

**YORK
MINSTER**

**Safeguarding children, young people and adults
who may be vulnerable to abuse and/or neglect**

**Policy, procedures and guidance for all staff,
volunteers, contractors and Community**

Reviewed and update October 2018

Amended April 2019

Index

4	Introduction
4	Church of England safeguarding policy statement
5	York Minster mission statement and safeguarding principles
6	Church of England policy and practice guidance links
7	York Minster policy and procedure links
8	York Minster safeguarding procedures and processes
8	Procedure for all staff, volunteers and contractors
9	Procedure for line managers, York Minster Safeguarding operations Committee, York Minster Police
10	York Minster Safeguarding: people and contact details
11	Flowchart 1: York Minster safeguarding procedure
12	Responding to concerns related to an adult who may be vulnerable to abuse or neglect
13	Statutory duties and responsibilities
14	Adult safeguarding – definitions
15	Flowchart 2: Responding to safeguarding concerns related to an adult who may be vulnerable to abuse or neglect
16	Responding to safeguarding concerns related to a child or young person (up to the age of 18 years)
17	Statutory duties and responsibilities
19	Safeguarding children and young people – definitions
21	Flowchart 3: Responding to safeguarding concerns related to a child or young person (up to the age of 18 years)
22	Guidance
23	Safer recruitment
24	Undertaking activities involving children, young people, families and /or adults who may be vulnerable
25	NSPCC child to adult ratios guidance
26	Code of behaviour: engaging with children, young people and adults who may be vulnerable

28 Appendices

- 29 National legislation, policy and guidance
 - Adult safeguarding
 - Safeguarding children and adults
 - Child protection
- 31 The foundations of the Church of England safeguarding policy
- 32 Church of England guidance: Cathedral roles and responsibilities
- 34 York Minster: safeguarding roles and responsibilities
- 36 City of York Safeguarding Adults Board
- 37 City of York YOR OK and Safeguarding Children Board
- 38 Contacts and references

Forms to be used by Minster staff and volunteers

Throughout this document there are references to forms to be used in specific circumstances by staff and volunteers undertaking activities with children, young people and/or adults who may be vulnerable, or taking action in response to safeguarding concerns. These forms can be found on the P drive, in the “Safeguarding” folder. They include:

- Logging a concern about the safety and/or welfare of a child, young person or adult who may be vulnerable
- Logging concerns, incidents or allegations regarding a volunteer, member of clergy or staff member
- Risk assessment, including safeguarding
- Parental consent and child information form (for activities)

York Minster policy and procedures in relation to safeguarding children and adults who may be at risk of abuse and/or neglect

Introduction

This document sets out York Minster's safeguarding policy and procedures for safeguarding children, young people and adults who may be vulnerable.

It has been informed by, and is compliant with, Church of England policy and practice guidance (see **page 6** for links).

"Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action".

Taken from "Promoting a Safer Church" (2017), Church of England

Church of England

Safeguarding Policy Statement:

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

York Minster mission statement

“York Minster invites everyone to discover God’s love through our welcome, worship, learning and work”

York Minster safeguarding principles

- Chapter expects all members of York Minster’s clergy, staff, volunteers, contractors and Community to take responsibility for safeguarding children, young people and adults who may be vulnerable. All members of Chapter, clergy, staff, volunteers and Community are expected to report concerns as soon as possible. Failure to act, knowingly, on concerns may result in disciplinary measures.
- Chapter is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community.
- Chapter will carefully select and train ordained and lay ministers, as well as volunteers and paid workers who work with children and young people, using the Church of England “Safer Recruitment (2016) guidance”, and any appropriate background checks
- Chapter will respond without delay to every complaint or allegation made that a child or young person, or an adult who may be vulnerable, is at risk of, or has suffered, harm,
- Chapter will fully cooperate with statutory agencies during any investigation they make into allegations of abuse or neglect concerning a member of the church community,
- Chapter will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse,
- Chapter will care for and supervise any member of our church community known to have offended against a child or adult, at least to enable them to worship at the cathedral, if they so wish, working alongside statutory agencies as appropriate,
- Chapter recognises in all its work that the welfare of children is paramount, and that it has a duty of care toward adults who may be vulnerable.
- Chapter welcomes all who wish to worship at the cathedral or contribute to its activities. This safeguarding policy is designed to safeguard children, vulnerable adults, and those with responsibilities towards them.
- Chapter will undertake all safeguarding duties in accordance with Church of England national safeguarding guidance.

Church of England policy and practice guidance links

The full, up to date, list of Church of England policy and practice guidance documents can be found at: <https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>

York Minster's safeguarding policy and procedures are informed by, and compliant with, the Church of England published policy and practice guidance. Where specific situations occur, those responsible for safeguarding at York Minster will refer to the relevant Church of England policy and practice guidance, including:

Policy statements

House of Bishops policy statement (2017), [“Promoting a Safer Church: the Church of England’s safeguarding policy for children, young people and adults”](#): Church of England (duplicated at: **APPENDIX 1** of this document)

The Archbishops’ Council (2010), [“Protecting All God’s Children: policy for safeguarding children in the Church of England”](#): Church House Publishing, London

The Archbishops’ Council (2006), [“Promoting a Safe Church: policy for safeguarding adults in the Church of England”](#): Church House Publishing, London

Practice Guidance

House of Bishops (2017), [“Responding to, assessing and managing safeguarding concerns or allegations against church officers”](#): Church of England

The Archbishops’ Council (2017), [“Responding Well to Domestic Abuse: policy and practice guidance”](#): Church House Publishing, London

House of Bishops (2017), [“Safeguarding Training and Development; practice guidance”](#): Church of England

House of Bishops (2016), [“Safer Recruitment: practice guidance”](#): Church of England

House of Bishops (2015), [“Safeguarding in Religious Communities”](#): Church of England

The Archbishops’ Council (2011), [“Responding Well to those who have been sexually abused: policy and guidance for the Church of England”](#): Church House Publishing, London

Supported by:

[Glossary Reference Guide \(2017\)](#)

[Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance \(2017\)](#)

Joint Practice Guidance with the Methodist Church

Methodist Church and House of Bishops (2015), [“Safeguarding Records: joint practice guidance for the Church of England and the Methodist Church”](#): The Church of England and The Methodist Church

Methodist Church and House of Bishops (2015), [“Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships”](#): The Church of England and The Methodist Church

York Minster policy and procedure links

This procedure is intended for all York Minster clergy, staff, volunteers, contractors* and Community*. Once a concern has been identified, the Chapter Safeguarding Adviser and other safeguarding colleagues will follow the relevant Church of England procedures.

NB. References to actions taken by the Diocesan Safeguarding Adviser (DSA) and Diocesan structures in Church of England documents will, at York Minster, be taken by the Chapter safeguarding Adviser (CSA) and York Minster structures unless it is appropriate to involve the Diocese of York and/or the Church of England National safeguarding team.

** a short version booklet will be made available to contractors and Community*

York Minster's safeguarding policy and procedures are informed by, and compliant with, a range of policy and procedural documents within the organisation. Managers and staff, paid and unpaid, are required to familiarise themselves with current relevant guidance (which can be accessed via the People Team). Where specific situations occur, those responsible for safeguarding at York Minster will refer to the relevant policy and practice guidance, including:

York Minster Safeguarding Policies and Procedures – which will be filed in the “P” drive, under “Safeguarding” as they are produced and endorsed

- York Minster: responding to allegations of abuse
- York Minster: domestic abuse
- Safeguarding Complaints Procedure
- York Minster: Safeguarding Training Strategy

York Minster Policies and Procedures – contact York Minster People Team

- Staff code of behaviour
- Communication policy and procedure, including internet use
- Conflict of Interest policy (includes conflicts due to external and personal relationships)
- Volunteers' Problem solving procedure
- Whistleblowing policy and procedure
- Safer Recruitment policy and procedure
- Disciplinary policy and procedure
- Grievance procedure

York Minster departmental/activity policies and procedures – check with your relevant directors, managers and group leaders - may include, e.g.:

- Music department
 - Chorister guidance
 - Music trip guidance
 - Bell ringer policies, procedure and guidance
- Learning department
 - Guidance for school visits

York Minster safeguarding procedures and processes

All clergy, staff, volunteers, contractors and Community – see flowchart 1

The first principle is that you **MUST** report your concerns. It is not your place to investigate – only the proper authorities, and trained professionals, should do that.

What to do if...

You have concerns about possible abuse (including domestic abuse and including allegations against a colleague or clergy):

- In an emergency, call emergency services 999.
- You can go directly to the Chapter Safeguarding Adviser (CSA) or Canon Pastor, if you wish, or make an immediate referral to police or appropriate care services (see below).
- If you are unsure about that, consult a member of the Safeguarding Committee Team (see below), or your line manager, and decide together when to seek advice from the Chapter Safeguarding Adviser; or, speak to Minster Police.
- Always inform the person you spoke with (e.g. line manager, Safeguarding Operations Committee Team member, and the Chapter Safeguarding Adviser, of your actions.
- Keep a record of what happened, your concerns, who you spoke with and your actions.
- Only tell those who need to know. NOT the person the allegations relate to.

A child, young person or adult wishes to disclose they have been abused

- Listen. Keep listening. Do not question or investigate.
- Do not promise confidentiality; tell them we need to share this.
- Assure them they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events, when you are told, who you spoke with and your actions.
- Report it to the Chapter Safeguarding Adviser or to the Canon Pastor.
- Only tell those who need to know. NOT the person the allegations relate to.

Things to remember

- Anyone up to the age of 18 years is a child in law.
- Treat everyone with respect, setting a positive example and respect personal space and privacy.
- Ensure your actions are transparent and open, and cannot be misunderstood by someone else.
- Challenge unacceptable behaviour, regardless of position or authority.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.
- You can get advice and support from the person you report to, or the Chapter Safeguarding Adviser

NB. Forms to log concerns can be found in the P drive, “Safeguarding” folder– The CSA or your manager can help you with this

If you have concerns about a person with whom you have a close relationship, e.g. familial, marital, friendship, please pass all information onto someone else immediately.

York Minster safeguarding procedures and processes

Line managers, YM Safeguarding Committee team, Minster Police

Your role is to be the first port of call for staff and volunteers who are unable, or not confident enough, to take concerns directly to the Chapter Safeguarding Adviser or Canon Pastor.

What to do if.....

You have concerns about possible abuse (including domestic abuse and including allegations against a colleague or clergy):

- In an emergency, call emergency services 999.
- You should go directly to the Chapter Safeguarding Adviser or Canon Pastor to inform them.
- Keep a record of what happened, your concerns, who you spoke with and your actions.
- Only tell those who need to know. NOT the person the allegations relate to.

A clergy/staff member, volunteer, contractor or Community member tells you they have concerns about possible abuse (including allegations against a colleague or clergy):

- In an emergency, call emergency services 999.
- Reassure the individual that they were right to talk to you.
- You should go directly to the Chapter Safeguarding Adviser or Canon Pastor to inform them.
- Make sure the individual has kept a record of what made them concerned.
- Keep your own record of what happened, who you spoke with, and your actions.
- Only tell those who need to know. NOT the person the allegations relate to.

Things to remember (in addition to those on **page 8**)

- Individuals may feel very upset or angry about the things they are discussing with you. Please try to provide support through the process, or refer them to the Chapter Safeguarding Adviser for advice and support.
- You can get advice and support from the Chapter Safeguarding Adviser.
- Do not attempt to investigate.
- Simply listen. Do not ask leading questions. If you need to clarify a point, just ask an open question.

Those working with groups of children who are accompanied by teachers/group leaders, e.g. York Minster Learning Centre, should report concerns to the teacher/group leader responsible for the child(ren); and, should report the incident and actions to the Chapter Safeguarding Adviser.

It is also your responsibility to ensure that you, and your team, observe safer working practice guidance in recruitment and behaviours. If you need advice or support with this, please contact the Chapter Safeguarding Adviser.

NB. Forms to log concerns can be found in the P drive, "Safeguarding" folder – The CSA or your manager can help you with this

York Minster Safeguarding - people and contact details

In an emergency, call the Police on 999

- **Chapter Safeguarding Adviser: Dee Cooley**
 - Ext dir line: 01904 559542
 - Int extn: 5420
 - Mobile: 07843339980
- **Canon Pastor: Michael Smith**
 - Ext dir line: 01904 557211
 - Mobile: 07551 153 464
 - Int extn: 2110
- **Minster Police**
 - Ext dir line: 01904 557222
 - Int extn: 2220
- **Head of Security: Mark Sutcliffe**
 - Ext dir line: 01904 557243
 - Int extn: 2340
- **York Minster Safeguarding Rep: Julia Pope**
 - Tel: 01904 782874 (The YMSR is not employed by York Minster. You can contact them if you wish to speak with an independent person about safeguarding issues)
- **City of York (Safeguarding Children)**
 - Children's front door: 01904 559100 (9-5, mon-fri)
 - Emergency Duty Team: 0845 0349417 (out of hours)
- **City of York (Safeguarding Adults)**
 - Police non-emergency: 101
 - Adult Social Care: 01904 555111

Safeguarding Committee Team members at York Minster (in addition to the York Minster Safeguarding Rep., Chapter Safeguarding Adviser and Canon Pastor)

Helen Batchelor Visitor Experience team: 2163

Kadir Turcan YM Police: 01904 557222/2220 (if Kadir is not available, please speak with another member of Minster Police team)

Susan Mason People team: 01904 557236/2360

(Via) Alex Carberry Vergers: 01904 557221

Jeremy Muldowny Learning Centre: 01904 559524/2243

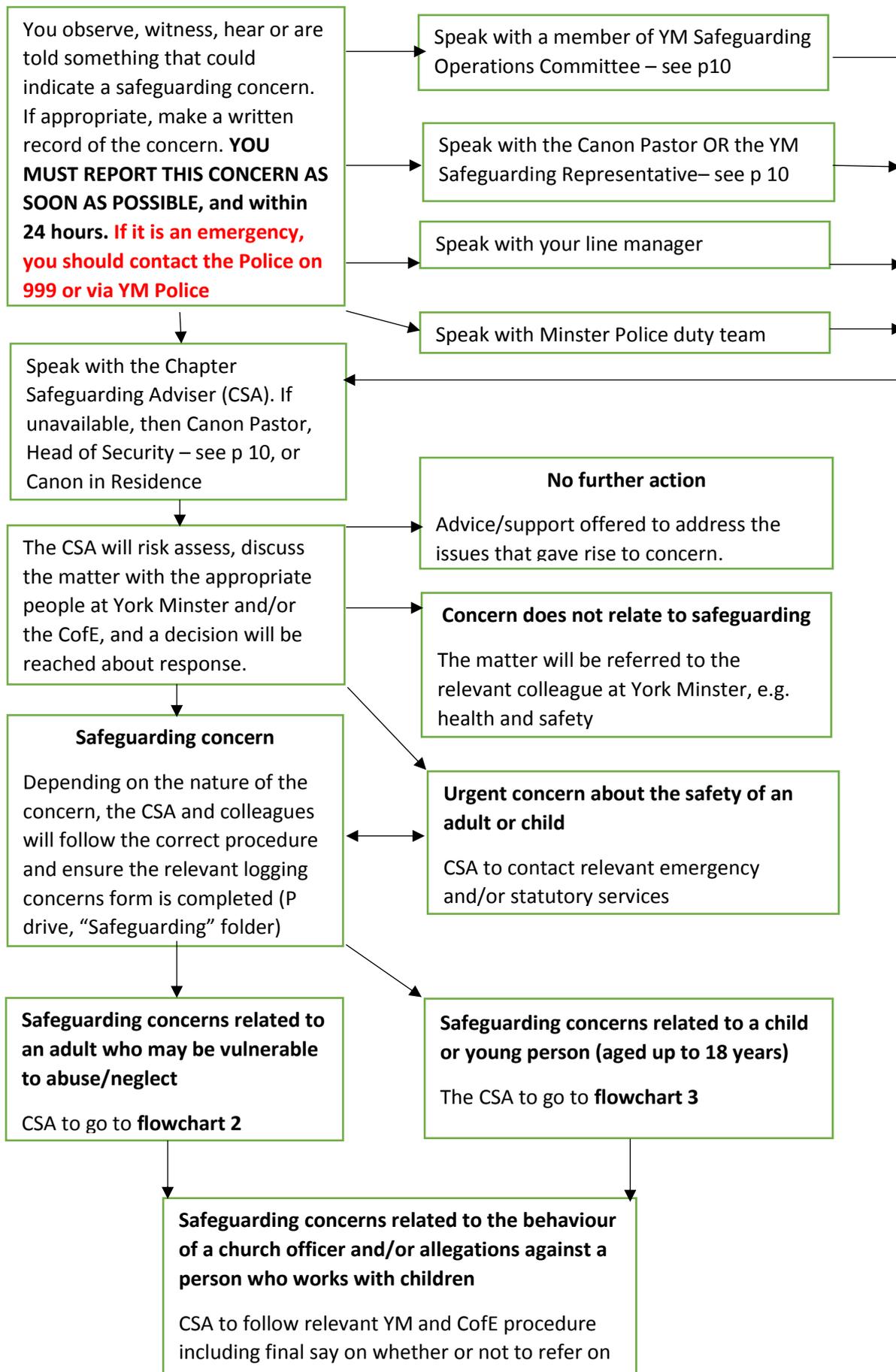
Ellen Harvey Music department: 07771 966895

Tim Stead Stoneyard: 01904 5557226/2260

Peter Young Old Palace: 01904 557250

If you wish to speak with someone independent, for example, if you are not happy with the way a concern is being dealt with, and wish to know how to proceed, please contact York Minster's Safeguarding Representative

York Minster safeguarding procedure – flowchart 1



Responding to safeguarding concerns related to an adult who may be vulnerable to abuse/neglect

Introduction

Section 6 of [The Safeguarding and Clergy Discipline Measure \(2016\)](#) defines a 'vulnerable adult' as:

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

The Church of England definition recognises that any adult can be vulnerable at any point in their life, regardless of ability, age, gender, health, marital status, sexuality, race, culture, etc.

Vulnerability is often hidden, and can be affected by a number of factors, for example: temporary (e.g. unemployment, short-term health problem or housing issues, etc.); incident based (e.g. bereavement, breakdown of a relationship, traumatic event); and/or, longer standing or permanent characteristics (e.g. physical or learning disability, mental ill-health, chronic abuse, etc.). These can be interchangeable, and inter-react.

It is right that individuals, regardless of their background, abilities, needs etc. are able to be involved in worship and other activities at York Minster. Additionally, individuals may seek solace, safety and sanctuary in a church setting. It would be reasonable and right for individuals to believe that all the people they encounter in the setting will be trustworthy, honest and safe. This can leave some individuals more vulnerable to, and at increased risk of, a range of abusive acts or negligence. As an institution it is important that we recognise this dynamic and take an organisational and individual responsibility to safeguard all those who may be vulnerable.

What to do if.....

NB. If you have concerns that an adult may be "at risk" as defined under the Care Act (2014), you should refer to the section below on "**Statutory duties and responses**".

- See **Flowchart 2** for the processes
- Confidentiality
 - Dealing with concerns related to adults can be a little complicated. For example, an adult may say that they wish to speak with you, but it must be confidential. It is best if you tell them that you can't always keep things confidential.
 - It may be clear that the matter is not a safeguarding concern that needs to be escalated. In which case, you can listen, and keep the matter private.
 - If it isn't clear, you can always speak with someone else, including the Chapter Safeguarding Adviser (CSA). You could keep the individual's name anonymous, and still get advice on what to do. The CSA will advise you if it is a concern that needs to be taken further, and will support you with this, for example, the individual may be disclosing domestic abuse and there are children involved.

- Referral to services
 - Some adults are recognised as being particularly at risk, and there may be statutory guidance on dealing with this. It is important that referrals are made to statutory services. Again, the CSA can help.
- Managing difficult situations
 - Some individuals who are particularly vulnerable can present with quite unusual behaviours, which may seem difficult. It is important that we try to ensure the safety of the individual as well as ourselves and colleagues, whilst trying not to escalate the situation. York Minster Police colleagues are trained in managing difficult situations, and de-escalation strategies. In a situation requiring such assistance, you or a colleague should immediately alert the York Minster Police at the police cabin.

Statutory duties and responses

In some circumstances, the local authority (e.g. City of York Council) may have a statutory duty to assess and assist in meeting the needs of those who are defined as “adults at risk” under the Care Act (2014).

If you have concerns that an adult may fall within this remit, you can speak with the Chapter Safeguarding Adviser about a referral.

Care Act 2014: Adults at Risk (Vulnerable Adults) (14.2)

The safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
 - Is experiencing, or at risk of, abuse or neglect; and;
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- Replaces ‘No Secrets (2000) definition of ‘Vulnerable Adult’
- Explicitly applies to those aged over 18 even if they may be receiving what may be thought of as a “children” or “young people’s” service
- “Care and Support Needs”:
 - “The adult’s needs arise from or are related to a physical or mental impairment or illness. Local authorities must consider at this stage if the adult has a condition as a result of either physical, mental, sensory, learning or cognitive disabilities or illnesses, substance misuse or brain injury...a formal diagnosis of the condition should not be required” (Care Act statutory guidance)
- Includes carers

Care Act (2014): Duty of enquiry (Section 42)

“Local authorities must make enquiries, or cause others to do so, if they reasonably suspect an adult who meets the criteria at paragraph 14.2 is, or is at risk of, being abused or neglected.”

Adult safeguarding - definitions

NB. Whilst the list below is primarily focused on abuse and neglect of “adults at risk” under the definitions in The Care Act (2014), the forms of abuse and neglect can relate to anyone we may encounter in the context of York Minster; and, anyone can be vulnerable, and at risk, at any point in their life.

Abuse and Neglect: Abuse / neglect can happen anywhere including at home, in care homes or in day care centres or hospitals. It may be a single act or take place over a longer period of time. Abuse can take different forms:

Common forms of abuse:

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic Violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation or blaming.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude.

Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home.

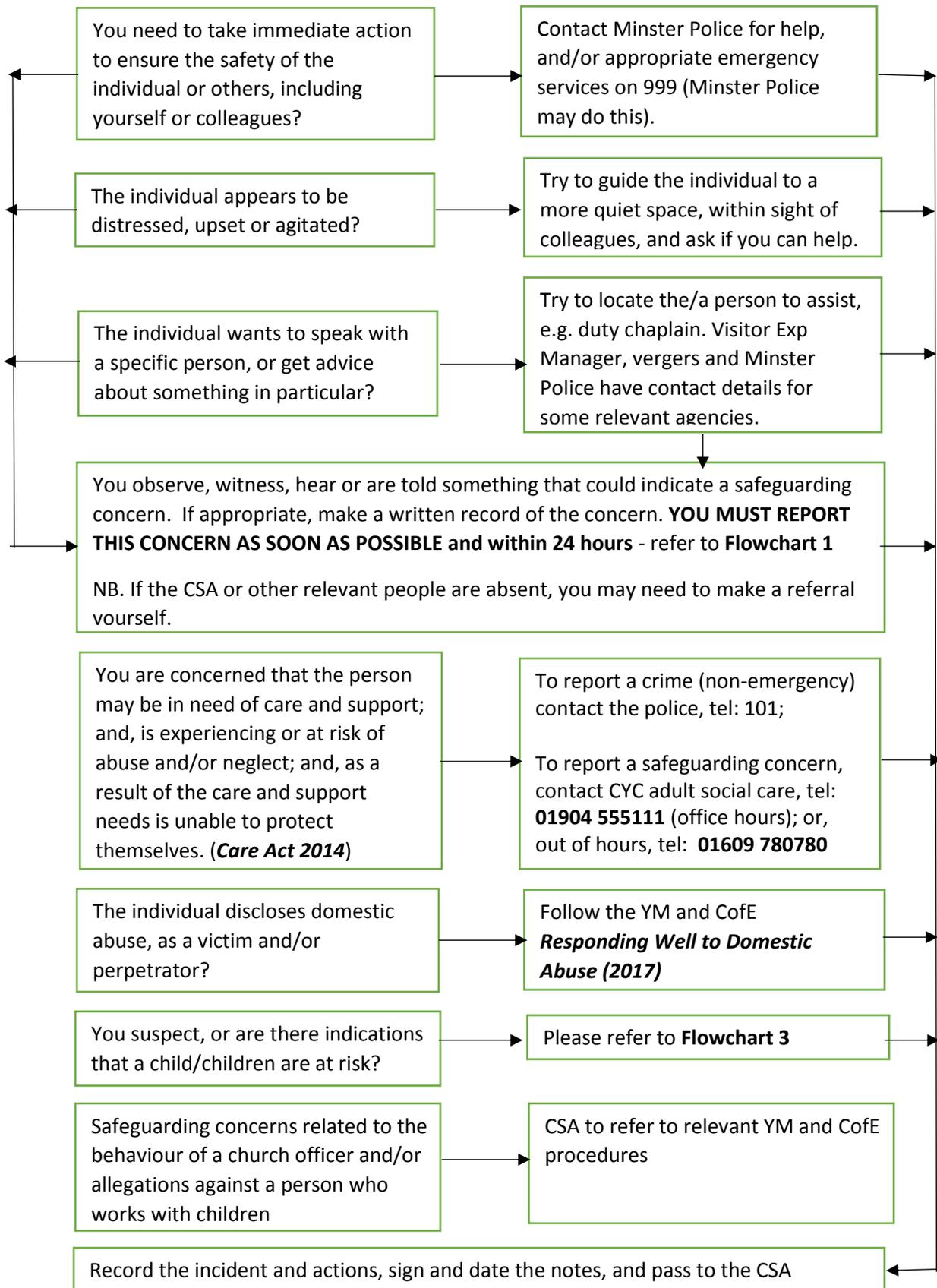
Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding

Taken from: [City of York Safeguarding Adults Board, Abuse and Neglect](#) webpage (accessed 27.10.18)

Flowchart 2: York Minster procedures and processes - responding to safeguarding concerns related to an adult who may be vulnerable to abuse/neglect

NB. An adult may simply wish to speak with someone about something that is troubling them, or find a quiet space to pray and/or reflect



Responding to safeguarding concerns related to a child or young person (aged up to 18 years)

Introduction

Section 6 of [The Safeguarding and Clergy Discipline Measure \(2016\)](#) defines a 'child' as:

“a person aged under 18”

The Church of England definition, alongside the legal definition, recognises that children and young people are vulnerable to abuse and neglect due to their age.

Vulnerability is often hidden, and can be affected by a number of factors, for example: temporary, e.g. short-term health problem or housing issues, etc.; incident based, e.g. bereavement, breakdown of a family, traumatic event; and/or, longer standing or permanent characteristics, e.g. physical or learning disability, mental ill-health, chronic abuse, etc. These can be interchangeable, and inter-react.

Other vulnerabilities for children and young people include: a communication barrier, e.g. English is not their first language; being perceived as “different”, e.g. refugees or asylum seekers; and, being perceived as “troublesome”, e.g. young offenders or children excluded from education.

It is right that children and young people are able to be involved in worship and other activities at York Minster. Additionally, children and young people may seek assistance from the Church. It would be reasonable and right for children and young people, and their parents/carers, to believe that individuals encountered in the setting will be trustworthy, honest and safe. This can leave some children and young people more vulnerable to, and at increased risk of, a range of abusive acts or negligence. As an institution it is important that we recognise this dynamic and take an organisational and individual responsibility to safeguard all those who may be vulnerable.

What to do if.....

NB. If you have concerns that a child or young person could be suffering, or at risk of suffering, significant harm, as defined under the Children Act (1989), you should refer to the section below on “**Statutory duties and responses**”.

- See **Flowchart 3** (below) for the processes
- Confidentiality
 - When dealing with concerns related to children and young people, it is best to say that you cannot guarantee confidentiality. For example, a child may say that they wish to speak with you, but it must be confidential. It could be that they simply wish to tell you about a sibling’s surprise birthday present! However, if they disclose anything that is related to safeguarding concerns then you **MUST** pass it on. It is best if you tell them that you can’t always keep things confidential and that, depending on what they say, you may need to tell the right people – you could explain this using the birthday surprise example above.

- It may be clear that the matter is not a safeguarding concern that needs to be escalated. In which case, you can listen, and keep the matter private.
- If it isn't clear, you can always speak with someone else, including the Chapter Safeguarding Adviser (CSA). You could keep the child's name anonymous, and still get advice on what to do. The CSA will advise you if it is a concern that needs to be taken further, and will support you with this.
- Referral to services
 - Some children and young people may be suffering, or at risk of suffering, significant harm (see below). It is not your role to investigate this, but it is your role to pass your concerns on so the right people can investigate.
- Managing your feelings
 - Dealing with safeguarding concerns can feel very stressful, and can be upsetting or anger provoking. Make sure you take care of yourself and colleagues. It is important to speak with people about your feelings, but to maintain confidentiality. You can speak with the Chapter Safeguarding Adviser or Canon Pastor; or, if you prefer, your line manager.

Statutory duties and responses

In some circumstances, the local authority (e.g. City of York Council) has a statutory duty to assist in meeting the needs of children and young people who are deemed to be "in need"; and, to investigate where a child in their area is "suffering or is likely to suffer, significant harm" (*Children Act 1989: s17 & 47* respectively).

If you have concerns that (a) child(ren) may fall within this remit, you can speak with the Chapter Safeguarding Adviser about a referral.

Under *Section 17 (10) of the Children Act 1989* a child is a *Child in Need* if:

- He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority;
- His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or
- He/she is disabled.

The Children Act 1989 introduced *Significant Harm* as the threshold that justifies *compulsory* intervention in family life in the best interests of children.

- Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm.
- Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another".
- Suspicions or allegations that a child is suffering or likely to suffer Significant Harm should result in an Assessment incorporating a Section 47 (of the Children Act 1989) Enquiry

- There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

The City of York Safeguarding Children Board is the statutory partnership tasked with co-ordinating multi-agency activity to safeguarding children and young people, including publishing local policies and procedures which are compliant with the statutory guidance. York Minster, the organisation and its clergy, staff, volunteers, contractors and Community should work within the local, as well as Church of England, policies and procedures.

The local authority (in a unitary authority), *City of York Council* in York, is the body responsible for undertaking enquiries under the legislation described above. The department responsible is *Children's Social Care*. Enquiries are led by a *social worker*, and draw on information and evidence from a range of different sources, professional and family.

Safeguarding children and young people - definitions

The definitions below are outlined in the *Working Together to Safeguard Children (2018)* statutory guidance published by the government. All individuals and agencies working with children and young people are required to operate within the guidance.

Child Protection: Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

NB. Children, in law, are defined as anyone who has not yet reached their 18th birthday.

Safeguarding children: the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. **Everyone who comes into contact with children and families has a role to play.**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Responsibilities of agencies (Chap 2:57 to 2:62) Churches, other places of worship and faith-based organisations, alongside other voluntary, charity, social enterprise and private sector organisations:

"...play an important role in safeguarding children through the services they deliver...They may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities...

they should have appropriate arrangements in place to safeguard and protect children from harm.

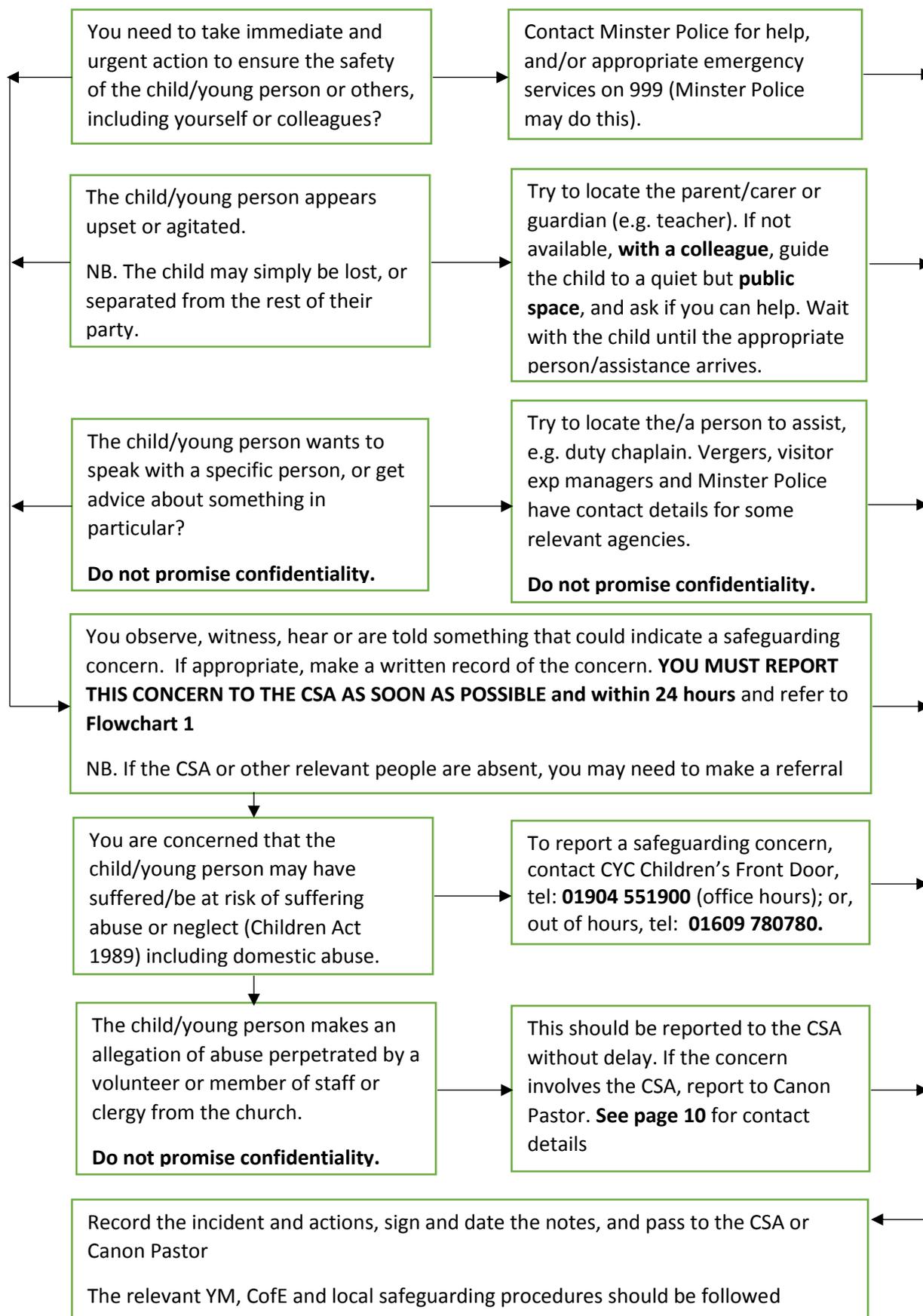
All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer...

(They) should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary...

(They) should have in place the arrangements described in this chapter. They should be aware of how they need to work with the safeguarding partners in a local area."

Flowchart 3: York Minster procedures and processes - responding to safeguarding concerns related to children and young people

NB. The age and understanding of the child or young person will impact on the response required. The older a child is, in age and/or understanding, the greater their capacity to seek advice and support independently; or, to want someone to speak with.



Guidance

Safer Recruitment

Guidance

Employment of paid and unpaid staff

- The People Team will lead on applying Safer Recruitment principles to all recruitment processes. Some roles may require additional levels of scrutiny or checks in the recruitment and selection process.
- All managers who have identified the need for new volunteers or staff should involve the People Team at the earliest opportunity.
- York Minster's Safer Recruitment Policy and Procedures can be discussed with the people Team, and are in accordance with the Church of England safer Recruitment guidance.

Changing roles

- Many of those who work, either paid or unpaid, at York Minster have been with the organisation for a long time, and their role may be redefined. Also, people develop different skills, and/or wish to take on new challenges, throughout their time at York Minster – this is to be welcomed. However, managers must guard against just moving people around without checking things out.
- If people wish to take on a new role, managers must assess, in consultation with the People team, what level of Disclosure and Barring check the new role requires (if at all). This is particularly important when the role involves any degree of contact with children, young people, families and/or adults who may be vulnerable and/or in need of care and support.

Induction and probation

- All those who work for York Minster, either paid or unpaid, must undergo induction. This will include an introduction to safeguarding at the Minster. This should take place within the first 6 months of the individual joining the Minster, and is usually possible within the first 3 months.
- All paid or unpaid staff will have a probationary period on joining the Minster. This offers an opportunity for both the individual, and the organisation, to review the relationship, how well it fits, and to reflect on practice. Probationary periods may vary. Please check this with the People Team in the recruitment process.

Safeguarding training

All members of staff at York Minster, paid or unpaid, ordained or lay, must complete safeguarding training. The Church of England requires different roles to undertake specified courses. In addition, Chapter requires that all staff, paid or unpaid, undertake role/team safeguarding briefing and discussion sessions. Details on relevant course, and delivery dates, can be obtained from the People Team.

NB. Where contractors are used, they must be issued with the York Minster Safeguarding Children and Adults booklet.

Undertaking activities involving children, young people, families and /or adults who may be vulnerable

Introduction

Children, young people and their families play an important role in the life of York Minster. Families form part of the congregation, joining other members in worship; visitors include family groups and school parties; children have a central role in either serving or singing at services; and, York Minster regularly runs activities involving children and/or young people and families.

Any adult can become vulnerable at any point of their lives. Someone who is bereaved, lonely, experiencing difficulties etc. may seek peace and consolation. Other adults may be in need of care and support throughout their lives due to health or disability needs. Individuals who are vulnerable are at increased risk of abuse and exploitation.

Chapter aims to ensure that all children, families and adults can feel and be safe in all areas of the Minster's life. Chapter will take all steps necessary to do this, including: ensuring that Church of England guidance on Safer Recruitment is applied in the engaging of paid and unpaid staff; observing and managing good health and safety practices; training all paid and unpaid staff in recognising and responding to concerns; and, observing child centred, good practice in the development and delivery of all activities involving children, young people and families.

Procedures

Risk assessment

All new activities should be thoroughly risk assessed using the risk assessment form in the P drive, "Safeguarding" folder. If you are unable to locate this, please contact the Chapter Safeguarding Adviser. If you are not sure how to use the risk assessment form, have any questions, or would like support, please contact the Health and Safety Officer and/or the Chapter Safeguarding Adviser, as appropriate. All identified risks should be responded to, with a plan to mitigate against the risk drafted and actions taken. Consider who you need to share the risk assessment and plan with. If the risks are too great and/or cannot be mitigated against, this should be discussed with the Health and safety officer and/or the Chapter Safeguarding Adviser. Lack of a resolution may result in the planned event needing to be cancelled or redesigned.

Parental consent and child information

For most groups and activities at York Minster, information about the child (e.g. medical), parental consent (e.g. use of images) must be sought using the form available on the P drive, "Safeguarding" folder. If you are unsure, please seek advice from your manager or the CSA

Adult to child ratios

Where each child is accompanied by a parent or carer, there is no problem with ratios. However, when children are unaccompanied, the NSPCC recommended ratios should apply (see below). There are no equivalent ratios for working with adults who may be vulnerable but the recommendation is to avoid one to one working, where at all possible.

NSPCC

Adult to child ratios

We recommend having at least 2 adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

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

We recommend having at least 2 adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

In England, the Department for Education [publishes guidance \(PDF\)](#) for early years providers which sets out statutory requirements about adult to child ratios. The guidance sets out situations when 16 and 17 year-olds may be included in the adult to child ratios.

Taken from: [NSPCC Recommended Adult and Child Ratios](#) Website accessed: 29.10.18

Some of York Minster's activities may involve young people supporting activities involving younger children (the younger children generally accompanied by their own parent/carer). In circumstances where a younger child is unaccompanied, the young people must be supervised at all times, do not count as part of the ratio of adults to younger children but must be factored as children in determining adult to child ratios.

York Minster has number of departments, each interacting with children, young people, families and/or adults who may be vulnerable to a greater or lesser extent, and in unique ways. Each activity must, as stated above, be risk assessed, and procedures and processes developed to mitigate against risk, and promote safeguarding at all times. The Chapter Safeguarding Adviser and other relevant staff, e.g. the Health and Safety officer, must be consulted by departments.

[NSPCC Safeguarding in Faith Communities](#) (website accessed 29.10.18) offers useful information and re: safeguarding from within the beliefs, teachings and cultural context of faith communities.

York Minster Code of Behaviour: engaging with children, young people and adults who may be vulnerable

NB. Some areas of activity within York Minster may have specific guidance for certain activities. Please be aware of this, and check any additional requirements, including codes of behaviour and expectations of children and young people attending groups or volunteering with York Minster.

Why have a Code of Behaviour?

Individuals participating in York Minster events and activities may be in a position or situation to harm or abuse children, young people or vulnerable adults or to behave in a way that may be misunderstood, or seen as inappropriate, towards them. To minimise the risk of this, York Minster has a Code of Behaviour that aims to:

- Deter anyone who wishes to harm a child, young person or vulnerable adult from seeking employment in York Minster
- Provide guidance for everyone about acceptable and unacceptable behaviours with children, young people and vulnerable adults
- Support and protect staff and volunteers who work with children and young people
- To identify clergy, staff, volunteers, contractors and students working for York Minster who need further safeguarding training

Code of Behaviour

York Minster wishes to ensure that clergy, staff, volunteers, contractors, Community and students working for York Minster, who work with children, young people and or vulnerable adults, understand the boundaries of appropriate behaviour. In addition, every member of staff, volunteer, contractor and student is required to demonstrate exemplary behaviour in order to protect children, young people and vulnerable adults from abuse and to protect themselves from the possibility of misunderstandings and/or allegations.

Some areas of work, or activities, at York Minster may be subject to specific policy, procedures and guidance (e.g. choir, bell ringing). Staff and volunteers should observe specific guidance in their own area, and be mindful of this overarching guidance.

The following are examples of behaviour that create a positive and safe environment for vulnerable groups as they participate with us in York Minster activities.

Staff should:

- Treat everyone with fairness and respect and provide an example that they would wish others to follow
- Work openly avoiding private or unobserved situations and working in isolation. Aim to ensure that they are not the only adult present and are at least within sight or hearing of others.
- They are advised to always leave the door open if they find themselves in a room alone with a child, young person or vulnerable adult * (see below)
- Maintain a safe and appropriate distance and be aware that physical contact may be unwelcome and misinterpreted
- Respect each child's, young person's or vulnerable adult's right to privacy

- Exercise caution when discussing sensitive issues with children, young people or vulnerable adults
- Behave according to the guidance offered in this Code
- Be aware of any additional needs of individuals within the group, and what that means for their care
- Ensure that if any form of manual/ physical touching is required, it should be given in an open observable environment. The reason why this is necessary should be explained to the child, young person or vulnerable adult and their informed agreement gained. In the case of certain activities, e.g. choir or bell ringing, this should be according to guidelines provided by the appropriate governing body, and in other instances according to York Minster policy.
- Unacceptable behaviour by staff, volunteers and clergy should be challenged and all allegations or suspicions of abuse should be reported to the Chapter Safeguarding Adviser, in accordance with the reporting procedure in flowchart 1
- The welfare of the child, young person or vulnerable adult must be the first priority.
- In all activities feedback should be constructive rather than negative
- Report all concerns, allegations or suspicions of abuse immediately to the Chapter Safeguarding Adviser, in accordance with the reporting procedure in flowchart 1

Those working with children and young people should never:

- Spend excessive time alone with children, young people or vulnerable adults away from others * (see below)
- Discuss their personal life * (see below)
- Give out their personal contact details (personal phone or mobile number, email or home address)
- Become 'friends' on personal accounts on social networking sites, or engage in private messaging unless related to the child
- Leave groups of children or young people unsupervised
- Allow a child, young person or vulnerable adult to use inappropriate language without challenging it
- Do things of a personal nature that children, young people or vulnerable adults can do for themselves (If a child has a disability any tasks should be performed only with the full understanding and consent of the parent or guardian and, where possible, the child or young person themselves)
- Allow allegations made by a child, young person or vulnerable adult to be ignored, not recorded or not acted upon
- Engage in rough physical or sexually provocative games
- Make sexually suggestive or other inappropriate comments, even in fun
- Allow or engage in any form of inappropriate touching
- Reduce a child, young person or vulnerable adult to tears as a form of control

* this may be difficult if confidential pastoral care is being offered. In that case, please take care to ensure that people know where you are, that you are operating in an open and transparent manner, and within Church of England guidance.

NB. You may work with children or vulnerable adults of families with whom you are personal friends. If you are concerned about this, please seek advice from the Chapter Safeguarding Adviser or Canon Pastor.

APPENDICES

National legislation, policy and local guidance

Adult safeguarding

[The Care Act 2014](#): gives local authorities a new legal responsibility to provide a care and support plan (or a support plan in the case of a carer). For the first time, the Act provides people with a legal entitlement to a personal budget, which is an important part of the care and support plan, or support plan

[No Secrets guidance on protecting vulnerable adults in care \(2000\)](#): explains how commissioners and providers of health and social care services should work together to produce and implement local policies and procedures. They should collaborate with the public, voluntary and private sectors and they should also consult service users, their carers and representative groups. Local authority social services departments should co-ordinate the development of policies and procedures.

[York Safeguarding Adults Board](#): works with organisations across the city to ensure that they have effective safeguarding policies and procedures in place and work together in the best way possible to protect adults with care and support needs. The YSAB publishes multi-agency policies and procedures, which must be observed by all agencies in the locality.

Safeguarding children and adults

[The Sexual Offences Act 2003](#): came into force on the 1 May 2004 and applies to all offences committed on or after that date. Its purpose was to strengthen and update the law on sexual offences, whilst improving the protection of individuals from sexual offenders. The Act repealed almost all of the previous statute law in relation to sexual offences. It protects both children and adults.

[The Safeguarding Vulnerable Groups Act 2006](#): was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service.

Child protection

The Children Act 1989: allocates duties to local authorities, courts, parents and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families; however, it also makes provisions for instances when parents and families do not cooperate with statutory bodies. It defines “significant harm” – a threshold for “child protection”.

The Adoption and Children Act 2002: Part 2 amended the Children Act 1989, and extended the definition of significant harm to include ‘impairment suffered from seeing or hearing the ill-treatment of another’. This recognises the fact that witnessing domestic violence can have serious implications for children’s development.

The Education Act 2002: Section 175 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.

The same duty applies to independent schools (which include Academies/free schools) by virtue of regulations made under section 157 of this Act.

The Children Act 2004: amended the Children Act 1989, largely in consequence of the Victoria Climbié inquiry

The Children and Families Act 2014: put in place a number of provisions, e.g. with regard to education health and care plans of disabled children (part 3); and, dealt with the amendment or provision in a number of miscellaneous areas, e.g. child performance licensing (Part 5).

Working Together 2018: statutory guidance, issued by the Government, for the assessment and management of safeguarding and the well-being of children and young people. Applies to single agency roles, and multi-agency working.

City of York Safeguarding Children Board: statutory multi-agency partnership. The overall role of the LSCB is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together. The CYSCB publishes multi-agency safeguarding and child protection policies and procedures, which must be observed by all agencies in the locality.

The foundations of the Church of England safeguarding policy

1. Gospel
2. Human Rights and the Law
3. Core principles
 - The welfare of the child, young person and vulnerable adult is paramount⁶;
 - Integrity, respect and listening to all;
 - Transparency and openness;
 - Accountability;
 - Collaboration with key statutory authorities and other partners;
 - Use of professional safeguarding advice and support both inside and outside the Church;
 - A commitment to the prevention of abuse;
 - The active management of risk;
 - Promoting a culture of informed vigilance;
 - Regular evaluation to ensure best practice.
4. Good safeguarding practice
 - A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
 - A safeguarding policy available to Church Officers ;
 - A clear line of accountability within the Church for work on safeguarding;
 - Clear reporting procedures to deal with safeguarding concerns and allegations;
 - Clear roles for Church Officers;
 - Practice and services informed by on- going learning, review and by the views of children, young people, families and vulnerable adults;
 - Safer recruitment procedures in place;
 - Clear arrangements for support and/or supervision;
 - Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults ;
 - Effective working with statutory and voluntary sector partners;
 - Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
 - Complaints and whistleblowing procedures that are well publicised;
 - Effective information sharing;
 - Good record keeping.
5. Learning from the past

Further detail on each of the foundations of the Church of England Safeguarding Policy at:

House of Bishops policy statement (2017), [“Promoting a Safer Church: the Church of England’s safeguarding policy for children, young people and adults”](#): Church of England

Church of England Guidance

The Cathedral Roles and Responsibilities

2.5.1 The Dean

The role of the Dean is to provide leadership concerning safeguarding, and to encourage everyone to 'Promote a Safer Church'.

In every cathedral the Dean will, in Chapter,

- Have an oversight of the activities that are the responsibility of the Chapter, particularly involving children and vulnerable adults;
- Inform and work in co-operation with the DSA (Diocesan Safeguarding Adviser) in the event of allegations, suspicions or disclosures of abuse, and ensure that those who may present a risk to children; young people and vulnerable adults are effectively managed;
- Encourage a culture of safety and vigilance;
- Provide an annual report to the Bishop on safeguarding policy, procedures, practice and review in the cathedral.

2.5.2 The Chapter

In every cathedral the Chapter will,

- Accept its duty of care is to 'Promote a Safer Church' for all in the cathedral community, and ensure there is a safeguarding strategy in place^[1];
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and implement House of Bishops' safeguarding policy and practice guidance;
- Provide a structure to manage safeguarding in the cathedral with clear lines of accountability;
- Appoint a Cathedral Safeguarding Officer (CSO) (see ^[2] below) (and possibly a deputy if required) to work with the Dean, the Chapter and cathedral staff to implement House of Bishops policy and guidance. Make arrangements to ensure appropriate support, supervision and training is provided for these officers. It is advised that this may be best achieved by entering an agreement with the diocese to share safeguarding resources; This may also be achieved by cathedrals in close proximity sharing a resource.
- Nominate someone to attend the Diocesan Safeguarding Advisery Panel (DSAP);
- Collaborate and liaise where required with the statutory and voluntary agencies;
- Ensure secure storage of records;
- Liaise with the Diocesan Safeguarding Adviser (see ^[2] below) to ensure all safeguarding responsibilities are met within the life of the cathedral;

^[1] The strategy should address areas that the safeguarding self-assessment/checklist or other lessons learnt reviews have identified as requiring improvement. It should also be informed by the national 'Promoting a Safer Church' Business Plan;

^[2] Some cathedrals have employed a professional safeguarding adviser. In these situations they can operate as equivalent to a DSA in responding to concerns or allegations against church officers

^[2] Some cathedrals have employed a professional safeguarding adviser. In these situations they can operate as equivalent to a DSA in responding to concerns or allegations against church officers

- Ensure that all safeguarding allegations or concerns in relation to a church officer are reported to the DSA^[2] in line with House of Bishops guidance
- Ensure suitable training is provided for church officers in line with the training and development and training framework
- Provide appropriate insurance cover for all activities undertaken in the name of the cathedral;
- Ensure appropriate DBS processes are in place;
- Provide a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Complete national safeguarding self-assessments as required
- Ensure, in liaison with any affiliated schools^[3], that the Chapter fulfils its statutory responsibilities^[4] and a progress review forms part of the annual safeguarding review. It is important that there is a clear agreement in place between a cathedral and the school that clearly defines where the safeguarding responsibilities of each party begins and ends:
- Review progress annually, including an annual review of the cathedral safeguarding policy, practices and procedures.

^[2] Some cathedrals have employed a professional safeguarding adviser. In these situations they can operate as equivalent to a DSA in responding to concerns or allegations against church officers

^[3] Most cathedrals schools are separate organisations from the Cathedral. Some will be affiliated i.e. form part of the cathedral governance structure. They will be following Statutory School guidance depending on the type of School-see footnote 39.

^[4] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf - This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with it unless exceptional circumstances arise.

York Minster – safeguarding roles and responsibilities

The Chapter

As the governing body of York Minster, the Chapter hold overall responsibility, and provide leadership, to ensure that York Minster fulfils its duty to safeguard and promote the welfare of children, young people and adults who may be vulnerable or at risk of abuse or neglect. The Chapter receives regular updates about safeguarding matters, and is involved in decision making with regard to developments.

The York Minster Safeguarding Operations Committee

Drawing membership from all areas of York Minster’s business, the committee oversees, and is consulted on, operational matters relating to safeguarding. Its members provide a “first contact” safeguarding resource in each of the service areas, enabling staff and volunteers with questions to raise these at a lower level, or to access support and advice on where to report concerns.

The York Minster Safeguarding Scrutiny Panel

Comprised of the Chapter safeguarding Adviser, the Canon Pastor and the Safeguarding Representative, the panel reviews case work and practice to ensure that it is compliant with legislation and Church of England/national guidance, and to identify lessons and learning for developing practice.

The York Minster Safeguarding Representative

Drawn from the congregation, with experience of safeguarding within their own professional life, the representative provides an independent (of Chapter and York Minster’s management structure) view of safeguarding within the organisation. The representative chairs the operations committee, sits on the scrutiny panel and provides an independent reporting point for anyone concerned about York Minster’s handling of safeguarding related matters.

The Chapter Safeguarding Adviser (CSA)

Employed by Chapter, the adviser provides an operational resource in relation to case work, advises Chapter and service departments on safeguarding matters, leads on providing safeguarding training and drafts policy and procedure. The adviser reports to Chapter and to the operations committee, is a member of the scrutiny panel and represents York Minster at the Diocese of York Safeguarding Operations Group.

NB. “where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the diocese or against any other person, advising on whether the allegation should be referred to the police for investigation and, if the advisor thinks it should be referred, making the referral” Diocesan Safeguarding Advisors Regulations (2016), cited in CofE (2017), Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance

The Canon Pastor

A member of Chapter, the Canon Pastor provides a strategic and cleric leadership role in relation to safeguarding. Individuals can access advice and support from the Canon Pastor, who provides a constant safeguarding presence at York Minster. The Canon Pastor is a

member of the operations committee and the scrutiny panel; and, represent Chapter at the Diocese of York Strategic Safeguarding Board.

Directors

Directors and senior managers hold departmental responsibility and accountability for safeguarding. Their role includes:

- Ensuring that safeguarding is regularly on the agenda of senior management team meetings.
- Ensuring that safer recruitment and employment practices are followed and embedded in their department.
- Ensuring that line managers and staff, paid or unpaid, in their department are compliant with regard to their own safeguarding role, training requirements and team briefings.
- Ensuring that all concerns are followed up, and that risk assessments are undertaken, as required.
- Attending safeguarding training and briefings as required by Chapter.

Line Managers

- Ensuring that staff, paid or unpaid, under their leadership understand their safeguarding responsibilities, and how to raise concerns.
- Ensuring that safer recruitment and employment practices are followed
- Ensuring that all staff, paid or unpaid, attend training and briefing sessions as required by Chapter.
- Supporting any staff member who has a concern,
- Raising any issues, questions or accessing advice via the Chapter Safeguarding Adviser.
- Ensuring that any concerns are acted upon as set out on in flowcharts 1, 2 & 3
- Ensuring risk assessments are undertaken as required.
- Challenging poor practice with their teams, firmly but constructively.

All staff and volunteers

- Ensuring that they understand their own safeguarding responsibilities.
- Reporting any concerns as set out in flowcharts 1,2 & 3
- Ensuring that they attend safeguarding training and briefings as required by Chapter.
- Observing good practice in working with children, young people, families and/or adults who may be vulnerable.
- Maintaining confidentiality about safeguarding matters – only speaking to those with whom it is necessary to communicate with.
- Recording all relevant information about concerns and actions, and passing to the Chapter Safeguarding Adviser for secure storage.

City of York Safeguarding Adults Board:

working together to safeguard adults with care and support needs

The City of York Safeguarding Adults Board is a statutory partnership that has a duty to help protect adults with care and support needs from abuse or neglect.

Who might need support to stay safe?

Promoting people's wellbeing is at the heart of the Care Act 2014, and the prevention of abuse and neglect is an essential part of promoting someone's wellbeing.

Safeguarding duties apply to all adults with care and support regardless of whether the person has care and support needs that are being met the council, another agency or whether the person is privately funding their own support.

An adult with care and support needs may be

- An older person
- A person with a physical disability, a learning difficulty or a sensory impairment
- Someone with mental health needs, including dementia or a personality disorder
- A person with a long-term health condition
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

To report a crime:

- in an emergency, contact the police, tel: 999
- if the person is not in immediate danger, contact the police, tel: 101

To report a safeguarding concern:

- contact City of York Council adult social care, tel: 01904 555111 (office hours)
- hearing impaired customers can use the text facility 07534 437804 and generic fax number 01904 554017
- out of hours, tel: 01609 780780

Other numbers:

- [Action on Elder Abuse](#), tel: 08088 088141
- [Victim Support Helpline](#), tel: 0808 1689111
- [The Samaritans](#), tel: 08457 909090
- [Age UK](#), tel: 0800 1696565
- [Shelter](#), tel: 0808 800 4444
- [BT Nuisance Call Advice](#), tel: 0800 661441
- [Women's Aid](#), tel: 0808 2000247
- [The Care Quality Commission](#), tel: 0191 2333323

If you are a paid worker or volunteer you will need to refer to use the [Safeguarding Adults 'concern form'](#) to tell us about your concerns. If you're not sure what to do our adult social care team or Safeguarding Adults Board can give you advice.

NB. The Chapter Safeguarding Adviser can help with this.

YOR OK and the City of York Safeguarding Children Board

Safeguarding and promoting the welfare of children and young people

[The YOR OK website](#)

City of York Council's YOR OK website is the hub for information and links to support, advice and information related to children, young people and families.

The Resource and Advice Directory offers advice universal, targeted and statutory services and processes.

Concerned about a child or young person

If you have a concern that a child is vulnerable or at risk of significant harm please contact the Children's Front Door:

Phone: **01904 551900**

Email: childrensfrontdoor@york.gov.uk

Post: **The Children's Front Door, West Offices, Station Rise, York, YO1 6GA**

Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: 01609 780780

If you need to make a safeguarding referral about a child or young person who has been or may be hurt or neglected or who has significant vulnerabilities please use the referral form.

Children's Social Care need you to use this form because you are best placed to provide the information that they must have to make a timely, proportionate and effective decision about what help and support the child and their parents or carers need.

Children's Social Care will accept telephone referrals where there is an immediate risk to a child but when they do so, you will be asked to complete the referral form within 24 hours with written information confirming that provided by telephone. If you are phoning in a referral, it will help to have the referral form in front of you to act as a guide for the information you will be asked to provide by the Social Worker.

If you are uncertain about your concerns, you can call the Children's Front Door to have a conversation with a qualified social worker. However you should first speak to the child protection lead in your agency.

Contacts and References

Chapter Safeguarding Adviser: Dee Cooley: 01904559542; 07843 339980;
deec@yorkminster.org

Canon Pastor: Michael Smith: michael@yorkminster.org

DBS Office: Bishopthorpe Palace: Becci Leckenby: 01904 707021
(General enquiries about applying for a DBS check)

Diocesan Safeguarding Adviser: Julie O'Hara: safeguarding@yorkdiocese.org

Church of England National Safeguarding Team: safeguarding@churchofengland.org

[Childline](#) (24 hours) 0800 1111

[NSPCC](#) 0800 800 5000

[Family Lives](#) 0808 800 2222

[Child Exploitation & Online Protection Centre](#)

Domestic Violence

[Women's Aid](#) 0808 2000 247 (24 hr national domestic abuse helpline)

[Independent Domestic Abuse Services](#) (York and North Yorkshire based) 03000 110 110
(local helpline)

[York Mind](#) 01904 643364

[Papyrus](#) (prevention of young suicide) 0800 068 4141 (Hopeline UK)

Homelessness

[Changing Lives](#) 0191 273 8891

[Carecent](#) (breakfast club for homeless, unemployed or socially excluded @ Central Methodist Church, St Saviourgate, York. Mon-Sat 8.30-10.45am)

[SASH](#) 01904 652043 (preventing youth homelessness)