Thank you for your courage to raise these concerns and we hope that we can work with you and support you whilst the concerns are investigated to make our churches safer places.

We are a team of safeguarding professionals who are employed by the Diocese and Southwell Cathedral Chapter. We are impartial and provide advice to the Bishop and Dean on safeguarding matters.

We are committed to hearing the voices of everyone who may have experienced trauma (including current, recent, and non-recent), and the impact that trauma may have had on their lives.

Through listening to you, we hope that we can help you, and help to keep you and others safe, improve our practices as professionals, feedback to the National team to influence the development of policy and procedures.

Your information will remain confidential and will only be shared with your prior knowledge, consent, or if there is a suggestion that somebody could be at immediate risk.

We recognise that the processes within the Church of England can be complicated including the terminology and different roles (the glossary attached may help). We also know that, at times, that statutory involvement is required and it is our role to help you through these processes and to keep you informed.

We can offer you support via a referral to an independent advocate, a support person, counselling, pastoral support, and a designated person in the safeguarding team. It is also important to us that you, or somebody on your behalf, are proactive in telling us how you feel so we can work with you to identify the right support for you and what you need so we can provide the right support for you.

We ask you to take the time to look at the resources we have collated which we hope will be helpful to you. This includes our diocesan policy and the national guidance which we hope will emphasise our commitment to supporting you and provide clarity on the process. We recognise that these resources may not cover every circumstance and encourage you to speak to your designated person for more information if required.

What to expect from the Cathedral Safeguarding Officer and Diocesan Safeguarding Team

Email safeguarding@southwell.anglican.org - Telephone: 01636 817200

We are:
- Person Centred
- Supportive
- Adaptable
- Kind & Respectful
- Non-Judgmental

We will:
Communicate and listen clearly and carefully
Follow policy and procedure and conform with legal and statutory requirements, while following good safeguarding practice
In the case of emergency or where there is current risk the police would be contacted immediately. If non-urgent, then information may be shared with the Local Authority Designated Officer, Children’s Services, Adult Services, Health Services, and the Police where applicable and with your consent.

A Safeguarding Planning Meeting is convened to co-ordinate the enquiry and actions. The DSA/ADSA/CSO will complete an initial risk assessment to identify the level of risk and the mitigations in order to advise the Bishop or the Dean in relation to suspension. The outcome of which would also be shared within the Safeguarding Planning Meeting. This meeting will also ensure the appropriate support is available and offered to all of those involved.

Decision is made regarding whether the respondent/alleged perpetrator/person of concern should be or can suspended in accordance with Canon Law. It may be that the person is asked to step back from their role if suspension is not applicable i.e., they are a lay person or volunteer.

On completion of statutory involvement, the DSA will share the outcome with the Safeguarding Planning Meeting and will provide a report that the Archdeacon may use to inform any CDM investigation.

The cathedral safeguarding officer and diocesan safeguarding team alongside the Archdeacon or Chief Officer will investigate the concerns raised and will determine on the balance of probability whether the concerns can be proven or are likely to have happened. If so, then the Archdeacon may submit a complaint under the Clergy Disciplinary Measure (follow the second flow chart). If the individual is a lay person or volunteer then the Archdeacon, Chief Officer and DSA/ADSA/CSO will work with the Dean or the Bishop’s Office and may terminate or restrict any role or responsibility.

The individual will not remain in role and be subject to a safeguarding agreement to ensure that any identified risk is mitigated.

The individual can remain in role with support and mitigations.

There is no risk identified and no further action is required by the Cathedral or Diocesan Safeguarding Team.

Update of information, assessments and any potential safeguarding agreement is shared with the LADO, DBS and Charity Commission.

On conclusion, the CSO/DSA/ADSA will conduct a lessons learned review.