

Note of recommendations from the SCIE safeguarding audit report

Updated 13th June 2022

The below are ‘questions (for the Cathedral) to consider’ taken from some of the sections of the SCIE report. Not all the sections discussed in the report had questions for consideration.

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|  | **Our response** | **Person responsible:** | **Date by which to be completed:** | **Further Identified actions** |
| **Safe Activities & Working Practices**Precincts and Buildings |  |  |
| * How might the good practice within the main body of the Cathedral be replicated in the Crypt?
 | The duty priest already goes round the Crypt each hour, and we will continue to remind staff and volunteers, in part through the safeguarding training, to respond in the Crypt in the same way that they do on the Cathedral floor. | Chaplain, Deputy Head Virger andSafeguarding Advisor | End Feb 2022 and ongoing.  | June 2022Note to be made in relevant handbooks to remind volunteers how to seek help if necessary;duty pastoral training to emphasise need for Duty Priest to check crypt in its entirety during hourly tour. |
| * Is there an appetite for CCTV and if not, how best can visitors within the Crypt be supported should they require it?
 | We do have some CCTV but will undertake a further review of its effectiveness and balance that against the concerns of intrusion and reliance on that rather than current safeguarding procedures.  | Hd Security  | End March 2022 | June 2022As above |
| * How might volunteers located in the Crypt at busier times be supported and contactable in an emergency?
 | Volunteers in the Crypt are classed as visitors for risk assessment purposes by staff who carry radios and emergency alarms in the shop. Therefore, volunteers will be included in emergency protocols. | SLT | End March 2022 and ongoing |  |
|  | Children |  |
| * How might the Cathedral begin to standardise inclusivity for children; including gender transition, use of neutral language and the wide range of cultures and religions of children engaging with activities?
 | We already engage with a range of multi-faith schools and our schools and family learning team are already working on improved signage for toilets etc in our schools and family learning teams. We provide diversity training, including advice on appropriate language, to our teams.  | Single-sex toilets are legally required for children 8 plus in educational establishments and there is a single-cubicle accessible toilet in Schools and Family Learning. | End March 2022 and ongoing | June 2022Relevant Departmentsto review language used in their teaching and other activities. |
| * How might the Cathedral specifically ask children themselves whether they feel safe in their activities and where they might go if the felt unsafe?
 | Our teams do ask the children themselves in their activities, and seek feedback and specific engagement though others on a regular basis.  | Head S&FL, OBE outreach fellow | End March 2022 and ongoing |  |
| Volunteers |  |  |
| * How might the Cathedral prioritise the needs of the large number of volunteers within a wide variety of roles, especially when they become too vulnerable to continue?
 | All have staff leads and have had pastoral engagement with a Minister. We will review whether it is helpful for each team to have an individual providing dedicated pastoral support or whether shared support is preferable.  | Volunteer Manager | End March 2022 | June 2022We are exploring ways to engage with volunteers about their support needs. |
| Choirs and Music |  |  |
| * How might the Cathedral underpin current good practice related to choristers with robust written policy and procedures related to disagreement and escalation?
 | The Cathedral and School are redefining their governance / ownership which means that this could be formalised to ensure ongoing good communications.  | Head of Chorister Programme.  | End August 2022 |  |
| * Who is best placed to provide a Code of Conduct across staff and volunteers within the Cathedral?
 | The existing code of conduct relating to children is being updated with contributions sought from the school, the music department and S&FL  | Safeguarding Advisor and the Canon Steward and Hd HR. | End March 2022 | June 2022A code of conduct applying to staff in all Departments will be available December 2022. |
| Bellringing |  |  |
| * What steps would help to ensure that the Bell Tower feels more fully connected to the Cathedral and to those within it, and more visible to those outside of it?
 | The CSA is in regular contact with the bell ringers. More regular contact with Precentor is being arranged and we will liaise with Bellringers around their visibility and what else may be helpful.  | Precentor | End March 2022 completed and to be periodically reviewed. |  |
| * How might the Cathedral satisfy itself that there are robust and well disseminated safeguarding procedures to cover the Bell Tower?
 | We have reviewed and are now amending the existing safeguarding procedures. The tower captain has been fully engaged in this.  | Safeguarding Advisor | End May 2022Completed and reviewed at the same time as the Cathedral Safeguarding Policy. |  |
| Training |  |  |
| * What additional measures are required to satisfy the Cathedral that all volunteers in post have undertaken the required safeguarding training and have an up to date knowledge?
 | We have identified a need for better central recording of who is currently volunteering and who has done training. This will be put in place.  | DVE and volunteering manager | End May 2022ongoing | June 2022Electronic system to be in place by December 2022 |
| * How might a cut-off date by which all training must be completed be managed and what plans are in place for those who might refuse?
 | A cut-off date established – end March 2022. Chapter have agreed that it is a condition of volunteer entry to Cathedral and that Hd HR should manage the disciplinary consequences of non-compliance with the volunteer manager.  | Hd HR and Volunteer Manager | End March 2022Complete |  |
| * What additional contextual and supplementary training would best support those in public-facing roles to identify and manage risk and support those in need?
 | Safeguarding training completed, but the concern here is around broader abuse. We will review the need for specific and relevant training staff training.  | Safeguarding Advisor and Hd HR.  | End April 2022 | June 2022UpdateYearly safe guarding updates to be sent round to all staff and volunteer Team Leaders |
| Safer Recruitment |  |  |
| * Who might be best placed to lead on the development of a process of formal assessment for blemished DBS checks and template of factors for consideration?
 | This needs to be covered by a combination of roles given breadth of issues that could be raised. We shall also put in place an appeal to the Chapter Safeguarding lead / independent adviser.  | Safeguarding Advisor, Hd. HR, and possibly the line manager.  | Ongoing |  |
| **Policies, Procedures and Guidance** |  |  |
| * Who is best placed to review the content and range of the existing suite of safeguarding policies within the Cathedral?
 | We benefit from a suitably qualified Safeguarding Advisor who reviews all documents, which they are recommended for adoption to Chapter by the safeguarding advisory group. This includes a member of the Diocesan safeguarding team and is independently chaired.  | Safeguarding Advisor and Safeguarding Advisory Group  | Ongoing |  |
| * What are the current gaps in policy and procedure?
 | These will be identified from the above reviews and from learning on cases | Policy reviewer and Safeguarding Advisor | End August 2022 for a formal gap analysis.  |  |
| **The Cathedral Safeguarding Advisor** |  |  |
| * How might the Cathedral satisfy itself that there is sufficient support in place for the CSA to continue her work, especially while also covering the safeguarding role at Westminster Abbey?
 | The additional work at Westminster Abbey has now ended. The Chapter Safeguarding lead will continue to keep the support of the CSA under review.  | Chapter Safeguarding lead | ongoing |  |
| * Who is best placed to offer professional supervision to the CSA as required for her role and qualification?
 | Diocesan and independent professional supervision is available, and Chapter will continue to ensure that an annual £500 (min) budget is made available for supervision | Line manager and HD HR | End February 2022 and ongoing |  |
| **Recording and IT Systems** |  |  |
| * How can the Cathedral ensure that the good central oversight of volunteer records is continued when the new database is in place?
 | Transition to Assemble (new volunteer database) needs to be done carefully. Director Visitor Engagement to oversee and ensure effective transfer and ongoing good oversight. Guidance documents in place | DVE | Ongoing | June 2022To be reviewed once volunteer database is in place. |
| **Leadership and Accountability**Quality Assurance |  |  |
| * How might the Cathedral clarify in practice the remit for working together with the Diocesan Safeguarding Team?
 | Including in the Memorandum of understanding with the Diocese that the Chapter Safeguarding Lead should be invited to, and attend DSAP. | Chapter Safeguarding Lead | ongoing | June 2022SLA to be reviewed by Canon Steward, CSA and Diocese |
| * How might Chapter ensure clear and formal communication with SAG on issues of safeguarding?
 | This is already in place: Independent Chair reports to Chapter yearly; SAG minutes are copied to Chapter; Chapter Safeguarding Lead attends SAG and safeguarding appears as an agenda item for each Chapter meeting.  | Chapter Safeguarding Lead | ongoing |  |
| **Safeguarding Advisory Panel and Diocesan Safeguarding Advisory Panel** |  |  |
| * The diocesan presence on SAG is now strong and there is a plan for the Cathedral to attend DSAP. How can the Cathedral work towards the maximum benefit from closer working as well as contact with a wider range of professionals at DSAP?
 | The CSA attends Diocese Practice Development days and routinely works with Diocese to share good practice and learning outcomes. Diocese practice reviews are shared with CSA. | Safeguarding Advisor | ongoing |  |
| **Leadership and Management**Theological Leadership |  |  |
| * What opportunities are there to build on the good practice to share the message of the safeguarding and its theological importance?
 | Ministers will continue to preach about safeguarding; we will safeguarding as a standing agenda item at all appropriate meetings; we will review NST training regularly. | Chapter Safeguarding Lead | ongoing |  |
| Strategic Leadership |  |  |
| * Is there an opportunity for further strategic assurance particularly regarding volunteers at the Cathedral?
 | The volunteer database will capture all volunteer information in one place; safeguarding training for volunteers will move to face-to-face later this year enabling immediate feedback and raising of concern.  | DVE, Volunteer Manager,Safeguarding Advisor, Canon Steward | End of June 2022complete |  |
|  | Operational Leadership |  |
| * How might engagement and communication with all departments across the Cathedral be further encouraged and maintained?
 | Maintain ongoing practice and review this regularly.Coms strategy and plans for safeguarding including plans for information sharing to be developed. Include safeguarding on the agenda for an All Staff meeting  | Safeguarding Advisor, Communications Officer | ongoing | June 2022Yearly safeguarding updates to be sent to all staff and volunteers |
| * What provision is required to ensure communication with all volunteers is in place and accessible?
 | Create a shared folder to capture all communication with volunteers and consistently review our communications to find new ways of communicating with volunteers.  | Hd HR and Volunteer Manager | End of June 2022complete |  |
|  | **Culture** |  |
| * How confident is the Cathedral that all staff and volunteers are clear on who they can speak to and the process for reporting concerns of bullying and harassment?
 | The Bullying and Harassment Policy is being reviewed; more work is needed to address reporting lines and that will be taken forward. The link with safeguarding vulnerable people also provides a further route for a pastoral approach to be taken before an issue arises and actions put in place to address it. We shall also challenge behaviours and include the above in a Code of Conduct for staff and volunteers.  | Hd HR and Safeguarding Advisor | End June 2022 | June 2022Revised Bullying and Harassment policy will be available December 2022 |