



EGLWYS GADEIRIOL LLANDAF
LLANDAFF CATHEDRAL

SAFEGUARDING HANDBOOK

SEPTEMBER 2023

This safeguarding handbook should be read and used in conjunction
with the Church in Wales safeguarding policy.

LLANDAFFCATHEDRAL.ORG.UK

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[Provincial Safeguarding Policy, Guidance and Forms - The Church in Wales](#)

Llandaff Cathedral is a place where the love of God is proclaimed, and the life of Christ offered through the sacramental gifts he has bestowed upon his church. In the fellowship of the spirit, we work to build up a community of love and friendship, that all may come to know the power of Christ's reconciling love.

Adopted by the Dean and Cathedral Chapter

Date

Contents

Introduction	3
Statement of Intent	5
Useful Telephone Numbers and Links	6
Other Relevant Agencies	6
Definitions of Abuse and Guidance for Those Working with Children and Vulnerable Adults	7
Physical Abuse	
Sexual Abuse	
Emotional Abuse	
Neglect	
Promoting Safer Practice – Children	8
Promoting Safer Practice – Adults at Risk	9
Llandaff Cathedral Music Department (including the Cathedral's Choirs) <i>Specific Safeguarding Requirements</i>	11
Llandaff Cathedral Sunday School <i>Specific Safeguarding Requirements</i>	17
Suspicion or Disclosure of Abuse: How to Act	19
APPENDIX A: Safer Recruitment, DBS and Training	21
APPENDIX B: Risk Assessment	23
APPENDIX C: Flow Chart – Actions to Follow	25
APPENDIX D: Policy Poster or Handout	26

INTRODUCTION

What is Safeguarding?

Safeguarding means preventing harm to children and adults at risk by protecting them from abuse or neglect. The Church in Wales is committed to safeguarding as an integral part of its life, mission and ministry.

Defining Key Terms

The Social Services and Well-being (Wales) Act 2014 accompanying guidance give us these definitions:

Children	A person who is aged under 18.
A child at risk	A child who: - is experiencing or is at risk of abuse, neglect or other kinds of harm; or has needs for care and support (whether or not the local authority is meeting any of those needs).
Adults at Risk	An adult who: (a) is experiencing or is at risk of abuse or neglect; (b) has needs for care and support (whether or not the local authority is meeting any of those needs); and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding is Everyone's Responsibility

The Church in Wales has a responsibility to ensure that all church members, including those who work in the Church, are cared for and protected by providing effective training and appropriate support. To this end the Church in Wales is committed to being a Safe Church.

Safeguarding and Positions of Trust

All who work for the Church: clergy, employees, and volunteers are regarded as being in positions of trust and are expected to adhere to safeguarding policy and procedures. A person is in a position of trust if they have a role that gives them authority over others. They are expected to use that authority for the benefit of those for whom they are responsible.

Role and Responsibilities of the Cathedral Safeguarding Officer (MASO¹)

The Cathedral Safeguarding Officer has three principal responsibilities:

- To advise the Dean and Chapter on safeguarding matters, including required updates to the Cathedral Safeguarding Policy.
- To act as the point of contact for receiving and advising on any safeguarding concerns, including disclosures and allegations relating to Llandaff Cathedral from any source.
- To draw to the attention of the Dean and Chapter any safeguarding matters of which they are aware which require urgent attention.

The Cathedral Safeguarding Officer is not responsible for ensuring that all aspects of the Cathedral Safeguarding Policy are implemented in practice. (e.g., completion of DBS checks for new employees or volunteers). Responsibility for implementation rests with the clergy and Cathedral employees; although, the Safeguarding Officer might (at the request of the Dean or Chapter) investigate or audit selected aspects of policy implementation.

1. MASO – Ministry Area Safeguarding Officer (Llandaff Cathedral is a Ministry Area)

Appointment of a New Safeguarding Officer

Whenever a new Safeguarding Officer is appointed the following Starter Checklist should be completed by the Dean and the new Safeguarding Officer together. The Dean must ensure that the new Safeguarding Officer is given information and contacts to support them in their new role.

- Read through the Safeguarding Policy
- DBS check initialized through MCP
- MCP log in and resource request sent to mychurchpeople@churchinwales.org.uk
- Inform the Provincial Safeguarding Team of MASO's name, area and email address to be added to email correspondence from the team by emailing: safeguarding@churchinwales.org.uk
- Schedule required training:
 - ◊ Module A: Safeguarding Awareness (required)
 - ◊ Module B: Understanding Safeguarding in the Church (required)
 - ◊ Module C: Safeguarding and Leadership (may be required, depending on the individual's previous experience)
 - ◊ Module F: Understanding the role of MA Safeguarding Officer (may be required, depending on the individual's previous experience)

For a list of current course dates go to:

<https://www.churchinwales.org.uk/en/clergy-and-members/safeguarding/safeguarding-training/>

or email safeguardingtraining@churchinwales.org.uk

STATEMENT OF INTENT

Llandaff Cathedral will take all reasonable steps to foster an environment where everyone is able to worship and participate in the life of the church in safety. The church therefore will:

- Robustly and consistently implement safeguarding policies and procedures.
- Promote a culture which listens to children and adults at risk.
- Ensure that when concerns are raised, they are taken seriously and dealt with appropriately.
- Appropriately recruit, train and support all those in a position of trust.

All church workers including, but not limited to, clergy, employees and volunteers are regarded by Llandaff Cathedral as persons working in positions of trust within the church and as such are expected to adhere to its safeguarding policy and procedures as found in this document.

Llandaff Cathedral wants to provide a safe, happy and supportive environment of mission and ministry in which all God's people can grow and develop in their Christian commitment.

Those who work for and support the church, both lay and ordained, whether volunteers or paid, who give of their time and talents, are crucial to ensuring that all people whether they be children, adults at risk, survivors of abuse or offenders are treated with dignity and respect and always valued.

Llandaff Cathedral has a responsibility to ensure that all church members are cared for and protected, including those who work in the church by providing training and support. To this end the Llandaff Cathedral is committed to being a Safe Church.

Implicit in the words of Jesus is recognition of the unique status of all humankind and the need for all to be respected as persons in their own right. The Ministry of the Lord affords special protection for children and adults at risk.

'Let the children come to me; do not try to stop them; for the Kingdom of Heaven belongs to such as these'.
Matthew 19:14

To be a Safe Church, we will take all reasonable steps to:

- Ensure worship and activities are organised in accordance with the policy and recommended procedures.
- Ensure all paid or volunteer workers:
- have clearly identified roles and responsibilities for activities undertaken.
- have references and an appropriate DBS disclosure as required.
- any disclosures identified following the DBS check are discussed at the provincial Safeguarding Panel before the person takes up their role.
- are trained and complete the designated Church in Wales Safeguarding Modules. (These may be completed online or will be delivered in-house by officers that have completed the 'Train the Trainer' course. This training will be coordinated by the Provincial Safeguarding Support Officers.
- have a probationary period during which their suitability for the roles and responsibilities they have been allocated can be assessed.
- have job descriptions which should be written and approved by the LCCC or Chapter as appropriate for the role undertaken.
- Ensure that any concerns or allegations are handled in line with the Church in Wales procedures.
- Ensure all safeguarding records are maintained and retained in accordance with the principles of the Data Protection Act and in line with this policy.
- Ensure that any safeguarding records such as 'written notes made following a disclosure' are retained in accordance with the principles and securely forwarded to a Provincial Safeguarding Officer.
- Ensure that any known survivors of abuse are welcomed and supported in the church community.
- Notify a Provincial Safeguarding Officer of any known sex offenders in the church community as soon as they are identified (see section 17 'Working with suspected abusers and known offenders,' of the Church in Wales Safeguarding Policy).

USEFUL TELEPHONE NUMBERS AND LINKS

Llandaff Cathedral Contact Numbers

The Dean	<i>The Very Reverend Richard Peers</i> thedeane@llandaffcathedral.org.uk
The Sub-Dean & Precentor	<i>The Reverend Canon Mark Preece</i> 029 2056 8842 precentor@llandaffcathedral.org.uk
The Chancellor	<i>The Rev'd Canon Dr Jan van der Lely</i> 029 2115 6258 chancellor@llandaffcathedral.org.uk
Cathedral Safeguarding Officer	<i>Mrs. Kathryn Bates</i> 07807 774 783 kathrynbates@talktalk.net

Provincial Safeguarding Team

Provincial Safeguarding Officer - Dioceses of Llandaff and Monmouth	<i>Fay Howe</i> 07840 843244 fayhowe@churchinwales.org.uk
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Other relevant agencies

Childline	0800 1111
NSPCC Helpline	0808 800 5000
Children's Commissioner for Wales	0808 801 1000
Age Cymru	0800 022 3444
Older People's Commissioner for Wales	0842 640 670

Further Information and Resources (not an exhaustive list)

- NSPCC Learning: providing information and resources to help keep children safe: <https://learning.nspcc.org.uk/>
- Internet Watch Foundation: industry funded body to report illegal material: www.iwf.org.uk
- Childnet International: www.childnet.com
- Family Online Safety Institute: www.fosi.org
- Child Exploitation and Online Protection (CEOP) Centre: www.thinkuknow.net
- Thirynete:ight (Formerly Churches Child Protection Advisory Service): www.thirtyoneeight.org

DEFINITIONS OF ABUSE AND GUIDANCE FOR ADULTS WORKING WITH CHILDREN AND VULNERABLE ADULTS

It is the duty of all people working with children or vulnerable adults to prevent abuse and to report any abuse discovered or suspected.

The Church in Wales now lists the following categories of abuse: physical, sexual, emotional, psychological, financial, institutional, domestic, neglect, hate crime, modern slavery / human trafficking and forced marriage, honour-based violence, and Female Genital Mutilation.

Principal Types of Abuse:

- **Physical:** where a child is physically hurt or injured.
- **Sexual:** where a child is used for sexual gratification or exploitation.
- **Emotional:** where a child is subjected to treatment or behaviour which severely affects their emotional development.
- **Neglect:** where the health and/or development of a child is severely impaired by the persistent failure to meet their basic physical and/or psychological needs.

A child is abused or neglected when somebody causes harm or fails to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child can suffer abuse or neglect and require protection via an inter-agency child protection plan.

Physical Abuse

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 caregiver fabricates or induces illness in a child whom they are looking after.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as causing severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature as age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, for example by witnessing domestic abuse within the home, or being bullied, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter, and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy because of maternal substance misuse.

PROMOTING SAFER PRACTICE - CHILDREN

There are many activities within the church where children are involved in activities that are not solely provided for them and are not necessarily led by individuals who have training in working with children. This might include children being involved in choirs, bell ringing or where children act as servers in the church. Anyone involved in any activity within Llandaff Cathedral, where that activity brings them into contact with children, should abide by the following principles.

Principles of Good Practice:

All those working with children should:

- Ensure familiarity with these policies and procedures.
- Set a positive example for others to follow.
- Treat each child with dignity and respect.
- Be respectful of diversity and seek to promote equality for all children, regardless of age, disability, gender, race, religion or belief, sexual orientation or gender identity.
- Empower children to safeguard themselves by listening to them, giving them choices, believing them, and giving them relevant advice and information (as befitting their age and understanding). Always be mindful of the language used, tone of voice and body language.
- Use touch appropriately and respect a child's boundaries. Touch can be a way of communicating affection, comfort and reassurance. It should be age-appropriate and generally initiated by the child, rather than the worker. It should be related to the child's needs, not the worker's needs. Physical contact, where it occurs, should be kept public. A hug in the context of a group is different from a hug behind closed doors.
- Be open and transparent as a team. Team members should have regard for one another in respect of behaviour or physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Encourage others to appropriately challenge attitudes or behaviour they do not like.
- Be always mindful of children's safety, but also be mindful of the worker's safety, to protect themselves from false allegations. Behaviour should be open, transparent and accountable. Be aware that however well-intentioned someone's actions are they may be misinterpreted by others.
- Learn how to control and discipline children without resorting to corporal punishment. Never smack or hit a child, and do not shout. Discipline and control should be managed by changing voice tone, referring disciplinary issues with individual children to their parents and asking for additional support if necessary.
- Get to know the children and find out what works for them as individuals and as a group. Make age-appropriate group agreements (ground rules) with the children on what is acceptable behaviour (e.g., no hitting, shouting, name calling etc.) which can be reviewed regularly together. Abusive peer activities e.g., bullying must not be tolerated.
- Agree some basic guidelines for each activity so that everyone behaves in a consistent way and expectations are clear. Make sure these are shared and understood by volunteers, new workers, parents and children.
- Never work alone with a child or a group. In church premises, this could mean leaving doors open or arranging for two groups to undertake activities in the same room. This enables workers to support each other and remain accountable to each other as a team.
- Respect the privacy of children but never promise to keep secrets and generally do not enter into private or intimate conversations with children. Offering appropriate care and support is important. In listening to a child's problem or offering advice, care should be taken in selecting an appropriate location and setting for such a discussion. Where possible, other leaders should be made aware of the meeting and other people should be around. Avoid situations within a relationship of trust which could compromise that relationship.
- Not initiate or allow games or use of equipment which involves significant physical contact between adults and children, or which could be seen as sexually provocative.

- Not make or allow suggestive sexual remarks, or banter, to, or about any individual and they should avoid being drawn into a situation which allows or encourages a child to seek attention in a manner that is sexual or overly physical.
- Seek advice and deal appropriately with attention seeking behaviour displayed by children e.g., tantrums and crushes.
- Not invite children into their own homes when they are alone.
- Where children are invited into a worker's home this should always be as part of a group and/or another adult should be in the house. The parent/guardian must also accompany the child.
- Avoid entering a child's home if a parent or carer is absent unless the child is at risk of harm if they do not do so. Not transport a child without a chaperone. Workers should ensure that another leader/helper accompanies them in the vehicle. If circumstances dictate that a child must be transported alone, other leaders/helpers must be made aware of what is happening, and the child must travel in the rear seat of the vehicle.

PROMOTING SAFER PRACTICE - ADULTS AT RISK

The following guidance relates specifically to adults at risk (formerly referred to as vulnerable adults). Llandaff Cathedral seeks to provide a safe, inclusive community for all who wish to take part in the life of the church and create an environment which helps them to grow spiritually and cares responsibly for them. An adult can become an 'adult at risk' at any time in their life and is not necessarily permanent. An adult at risk is a person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. A person may also become at risk due to a permanent or temporary reduction in their physical, mental, or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma. Through ministry and contact with adults at risk in many settings, Llandaff Cathedral has a particular responsibility to ensure that all people are treated with dignity and respect and to be alert to signs of abuse and poor care. This policy statement and the good practice guidelines are designed for all members of the church who have some responsibility for the pastoral care of others. It is intended to help the church community understand the needs of adults at risk to help improve pastoral care.

Principles of Good Practice

All those working with adults at risk should:

- Ensure they are familiar with the Church in Wales Safeguarding Policy.
- Set an example they would wish others to follow.
- Always respect the person and all their abilities and treat each person with dignity and respect.
- Not make assumptions, for example, ask someone if they are happy for their first name to be used or if they would prefer to be addressed using a title and surname.
- Be respectful when visiting people, taking care to knock before entering a building or a room and being conscious of the length of visits. Lone visits are discouraged. However, when lone visits are made, the visitor should always inform someone else of their whereabouts and visits should not be undertaken at night unless it is an emergency.
- Work to respect and uphold the rights of all regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background.
- Remember that an adult at risk is still an adult and must never be treated like a child. The choices that an individual makes should be recognised even if they appear risky, and they must never be forced or coerced to participate in an activity. It is important to ensure that the choices offered to individuals are fully understood by them.
- Empower adults at risk to safeguard themselves. They should be listened to, believed in, given relevant advice and information, and always involved in decisions that affect them as far as it is possible.

- Provide help in such a way as to maximize a person's independence. People with additional needs can and do lead active and fulfilled lives but some may need support and resources to do so. Respect their independence and do not encourage the person to become dependent on you.
- Not partake in pastoral care which is beyond an individual's responsibility and/or competence.
- Decline to deal with an individual's financial affairs unless legally required to do so.
- Not accept material or financial gifts. If it would upset or offend someone for the gift to be refused, then the cleric or Provincial Safeguarding Officer should be informed as soon as possible. This will avoid any accusation or confusion later. Be mindful of the language used, tone of voice and body language. Positive and appropriate language should always be used, and if necessary, advice should be sought when the person has specific communication needs. Use touch appropriately and respect an individual's boundaries.
- Touch can be a way of communicating affection, warmth and comfort. It should be appropriate and generally initiated by the adult and related to their needs.
- Be mindful of the safety of adults at risk but also of your own safety and protect yourself from allegations of inappropriate behaviour. Behaviour should be open, transparent and accountable. Be aware that however well-intentioned someone's actions are, they may be misinterpreted by others.
- Accord adults at risk the highest level of privacy and confidentiality possible in the circumstances; however, promises to keep secrets should not be made. Offering appropriate care and support is important. In listening to a person's problem or offering advice, care should be taken in selecting an appropriate location and setting for such a discussion. Where possible, other leaders should be made aware of the meeting and other people should be around. Avoid situations within a relationship of trust which could compromise that relationship.
- Ensure social media is used with care.
- Never trivialise abuse or dismiss worries. Allegations and concerns about abuse must be taken seriously. Careful notes should be written of what has been seen or heard and it should be reported straight away. Recognise, record, report.
- Never be afraid to ask for help and advice from your leaders or more experienced staff. The Provincial Safeguarding Officer is available to give consultation and advice.

LLANDAFF CATHEDRAL MUSIC DEPARTMENT

Including the Cathedral Choirs

Specific Safeguarding Requirements

General Introduction

The boy and girl choristers of the Cathedral Choir are an integral part of both the Cathedral and School community. The long-standing history, tradition and association of the Cathedral and School are a strong feature, and the close relationship and co-existence is vital to ensure the continued excellence of choral music and to ensure the choristers themselves are secure and stable in their environments so that they can carry out their work.

The Cathedral staff include the Director of Music, Assistant Director of Music, Assisting Organists, Chorister Vocal Tutor and team of Chaperones, all of whom are trained in Safeguarding and hold DBS certificates. They work closely with the Assistant Head (Safeguarding) and Chaplain of the Cathedral School. The Chaplain is the Chorister Pastoral Tutor at the Cathedral School and he and the Director of Music have specific responsibility for the wellbeing of the choristers.

The Director of Music is responsible for the wellbeing of the choristers in a Cathedral setting. He is supported by the Assistant Director of Music, Assisting Organists, Chorister Vocal Tutor, Precentor, School Chaplain (the Cathedral School's Pastoral Tutor for the Choristers) and team of Chaperones. They will oversee the needs and wellbeing of the choristers from the time they leave the School premises to the time they return (if applicable). These members of staff will need to ensure the choristers are safe from harm and happy in their working environment, are coping with the demands and routine of the regular Cathedral services, as well as being able to complete their schoolwork to ensure learning progress. The Head of Cathedral School has responsibility for the safeguarding of choristers whilst they are in school. She meets regularly with the Dean, Precentor, the Director of Music and the chorister safeguarding team, outlined above, to ensure lines of communication are kept open.

The Music Department has a responsibility to provide for the care and supervision of the choristers and other children when they are engaged in choir duties and are present in the Cathedral. The Music Department adheres to the Safeguarding (and Child Protection) Policy of the Cathedral School, Llandaff, where the choristers are pupils with which this policy is consistent.

In order to create an environment in which children are safe from harm and/or abuse while engaged in activities related to their role as choristers, the following steps are taken:

- All members of the Music Department (the Director of Music, Assistant Organist, Assisting Organists and Chaperones) are subject to Enhanced Criminal Records checks with the Disclosure and Barring Service.
- All new members of staff not employed by the Cathedral, such as chaperones, are interviewed with Safeguarding a focus of the interview.
- All members of the Music Department are familiar with the safeguarding children policies of the Cathedral School and the Cathedral and have a commitment to follow the guidelines and procedures where concerns are raised about a child's welfare. They must have safeguarding in education training at least every two years, preferably annually.
- A commitment to the overall welfare of the choristers is shared by all members of the Music Department.
- Through close liaison between the School and the Music Department (in the form of regular meetings between the Director of Music, Chorister Pastoral Tutor and the Head), there is a constant awareness of the overall demands created by the combination of study, singing and other activities in the choristers' timetable.

Procedures to be Followed by all Members of the Music Department

All members of the Music Department are in regular contact with children and may be in a position to detect early symptoms of possible abuse at any time, including peer-on-peer abuse. In voicing concern, staff should not feel that they are necessarily starting formal procedures. The criterion should be that they have grounds for reasonable suspicion.

Allegations of abuse against any adults holding positions of responsibility in the Cathedral or in the Cathedral School will be treated very seriously. Members of the Music Department should report any concerns to the Director of Music, who should in turn report these to the Cathedral's Designated Safeguarding Lead (DSL), Mrs Kate Bates, and Cathedral School's Designated Safeguarding Person (DSP), Dr Stuart Bailey. In the instance of a complaint against the Director of Music, they should report directly to the Cathedral School's DSP and the Cathedral's DSL. Every member of the Music Department has an obligation to report any concerns he/she may have concerning the welfare of a chorister, including any disclosures that may be made by a child.

Suspicion of Abuse /Disclosures by Children of Abuse

The procedures to be followed are set out in detail in the Safeguarding Policy and Procedures of the Cathedral. These include the observance of strict confidentiality, the keeping and secure storing of notes on remarks made by children and parents, and, where necessary, referral to other authorities, for example Children's Services or the police. All adults who come into regular contact with children should be aware of their vulnerability and do their best to avoid misunderstanding.

Procedure for Dealing with Peer-on-Peer Safeguarding Disclosures and Allegations

Children may be harmed by other children. Staff will be aware of the harm caused by unkindness, bullying, physical aggression and coercion. We recognise that physical behaviours should not be dismissed or tolerated e.g., grabbing bottoms, breasts or genitalia, pulling down trousers, flicking bras, lifting skirts. We recognise that downplaying behaviours related to abuse can lead to a culture of unacceptable behaviour, an unsafe environment and may so normalise abuse that children accept it as the norm and not report.

Reports of sexual abuse by children and young people must always be treated seriously and may be referred to Children's Services and/or the police.

Online Safety

Most of our pupils will use mobile devices and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

Choristers are not permitted to use their mobile phones when at the Cathedral. Members of the Back Row can use their phones but are aware of suitable use around the choristers.

Choristers may be permitted to bring mobile phones on Choir tours as and when they occur. Use of them on these occasions is monitored and subject to stipulations for use as laid out by Music Department staff.

THE CARE AND SUPERVISION OF CHORISTERS IN THE CATHEDRAL

The Chorister Timetable

Day	Boys	Girls	Time	Collection
Monday	Rehearsal	Rehearsal	8.00am	
		Evensong	4.30pm	6.10pm
Tuesday	Rehearsal	DAY OFF	8.00am	
	Evensong		4.30pm	6.10pm
Wednesday	DAY OFF	Rehearsal	8.00am	
		Evensong	4.30pm	6.10pm
Thursday	Rehearsal	Rehearsal	8.00am	
	Evensong		4.30pm	6.10pm
Friday	Rehearsal	Rehearsal	8.00am	
	Evensong [occasional]	Evensong [occasional]	4.30pm	6.10pm
Saturday	DAY OFF			
Sunday [duties according to the schedule]	Choral Eucharist	Choral Eucharist	9.45am	12.20pm
	Evensong	Evensong	3.00pm	4.45pm

The average week consists of approximately 8 ¼ hours of rehearsal and approximately 3 ½ hours of services, totaling 11 ¾ hours. The maximum weekly commitment recommended by the Cathedral Schools Association is 22 hours and care is taken to ensure the choristers' commitments never exceed levels regarded as acceptable nationally.

Supervision at the Cathedral

The choristers are escorted from the School to the Cathedral for all rehearsals and performances by at least two members of Cathedral music department staff. This involves walking across the road at Cathedral Close and supervision for this purpose is carefully provided. On those times agreed by the Director of Music, they can be brought or collected from the Cathedral directly by the parents. If this takes place, pupils must be 'signed in' and this record is kept by the Chaperone. Registration of Choristers takes place at the Cathedral on rehearsal mornings, and this information is then transferred to the Cathedral School.

The choristers are never left unsupervised anywhere in the Cathedral. When an individual chorister is left alone with a member of the Music Department in the Cathedral for solo preparation, an organ lesson etc. another adult in the building must always be notified. This is usually the person who is taking the main rehearsal.

At the end of rehearsals and services, choristers in the senior section of the Cathedral School may be allowed to leave the Cathedral without a parent (in the same way that they are allowed to leave school at the end of the day without a parent, given their age and maturity). This will only be permitted if the Director of Music has received a letter or email from the parents or guardians to state they are happy with that arrangement. Junior section choristers (Y6 and under) must be collected by one of their parents or another adult as designated on the Information and Consent forms received at the beginning of each academic year. However, if it has been arranged that someone other than their own parent is to collect them, i.e., a lift home with another chorister, then the Director of Music or Chaperone must be informed beforehand using the choir phone (07842 499914). If permission has been granted on a regular basis that another parent is to collect a chorister, not in their immediate family, then a letter/note signifying approval must be received, which will be kept in the Chaperone folder so that they are aware of this agreement.

Illness at the Cathedral

If a chorister is taken ill during a service and must leave the Choir Stalls, the duty Chaperone present will assist them. It may be necessary to telephone the child's parents to collect them from the Cathedral, and the Chaperone Folder contains all the choristers' emergency contact information. The Director of Music should be notified before this course of action is taken.

If a chorister has been taken ill during a morning rehearsal and then proceeds to school, the School Nurse will be notified. The register in the Chaperone file shows which Chaperone was on duty and gives the opportunity for any issues that have arisen to be noted and relayed back to the Director of Music

Vocal Health

If a chorister feels uncomfortable singing or has throat problems that they believe will affect their singing, they should present themselves to the music department staff on duty. If appropriate, they will record a 'With Care' note in the register for medical reasons or, if they consider it necessary, will place the chorister in question 'Off Singing'. The 'With Care' system exists to make the member of staff on duty aware of small (or potential) problems. In this way the chorister is not put under undue pressure by the choir trainer. In turn, the choir trainer may choose to put a chorister 'Off Singing' if he feels that their contribution to the rehearsal is being hampered by a vocal or health problem. The choristers' Vocal Tutor may also ask for a chorister to be put 'Off Singing' for vocal reasons. Records are kept of health complaints and issues of concern about the voice. If it is felt that a chorister is consistently struggling or unable to fulfil their role as a chorister through health issues, further investigations will be made, involving consultation with parents and (where necessary) medical specialists. Where other issues, personal or emotional, affect the ability of a chorister to fulfil their duties, the Head and the Director of Music will discuss the issues and involve other relevant parties as necessary.

Practical Arrangements

Toilets designated exclusively for chorister use are situated outside the Song Room (boys) and above the Song Room (girls). It is expected that choristers manage themselves in such a way that it is not necessary for them to leave during a rehearsal or service to use the lavatory. If, for any reason, the designated chorister toilets are unavailable, further public facilities may be used. In this instance the duty Chaperone will supervise to ensure members of the public do not use the facilities at the same time as choristers.

The Cathedral School provides refreshments between the end of the school day and the start of rehearsals prior to Evensong on weekdays. The Cathedral may also provide refreshments on other occasions when necessary.

Special Services and Additional Commitments

The choristers are regularly called upon to participate in services of celebration and commemoration, often of national significance and regularly in the presence of VIPs and/or members of the Royal Family. The pattern of the Church's year also places greater demands on the choristers' time at certain points, most notably at Christmas and Easter. Where the Cathedral requires the choristers to be present for a special service or event, time is compensated in lieu (Evensong is not sung by the choristers, for example). There are inevitably weeks during the year when commitments seem particularly heavy, and at such times both Cathedral musicians and School staff take particular care to watch for any signs of excessive fatigue or inability to cope with the demands. It is the duty of the Head of the Cathedral School and Chorister Pastoral Tutor to draw the attention of the Director of Music (or one of his assistants) to behavioural matters which may not be evident in the Cathedral, but which may result from the pressures of Cathedral commitments. In the event of a Service being particularly distressing in nature (e.g., a funeral or memorial service), the choristers are prepared beforehand and have the opportunity to talk about the Service afterwards.

External Engagements

Throughout the year, the choristers are asked to participate in a number of concerts and special events both in the Cathedral and at other venues, including recording sessions. The Director of Music seeks approval for such events from the Head Teacher and the Dean and Chapter. If this is given, parents of the choristers concerned will then be contacted in order that they may 'opt out' of any engagement.

When the choristers are required to travel to a venue other than the Cathedral or the Cathedral School for a rehearsal, concert or special event, they will be accompanied by chaperones from the Cathedral Music Department. This will be in the recommended ratio of one adult to every eight children. When the Cathedral Music Department is involved in arranging for an individual chorister to perform in an external concert or event, the practicalities concerning chaperoning, flexibility of choir commitments, coaching and supervision etc. will be made by the Music Department in consultation with the school and the parents of the chorister in question.

Coach travel may be organised to events outside of Cardiff. In most cases toilet facilities will be requested and the coach company's drivers have DBS clearance.

Regular meals will be organised for the choristers, including at least one hot meal each day.

The Cathedral undertakes a risk assessment prior to each external engagement, and these are shared with and approved by the Head of the Cathedral School.

Tours

Tours which involve extended travelling and overnight stays happen on an occasional basis, and, although the choristers' involvement forms part of the chorister contract, parental consent is requested in these circumstances. Upon a tour being organised, detailed arrangements, guidelines and procedures will be issued. These will include references to provision of adequate medical care, adult supervision, awareness of dietary requirements, screening of host families (if host families are involved for overnight stays, a DBS check will be required), hotel arrangements, emergency contact details, etc. When the choristers are away on a tour or visit organised by the Cathedral, the Cathedral Music Department staff act in loco parentis. All tours are risk assessed to ensure the safeguarding of the choristers is a priority.

As referenced in the Risk Assessment procedure below, it is an expectation that all adults on the tour recognise their moral and statutory responsibility to safeguard and promote the welfare of all children. It is essential that the adults on the tour endeavour to provide a safe and welcoming environment where children are respected and valued. They should be alert to the signs of abuse and neglect and follow the written procedures supporting the tour, to ensure that children receive effective support, protection and justice.

Risk Assessment Procedure for Use During Visits to Cathedrals/Minsters During the Tour. To be Signed by All Adults on the Tour:

- The Choir will be singing in _____. These visits are commensurate with the normal activities for the members of the choir in their day-to-day commitment to Llandaff Cathedral.
- It is the responsibility of all adults on the tour to safeguard and promote the welfare of the children. All adults on the trip need to be vigilant to the safety and protection of all the students in their care.
- All adults on the tour need to be aware of what to do if a child feels unwell or upset (as outlined in the trip's Briefing Document) and ensure that adequate provisions have been made to deal with such circumstances.
- It is essential that chaperones will be available and at a safe number in line with the Cathedral School Policy which is being used during the trip.
- It is the responsibility of all adults that they are aware of the section in the Cathedral School Safeguarding (Child and Young People Protection Policy) on what to do if a child tells them they are upset, being bullied, being abused or harmed in any way. It is vital that all staff keep records of any disclosures made to them and they pass on all concerns to the Director of Music. All adults have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- It is an expectation that medical information is easily accessible and used by the allocated first aider to care for each student.
- All students should be reminded of the safe measures that have been put into place if they are separated from the group and that it is an expectation that all students keep to the code of good conduct they have agreed to.
- The Director of Music will ensure that during each visit to any venue he makes his own assessment of any hazards he has concerns with, who might be affected by these hazards and how these hazards can be reduced to an acceptable level. It is an expectation that the environment the choir will work in is a secure, safe and stable one for all choristers.
- Students should be reminded at each venue of the emergency procedures which may need to be used, where the fire exits are, the fire drill procedures and any other safety instructions which are applicable.
- Separate toilet facilities for children and adults should be made available for the students wherever possible.
- All staff need to ensure that students follow the safety rules they have agreed to in the Code of Conduct they have signed.
- Ensure a no alcohol policy is enforced for both adults and children whilst they are on tour.

If at any time, during the visit there is cause for concern on any aspect of safety, necessary action must be taken to address the problem.

As the Cathedral Safeguarding Policy states, it is an expectation that all adults on the tour recognise their moral and statutory responsibility to safeguard and promote the welfare of all children. It is essential that the adults on the tour endeavour to provide a safe and welcoming environment where children are respected and valued. They should be alert to the signs of abuse and neglect and follow the written procedures supporting the tour, to ensure that children receive effective support, protection and justice. (See Section 11 of the Church in Wales Safeguarding Policy/Residential Events for further information.)

LLANDAFF CATHEDRAL SUNDAY SCHOOL

Specific Safeguarding Requirements

To be an accredited Sunday School leader at Llandaff Cathedral, applicants must provide satisfactory references, complete the DBS process, familiarise themselves with the latest Sunday School Risk Assessment document and complete Church in Wales Safeguarding Training (Module A essential, Module B desirable).

Other adults may help in Sunday School on a non-accredited casual basis, **but only when authorised by an accredited leader**, (for example to stay with their child who is just starting Sunday School, to stay with their child who has significant additional needs or at the request of an accredited leader to act as an additional chaperone). Sometimes the clergy will visit Sunday School and sometimes other adults may attend as invited guests (for example as a guest speaker from Christian Aid or another organization).

Sunday School leaders must follow the procedures set out in this handbook in responding to any Safeguarding concern or disclosure. In an emergency the matter should be referred to the police or Children's Services. In all other instances, the matter should be referred immediately to the Cathedral Safeguarding Officer.

At all times, every class must have at least two adult leaders present with the children, and one of these must be an accredited leader. Children should never be left unattended. Total numbers in Prebendal House must adhere to required minimum ratios which are:

- 1 adult to 8 children aged 3 – 7 years.
- 1 adult to 10 children aged 8 – 12 years.

The Cathedral will provide polo shirt Sunday School leaders' uniforms for accredited leaders. These enable children, parents and all the congregation to easily identify the accredited leaders and are therefore important from a safeguarding perspective.

Teenagers can act as junior leaders in Sunday School, but whenever they are present, their official status is that **they are additional children not adults**. Good teenage leaders can add much value to the Sunday School, but they must never take on the responsibilities of an adult.

All Sunday School activities will take place in Prebendal House, the Cathedral buildings or occasionally, and when there is good weather, within the Cathedral grounds. Sunday School leaders must never take any children off site. Leaders must never meet children off site or at the child's home unless they do so in an entirely private capacity and with the full knowledge and consent of the child's parents.

Sometimes children will need to use the toilet. In these circumstances, they should always use the toilet, which is in Prebendal House itself, outside Class 3's room. A leader should always wait at the toilet entrance whilst the child goes inside or stand in a position where they can observe the toilet entrance. A leader should not enter the toilet whilst the child is there. If there is cause for concern (such as the child becoming distressed or calling for assistance, perhaps having soiled themselves), then the leader should get another adult to assist them. In these circumstances, the parent should be notified that this was necessary.

Physical contact between leaders and children may be clearly necessary in some circumstances (for example to prevent a child from injuring themselves, or others, or damaging property). And in such instances, the circumstances should be recorded, and the parents notified. Otherwise, physical contact should always be child-led and age appropriate.

Sunday School leaders must maintain reasonable order and discipline. In almost all circumstances this will be achieved by clearly setting out expectations, by gentle correction and by recognizing, reinforcing and rewarding good behaviour. If a child presents overly challenging, disruptive or dangerous behaviour, then the issue should be raised with the Sunday School Coordinator and directly with the child's parents to agree the best way forward.

If an injury occurs, then a First Aid kit is available in the Prebendal House kitchen. If First Aid is deemed necessary, it will always be appropriate to notify the child's parent at the earliest opportunity (by going into the Cathedral where they should be found and inviting them to come and assist). The published Sunday School Risk Assessment will confirm the names of those leaders who are the designated first aiders. Any incident where First Aid has been administered should be recorded.

Many Sunday School leaders will have social media accounts and will use these to publicise their own social, family or employment events. As part of the Sunday School registration process, parents can refuse consent for photos of their child to be taken and published and the Sunday School Coordinator, or some other designated leaders, may access this via the ChurchSuite System. However, Sunday School leaders must never post photos of Sunday School children on social media — any such posts can only be made through the Cathedral's own social media channels and with parental consent confirmed.

Role and Safeguarding Responsibilities of the Sunday School Coordinator

The Sunday School Coordinator has the following principal responsibilities:

- To coordinate the Sunday School Leaders Team, ensuring adequate lesson planning and coverage of classes and adequate support for individuals, also ensuring that leaders are briefed and consulted on policy development.
- To have due regard for safeguarding principles, as defined in the Llandaff Cathedral Safeguarding Handbook, in the planning and delivery of all Sunday School activities.
- To update and publicise the Sunday School Risk Assessment taking advice as required, to cover Health and Safety and safeguarding themes.
- To act as a focal point for adults who wish to become Sunday School leaders, taking up references and liaising with the clergy and Cathedral Office staff to ensure that all required training and DBS checks are completed.
- To act as a focal point for parents and carers who wish to raise concerns or have positive suggestions about the improvement of Sunday School arrangements.

SUSPICION OR DISCLOSURE OF ABUSE: HOW TO ACT

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires urgent medical attention, please call the emergency services now on 999 – DO NOT DELAY.

If you think that a child or adult is at risk of harm but is not in immediate danger, please call the local authority social services department.

If you have concerns about possible abuse (including allegations):

- In an emergency contact the police or social services.
- Otherwise contact the Provincial Safeguarding Officer Fay Howe or Cathedral Safeguarding Officer Kathryn Bates. See contact details page of this handbook or use this link to find their details on the Church in Wales webpages here. Alternatively message the team by using the webform: [Message the Provincial Safeguarding Team - The Church in Wales](#).
- Decide together whether to seek advice or to make an immediate referral to the police or social care services. The Provincial Safeguarding Officer must be informed in any case.
- Inform a member of the Cathedral clergy (if he/she is not part of the concern or allegation) and only tell others who need to know to safeguard the situation.

If a child or adult wishes to disclose they have been abused:

- Stay calm – even if you find the disclosure shocking.
- Show you take seriously what you are being told and reassure the child or adult that disclosure is the right thing to do.
- Allow the person to talk without interruption, accepting what is said. Do not question or investigate.
- Do not promise confidentiality and explain that you will have to pass the information on to keep them and others safe.
- Make careful notes of what is said, record dates, times and events using the actual words wherever possible. Include details of what you said in response.
- Sign, date and give these notes to the person with safeguarding responsibility. Ensure no situation arises that could cause further concern.
- Your handwritten records, even if subsequently typed, should be kept.
- Do not confront the alleged abuser.
- At no time should the person about whom concerns have been raised be informed or alerted to the fact that concerns have been raised, until such time that it is established that the statutory agencies are not interested.

If you receive a complaint or allegation against anyone including yourself:

- Inform the Provincial Safeguarding Officer and the Cathedral Safeguarding Officer immediately.
- Write careful and contemporaneous notes of what you witnessed, heard or were told.
- Sign, date and give these to the person with safeguarding responsibility.
- Try to ensure that no-one is placed in a position which could cause further compromise.

Safeguarding Referral Form

The Church in Wales Safeguarding Referral Form (Form G) is to be completed by anyone with safeguarding concerns about a child or adult at risk. The Safeguarding Referral Form should be submitted with any other relevant documents and supporting information without delay to the Provincial Safeguarding Team. The form and any other information relating to the concern must be kept strictly confidential and filed securely in accordance with data protection and record keeping policies and procedures. The form can be found on our webpage for Provincial Safeguarding Policy, Guidance and Forms.

APPENDIX A

SAFER RECRUITMENT, DBS CHECKS AND TRAINING

Safer Recruitment

The Church in Wales is committed to the safe recruitment of all clergy, staff and volunteers as an important aspect of protecting children and adults at risk and keeping them safe from harm. Disclosure and Barring Service (DBS) checks help the Church make safer recruitment decisions and prevent unsuitable people from having contact with children and adults at risk.

For all DBS enquiries, please visit the [Church in Wales DBS information page](#) or contact the Church in Wales DBS admin team at DBSAdmin@churchinwales.org.uk

The government DBS website contains a tool to find out what type of DBS check is available for a specific role with adults and/or children. As the recruiting manager, you can use this tool to see what type of check you can request for the position concerned:

<https://www.gov.uk/find-out-dbs-check>

For further guidance and information around DBS checks, contact the Church in Wales DBS Team.

How to Complete the DBS Application Process at Llandaff Cathedral

1. Contact the Cathedral office to request a DBS check.
2. The Cathedral office will enter your name and email address into the My Church People database. My Church People will send you an email with a link to the online application form.
3. Complete the application form online. (Further guidance will be linked in the email.) Once you have filled in the application, you will receive a confirmation email advising that the first stage of your application process has been completed and advising you of the name of your document verifier.
4. Your verifier will contact you to arrange a time to verify your I.D. documents. Any I.D. that you listed on your application will need to be shown to the verifier.
5. Once the verifier has seen your documents, you may have to wait several weeks before receiving the confirmation email that your DBS has been completed. Once you have received your confirmation email, you should receive your DBS certificate in the post within a few days.
6. Your DBS certificate will be sent to you at your home address. You do not need to show your certificate to anyone unless requested to do so.
7. Register for the Update Service. Your DBS will expire in 3 years. If you register for the Update Service, your DBS will automatically be renewed (without having to go through this process again). To register, go to: [Subscribe to Update Service](#). You will need your certificate number to register. You only have 30 days after the disclosure to register. Once you have signed up for the Update Service, you need to notify dbsadmin@churchinwales.org.uk so that they can add you to the system to be flagged for automatic renewal.

If you have any concerns about the DBS process, please do not hesitate to contact the Llandaff Cathedral Safeguarding Officer, Mrs. Kathryn Bates (07807 774783).

A healthy Christian community is one which ensures and nurtures the wellbeing of all. Safeguarding needs to be embedded in all aspects of the life and ministry of the Church, and safeguarding training and development at the Church in Wales is delivered in this context. The planning and delivery of safeguarding training is outlined within the [Training Strategy](#) and [Training Framework](#).

The training is designed to equip you and your church to engage positively with the protection of children and vulnerable adults in a practical and informed manner. The training is created and delivered by experienced and skilled trainers, committed to ensuring the Church is safe and welcoming place for all, who understand the statutory requirements of safeguarding children and adults, and how these are carried out in the context of the Church in Wales. Training sessions are delivered locally and online.

Module A training can be accessed directly online. Other courses must be booked by contacting the Safeguarding Trainer for your Diocese: you can find their details [here](#). Current available training dates can be found on the [Safeguarding Training Page](#) and you can contact the Safeguarding Administrator about safeguarding training at safeguardingtraining@cinw.org.uk. Individual places for a training course **must** be booked – this can be done by the individual or on their behalf by:

Email	safeguardingtraining@cinw.org.uk
Telephone	07376 199668
Webform	Safeguarding Training Booking Form

Safeguarding Training Modules Overview

Module A: Safeguarding Awareness	<ul style="list-style-type: none"> All clergy, all church officers, including MAC Chairs & members, everyone with a need to complete further safeguarding training courses Online: www.churchinwales.org.uk/en/safeguarding/safeguarding-training/church-in-wales-safeguarding-awareness-module-a
Module B: Understanding Safeguarding in the Church	<ul style="list-style-type: none"> All clergy, anyone in a role which involves working with children or adults at risk, churchwardens, licensed readers, vergers, MAC Chairs and members, MA safeguarding officers, MA/Parish Directors of Music Online or face to face
Module C: Safeguarding and Leadership	<ul style="list-style-type: none"> MA Leaders, MA Safeguarding Officers, MAC Chairs and members There may be local context where it would be appropriate for other individuals who significantly influence leadership to attend – for example focal ministers or churchwardens; locally appointed leaders Online or face to face
Module D: Safeguarding and Senior Leadership	<ul style="list-style-type: none"> Archbishop, Diocesan Bishops, Provincial Secretary, General Counsel, Archdeacons, Deans, Bishops' Chaplains, Diocesan Secretaries, Directors of Ministry, Directors of Music (Cathedrals), St Padarn's Institute Principal Face to face
Module E: Safeguarding for PTOs	<ul style="list-style-type: none"> Those granted Permission to Officiate by Diocesan Bishop. Participants can attend Module B training as an alternative to attending Module E Face to face
Module F: Ministry Area Safeguarding Officers	<ul style="list-style-type: none"> MA Safeguarding Officers Online or face to face

APPENDIX B

RISK ASSESSMENT - CHURCH IN WALES

Our first concern must always be to protect those who are vulnerable – children and adults at risk. Activities/ environments always carry a risk; what we must do is minimise these. By doing this we will not only be protecting the vulnerable but also our workers, volunteers, our churches, and off-site activities.

What is a risk assessment?

A Risk Assessment is looking at an activity / environment to identify potential risks or hazards (things that could cause harm or go wrong) for vulnerable groups (and others) and then thinking about what will need to be put in place to eliminate or reduce the identified risks.

There could be things in the environment that can cause harm e.g., trailing electrical wires, plugs that are accessible to small fingers or badly stacked chairs; or risks within parts of an activity, especially off site e.g., crossing roads, transport arrangements.

Some things will be a higher risk than others, and it's the high risks identified that must be addressed first as these have the potential to cause the greatest harm.

When will we need to do a risk assessment?

A risk assessment should be carried out for all activities which involve vulnerable groups before they take place. If an activity is regular, it should be risk assessed at the outset and then at regular intervals to ensure continued safety (at least annually). For one-off activities a risk assessment should be carried out well in advance. If the activity is to take place off site, part of the assessment should be to visit the venue so that all potential risks both on the journey and at the venue can be identified effectively.

There are five questions you will need to address in order to identify the risks of an activity or event which will then enable you to identify the actions needed in order to make it safe according to the level of risk you have identified.

What are the potential risks or hazards?

For example: crossing roads, open water, vehicles (as passengers), challenging behavior, specific activities.

Who will be in attendance and may be at risk of harm?

There is no need to list individuals by name – just think about the groups of children / adults at risk and staff who are taking part in the activity (including those with disabilities, special needs).

What are the risks to these groups?

For each group, the potential risks or hazards should be considered.

What has been done to reduce the risks?

Have precautions been taken against the risks from the hazards listed? E.g., Have the following been provided: adequate information, instruction or training, adequate systems, or procedures and policies including the Safeguarding Policy? Do the precautions represent good practice? Reduce the risk as far as reasonably practicable?

Is there anything else you can put in place to minimise risks?

What more could reasonably have been done for those risks which were found to be not adequately controlled? There will be a need to give priority to those risks which affect significant numbers of people and / or could result in serious harm.

Trivial	No action required – no recording necessary.
Acceptable	No action required, however, monitoring and recording is required to ensure that controls are maintained.
Moderate	Efforts should be made to reduce the risk. If a risk is associated with harmful consequences, further risk assessment will be necessary.
Substantial	The activity should not commence until the risk has been reduced or removed.
Intolerable	The activity should not be continued or started until the risk has been reduced or removed.

A risk assessment template is provided below. This should be completed and kept on file within the Mission/ Ministry Area and should be available to see for any audit/visits.

The headings are the core areas to be considered and should be added to for specific / unusual activities. The needs of those who will participate in the planned activities should always be borne in mind.

You may like to consider reviewing the assessment after the event has taken place, especially if it's likely to be repeated, to see if areas were missed or other actions could have been suggested / taken.



RISK ASSESSMENT TEMPLATE

This is a blank grid that you can use to record your risk assessment.

Risk assessment for:

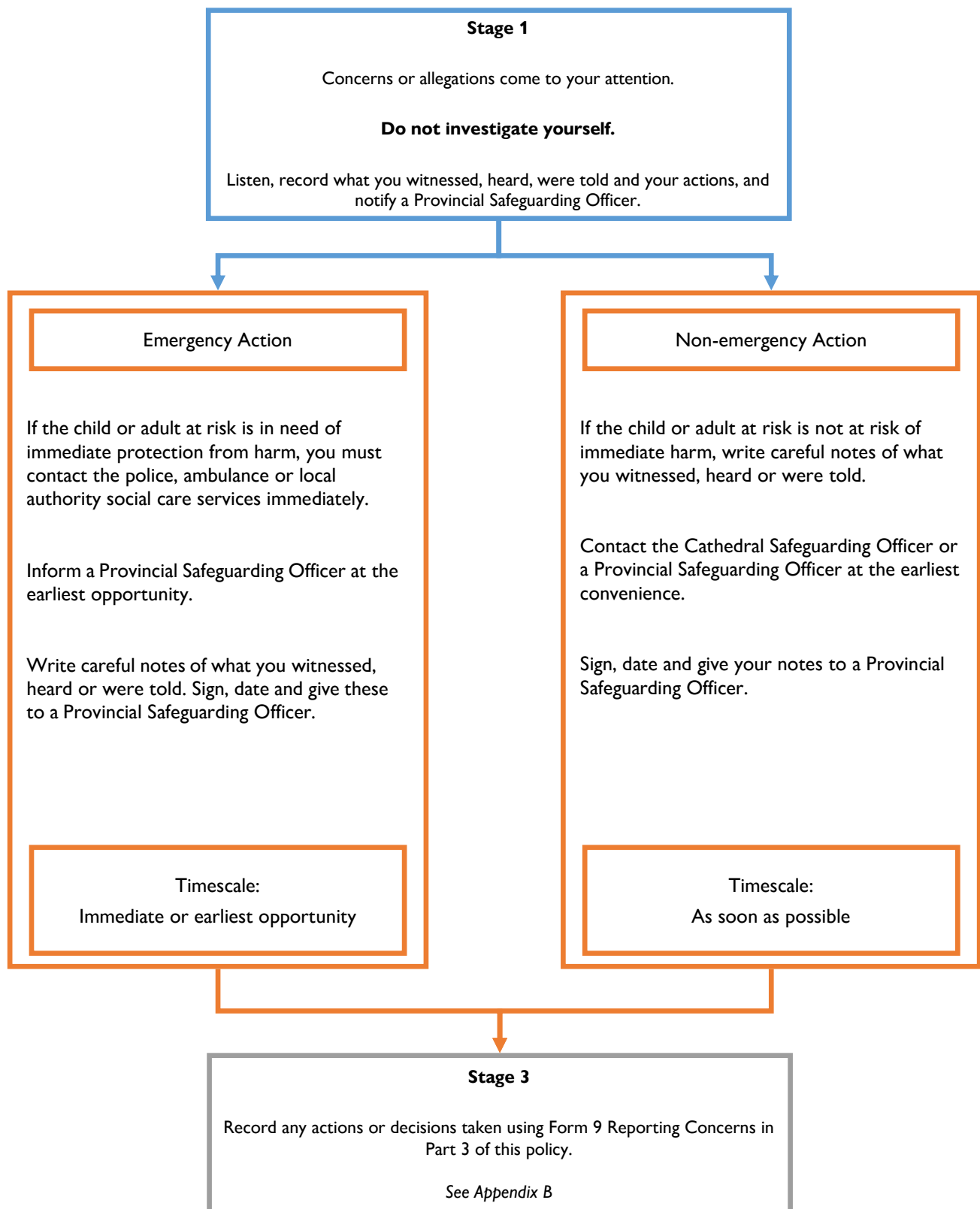
Conducted by:

Date:

HAZARD	What could happen?	Who could be hurt?	Action taken to minimise risk

APPENDIX C

CHURCH IN WALES CHART OF ACTIONS



APPENDIX D

POLICY POSTER OR HANDOUT



SAFEGUARDING POLICY

Parish / Ministry Area* / Mission Area*

(*Ministry / Mission Area name only to be used in united and merged Parishes)



OBJECTIVE

The Church aims to safeguard children, young people and adults at risk by providing safe people, safe places and safe activities, providing the necessary expenditure, administration, training, supervision and monitoring of our policy to enable us to nurture them in the Christian Faith, and further the mission of Christ.

OUR OBLIGATION TO CHILDREN AND YOUNG PEOPLE

"Let the children come to me; do not try to stop them for the Kingdom of Heaven belongs to such as these." *Matthew 19. 14*

Implicit in these words of Jesus is a recognition of the unique status of children and young people.

- † We will respect children as persons in their own right and give them special protection because of their vulnerability.
- † We will constantly pray for our work with children and young people.
- † We accept and stress the main principle of the Children Act 1989 that the child's welfare is paramount in all circumstances.
- † We will act responsibly and with integrity towards children and young people.
- † We will not exploit our relationship of trust.
- † We will maintain the highest standards of care at all times.

OUR OBLIGATION TO ADULTS AT RISK

"A new command I give you: Love one another. As I have loved you, so you must love one another." *John 13. 34*

Pastoral ministry with adults is not a matter of procedures and rules. Clergy, lay pastoral visitors and church workers should work together with adults at risk and recognise that all adults at risk have a right to:

- | | |
|--|---|
| † Be treated with respect and dignity. | † Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background. |
| † Have their privacy respected. | † Their chosen language or means of communication. |
| † Be able to lead as independent a life as possible. | † Be heard. |
| † Be able to choose how they live their lives. | |
| † The protection of the law. | |

GUIDELINES FOR GOOD PRACTICE

- ☑ We will treat seriously all allegations of abuse or risk of abuse, whether physical, sexual, emotional, financial or neglect and act accordingly as set out in the Church in Wales' Safeguarding Policy*.
- ☑ All persons working directly with children and young people and/or adults at risk will complete a Disclosure and Barring Service check and will be suitably trained.
- ☑ Unless in an emergency there will always be more than one adult with one or more children or young persons whether on or off site. In one to one situations we will ensure that the place or room can be observed by another adult.
- ☑ We will minimise the risks to children, young people and adults at risk by providing a safe, secure environment. Buildings will be checked for safety in accordance with Church in Wales Health and Safety Regulations and Guidance.
- ☑ If medical need arises we will seek appropriate care.
- ☑ We will ensure adequate insurance for both on and off site activities.
- ☑ When transporting children or adults at risk in any vehicle organised by the Benefice we will ensure that the vehicle is adequately insured and adheres to current relevant legislation.

This Policy was accepted by the Parochial Church Council on.....and is reviewed annually.

Signed..... on behalf of the Parochial Church Council.

***A copy of the Church in Wales' Safeguarding Policy can be accessed on line at**
<http://www.churchinwales.org.uk/structure/representative-body/publications/downloads/safeguarding-poster>

For General Safeguarding enquiries, please contact

The Parish Safeguarding Coordinator: Contact No.

The Provincial Safeguarding Support Officer: Contact No.

If you want to speak to someone about any safeguarding concerns or an allegation *please contact:*

..... Contact No.



Safeguarding Handbook			
Reviewed August 2023	Ownership: Chief Operating Officer	Approved by Chapter August 2023	To be reviewed August 2024