be because we:

- find it hard to believe what we are seeing or hearing
- cannot believe that someone we know may have behaved in this way
- fear we might ‘get it wrong’ or make it worse
- fear the consequences of getting it wrong – for the child, young person, their family and/or for ourselves
- simply ‘don’t want to be involved’
- believe we do not have the information about what to do or whom to contact

PROCEDURES TO FOLLOW IF THERE IS CONCERN ABOUT A CHILD

WHAT TO DO WITH DISCLOSURES AND CONCERNS

It is not uncommon for a child or young person to say that they want to tell an adult something but “only if you promise not to tell anyone else.” It is vital to make it clear, in an age-appropriate manner, that if it

concerns that or another child/young person's welfare or is about someone breaking the law you may have to report it.

Concerns about a child or young person may present themselves in a number of ways. The flow chart in Section One will guide the response in specific situations. The core actions that should always be taken are:

- take any emergency action needed to alleviate any immediate risk to life or limb (call 999)
- discuss your concerns with the relevant Cathedral Safeguarding Co-ordinators / Dean
- make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible)
- listen, don't ask any leading questions and treat all information confidentially
- ensure safeguarding action is taken.

All situations of actual or suspected child abuse should be reported without delay to the appropriate agency and to the Diocese Safeguarding Adviser (within 24h) for further advice and support. Concern Form (CF CYP) is to be found in **Appendix 7**.

MAKING A REFERRAL TO CHILDREN'S SOCIAL CARE / POLICE

If it is necessary to make a referral, this will normally be done by the Dean, relevant Cathedral Safeguarding Co-ordinator or where needed the Diocesan Safeguarding Adviser.

The following points should be kept in mind:

- give the social worker / police officer as much detail as possible: names, addresses, descriptions, dates, times, and what was actually said / seen
- distinguish between fact and opinion and between what you have seen and what others have told you
- follow up your contact with the relevant statutory agency by either a letter or email confirming what you have said to them (within 24 hours)
- keep a record of all contact made, including the names of those you have reported to, regarding the concern
- be prepared to have further discussions with social services and / or a police investigation team
- continue to support the child and ensure they know what will happen
- you may need support for yourself - from others in the Cathedral who know what is happening (i.e. the Chapter / Cathedral Safeguarding Co-ordinator / church wardens)
- contained within the Appendices are the Report Forms, blank copies of which can be found in the Virgers' Office, the Song School and the Sunday School Room. Once completed these will be held by the Cathedral Safeguarding Co-ordinators

OTHER CONSIDERATIONS

CONSENT

It is important to ensure that children and young people are able to make an informed choice about whether to be involved in specific church activities (i.e. children's / youth groups). This can be done by sending the children and young people a briefing document or meeting with them before the event / activity and talking them through what it involves.

Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working independently from their parents/ guardians and are not part of the looked after system where the local authority should then be approached. Consent will be needed for:

- the activities the group will engage in, especially when taking place off site or addressing an issue that could be deemed controversial
- the taking and use of any photographs or video clips
- the use of private cars to transport children
- the use of electronic means of communication with children (email, text, social network sites)

PART ONE

SECTION THREE - SAFEGUARDING VULNERABLE ADULTS

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SAFEGUARDING VULNERABLE ADULTS

This section of the policy document sets out Blackburn Cathedral's commitment to working with others to promote and safeguard the welfare of vulnerable adults in its community

WHEN IS AN ADULT VULNERABLE?

The Cathedral recognises that everyone has strengths and weaknesses, capacities and restrictions yet, at some times, may become vulnerable due to pressures, dangers or overwhelming circumstances. Some people by reason of their physical or social circumstances have higher levels of vulnerability than others. This may be because, for example they have a disability, mental health issues or dementia. It is the Christian duty of everyone to recognise and support those who are identified as being more vulnerable. In supporting a vulnerable person we must do so with compassion and in a way that maintains dignity.

Government guidance describes a vulnerable adult as, any person over the age of 18 years "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm".

Within faith settings it is also recognised as a person who has recently suffered personal adversity making them in particular need of pastoral support. Some of the factors that increase vulnerability include:

- sensory or physical disability or impairment
- learning disability
- physical illness
- chronic or acute mental ill health (including dementia)
- addiction to alcohol or drugs
- failing faculties in old age and
- permanent or temporary reduction in physical, mental or emotional capacity through life events such as bereavement / loss, abuse or trauma

Mistreatment or abuse can occur in any relationship and may result in significant harm or exploitation.

WHY SHOULD THE CHURCH BE CONCERNED?

Every church has members who are or will become temporarily or permanently vulnerable and who may look to the Church for support and care during these times. They entrust themselves to the care of their Christian community in good faith. At these times they may not have the capacity to make decisions which may have consequences for themselves and / or for others. These may relate to daily care, health, finance or property. The Church has a duty to empower and protect such individuals and is supported by legislation to do so.

All church activities which support an individual deemed vulnerable / at risk must follow these five principles as outlined in the Mental Capacity Act 2005:

- 1) An assumption of capacity – all adults, even those felt to be lacking in mental capacity, have the right to make their own decisions and must be assumed to have the capacity to make decisions about their own safety unless it is established (on a balance of probabilities) otherwise;

- 2) Individuals should be supported in making their own decisions – giving all appropriate help and support before considering making any decisions on their behalf;
- 3) Respect the right to make unwise decisions – recognise that the person retains the right to make seemingly eccentric or unwise decisions;
- 4) Act in their best interests – decisions made on behalf of a person who lacks mental capacity must be in their best interest and the least restrictive of their basic rights and freedoms;
- 5) Take the least restrictive option – when making a decision or acting on behalf of a person who lacks capacity, consideration needs to be given to whether it's possible to act in a way that would interfere less with the person's rights and freedoms of action.

HOW DO I KNOW IF IT IS MISTREATMENT OR SIGNIFICANT HARM?

Abuse or mistreatment is a single or repeated act which violates an individual's human and / or civil rights. It may be physical, verbal or psychological, be an act of neglect or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not given, or cannot give, consent.

The harm can be deemed significant where there is not only ill treatment but impairment and avoidable deterioration to physical, mental, social, sexual or emotional health. The seriousness or extent of abuse is often not clear and concerns should be assessed carefully taking the vulnerable person's demeanour and point of view into consideration.

Each situation should consider the:

- vulnerability of the individual
- nature and extent of the abuse
- length of time it has been occurring
- impact on the individual
- risk of repeated or increasingly serious acts involving this or other vulnerable adults

WHO MIGHT MISTREAT OR ABUSE A VULNERABLE ADULT?

Vulnerable adults may be mistreated or abused by a wide range of people including relatives / family members, professional staff, paid care workers, volunteers, other vulnerable people, neighbours, friends, associates and strangers. The abuse can take place within a caring relationship or when the abuser is not well known to the vulnerable person. It may be accepted or exacerbated by the behaviour or culture within an institution, in which case it is described as institutional abuse. Abuse concerns the misuse of influence or power where control and / or authority can result in harmful or criminal activity. Someone may use their position of influence, power or authority to the detriment of the safety, welfare and general wellbeing of a vulnerable person through ignorance, or with intent and for personal gain - this could be seen as deliberate grooming.

GENERAL INDICATIONS THAT ABUSE MAY BE OCCURRING

It may not always be obvious that a vulnerable adult is being subjected to mistreatment or abuse; and it may not be appropriate to question them at the time. However there may be general indicators that something is amiss and that the adult is unhappy about their situation. Marked change in their behaviour or disclosure of concerns should always be discussed immediately with the Cathedral Safeguarding Co-ordinator.

Some general indicators that may be noticed about the vulnerable person:

- covering up or rationalising, injuries or demeaning behaviours towards them
- confusion and/or denial that anything is amiss despite marked deterioration
- flirtatious, precocious or expressive sexual behaviour out of character
- indications of unusual confinement e.g. closed off in a room

Behaviours that may be observed about the carer, family member or the person close to the vulnerable person include:

- getting the vulnerable person to pay for that person's shopping/petrol/tickets
- taking advantage of their naivety or trust
- attitudes of indifference or anger towards the vulnerable person
- blaming or chastising them e.g. that soiling themselves was deliberate
- aggressive or harsh behaviour (threats, insults, harassment)
- inappropriate display of affection or care
- social isolation or restriction of activity
- obvious absence of assistance or attendance

SAFEGUARDING ADULTS BOARDS (SABs)

With the introduction of the Care Act, 2014, each Local Authority now has a statutory duty to put in place a Safeguarding Adults Board (SAB). SABs will operate in a similar way to Local Children Safeguarding Boards (LSCBs), and will be responsible for undertaking reviews where there is a suspicion that serious abuse or neglect has contributed to the serious harm or death of an individual (serious case reviews). They also have the power to carry out other reviews as they deem required and will liaise with the police and other statutory and voluntary organisations to arrange relevant meetings for information sharing. There is now a legal duty to provide this information and, in the explanatory notes to this Act, it is clear that this could include anyone coming into contact with a named vulnerable adult through their voluntary role or a minister of a church attended by either the vulnerable adult or their family.

The Care Act 2015 clarifies and strengthens policies that are already best practice for a lot of Councils, other elements change the nature of what users and carers can expect from their Council in relation to assessment, care payments and eligibility for services.

CATEGORIES OF ABUSE FOR VULNERABLE ADULTS

Nine categories of abuse have been identified. Any or all of these may be carried out as the result of: deliberate intent and targeting of vulnerable people, negligence or ignorance.

6. PHYSICAL ABUSE

Physical abuse is the act of physical ill treatment. It may include hitting, slapping, pushing, punching, kicking, burning, biting, suffocating, and misuse of medication, restraint or inappropriate sanctions. No suspected injury should be ignored, however, care should be taken as not all marks and injuries are caused as a result of abuse. The key to identifying mistreatment or abuse is noticing unexplained marks, or injuries with unsatisfactory explanations. Where an injury occurs often, you should at least question the safety of the environment and what could be done to minimise further risks. Always note the site and type of injury observed so that patterns can be identified.

If however the injury(ies) still give cause for concern discuss the issue with the Cathedral Safeguarding Officer (within 24 hours) to decide if a further intervention is required.

Possible indicators of abuse in adults

- any injury not fully explained
- untreated or poorly treated injuries
- unexplained bruises or welts, particularly in protected areas
- bruises in various stages of healing, clusters forming regular patterns
- any cuts or abrasions
- injuries to head/face/scalp
- broken eyeglasses or frames
- unexplained burns, fractures or lacerations
- malnutrition and dehydration without an illness-related cause; loss of weight
- lack of personal care
- urinary/faecal incontinence
- inappropriate use of medication, overdosing or under dosing
- history of moving GPs or frequently moving between agencies (agency hopping)

7. EMOTIONAL OR PSYCHOLOGICAL ABUSE

Emotional or psychological abuse is the use of threats or fear of the use of 'power over' relationships to deny the vulnerable person's independent wishes. This includes: threats of harm or abandonment, deprivation of contact, humiliation and denial of dignity, blaming, controlling, bullying, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal of services / supportive networks. Harassment may include: name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially/sexually offensive or the suggestion that sexual favours might be advantageous. Visible signs may not be evident, however the impact of emotional mistreatment or abuse should never be underestimated as the deterioration in a victim's physical or mental health may take a long time to recover from, and may be irreparable.

Possible behaviour of vulnerable adult in the case of emotional abuse

- insomnia/sleep deprivation
- change in appetite, weight gain or loss
- ambivalence to carer
- anger without an apparent cause
- deference, resignation, helplessness, excessive fears
- unexplained paranoia
- self-harming/suicide attempts
- emotional withdrawal – the person becomes uncommunicative or non- responsive
- low self esteem

8. SEXUAL ABUSE

Sexual abuse is a sexual act (contact or non-contact) carried out without the informed consent or knowledge of the other individual. Non-contact abuse may include sexual suggestions, salacious exposure to indecent material and indecent behaviour. Contact abuse may include rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting. Victims suffer emotionally and psychologically. If you believe there is any issue about an individual's capacity to consent to any relationship, you

should seek advice from the Cathedral Safeguarding Officer.

Possible indicators of sexual abuse

- full or partial disclosure
- low self esteem
- nightmares
- signs of depression or stress
- unusual difficulty in walking and sitting
- torn, stained or bloody underclothes
- pain, itching or any injury to genital area
- sexually transmitted diseases/infections
- bites, bruising or any marks on inner thighs or arms
- significant change in sexual behaviour/language
- agitation during personal care/examination
- pregnancy in a person who is unable to consent

No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or in respect of whom they are in any position of trust.

9. NEGLECT

Neglectful behaviour is any pattern of activity or omission which seriously impairs an individual. This includes: ignoring a need for medical or physical care, failing to provide access to appropriate health, social care, religious or educational services, or the deliberate withholding of necessities of life such as medication, adequate nutrition and heating. Also denying contact with family, failing to intervene in situations where there is danger to the vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk.

Possible indicators of neglect

- poor physical condition, e.g. rashes, sores, weight loss/gain
- inadequate heating/lighting
- inadequate clothing in poor condition
- malnutrition
- failure to access medical care or give prescribed medication when required
- lack of assistance with eating and drinking
- failure to ensure privacy and dignity
- inconsistent/reluctant contact with health or social agencies
- inappropriate clothing
- sensory deprivation
- poor personal hygiene

10. FINANCIAL ABUSE

Financial abuse is the wilful use or manipulation of the vulnerable person's property, assets, or monies without their informed consent or authorisation. This can include theft or fraud of monies or possessions, exploitation, pressure or undue influence to change wills, financial arrangements, or the misuse of property, possessions or benefits. You should be alert to the deliberate isolation of a vulnerable person from friends and family resulting in the carer alone having total control.

Possible indicators of financial abuse

- signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write
- sudden changes in bank activity including unexplained withdrawals of large sums of money
- inclusion of additional names on an adult's bank account
- issues with Powers of Attorney
- abrupt changes to or creation of wills
- sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions
- unexplained transfers of assets to family member or someone outside the family
- numerous unpaid bills, overdue rent, when someone should have been paying these for the vulnerable person
- A carer asking financial questions about a person, unrelated to their care
- lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford
- unexplained disappearance of money or valuable possessions e.g. silverware or jewellery

11. DISCRIMINATORY ABUSE

Discriminatory abuse is maltreatment or harassment that is based on any characteristic of a person's identity, such as their race, sex, or disability. Many of the signs of discriminatory abuse will be the same as for emotional abuse. The impact of discriminatory abuse can lead to significant self-harming and must never be underestimated. The emotional and psychological impact of discriminatory abuse can cause untold damage to the individual, both physically and mentally and in many cases leads to self-harm and tragically in some cases, suicide. Recent cases and inquiry have borne out the fatal impact of discrimination on the grounds of disability.

12. INSTITUTIONAL ABUSE

Institutional abuse is when a culture of poor practice or maltreatment within a setting becomes routine at the expense of good professional practice. It may be exercised through defamatory attitudes, negative stereotyping, and abusive behaviours which are not corrected. Local authorities and churches should promote good practice in adult care.

Possible indicators of institutional abuse

- Lack of respect and dignity;
- Name calling – inappropriate ways of addressing people;
- Inappropriate use of power or control;
- Inability to make choices and decisions;
- Agitation when routine is broken;
- Patterns of challenging behaviour;
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care

13. SPIRITUAL ABUSE

Within faith communities harm can be caused by the inappropriate use of religious belief or practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in both vulnerable adults and children experiencing physical, emotional, or sexual harm.

Churches need to avoid any practice which could be seen as an attempt to 'force' religious values or behaviours onto vulnerable people. Additionally, spiritual abuse may include attempts to direct what people believe and do, and to deny choices.

14. DOMESTIC ABUSE

Domestic abuse is the use of forms of control and/or maltreatment within an intimate or domestic relationship. Types of domestic abuse can be observed in all of the categories listed above. 16 and 17 year-olds are now included in the definition, in recognition that young people can also be victims of domestic violence and abuse.

Possible indicators of domestic abuse

- has unexplained bruises or injuries
- shows signs of feeling suicidal
- becomes unusually quiet or withdrawn
- has panic attacks
- has frequent absences from work or other commitments
- wears clothes that conceal even on warm days
- stops talking about her/his partner
- is anxious about being out or rushes away

WHAT TO DO WITH DISCLOSURES AND CONCERNS

The safeguarding of vulnerable adults is everybody's responsibility and concerns about vulnerable people can emerge in a number of ways. Cathedral Clergy and authorised lay ministers should be alert to possible signs of abuse when visiting members of the Cathedral community at home, and if they observe anything that makes them uneasy, should seek advice and report concerns to the appropriate authorities. It is possible that historic abuse could be disclosed as part of the pastoral process. The process for responding to historic abuse is the same as for current abuse (even when the alleged perpetrator is deceased) and advice should be sought from the Cathedral Safeguarding Co-ordinator in association with the Diocesan Safeguarding Adviser. The safeguarding flow diagram on page 10 will guide your response.

The core actions that should always be taken are:

- take any emergency action needed to alleviate any immediate risk to life or limb
- make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible)
- listen, don't ask any leading questions and treat all information confidentially
- discuss your concerns with your relevant Cathedral Safeguarding Co-ordinator
- ensure safeguarding action is taken, supporting the adult, if they have capacity, to make a referral when this is the action they choose to take.

All situations of historic, actual or suspected abuse should be reported without delay to the Diocesan Safeguarding Adviser and their advice sought.

CONFIDENTIALITY AND INFORMATION SHARING

Any disclosure made by a vulnerable adult or any concerns that become apparent must be treated with sensitivity and any sharing of information must be carried out on a strictly 'need to know' basis. The first priority should always be to ensure the safety and protection of vulnerable adults and Church guidance advises, "Where a vulnerable person is judged to be at risk of significant harm or an adult is likely to harm themselves or others, usually it will be legally possible, appropriate and highly desirable to disclose relevant information to the public authorities for the sake of protecting that vulnerable person".

All concerns therefore should in the first instance be passed to the relevant Cathedral Safeguarding Co-ordinator / Dean as soon as possible. It is appropriate to ascertain the wishes of the vulnerable person about what they want to do about the situation, explaining the boundaries of confidentiality, and that there may be a legal duty to pass the disclosure on to the Cathedral Safeguarding Co-ordinator. However, care should be taken if telling the vulnerable person what you are going to do could make them more vulnerable or at further risk.

RESPONDING TO CONCERNS AND DISCLOSURES

There are many reasons why individuals do not disclose mistreatment or abuse, perhaps personal or family reasons or fear. Some people blame themselves for what has happened or make excuses for their 'abusers' particularly where they rely on them for care, support, shelter or companionship. Fear of 'getting a loved one into trouble' or losing contact with them altogether may be very real. Consequently victims may refuse to speak to the police, especially in the initial stages even if the situation is extremely serious.

If someone tells you about mistreatment or abuse or you have concerns about a vulnerable person, your role is to respond sensitively and provide support. Ascertain what the vulnerable person wants to do about the situation and consult the relevant Cathedral Safeguarding Co-ordinator as soon as possible. The use of diagrams and sketches is often very useful in trying to accurately record a concern. Date and sign your notes and keep them safe.

In emergency situations (where you believe that the adult will be further harmed if left in their current situation) contact the police, ambulance or social services immediately and inform the relevant Cathedral Safeguarding Co-ordinator as soon as possible; the Cathedral Safeguarding Co-ordinator should inform the Diocesan Safeguarding Adviser. Make a record immediately afterwards and always let the police know all that you have seen and done in responding to the situation (within 24h).

Do:

- assure them you are taking them seriously
- stay calm, the person concerned is likely to be anxious and need reassuring
- listen attentively and accept what is being said, your role is to pass on the concern
- let the person tell you in their own words, avoid any assumptions or suggesting explanations
- keep any questions to a minimum
- record what is said and seen using their own words or actions (use Concern Form: CF VA)
- let them know that you have a duty to speak to the Cathedral Safeguarding Officer about the situation and that their concerns may have to be shared with others who could have a part to play in protecting them (this should be done within 24 hours)
- reassure them that they will be fully involved in any decisions about what will happen next
- explain that you will try to take steps to protect them from further harm

- the Concern Forms are in **Appendix 7**, blank copies of which can be found in the Virgers' Office and the Song School. Once completed these will be held by the Cathedral Safeguarding Co-ordinators

Do Not:

- press for more details, someone more appropriate may do this at a later point
- be judgmental, jump to conclusions or voice your own opinion
- promise to keep secrets or keep complete confidentiality
- discuss the information with the alleged abuser
- attempt to deal with the problem alone, or try to investigate it

These simple actions will help to protect a vulnerable adult against further abuse.

* * * * *

PART TWO

THE NECESSARY PROCEDURES TO IMPLEMENT THE CATHEDRAL POLICY ON WORK WITH CHILDREN AND YOUNG PEOPLE

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THE CATHEDRAL CHURCH OF SAINT MARY THE VIRGIN, BLACKBURN

The Procedures to Implement the Cathedral Policy on work with Children, Young People and Vulnerable Adults

GUIDANCE AND KEY REQUIREMENTS FOR CATHEDRAL GROUPS

CATHEDRAL GROUPS are all groups which meet under the auspices of the Chapter. For the current list see **Appendix 1**.

AIMS AND OBJECTIVES

For each Cathedral group there will be a description of its purpose, including the age group it covers, the overall aims, current Group Leaders, the insurance cover arrangements, its meeting place and times and a brief description of its range of activities. A new group would require the Chapter's approval before commencing meetings.

In accordance with the Cathedral's volunteer policy, each leader will receive a specific role description for the involvement undertaken from the person responsible for their appointment.

INDEPENDENT ADVICE AND DISCLOSURE

In order to fulfil the Cathedral's commitment to providing opportunity for independent advice and support for children and young people, the Chapter has agreed to display the Child Line number on its notice boards in the cathedral. In addition the Chapter has appointed a number of Children's Advocates who will be available for children to speak to about concerns. Advice on advocacy for children will be included in group leaders' initial training by the Under 18s Co-ordinator or other qualified diocesan representative.

In order to fulfil the Cathedral's commitment to providing opportunity for independent advice and support for vulnerable adults the Chapter has agreed to display advice and support numbers inside the Cathedral. In addition the Cathedral has links to the Diocesan Listening Service which can be made available for vulnerable adults to speak to about concerns. Advice on this service is available from the Cathedral Safeguarding Co-ordinator for Vulnerable Adults.

ROLE DESCRIPTIONS

Each person, whether employee or volunteer, undertaking work with children, young people and vulnerable adults will have a clear role description which will set out the key features of what that role involves, how this relates to others and to whom the person is accountable. The role descriptions will be agreed with the Chapter and the Safeguarding Co-ordinators. When new appointments are made Role Descriptions will be part of the recruitment process.

The list of registered roles should be reviewed annually by the Chapter.

All leaders of cathedral groups will have their role description reviewed individually and annually by the person to

whom they are responsible named on their role description.

All Group leaders will be over 18 years of age. For one-off events which require additional helpers, a list of those recruited to act as helpers, including names and addresses, will be submitted to the Dean or in his absence the Safeguarding Coordinators for approval prior to the event.

TRAINING AND INDUCTION

All leaders of cathedral groups will be given copies of the Cathedral Policy and Procedures and opportunity to familiarise themselves with the content. All group leaders will be guided by the person to whom they are accountable and/or the Safeguarding Co-ordinator through the procedures for dealing with disclosure of abuse.

All new group leaders on registration will receive an induction from the Safeguarding Co-ordinator which will explain the Procedures. They will be made aware of the location of the Cathedral Policy and Procedures.

Group leaders will be required to give new helpers an initial induction to their specific role within the group and to make sure that they are familiar with the procedures as they affect the particular group with which they are involved.

All Group leaders should undertake ongoing training in Safeguarding as recommended by the Diocese which is relevant to the age group with which they will work, and other leaders and helpers will be encouraged to do so.

The Cathedral budget has provision for training for those working with Children, Young People and Vulnerable Adults, including Safeguarding Training.

ATTENDANCE RECORDS

Records of children, young people and vulnerable adults attending Cathedral groups will be kept. The information will include names, addresses, telephone numbers, date of birth and an emergency contact number together with any special/additional need that has been identified by the parent/carer. This information must be renewed annually. This may include confidential information where, for example, a parent or partner of a parent is subject to a court order prohibiting or restricting contact.

It is the responsibility of each group leader to keep the attendance record of each meeting, of the children and young people and vulnerable adults with whom they work. All Leaders and Helpers and any other adults present must also be included in the register.

CHILD PERFORMANCE AND ACTIVITIES LICENSING LEGISLATION

The child performance and activities licensing legislation sets out the arrangements that must be made to safeguard children when they take part in certain types of performances, paid sport or paid modelling. Under section 37 of the Children and Young Persons Act 1963 Act a licence must be obtained before a child can take part in certain types of performance and activities in Great Britain. This includes:

- any performance for which a charge is made, whether for admission or otherwise;
- performances on premises licensed to sell alcohol, for example in a hotel, a pub, a theatre;
- any live broadcast performance, for example a television or radio broadcast, internet streaming;
- any performance recorded (by whatever means) with a view to its use in a broadcast or such service or in a film intended for public exhibition, for example a live stage performance recorded for a cinema screening, a feature film, a video or sound recording of a performance on a website;

- when children take part in sport or modelling for which payment is made (to the child or to someone else in respect of the child taking part) other than expenses.

A performance licence may be required whether or not the child is paid, and amateur groups, musical performances, student productions or films are not exempt from the requirements. Licensing requirements apply only to children under the upper limit of compulsory school age

These requirements are summarised in a Department for Education document which can be found online at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401345/Child_performance_and_activities_licensing_legislation_in_England_-_departmental_advice_-_final.pdf. Group Leaders are responsible for ensuring that this legislation is complied with and that the necessary licence is obtained from the Local Authority.

Where such activities take place abroad there is a requirement that permission be obtained from the Magistrates' Court. That is dealt with in **Appendix 10**.

OFF-SITE ACTIVITIES

For all off-site activities such as trips, residential visits, outside events, away days or any activity requiring staying away overnight, the Cathedral will follow the Guidelines for off-site Visits in **Appendix 10**. This includes off-site visits during normal meetings. Chapter approval will be required for specific off site visits. The Dean and the Safeguarding Co-ordinators will review the risk assessment and other arrangements submitted and recommend acceptance to the Chapter. Please note that specific Chapter approval is essential for the Cathedral's insurers, and should be minuted, and any subsequent changes approved as soon as possible.

All off-site visits must have Chapter approval; however some shorter outings may be given interim approval by the Dean or Canon responsible for this area of work and then reported to Chapter.

PROCEDURES WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

STAFFING

Leaders, or helpers, must not work on their own with under-18s. With all cathedral groups a minimum of two leaders will work together.

At no time will anyone under 18 years of age act as a leader, but, when appropriate, a person under 18 years of age may act as an assistant under the supervision of a recognised leader.

Within all groups it is hoped to attract and recruit both male and female leaders, but with groups for those young people over 10 years of age where the gender is mixed, the aim will be to ensure, when possible, that both a male and female leader is present.

At times when the numbers of leaders is unexpectedly low (e.g. leaders fail to turn up due to illness) the remaining leader(s) should, if necessary, change or reduce the activities planned in order to maintain control of the session. Leaders should be mindful of the need to ensure that Safeguarding requirements continue to be met, especially the ratios.

Where it is either necessary or appropriate for a leader to work within a one-to-one situation (e.g. counselling or

confidentiality), this must take place within clear and explicit professional boundaries following diocesan advice and agreed with the Group Leader.

The following ratios will be followed by all cathedral groups with the exception of the Music Department:

- 0 to 2 years 1 adult to 3 children
- 2 to 3 years 1 adult to 4 children
- 3 to 8 years 1 adult to 8 children
- 8 to 18 years 1 adult to 10 children

but in all cases subject to the requirement for a minimum of two adults at all times

In particular circumstances, such as vigorous sports, trips, group visits etc. the ratios will need to be higher. The group leaders may recruit additional helpers for such one-off situations. In order to cater for those children and young people with particular special needs and to provide adequate care and supervision, the leadership ratio will need to be higher, allowing, where possible and appropriate, individual carers. The nature of this additional support will be agreed with the parents, and documented within an individual care plan for their membership of that group.

STAFFING ARRANGEMENTS FOR MUSIC DEPARTMENT

In the case of the Music Department for rehearsal purposes and performance it is expected that the ratios will be akin to those maintained in an educational establishment. i.e. for 8 – 18 year olds 1 adult to 30 children. However another adult e.g. another member of the department must be on hand in case of illness etc. In the case of mixed sex groups (eg Girls choir and YPC) it is considered good practice to have both a male and a female adult responsible for supervision and welfare. In the case of Choir outings the adult to young person ratio should be at least 1:10.

WHO SHOULD HAVE CRIMINAL RECORD CHECKS?

We will follow the most recent advice from CCPAS (which reflects advice from the DBS and the House of Bishops).

TRANSPORT

Where it is necessary to transport children and young people to activities, transport arrangements, including the names of drivers, must be included on the Parental Consent Form. Ideally, if cars are being used there should be another adult in the car as well as the driver. If this is not possible then children **must not** be transported alone.

- Seat belts should be worn at all times and it is the driver's responsibility to ensure that each passenger is provided with a seat belt.
- When transporting children under the age of 12 or height 154cm (4ft 5ins) booster seats must be used, in accordance with current legislation.
- If it is not possible for another adult to travel in the car, the group should travel in convoy so that assistance is close at hand if necessary.
- Each driver is responsible for the insurance of his/her vehicle and must agree for its use for a group activity.
- When a mini-bus is used it is important to ensure that seat belts are fitted and in use. At all times another adult should travel in the vehicle with the driver.
- The use of mini-buses is only allowed where qualified drivers follow the Midas agreement.
- All off-site visits should include provision for First Aid

PARENTAL CONSENT

Consent forms will be used in the following circumstances:

- When the group is meeting outside its normal meeting time and/or place.
- When the group may be involved in a potentially hazardous activity.
- When the topic for the meeting could be deemed to be controversial or outside the normal remit of the group's programme.

Parental consent will be required for any "All Age" events and activities where children and young people unaccompanied by their parent(s)/responsible carer may be present. Adults willing and able to act in loco parentis will need to be identified and agreed with the parents in writing.

In some circumstances, e.g. group visits to a Theme Park, attendance at Diocesan/Deanery celebrations or events, being part of a Festival, it will not always be practical or possible to maintain constant supervision. For such events parents will be informed of the arrangements and understand the level of supervision that can be provided. Supervision should be at a level that is age appropriate for the children/young people being supervised. Parental consent forms will be used for each appropriate activity.

Please note: Parents/guardians will be asked to complete a registration form at the beginning of each academic year for the groups with which their child/children is/are involved.

Copies of Parental Consent Forms will be held by the Group Leaders and copies made available to the Under 18s Co-ordinator and the Leaders of groups as necessary. Leaders may request additional information for particular trips, but should not delete items without consultation with the Under-18s Coordinator

APPOINTING NEW GROUP LEADERS AND HELPERS

All appointments of Leaders and Helpers to work with children, young people or vulnerable adults must be made in accordance with the National Church Safer Recruitment Policy.

INDUCTION TRAINING

It is essential that anyone appointed as a Leader or Helper receives induction in Safeguarding Procedures at the first available Safeguarding session. The Safeguarding Co-ordinator and the Group Leader(s) will provide the induction training as appropriate and necessary.

HEALTH AND SAFETY ISSUES

FIRE REGULATIONS

It is important that the fire regulations are understood and enforced.

All group leaders will be informed of the fire regulations and the procedures should there be a fire, and shown the positions of the fire extinguishers and the fire exits.

It is the responsibility of the group leaders to check that the fire exits are not obstructed and that they are left unlocked during group sessions.

There will be fire drill practices on different days and at different times throughout the year to ensure that each group has the opportunity to experience a practice. Such drills and practices will be logged. It is the responsibility of the Chapter to ensure that the fire equipment is checked regularly, that the emergency procedures are displayed and that fire drills are carried out satisfactorily.

FIRST AID

There will be four First Aid kits for use by all groups, in the Main Song School, the YPC Vestry, Virgers' Room and Sunday School Room. It is the responsibility of the Chapter to ensure that these are checked and restocked as necessary at regular intervals.

All group leaders will be informed as to the location of the First Aid kits and their contents.

If possible, there will be a trained First Aider on hand.

For events and activities off the Cathedral premises, parents will be informed if there is not a First Aider amongst the leadership available.

Drugs or medication will not be administered to any child or young person during routine Cathedral activities. Where such a requirement may arise during off-site activities, particularly residential, this is provided for in **Appendix 10**.

Any accidents will be recorded in the Accident Book kept in the Virgers room, including details of those involved and treatment/action taken. Entries will be signed and dated. It is the responsibility of the Group leader to ensure that parents are informed of any accidents and any treatment/action taken at the end of the session.

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Appendix 1

CATHEDRAL GROUPS

The following groups which meet under the auspices of the Chapter may contain children, young people or vulnerable adults.

- Sunday School
- Servers
- Cathedral Wardens
- Stewards
- Young People's Confirmation Group
- Bell-ringers
- Cathedral Walking Group
- Handbell Choir
- Social Committee
- Mothers' Union
- Welcomers
- Cathedral Shop (currently closed)
- Bible Study / House Groups
- Flower Arrangers

Music Department led Groups/Activities

- Cathedral Choir: Boys' Voices
- Cathedral Choir: Girls' Voices
- Cathedral Choir: Adult Voices
- Cathedral Youth Choir
- Lantern Voices
- Lantern Voices
- St Paul's Voices
- Sing Together
- Choir Tour
- Cathedra Singers

Appendix 2

ROLE DESCRIPTION FOR THE CATHEDRAL SAFEGUARDING CO-ORDINATORS

The Co-ordinators will ensure that any person who is working with children, young people or vulnerable adults within the Cathedral community or who has access to this group through their Cathedral role, understands what they must do to protect them from harm. The Co-ordinators will also draw to the attention of other people using the Cathedral the need to protect the vulnerable.

To do this:

- They will become familiar with the Diocesan Guidelines on keeping children and vulnerable adults safe and may attend any courses arranged by the Diocese to do this.
- They will be available to consult with the Dean over any problem which may arise about the suitability of anyone wishing to become involved in working with children or young people within the Cathedral, and will be involved in the appointment procedure for all new leaders.
- They will be available to advise any leader on matters regarding the safety of children and vulnerable adults.
- They will be available to offer advice and guidance to any new leaders completing the Declaration Form and DBS Disclosure.
- They will be available to provide introduction to and guidance on the Cathedral's Policy and Procedures for all new leaders together with the Key Leader(s) as and when necessary.
- They will be available to provide advice and assistance to Group Leaders and to be involved in any training initiatives run within the Cathedral for those working with children and young people.
- They will hold copies of all sample forms and offer advice to all leaders as to the agreed procedure for their usage.
- They will liaise with the Children's Advocates.
- In emergency, he/she may take any action immediately to protect children, young people and vulnerable adults
- He/she will inform The Dean, or, in his/her absence, one of the Canons, of any problems or anxieties about the safety of children and/or young people and vulnerable adults.
- Should any allegation involve The Dean, the Co-ordinator will inform the senior Canon who will report the matter to the Diocesan Safeguarding Advisor.
- They will have the right to contact the Diocesan Safeguarding Adviser for advice or information.
- They will report on any safeguarding matters to The Chapter via the Canon responsible for Safeguarding.
- They will prepare an annual written report for Chapter in co-operation with the Canon responsible for Safeguarding.

Appendix 3



GOOD PRACTICE IN SAFEGUARDING

Training is the ongoing activity of learning for the purpose of carrying out your responsibilities well and to the required standard. All those working with children and young people should attend safeguarding training, details of Diocesan training can be found on the Diocesan web page.

OPENNESS AND ACCOUNTABILITY

Children and young people are best protected within environments and relationships that are trusting and open. This can be achieved by colleagues supporting each other to keep their practice within the Diocesan 'Code of Safer Working Practice' and acting without delay on behaviour that puts a worker or vulnerable person at risk.

CONFIDENTIALITY AND INFORMATION SHARING

The highest level of confidentiality should be maintained at all times in relationships with children and vulnerable adults. Concerns about abuse and maltreatment however, must not be kept secret or deemed confidential. Where a child is suffering or likely to suffer harm, information must be shared promptly in order to protect the child (advice sought / matter reported within 24 hours). Research and experience affirm that keeping such secrets 'confidential' enables the abuse and its harm to continue and only serves to protect the abuser.

PASTORAL RELATIONSHIPS

Anyone whose ministry brings them into contact with vulnerable people should remain aware of their own behaviours and how these might be viewed by a vulnerable adult. Pastoral relationships will often run parallel with friendships and social contacts, but should always remain distinct. Perceptions can be difficult to manage and workers and volunteers should always seek to have a clear understanding with vulnerable people of the nature and boundaries of their contact with them.

Along with the points in the 'Code of Safer Working Practice' (see above), the following principles should be followed:

- exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
- be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when any concerns arise
- minister within your remit and limits – do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, or giving legal advice); instead refer to the person or agency with appropriate expertise
- avoid behaviour that could give the impression of favouritism or special relationship
- always respectfully encourage self-determination, independence and choice
- do not undertake any pastoral ministry whilst under the influence of alcohol or drugs

CONVERSATIONS AND INTERVIEWS IN A MINISTRY CONTEXT

Church pastoral workers / clergy must always be aware of their language and behaviour and should consider in advance the:

- value of taking a colleague along with them on a home visit
- place of the meeting, arrangement of the furniture and lighting, their own deportment
- balance of privacy for conversation with the opportunity for being seen by others (open doors or windows in doors, another person nearby)
- physical distance between people, taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
- circumstances and whether they suggest a professional or social interaction
- propriety or danger of visiting or being visited alone, especially in the evening
- personal safety and comfort of all participants
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted

Workers / clergy should always establish the nature of the meeting at the outset of each interaction in respect to subject matter, confidentiality and duration. All conversations / interviews should be recorded and stored securely.

SEXUAL CONDUCT

The sexual conduct of church workers / clergy will have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

- Workers and volunteers should be aware of the power imbalance inherent in pastoral relationships and must not engage in sexual activity with an adult or a child
- must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
- must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adult
- should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted
- avoid, as far as possible, any words or actions that might be misinterpreted

FINANCIAL INTEGRITY

Financial dealings can have an impact on attitudes to the Church and the community, and must always be handled with integrity. Those with responsibility for such matters should maintain proper systems and not delegate that responsibility to anyone else. Church workers and volunteers should:

- not seek personal financial gain from their position
- not be influenced by offers of money, or take inappropriate responsibility for such
- ensure that church and personal finances are kept apart and should avoid any conflict of interest
- ensure any monies received are handled by two unrelated lay people
- disclose any gift received to a responsible person from within the parish and decide on acceptance, confirmation and use
- not canvass for donations to the church from those who may be vulnerable, e.g. the recently bereaved or those who lack capacity to make such decisions

Appendix 4



MANAGING SAFEGUARDING CONCERNS, RESPONDING AND REPORTING

Safeguarding is everyone's responsibility and it is vital that, if you are in contact with vulnerable groups (children, young people and vulnerable adults) as part of your role in church, you have undertaken safeguarding training. If you haven't yet completed this, please talk to your Church Safeguarding Officer or parish priest who will be able to advise you how to access this.

Training will allow you to **RECOGNISE** some of the signs and symptoms that could suggest abuse is taking place and allow you to share your concerns appropriately, ensuring that the correct authority is made aware so that the concern can be followed up (we never investigate).

It is also possible that someone (child, young person or adult) will want to talk to you about abuse that they have suffered. It may still be happening currently or could be historic and have happened in the past, all disclosures should be dealt with in the same way.

If someone discloses to you, please remember the following as you **RESPOND** to them:

1. **LISTEN**. Let the person tell their story and don't push for information. Repeat back what they have said to ensure clarity if that will help. If you need to ask a question, ensure that it isn't a closed question – use words within sentences which don't invite a single response (when, why, how, where). Some examples of open questions are –

Would you tell me more about _____? I'd be interested in knowing _____? I'm not certain I understand _____ Can you give me an example? When you say _____, what do you mean? I'd like to help you find the best possible information. Can you tell me more about your subject?

Please note, these are not examples of questions to ask – just a demonstration of what an open question looks like.

1. Remember it is never your role to investigate, just gather information to aid those whose job it is (police / social services).
2. Always show acceptance of what you are being told, whatever your personal opinion might be. It takes a lot of courage to disclose abuse so the discloser will need to feel believed.
3. Keep calm and reassure the person that they aren't to blame for what has happened to them (victims / survivors of abuse frequently feel that they are).
4. Make sure you maintain eye contact to demonstrate that you are listening even if the discloser isn't always looking at you – this will be a difficult process for them.

5. Be honest, never make promises to keep what you are being told confidential. If abuse is involved, you will need to tell someone.
6. Try to involve them as much as you can in the ongoing process, let them know who needs to be told and what will happen, involving them in decisions where appropriate. Never forget the in the case of a child, their welfare comes before anything else; they are at the centre of everything.

Once you have heard the disclosure, it is very important that you **RECORD** in writing what you have been told as soon as possible – within one hour if at all possible. This will allow you to record what you've heard as accurately as possible.

Make sure you:

1. Use the words that the child / adult used – not your interpretation of what has been said. Sometimes we misunderstand what we have been told (especially with children who may not have the vocabulary to accurately describe what has happened to them) and are tempted to re-phrase what we have been told. Ensure this doesn't happen.
2. Include any responses that you made.
3. Keep the report succinct and to the point.
4. Make sure the names of all those involved are clear.
5. Record the date, time and place of the disclosure.
6. Record what actions you have taken and your rationale for taking these actions.
7. Make sure your name is clear at the end of the record.
8. Send a copy of the record to the Diocesan Safeguarding Adviser and keep the parish record securely within the parish (the incumbent or church safeguarding officer will store these safely).

You will need to **REPORT** what you have been told (or seen) to your Church Safeguarding Officer who will be able to offer advice on next actions and support you to **REFER** your concerns to the appropriate authority. They should also contact the Diocesan Safeguarding Adviser to report the concern and for any further advice.

So to summarise:

RECOGNISE:	the signs that could indicate abuse is happening to a child / young person / vulnerable adult
RESPOND:	sensitively to the person and listen to what they have to say, don't ask closed questions or attempt to investigate
RECORD:	what you have been told factually and accurately using the language used by the person disclosing within an hour
REPORT:	immediately to your Church Safeguarding Officer who will know who to seek support from
REFER:	to the appropriate statutory authority and the Diocesan Safeguarding Adviser

Appendix 5



BLACKBURN CATHEDRAL ADULT MEMBER OF THE CATHEDRAL CHOIR VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

All Are Called

By baptism all Christians are called to service and within the Church most tasks and ministries are unpaid. The Church, which lives out this call to service for the world, flourishes through the willing contribution of volunteers from very varied backgrounds, and any Cathedral is dependent on the generous contribution of people in many different roles. All our volunteers, along with the stipendiary clergy and other paid staff, are part of the service that is offered in Christ's name in and through this place. Here, working with all kinds of people, hospitable service is offered towards all people, bringing into play a whole variety of gifts and experience. As St. Paul says, "there are varieties of gifts, but the same Spirit; there are varieties of service but the same Lord " and "just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ".

Our Policy

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Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

ADULT MEMBER OF THE CATHEDRAL CHOIR VOLUNTEER ROLE DESCRIPTION

Role Description Music Department Volunteer

Responsible to Director of Music

Purpose of the Role Contributing to the life of the music department and cathedral through singing a lower part in the Cathedral Choir

Duties and Responsibilities To attend choir practices and sing at cathedral services every week in term time and at other reasonable times as detailed in the music department diary, agreeing absences in advance with the Director of Music.

Induction and training will be provided for you. The responsibility for this lies with the Director of Music who may

delegate this to another member of the music department or make use of other training resources relevant to your role. If you require advice on health and safety aspects of your work, please contact the Director of Music.

Review The work of all volunteers will be subject to review by the Director of Music, who will arrange an opportunity for a collective meeting at least annually (if not more regularly), and further individual meeting if necessary. This will allow an opportunity for sharing of information, and may include elements of review including affirmation of the work done, celebration of achievement made, insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

1. gross misconduct or insubordination
2. being under the influence of alcohol or drugs
3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive. If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Director of Music as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfil voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary, is dependent on mutual goodwill and benefits from some flexibility of working. Time given may best be expressed in sessions undertaken, but the normal expected hours of working are on a Friday night for Cathedral Choir rehearsal (and sometimes Evensong), and on Sunday for a morning Eucharist Service and afternoon Evensong service, both preceded by a short rehearsal.

Health and Safety: the Cathedral has an agreed Health and Safety Policy.

Management Relationships All volunteers in the Cathedral Choir are primarily responsible to the Director of Music. Other key relationships are with the Assistant Director of Music, Canon Sacrist, and all members of the Clergy.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of the Cathedral's work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL BELL RINGER VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

All Are Called

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Our Policy

Blackburn Cathedral Chapter values the contribution made to the life and service of Blackburn Cathedral by so many people. This role description is offered in support of you as a member of our family of volunteers. Our Volunteer Policy's overall aim is to enable, encourage and support all our volunteers, so that your gifts and skills are enhanced and that there is growth in Christian confidence. Our goals include developing further effective collaboration, access, empowerment and a variety of opportunities in worship and learning, hospitality and care, and mission and service.

Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

BELL RINGER VOLUNTEER ROLE DESCRIPTION

- Role Description** Bell Ringer Volunteer
- Responsible to** Ringing Master
- Purpose of the Role** To ring the Cathedral bells for practice and services as requested by the Cathedral Clergy

Duties and Responsibilities To be a member of the Blackburn Cathedral Company of Bell Ringers ringing the bells at practices and for services at the Cathedral

Skills / Interests You will need to be physically fit to ring the bells and have an interest in bell ringing and training other volunteer ringers.

Induction and training will be provided for you. The responsibility for this lies with the current Ringing Master who may delegate this to the Deputy Ringing Master or make use of other training resources relevant to your role. The Master or a permanent member of staff will give up-to-date advice on health and safety aspects of your work.

Review The ringing of all volunteers will be reviewed annually by the Ringing Master. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

- 1. gross misconduct or insubordination
- 2. being under the influence of alcohol or drugs
- 3. theft of property or misuse of the Cathedral’s equipment or materials
- 4. abuse or mistreatment of clients or co-workers
- 5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
- 6. failure to meet standards of performance
- 7. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Ringing Master as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is “made in the image and likeness of God.”

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England’s published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships Bell Ringers, including the Deputy Bell Ringing Master are responsible to the Ringing Master who in turn is managed by the Canon Missioner.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: **Volunteer** **Date:**

Signed: **Dean of Blackburn** **Date:**

Emergency Contact Details

Next of Kin Name:.....**Phone Number:**.....



**BLACKBURN CATHEDRAL
RINGING MASTER/DEPUTY RINGER MASTER
VOLUNTEER AGREEMENT**

Name:.....

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Our Policy

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Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

RINGING MASTER/ DEPUTY RINGING MASTER VOLUNTEER ROLE DESCRIPTION

Role Description	RINGING MASTER / DEPUTY RINGING MASTER
Responsible to	The Dean in the case of the Ringing Master or the Ringing Master in the case of the Deputy
Purpose of the Role	To ring the Cathedral bells for practice and services as requested by the Cathedral Clergy

Duties and Responsibilities To be a member of the Blackburn Cathedral Company of Bell Ringers ringing the bells at practices and for services at the Cathedral

Skills / Interests You will need to be physically fit to ring the bells and have an interest in bell ringing and training other volunteer ringers.

Induction and training will be provided for you. The responsibility for this lies with the Dean who may delegate this to a permanent member of staff who will give up-to-date advice on health and safety aspects of your work.

Review The ringing of all volunteers will be reviewed annually. In the case of the Deputy Ringing Master this will be

the responsibility of the Ringing Master. In the case of the Ringing Master, this will be the responsibility of the Dean. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

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5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive. If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Dean as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is “made in the image and likeness of God.”

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England’s published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships The Ringing Master line manages the Deputy Bell Ringing Master and in turn is responsible the Dean.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL EDUCATION VOLUNTEER AGREEMENT

Name:.....

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Our Policy

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Partnership and Responsibility

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EDUCATION VOLUNTEER ROLE DESCRIPTION

Role Description Education Department Volunteer

Responsible to Cathedral Education Officer

Purpose of the Role To assist, on a voluntary basis, the work of the Education Department. The Education Department contributes to the mission of the Cathedral, enabling pupils and students to develop their understanding of the Cathedral's history, their knowledge and understanding of the Christian faith and the role of the Cathedral within the church and society.

Working as part of a small team of volunteers, you may act as a school visit guide, workshop facilitator or resource assistant where you will have the opportunity to support the work and outreach of the education department, supporting the Cathedral Education Officer on a part time basis which can be very flexible.

Duties and Responsibilities The role has many elements over an academic year, but for you much will depend on your particular interests, talents and skills. Duties could include:

- Supporting the Education Officer to lead school visits
- Supporting small group activities at large education events
- Helping to lead educational visits, tours and workshops for all key stages
- Assisting with the preparation of resources
- Checking and topping up resources
- Assisting workshop activities including craft activities and setting up before/ clearing away afterwards
- Participation in training events for volunteers, from time to time.
- Attendance at Safeguarding training and Health and Safety training

You will also have the opportunity, should you wish, to contribute to the organisation and delivery of the future schools programme.

Skills / Interests You will need good communication skills with both adults and children along with a sound knowledge of the Christian faith. Initiative, flexibility, reliability and a sense of humour are essential as is a caring, tolerant and open minded attitude. Some experience of working with school aged children is preferable.

Induction and training This will be provided for you. The responsibility for this lies with the Education Officer who may make use of various training resources relevant to your role. The Education Officer or a permanent member of staff will give up-to-date advice on the health and safety aspects of your work.

On the job training for Education Volunteers will take the form of shadowing visits, attending regular in-house training workshops and having the opportunity to attend the annual Network of Northern Cathedrals Conference day.

Review The work of all volunteers will be reviewed annually by the Education Officer, in liaison with the Canon Missioner. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

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3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive. If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Education Officer as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfil voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary, is dependent on mutual goodwill. Working time is therefore flexible, dependent upon the preferences outlined in the Education Volunteer Registration Form

Health and Safety The Cathedral has an agreed Health and Safety Policy

Management relationships Education volunteers are line managed by the Education Officer and in turn is managed by the Canon Missioner.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



**BLACKBURN CATHEDRAL
PASTORAL CARE TEAM MEMBER
VOLUNTEER AGREEMENT**

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

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Our Policy

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Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

PASTORAL CARE TEAM MEMBER VOLUNTEER ROLE DESCRIPTION

Role Description Pastoral Care Team Member

Responsible to Canon Pastor

Purpose of the Role To assist, on a voluntary basis, in the provision of pastoral care to the cathedral community, its individual members, families and occasional contacts such as those who visit the cathedral and are identified as in particular need of a pastoral response.

Duties and Responsibilities To provide care and compassion to those with a pastoral need. Visit people in their home, residential care, hospital etc at the request of the pastoral care team at its regular meetings or directly by the Canon Pastor or other member of the clergy team. After suitable training, administer Holy Communion to people in their home. Signpost people to other agencies and organization appropriate to their pastoral needs in consultation with the Canon Pastor.

Skills / Interests

- You will need good communication skills with both adults and children along with an understanding and respect for the Christian faith.
- Initiative, flexibility, reliability and a sense of humour are essential as is a caring, tolerant and open mind.
- An ability to listen attentively, to respect boundaries and be non-judgmental.
- Be willing to give time to others, show empathy, offer prayer where appropriate and point people to practical help and assistance in consultation with the Canon Pastor or another member of the clergy team.
- To administer Holy Communion from the Reserved Sacrament to people in their home, in residential care or in hospital under the direction of the Canon Pastor or other member of the clergy team.

Induction and training will be provided for you. The responsibility for this lies with the Canon Pastor and may include the use of other training resources relevant to your role. Pastoral Care Team members will be commissioned for their role within the context of a Cathedral Eucharist.

Review The work of all members of the Pastoral Care Team will be reviewed annually by the Canon Pastor. The Pastoral Care Team at its regular meetings, will share best practice, learn from each other's experiences and share in peer supervision to enhance pastoral practice. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

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2. being under the influence of alcohol or drugs
3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive. If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Canon Pastor as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy, copies of which are available on request.

Management relationships

The Canon Pastor line manages members of the Pastoral Care Team.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL SERVERS VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

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Our Policy

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Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

SERVERS VOLUNTEER ROLE DESCRIPTION

Role Description Server Volunteer

Responsible to Canon Sacrist

Purpose of the Role A lay assistant to the clergy during Eucharist or other service as required. Robed altar server (robes provided). Servers are a vital part of our ministry, vital because altar servers perform not just a functional role but a symbolic role and symbolism is the language of worship. Movements, tasks and reasons behind tasks are usually learnt during services with more complicated movements pre rehearsed.

Duties and Responsibilities Duties will be rostered in advance as required and appropriate training will be given as to ensure servers feel confident in roles allocated.

Induction and training will be provided for you. The responsibility for this lies with the Canon Sacrist who has delegated organisation and training to the Chapter Virger.

Review The work of the servers will be reviewed annually by the Canon Sacrist. This will include affirmation of the



BLACKBURN CATHEDRAL SUNDAY SCHOOL LEADER VOLUNTEER AGREEMENT

Name:.....

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All Are Called

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Our Policy

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Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

SUNDAY SCHOOL LEADER VOLUNTEER ROLE DESCRIPTION

Role Description Sunday School Leader

Responsible to Canon Missioner

Purpose of the Role The Sunday School Leader serves as a general administrative lead for the Cathedral's Sunday school ministry.

Duties and Responsibilities

- Coordinate the work of the classes, including planning towards the overarching objectives of Sunday School, working alongside the Canon Missioner.
- Organise, prepare and lead the Sunday School Meetings alongside the Canon Missioner.
- Keep and maintain registration details of attendees and volunteers and communicate with the Canon Missioner at regular intervals regarding these.
- Liaise with Cathedral staff to organise events, e.g. fairs, Christmas concerts.

- Communicate with Cathedral administrative staff to promote Sunday School, for example notices and term dates.
- Communicate with Cathedral Wardens and Stewards to relay rotas.
- To know about and organise gifts from the Sunday School for Baptisms.
- To know about and organise Sunday School Offertory dates.
- To organise Sunday School Readings.
- Form positive links with parents.
- Communicate with parents and ensure that any safeguarding issues are dealt with correctly.
- Attend significant national conferences to network and feedback in order to enhance the provision at Blackburn.
- To maintain Sunday School displays and celebrations of work in the Cathedral.
- Set a positive example for others by living as authentic witness of Christ and through an active involvement in the life and ministry of the Cathedral.

Induction and training will be provided for you. The responsibility for this lies with the Canon Missioner and may include the use of training resources relevant to your role.

Review The work of the Sunday School Leader will be reviewed annually by the Canon Missioner. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

1. gross misconduct or insubordination
2. being under the influence of alcohol or drugs
3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Canon Missioner as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships The Canon Missioner line manages the Sunday School Leader.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL SUNDAY SCHOOL TEACHER VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

All Are Called

By baptism all Christians are called to service and within the Church most tasks and ministries are unpaid. The Church, which lives out this call to service for the world, flourishes through the willing contribution of volunteers from very varied backgrounds, and any Cathedral is dependent on the generous contribution of people in many different roles. All our volunteers, along with the stipendiary clergy and other paid staff, are part of the service that is offered in Christ's name in and through this place. Here, working with all kinds of people, hospitable service is offered towards all people, bringing into play a whole variety of gifts and experience. As St. Paul says, "there are varieties of gifts, but the same Spirit; there are varieties of service but the same Lord " and "just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ".

Our Policy

Blackburn Cathedral Chapter values the contribution made to the life and service of Blackburn Cathedral by so many people. This role description is offered in support of you as a member of our family of volunteers. Our Volunteer Policy's overall aim is to enable, encourage and support all our volunteers, so that your gifts and skills are enhanced and that there is growth in Christian confidence. Our goals include developing further effective collaboration, access, empowerment and a variety of opportunities in worship and learning, hospitality and care, and mission and service.

Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

SUNDAY SCHOOL TEACHER VOLUNTEER ROLE DESCRIPTION

Role Description Sunday School Teacher

Responsible to Canon Missioner

Purpose of the Role The Sunday School Teacher serves as an educator for the Cathedral's Sunday School ministry.

Duties and Responsibilities

- Prepare and teach Sunday School lessons appropriate to the needs and understanding of the children.
- Work as a team to promote and share in the ideas and development of the Sunday School sessions.
- Arrive a minimum of 15 minutes before the starting time to arrange materials and greet children/ parents.
- Attend Sunday School Meetings and voice ideas.
- Attend significant training, e.g. Safeguarding.
- Attend workshops and conferences when possible.

- Form positive links with parents.
- Communicate with parents and ensure that any safeguarding issues are dealt with correctly.
- Assist at important Cathedral events, for example Crib Services where possible.
- Notify the Sunday School Leader well in advance of anticipated absences.
- Ensure that registers are accurately kept and registrations details are correctly filed.
- To assist with Sunday School displays and celebrations of work in the Cathedral.
- Set a positive example for others by living as authentic witness of Christ and through an active involvement in the life and ministry of the Cathedral.

Induction and training will be provided for you. The responsibility for this lies with the Canon Missioner and may include the use of training resources relevant to your role.

Review The work of the Sunday School Teachers will be reviewed annually by the Sunday School Leader and the Canon Missioner. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

1. gross misconduct or insubordination
2. being under the influence of alcohol or drugs
3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Sunday School Leader as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships The Sunday School Teachers are line managed by the Sunday School Leader, who in turn is line managed by the Canon Missioner.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL SUNDAY SCHOOL ASSISTANT VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

All Are Called

By baptism all Christians are called to service and within the Church most tasks and ministries are unpaid. The Church, which lives out this call to service for the world, flourishes through the willing contribution of volunteers from very varied backgrounds, and any Cathedral is dependent on the generous contribution of people in many different roles. All our volunteers, along with the stipendiary clergy and other paid staff, are part of the service that is offered in Christ's name in and through this place. Here, working with all kinds of people, hospitable service is offered towards all people, bringing into play a whole variety of gifts and experience. As St. Paul says, "there are varieties of gifts, but the same Spirit; there are varieties of service but the same Lord " and "just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ".

Our Policy

Blackburn Cathedral Chapter values the contribution made to the life and service of Blackburn Cathedral by so many people. This role description is offered in support of you as a member of our family of volunteers. Our Volunteer Policy's overall aim is to enable, encourage and support all our volunteers, so that your gifts and skills are enhanced and that there is growth in Christian confidence. Our goals include developing further effective collaboration, access, empowerment and a variety of opportunities in worship and learning, hospitality and care, and mission and service.

Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

SUNDAY SCHOOL ASSISTANT VOLUNTEER ROLE DESCRIPTION

Role Description Sunday School Assistant

Responsible to Sunday School Leader

Purpose of the Role The Sunday School Assistant serves as a facilitator for the Cathedral's Sunday School ministry.

Duties and Responsibilities

- Assist in the preparation of Sunday School lessons, for example resources and materials.
- Work as a team to promote and share in the ideas and development of the Sunday School sessions.
- Arrive a minimum of 10 minutes before the starting time to arrange materials and greet children/ parents.
- Attend Sunday School Meetings and voice ideas.
- Attend significant training, e.g. Safeguarding.
- Form positive links with parents.

- Communicate with parents and ensure that any safeguarding issues are dealt with correctly.
- Assist at important Cathedral events, for example Crib Services where possible.
- Notify the Sunday School Leader well in advance of anticipated absences.
- To assist with Sunday School displays and celebrations of work in the Cathedral.
- Set a positive example for others by living as authentic witness of Christ and through an active involvement in the life and ministry of the Cathedral.

Induction and training will be provided for you. The responsibility for this lies with the Sunday School Leader and may include the use of training resources relevant to your role.

Review The work of the Sunday School Assistant will be reviewed annually by the Sunday School Leader. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

1. gross misconduct or insubordination
2. being under the influence of alcohol or drugs
3. theft of property or misuse of the Cathedral's equipment or materials
4. abuse or mistreatment of clients or co-workers
5. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
6. failure to meet standards of performance
7. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the relevant contact person as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships The Sunday School Leader line manages the Sunday School Assistant.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....



BLACKBURN CATHEDRAL WELCOMER / SHOP VOLUNTEER AGREEMENT

Name:.....

We welcome and celebrate diversity within our life and work, and within our wider society. We are committed to being a hospitable community that is open to all people.

All Are Called

By baptism all Christians are called to service and within the Church most tasks and ministries are unpaid. The Church, which lives out this call to service for the world, flourishes through the willing contribution of volunteers from very varied backgrounds, and any Cathedral is dependent on the generous contribution of people in many different roles. All our volunteers, along with the stipendiary clergy and other paid staff, are part of the service that is offered in Christ's name in and through this place. Here, working with all kinds of people, hospitable service is offered towards all people, bringing into play a whole variety of gifts and experience. As St. Paul says, "there are varieties of gifts, but the same Spirit; there are varieties of service but the same Lord " and "just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ".

Our Policy

Blackburn Cathedral Chapter values the contribution made to the life and service of Blackburn Cathedral by so many people. This role description is offered in support of you as a member of our family of volunteers. Our Volunteer Policy's overall aim is to enable, encourage and support all our volunteers, so that your gifts and skills are enhanced and that there is growth in Christian confidence. Our goals include developing further effective collaboration, access, empowerment and a variety of opportunities in worship and learning, hospitality and care, and mission and service.

Partnership and Responsibility

We invite you to follow our agreed procedures which are designed to ensure your safety and well-being and to support the Cathedral's hospitality and care. Giving of your time and energy can be seen as a response to God's generosity and as an expression of your stewardship of your time, talents and earthly treasures. Through your involvement as a volunteer we seek to support your personal development, your contribution to your human flourishing and your commitment to the life of the local community. For the Christian believer this may be seen as growth in Christ.

WELCOMER / SHOP VOLUNTEER ROLE DESCRIPTION

Role Description Welcome Desk / Gift Shop volunteer

Responsible to Gift Shop Manager

Purpose of the Role To assist, on a voluntary basis, in the Welcome Ministry. The Welcomers are the first point of contact within the Cathedral. Your role is to provide a welcoming and friendly first impression for visitors to the Cathedral and to give information to visitors as required.

Duties and Responsibilities

For Welcome Desk volunteers, the duties and responsibilities are:

- To be the welcoming face of the Cathedral
- To furnish visitors with information requested or to direct their queries to someone else who can help
- To participate in occasional ongoing training
- To keep up to date with what is happening at the Cathedral, including reading the notes provided, in order to be able to provide up to date information.

For Gift Shop volunteers, the duties and responsibilities are:

- To be friendly and welcoming to all visitors
- To be conversant with the use of the till and the day book
- To participate in occasional ongoing training
- To be familiar with the stock and to keep up to date with what is happening by reading the 'Shop Talk' book on each visit.

Skills / Interests

You will need good communication skills with both adults and children along with an understanding and respect for the Christian faith. Initiative, flexibility, reliability and a sense of humour are essential as is a caring, tolerant and open minded attitude.

Induction and training will be provided for you. The responsibility for this lies with the Head of Department who may delegate this to the Gift Shop Manager or make use of other training resources relevant to your role. The Gift Shop Manager or a permanent member of staff will give up-to-date advice on health and safety aspects of your work.

Review The work of these volunteers will be reviewed annually by the Gift Shop Manager, in liaison with the Canon Missioner. This will include affirmation of the work done, celebration of achievement made, the sharing of information and insights gained, and the exploration of questions and issues raised and their resolution.

Service at the Discretion of Blackburn Cathedral Blackburn Cathedral accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that Blackburn Cathedral may at any time decide to terminate their relationship. The Cathedral may find it necessary to end this agreement if the volunteer commits any of the following:

8. gross misconduct or insubordination
9. being under the influence of alcohol or drugs
10. theft of property or misuse of the Cathedral's equipment or materials
11. abuse or mistreatment of clients or co-workers
12. failure to abide by its policies and procedures which are available on the Cathedral [website](#)
13. failure to meet standards of performance
14. failure to perform assigned duties satisfactorily

This list is not exhaustive.

If a volunteer wishes to end their volunteer relationship with the Cathedral they should inform the Gift Shop Manager as soon as possible.

Equality of Opportunity We promote equality of opportunity. We welcome all who have the interest, skills, gifts and potential to fulfill voluntary roles within the life of the Cathedral. A proactive approach is being taken in the recruitment and support of volunteers from as wide a background as possible. We are committed to ensuring that the Cathedral is an environment where all people are treated with courtesy and respect, reflecting that our humanity is "made in the image and likeness of God."

Safeguarding The Cathedral has a clear policy on the website about safeguarding and protection of children and vulnerable adults, with disclosure procedures and rigorous clearance processes in place, and with a strong commitment that all appointments will be made in accordance with the Church of England's published guidance.

Working Hours / Time Commitment This work is voluntary and is dependent on mutual goodwill. Working time is therefore flexible and based on a rota system and on discussion with the individual.

Health and Safety The Cathedral has an agreed Health and Safety Policy.

Management relationships The Gift Shop Manager line manages Welcome Desk and Gift Shop volunteers.

Working for the Church Volunteers are expected to have regard to the essentially Christian basis of their work, and to their role in serving the Church.

I agree to this role and assent to the general statement above.

Signed: Volunteer Date:

Signed:Dean of Blackburn Date:

Emergency Contact Details

Next of Kin Name:.....Phone Number:.....

Appendix 6



VOLUNTEERING AND WORKING WITH CHILDREN AND ADULTS AT RISK

INTRODUCTION

This information applies to all those in the Diocese of Blackburn who are to be appointed to roles which involve working, either paid or on a voluntary basis, with vulnerable groups – children/young people and/or adults at risk.

All those in this position need to be carefully selected and trained in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes through the Disclosure and Barring Service (DBS).

This guidance should be read in conjunction with the Diocesan safeguarding policies and associated guidance contained within “Safeguarding in the Diocese of Blackburn’ 2015.

The full national guidelines are available for further information – “*Safeguarding guidelines relating to safer recruitment for all who work on behalf of the Church of England*” 2015 (see link to National policy from Diocesan policy web pages)

Volunteers make up a huge part of the ‘workforce’ within a parish and need to be treated in the same way as paid employees in relation to these guidelines.

Where a volunteer’s role is very limited, for example accompanying children on a day’s outing once a year or helping at a one-off event, a DBS check would not be necessary **providing that** they are not left alone with vulnerable people at any time and are supervised by someone who does have a DBS disclosure that has been carried out by the Diocese. A Confidential Declaration form (a template is available in the Diocesan Safeguarding toolkit) should always be completed and assessed.

Volunteers under the age of 18 and in education must provide their head teacher’s details as one of their references.

N.B. Those under the age of 18 cannot be left with sole responsibility for vulnerable people and must count as a child in the ratio of adults to children (see “Guidance on staffing” for further information on ratios). They must at all times be supervised by someone who does have a DBS disclosure that has been carried out by the Diocese.

RECRUITMENT AND SELECTION – BEST PRACTICE

Parishes should have clear, effective appointment procedures and practices. The following checklists are to guide you through the process at each stage.

1. BEFORE YOU ADVERTISE THE POST

Action	Done
<ul style="list-style-type: none"> • Ensure that you have an up to date job or role description which includes a person specification for the post <i>(This clarifies the role and helps to avoid misunderstanding. The Person Specification shows the kind of person likely to be suited to the role. Together they describe the essential and desirable skills and experience required to fulfil the role competently. Role descriptions should be provided for both paid and voluntary positions and a copy should accompany every application for a DBS disclosure)</i> 	
<ul style="list-style-type: none"> • Ensure you know where the post will be advertised and that you have all of the relevant information for the advert, including a closing deadline. <i>(For a paid role, the position is likely to be advertised more widely than for a voluntary role which may just be advertised within the parish i.e. in weekly notices.)</i> 	
<ul style="list-style-type: none"> • Ensure that you have an up-to-date safeguarding policy statement and that a statement about the parish’s commitment to safeguarding is included in all recruitment and selection materials. <i>(This statement could read: “The parish of is committed to safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service disclosure and identity check.”)</i> 	
<ul style="list-style-type: none"> • Ensure that you have a candidate information pack ready to send to any applicants, including: an application form, a job or role description, a copy of your safeguarding policy statement etc. 	

2. BEFORE YOU INTERVIEW

Interviews should take place for all those ‘working’ in the parish whether paid or voluntary. They could be less formal for those in a voluntary role but it is important that you ascertain that they are the right person for the role.

Action	Done
<p>Ensure that each application received is scrutinised in a systematic way by the short listing panel in order to agree a shortlist before sending out invitations to interview.</p>	
<p>Ensure the Confidential Declaration form has been completed by the shortlisted candidates.</p>	
<p>Ensure that all candidates know when and where the interview is and what it will entail.</p>	

3. BEFORE SELECTING THE PREFERRED CANDIDATE

Action	Done
<ul style="list-style-type: none"> • Ensure a face-to-face interview is conducted (by at least two people) for all suitable candidates based on an objective assessment of their ability to meet the person specification and role description. For any role or work in the parish involving contact with children/young people or adults at risk (whether paid or voluntary) the potential candidates should be interviewed. If appropriate, a practical element can be included in the interview, for example a presentation or ask them to plan a children's club session. 	
<ul style="list-style-type: none"> • Ensure that all questions are designed to gain the required information and to assess the person's suitability for the role. Interview questions should be evidentially based i.e. "Give me an example when you . . ." (not hypothetical) and should cover areas such as: motivation, resilience and attitudes to working with children or adults at risk; professional boundaries and professional integrity, taking action to protect children, young people or adults at risk and developing and maintaining positive relationships with young people. 	
<ul style="list-style-type: none"> • Verify the applicant's identity. Sight of an applicant's original birth certificate (or passport) provides verification of full name and date of birth and so ensures that the data used in other checks is accurate. If the individual does not have the right to work or volunteer in the UK then further identity checks and sponsorship through the UK Border Agency may be required. 	

4. BEFORE YOU FORMALLY APPOINT

Action	Done
<ul style="list-style-type: none"> • Ensure that you are able to confidently select a candidate. If you can't, do not appoint. 	
<ul style="list-style-type: none"> • Ensure that two references have been requested for the chosen candidate. References are valuable when made to work. Two references should provide two perspectives. These should give an independent opinion on the suitability of the candidate so should not be from relatives or partners, close friends or the current parish priest. If the role involves working with vulnerable groups, at least one of the referees should be in the position to comment on the candidate's suitability to work with such groups specifically. Where the applicant is, or has worked in another setting, one reference should be from that employer or supervisor. Reference requests must include specific questions that the referee has to address. Where replies seem unclear or vague, the reference should be always be followed up by telephone. A 'standard reference request template' which must be used for all roles that work with children, young people or adults at risk is available the Safeguarding toolkit on the Diocesan web page. 	
<ul style="list-style-type: none"> • Carry out other necessary checks including a DBS disclosure where applicable and follow up references. This service is currently provided via CCPAS (see the E-bulk online checks system on the Diocesan website). A risk assessment must be undertaken if a Disclosure reveals any offence or information provided by the police, any risk assessment should be discussed with the DSA. 	
<ul style="list-style-type: none"> • Ensure that your preferred candidate knows that the offer of employment is conditional on receiving satisfactory information from all necessary checks. You should not allow anyone to 	

be in post until all the elements of safer recruitment are complete including, when necessary, the receipt of a DBS disclosure.	
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5. ONCE APPOINTED

Action	Done
<ul style="list-style-type: none"> • Ensure that the individual receives a written contract (paid staff) or a Church Volunteer Agreement (voluntary staff) which includes a probationary period, keeping a signed copy on file. In any appointment (paid or voluntary), good practice suggests an explicit probationary period followed by a review and appraisal before the appointment is confirmed. Six months is a common standard for probationary periods and monthly supervisory meetings are recommended as best practice when the individual is working regularly with children, young people or adults at risk. The Church Volunteer Agreement can be found in the 'Safeguarding toolkit' on the Diocesan website. 	
<ul style="list-style-type: none"> • In accordance with the contract/agreement, provide a named supervisor and make sure that regular review meetings are set up. Induction should include: understanding of the disciplinary procedures and behaviour which may result in disciplinary action being taken; understanding of the parish and Diocesan policies relating to safeguarding, health and safety etc.; understanding of the conduct expected of them (see below); understanding what good practice is for the work they are involved in – including boundaries etc.; organising both safeguarding and any other training identified as necessary. 	
<ul style="list-style-type: none"> • Ensure that the Code of Conduct is signed and a copy kept on file (a copy can be found in the policy "Safeguarding in the Diocese of Blackburn 2015") 	

When someone leaves a position, they should be offered an exit interview/conversation. They should be thanked for their services and encouraged to share any comments on how any aspect of the role and service could be improved.

If in doubt about any element of safer recruitment, please contact the Diocesan Safeguarding Adviser – contact information is at Appendix 8 below.

ENCOURAGING VOLUNTEERS

Below are some principles for your parish to reflect on that may help recruit and retain members to your team of volunteers

- Get the thinking right – if you are planning to employ a paid worker, ensure that the voluntary workers know their services are very much needed still but they will have the additional support of a paid worker.
- People volunteer for many reasons – not always for the reasons we think! If we know what our volunteers are hoping to experience, hear or feel as part of their volunteering, we'll know how to better approach people who we think would be good for the team.
- Communicating vision – work out your vision and communicate it enthusiastically so others catch it. It's the way that a leader communicates this vision that makes the difference – people need to feel they are doing more than just babysitting which 'anyone can do'.

- Know what kind of volunteer you need – have a very clear idea of what you want a volunteer to do before recruiting. In children’s work this is likely to be someone who is committed to your vision and motivated to achieve it, passionate about children and developing their faith, enthusiastic, a team player with a desire to ‘inspire a generation’.
- Know what needs to be done – once you know what sort of person you need, think about the skills they should have.
- Make volunteering easy for people – make the process as easy as possible, offering help at each step so that it isn’t too overwhelming. It may take time to visit a potential volunteer to help them complete their DBS disclosure application form but if it gives you a volunteer who stays for a few years, it’s worth it.
- Give potential volunteers a chance to see what’s involved – consider open days where they visit and sit alongside a permanent volunteer.

Appendix 7: Concern Forms

The Cathedral Church of St Mary the Virgin, Blackburn

Form: CF CYP

Concern form in respect of Children & Young People Under 18 Information record relating to concerns of abuse or maltreatment
1. Details of the child about whom the concern has been raised
Name: Gender : Age / DOB: Ethnicity: Address: <u>Contact details</u> Parent /carer details (name / address / phone number) Communication and access needs?
2. Details of the abuse or neglect that may be taking place
<u>The concern</u> Please include: Date and time of the observation, discussion or disclosure: How it came to light: The exact words of the child: Its impact on the child: The names of any other persons present at the time: The child's wishes in relation to the abuse / neglect: The setting / occasion(s) where / when it took place: The alleged perpetrator(s), full name, address and date of birth (if known) Any witness(es):

3. Action taken

Please include:

What action was taken and why (rationale)?

Discussions with the child and parent:

Discussions with the Safeguarding Co-ordinator:

Who was contacted? (For support / advice / to report)

Information provided to social care:

4. Your details

Name of person making record:

Date:

Role:

Signature:

This information should be passed on verbally, initially by contacting Denise Sanderson, the Under 18s Safeguarding Co-ordinator on 07938 793844 or 01772 335903 (evenings) or by email to SafeguardingU18@blackburncathedral.co.uk

Upon completion this form must be sent immediately to Denise Sanderson or the Dean via a member of the Cathedral Clergy or a Church Warden in an envelope marked SAFEGUARDING (envelopes in this file).

This confidential record will be stored securely in accordance with the terms of the Data Protection Act 1998

The Cathedral Church of St Mary the Virgin, Blackburn

Concern form in respect of Children & Young People

Information record relating to concerns of abuse or maltreatment

Record of Ongoing Intervention

Name:

Gender:

Age/DOB:

Ethnicity:

Address:

Date Initial Concern Form raised:

Intervention Log:

Date:	Event / Issue:	Action / Intervention	By Whom	By When

The Cathedral Church of St Mary the Virgin, Blackburn

Form: CF VA

Concern form in respect of Vulnerable Adults
Information record relating to concerns of abuse or maltreatment

1. Details of the person about whom the concern has been raised

Name:

Gender :

Age / DOB:

Ethnicity:

Address:

Contact details

Parent /carer details if under 18 (name / address / phone number)

Communication and access needs?

2. Details of the abuse or neglect that may be taking place

The concern

Please include:

Date and time of the observation, discussion or disclosure:

How it came to light:

The exact words of the person:

Its impact on the person:

The names of any other persons present at the time:

The person's wishes in relation to the abuse / neglect:

The setting / occasion(s) where / when it took place:

The alleged perpetrator(s), full name, address and date of birth (if known)

Any witness(es):

3. Action taken

Please include:

What action was taken and why (rationale)?

Discussions with the Safeguarding Co-ordinator:

Who was contacted? (For support / advice / to report)

4. Your details

Name of person making record:

Date:

Role:

Signature:

This information should be passed on verbally, initially by contacting Stewart Hopkinson, the Vulnerable Adults Safeguarding Co-ordinator on 07515652776 or by email to SafeguardingAdult@blackburncathedral.co.uk

Upon completion this form must be sent immediately to Stewart Hopkinson or the Dean via a member of the Cathedral Clergy or a Church Warden in an envelope marked SAFEGUARDING (envelopes in this file).

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The Cathedral Church of St Mary the Virgin, Blackburn

Concern form in respect of Vulnerable Adults

Information record relating to concerns of abuse or maltreatment

Record of Ongoing Intervention

Name:

Gender:

Age/DOB:

Ethnicity:

Address:

Date Initial Concern Form raised:

Intervention Log:

Date:	Event / Issue:	Action / Intervention	By Whom	By When

Appendix 8

List of Persons with Specific Safeguarding Responsibilities

The Dean	The Very Rev'd Peter Howell-Jones	01254 277430 07435 969256 dean@blackburncathedral.co.uk
Vice Dean & Canon Missioner	The Rev'd Canon Dr Rowena Pailing	01254 277445 07982 044814 missioner@blackburncathedral.co.uk
Chief Financial & Operating Officer	Colin Jones	01254 277432 07949 486539 colin.jones@blackburncathedral.co.uk
Safeguarding Adviser	Jenny Price	07800 740001 safeguardingadviser@blackburncathedral.co.uk
Under 18s Safeguarding Co-ordinator	Denise Sanderson	07938 793844 01772 335903 safeguardingU18@blackburncathedral.co.uk
Adults Safeguarding Co-ordinator	Stewart Hopkinson	07515 652776 safeguardingadult@blackburncathedral.co.uk
Advocates:		
Cathedral Choir Sunday School Servers	Helen Davies Ruth Watton Rachel Fielding	
DBS checks and Referrals	Pauline Rowe	01254 277430 pauline.rowe@blackburncathedral.co.uk
Diocesan Safeguarding Adviser	Sharon Hassall	Diocesan Offices Clayton House Walker Office Park Blackburn BB1 2QE 07711 485170 sharon.hassall@blackburn.anglican.org

Updated June 2021

Appendix 9

THE CATHEDRAL CHURCH OF ST MARY THE VIRGIN, BLACKBURN

SAFEGUARDING POLICY STATEMENT AS PART OF HIRE AGREEMENT

Every person has a value and dignity as persons made and created in the image and likeness of God. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of Blackburn.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole Cathedral community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our Cathedral community known to have offended against a child, young person or vulnerable adult.

The Cathedral Chapter has agreed and adopted the above Policy and it is reviewed annually every February.

We have appointed Denise Sanderson (Under 18s) and Stewart Hopkinson (Vulnerable Adults) as our Cathedral Safeguarding Co-ordinators (CSC).

Copies of "Policy and Procedures for Safeguarding at the Cathedral Church of St Mary the Virgin, Blackburn" will be held by the Dean's Secretary

Signed: Dean of Blackburn

Signed: on behalf of the Hirer

Appendix 10

Off-site Activities

This Appendix applies to all off-site activity undertaken by any Cathedral group, for example trips, residential visits, outside events, away days or any activity requiring staying away overnight, including off-site activity undertaken during a group's normal meeting times.

A group leader proposing an off-site activity must provide, in written form, the details of that activity so that it may be considered by the Dean and Safeguarding Co-ordinators in good time so that they may recommend it to the Chapter. The degree of detail required will depend upon the nature of the activity, its duration, and whether it involves children or is restricted to adults. There will always be a requirement for a risk assessment. The information provided is likely to require consideration of some or all of the following:

- What is being proposed and when and where it will take place.
- Who is to take part, identifying whether the group will comprise children and/or vulnerable adults.
- What, if any, travel or transport is proposed.
- If children are to take part, what supervision is envisaged.
- What, if any, financial considerations apply, to include details of insurance where relevant.
- If relevant, what catering arrangements will apply.
- If the activity is for more than one day, what the accommodation arrangements will be.
- What, if any, procedures are in place to deal with first aid or a medical emergency.
- If children in the group are to be accommodated with host families, particularly where this is abroad, that the hosting organisation has provided assurance that the families are known to them and have been vetted and that the hosting organisation has a safeguarding policy, which will need to be checked.

All activities involving children require written parental consent. If there is any need to administer medication the parental consent form must clearly identify what that need is and provide consent to the supervising adults. Depending upon the age and understanding of any child in the group, or vulnerable adult, they should, where appropriate, be encouraged to self-administer medication or treatment, including for example any ointment or use of inhalers.

Where there are children in the group the level of supervision must at all times comply with the requirements set out at page 40 of the policy.

Where there are children in a group a roll-call is to be taken at the start of any journey, whether in a vehicle or on foot, and where children are travelling in more than one vehicle they should, if possible, travel in the same vehicle on each occasion. It is a wise precaution to organise a "buddy" system to identify quickly if a child is missing. If a child goes missing the leaders of the group should instigate an immediate search. If the child cannot be found within half an hour appropriate security staff and the police should be notified. If following such notification the child still cannot be found the parent(s)/carer(s) of the child should be notified immediately. The care of the remaining children is paramount. It is imperative that they return to the Cathedral or to the visit base as quickly as possible while a senior leader remains at the visit site to coordinate contact between security staff/police and the child's parent(s)/carer(s).

The leaders of trips will carry the contact numbers for the Cathedral and emergency services and the parent(s)/carer(s) of any children in the group in the event of an alert being necessary.

If a child protection concern arises on a trip the adult alerted to the concern must speak to the group leader as soon as possible. The group leader should contact the Cathedral Under 18s Coordinator to discuss the matter and seek advice either immediately or upon return to the Cathedral, whichever is appropriate.

Licensing children to perform or take part in activities abroad

In the circumstances in which a licence from the Local Authority is required within Great Britain, outlined in the section “Child performance and activities licensing legislation” on pages 38 and 39, the procedure is different if the activity is to take place abroad as the licence must be obtained from the Magistrates' Court. Further information and guidance can be found in Section 7 of the Department for Education document which is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/401345/Child_performance_and_activities_licensing_legislation_in_England_-_departmental_advice_-_final.pdf. Any group leader proposing an overseas activity which would fall within these provisions will need to consult that document as it provides information on the procedure to be followed and in particular the material which the court is required to consider.

As the application to the court would have to be made on behalf of the Cathedral the person appearing before the court would have to be either a member of Chapter or a barrister or solicitor instructed by the Chapter. It is therefore essential that any activity which falls within these provisions is proposed to the Dean and Co-ordinators well in advance so that, if approved by the Chapter, there is sufficient additional time to put together the material which would have to be presented to the court, instruct counsel or a solicitor if necessary, and for the court to have time to list the application.

Appendix 11

Safeguarding for Welcome Desk and Cathedral Shop Volunteers

We want the time you spend as a Welcomer or in the Cathedral Shop to be enjoyable. In the extremely unlikely event of a safety concern we have created this aide memoire for your reference.

PERSONAL SAFETY – this is your overall priority. Summoning assistance is not a sign of weakness; it is an appropriate course of action.

- Make sure you have been given a functioning walkie-talkie – ask one of the virgers if you do not know how to operate it – and that you are carrying the personal alarm on your person. This is located in the cupboard of the Welcome Desk or in the top drawer of the desk in the Shop. It is operated by pulling the cord, NOT by pressing the 'button' (which is actually the loudspeaker).
- The Virgers will tell you of any recent concerns you need to know about.
- If a visitor is behaving in a way that is a cause for concern or you are feeling in any way threatened it is not your role to resolve this – this is for the virgers to deal with. Call for a virger using the walkie-talkie if there is not one within easy reach. If you are speaking directly to a person who is giving cause for concern and do not want to alert them to the fact you are calling for assistance say you need to pass a message to the Virgers and say on the walkie-talkie, "There is a recorded delivery at the Welcome Desk/in the Shop for the Virgers." This is an agreed emergency code with the Virgers.
- Maintain a safe space between yourself and visitors. If someone appears angry but is insistent on talking to you remain calm and persuade them to sit down. This can be a calming strategy.
- Make sure you have an escape route. If you are in the Shop and behind the desk and are feeling uncomfortable try to manoeuvre yourself around to the other side of the desk. Keep both Shop doors open.
- If there is an incident which is of concern – maybe someone who appears drunk or difficult – or even if there is no specific incident, speak to the virgers so they can log it.
- If in doubt, call a virger. Do not act alone in any situation you are unsure of.

SAFEGUARDING OF OTHERS

- Children who come in will generally be accompanied or are choristers who are heading in for rehearsals.
- The Cathedral receives and welcomes everyone, which may include a higher-than-normal proportion of adults who we may consider to be vulnerable – homeless people, those with mental and physical disabilities, etc. You are not expected to counsel people – do not be afraid to say "I am not the right person, but I can find someone to help." Consult a virger.
- If someone who speaks to you appears to be raising an issue which concerns the welfare of a person under the age of 18, or a vulnerable adult, you should immediately make it clear that you may be duty-bound to involve others in the Cathedral and ask the visitor if they are happy with that. If, as they continue, it appears to be an issue where there is a duty to report it – e.g. physical, sexual, emotional or spiritual abuse, or abuse

of a position of trust – then you must contact a virger, who will take over from you, and who will decide on the appropriate course of action.

- PLEASE REMEMBER – you are not responsible for dealing with everyone’s problems. As a Welcomer or in the Shop you should not be in a situation where you are uncomfortable. It is part of the virgers’ job to deal with these situations – do not be afraid to call on them.
- There will be more Level 1 Safeguarding training sessions held in the future. We would like all Welcomers and Shop volunteers to complete this training so we will communicate these dates to you as soon as we have them, and would strongly encourage you to attend.