## St Paul's Cathedral Safeguarding Concern Flowchart

# Safeguarding Concern Inside the Cathedral

Virger is alerted to a safeguarding concern by colleague, security, volunteer, worshipper, visitor

Alert Duty Minister (and/or Chaplain where appropriate)

Alert or discuss with statutory services, as necessary

Safeguarding Officer contacted if further advice needed

Canon-in-Residence contacted if Safeguarding Officer is unavailable

Canon-in-Residence contact if situation considered serious

#### **Cathedral Closes**

(usually 6pm)

Canon-in-Residence consulted; Cathedral remains open, with a minister, a virger and security in attendance, to await statutory services

Nominated staff member liaises with statutory services and establishes estimated time on arrival

If statutory services are delayed advise that transport / escort is NOT possible

Take advice from Safeguarding Officer / Statutory Emergency Duty Team / Canon-in-Residence

Ensure Canon-in-Residence remains fully appraised of the situation

**Complete Safeguarding Report** 

### Safeguarding Concern Outside the Cathedral

A safeguarding concern is noted by security, other Cathedral staff or reported by a member of the public.

Virgers are alerted

Discuss with Duty Minister (and / or Chaplain where appropriate)

Alert or discuss with statutory services, as necessary

Safeguarding Officer contacted if further advice needed

Canon-in-Residence contacted if Safeguarding Officer is unavailable

Canon-in-Residence contact if situation considered serious

#### **Cathedral Closes**

(usually 6pm)

Alert statutory services (and Canon-in-Residence) that the Cathedral is about to close and that the person will be unsupervised in a public space

Inform Security Control
(Note: No further action expected)
If suspicious activity or a crime is
committed, security would call the police
in the normal way

**Complete Safeguarding Report** 

## Incident when the

If a safeguarding incident occurs when the Cathedral is closed, Secuity Control would normally be the first point of contact. The Canon-in-Residence would then be contacted as appropriate