



Southwell Cathedral

SAFEGUARDING POLICY, PROCEDURE & GUIDANCE

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Contents

1. Introduction	1
2. Safeguarding statement and principles	1
Key principles	2
Our culture	2
Our duty of care	2
Recruitment and training	3
Response times and processes	3
Pastoral care and supervision	3
Responding to risk	4
Health and safety	4
Scrutiny, challenge and assurance	4
Partnership with national and local agencies	4
3. Scope	4
4. Safeguarding roles and responsibilities	5
Dean	5
Chapter	5
Cathedral Safeguarding Officer (CSO)	5
Cathedral Safeguarding Team	5
Senior Management Team (SMT)	6
All personnel	6
Clergy	6
5. Safeguarding guidelines	7
Confidentiality issues	8
Managing difficult situations	8
Managing your feelings	8
What to do if...	8
6. Safeguarding procedure	9
Support and resources	10
What happens once a concern has been reported	10
7. Managing risk: cathedral activities	11
Risk assessment	11
Parental consent and child information	11
Adult-to-child ratios	11

8. Identifying specific risk areas.....	12
Female genital mutilation (FGM)	12
Extremism and radicalisation.....	12
9. Safeguarding vulnerable adults	13
Definition of a vulnerable adult	13
Understanding vulnerability	13
Common factors leading to vulnerability.....	14
Adults at risk	14
Concerns about possible mistreatment of an adult at risk.....	14
10. Safeguarding children	15
Child abuse and neglect.....	15
Understanding child vulnerability.....	16
Child-on-child abuse	16
Good practice when working with children	17
Physical contact.....	17
Record keeping	17
Responding to concerns or allegations	18
Children ‘in need’	18
Positions of trust	18
11. Known offenders and individuals who may pose a risk to vulnerable people ..	18
12. Responding well to victims and survivors of abuse	19
Survivor support statement.....	19
Who to report to.....	19
Sources of support	20
13. Safer Recruitment	21
14. Complaints about the handling of a safeguarding concern	21
15. Multimedia and social networking	21
Photography and live streaming	21
Social networking	21
16. Data handling	22
Storing records and data protection	22
Confidentiality, information sharing and consent.....	22

17. Serious Incident reporting	22
Appendix A: Policies and guidance adopted by Southwell Cathedral Chapter	24
Appendix B: Definitions of adult abuse	27
Appendix C: People and contacts	30
Cathedral Safeguarding Team	30
External contacts	30
Contacting MASH	31

1. Introduction

This document sets out Southwell Cathedral's safeguarding policy, guidance and procedures for protecting children, young people and adults who may be vulnerable or at risk of abuse or neglect. It provides additional detail on Church of England and national guidance (see Appendix A) and outlines the legal framework within which safeguarding operates. It is informed by, and compliant with, Church of England policy and practice guidance.

Clergy, licensed lay ministers, employees, volunteers and contractors are referred to collectively in this document as **personnel**. All personnel **must** be familiar with the Safeguarding Procedure (Section 6).

We aim to ensure that all children, young people and adults can feel safe, and be safe, in every area of cathedral life. We also aim to ensure that all individuals, regardless of background, abilities and needs, are able to participate fully in worship and other activities at Southwell Cathedral. We recognise that individuals may seek solace, safety and sanctuary in a church setting. They may wish to speak to someone about something that is troubling them, or to find a quiet space to pray or reflect.

It is reasonable and right that children, young people, their parents/carers and all adults should expect that those they encounter in the cathedral setting will be trustworthy, honest and safe. This trust, however, can leave some individuals more vulnerable to a range of abusive acts, negligence, or grooming behaviours (particularly children and young people).

As an institution, it is essential that we recognise this dynamic and take organisational and individual responsibility for safeguarding all those who may be vulnerable.

The first principle is that safeguarding concerns MUST be reported within 24 hours. You must not investigate – only the appropriate authorities and trained professionals should do so.

Throughout this document, reference is made to reporting concerns or disclosures to the **Cathedral Safeguarding Officer (CSO)**. However, there may be instances where an individual does not feel comfortable approaching them, or where it feels inappropriate to do so. In such instances, personnel may contact one of the External Contacts listed in Appendix C.

Choristers at Southwell Cathedral are safeguarded in accordance with the Safeguarding Policy for Choristers.

2. Safeguarding statement and principles

Safeguarding is the promotion and protection of the right to live in safety. It is about people and organisations working together to prevent and stop both the risks and experiences of lived trauma through abuse, neglect or exploitation that leads to trauma.

We undertake all safeguarding duties in accordance with Church of England national safeguarding guidance. We follow the Safeguarding Charter of the Diocese of Southwell & Nottingham, which is incorporated in the principles below.

Safeguarding is everybody's business and responsibility. This means we must all work within the context of openness, transparency, integrity and respect. **All personnel** are expected to take responsibility for safeguarding children, young people and adults who may be vulnerable or at risk of abuse or neglect, and champion safeguarding through their work and everyday lives.

Key principles

Southwell Cathedral is committed to a culture in which safeguarding is embedded across all areas of ministry and operations. We will:

- **Act immediately to protect anyone at risk of harm.**
- **Inform individuals appropriately about safeguarding processes**, ensuring clarity and transparency throughout.
- **Refer all safeguarding concerns to statutory agencies** where thresholds are met, and cooperate fully with their investigations.
- **Ensure that those who disclose abuse or have lived experience of trauma receive appropriate information, signposting and support.**
- **Promote national Church of England safeguarding procedures and practice guidance**, as outlined in Appendix A, as our standard of best practice.
- **Work closely with the Diocesan Safeguarding Team**, ensuring our practice aligns with current local and national guidance.
- **Review our safeguarding policy, procedures and practice annually** and update them as needed.

Our culture

We aim to foster a safe, respectful, and inclusive environment. We will:

- Treat all people with dignity, respect and fairness, promoting inclusion in every aspect of cathedral life.
- Raise awareness of safeguarding responsibilities and processes for all personnel and members of the public.
- Listen to and take seriously all disclosures of abuse, responding with compassion and professionalism.
- Advocate for those who are unable to speak for themselves, ensuring their voices are heard and their rights upheld.
- Support every department to implement national and local safeguarding policies and guidance.
- Provide accessible information about safeguarding services outside the Cathedral, ensuring that those who are uncomfortable approaching us can still seek help.
- Take all complaints of abuse, harassment and bullying seriously, ensuring they are investigated thoroughly and fairly.

Our duty of care

We recognise that:

- The welfare of children is paramount.
- Adults who may be vulnerable must be supported and protected.

- Safeguarding information must be managed confidentially and securely, and retained in accordance with the General Data Protection Regulation (GDPR).

Recruitment and training

To ensure safe and competent practice, we will:

- Ensure that safer recruitment procedures are consistently applied.
- Select, train and support all personnel in accordance with CofE (2021) Safer Recruitment and People Management guidance, including undertaking appropriate background checks.
- Train all personnel to recognise and respond to concerns.
- Maintain required safeguarding standards for all personnel in line with national practice guidance.
- Promote a learning culture, offering opportunities for ongoing professional and personal development in safeguarding.

Response times and processes

We commit to clear, timely and accountable responses:

- **All safeguarding concerns must be reported within 24 hours** to the CSO (or alternatives set out in Appendix C). Failure by clergy to act knowingly may lead to disciplinary measures.
- We will respond without delay to any allegation that a child or vulnerable adult has been harmed by someone acting on behalf of Southwell Cathedral.
- We will seek professional advice where appropriate and cooperate fully with statutory agencies in all investigations.
- We will safeguard immediate safety first, taking protective action before any further conversation where someone is in danger.
- We will keep all relevant parties informed about safeguarding processes as appropriate to their role and rights.
- We will ensure that both those making allegations and those who are the subject of concerns are treated fairly and supported appropriately throughout any enquiry.

Pastoral care and supervision

We observe child-centred good practice in the development and delivery of all activities involving children, young people and families.

We commit to compassionate, trauma-informed care:

- We will provide pastoral support to those with lived experience of trauma, abuse or harm, ensuring that data is stored securely in line with GDPR.
- Support will include clear information and signposting to specialist services where relevant.
- Responses to survivors in a church context will follow [Responding Well to Victims and Survivors of Abuse](#) (Church of England, 2021).
- We will offer pastoral care to individuals who are the subject of safeguarding concerns, ensuring support is balanced with robust risk management.
- We will take a person-centred, trauma-informed approach, working alongside those with lived experience to shape our services.

- We will supervise and support individuals known to have offended, enabling them to worship safely within agreed boundaries and in collaboration with statutory agencies.

Responding to risk

We take a proactive and proportionate approach to risk:

- Safeguarding assessments and risk management plans will be used to prevent abuse, reduce the likelihood of harm, and enable timely, effective responses.
- We will work with and support those who may pose a risk to others, ensuring that all members of the community are safeguarded.

Health and safety

- A Health and Safety Policy is in place, supported by adequate insurance for all cathedral activities.
- We will ensure that premises are safe and well maintained, with particular consideration given to safety checks of play equipment, furnishings, fire alarms etc.
- Appropriate risk assessments are in place for all cathedral activities.

Scrutiny, challenge and assurance

We welcome accountability. We will:

- Subject safeguarding practices to independent scrutiny through the Cathedral Safeguarding Management Group, the Chapter and the Diocesan Safeguarding Advisory Panel.
- Remain open to challenge from external bodies, and provide clear routes for anyone wishing to raise concerns externally (see Appendix C).

Partnership with national and local agencies

We will work collaboratively to ensure the highest standards of safeguarding by:

- Partnering with statutory agencies and safeguarding bodies to ensure seamless, coordinated safeguarding practice.
- Following national CofE guidance and working with local safeguarding boards, including [Nottinghamshire Safeguarding Adults Board](#) and [Nottinghamshire Safeguarding Children Partnership](#).

3. Scope

This policy applies to all members of the cathedral community, including the CSO, clergy, employees, volunteers, congregation, contractors, leaders of visiting choirs, and all visitors.

This policy is informed by, and compliant with, a range of Southwell Cathedral policy and procedural documents. All personnel must familiarise themselves with current policies and guidance (see the Staff and Volunteers Intranet). All policies relevant to congregation, visitors and third parties are available on the Cathedral website (www.southwellminster.org/policies).

4. Safeguarding roles and responsibilities

Dean

Section 12 of the Cathedrals Measure 2021 states:

- (2) The dean ... must govern and direct on behalf of the Chapter the life and work of the cathedral; and in performing that duty the dean must in particular ...
 - (f) provide leadership on matters relating to the safeguarding of any children or vulnerable adults who work, volunteer or worship in the cathedral or who visit the cathedral.

Chapter

As the governing body of Southwell Cathedral, the Chapter holds overall responsibility, and provides leadership, to ensure that Southwell Cathedral 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 from the Chapter Safeguarding Lead about safeguarding matters and is involved in decision making with regard to developments in safeguarding policy and practice.

Cathedral Safeguarding Officer (CSO)

The CSO provides operational capacity in relation to:

- Case work, both within Southwell Cathedral and in partnership with the Diocese of Southwell & Nottingham and other partners.
- Advising the Chapter, Senior Management Team and departments on safeguarding.
- Advising on safeguarding training.
- Reviewing and drafting policy and procedure.
- Supporting the promotion of safeguarding information and information to support survivors.

The CSO reports to the Chapter and is a member of the Diocesan Safeguarding Team. The CSO liaises and works with the Diocesan Safeguarding Officer (in compliance with CofE national guidance). The CSO represents Southwell Cathedral on the Diocesan Safeguarding Advisory Panel.

Cathedral Safeguarding Team

Safeguarding is everyone's responsibility within the Cathedral. However, there are key identified people within the Cathedral who have more significant responsibilities in relation to safeguarding:

- **Canon Precentor** – the Executive Chapter member with oversight of the Cathedral Choir, including Choristers and young people attending Sunday worship.
- **Cathedral Volunteer Coordinator** – ensures that all volunteers have been through the safer recruitment procedure, and that all volunteers are up to date with training. They offer face-to-face training for basic and foundation training courses.

- **Chapter Safeguarding Lead** – the Executive Chapter member appointed to promote a positive safeguarding culture throughout cathedral life and oversee safeguarding at a policy level across the Cathedral, ensuring effective liaison and communication with the Chapter.
- **Chief Operating Officer** – responsible for implementation of the Cathedral’s strategic agenda. As its senior administrator, the Chief Operating Officer has overall responsibility for the effective and efficient performance of all strategic and operational functions at the Cathedral, including safeguarding.
- **Safeguarding Administrator** – ensures that all safer recruitment is completed for personnel within the Cathedral.

Senior Management Team (SMT)

The SMT hold departmental responsibility and accountability for safeguarding. Their role includes:

- Ensuring that safeguarding is regularly on the agenda of executive committee meetings.
- Ensuring that safer recruitment and employment practices are followed and embedded in their department.
- Ensuring that personnel in their department, paid or unpaid, are compliant with regard to their own safeguarding role, training requirements and team briefings.
- Ensuring that risk assessments are undertaken, as required.
- Challenging poor practice with their teams, firmly but constructively.
- Attending safeguarding training and briefings as required by the Chapter.

All personnel

All personnel at Southwell Cathedral are responsible for:

- Ensuring that they understand their own safeguarding responsibilities.
- Reporting any concerns as set out in the Safeguarding Procedure (Section 6), and as summarised succinctly in the ‘Yellow Guide’: Safeguarding Guide for Staff & Volunteers.
- Ensuring that they attend safeguarding training and briefings as required by the 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 it is necessary to communicate with.
- Recording all relevant information about concerns and actions, and passing this information to the CSO for secure storage.

There may be times when visiting staff or volunteers (including clergy, bell ringers, choristers and organists) are in the Minster building. Please refer to the Visiting Groups and Individuals Policy & Guidance.

Clergy

Clergy must be aware of the potential disciplinary implications of failing to comply with their duties 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.

from 'Promoting a Safer Church', Church of England (2017)

Local clergy may robe, preside at or assist with choral services only if they have current formal authorisation to exercise their ministry in the Diocese of Southwell & Nottingham by virtue of the Bishop's Licence or its equivalent, or the Bishop's Permission to Officiate, both of which are dependent on a satisfactory DBS check, at the enhanced level, relevant and up-to-date training, and satisfactory diocesan checks of records relating to their personal and career histories.

5. Safeguarding guidelines

- If someone tells you anything that raises a concern for their physical or emotional safety, or the safety of someone else, you must communicate this to the CSO. **Never allow allegations made by a child, young person or vulnerable adult to be ignored, not recorded or not acted upon.**
- Do not ignore your instinct or gut feeling that something is wrong.
- Only share information with those who need to know – in most cases, this will be the CSO.
- Do not delay in reporting information or concerns about unacceptable behaviour, regardless of a person's position or authority. Unacceptable behaviour by staff, volunteers or clergy must be challenged, and all allegations or suspicions of abuse must be reported to the CSO in accordance with the Safeguarding Procedure (Section 6). The welfare of the child, young person or vulnerable adult must always be the first priority.
- Respect each child's, young person's or vulnerable adult's right to privacy.
- Ensure your actions are transparent and open and cannot be misunderstood.
- Maintain a safe and appropriate distance. Be aware that physical contact may be unwelcome or misinterpreted. If any physical contact is necessary, it must take place in an open, observable environment. The reason for the contact should be explained, and informed consent from the child, young person or vulnerable adult must be obtained.
- Exercise caution when discussing sensitive issues with children, young people or vulnerable adults.
- Be aware of any additional needs an individual may have, and what these might mean for their care.
- Do not put anyone – including yourself – in a vulnerable or compromising situation. Work openly, avoiding private or unobserved situations and working in isolation. If you unexpectedly find yourself in a room alone with a child, young person or vulnerable adult, keep the door open and ensure you remain within sight or hearing of others. Where pastoral care requires privacy, make sure others know where you are and that you are operating in an open and transparent manner and within Church of England guidance.
- Anyone under 18 years is a child in law. If you have concerns about possible harm to a child, seek advice immediately from the CSO.

- Do not give lifts to a child, young person or vulnerable adult on their/your own, unless it is an emergency and there is no alternative – in which case, inform someone of your action, and make a record of the action and why it occurred as soon as possible.
- If someone makes an allegation about you, report it to the CSO without delay.
- Ensure your safeguarding training is up to date and that you understand the Cathedral's policies and procedures. If you are unsure, contact your Line Manager or the Cathedral Volunteer Coordinator.

Confidentiality issues

- A child, young person or vulnerable adult may say that they wish to speak with you but it must be confidential. You should explain that you cannot always keep information confidential and that, depending on what they share, you may need to tell the appropriate people. If a safeguarding concern is raised, you **must** pass it on.
- If you are unsure whether what you have been told constitutes a safeguarding concern, speak to the CSO. You can withhold the individual's name while seeking initial advice. The CSO will advise whether the concern needs to be taken further and will support you through the process.
- Note: You may work with children, young people or vulnerable adults whose families you know personally. If this presents any concern or uncertainty, please seek advice from the CSO.

Managing difficult situations

Some individuals who are particularly vulnerable may present with behaviours that appear unusual or challenging. It is important to prioritise the safety of the individual, yourself and colleagues, and to avoid escalating the situation.

- If you are approached by a visitor displaying challenging behaviour, do not confront them. Alert the Verger on Duty, who will deal with the situation.
- In cases of emergency, always dial 999.
- All incidents must be logged in the Vergers' Office.
- The current security procedure for Southwell Cathedral is available in the Minster Office and the Vergers' Vestry.

Managing your feelings

Safeguarding concerns can be stressful, upsetting, or provoke strong emotional responses. Ensure that you take care of yourself and your colleagues. It is important to talk about your feelings, but remember to maintain confidentiality and use the reporting procedures outlined above. Speak to the CSO if you need to talk through your feelings.

What to do if...

In most instances, you should follow the clear and simple steps set out below.

However, some situations may be less straightforward. In such cases:

An adult appears distressed, upset or agitated: Guide them to a quiet but public space, within sight of colleagues, and ask how you can help. If the adult is lost, follow the guidance in the **Procedure for Dealing with a Lost Child or Vulnerable Adult**

A child or young person appears distressed, upset or agitated: They may be lost or separated from their group. Attempt to locate their parent/carer or guardian (e.g. teacher). If you can't find them, guide the child to a quiet but public space, within sight of colleagues, and ask if you can help. Stay with the child until the appropriate person or assistance arrives. For lost children, follow the guidance in the **Procedure for Dealing with a Lost Child or Vulnerable Adult**.

The individual wants to speak someone specific or needs particular advice: Try to locate an appropriate person to assist – for example, the Canon in Residence (contact details are in the porch at the south door), Duty Chaplain or Verger. Do not promise confidentiality.

6. Safeguarding procedure

In an emergency

- Call emergency services: 999.
- Inform a Verger immediately or call the Canon in Residence (contact details are in the porch of the Minster's south door). They will contact the CSO.
- If safe to do so, remain in or near the Minster so that you can assist with compiling an incident report.
- Do not approach a perpetrator. However, if it is safe to do so, remove anyone at risk of harm to a place of safety.
- Do not put yourself at risk.

If you have concerns about possible abuse, or someone else informs you of concerns (including domestic abuse, or allegations against a colleague or member of clergy)

- Contact the CSO. If they are unavailable, another member of the Diocesan Safeguarding Team will act on their behalf.
- Volunteers: if you cannot contact the CSO, escalate immediately to your Group Lead.
- You must report safeguarding concerns within 24 hours.
- Only tell those who need to know, not the person to whom the allegations relate.
- If you want to speak to someone independent of the Cathedral you can contact the Diocesan Safeguarding Officer or MASH (Nottinghamshire Multi-Agency Safeguarding Hub). See Appendix C for details.
- The definitions in Appendix B will help you understand the many forms adult abuse can take. Section 9 below provides detail on child abuse. If you believe someone is being abused, or a disclosure is made to you that they are being or have been abused, contact the CSO, or call the police if you think someone is at immediate risk of harm.

If a child, young person or adult discloses they have been abused

- React calmly and listen carefully.
- Reassure them that they were right to speak and that what they are saying will be taken seriously.

- Do not judge – simply listen.
- Do not ask leading questions or speculate. If you need to clarify a point, just ask an open question.
- Explain the action you must take: that you must tell the CSO. You must not promise confidentiality.
- Tell them they will be kept informed about what happens next.
- Do not investigate or speak to the person about whom the allegations are made.
- Make careful, factual notes of what was said, using the individual's own words. Record dates, times, events, who you spoke to, and your actions. Sign and date your notes. Only share them with those who need to know.
- Send your record to the CSO at safeguarding@southwell.anglican.org or post it c/o The Minster Centre.

Volunteers working with groups of children who are accompanied by teachers or group leaders (e.g. school visits or events): Report concerns or disclosures to the Head of Education. This may result in either the volunteer or Head of Education reporting directly to the CSO.

If you are unsure whether your concerns are safeguarding-related

- Speak to a member of the Cathedral Safeguarding Team and decide together whether to seek advice from the CSO.
- Keep a record of what happened, your concerns, who you spoke to and your actions.

Support and resources

If a child, young person or vulnerable adult needs welfare support rather than safeguarding intervention, a list of support and engagement resources is available in your *Safeguarding Guide for Staff and Volunteers* and at www.southwellminster.org/safeguarding.

A more detailed list of resources is available in the yellow Safeguarding Folders located at the Cathedral Information Desk, Minster Centre Office, Vergers' Office and Song School.

The Church of England guide [Responding Well: A guide to support for victims and survivors of church-based abuse](#) may also be helpful (search online: 'Responding well to victims Church of England').

What happens once a concern has been reported

The CSO will complete a risk assessment and discuss the matter with the appropriate people at Southwell Cathedral and/or the Diocese of Southwell & Nottingham. Depending on the nature of the concern, the CSO and colleagues will follow the correct procedure and ensure the relevant agencies are involved (including police and/or social care as required).

Possible responses include:

- **No further action:** advice or support is offered to address the issues that prompted the concern.
- **Concern does not relate to safeguarding:** the matter will be referred to the relevant colleague at Southwell Cathedral, eg Health & Safety, Pastoral Team.
- **Urgent concern:** the CSO will contact emergency and/or statutory services.

Safeguarding *concerns* related to the behaviour of a church officer (including clergy) and/or allegations against a person who works with children or vulnerable adults:

- The CSO follows Southwell Cathedral and Church of England procedures and local safeguarding guidance, including referral to the Local Authority Designated Officer (LADO) and police where necessary.

When an *allegation* is made against an adult who works with children:

- The CSO refers to relevant Church of England policy and practice guidance.
- The CSO consults the Diocesan Safeguarding Officer where appropriate.
- The CSO follows the Nottinghamshire procedures for referrals to the Local Authority Designated Officer (LADO).
- The CSO reports to the police as required.

7. Managing risk: cathedral activities

Risk assessment

Southwell Cathedral has a number of departments which interact with children, young people, families and/or adults who may be vulnerable in different ways. Procedures and processes must therefore be in place to mitigate against risk and promote safeguarding at all times.

All new activities must be thoroughly risk assessed – including those involving or delivered by contractors – using the relevant risk assessment form.

All identified risks must be addressed, with a clear plan outlining how the risk will be mitigated and what actions will be taken. Consider who needs to receive the risk assessment and mitigation plan. The CSO and other relevant staff, such as the Health and Safety Advisor, must be consulted where appropriate.

If risks are too great and/or cannot be mitigated, this must be discussed with the CSO. If no satisfactory resolution can be found, the planned event may need to be cancelled or redesigned.

Parental consent and child information

For most groups and activities run by Southwell Cathedral personnel, information about the child (e.g. medical needs) and parental consent (e.g. photograph permission) must be obtained using the appropriate forms.

Adult-to-child ratios

Where each child is accompanied by a parent or carer, ratios are not an issue. However, when children are unaccompanied, NSPCC recommended ratios must be followed:

We recommend that at least two adults are present when working with or supervising children and young people. The following minimum adult-to-child ratios help to ensure children's safety:

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

More detailed guidance can be found here: [NSPCC Recommended Adult and Child Ratios](#) (September 2025).

There are no equivalent ratios for working with vulnerable adults; however, the recommendation is to avoid one-to-one working wherever possible.

If care is provided for young children, particularly in a group running for two or more hours per day for more than five days a year, the activity may need to be registered with Ofsted. The rules are complex; if uncertain, always check by calling Ofsted's helpline: **0300 123 1231**.

Some cathedral activities may involve young people supporting activities involving younger children (who are generally accompanied by their own parent/carer). If a younger child is unaccompanied, the young people must:

- Be supervised at all times.
- Not be counted as adults in ratio calculations.
- Be counted as children when determining the required number of adults.

[NSPCC Safeguarding in Faith Communities](#) (last updated May 2020) offers useful information on safeguarding within the beliefs, teachings and cultural contexts of faith communities.

8. Identifying specific risk areas

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. If FGM is suspected or disclosed, follow the Safeguarding Procedure in Section 6.

Extremism and radicalisation

All settings have a duty to safeguard **children, young people and adults** from the risk of radicalisation and being drawn into extremism. Radicalisation is a process by which individuals come to support extremist ideologies or actions, and it can affect people of any age.

People may become vulnerable to radicalisation for a range of reasons, which can include:

- Feeling isolated, excluded, or alienated.
- Seeking a sense of identity, belonging or purpose.
- Experiencing mental health difficulties, stress, trauma or personal crisis.
- Grievances related to real or perceived injustice or discrimination.
- A desire for status, adventure, or to be part of a cause.
- Influence from family members, peers or online communities.
- Exposure to extremist narratives or propaganda, particularly online.

Signs of radicalisation

There is no single profile of a person at risk of radicalisation. However, possible indicators for **children or adults** may include:

- Noticeable changes in behaviour, attitudes or emotional responses (e.g. becoming withdrawn, angry, secretive or confrontational).
- Expressing extremist views or language that supports violence, hatred or intolerance.
- Claiming that terrorist attacks and violence are justified.
- Fixation on extremist ideologies, symbols or individuals.
- Accessing, viewing, sharing, or possessing extremist or violent material, including online content.
- Rejecting previously held values such as tolerance, equality or respect for others.

These signs should not be viewed in isolation and do not automatically mean a person is being radicalised; however, they may indicate a need for further support or safeguarding action.

If any member of staff suspects that a child or an adult may be at risk of radicalisation, they must follow the Safeguarding Procedure in Section 6.

9. Safeguarding vulnerable adults

Any adult can become vulnerable at any point in their lives. Individuals who are bereaved, lonely or experiencing personal difficulties may seek peace, support or consolation. Others may require care and support throughout their lives due to health conditions or disabilities. Adults who are vulnerable are at increased risk of abuse and exploitation. See Appendix B for definitions of various types of abuse.

Definition of a vulnerable adult

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 ...

We encourage all those working with adults to remain attentive to the needs of each person and to the context in which they are working or worshipping, recognising that vulnerability may arise at any time.

Understanding vulnerability

Vulnerability is often hidden and may arise a number of factors:

- Temporary factors (e.g. unemployment, short-term health issues, housing issues).
- Incident-based factors (e.g. bereavement, relationship breakdown, traumatic events).
- Long-term or permanent factors (e.g. physical or learning disabilities, mental ill-health, chronic abuse).

Vulnerability in one area of a person's life does not necessarily mean that an adult is universally vulnerable.

Common factors leading to vulnerability

- Sensory or physical disability or impairment.
- Learning disability.
- Physical illness.
- Chronic or acute mental ill health (including dementia).
- Addiction to alcohol or drugs.
- Physical and/or mental health issues.
- Temporary or permanent physical, mental or emotional frailty that reduces the ability to protect oneself from exploitation or harm.
- Permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement, previous abuse or trauma.

Adults at risk

Under the Care Act 2014, the local authority may have a statutory duty to assess and assist in meeting the needs of an individual who meets the definition of an 'adult at risk'.

A person is considered an adult at risk if all three of the following criteria are met:

1. They have needs for care and support.
2. They are experiencing, or are at risk of, abuse or neglect (including financial abuse such as having money or other property stolen, being defrauded, or being put under pressure in relation to money or other property).
3. As a result of their care and support needs, they are unable to protect themselves from the abuse or neglect or the risk of it.

If you have concerns that an adult may fall within this category, contact the CSO, who will take next steps and make referrals where appropriate.

Concerns about possible mistreatment of an adult at risk

If an adult at risk tells you directly about harm or abuse, it is essential to:

- Listen carefully and without judgement.
- Offer to assist them in contacting the appropriate professionals (usually the CSO).
- If they are unwilling or unable to do so, seek their permission to share the information on their behalf.

If the adult is believed to be at risk and has the capacity to make an informed decision about whether they want to share the relevant information, no further action should be taken without advice from the CSO.

When there are concerns about capacity, information may be shared, even without the adult's consent, if:

- A lack of capacity is likely to lead to significant harm to the individual.
- The benefits to the adult of sharing the information outweigh the potential disadvantages of breaching confidentiality.

If there is any doubt, seek guidance from the CSO.

If an adult at risk is in immediate danger or requires urgent medical attention, call the police or an ambulance immediately.

Under no circumstances should anyone working or volunteering on behalf of Southwell Cathedral attempt to investigate allegations of improper behaviour or potential harm involving a vulnerable adult. All such concerns must be reported to the CSO without delay.

10. Safeguarding children

Anyone under the age of 18 is considered a child in law. If you have a concern about possible harm to a child, you must seek advice immediately from the CSO or, if you feel unable to approach them, from one External Contacts listed in Appendix C.

Safeguarding is everyone's responsibility. All who come into contact with children and families have a vital role to play in promoting welfare and protecting from harm.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** 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 feigns the symptoms of, or deliberately induces, illness in a child.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This can 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** is the persistent failure to meet a child's basic physical and emotional needs,. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment. Neglect may occur during pregnancy as a result of maternal substance abuse.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour.
- Deterioration in a child's general wellbeing.
- Unexplained bruising or marks.
- Comments made by a child which give cause for concern.
- Reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse.
- Inappropriate behaviour displayed by a member of Cathedral personnel or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

It is not your role to investigate. It is your role to pass on concerns to the Cathedral Safeguarding Officer immediately. Follow all procedures in the Safeguarding Procedure (Section 6).

Understanding child vulnerability

It is important to recognise that children may not feel ready or know how to tell someone they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. They may also feel embarrassed or humiliated, or they may be being threatened.

Vulnerability is often hidden and may be influenced by a range of factors:

- Temporary circumstances (e.g. short-term health issues, housing problems).
- Incident-based factors (e.g. bereavement, family breakdown, traumatic events).
- Long-term or permanent factors (e.g. physical or learning disabilities, mental ill health, chronic abuse).
- Communication barriers (e.g. English is not their first language).
- Being perceived as 'different' (e.g. refugees or asylum seekers).
- Being perceived as 'troublesome' (e.g. young offenders or children excluded from education).

Child-on-child abuse

Children are vulnerable to abuse by their peers. Child-on-child abuse must be taken seriously by personnel and be subject to the same child protection procedures as other forms of abuse. All personnel must be aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Personnel must not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-age children) of any kind, including sexting.
- One of the children is significantly more dominant than the other (e.g. much older).
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence or physical strength).
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If child-on-child abuse is suspected or disclosed, follow the Safeguarding Procedure in Section 6.

Good practice when working with children

When working with children, this guidance must be followed.

- Do not discuss a child's personal life with them.
- Do not 'friend' or privately message children on **personal** social media accounts unless you are a family member.
- Never leave groups of children unsupervised.
- Challenge inappropriate language; do not ignore it.
- Never share a child's personal contact details (phone number, email, home address).
- Never use fear, humiliation or causing tears as a method of control.
- Avoid doing things for a child that they can do independently. Where a child has a disability, personal care tasks should only be undertaken with full parental or guardian consent, and wherever possible, the child's own understanding and permission.
- Feedback should always be constructive, not negative.
- Do not smoke, consume alcohol or use illicit drugs when leading children's sessions.
- All communication with young people must comply with departmental policies and include parents/carers where required.

Physical contact

Physical contact with children must be:

- Minimal.
- Intended to meet the child's needs, not the adult's.
- Understood and welcomed by the child.
- Open to scrutiny and visible to others.

Respect each child's personal space. Avoid rough play, teasing or provocative comments, even jokingly.

At the same time, do not be afraid to respond appropriately if a child clearly needs physical reassurance (e.g. when distressed or injured). Cautious common sense is key.

Record keeping

- A current register of all children attending a group must be kept on the Cathedral CMS (ChurchSuite), including home address, parent/carer names, contact numbers, and any relevant allergies or medical needs. This information is not collected for school visit days or family visits when children remain under the supervision of the accompanying adult.
- All under-18s (except married under-18s) must provide a parental consent form when joining any group or activity. This is usually obtained from the leader of that activity.
- Children may sometimes attend worship or other activities unaccompanied. In such cases, you must check that parents know where their child is, when they are expected home, and how they will get home. Encourage the child to leave on time to meet these expectations.
- No child may be taken off the Southwell Cathedral site on a trip without parental consent.

Responding to concerns or allegations

You must be attentive to what children and young people say. If a child makes a complaint or allegation about the behaviour of an adult within the Cathedral community:

- Listen carefully and without judgement.
- Do not make assumptions about the credibility of the claim.
- Do **not** investigate.
- Report the concern immediately to the CSO, who will advise on next steps.

Children 'in need'

Local authorities have a statutory duty to support children defined as *in need* and to investigate cases where a child *is suffering or is likely to suffer significant harm* under sections 17 and 47 of the Children Act 1989.

A child is considered 'in need' if:

- they are unlikely to achieve or maintain, or have the opportunity to achieve or maintain, a reasonable standard of health or development without the provision of services by a local authority;
- their health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or
- they are disabled.

If you suspect that a child may be in need, refer immediately to the CSO so that the child and their family receive the appropriate support.

Positions of trust

The Sexual Offences Act 2003 expanded 'Position of Trust' offences to include anyone coaching, teaching, training, supervising or instructing in a sport or a religion. This expansion was supported by the Church and reflects recommendations from the Independent Inquiry into Child Sexual Abuse (IICSA, 2019). For more information, refer to the Government ['positions of trust' factsheet](#) (search online: 'Positions of trust UK factsheet').

11. Known offenders and individuals who may pose a risk to vulnerable people

- If there is a known record, or reasonable cause to suspect, that an individual within the Southwell Cathedral community may pose a risk of harm to children or adults at risk, this must be reported immediately to the CSO.
- Where both an offender and a victim/survivor attend Southwell Cathedral, the offender should be supported to move to another congregation. In such cases, a formal safeguarding agreement must be established and monitored.
- No offender should hold any role or office within Southwell Cathedral that provides access to children (under-18s) or adults at risk unless an appropriate level of risk assessment has been completed and the CSO has confirmed whether mitigation measures are sufficient.

- Individuals with a history of offences against children or adults at risk must not be appointed to any role that carries status, authority or influence within Southwell Cathedral, as these positions could be exploited to gain access to vulnerable people.

12. Responding well to victims and survivors of abuse

Survivor engagement is about enabling survivors and victims of any form of abuse to have a say and an active role in making the Church of England a safer place for all. As representatives of Southwell Cathedral, we are all committed to engaging with victims and survivors of abuse in the development and improvement of safeguarding in the Church.

Southwell Cathedral works with the Church of England and the Diocese of Southwell & Nottingham to respond well to victims and survivors of abuse.

For more detail on victims and survivors of church-based abuse, see the Church of England guide [Responding Well: A guide to support for victims and survivors of church-based abuse](#) (search online: 'Responding well to victims Church of England'). We follow the Diocese of Southwell & Nottingham's [Survivor Engagement Protocol](#).

Survivor support statement

Talking about experiencing abuse is never easy. We hope that you feel safe to talk to us at Southwell Minster. **This is our promise to you.**

If you have something you want to talk about, we want you to feel:

- Believed and listened to.
- Valued as a whole person.
- Able to make choices and decisions about what to tell us.
- Well supported in choosing whether you want a referral or an introduction to other people who can help you, such as the Police or other agencies who can help.
- Supported to be able to talk to someone (if you wish to) to explain how what happened made you feel and what it means to you now.

We will:

- Help you understand that we cannot always keep information confidential – we will tell you who needs to be told, and why.
- Tell you about what is happening in your case regularly.
- Support you in continuing to come to church, if that is what you want to do.
- Support you to find help from victims' support services and charities.
- Offer you support by the Church from someone specially trained as a listener, if that is what you want.
- Give you clear information about what has happened as a result of what you have told us.

Who to report to

See the Safeguarding Procedure (Section 6).

Sources of support

Information can be found around the Cathedral, including noticeboards and leaflets. Further information is available to personnel in the yellow Safeguarding Folders (Cathedral Information Desk, Vergers' Office, Minster Centre Office and Song School). You can also speak to the CSO. Other sources of support (outside the Church) are listed here:

Church abuse		
<u>Safe Spaces</u>	A free and independent support service, providing a confidential, personal and safe space for anyone who has been abused through their relationship with the Church of England, Church in Wales or Catholic Church of England and Wales.	0300 303 1056
Children		
<u>Nottinghamshire Safeguarding Children Partnership</u>	if you are worried about the safety of a child	0300 500 80 80
<u>NSPCC</u>	if you are worried about a child	0808 800 5000
<u>Childline</u>	if a child or young person is worried about anything	0800 1111
<u>Stop It Now</u>	if you have concerns about child sexual abuse	0808 1000 900
<u>Family Lives</u>	for any aspect of parenting & family life	0808 800 2222
Adult Victims and Survivors		
<u>Nottinghamshire Safeguarding Adults Board</u>	if you are worried an adult is at risk of abuse or neglect	
<u>National Association for People Abused in Childhood</u>	if you are an adult survivor of any form of child abuse	0808 801 0331
<u>National Domestic Abuse Helpline</u>	if you are experiencing domestic abuse	0808 2000 247
Mental Health		
<u>Nottinghamshire Healthcare (NHS)</u>	if you are in a mental health crisis	0808 196 3779
The Elderly		
<u>The National Careline</u>	for the elderly, their carers & their families	0800 0699 784
<u>Hourglass</u>	for anyone affected by the abuse of older people	0808 808 8141
Homelessness		
<u>Framework</u>	if you are homeless or at risk of becoming homeless	0800 066 5356
General Support		
<u>Samaritans</u>	if you are struggling to cope and need someone to talk to	116 123

13. Safer Recruitment

Safer Recruitment and People Management refers to a set of processes designed to prevent harm within our Diocese. These include DBS checks, interviews, references, and other pre-appointment procedures that together ensure safe and appropriate recruitment.

The National Safeguarding Team provides comprehensive [online guidance on these processes](#) (search online: 'Church of England safer recruitment and people management guidance'). Southwell Cathedral also has its own Safer Recruitment guidance, available in the Recruitment Policy: Employees and Volunteers.

14. Complaints about the handling of a safeguarding concern

- **Members of the public** who wish to complain about the handling of a safeguarding concern should refer to the Complaints Policy.
- **Clergy, licensed lay ministers, staff and volunteers** who wish to raise a concern about how a safeguarding matter has been managed should follow the Whistleblowing Policy.
- If a complaint relates to the response or conduct of the CSO or any member of the Diocesan Safeguarding Team, the **Diocesan Safeguarding Officer** should be contacted.
- If the complaint concerns the Diocesan Safeguarding Officer, the matter should be referred to the **Chief Executive of the Diocese of Southwell and Nottingham**.

15. Multimedia and social networking

Photography and live streaming

Policy and procedures are set out in the Photography and Video Policy and the Live-Streaming Policy. The Cathedral has a Risk Assessment in place for the live streaming services attended by children and young people, including choristers.

Social networking

- All personnel representing Southwell Cathedral should be careful and considered in their social networking activity and uphold Christian principles.
- The informality of social media can make it hard to maintain the professional distance required when working with children, young people and vulnerable adults.
- Social networking blurs the boundary between private and public life. Personnel must demonstrate that they maintain the highest standards of care in all communications with children or vulnerable people.
- Pay close attention to security settings and permissions on social networking sites (e.g., status pages, private messaging, photo sharing). Even with secure settings, those you communicate with may not have the same level of protection.
- Think carefully before posting information or responding to people with whom you have a professional relationship. Keep private and public boundaries clear. Be mindful that libel, defamation, copyright and data protection laws apply.

- In a professional role, do not respond to requests to join lists, sign petitions, click to agree, share photos, or engage in personal activities.
- Direct online communication (e.g. private messaging) is like a private meeting. Communicate appropriately with young people and be aware of the risks of online bullying. Do not accept friend requests from anyone under 18 or vulnerable, and never initiate requests with vulnerable people.

16. Data handling

Storing records and data protection

- In line with the Data Protection Act 1998 and General Data Protection Regulation 2020, safeguarding records are not destroyed when a case is closed. Information is stored confidentially in a password-protected electronic system, accessible only to designated personnel, including the CSO and Diocesan Safeguarding Officer. See the GDPR and Data Protection Policy.
- Records are retained even if a case is judged malicious, unsubstantiated or unfounded, to provide accurate information in the future or for references.
- Any allegation against a member of Cathedral personnel involving a child or adult at risk is referred to the CSO and Diocesan Safeguarding Officer (and the police if a crime is alleged). They will work with the appropriate external agencies.

Confidentiality, information sharing and consent

- Any allegation against a member of Cathedral personnel involving a child or adult at risk is referred to the CSO and Diocesan Safeguarding Officer (and the police if a crime is alleged). They will work with the appropriate external agencies.
- Seek advice from the CSO if unsure about what information should be shared and with whom.
- Keep a dated record of all information shared, specifying with whom it was shared and why.

17. Serious Incident reporting

Reporting timeframe: All safeguarding concerns must be reported **within 24 hours** to the CSO or others named in the Safeguarding Procedure. Failure to do so may mean the Chapter does not meet its legal responsibilities.

Charity responsibilities: As a registered charity, the Chapter members are the charity trustees, responsible for compliance with the law and Charity Commission guidance, including reporting any Serious Incidents.

Guidance: Church of England guidance for Cathedral Chapters explains how to identify a safeguarding Serious Incident and the procedure for reporting to the Charity Commission. Reporting to the Charity Commission **does not replace** any requirement to notify the police, local authority, statutory agencies or the CofE National Safeguarding Team.

Definition: A safeguarding Serious Incident is any adverse event, actual or alleged, that results in, or risks, significant harm to the charity's beneficiaries, employees, office holders, volunteers, or

others who interact with the charity. This includes allegations or incidents of abuse, or risks to anyone connected with the charity's activities.

Determining significance: The Chapter decides what is considered 'significant'. While the Chapter holds the responsibility for timely reporting, it can delegate the task to the Chief Operating Officer.

Reporting process: Safeguarding Serious Incidents must be reported promptly, following the guidance in [How to report a serious incident in your charity](#). Where full information is not yet available, a brief initial report can be made and followed up later.

Partner organisations: The Chapter must also consider reporting Serious Incidents in 'partner' organisations if the incident poses a risk to the Cathedral.

Copies of reports: After reporting a safeguarding Serious Incident to the Charity Commission, the Chapter must also send copies of the report and any follow-up reports to:

- National Safeguarding Team: rsi.nst@churchofengland.org
- Diocesan Safeguarding Officer
- The Bishop of Southwell & Nottingham (Visitor for the Cathedral)
- the Cathedral's auditors.

Appendix A: Policies and guidance adopted by Southwell Cathedral Chapter

Statutory and Church of England guidance can be subject to change within the lifetime of this policy. Every attempt will be made to keep the document up to date.

Southwell Cathedral's safeguarding policies and procedures are informed by, and compliant with:

- The Church of England's policy statement [Promoting a Safer Church](#) (2017).
- The [National Safeguarding Standards](#).
- National safeguarding resources set out at www.churchofengland.org/safeguarding.
- National policy and practice guidance at www.churchofengland.org/safeguarding/policy-and-practice-guidance.
- National safeguarding codes of practice [Managing Safeguarding Concerns and Allegations](#) (2025) and [Reporting Safeguarding Concerns and Allegations](#) (2025).
- [Safeguarding \(Clergy Risk Assessment\) Regulations 2024](#).

Church of England Safeguarding Policy Statement

The Church is committed to safeguarding as an integral part of its ministry and mission, promoting a safer culture and the welfare of every child, young person and adult. As such, the Church has robust policies, procedures and guidelines in place, to ensure good practice throughout the central organisation, its 42 dioceses and other Church bodies.

The Church of England will:

- Promote a safe environment and culture.
- Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church.
- Respond promptly to every safeguarding concern or allegation.
- Care pastorally for victims/survivors of abuse and other affected persons.
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Respond to those that may pose a present risk to others.

Safeguarding e-manual

The following sections of the [Safeguarding e-manual](#) are of particular relevance to the context of Southwell Cathedral:

Safeguarding Code of Practice (duty to comply)

- [Managing Safeguarding Concerns and Allegations](#) (2025)
- [Reporting Safeguarding Concerns and Allegations](#) (2025)
- [Safeguarding Practice Reviews](#) (2023)
- [Safeguarding Learning and Development Framework](#) (2024)

House of Bishops' Safeguarding Guidance (due regard)

- [Declaration of Conflict of Interest \(2025\)](#)
- [Responding Well to Victims and Survivors of Abuse \(2021\)](#)
- [Safeguarding Children, Young People and Vulnerable Adults \(2021\)](#)
- [Safer Recruitment and People Management Guidance \(2021\)](#)

Other policies (good practice)

- [Ukrainian Refugees \(2022\)](#)

National legislation, policy and guidance

Safeguarding adults

Care Act 2014: gives local authorities a 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 (updated 2015): 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 coordinate the development of policies and procedures.

Safeguarding children and adults

Sexual Offences Act 2003: applies to all offences committed on or after May 2004. 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. Section 22A specifies the law in relation 'Positions of Trust' within religious settings.

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.

Safeguarding children

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'.

Children Act 2004: amended the Children Act 1989, largely as a consequence of the Victoria Climbié Inquiry.

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.

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.

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 to Safeguard Children (2023): 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.

Appendix B: Definitions of adult abuse

The examples given below are not an exhaustive list. They are based on much fuller definitions provided by the statutory agencies that are responsible for the provision of services to adults at risk.

Any behaviour that leads to a reasonable concern that a vulnerable person may suffer or is suffering harm should be acted upon, whether or not it 'fits' the definitions outlined below. Some examples of how harm or distress may be unwittingly caused to a vulnerable person in a church context are also given.

Discriminatory abuse	Includes forms of harassment, slurs or similar treatment because of race, gender, gender identity, age, disability, sexual orientation or religion.
Domestic abuse	Domestic abuse is any incidence or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.
Emotional or psychological abuse	Behaviour that has a harmful effect on a vulnerable adult's emotional health and development. Such abuse can include threats of harm or abandonment; imposed isolation or withdrawal of support networks; verbal abuse or other actions intended to place a person in fear; manipulation or misuse of power; bullying, humiliation or harassment; overriding the person's rights e.g. to privacy or choice, or using coercion; deliberate isolation or deprivation of social contact. <i>Remember that a vulnerable adult may still have capacity to make decisions in some areas if not others; it is important not to 'take charge' unnecessarily, or rush someone into making choices.</i>
Financial or material abuse	The use of the property, assets or income of an adult at risk without their informed consent constitutes abuse. For example, extortion or manipulation of a vulnerable person's legal or civil rights; misappropriation of money or goods; misuse of finance or property, including the exploitation or fraudulent use of a person's resources; exerting pressure on a vulnerable person to make gifts or legacies, or to change a will. <i>In a church context, repeated or direct requests to a vulnerable person to contribute to fundraising initiatives or to leave bequests in a will could be seen as abusive.</i>
Modern slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

<p>Neglect and acts of omission</p>	<p>Neglect involves a lack of appropriate care or a failure to meet an individual's basic needs that leads to a risk of harm to a vulnerable person, and can include failure to intervene where a vulnerable person is a risk of harm, withholding appropriate personal or nursing care, deliberately withholding food, drink or equipment (e.g. mobility or hearing aids); refusing or restricting access to medical or legal services; exercising inappropriate control over a person's right to have contact with friends and family etc. <i>The duty to bring concerns about the care or treatment of a vulnerable adult to the attention of the appropriate agencies is relevant to everyone in the cathedral community.</i></p>
<p>Organisational abuse</p>	<p>Organisational abuse occurs when an organisation's priorities, policies and practices are more important than individuals' needs and wishes. It includes failure to ensure necessary standards are in place to protect and maintain good standards of care according to individual choice.</p>
<p>Physical abuse</p>	<p>This involves non-accidental harm caused by the use of force, ill-treatment or rough handling. It can include hitting, slapping, pushing; the use of inappropriate restraint or sanctions; restricting freedom of movement; the misuse of medication; placing a vulnerable person in an unsafe environment; any form of physical chastisement.</p>
<p>Self-neglect</p>	<p>This covers a wide range of behaviour, including neglecting to care for one's personal hygiene, health or surroundings, and includes behaviour such as hoarding.</p>
<p>Sexual abuse</p>	<p>Sexual abuse is the involvement of an adult at risk or vulnerable person in sexual activities or relationships which are for the gratification of another person and to which the adult at risk or vulnerable person has not given free and informed consent. Examples of sexual abuse can include sexual comments, suggestions or innuendo; introduction to indecent or sexually provocative material; indecent exposure; pressure to consent to sexual intercourse or sexual acts of any kind; physical sexual assaults e.g. rape, indecent assault, forcing a vulnerable person to engage in sexual acts with other people. <i>Cathedral personnel providing a service to adults at risk must be careful to observe appropriate professional boundaries in the working context, and not lay themselves open to abuse of their role by 'flirting' or developing romantic or sexual relationships with those for whom they hold a position of trust.</i></p> <p>Where any kind of sexual relationship develops between adults, the issue of 'capacity' is key to whether or not the balance of power is equal. Any sexual act carried out by one person without the informed consent of the other is abusive, whether or not it involves physical contact. Consent obtained under pressure is not regarded as free or informed consent. No-one should enter a sexual relationship with a person for whom they have pastoral responsibility or for whom they have a duty of care.</p>

Spiritual abuse	This can include forcing religious ideas onto a vulnerable person where there is either no capacity to engage in debate, or undue pressure to lay aside the person's own views; inappropriate use of religious belief or practice, e.g. intrusive healing or deliverance ministries to which the vulnerable person has not given informed consent. <i>In a church setting, this might involve pressure on someone who is receiving support from a church-led service to convert to the church or to the worker's beliefs about spiritual matters.</i>
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Appendix C: People and contacts

Cathedral Safeguarding Team

Cathedral Safeguarding Officer: Lucy Andrewartha

Your first point of contact for safeguarding concerns, advice, disclosures and referrals.

01636 817200

safeguarding@southwell.anglican.org

Chapter Safeguarding Lead: The Revd Canon Amanda Lees

Amanda liaises with the Chapter on all matters concerning the management of safeguarding.

amanda.lees@southwellminster.org.uk

Cathedral Chief Operating Officer: Philip Morris

Philip has overall responsibility for strategic and operational functions at the Cathedral, including safeguarding.

philip.morris@southwellminster.org.uk

Cathedral Volunteer Coordinator: Vicky Thorpe

Volunteers' first point of contact for advice on training matters.

vicky.thorpe@southwellminster.org.uk

External contacts

Diocesan Safeguarding Officer: Julian Hodgson

julian.hodgson@southwell.anglican.org

Nottinghamshire Local Authority Designated Officer (LADO)

Use the [online referral form](#) or email LADO@nottscc.gov.uk

Nottinghamshire Police

Use the [online form](#) or call 101

Nottinghamshire Adult Safeguarding

Use the [online referral form](#) or call 0300 500 80 80.

MASH (Nottinghamshire Multi-Agency Safeguarding Hub)

0300 500 80 90 (office hours)

0300 456 4546 (out of hours and weekends)

Contacting MASH

Generally, please follow the procedures above and refer concerns to the CSO. However, if you are worried about a child, young person or vulnerable adult being at risk of harm in the immediate or near future (within 48 hours), you should complete a referral to the Multi-Agency Safeguarding Hub (MASH). [You can find out more about MASH and access the referral by clicking here.](#)

MASH will accept telephone referrals where there is an immediate risk, but when they do so you will be asked to complete the referral form within 24 hours with written information confirming the information 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. The telephone number for MASH is **0300 500 80 80**.

If you are uncertain about your concerns, you can call MASH to have a conversation with a qualified social worker. Wherever possible, though, you should first speak to the CSO. They will either ask you to contact MASH directly or complete a referral to MASH based on the information you have provided.

If you require an urgent response outside MASH's working hours (8:30am to 5pm Monday to Thursday, 8:30am to 4:30pm Friday), contact the Emergency Duty Team (EDT) on **0300 456 4546**.

If you believe that the person you are concerned about is in immediate danger, call emergency services on 999 or to report a crime, call 101.