Safeguarding Guide: Schools, families and education events 2025-26

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

1. **The behaviour, safety & full supervision of all children, pupils or vulnerable adults remain the responsibility of the responsible accompanying adults (eg teacher, carer, parent) who arranged their visit.** Responsible adults must abide by the safeguarding, policies and protocols of their school/ organisation This includes the reporting and recording of any safeguarding incidents or concerns relating to their children, pupils or vulnerable adults.

2. As an organisation, Southwell Minster aims to create a safe, welcoming environment for all our visitors. All volunteers are recruited through the Minster's safer recruitment protocol and are required to complete the Church of England safeguarding training every 3 years. Some volunteers are not DBS checked, but the Cathedral protocols stipulate that these volunteers will only have contact with children and vulnerable adults in fully supervised settings.

3. Volunteers receive a written guide to 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 Cathedral Education staff.

4. Children needing the toilet are to be accompanied by an accompanying adult who brought them. Ratios of supervision therefore need to ensure that this can be achieved, and the remainder of the group continue to be fully supervised. Children or vulnerable adults are never to be alone with a volunteer or member of Cathedral staff.

5. First Aid is administered by the school adults or parents/carers. We have First Aid kit and defibrillator in the Minster vestry. Minster education staff and vergers are first aid trained and can assist.

6. No one-to-one activities take place; all staff and volunteers work in public settings.

7. Activities and events are supervised and monitored by the Head of Education, the Education Administrator or a designated member of the Minster staff or education volunteer team (who will have a DBS check and appropriate safeguarding leadership training) for smaller groups.

8. **Any accidents, illnesses or safeguarding concerns should be reported immediately** and will be reviewed at training sessions or within the appropriate meeting (eg: H&S / Cathedral Safeguarding Management Group).

9. Any complaints or concerns raised 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, Lucy Andrewartha
safeguarding@southwell.anglican.org, Tel: 01636 817200

8. Photography of events is covered in our photograph policy.

Diana Ives (Head of Education)
Lucy Andrewartha (Cathedral Safeguarding Officer)
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Council for Learning Outside the Classroom

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