



Safeguarding Guide: Schools, families and education events 2024

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 and events are monitored by the Head of Education, Volunteer and Visitor Services Officer, the Education Administrator or a designated member of the volunteer team (who will have a DBS check and appropriate safeguarding training) for smaller groups.
7. Any accidents, illnesses or safeguarding concerns should be reported immediately and may also be reviewed at training sessions or within the appropriate meeting.
7. 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
safeguarding@southwell.anglican.org
8. Photography of events is covered in our photograph policy.

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