



**Southwell
Minster**
THE CATHEDRAL CHURCH OF
THE BLESSED VIRGIN MARY

Safeguarding Guide: Schools, families and education events 2023

Specific details relating to Southwell Minster school and family events are as follows:

1. Children or vulnerable adults remain the responsibility of the teachers / carers and other authorised representatives (*school adults / carers*) who arranged their visit, or of their parents / carers at family events.
2. Education volunteers are recruited through the Minster's safer recruitment protocol and are required to complete the Church of England safeguarding training every 3 years.
3. Volunteers receive a written summary of key points for Safeguarding and Risk Assessment / Health and Safety yearly, which includes appropriate ways of working with children / vulnerable adults and the need to report any disclosure or concerns to the Education staff.
4. Children needing the toilet are accompanied by a school adult, parent or carer. Children are never to be alone with a volunteer or member of Cathedral staff. For groups of vulnerable adults it is up to the person responsible to decide how this is managed.
5. No one-to-one activities take place, all staff and volunteers work in public settings.
6. All activities are monitored by the Head of Education, Volunteer and Visitor Services Officer or the Education Administrator or a designated member of the volunteer team (who will have a DBS check and appropriate safeguarding training) for smaller groups. Any issues or problems are dealt with immediately and may also be reviewed at training sessions or within the appropriate meeting.
7. Any complaints or concerns raised by teachers will be dealt with by Head of Education in the first instance, who will bring any issues to the attention of the Cathedral Safeguarding Officer, Penny Turner penny.turner@southwell.anglican.org.
8. Photography of events is covered in our photograph policy.

Diana Ives (Head of Education), Penny Turner (Cathedral Safeguarding Officer),
Vicky Thorpe (Cathedral Safeguarding Coordinator)

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SANDFORD
AWARD



2018-2023
QUALITY MARK FOR
HERITAGE EDUCATION

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