

Response to Safeguarding Audit

Key:

Initials for Names:

JA = Jackie Allen

TC = Tony Connell

CL = Christiane Litman (Cathedral Safeguarding Officer)

PL = Dr Peter Litman (Director of Music)




JF = Joanna Fisher


VG = Val Garrett (Administrator)

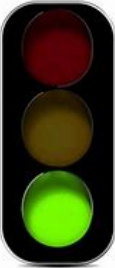

LM = Lisa Morris



HP = Helen Parry (Co-ordinator Safeguarding Group and Pastoral and Hospitality Co-ordinator)

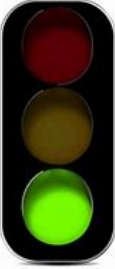
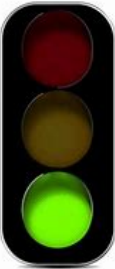
RW = The Revd. Ruth Walker




					
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Questions for the Cathedral	Audit Reference	Audit Observation	Lead Person	Response	Agreed Actions	Delivery Timescale	Status
If visitor numbers increase as planned, how can the Cathedral make sure that it is a safe place to visit?	3.1.8	Safe space for visitors	Chaplains RW VG	Organizing chaplains & training: RW to lead. More CCTV cameras & 2 monitors: Music school office & Deanery. VG organize technology	CCTV HP to ask 30/11/21 Val emailed Sam Samson Architect, Kevin Christian and Alastair Biggart from	Not applicable at the moment. Review when Cathedral re-opens after refurbishment. CCTV immediate	



					Cathedral re-ordering group to ask them to include more CCTV cameras in the plans of Cathedral 30/11/21 Val emailed FayleSafe to ask them to install two monitors linked to CCTV one in office and one in Song School	Fayle safe price agreed for removal of programmer from cathedral to Deanery office and installation of monitor in Deanery. Jan 2022	
How can the Cathedral make sure that new activities for children are risk-assessed and proportionate safeguards put in place?	3.1.12	Example given: Consideration being given to child servers	CL: General oversight PL: Music RW: Young people	Prepare policies and procedures Seek advice where needed from 'Isle Listen' and 'SUMT' Scripture Union Ministry Trust	As new activities arise they will be risk assessed as appropriate re policy & procedure	As new activities for young people developed	
Would a volunteers handbook prove useful for volunteers and help to maintain continuity across the various departments?	3.1.24	The piecemeal recruitment and management of volunteers does carry a risk that standards of behaviour might be diluted, expectations may differ and volunteers might be treated differently depending on their area of work.	PH: prior to appointment of volunteer co-ordinator	Generic introduction to the organization and its policies with expected behaviour. Code of Conduct of expected behaviour delivered by head of department.	Code of Conduct produced (based on one in place for Choir) CAFA policies, practices and training will be adopted where appropriate VG to access and advise	By Easter 2022 Jan 22 Proposed code of conduct being checked and amended as necessary by Lisa/Cat	

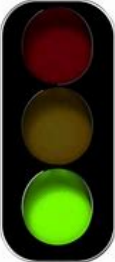
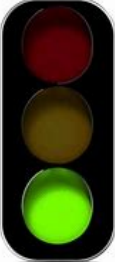
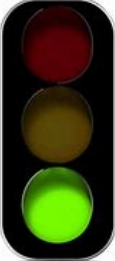

<p>How can the Cathedral support older children as well as younger ones, particularly when they sing with the lay clerks?</p> <p>What means can be developed to give all the children a voice about their wishes and feelings, plus any concerns they may have?</p>	<p>3.2. 13</p>	<p>The auditors thought that the policies and procedures governing the choirs would benefit from revision. They were critical of the fact that the bullying policy assumes that bullying is always child on child. The Code of Conduct could go further in terms of the use of social media as it leaves the door open for a young person aged under 18 to invite an adult to be their friend, albeit with parental consent. Once the door is open, communication could spiral all too quickly into something inappropriate.</p>	<p>RW and PL</p>	<p>All policies re Choirs to be revised.</p> <p>Policy re Bullying To be expanded to include not just children, but adults.</p> <p>The Code of Conduct should include practice re social media.</p>	<p>PL/RW to revise policies, guidelines and Codes to broaden scope of source of potential bullying</p> <p>PL/RW The Code of Conduct include section of social media</p>	<p>January 2022 ongoing</p>	
	<p>3.2. 14</p>	<p>Attention needs to be given to those who have felt undermined during rehearsals. A chaperone for the older children who is completely separate from the choirs might help them have a voice.</p>	<p>Choir chaperones also attend lay clerk rehearsals and services when older choristers are present</p>	<p>RW (or acting precentor) and Officiant (or Dean) should act as Chaperone in choir stalls.</p> <p>Chaperones at rehearsals will be on a rota system.</p>	<p>Chaperones In place in choir stalls</p>	<p>Susan Moroney to be approached to act as chaperone on Sunday mornings when choristers present. Meanwhile communion administrator will sit in choir stalls</p>	

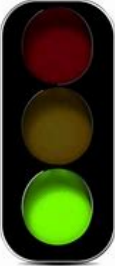


	3.2. 15	Although the Choir Matron is well qualified for her role, as a primary school teacher, she is the wife of the Director of Music and a choir parent. The role of the Curate in the care and chaperoning of the younger choir members might be strengthened so that children have someone they could talk to who is not connected to the choir and this might be made clear to choir parents.	RW Role strengthened	Worry box introduced in song school. Access to box by key in sole possession of Chaplain who will empty box and deal with worries raised. Chaplain makes it known to Choir parents (and a notice on board) indicate she is available regarding concerns	Worry Box introduced Notice on board Information disseminated to Choir parents	January 22 ongoing January 22 ongoing January 22 ongoing	
How will the Cathedral reach a mutually good or excellent working relationship with the bell ringers? And how might this benefit safeguarding practice?	3.2.22	The auditors judged that bell ringing is safely managed although this may be more by custom and practice than policy and procedure.	Line Manager regularly meet with Bellringers (PL) LM assist in providing Policy and Procedures JA find out policies available from Bellringer Association	Good communication required. Regular meetings with bell ringers Policies and procedures put in place .	Supply of Link taken weekly to tower PL & HP to meet with JA and review next stages Nov 22 nd 2021v JA & LM meeting Dec 8th	December 21 Jan 22 RW to oversee ringers in place of PL	

	3.2.23	The auditors understood why the Cathedral wish the ringers to become volunteers and be put on a more formal and organised footing but felt that the process could have been started in a more considered way.	I am sure we have no option but to have bellringers as volunteers. The issue of handbells is more tricky as we own the bells.	Good negotiation skills required: We understand the handbells comes under the oversight of the Tower Bells generally so need to work with JA	Negotiation in first place with JA As above	Complete arrangements by Easter 2022	
How would the Cathedral evidence that all staff and volunteers have been subject to Safer Recruitment, even if retrospectively?	3.6.3	The auditors judged the safe recruitment of staff to be improving but to still be a vulnerable area because no one has responsibility for the whole process for every appointment, staff or volunteer.	Department heads Safer Recruiting Officer Safeguarding Officer	Check excel sheet monthly at staff meeting. Department heads to ensure Pip informed of changes. Supply of application & self declaration forms readily available	Department heads responsible for recruiting in their area. They must inform Safer Recruiting Officer and Safeguarding Officer of new people.	On-going 2 nd Tuesday monthly staff meetings will include safer recruiting on agenda	
Is there any obstacle to putting all local policies and procedures on the website?	4.1.5	Although the overarching safeguarding policy is easy to locate on the website, policies relating to the choir are not.	New webmaster in place. This may now have to be a paid post	Action to put someone in post.	In the meantime hard copy of policies to be put at the back of the Cathedral -hard copies of all policies in folder at the west end of the Cathedral prior to Peer Review	Hard copy November 21 Website by Christmas 21 Choir policies being revised prior to going on website see 3.2.13 new webmaster in place for 6 month trial	

	4.16	There is no staff and volunteer handbook, presumably because there are so few staff and the impetus for a handbook usually comes from a need to share HR policies and procedures. Given that volunteers cannot be managed by one post, a volunteer handbook might be a useful means of setting benchmarks and mutual expectations, as discussed at 3.1.	See 3.1.24	See 3.1.24	See 3.1.24	See 3.1.24	See 3.1.24 
Questions for the Cathedral	Audit Reference	Audit Observation	Lead Person	Response	Agreed Actions	Delivery Timescale	Status
Is the wider role of the Cathedral Safeguarding Officer, in relation to all children and to vulnerable adults, sufficiently understood across the congregation?	4.2.7	It seems possible that, because the CSO is deeply embedded in the music at the Cathedral, people may not see her as having a role in relation to children generally and to vulnerable adults. This would seem to be illustrated by a situation concerning a vulnerable adult that several people brought up with the auditors but had not brought to the attention of the CSO. This was echoed by a survey respondent who commented, "I think that the safeguarding officer	Dean	Safeguarding Sunday to be recognized. Ask Joanna Fisher to construct Eucharist for Safeguarding Sunday Autumn 2022 Ask Joanna Fisher for assistance with basic face to face training for those not able to access internet	Notices in Cathedral: take opportunity to introduce congregation to different officers. Focus of one per week with a brief Job Description in the Link	Advent 21 – Lent 22 Safeguarding Sunday Nov 20th 2022	

		should be made known to the people who regularly attend the Cathedral and to new congregants and what their role is exactly.”					
Could an arrangement be reached whereby a second person could access the recording system if necessary?	4.3.3	The current recording system is well-designed and effective, but has the vulnerability of only being accessible to one person. Given that recording might concern a member of any of four denominations or be cross-denominational, it is understandable that it should be very secure and a solution is not obvious.	TC	Action taken. Arrangement for DSSO has been given access details.	Second person DSSO now has access.	Implemented with immediate effect	
Is a mechanism in place to make sure that the recommendations of the audit by the ESA and the DSSO are carried through and reported to the LCC/Chapter?	5.1.6	The current system of governance does not feel strong enough to undertake Quality Assurance, largely because it is so reliant on one person, namely the Dean. Meanwhile, the audit by the ESA and the DSSO has real potential to develop and to raise standards.	LM	DSSO monitors progress in dealing with Audit issues Recommendations to be sent to CSO/Safer Recruiting officer Audit group co-ordinator to also receive a copy HP	Audit Review group monitor actions taken and progress made	On-going from post Audit AWG meeting 17/1/22 4/4/22	

Could this policy be available on the website: complaints	5.2.3	No Complaints	Team to appoint a Webmaster	As above – awaiting web master appointment See 4.15	See 4.15	See 4.15 Concerns & complaints Sent to webmaster Jan 22	
Could this policy be available on the website: Whistleblowing	5.3.2	No examples of whistleblowing	Team to appoint a Webmaster	As above – awaiting web master appointment See 4.15	See 4.15	See 4.15 Whistleblowing Sent to webmaster Jan 22	
How will the Cathedral take ownership of post-audit safeguarding planning and action?	5.4.4	The Cathedral might benefit from using the audit working group to take forward post-audit planning, perhaps using an annual action plan that sets out what will be done, by whom, when and with what intended impact.	Co-ordinator HP	Audit Working Group continuing and will action recommendations	Dates of quarterly meetings agreed – 17.1.22 4.4.22	On-going	
	5.4.5	If the ESA is chairing the DSAP, this might conflict with the scrutiny and auditing role of the group. It would seem preferable for the DSAP to have an independent chair but this is not an issue that the Cathedral can resolve so the auditors make no further comment.	Beyond our remit	Beyond our remit	Beyond our remit	Beyond our remit	Beyond our remit 

<p>What opportunities exist or can be created to better share the message of safeguarding and its importance in the cathedral's mission and the Christian faith?</p>	<p>5.5.5</p>	<p>It was clear to the auditors that the Dean understands safeguarding and intends the Cathedral to be a safe and inclusive place for all who wish to be there. Perhaps the message might be more direct; no plans were discussed, for example, to mark Safeguarding Sunday and no examples were given of using a suitable lesson or point in the Church calendar to illustrate safeguarding.</p>	<p>Dean and Executive Team</p>	<p>Safeguarding Sunday to be recognized.</p> <p>Ask Joanna Fisher to construct Eucharist for Safeguarding Sunday Autumn 2022</p> <p>See 4.2.7</p>	<p>See 4.2.7 + Liturgy for Safeguarding Sunday</p>	<p>On-going – with notices from time to time and annual keeping of Safeguarding Sunday Nov 20th 2022</p>	
<p>Is it possible to construct a more coherent system of line management and accountability?</p>	<p>5.5.16</p>	<p>There is no simple solution to the situation described above regarding management structures. The system works as long as the people in it make it work, but it could be very fragile should an employment issue come up.</p>	<p>Dean</p>	<p>Clarification of Job Descriptions and roles will be reviewed regularly with a complete review of Job Descriptions annual and review of all staff and volunteers work.</p>	<p>Dean Review JDs of executive team January 22.</p> <p>Clarification of Volunteer roles follow on from this</p>	<p>Annual review Next Review January 22</p> <p>On-going</p>	
<p>What needs to be done to further promote and embed a culture across the Cathedral in which safeguarding is owned as everybody's business?</p>	<p>5.6.6</p>	<p>The auditors judged that the culture of safeguarding is developing, a view reinforced by the survey results. Very few people talked specifically about the culture of safeguarding, however, which might suggest a lack of awareness about what the culture used to</p>	<p>Preaching Team</p>	<p>Preachers to help people understand care and safe space</p>	<p>Ensure safeguarding issues are raised in sermons when the opportunity arises</p>	<p>Christmas 2021</p>	

		be like, how it is now and how the Dean intends it to be in the future. This may be connected to the fact that only 62% of survey respondents felt that the Dean (and other preachers) use sermons to talk about safeguarding and what it means.					
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