

# Sheffield Cathedral – Safeguarding Handbook

## Foreword

Sheffield Cathedral is a vibrant, diverse and exciting place at the heart of a great city. People of all ages, backgrounds and nationalities gather here to worship; to find peace and sanctuary; to enjoy the beautiful building; to shop and eat; and to attend concerts, plays and parties. With all of this colourful variety, it's really important to us to ensure that Sheffield Cathedral is also a warm and safe environment for everyone who visits us – especially children and vulnerable adults.

As well as following procedures and policies carefully, we'll also be seeking to make this a place where every member of our staff team, clergy and volunteers feel confident in responding to safeguarding concerns. It matters that everyone knows what needs to be done, who can answer questions and where concerns should be directed to. It's also really important that nobody feels afraid to ask for help and support in dealing with safeguarding issues.

This handbook will help us to make sure that our safeguarding processes are kept to the very highest standard. By working together and supporting one another we will do everything we can to ensure that Sheffield Cathedral is truly a safe place for all people.

May St Michael and all the angels surround us with joy every day; may St Peter and St Paul pray for us as we work and rejoice in our worship; and may God bless each of us in all that we do to keep the most vulnerable in our world safe from harm.

**The Very Revd Abi Thompson**  
**Dean of Sheffield**



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## Introduction

This *Cathedral Safeguarding Handbook* aims to strengthen the Cathedral's approach to safeguarding by bringing into one place the safeguarding responsibilities for Sheffield Cathedral, as outlined in the House of Bishops Policy Statement 'Promoting a Safer Church.' Covering the safeguarding approach for children, young people and adults (be they visitors, members of the congregation or Cathedral officers), it builds on the five foundations and six policy commitments in this document:

- Promoting a Safer environment and culture
- Safely recruiting and supporting all those with any responsibility relating to children, young people and vulnerable adults within the Cathedral
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may present a risk to others

This *Cathedral Safeguarding Handbook* complements the Practice Guidance within the supporting *Parish Safeguarding Handbook*, which can be found on the Diocese of Sheffield website.

This *Cathedral Safeguarding Handbook* has been designed to support the day-to-day work of all Cathedral activity in relation to safeguarding and those who have a key role to play with children, young people and adults who may be vulnerable. It is complemented by a pocket safeguarding contact card. In addition, it sets out the expected responses when a person raises a safeguarding concern.

This *Cathedral Safeguarding Handbook* is also supplemented by the *Cathedral Staff Handbook* for everyone who undertakes a role within the Cathedral (referred to as "Cathedral officers" below). The *Cathedral Staff Handbook* contains further Chapter policies on employment, safe working, health and safety, and many other policies which are also relevant to safeguarding, thus ensuring that in word and deed we are placing safeguarding at the heart of all we do. Note that this *Cathedral Safeguarding Handbook* supplements and does **not** replace the guidance in the *Cathedral Staff Handbook*; both documents should be read together. A copy of the Safeguarding Handbook is available on our website, and all Cathedral Officers will receive a copy when they are appointed, as part of their induction.

Further resources that offer a range of model templates and good practice reference material are mentioned in this Handbook. These documents can be located on the Church of England's National Safeguarding Team's website.

This Handbook also outlines how we embed the House of Bishops' Safeguarding Policy and practice guidance. It is not exhaustive but is designed to support the day-to-day safeguarding work of Cathedral. It is available to all involved in the life and work of Cathedral.

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- The duty to have 'due regard' to guidance under section 5 of the Safeguarding and Clergy Discipline Measure 2016 applies to this handbook
- In addition, failure to have due regard to House of Bishops' Safeguarding Policy and Practice Guidance may have direct consequences for the validity of our insurance.
- The most up-to-date version of the handbook will always be available on the Cathedral website at <https://www.sheffieldcathedral.org/safeguarding>

This handbook underpins the recognition that Safeguarding is everyone's responsibility and to:

<b>Recognise</b>	the signs that abuse could be occurring
<b>Respond</b>	sensitively, and listen – don't question or investigate
<b>Record</b>	what happened – including what you have been told – factually and accurately, using the language used by the person disclosing
<b>Report</b>	immediately to the Diocesan Safeguarding Team (DST) who will support any referral to statutory agencies, where appropriate

#### KEY MESSAGES

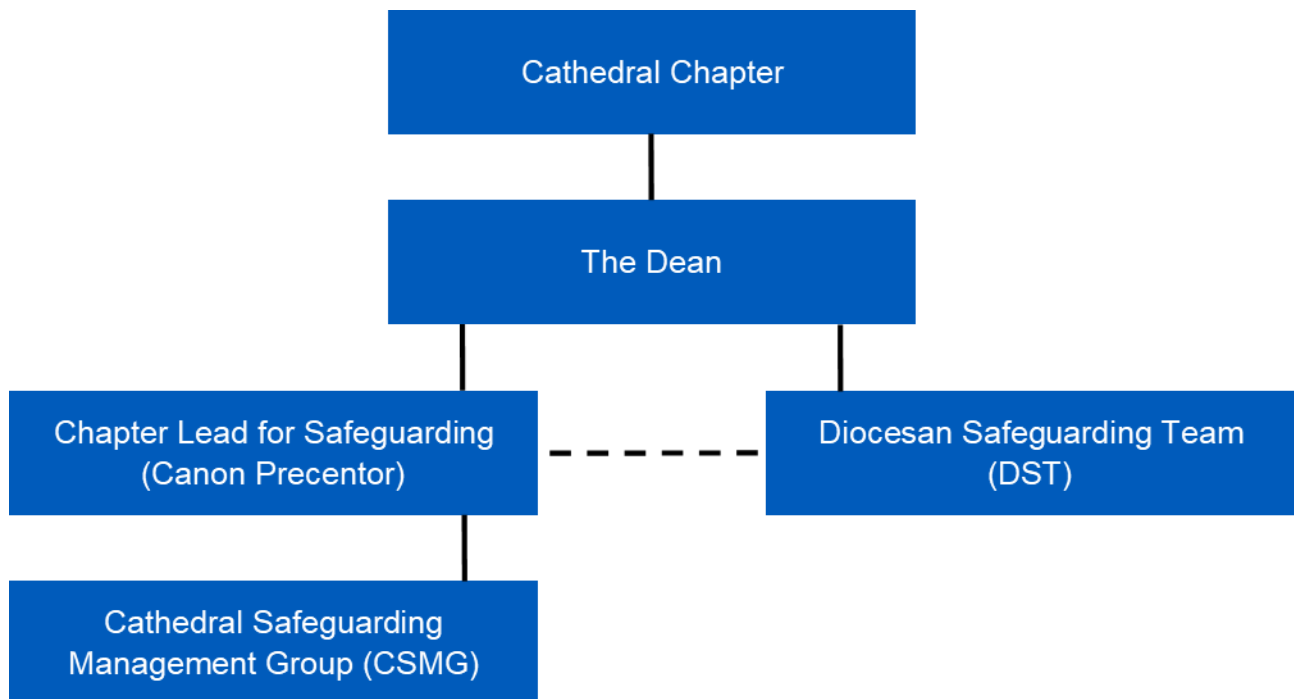
- The welfare of the child, young person or vulnerable adult is at all times paramount and takes precedence ***over all other considerations.***
- The Diocesan Safeguarding Team (DST) **must** be consulted whenever a safeguarding concern of any kind arises in the Cathedral.
- Safeguarding is part of our core faith and an integral feature of Christian life in Sheffield Cathedral.

## 1 Roles and Responsibilities

All users of the Cathedral respect all children, young people and vulnerable adults. We strive to promote their wellbeing and inclusivity.

In the Cathedral we have a Safeguarding Management Group, Chaired by the Dean, comprising of key leads within the Cathedral who support the Chapter Lead for Safeguarding (the Precentor). The Cathedral Safeguarding Management Group (CSMG) support the Cathedral Chapter in embedding the House of Bishops' Policy for Safeguarding and Practice Guidance in all aspects of the Cathedral's work.

This group is independently supported by the DST, and reports to Chapter through the Dean. The Chapter Lead for Safeguarding is a member of the Cathedral Chapter and the Diocesan Safeguarding Team (DST) is an advisor to the Cathedral Chapter.



## **1.1 Cathedral Chapter and the Dean**

The Cathedral Chapter is the body legally responsible for the Cathedral. Its members are clergy, churchwardens and others who are elected or appointed by the Bishop. The Dean and Chapter have a duty of care to ensure the protection of the vulnerable in their church community. Chapter delegates operational functions to the Cathedral Leadership Team but will request regular updates on progress and activity. In terms of safeguarding, the Dean and Chapter will:

### **Seek quality assurance**

- Assess our safeguarding arrangements, identify strengths and areas that need further work by using the checklist used by the Diocese, in addition to engaging in audits by the independent body used to regulate Safeguarding Activity within the Church of England
- Adopt and implement The House of Bishops' Safeguarding Policy 'Promoting a Safer Church'

### **Appoint**

- The Cathedral have put in place an SLA with the Sheffield Diocese for the Diocesan Safeguarding Team (DST) to work with the Dean and Chapter

### **Promote safer recruitment, safeguarding support and training**

- Have a policy statement on the recruitment of ex-offenders and ensure all those responsible for working with children, young people and vulnerable adults, on behalf of the church, are safely recruited (see section 5)
- Ensure all Cathedral officers are aware of the safeguarding policy/guidance and are trained appropriately for their roles (see section 6)

### **Display**

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church: Safeguarding Policy Statement' – this should be signed by the Dean on behalf of the Cathedral Chapter
- Ensure that known offenders, or others who may pose a risk to children and/or vulnerable adults, are effectively managed and monitored in consultation with the DST
- Comply with all data protection legislation especially in regard to using (e.g. storing) information about any church officers, and any safeguarding records
- Ensure an 'activity risk assessment' is completed and reviewed regularly for each activity, associated with either children or vulnerable adults, and run in the name of the Cathedral



## **Review and report progress**

- With regard to safeguarding in the Cathedral, the DST reports to the Dean and Chapter monthly, gives a quarterly report on how we have identified and embedded learning from each safeguarding incident, and also provides an annual report. Safeguarding is a standing agenda item at each Chapter meeting.
- The Dean will report on safeguarding to each meeting of the Cathedral Council.
- The Dean also reports to, and attends, the quarterly Diocesan Safeguarding Management Group in relation to safeguarding in the Cathedral.
- In accordance with policy requirements, the Dean provides an annual written report to the Bishop, in relation to safeguarding in the Cathedral, on behalf of the Cathedral Chapter. This report includes a comprehensive account of safeguarding activity during the year, a confidential note about any significant casework, and a statement as to whether or not the Cathedral Chapter has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance.

## **Letting of Cathedral premises**

- Ensure an addendum to a hire agreement is always used when any person/body hires Cathedral premises for activity that involves children, young people or vulnerable adults (for example a pre-school, youth group or mental health support group)

### **1.2 During the vacancy of the Chapter Lead on Safeguarding**

When the position of Chapter Lead on Safeguarding is vacant, the Dean, on behalf of the Cathedral Chapter:

- chairs a handover meeting with the outgoing Chapter Lead on Safeguarding and the DSA, and ensures that all relevant information is securely recorded;
- ensures that all safeguarding information held by the outgoing Chapter Lead on Safeguarding is securely and permanently stored for the future;
- assumes the role of Chapter Lead for Safeguarding on an interim basis; and
- chairs a meeting with the incoming Chapter Lead on Safeguarding and DSA, hands over any necessary information to the incoming Chapter Lead, ensures that he/she is appropriately trained and supported in this role, and records this activity.

### **1.3 Complaints Procedure**

The Cathedral has a Complaints Procedure for those wishing to complain about the handling of safeguarding issues. Anyone can raise a complaint by telephoning the Cathedral, or by writing to or emailing the Chief Operating Officer (COO), unless the complaint is about the COO, in which case the complaint should be raised with the Dean. Where the complaint is about the Dean or a member of the clergy, then the complaint should be raised with COO to ensure that the handling of the complaint aligns with the House of Bishops' Safeguarding Policy and Practice Guidance.

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To raise a complaint, a person can use the online form that is available on the Cathedral Website. Once a complaint is raised, the COO will acknowledge and handle the complaint, in line with the Cathedral Complaints Policy, set out in the Staff Handbook.

#### **1.4 Whistleblowing**

Should a Cathedral Officer wish to pass on information about a wrongdoing, which they consider to be in the public interest (i.e. that it affects others, such as the general public), they can seek further clarity in the Cathedral Whistleblowing Policy. This can be found in the Staff Handbook.

## **2 Diocesan support for the Cathedral**

### **2.1 Safeguarding policy and guidance**

The Diocese of Sheffield is responsible for supporting the Cathedral in implementing the House of Bishops' Safeguarding Policy and Practice Guidance. This includes arrangements to monitor the quality of safeguarding arrangements in Cathedral.

### **2.2 Safeguarding advice and support**

The Cathedral uses the Diocesan Safeguarding advisors for Safeguarding, and they act as the Cathedral Safeguarding Advisor (CSA). The role of the DST in supporting the Cathedral is to provide advice to the Dean and Chapter to enable them to embed Safeguarding within all aspects of Cathedral activity, manage safeguarding allegations and also to advise Cathedral Officers on concerns or incidents they raise under Safeguarding, ensuring best practice .

The Diocese offers an out-of-hours service is available for any safeguarding concerns or allegations that arise outside normal office hours of Mon-Fri 9-5.

In the event if not being able to contact the DST advice can be sought from 31:8. They will send a report to the DST and Dean (unless the matter relates to the Dean in which case to the COO).

### **2.3 Safeguarding training**

The Diocese is responsible for the provision of safeguarding training.

### **2.4 Safer Recruitment support**

The Cathedral will, where appropriate, undertake DBS checks on Cathedral Officers who will undertake specified regulated activities with children, young people and vulnerable adults. The DSA or Asst DSA are the officers who will undertake risk assessments of any blemished Disclosure and Barring Service (DBS) checks. The Diocese will advise on all aspects of Safer Recruitment.

### 3 Abuse and Neglect of Children and Young People

In line with the legal definition adopted by the Diocese, at Sheffield Cathedral we define a “child” as “all children and young people who have not yet reached their 18<sup>th</sup> birthday”. The term “young person/people” applies to those “aged between 14 and 17”, regardless of their accommodation or educational status (for further information, please refer to the footnote on page 5 of the Parish Safeguarding Handbook, available on the Diocesan website).

The abuse of children and young people can take many forms. They have the right to protection – regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, or other protected characteristic. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

#### 3.1 Statutory definitions

The UK central government document ‘Working Together to Safeguard Children’ categorises and defines abuse in terms of:

- **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- **Sexual abuse** including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

**These definitions and the following information are not exhaustive.** If in doubt, or if you are concerned about a child or young person, please contact the DST for advice or to raise a safeguarding concern.

#### 3.2 Domestic abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

### **3.3 Sexual exploitation**

*Child Sexual Exploitation (CSE)* is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

### **3.4 Bullying and cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

At Sheffield Cathedral, to prevent bullying occurring when children are singing in the choir, we have developed an Anti-Bullying Policy and Code of Conduct, which are contained within the Choristers Handbook. We circulate these documents to all choristers and their parents on an annual basis as a minimum, and also ensure new choristers have copies when they join the choir.

### **3.5 Online abuse**

With the ever-growing use of the internet, mobile telephones and online gaming, there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chatrooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online, and who try to obtain images or engineer meetings.

### **3.6 Electronic images**

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs can be particularly problematic and abusive amongst children and young people. The National Safeguarding Team have developed a fact sheet (“Sexting”) and this can be accessed on their website.

At Sheffield Cathedral, to prevent online abuse occurring when children are on Cathedral premises, we do not allow children or young people to access our Wi-Fi, and request that they do not use their devices or mobile phones in the Cathedral when attending for choir rehearsals, singing lessons, and choir duties. We have developed a Choristers Handbook, which supplements the Cathedral Safeguarding Handbook – please contact the Director of Music for a copy of this.

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If you are concerned that any form of online abuse is occurring, please contact the DST for advice, or to raise a safeguarding concern. We also have a Social Media Policy that is accessible on our website.

## 4 Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to:

- make those choices;
- live as independently as possible; and
- be treated with respect and dignity.

The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect him/herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Please note that some adults may not consider themselves to be vulnerable but may be vulnerable to being abused by individuals in positions of leadership/responsibility.

As adults are not inherently vulnerable and in need of protection, it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors, and the circumstances that person finds him/herself in, that can make an individual vulnerable to abuse or neglect.

### Some factors that increase vulnerability include:

- A mental illness; chronic or acute
- A sensory or physical disability / impairment
- A learning disability; physical illness; dementia
- An addiction to alcohol and/or drugs; failing faculties of old age
- Homelessness
- Refugee families / individuals (including those seeking asylum)
- Victims / survivors of domestic abuse – violence and/or significant emotional coercion, controlling behaviour
- Those who have suffered historic abuse in childhood
- A permanent or temporary reduction in physical, mental or emotional capacity, brought about by life events – for example bereavement, abuse, trauma etc.

There may be multiple factors at work, such as someone with a drink problem masking underlying dementia; or a frail, housebound elderly person with underlying depression; or increased inability to care for oneself due to increased age, declining health, undiagnosed illness etc.

#### 4.1 Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- relatives of the vulnerable person including husband, wife, partner, son or daughter – it will sometimes include a relative who is a main carer;
- neighbours;
- paid carers;
- workers in places of worship;
- people who are themselves vulnerable and/or are users of a care service; and
- confidence tricksters who prey on people in their own homes or elsewhere.

#### 4.2 Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

#### 4.3 Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions, such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the Cathedral may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care given and/or the way that someone is being treated, the DST should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

#### 4.4 Definitions of adult abuse

The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

- *Physical abuse* including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- *Sexual abuse* including rape and sexual assault or sexual acts to which the vulnerable adult was pressurised into consenting, has not consented or could not consent.
- *Psychological abuse* including emotional abuse, spiritual abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.



- *Financial or material abuse* including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- *Neglect or acts of omission* including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Abuse can sometimes include self-neglect.
- *Discriminatory abuse* including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.
- *Domestic abuse* domestic abuse, or domestic violence, is defined across Government as any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of their gender or sexuality. It is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- *Organisational abuse* including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- *Modern slavery* including human trafficking, forced labour and domestic servitude, and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

## 5 Safer Recruitment

A key means of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops’ Safeguarding Policy states, “The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church.”

In line with the Diocese, Sheffield Cathedral has adopted the House of Bishops’ Safer Recruitment Policy. The Cathedral Chapter is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. The responsibility is delegated to the Cathedral’s Chief Operating Officer. Recruitment will always be the responsibility of at least two post-holders (one of whom could be the Dean). All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential. We adhere to the following 11 steps of safer recruitment.

<b>11 Steps of Safer Recruitment</b>	
<p><b>1. Job / Role Description</b> Construct a clear and accurate job description and person specification or, for a volunteer position, a role description. This should set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. It should also state the necessary level of DBS check required. All new jobs/roles must be approved by Chapter, prior to advertising.</p>	<p>DBS Eligibility DBS FAQs</p>
<p><b>2. Advertise</b> All positions, both paid and voluntary, to be advertised externally and as widely as is deemed appropriate.</p>	
<p><b>3. Application Form</b> All applicants to be asked to complete the appropriate application form; two references to be requested and taken up.</p>	<p>Model Job Application Model Volunteer Application</p>
<p><b>4. Confidential Declaration Form (CDF)</b> All applicants to be asked to complete a CDF</p>	<p>Confidential Declaration Form (CDF)</p>
<p><b>5. Shortlist</b> Shortlist, carefully examining application forms. Identify gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification. Check the CDF.</p>	
<p><b>6. Interview</b> Conduct a face-to-face interview with pre-planned and clear questions to assess the applicants’ suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation. Verify identification.</p>	<p>Model Interview Questions Model Reference Request Letter/Form</p>

<p><b>7. Offer the Role</b> Decide who to offer the role to. This decision will be made by the interviewing panel and is subject to completion of all checks and references. No role can commence until satisfactory checks have been completed and references obtained.</p>	
<p><b>8. Checks</b> Once the applicant has been offered the role, subject to satisfactory checks and references, an appropriate DBS check (either online or on paper) must be completed. Any blemished DBS and/or information of concern on the CDF must be risk assessed by the Diocesan Safeguarding Advisor (DSA). Always formally request written references from the applicants' two referees. <i>NB:</i> If someone has either never recently moved to the UK, or has been resident abroad at any time, the person making the appointment should request an additional check and should ask the applicant to obtain criminality information from the country where he/she was resident. It is also recommended that an occupational health check is undertaken for paid roles, where appropriate and possible.</p>	
<p><b>9. Appoint</b> Once all checks are completed and references supplied satisfactorily, and support the interview decision, the applicant can be formally appointed.</p>	
<p><b>10. Probation</b> Every role to be subject to a probationary period and reviewed throughout, as well as at the end, of this time.</p>	
<p><b>11. Induct, train and support</b> Induct all paid and volunteer staff. This should include behavioural expectations (a Code of Conduct). Ensure supervision and support is in place and arrange for attendance on the Church of England Safeguarding Training, at the appropriate level.</p>	

## 6 Safeguarding Training

In line with the Diocese, Sheffield Cathedral has adopted the training requirements outlined in The House of Bishops’ Safeguarding Policy, which states that the Cathedral “will train and equip Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse.”

The Training and Development Framework outlines the core safeguarding training that is available from the diocese:

<b>Sheffield Diocese – Training and Development Framework</b>	
<b>C0 – Basic awareness</b>	<p>Recommended for anyone who needs a basic level of awareness of safeguarding. This module is also a prerequisite for attendance at any other core training module.</p> <p>C0 is a basic safeguarding awareness course that can be completed by any member of the congregation, to improve their understanding of abuse and enable them to help build a culture of informed vigilance within the Cathedral. It can be undertaken online at: <a href="https://safeguardingtraining.cofeportal.org/login/index.php">https://safeguardingtraining.cofeportal.org/login/index.php</a>. However, it is recommended that the following roles are encouraged to complete it: vergers; servers; welcomers; stewards; sidespersons; caretakers; refreshment helpers; shop staff; flower arrangers; administrative staff; bell-ringers; and choir/music group members (including sound/AV technicians).</p>
<b>C1 – Foundation</b>	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults.
<b>C2 – Leadership</b>	Required for anyone who has safeguarding leadership responsibilities and/or leads activities involving children and/or vulnerable adults.
<b>C3 – Clergy and Lay Ministers</b>	All those – ordained or lay – holding a license, commission, authorisation, and/or a Bishop’s permission to officiate.
<b>C4 – Senior Staff</b>	Senior staff who have key roles in safeguarding policy, strategy and practice, and officers supporting this work.
<b>C5 – Refresher</b>	To be undertaken every three years by those who have completed C1, C2 or C3.

In line with the Diocese, we require anyone undertaking a role within the Cathedral to refresh their training once every three years, as a minimum. In accordance with good practice, and in line with advice from the Diocese of Sheffield, the Cathedral Chapter requires anyone undertaking a role within the Cathedral to undertake specific safeguarding training, delivered by the Diocese on behalf of the Cathedral. Participation in local authority or other employer provided training does not exempt anyone from undertaking Cathedral safeguarding training.

## 7 Responding promptly to every safeguarding concern or allegation

### 7.1 Quick Guides

We have developed quick guides to support your actions when:

- you are concerned about or suspect a child is being abused;
- you are concerned about a vulnerable adult, or adult with vulnerabilities, or suspect a vulnerable adult or adult with vulnerabilities is being abused; or
- you are concerned about a person who may pose a risk to others.

These are located at the end of this Handbook (*Appendices 1-3*) and are also available via our website.

### 7.2 What to do if you are concerned about a child or adult and/or you are concerned that a Cathedral Officer may be abusing a child or adult

If you have a concern that a child or adult is – or may be – being abused, or that a Cathedral Officer is, or may be, abusing a child or adult (see sections 3 and 4 for information on types of abuse):

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out their support requirements. They should be informed that their identity, and the identity of the respondent, will be shared with key Cathedral Officers, and may be shared with the statutory agencies if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (i.e. the statutory agencies and appropriate Cathedral Officers – see *section 7.3*).
2. If the concern arises in an activity, discuss it with the group/activity leader, who will contact the DST, and will confirm to the person raising the concern that this has been passed to the appropriate Cathedral Officer.
3. *Emergency*: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
4. *Non-emergency*: Contact the DST, the Chapter Lead for Safeguarding, or the Dean in the first instance. These Officers must then contact the DST.
5. Any safeguarding concerns must be reported to any member of the DST within 48 hours.
6. If the concern is that a child or adult is being abused, and if none of the DST, the Chapter Lead for Safeguarding, the Dean, or the DST are available within 24 hours, contact 31:8 or in an emergency Children's Social Care or Adult Social Care and/or the Police directly. Please refer to *section 13* below for further information on how to contact agencies.
7. Advise the Chapter Lead for Safeguarding, or the Dean as soon as possible that you have made a referral; they will advise the DST.
8. *If in doubt, don't delay* – seek advice from the statutory agencies.

In addition, please do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DST or statutory agencies.

Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (often it will not be), make a written record as soon as possible afterwards, and certainly before the end of the day. You should take care to note in writing:

- the time and date the incident took place;
- where the incident took place;
- who was present;
- how the concern or allegation was received: e.g. by telephone, face-to-face conversation, letter etc.;
- the information received – keep your notes as factual as possible; and
- what the person making the allegation or raising the concern was told – exactly what information they were provided with.

Also:

- always sign and date the record;
- give a copy to the Dean, and the DST;
- keep any records secure and confidential; and
- where possible, use the *Cathedral Incident Form* (see below).

### **7.3 If the concern is about a child or adult:**

1. The DST will act in line with the House of Bishops' guidance.
2. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DST receiving the concerns. The relevant agencies are Children's or Adult Social Care, and/or the Police.
3. There should be close communication between the DST and Dean until the situation is resolved.

### **7.4 If the concern also involves a Cathedral Officer:**

1. The DST will act in line with the House of Bishops' guidance.
2. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DST will now take over the management of the safeguarding concern, in conjunction with the core group (which will be convened within 48 hours) and statutory agencies.
3. There may also be a requirement for Cathedral representatives to attend a subsequent core group(s). If there are doubts about whether or not to make a referral, and via what route, the DST will seek advice from the LADO.

#### ***Please note that the procedure is the same for non-recent abuse***

A proper balance must be struck between protecting children and adults, and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult **must** come first. The rights of the person against whom the allegation is made are important and must be given due weight, *once the immediate safety and protection of the child, young person or vulnerable adult have been assured.*

## **7.5 Responding well to a person disclosing abuse – Guidelines**

### **DO:**

- listen;
- take seriously what is said;
- only use open questions (open questions begin with words like who, what, when, where and how – open questions cannot be answered with a ‘yes’ or ‘no’);
- remain calm;
- take into account the person’s age and level of understanding;
- if you are talking face-to-face, check whether they mind you taking notes while they talk so you can make sure you capture the information accurately;
- at the end you can check with them that you have understood everything correctly;
- offer reassurance that disclosing is the right thing to do;
- establish only as much information as is needed to be able to tell your activity/group leader, DST and statutory authorities what is believed to have happened, when and where;
- check what the person hopes will happen, as a result of the disclosure; and
- tell the child or adult what you are going to do next.

### **DO NOT:**

- make promises that cannot be kept (e.g. that you won’t share the information);
- make assumptions or offer alternative explanations;
- investigate;
- contact the person about whom allegations have been made; or
- conduct a physical examination.

### **Record**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by DST or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don’t speculate or jump to conclusions.

### **Report**

- If there is immediate danger to a child or adult, contact the police.
- Otherwise report to your activity/group leader, Cathedral Officer, the Dean, or the DST immediately.
- The DST will advise you regarding reporting to statutory agencies within 24 hours.

- If there is any doubt, seek advice from Children's/Adults' Social Care or the Police and follow the advice you receive.

## **7.6 Non-recent abuse**

Safeguarding concerns or allegations may be about something that is going on now and/or something that may happen in the future (recent) or something that happened in the past (non-recent). Non-recent allegations of abuse must be treated as seriously as recent allegations.

Research evidences that it may take up to 25 years, or longer, for an adult to disclose sexual abuse that happened to him/her either as a child or as a younger adult. A victim/survivor needs to be aware that if a respondent is known to be currently working with children/young people/vulnerable adults, in either a paid or voluntary capacity, a referral to the statutory services will be made.

The DST will make the referral where non-recent abuse is disclosed.

## **7.7 Domestic abuse**

The House of Bishops' Policy states that:

“The Church is committed to those who have been victims and survivors of domestic abuse... Domestic abuse, in all its forms, is contrary to the will of God and an affront to human dignity. All need to play their part in preventing or halting it.”

The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. Consideration of the child's welfare always comes first. In all circumstances, contact the DST who will help clarify the issues and steps needed, which may involve contacting Children's Social Care. There may be a need for a risk assessment and for a Safeguarding Agreement to be put in place. The DST will undertake this work, in conjunction with the DST And any statutory agencies.

## **7.8 Ministry of deliverance**

Concerns may be expressed that a child, young person or adult is troubled by, or possessed by, evil spirits or demons and that this may account for behavioural issues in the individual, or be considered to justify harsh treatment by the family, guardians, friends or carers.

If a Cathedral Officer, including a member of Clergy, becomes aware of the above situation and/or a request is made for deliverance ministry, you must contact the DST who will consult the Dean and contact the appropriate person.



## **7.9 Recording, data protection and information sharing**

### *Opening a Cathedral Safeguarding Case File*

Good record keeping is an important part of the safeguarding task. A record, called a Case File, should be opened whenever a safeguarding concern or allegation occurs in the Cathedral. The record should include key contact details, dates of when the information became known, and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the Case File (e.g. observation notes, reports, consent forms etc.), and the case closure date. Records should use straightforward language and be concise and accurate, so that they can be understood by anyone not familiar with the case.

## **7.10 Record retention and security**

The Safeguarding Case Files, whether electronic or paper, must be stored securely by the DST, Chapter Lead for Safeguarding, and the Dean. This should include identifying who should have access to them. Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's Retention Guidance. If the Chapter Lead for Safeguarding or the Dean move from the Cathedral, the records should be passed to the new Chapter Lead for Safeguarding or the Dean.

## **7.11 Data protection and information sharing**

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 replaced the Data Protection Act 1998. The GDPR contains the principles governing the use of personal data. It should be noted that the GDPR and the Data Protection Act 2018 place greater significance on organisations being accountable and transparent in relation to their use of personal data. Cathedral handling of personal data needs to have the proper arrangements for collecting, storing and sharing information.

Personal information, in relation to safeguarding, will often be sensitive and is likely to be classed as what is called 'special categories of personal data' under the GDPR, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the Data Protection Act 2018 includes specific reference to processing data in relation to the 'safeguarding of children and individuals at risk' and allows individuals to share, in certain situations, personal data without consent (see below).

"The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe" and this can equally be said to apply to vulnerable adults.

We have an Information Governance Policy, which is available on request. We also have a CCTV Policy, which is available in the Cathedral Staff Handbook.

### **7.12 Reporting concerns about adults**

Referrals of suspected abuse are made to Adult Social Services and the police. Where possible, for a person over 18, this should be done with their written consent.

The starting point is the presumption that an adult can give consent and has the mental capacity to do so. The provisions of the Mental Capacity Act 2005 are complex, and questions and concerns about consent and mental capacity should always be discussed with the DST.

### **7.13 Sharing without consent**

Information can be shared legally, without consent, if a person is unable to, or cannot reasonably be expected to, gain consent from the individual concerned, or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully, without consent, if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional wellbeing.

Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DST. Of course, you may be able to share data, at least initially, without identifying the individual concerned, both within the Cathedral and with the statutory services.

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

## 8 Caring pastorally for victims and survivors of abuse, and affected others

The House of Bishops' Safeguarding Policy 2017 states that:

“The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred... Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. Our first response to those who have suffered abuse, especially abuse within the Church, should be compassionate; we must listen and take what we are hearing seriously.”

Most cathedrals are likely to have, amongst their congregation, children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church (see below).

Responding well to a disclosure of abuse is essential to being able to build trust and support (see *section 7.3*). For some, just being able to talk to a trusted person about their experiences can be a powerful, healing event. Some may be seeking pastoral support from the Cathedral. Some may need advice about how best to seek professional help. This may involve support to access local specialist services. Victims/survivors who are children or young people will require specialist support. If you need any advice about how best to support a victim/survivor of abuse, please contact the DST.

We journey alongside those who have been abused; for some, forgiveness may be a part of that journey, while for others, it may not be so. In any event, there should not be any pressure or expectation from the Cathedral on the victim/survivor to forgive.

### 8.1 Support following alleged abuse by a Cathedral Officer

All concerns or allegations of abuse by a Cathedral Officer must be reported to the DST. The DST will arrange for a Support Person to be offered to all alleged adult victims/survivors. The role of the Support Person is set out in the House of Bishops' Guidance. What the Support Person offers will be agreed with the alleged victim/survivor, but it is likely they will:

- listen to and represent the victim/survivor's pastoral needs;
- identify any therapeutic or other needs and offer choices as to how these might best be met;
- record any meetings or contact they have with the victim/survivor; and
- Share relevant information with the DST.

Victims/survivors who are children or young people will require specialist support. The DST will seek advice from Children's Social Care to access support from a professional agency, as required.

Support for families of victims/survivors, and for the Cathedral, is co-ordinated by the core group in conjunction with statutory agencies. This would involve discussion with the DST, Chapter Lead for Safeguarding and the Dean, as appropriate.

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In addition, dioceses have access to specialist support services for victims/survivors of abuse that the Cathedral may be able to provide access to. This may be through a Diocesan Authorised Listener or a commissioned external service. The nature of any ongoing support needs will be agreed by the DST with the victim/survivor.

## **9 Caring pastorally for Cathedral Officers who are the subject of concerns or allegations of abuse, and affected others**

Support for the respondent is provided by a Link Person. All Cathedral Officers who are the subject of a concern will be offered a Link Person.

The statutory agencies, where involved, will inform the DST about when and what they can tell the respondent about an allegation that has been made. It may be that the statutory agencies themselves inform the respondent, as part of their own investigative practices; i.e. where a voluntary interview or arrest is necessary.

Where the statutory agencies are not involved, the core group will determine when and what the respondent should be told. This will normally be done by the Diocesan Bishop's nominated representative, and the DST at an arranged meeting with the respondent. At this meeting the respondent will also be offered a Link Person, and the support needs of the respondent's family will be considered.

The role of the Link Person is set out in the House of Bishops' Guidance. What the Link Person offers will be agreed with the respondent, but it is likely he/she will:

- keep the person up to date with the progress of their case;
- help with access to advice and additional support; and
- make and keep a written record of any meetings or contact with the respondent, and share relevant information with the DST.

For clergy or lay workers whose accommodation is provided by the Cathedral, alternative temporary accommodation for the respondent may need to be considered by the Diocese.

There is also the need for the Cathedral to consider how safe worship can be supported during this period. This will require advice and support from the DST

### **9.1 Support to the Cathedral and others affected by safeguarding concerns or allegations**

When a member of Clergy leaves the Cathedral, where they have worked for some time, there is usually a period of notice, during which the priest can take their leave and members of the Cathedral congregation can say their goodbyes. The pastoral relationship between a priest and members of the congregation can be very close, so when it is ending it is to be expected that there will be some sense of loss and sadness; there will also be opportunities to mark the departure of clergy.

When someone in a position of office or ministry must step aside at short notice, or is suspended because of a safeguarding concern or allegation, a crisis arises for them, but also for members of the Cathedral congregation who have had no warning. The feelings that can arise for members of the Cathedral congregation in these circumstances can be very varied and can include disbelief about the allegation, defensiveness about the respondent, shock, disappointment, anger and confusion. People can feel abandoned, especially if they had been working closely with that person in some element of Cathedral life.

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The core group will advise the DST, in close liaison with the Dean, who should support the affected members of the Cathedral congregation.

During the period of investigation, which may last for many months, the information that can be shared with the Cathedral community will be limited. Advice and support are available from the DST, the Chapter Lead for Safeguarding, the Dean and the Diocesan Communications Officer.

## 10 Responding to those who may present a known risk to children, young people or vulnerable adults within a Christian congregation

The House of Bishops' Safeguarding Policy 2017 states:

“The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the Church community who may present a known risk’.

This means that there are likely to be those with criminal convictions for sexual offences, and other forms of abuse, attending the Cathedral. In addition, there may be those who do not have convictions or cautions but where there are sound reasons for considering that they still might pose a risk to others.

Where people may pose a risk to others, their position in a congregation will need to be carefully and sensitively assessed to decide whether they pose a present risk to others, and to put in place arrangements to ensure that these risks are mitigated. In these circumstances we do not seek simply to monitor individuals but also, where possible, to offer support to help them lead a fulfilled life. By undertaking such work, the Cathedral has an important role in contributing to the prevention of future abuse.

Some examples of the risk that individuals may pose to children, young people and adults are:

- *Sexual offences* against both adults and children: this includes accessing indecent images of children on the internet.
- *Financial abuse* and targeting of vulnerable adults for financial gain; e.g. asking for money, the acceptance of large ‘gifts’, or offering to do a job for someone at an extortionate rate of pay.

### Take action

Always contact the DST as soon as practicable, but within 48 hours, if you learn that any of the following people worship in the Cathedral:

1. Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service.
2. Anyone who admits to being an abuser, including non-recent abuse.
3. Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
4. Anyone who may pose a risk to other church members due to their behaviour, irrespective of their criminal status or contact with statutory partners

Category (4) may include a person in relation to whom:

- an allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted, or the matter is currently the subject of proceedings in the criminal or civil courts, but the person may still pose a risk;
- a complaint or grievance has been received alleging inappropriate behaviour which is not criminal; or

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- there have been concerns about the person's alleged abusive behaviour to a previous or current partner.

If the DST is made aware, by any other source, of any person in the above categories, who is intending to or is currently worshipping in the Cathedral, he/she will notify the Chapter Lead for Safeguarding and the Dean, in the first instance.

The DST will determine the appropriate action to be taken to best safeguard the Cathedral and its congregation, based on the particular facts and circumstances of each case. They will undertake a risk assessment and the formation of a risk management plan, known as a Safeguarding Agreement.

This will involve the respondent and usually the Dean, Churchwarden, DST and, if involved, statutory agencies (e.g. the Police, National Probation Service and Children's Social Care). Who exactly is involved will depend on the case.

If a person is assessed as posing a risk to children or adults, the DST, together with any statutory agencies involved, will support the Cathedral to:

- form a small group of people to offer pastoral support and friendship, and to monitor the respondent;
- maintain the highest levels of confidentiality, unless there is a breach of the Agreement and it is necessary to inform others, to protect a child or vulnerable adult;
- agree, with the respondent, that he/she worship elsewhere if his/her victim or their family worship at the Cathedral;
- ensure the respondent is never offered any official role in the Cathedral, or position of responsibility where he/she may be trusted by others, for example that of churchwarden, worship leader or any in which a child or vulnerable adult may, as a result, place trust in that person;
- consider whether, with the person's agreement and that of any statutory authorities involved, the congregation should be informed; and
- meet with the respondent to draft a Safeguarding Agreement, setting out the parameters of his/her behaviour in the Cathedral setting.

The Safeguarding Agreement may include the following elements:

- Attend designated services or meetings only.
- Sit apart from children.
- Stay away from areas of the building where children or vulnerable adults meet.
- Attend a house group where there are no children or vulnerable adults.
- Decline hospitality where there are children or vulnerable adults.
- Never be alone with children or vulnerable adults.
- Never work, or be part of a mixed group, with children or vulnerable adults.
- Take no role or office in the Cathedral which gives him or her status or authority, as others may deem that person to be trustworthy.



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The clergy, the vergers and other authorised congregational leaders should be involved in the drawing up of the written agreement with the respondent. Clergy, the vergers and other authorised congregational leaders can direct members of the Cathedral congregation where to sit, and have a duty to maintain good order at divine service. If a disturbance is anticipated, the verger on duty must be told immediately, and the Police must be notified. South Yorkshire Police encourage us to contact them earlier rather than later, if we have any concerns about behaviour or safety.

The Safeguarding Agreement will be monitored and reviewed at least annually. The DST will advise on frequency and who will undertake the review with the respondent.

Should the respondent refuse to sign the Agreement the DST will:

- advise the Cathedral Chapter Lead for Safeguarding and the Dean; and
- liaise with the Police and other relevant agencies, as required, to seek a resolution.

The DST should be informed immediately of any breach of a Safeguarding Agreement. The DST will liaise with the statutory agencies, as required. It should be remembered that it is usually not possible to prevent a member of the public from attending divine service in the Cathedral, unless this is a condition included in a court order or in his/her licence conditions upon release from prison (although, of course, he/she could voluntarily agree not to attend certain services). If the concern is of sufficient gravity, the Cathedral Chapter will take specialist advice, and will consider taking out a court order, where this is necessary to protect the congregation, children or vulnerable adults.

A respondent may wish to attend any service. As part of the safeguarding arrangements (this could be stated in his/her ongoing Safeguarding Agreement), it is possible for the clergy, the vergers or other authorised congregational leader to direct a person where to sit, put measures in place to closely supervise them (e.g. accompany the individual), and to remove that person if they cause a disturbance. It is also possible to refuse access to other Cathedral activities (e.g. social activities such as tea/coffee after the service, and choir and bell ringing activities).

## 11 A safe environment and activities

The House of Bishops' Safeguarding Policy Statement states that:

“The Church will strive to create and maintain environments that are safer for all, that promote wellbeing, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults... The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power.”

The Cathedral Handbook is clear that all those working on behalf of the Cathedral with children, young people and adults **must**:

- treat all individuals with respect and dignity;
- ensure that their own language, tone of voice and body language are respectful;
- ensure that children, young people and adults know who they can talk to about a personal concern;
- record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity/group leader and/or DST, and sign and date the record;
- in line with the Cathedral Policy, obtain written consent for DST any photographs/videos to be taken, shown, displayed or stored; and
- ensure that others are present when First Aid is administered.

In addition, for the safety of children and young people, adults who are Cathedral Officers **must**:

- always aim to work with, or in sight of, another adult;
- ensure that another adult is informed if a child needs to be taken to the toilet and parent or carer cannot do this – regular toilet breaks should be arranged for children;
- respond warmly to a child that needs comforting – but always making sure there are other adults are present; and
- ensure that the child and parents are aware of any activity that requires physical contact, and its nature, before the activity takes place.

This includes circumstances where there is a need for an activity to be chaperoned (e.g. choir rehearsals, music lessons etc.). To ensure that we provide a safe environment in such circumstances, we will not remove the need for a chaperone where we identify the need for an activity to be chaperoned.

### 11.1 Guidelines for the Cathedral Choir

In relation to the Cathedral Choirs, it should be noted that we also have a Choristers Handbook. All members of the Choirs (and parents/carers) receive a copy of this, and the Choristers Handbook is clear that we will:

- obtain written parental permission for all off-site activities, prior to the activity taking place;

- routinely update next of kin and emergency contact details at the beginning of each term, and prior to any off-site activity taking place;
- maintain a record of any dietary or medication requirements, including medication to be administered in an emergency (e.g. Epi pens, inhalers etc.), and routinely update this at the beginning of each term, and prior to any off-site activity taking place;
- maintain a register of children attending for rehearsals, or to sing in a choir service, and advise a parent/carer if the child does not attend when they are expected to do so;
- we will also advise the child's parent/carer of any concerns about the child's behaviour, unless there are valid reasons not to do so (e.g. there is a concern that a child may be at risk of abuse from a family member), in which case we will contact the DST for advice on how to proceed;
- no child member of the choir is permitted to journey home without being supervised by a parent or agreed trusted adult, unless this has been agreed in advance and in writing with their parent/carer;
- no child member of the choir is allowed to journey home under the supervision of any other adult, other than a parent or agreed trusted adult, unless we have been advised of this in advance and in writing by their parent/carer;
- prior to each practice, a Choir Chaperone will be on site 15 minutes before the first child is expected;
- the Chaperone will collect a radio from the vergers' office when they arrive and return it after practice has ended and all children have left the building;
- all Chaperones are asked to wear their name badges at all times;
- a member of the Music Department will ensure that a sign is on the kitchen door to remind staff that the kitchen cannot be accessed by choristers;
- this person will also ensure that the agreed toilets will be reserved for the use of children only, and a sign will be placed on the toilet door to ensure all staff are aware that they need to use an alternative facility; and
- half an hour before rehearsal a member of the Music Department will walk around the perimeter of the Cathedral and will contact the City Ambassadors should they encounter anyone who may pose a risk.

## **11.2 Guidelines for visiting choirs and musicians**

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

No less than four weeks before a visit all choirs/musicians (whether including or working with under 18s or not) must submit:

- a list of all members of the group, including directors, organists and other musicians;
- a signed statement from the leader/organiser confirming that all individuals within their group have completed and returned signed self-declaration forms, and that they know of no safeguarding concerns around members of their group; and

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- a copy of their own safeguarding policy or a signed statement to the effect that they are familiar with the Cathedral Safeguarding Handbook and will abide by its terms for the duration of their visit.

Choirs including or working with under 18s must confirm, in addition, that:

- they have their own safeguarding policy, and provide a copy prior to their visit; and
- all leaders of the group hold a clear Enhanced DBS check.

Choirs coming from abroad, and including or working with under 18s, must ensure that all adults have been carefully recruited, using whatever checking arrangements apply in the country of origin or, if not, that suitable references have been obtained. All choirs of adults not expected to have direct contact with children should ensure they are familiar with the Cathedral's Safeguarding Handbook.

Safeguarding Information about Visiting Choirs will be monitored by the Director of Music.

### **11.3 Guidelines for Cathedral Officers and Volunteers**

Those working on behalf of the Cathedral with children, young people and adults ***must not***:

- invade an individual's privacy whilst washing and toileting;
- use any form of physical punishment;
- be sexually suggestive to an individual;
- scapegoat, ridicule or reject an individual or group;
- permit peer-abusive peer activities (e.g. initiation ceremonies, bullying, ridiculing etc.);
- show favouritism to any one individual or group;
- allow an individual to engage them in excessive attention seeking;
- allow unknown adults access to children, young people and adults who may be vulnerable – all visitors should be accompanied by an approved person;
- allow strangers to give lifts to children, young people and adults who may be vulnerable in any group;
- befriend children, young people and adults who may be vulnerable, on social media; or
- take photographs or videos on personal phones or cameras, as this means that images are stored on personal devices.

### **11.4 Guidelines for visiting schools and the safeguarding of pupils during School Visits**

School Visits are pre-booked with the Education Team. The booking confirmation provides essential information about safeguarding, including minimum ratio of adults to pupils (see *section 12.5.* below). It states that it is assumed that the school's safeguarding policy covers trips out, and it refers to the Cathedral Safeguarding Handbook on the Cathedral website.

- Information regarding risk assessment and fire regulations is sent with the booking confirmation.

- Booked activities are led by a member of the Learning Team.  
All members of the Education Team undergo training and checks before leading school activities, including a DBS check. In addition, an adult from the school party should remain with the group at all times. Pupils are advised to stay with their group and group adults throughout the visit and are made aware that members of the public may be in the Cathedral.
- It is important for members of the Education Team to avoid being in one-to-one situations with children, wherever possible, and to make sure there is another adult within earshot.
- Toilet visits should be supervised by the school staff, as members of the public may be present. If possible, the school should bring one or more male and female members of staff for mixed school groups. Members of the public should be directed to the disabled toilet when the school group are using the main toilets.
- Occasionally children may disclose information, to a member of the Education Team, that gives cause for concern regarding the child's physical or emotional safety. In such situations it is important to communicate these concerns to the school's Lead Teacher and to inform the DST.
- If there are concerns about possible harm to a child, advice should always be sought from the DST.

In addition, in relation to children and young people, all those working in the Cathedral **must not**:

- give lifts to children under their supervision, if they or the child are alone (unless there are exceptional circumstances; e.g. in medical emergency or where parents fail to collect a child and no other arrangements can be made to take the child home – in such situations, the circumstances, and your decision, must be recorded and shared with an appropriate person, and with the DST at the earliest opportunity);
- smoke, vape, take illegal drugs or drink alcohol in the presence of children/young people; or
- arrange social occasions with children/young people outside organised group activities.

### 11.5 Children's activities

Structured children's activities require parents/carers attending this group, with a baby or toddler, to sign to confirm that they understand that the child they are attending the group with remains their responsibility at all times.

Other groups that involve children need to ensure good practice standards across a wide range of areas, including:

- recruitment of activity leaders;
- DBS checking;
- staffing ratios;
- suitability of premises;

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- health and safety arrangements; and

- facilities for children with special needs.

The **minimum** staffing levels for groups should be as follows:

- 0-2 years                    1 adult to 3 children                    (ratio 1:3)
- 2-3 years                    1 adult to 4 children                    (ratio 1:4)
- 4-8 years                    1 adult to 6 children                    (ratio 1:6)
- 9-12 years                   1 adult to 8 children                    (ratio 1:8)
- 13-18 years                1 adult to 10 children                  (ratio 1:10)

Each group should have at least two workers, even for smaller groups, and if possible, one male and one female.

Staff ratios for all groups should **always** be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities, and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

All those leading groups and activities with children must:

- undertake a health and safety risk assessment (see the National Safeguarding Team's Model Activity Risk Assessment Template);
- ensure that a registration form is completed for every child or young person who attends groups or activities – this should include up-to-date information on parents' contact numbers, medical information (e.g. allergies) and any special needs (see Model Registration Form – Activities and Trips);
- keep an attendance register at all group meetings – this should always be available for inspection;
- ensure that the location of the First Aid kit is known;
- ensure that a supply of Cathedral Incident Forms is available on which all significant incidents (e.g. falls, injuries, fights between children etc.) are recorded in a timely manner – forms should be passed to the Chief Operating Officer's Assistant who will ensure that they are filed in the secure Incident Folder in the vergers' office;
- ensure access to a telephone and/or radio; and
- Safeguarding Posters with contact information are displayed.

Parents must sign a consent form before children are transported in a private car, and before any photographic or video images are recorded (see Model Consent Form – Transport).

In addition, when taking children off-site:

- the Clergy or Chief Operating Officer must be informed and must agree to the activity in writing;
- a written risk assessment must be undertaken, and confirmation obtained that the activity is covered by the Cathedral insurance;

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- details of the activity and any itinerary must be given to parents/carers and signed consent forms received, in advance of the activity taking place;
- details of the activity and a list of contacts must be left with a designated person, such as the vergers on duty or the receptionist, in the Cathedral;
- details of the activity and arrangements must be given to the Dean, Chapter Safeguarding Lead, and/or DST; and
- a leader must be designated to take responsibility for First Aid.

Note that all these requirements, for activities on site and away from the Cathedral, are broadly applicable also to activities involving vulnerable adults.

### **11.6 Acceptable touch**

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public
- Touch should be in response to a person's needs and not related to the worker's needs. It should be age-appropriate, welcome and generally initiated by the individual, not the worker.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the person to determine the degree of physical contact with others, except in exceptional circumstances (e.g. when they need medical attention).

You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Cathedral Officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

In addition:

- Allowing people you support to be tactile can be reassuring for them but make sure it is appropriate .
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.



## 11.7 Visiting adults at home

Visiting vulnerable adults in their homes may be an essential element of the Clergy or Cathedral Officers' role. Note that only those specifically authorised in writing for such ministry by the Dean, and following DBS checks, safer recruitment processes and training, may carry out formal or informal visiting on behalf of the Cathedral.

Many members of the Cathedral community will be well known to the visitor, whether a Cathedral Officer or Priest and, where there have been no previous concerns, the level of risk to the Priest, the Cathedral Officer, or the members of the Cathedral community, during visits, will usually be low.

However, in the course of such visits, the unexpected can occur, and this may place one of the Clergy or a Cathedral Officer at risk. For example, the Cathedral Officer or Priest may encounter a person with a history of violence or threatening behaviour in the home of a relative or friend. Unfortunately, case histories also show that a member of the Cathedral community may be at risk from a Cathedral Officer or Priest. For these reasons it is very important for the Cathedral Chapter to ensure that Clergy, Cathedral Officers and the members of the Cathedral community are as safe as they can be, and that there is accountability and transparency in the manner in which the Cathedral Clergy or Officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own safety as a Cathedral Officer or Clergy, follow these guidelines:

- If possible, undertake a risk assessment before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk-assessment (see Model Risk Assessment Checklist for Home Visiting).
- If you have concerns arising from a risk assessment, you **must** share these with one of the Clergy before attempting a visit. **In no circumstances are Cathedral Officers authorised to undertake a home visit where a risk assessment indicates a significant level of concern.**
- Do not call unannounced; call by appointment, if appropriate, telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help, without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits, or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults, other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. All gifts should be recorded. If someone wants to make a donation to the Cathedral, put it in an envelope, mark it on the outside as a donation, and obtain a receipt from the Cathedral Finance Manager, ensuring that the donor receives a copy of the receipt.

- Make a note of the date when you visit people, report back about the visit to the agreed named person, and say what is concerning or going well. Agree with them who will report any safeguarding concerns to the Dean and/or Chapter Lead for Safeguarding, or directly to the DST, if they are not available.

### **11.8 Procedures for safeguarding staff and volunteers from harassment and bullying**

All complaints of abuse, harassment and bullying will be taken seriously, and thoroughly investigated. Our policy and procedures are in our Cathedral Staff and Volunteers Handbook and can be found on the Cathedral website.

### **11.9 Procedures for safeguarding staff and volunteers in the Cathedral who encounter difficult visitors**

If a member of staff or a volunteer is approached by a difficult visitor, they should not challenge them but should use the radio to contact the vergers on duty, who will deal with the situation. If there is no verger on duty, then the Chief Operating Officer or the Resident Canon should be contacted. If none of these can be contacted, then they should ring the Police themselves. The incident should be logged on a Cathedral Incident Form and passed to the Chief Operating Officer's Administrator who will ensure that it is filed in the secure Incident Folder in the vergers' office. There is a separate Handbook for Day Chaplains with information about dealing with vulnerable, distressed and needy people in the Cathedral.

### **11.10 Hiring of Cathedral Premises**

We will ensure an addendum to a hire agreement is always used when any organisation/body hires Cathedral premises for activity that involves children, young people or vulnerable adults; e.g. a pre-school, youth group or mental health support group (see Model Safeguarding Provision for Church Premises Hire).

This states that it is assumed that the organisation/body has a safeguarding policy that they will adhere to during the activity (a copy of which should be provided as part of the booking arrangement) or that the organisation/body agrees to adhere to the Cathedral Safeguarding Handbook, available on the Cathedral website. There is a space on this booking form for the organisation/body to indicate if they are adhering to the Cathedral Safeguarding Handbook during the activity or the safeguarding policy of the organisation/body.

## 12 Use of social media

Social media sites enable users to create and share content and to keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter, Instagram, Snapchat etc.; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that cathedrals also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- forming inappropriate relationships;
- saying things you should not, such as offensive, sexual or suggestive comments;
- blurring the boundaries between public work/ministry and your private life;
- grooming and impersonation; and
- bullying and harassment.
- Putting up any pictures of people who could be identified without consent

### 12.1 The role of the Cathedral Chapter

Chapter must approve the use of social media and mobile phones by Cathedral Officers and Volunteers. This includes activities such as bell-ringing, provision of toddler groups etc. Where there are Facebook or similar online groups, set up on the Cathedral's behalf, the Cathedral Chapter must ensure there is a named person to whom all workers are accountable.

The named person must be a Cathedral Officer and should be aware of the account name and password so that they can, at any time, log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Cathedral Officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

### 12.2 Guidance for Cathedral Officers

DOs:

- Have your eyes open and be vigilant.
- Maintain the upmost integrity in online communication – honesty, transparency, consistency and accountability are key. Treat online communication as you would communication that is face-to-face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns, that arise on social media, to the DST.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally, as well as to your colleagues or the Cathedral. Always think before you post.

- Draw clear boundaries around your social media usage associated with your private life, and your use of different social media for public ministry. Keep any Cathedral account(s) and profile(s) separate from your personal social media account(s); e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Always ask parents/carers for written consent to:
  - use and store photographs of children/young people from activities or events in official Cathedral publications, or on the Cathedral's social media, website and displays; and
  - allow young people who have reached the age allowed by the social media platform to connect to the Cathedral's social media pages.
- Consent for the use of photographs of young people should also be sought from the young people themselves
- Only use an approved, age appropriate, Cathedral account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- Avoid one-to-one communication with a child or young person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Download and save any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, the Dean the Chapter Lead for Safeguarding, and the DST – provide hard copies if necessary.
- Use passwords and log off promptly after use, to ensure that no-one else can use social media pretending to be you.

#### DON'Ts:

- Use a personal Facebook, or any other social media account, in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Stalk people on social media (for example, by digging through people's Facebook pages to find out about them, tracing their movements etc.).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your Cathedral role.
- Use visual media (e.g. Skype, Facetime, Zoom) for one-to-one conversations with young people – use only in group settings.

In particular, do not allow content to contain or share links to other sites that:

- contain libellous, defamatory, bullying or harassing statements;

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- promote anti-Semitism, or the views or policies of extremist political group – in particular, those which the discipline of the Church of England forbids Clergy to join;
- breach copyright and data protection;
- contain material of an illegal nature;
- contain offensive sexual or abusive references;
- use inappropriate language; and
- contain anything which may be harmful to a child, young person or vulnerable adult, or which may bring the Cathedral into disrepute or compromise its reputation.

### **12.3 Mobile phones**

Wherever possible, Cathedral Officers should be supplied with a mobile phone dedicated for work purposes, or a work number. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the Cathedral Officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person, the Dean, the Chapter Lead for Safeguarding, or the DST.

## 13 Further help and guidance

It is Chapter policy that safeguarding information should be freely available throughout the Cathedral: on the website, on notice-boards – particularly those aimed at children – on safeguarding information cards, and on service sheets.

Every service sheet printed by the Cathedral must carry a brief statement of our safeguarding policy and our commitment to promote the welfare of all people, especially children and vulnerable adults, and to create a community where everyone is listened to and matters. Brief up-to-date contact details for the DST and the Chapter Safeguarding Lead, and local statutory and voluntary agencies should also be supplied on service sheets.

### 13.1 Cathedral contacts

The DST can be contacted by email, by telephone, or by using the online form on the Cathedral website.

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The Chapter Lead for Safeguarding is currently the Canon Precentor, Geoffrey Harbord, who can be contacted by email or by telephone.

### 13.2 Local contacts

The Diocesan Safeguarding Team can signpost enquirers to appropriate local support services.

Siân Checkley, Diocesan Safeguarding Adviser  
[sian.Checkley@Sheffield.anglican.org](mailto:sian.Checkley@Sheffield.anglican.org) (07741 013 775),

Elna Penttila Assistant Diocesan Safeguarding Adviser  
[elina.penttila@Sheffield.anglican.org](mailto:elina.penttila@Sheffield.anglican.org) (07871 796 682)

Canon Precentor, Canon Geoffrey Harbord, Chapter safeguarding Adviser  
[geoffrey.harbord@sheffield-cathedral.org.uk](mailto:geoffrey.harbord@sheffield-cathedral.org.uk) (0114 263 6066)

### South Yorkshire Police

In an emergency, South Yorkshire Police can be contacted on 999. An emergency is:

- when there is a threat to life – this includes road traffic accidents where people are injured, the road is blocked or a vehicle involved in the accident has failed to stop;
  - violence to a person or damage to property is imminent;
  - a serious offence is actually in progress;
  - a suspected offender is still at the scene of a crime;
  - when any delay in reporting the incident may prevent the apprehension of an offender;
- or

- when serious disruption to the public is currently taking place or, is likely to take place.

Dial 101 for anything else, such as:

- to report a crime that is not currently taking place and the offender is no longer present;
- where your call is a routine enquiry;
- to make an appointment to attend an enquiry desk;
- requests for advice, or to provide information;
- lost and found property enquiries; or
- Domestic Violence disclosures.

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If you are unsure which number to call, please visit South Yorkshire Police's website, *Should I Call 101?* to check whether it is something they can help you with.

There is also an online reporting facility to South Yorkshire Police located at:

<https://www.southyorks.police.uk/contact-us/report-something/>

### **Sheffield City Council**

To **report a concern about a child or young person**, please contact Sheffield City Council's Children's Social Care through their Sheffield Safeguarding Hub on: 0114 273 4855

They can also provide advice on whether a concern needs to be reported.

If you know the child, or young person, has an allocated Social worker, please contact the relevant Children's Social Care Team, the details (and locations) are here:

<https://www.sheffield.gov.uk/home/social-care/children-social-care>

### **To report a concern about an adult who may be vulnerable**

<https://www.sheffield.gov.uk/home/social-care/children-social-care>

Adult Access Team – 0114 273 4908

<https://www.sheffield.gov.uk/home/social-care/adult-abuse>

## **13.3 Websites**

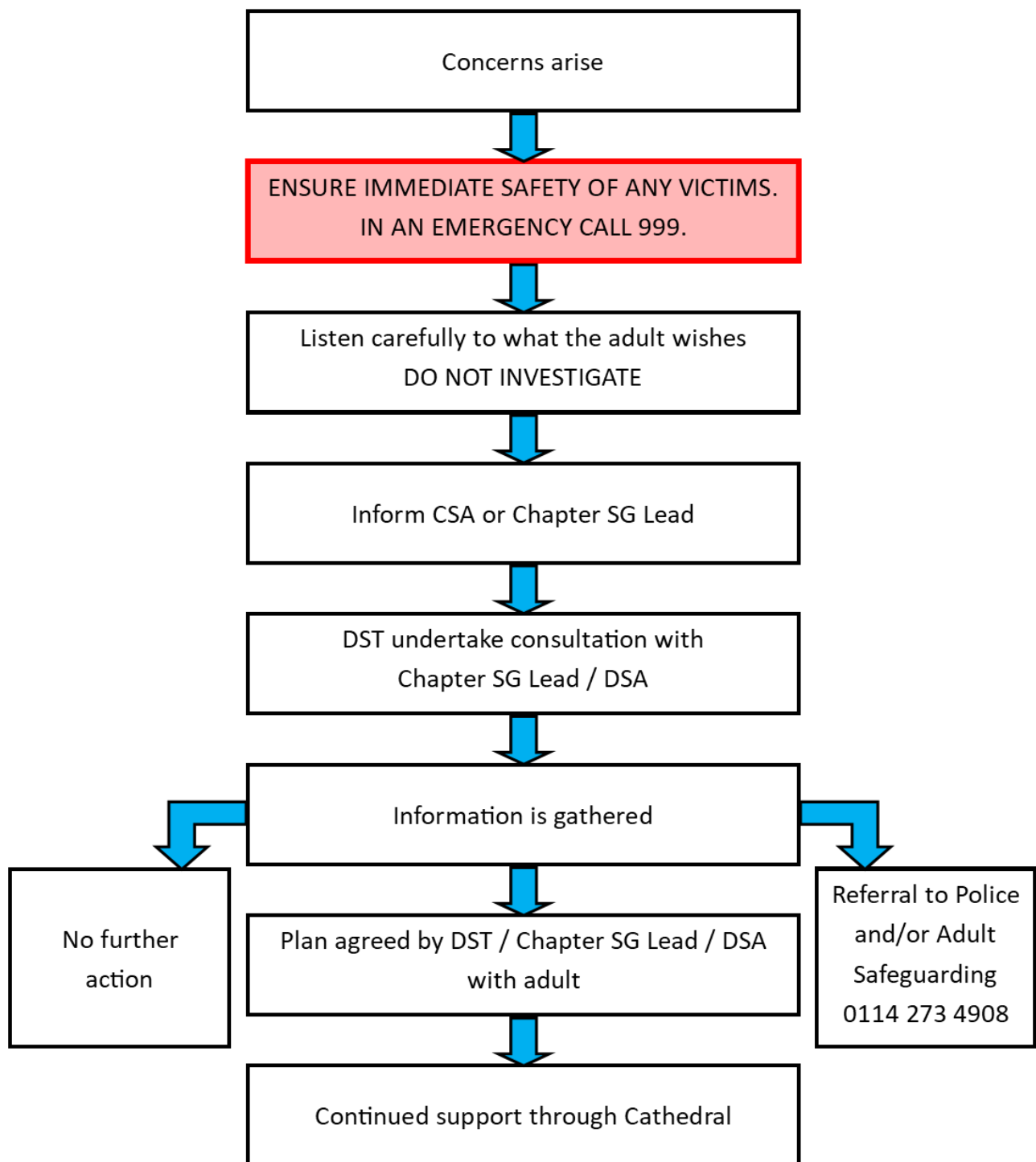
Sheffield Cathedral: <https://www.sheffieldcathedral.org>

Sheffield Diocese: <https://www.sheffield.anglican.org>

To access any of the resources and templates provided by the Church of England, please visit: <https://www.churchofengland.org/more/safeguarding/templates-resources>



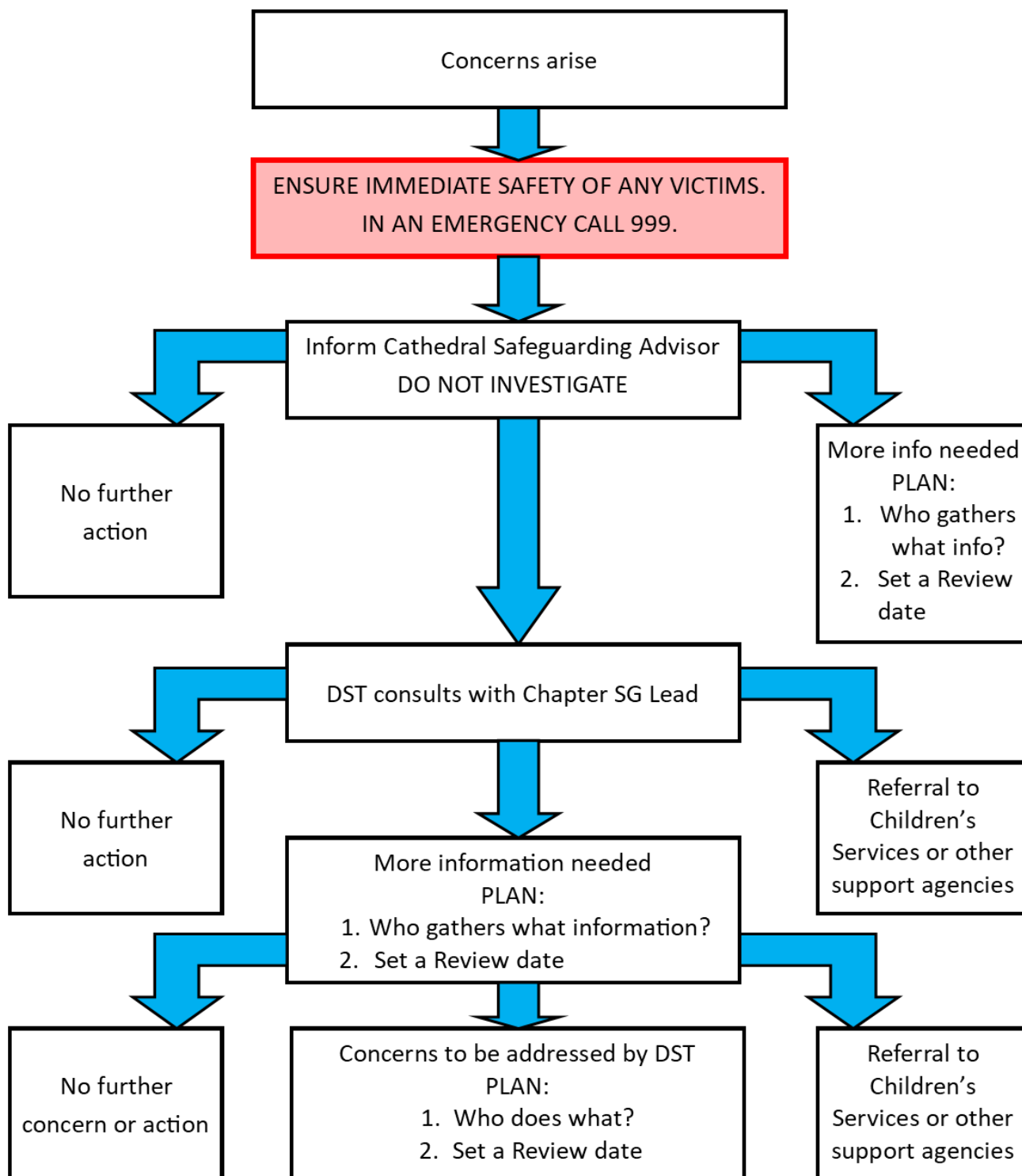
## Procedure when concerns arise about AN ADULT AT RISK



Please remember that if you have serious concerns about a child or adult at risk, you should contact the police or the local authority safeguarding teams in your area. You do not need to wait to speak to parish or Diocesan Safeguarding Advisors if the matter is urgent. They are always keen to support you in your contact with statutory agencies, but you should not delay if they are unavailable. Contact details for Out of Hours Local Authority Teams are on the Safeguarding section of Cathedral Website:

<https://www.sheffieldcathedral.org>

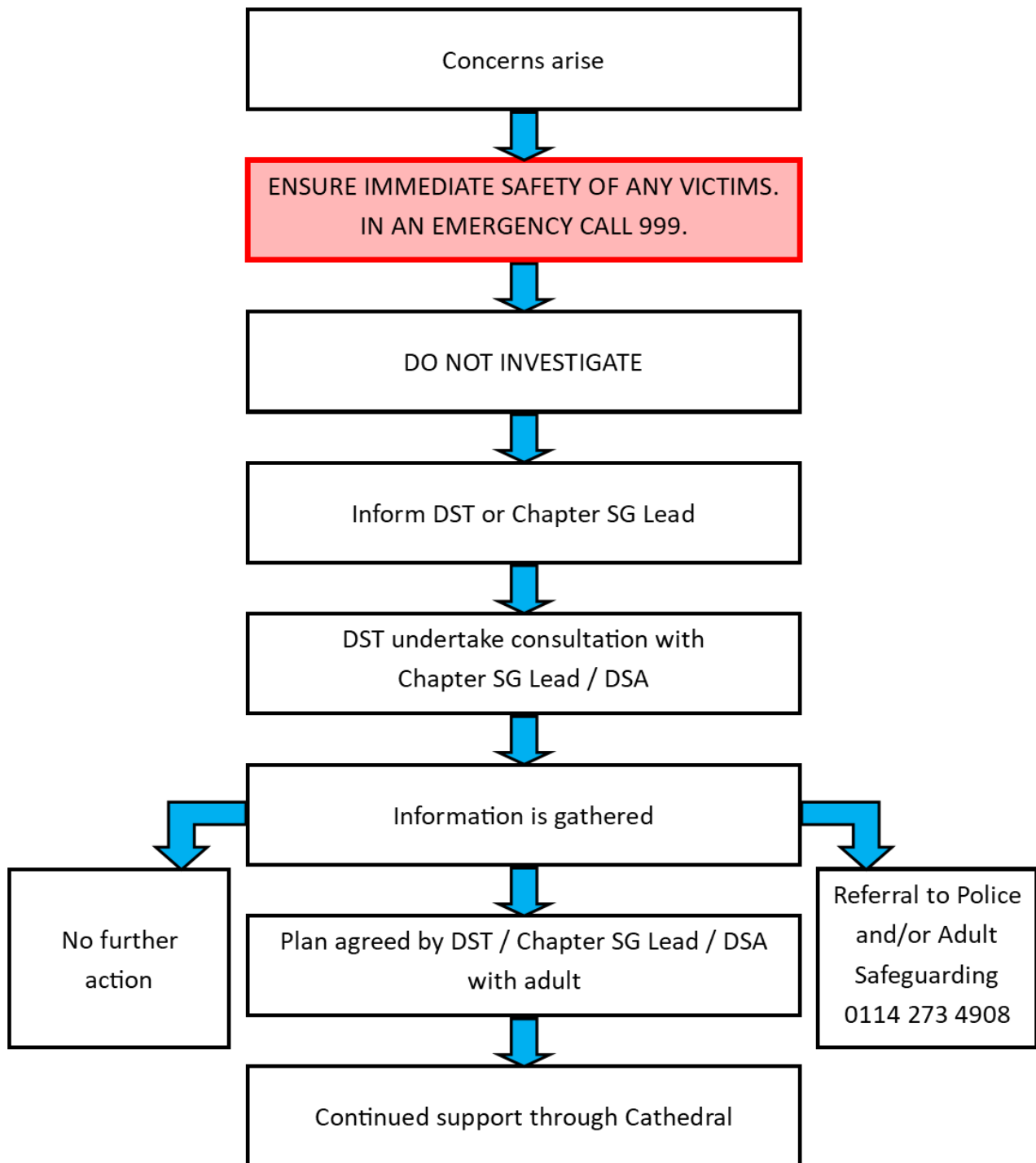
## Procedure when concerns arise about A CHILD AT RISK



Please remember that if you have serious concerns about a child or adult at risk, you should contact the police or the local authority safeguarding teams in your area. You do not need to wait to speak to parish or Diocesan Safeguarding Advisors if the matter is urgent. They are always keen to support you in your contact with statutory agencies, but you should not delay if they are unavailable. Contact details for Out of Hours Local Authority Teams are on the Safeguarding section of Cathedral Website:

<https://www.sheffieldcathedral.org>

## Procedure when concerns arise about AN ADULT WHO POSES A RISK



Please remember that if you have serious concerns about a child or adult at risk, you should contact the police or the local authority safeguarding teams in your area. You do not need to wait to speak to parish or Diocesan Safeguarding Advisors if the matter is urgent. They are always keen to support you in your contact with statutory agencies, but you should not delay if they are unavailable. Contact details for Out of Hours Local Authority Teams are on the Safeguarding section of Cathedral Website:

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