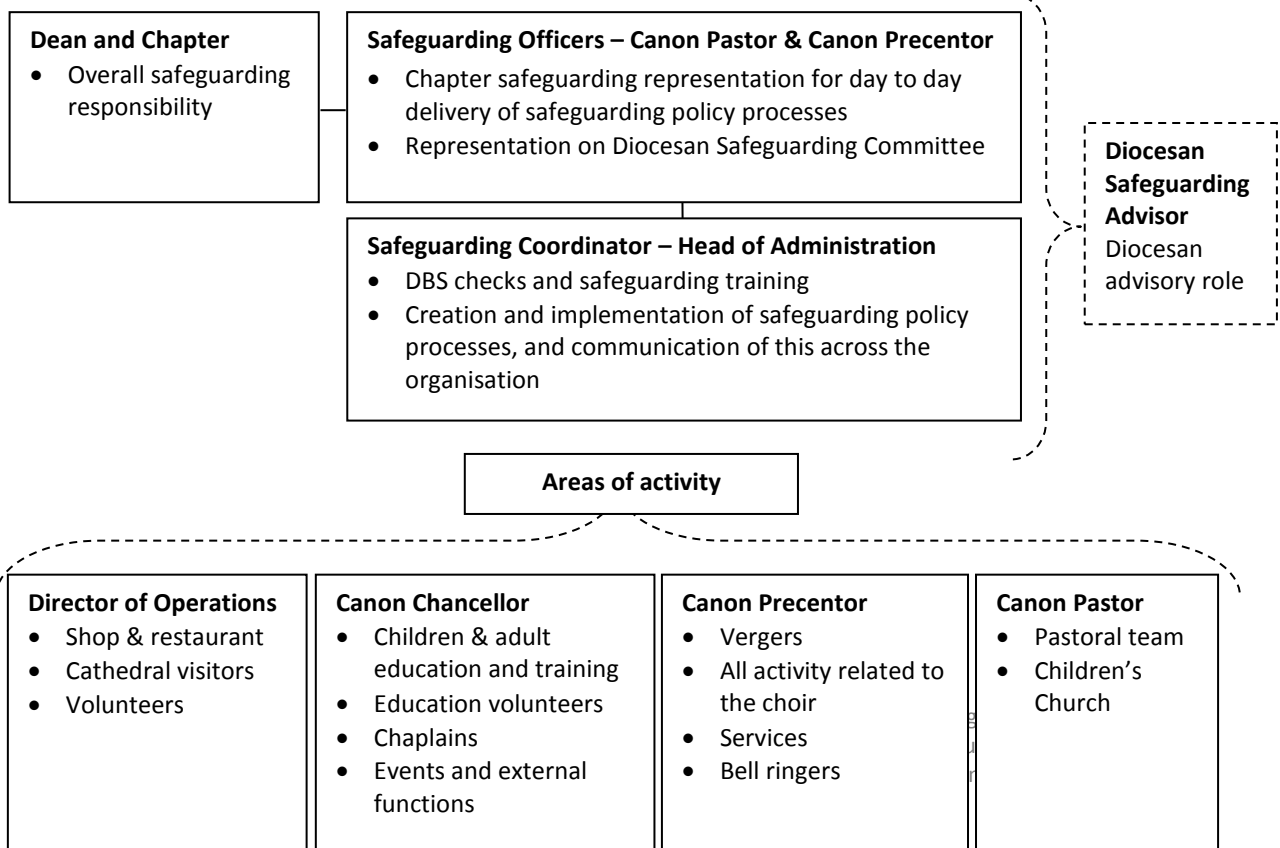




## Safeguarding Policy

Document reference	SG001	Document purpose	Guidance
Author	Truro Cathedral		
Target audience	Cathedral staff, clergy, choral scholars and volunteers for whom contact with children and vulnerable adults falls within their job or role descriptions, especially those who carry out regulated activity with these groups.		
Description	This document provides a framework to promote the welfare and protection of children and vulnerable adults. It reflects the House of Bishops' Policies and the Diocesan Safeguarding Guidelines. For the purposes of this document, children are defined as under 18 years (Children Act 1989). Vulnerable adults are those who are or may be in need of community care services because of mental or other disability, age or illness and who may be unable to take care of or protect themselves against significant harm or serious exploitation.		
Cross reference	This policy should be read alongside Truro Cathedral's 'Managing Safeguarding Allegations' and the 'Employee Handbook'.		
Action required	Read and embed policy into normal practice. Failure to follow this policy may result in disciplinary action.		
Document status	This is a controlled document. Whilst it may be printed, the electronic version held on the cathedral network will be the most up to date copy. This document should not be saved on local drives but always accessed via the cathedral drive.		

### Safeguarding responsibilities





## Contact details

<b>Cathedral Safeguarding Officers</b> Canon Pastor Lynda Barley and Canon Precentor Simon Griffiths	01872 276782 (office hours)
<b>Cathedral Safeguarding Coordinator</b> Head of Administration	01872 276782 (office hours)
<b>The Diocesan Safeguarding Advisor</b> Sarah Acraman	01872 274351 (office hours)
<b>* Cathedral out of hours emergency</b>	07493 742829
<b>Cornwall Local Safeguarding Children's Board</b>	01872 254549
<b>Cornwall Local Safeguarding Adults Board</b>	01872 323782
<b>Childline</b>	0800 1111
<b>Children and Adult Social Care Team</b>	0300 1231 116
<b>Police Central Referral Unit</b>	101

### \*Guidance for out of hours emergencies

These questions may help to assess if a situation you are dealing with is an emergency. If the answer to the first two questions is 'yes' and the third 'no' then this situation is an emergency and will need action immediately. If it is not an emergency, make a note of the situation and let a cathedral Safeguarding Officer know as the earliest opportunity.

- Q. Is someone at risk of harm?
- Q. Is the risk of harm imminent?
- Q. Can it wait until tomorrow?



## Safeguarding Policy Statement

### The Chapter of Truro Cathedral states that:

1.	The cathedral is committed to protecting service users against all forms of abuse. The welfare and safety of the child and vulnerable adult is paramount.
2.	Abuse is a violation of an individual's human and civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect, or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.
3.	There will be no tolerance for the exploitation of any relationship for self-gratification.
4.	Any allegations of abuse (past or present) will be viewed seriously and appropriate action will be taken. This action may include investigations by statutory authorities, and a risk assessment by a qualified person to assess the suitability of the individual in question remaining in post.
5.	The Chapter will act collaboratively and fully with those statutory and voluntary agencies concerned with child abuse and will not conduct investigations on its own.
6.	The cathedral will make it clear when advertising jobs whether the work will involve 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006. If this is the case, before an applicant can be employed, the cathedral will require a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm suitability to carry out regulated activity. There may be cases where those working with children or vulnerable adults but not in regulated activity, will be required to undergo an Enhanced Disclosure through the same service.
7.	The cathedral will make it clear to volunteers, through volunteer role descriptions, if their activities involve 'regulated activity' with children or vulnerable adults. If this is the case, before an applicant can pick up their activities, the cathedral will require a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm suitability to carry out that regulated activity. There may be cases where those carrying out activities with children or vulnerable adults but not in regulated activity will be required to undergo an Enhanced Disclosure through the same service.
8.	The cathedral will organise safeguarding training for all staff and volunteers carrying out activities with children and vulnerable adults.
9.	The cathedral will ensure mechanisms are in place to gather up to date information on changes in government policy and best practice, communicating these across relevant platforms.
10.	All cathedral clergy, whether stipendiary or not, will be vetted in accordance with the diocesan procedures using the Disclosure and Barring Service.
11.	The cathedral appoints a Safeguarding Committee to provide support and guidance to The Chapter as they fulfil their role in ensuring all aspects of Safeguarding in the cathedral are fit for purpose and communicated fully internally and externally.



12.	St Mary's PCC devolve the administration of their safeguarding requirements to The Chapter and are bound by the cathedral's safeguarding policy. The Dean will act as their incumbent and propose this protocol at the annual general meeting of St Mary's PCC each year.
13.	Any individual with a conviction, or caution for a sexual offence against a child or vulnerable adult, will be unable to hold a post or be a volunteer in a position that will bring them into contact with either or inflate their status.
14.	Any individual who has a conviction, or caution for a violent offence against a child or vulnerable adult will be unable to hold a post or be a volunteer in a position that will bring them into contact with either. In exceptional circumstances, this may be reviewed following a comprehensive risk assessment from an appropriately qualified person.
15.	Children under the age of 18 are not to be served with alcohol at any functions held within the cathedral precinct.
16.	This policy statement and its associated guidelines will be reviewed annually by Chapter.
17.	By law, the cathedral has a duty to refer certain information to the Disclosure and Barring Service. This includes: <ul style="list-style-type: none"><li>a) If the cathedral has dismissed an individual because he or she has harmed, or may harm a child or vulnerable adult.</li><li>b) If an individual has resigned from employment with the cathedral in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the cathedral can take disciplinary action).</li><li>c) If the cathedral has suspended an individual and has reason to think the employee has engaged in "inappropriate safeguarding conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant safeguarding offence.</li></ul>



## Safeguarding Guidelines

<p><b>1. References</b></p>	<p>a) Diocese Safeguarding Guidelines 'Responsible Caring' (revised April 2016, the Diocese of Truro) b) House of Bishops' Policies</p>	
<p><b>2. Guidelines purpose</b></p>	<p>The following guidelines are not a replicate of the references above but an outline of cathedral procedures. They seek to minimise the risk of abuse and provide general guidance in the event of an alleged incident.</p>	
<p><b>3. Procedure for checking staff/clergy/volunteers</b></p>	<p>Current assessment shows the following staff and clergy are eligible for enhanced or enhanced and barred checks via the Disclosure and Barring Service. The level of check will be determined by their job description and how it checks out with the information contained in Annex A. Guidance regarding other personnel is also contained in Annex A. All cathedral checks are initiated by the Safeguarding Coordinator, these are renewed every five years in-line with Diocesan policy.</p>	
<p><b>Staff, Clergy DBS Checks</b></p>		
	<p>Cathedral clergy</p>	<p>Diocese is responsible for initiating the DBS process every five years. This is monitored by the cathedral Safeguarding Officers and Safeguarding Coordinator</p>
	<p>Director of Music</p>	<p>Cathedral is responsible for initiating the DBS Cathedral process</p>
	<p>Assistant Director of Music</p>	<p>As above</p>
	<p>Choir Assistants</p>	<p>As above (those supervising choristers on a daily basis)</p>
	<p>Organ Scholar</p>	<p>As above</p>
	<p>Education Officer and any Assistants</p>	<p>As above</p>
	<p>Head of Administration</p>	<p>As above (carries out DBS process)</p>
<p><b>Volunteers</b></p>		
	<p>Chaplains</p>	<p>Diocese is responsible for initiating the DBS process every five years. This is monitored by the cathedral Safeguarding Officers and Safeguarding Coordinator</p>
	<p>Priest Vicars</p>	<p>As above</p>
	<p>Children's Church leader</p>	<p>Cathedral is responsible for initiating the DBS cathedral process</p>



	Tower Captain	As above
	Pastoral Team	As above
	St Mary's PCC	St Mary's PCC delegates all safeguarding responsibility to the Chapter of Truro Cathedral and will therefore operate within the cathedral's safeguarding policy. This situation is reinstated by the incumbent (The Dean) annually.
<b>4. Training and awareness</b>	<ul style="list-style-type: none"> <li>Regular safeguarding training will be undertaken by those who are listed above and this will be provided either through the Diocesan safeguarding training programme or another appropriately qualified body.</li> <li>This will be renewed every three years in line with Diocesan protocol. All staff, volunteers and the cathedral's choral scholars will have access to the cathedral Safeguarding Policy and guidelines through the induction process and, where appropriate, the cathedral Safeguarding Officers will ensure a safeguarding briefing is organised and delivered.</li> <li>The cathedral community will have access to appropriate materials through newsletters, the cathedral website and volunteer briefings.</li> </ul>	
<b>5. Code of conduct</b>	A recommended written code of conduct for adults working with children and vulnerable adults is included in Annex B.	
<b>6. Social networking sites and emails</b>	All cathedral staff, lay and ordained must ensure all electronic communications are appropriate, age-appropriate and professional (The 'Responsible Caring Diocesan Safeguarding Guidelines' pages 16 through to 23 'Guidelines for Good practice when Working with Children and Vulnerable Adults' <a href="http://www.trurodiocese.org.uk/about-us/safeguarding/">http://www.trurodiocese.org.uk/about-us/safeguarding/</a> )	
<b>7. Responding to concerns and disclosure</b>	<p>Caring and working with children and adults may mean coming into contact with some who are being abused. If you are concerned, do not dismiss this or decide that it is someone else's problem, but consider carefully what it is that is worrying you and discuss it with a cathedral Safeguarding Officer, Coordinator or the Diocesan Safeguarding Advisor (see 'Contact details' page 2) in order to decide on the right course of action.</p> <p>It is important always to remember that it may be very difficult for someone to disclose that they are being or have been abused. If you are the person they have chosen to tell, you have a responsibility to respond appropriately. Here are some guidelines:</p> <ul style="list-style-type: none"> <li>Do not try to deal with any child protection concern on your own. Always tell your group leader and Safeguarding Officer or Coordinator and agree between you <i>who</i> will take <i>what</i> action <i>when</i>.</li> <li>Always take what you are told very seriously; even if you find it hard to believe, do not dismiss it.</li> <li>Listen carefully and do not stop the re-telling of painful events.</li> <li>Confidentiality should not be promised. Where a person is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory</li> </ul>	



	<p>agencies.</p> <ul style="list-style-type: none"> <li>• Do not ask leading questions or push for un-offered information.</li> <li>• Do not artificially prolong a discussion.</li> <li>• Reassure the person that they were right to tell you.</li> <li>• Explain what you are going to do next. That you will have to pass the information on. If possible, name the person you will pass the information on to.</li> <li>• Make careful notes of the conversation as soon as possible, recording in particular the DATE, TIME, LOCATION and whether OTHER PEOPLE were present. Ensure the same language is used while making notes as that used by the person making the disclosure. Such notes should be kept in a secure place (see Annex C for reporting format).</li> </ul>		
	<p><b>Suggested action to take if the disclosure is about a child</b></p>		
	<ul style="list-style-type: none"> <li>• If a child is unwilling or it would appear dangerous for them to return home, options for action include contacting the cathedral emergency out of hours number, the police or social care (see contact numbers page 2)</li> <li>• If a child needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the child protection concerns.</li> </ul>		
	<table border="1"> <tr> <td style="background-color: #d3d3d3; text-align: center;"><b>DO</b></td> <td> <ul style="list-style-type: none"> <li>• Inform a cathedral Safeguarding Officer, who will take responsibility for the process.</li> <li>• Continue to support the child and seek support for yourself.</li> <li>• Make a record of the disclosure and actions you have taken.</li> </ul> </td> </tr> </table>	<b>DO</b>	<ul style="list-style-type: none"> <li>• Inform a cathedral Safeguarding Officer, who will take responsibility for the process.</li> <li>• Continue to support the child and seek support for yourself.</li> <li>• Make a record of the disclosure and actions you have taken.</li> </ul>
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<b>DO NOT</b>	<ul style="list-style-type: none"> <li>• Speak directly to the person against whom allegations have been made and do not attempt to investigate the situation yourself.</li> </ul>		
	<p><b>Suggested action to take if the disclosure is about a vulnerable adult</b></p>		
	<ul style="list-style-type: none"> <li>• If a vulnerable adult is unwilling or it would appear dangerous for them to return home, options for action include contacting the cathedral emergency out of hours number, the police or social care (see contact numbers page 2)</li> <li>• If a vulnerable adult needs immediate medical help, this should be the first consideration. The surgery or hospital should be informed of the safeguarding concerns.</li> </ul>		
	<table border="1"> <tr> <td style="background-color: #d3d3d3; text-align: center;"><b>DO</b></td> <td> <ul style="list-style-type: none"> <li>• Inform a cathedral Safeguarding Officer, who will take responsibility for the process.</li> <li>• Continue to support the individual and seek support for yourself.</li> <li>• Make a record of the disclosure and actions you have taken.</li> </ul> </td> </tr> </table>	<b>DO</b>	<ul style="list-style-type: none"> <li>• Inform a cathedral Safeguarding Officer, who will take responsibility for the process.</li> <li>• Continue to support the individual and seek support for yourself.</li> <li>• Make a record of the disclosure and actions you have taken.</li> </ul>
<b>DO</b>	<ul style="list-style-type: none"> <li>• Inform a cathedral Safeguarding Officer, who will take responsibility for the process.</li> <li>• Continue to support the individual and seek support for yourself.</li> <li>• Make a record of the disclosure and actions you have taken.</li> </ul>		



	<ul style="list-style-type: none"> <li>You should encourage the individual to request assistance from Adult Social Care. However, it is important to understand that no assistance can be forced upon the individual, unless under the Mental Capacity Act they are deemed not to have capacity. Even if the individual does not request assistance an alert should still be made.</li> <li>Continue to support the vulnerable adult and seek support yourself.</li> <li>Make a record of the disclosure and actions you have taken.</li> </ul>
	<p><b>DO NOT</b></p> <ul style="list-style-type: none"> <li>Speak directly to the person against whom allegations have been made.</li> <li>Attempt to investigate the situation yourself.</li> </ul>
<b>8. Allegation against a clergy member</b>	If a concern is raised about a member of the clergy or the cathedral community it should be reported straight to the Diocesan Safeguarding Officer or the Bishop's Advisor for Safeguarding OR directly to the appropriate statutory authorities. If the report is direct to the statutory authorities it is important to inform the Diocesan Safeguarding Officer and a cathedral Safeguarding Officer so that they can liaise with the statutory authorities. The Bishop has responsibility to ensure pastoral care is in place.
<b>9. Allegation against a staff member</b>	If a concern is raised about a member of staff, it should be reported straight to a cathedral Safeguarding Officer or Coordinator. The staff member in question will be suspended without prejudice and an investigation will be carried out as speedily as possible. The Head of Administration will ensure pastoral support is in place.
<b>10. Whistle-blowing</b>	Any individual raising legitimate concerns, whether a member of the cathedral Community or of the wider public, will be treated with respect and their concerns taken seriously.
<b>11. Choir and choir schools</b>	The protection of children at both choir schools, Truro School and Polwhele House School, is the responsibility of the respective Head Teacher. Exceptionally when choristers are in the cathedral, or transiting to and from school to the cathedral, or on choir trips they are under the joint responsibility of the Precentor and the Director of Music and subject to the cathedral's Safeguarding Policy and Guidelines. More detailed guidance is contained in Annex D in conjunction with the appropriate school staff.
<b>12. Authorised listeners</b>	'Responding well to those who have been abused' (Church of England 2011). Survivors of abuse can need support and action and we are required to appoint carefully chosen competent and trained people as authorised listeners for those who disclose abuse. See Annex F for details.
<b>13. Forms and notices</b>	Notices stating the cathedral's Safeguarding contact information for the reporting of incidents are placed prominently around the cathedral buildings.



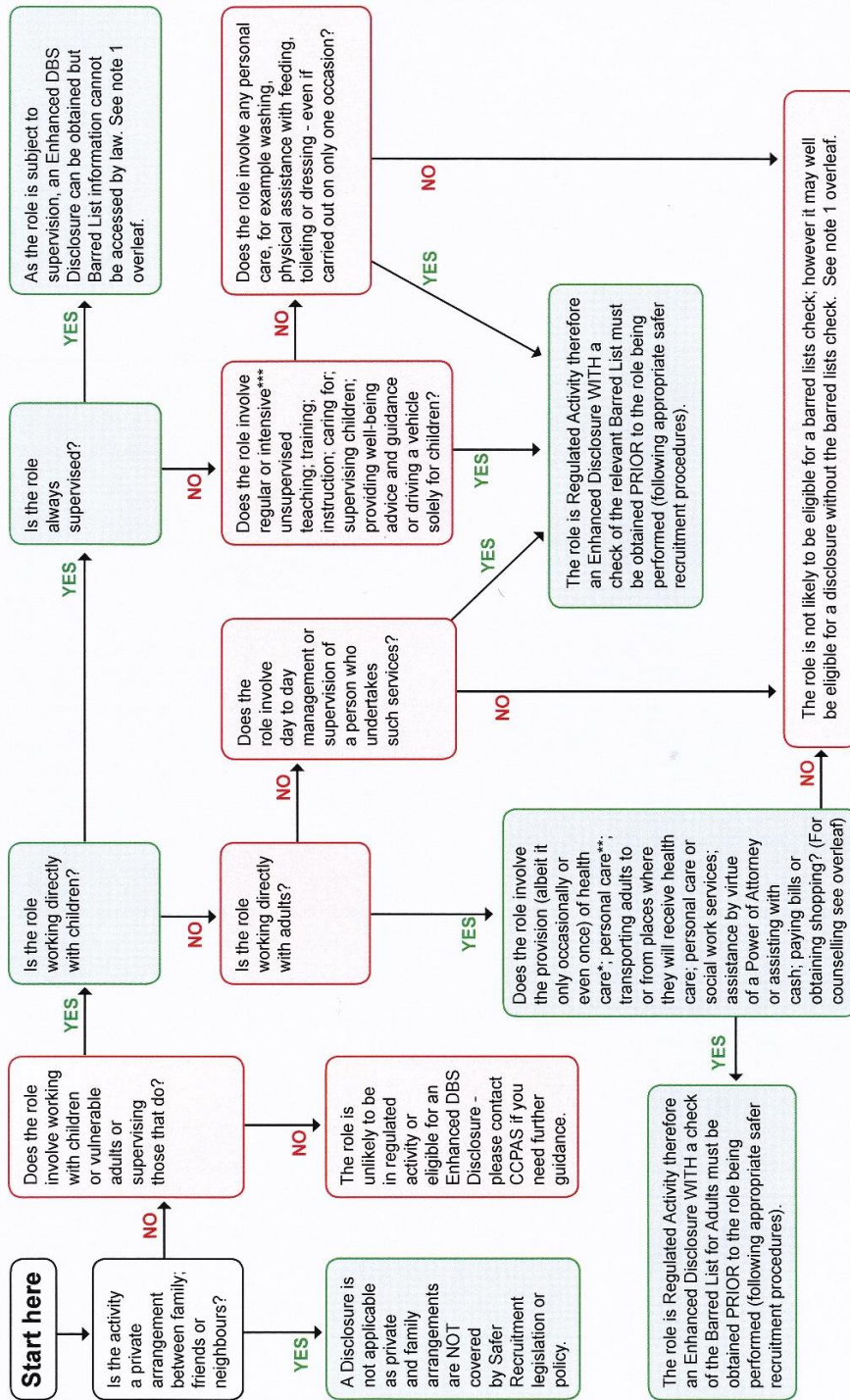
## Annexes

- a) Regulated activity flow chart
- b) Code of Conduct and promoting good practice
- c) Record of concern or report of abuse (child or vulnerable adult)
- d) Supervision of Choristers
- e) Chorister Routine
- f) Authorised listeners
- g) Risk assessment template



Annex A

Regulated Activity Decision Making Flowchart





## Regulated Activity Decision Making Flowchart Notes

### Note 1: DBS Checks for those not in Regulated Activities

If an applicant is not in Regulated Activity (as per the chart) but works with children and/or vulnerable adults then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the Charity Commission's expectation (and many insurance companies) that you apply for a DBS check where the applicant's role is legally eligible for one.

**For vulnerable adults** - If a worker is not in regulated activity with adults then they may still be able to have an enhanced check (without a check of the barred list). This would be applicable if they are a Trustee of a charity that works with adults at risk or are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care and they are giving teaching, advice, guidance, assistance etc. in a group aimed at adults who need help because of their age, illness, disability or live in certain types of accommodation such as a prison, remand centre, residential care home etc. A recent example of workers not eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in regulated activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check.

**Eligibility is different with children** - if the worker is not in regulated activity then as long as they are a Trustee of a charity that works with children or the applicant works with children more than occasionally e.g. on a rota or intensively (over-night or 4 or more days in a 30 day period e.g. a holiday club) then they would still be eligible for an enhanced disclosure but without a check of the barred list. Please contact CCPAS if you need further clarification.

### Note 2: Definitions

\*Health Care: is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care. Psychotherapy and counselling are included when provided by or referred by a health care professional. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed at least once a week, or four or more days in a 30 day period, or overnight they would be eligible for an enhanced DBS check without a check of the barred list/s.

\*\*Personal Care: is defined as those who provide or prompt an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability, these would all be in Regulated Activity (except in circumstances where a hairdresser or a person cuts the hair of an adult).

\*\*\*'Frequently' for the purpose of Regulated Activity **only** is once a week or more; 'intensively' is four or more days in a 30 day period or overnight.



### **Note 3: Scenarios of Roles and their eligibility basis**

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker on a rota would only be in a Regulated Activity if they work unsupervised every week or more; or if they are providing personal care to the children e.g. toileting. If this does not apply they would still be eligible for an enhanced DBS check without a check of the barred lists whether or not they are always supervised.
- Purely administrative roles i.e. Church Administrator or treasurer are NOT eligible for a Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive church members to their GP surgery or hospital appointments is working in Regulated Activity.
- The volunteers who are part of the rota to bring church members who would otherwise be unable to attend church, are NOT engaging in Regulated Activity as Church services are not covered by the Protection of Freedoms Act - unless they collect Care Home residents, in which case they would be in Regulated Activity.
- A luncheon club/foodbank or street outreach (e.g. Street Pastors) whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children frequently or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists - see note 1 above.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

Annex B

**Promoting Good Practice**

Although the number of people who actively seek to do harm to children or adults may be small, the cathedral can reduce the opportunities for abuse to occur. Procedures that are set in place to protect people should apply to all.

We ask that you . . . . .

<b>Refer to</b>	<p>The 'Responsible Caring Diocesan Safeguarding Guidelines' pages 16 through to 23 'Guidelines for Good practice when Working with Children and Vulnerable Adults' <a href="http://www.trurodiocese.org.uk/about-us/safeguarding/">http://www.trurodiocese.org.uk/about-us/safeguarding/</a> here you will find information on the following:</p> <ul style="list-style-type: none"> <li>• Staffing ratios when working with children and vulnerable adults</li> <li>• One to one situations</li> <li>• Touching and demonstrating affection</li> <li>• Car and minibus travel</li> <li>• Emergencies</li> <li>• Outings</li> <li>• Taking photographs and publishing images</li> <li>• The internet, online safety and social media</li> </ul>
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Annex C

**Record of concern or report of abuse (child or vulnerable adult)**

<b>Child's name</b>			
<b>Adult's name</b>			
<b>Date</b>		<b>Time</b>	
<b>Date of birth</b>		<b>Age</b>	
<b>Address</b>			
<b>Where you spoke to the individual</b>			
<b>What happened</b>			
<b>What was the context</b>			



**Record of concern or report of abuse (child or vulnerable adult) continued . . . .**

<b>What did the individual say (use their own words)</b>	
<b>Where and when the incident occurred</b>	
<b>Who else was present</b>	
<b>What was agreed</b>	

<b>Signed</b>	
<b>Title</b>	

Annex D

## Supervision of Choristers

The Canon Precentor appoints the Director of Music (DoM) to manage all aspects of safeguarding for the choristers while they are under the care of the cathedral. The DoM can delegate day to day activities in this area to the Assistant Director of Music (ADoM) and Choir Assistant (and occasionally to the Organ Scholar and/or the Deputy Choir Assistants). The protection of children at both choir schools, Truro School and Polwhele House School, is the responsibility of the respective Head Teacher. Exceptionally when choristers are in the cathedral, or transiting to and from school to the cathedral, or on choir trips they are under the joint responsibility of the Precentor and the Director of Music and subject to the cathedral's Safeguarding Policy and Guidelines. Handover procedures are outlined in a separate document, stored and distributed to those who need to know by the Director of Music.

Truro Cathedral Choir is made up of around 20 boy choristers, around 20 girl choristers, and 12 adult professional singers.

- The boy choristers are aged 8 to 13 and attend Polwhele House School, about two miles away from the cathedral
- The girl choristers are aged 13 to 18 and attend Truro School, about half a mile away from the cathedral

<p><b>When choristers are “under the care of the cathedral” it is expected that . .</b></p>	<ul style="list-style-type: none"> <li>• In accordance with the cathedral's Safeguarding Policy, choristers will be looked after by staff who are equipped for their role and are suitably trained. Adults identified in roles that include regulated activity with choristers will have undertaken the appropriate DBS vetting before they take up their post.</li> <li>• Full medical details and parents' contact information for all choristers will be securely stored and available to authorised, supervising staff only. Systems will be in place to ensure these records are always up to date.</li> <li>• Mechanisms to facilitate regular communication between Safeguarding Officers of the cathedral, Truro School and Polwhele House School will be in place to ensure protocols and policies dovetail and thinking is joined up.</li> <li>• Supervising staff will demonstrate vigilance in the welfare of all choristers ensuring regular communication with the girl choristers' school mentor and the boy choristers' school headmaster.</li> </ul>
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	<ul style="list-style-type: none"><li>• Risk assessments will be carried out for activities involving choristers off-site.</li><li>• Fire drills will take place as required.</li><li>• There will always be a member of staff on duty who has up to date first aid training.</li><li>• Choral Scholars (pre- or post-university singers in the choir usually aged 18 to 23) will have undergone safeguarding training and will have been given clear guidelines on appropriate conduct and acceptable interaction with choristers.</li></ul>
<b>When are boy choristers under the care of the Cathedral?</b>	<ul style="list-style-type: none"><li>• On weekdays when they are required at the cathedral after school (mostly to sing services on Mondays, alternate Tuesdays, Wednesdays and Fridays during term time), the boy choristers are under the cathedral's care from the moment their transport vehicles set off from Polwhele House School (usually at around 4.00pm) until their parents collect them from us (usually at around 6.15pm).</li><li>• On Sundays from the moment they arrive in the crypt for rehearsal until their parents collect them from us. This procedure happens twice, once around the 10am service and once around the 4pm service.</li><li>• On other occasions when they are required to be at the cathedral (e.g. for special services, recordings or concerts) when the same procedure applies – boys are under our care from the moment they arrive in the crypt until the moment their parents collect them from the crypt.</li><li>• Excursions (usually twice a year, for activities such as bowling or "clip and climb").</li><li>• Visits to sing concerts at churches around Cornwall (usually three each year).</li><li>• Foreign tours (see separate policy document).</li><li>• Boy choristers are not allowed to go to or from the cathedral alone.</li><li>• Choristers are not allowed to leave the cathedral premises except when accompanied by an authorised person, and only after permission has been given by the DoM or ADoM or Choir Assistant.</li><li>• Lifts will be given to choristers on different occasions by the Director of Music, Assistant Director of Music, Choir Assistant, and Deputy Choir Assistant, using their own private cars. It is the responsibility of these members of staff to ensure their vehicles are insured for this business use.</li></ul>



	<ul style="list-style-type: none"> <li>• In line with Diocesan Guidelines (page 17 <i>Car or Minibus Travel</i>) staff are advised not to be alone in a car with someone under 18 years except in an emergency. Where it is necessary to transport one chorister, a second adult should be in the car.</li> <li>• Issues surrounding transport of the boy choristers by car an minibus from Polwhele House School to the cathedral on weekdays are covered in the Chorister Routine document Annex E</li> </ul>
<p><b>When are girl choristers under the care of the Cathedral?</b></p>	<ul style="list-style-type: none"> <li>• On weekdays when they are required at the cathedral after school (mostly on Thursdays and alternate Tuesdays during term time), the girl choristers are under the cathedral's care from they arrive in the crypt (usually at around 4.50pm) until they leave the crypt (usually at around 6.15pm).</li> <li>• On Sundays from the moment they arrive in the crypt for rehearsal until they leave the crypt after each service. This procedure happens twice, once around the 10am service and once around the 4pm service.</li> <li>• On other occasions when they are required to be at the cathedral (e.g. for special services, recordings or concerts) when the same procedure applies – girls are under our care from the moment they arrive in the crypt until the moment they leave the crypt.</li> <li>• Excursions (usually twice a year).</li> <li>• Visits to sing concerts at churches around Cornwall (usually three each year).</li> <li>• Foreign tours (see separate policy document).</li> <li>• Choristers are not allowed to leave the cathedral premises except when accompanied by an authorised person, and only after permission has been given by the DoM or ADoM or Choir Assistant.</li> </ul> <p><b>Boarding girl choristers</b></p> <ul style="list-style-type: none"> <li>• The cathedral has responsibility for the transport of boarding girl choristers between school and the cathedral. Procedures will be agreed with Truro School's Safeguarding Officer consultation with boarding staff.</li> <li>• Lifts will be given on different occasions by the Director of Music, Assistant Director of Music, Choir Assistant, and Deputy Choir Assistant, using their own private cars. It is the responsibility of</li> </ul>



	<p>these members of staff to ensure their vehicles are insured for this business use.</p> <ul style="list-style-type: none"><li>• In line with Diocesan Guidelines (page 17 <i>Car or Minibus Travel</i>) staff are advised not to be alone in a car with someone under 18 years except in an emergency. Where it is necessary to transport one girl chorister, a second adult should be in the car.</li><li>• The cathedral will provide all relevant staff with contact details for the girls' boarding houses and boarding staff.</li></ul>
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<b>Other</b>	<ul style="list-style-type: none"><li>• The DoM, or in the DoM's absence the Assistant DoM or Choir Assistant, is responsible for the supervision and well-being of the choristers during choir practices and services.</li><li>• If a chorister should become ill during a service, the Choir Assistant will attend to him/her.</li><li>• Visiting choirs are responsible for making their own arrangements for the supervision of children. The Worship Administrator will ensure they are briefed on the Cathedral Safeguarding Policy.</li><li>• On no account must gifts be given to individual choristers. If any member of the public wishes to give a gift to a chorister, they must be told to discuss the matter with the DoM.</li></ul>
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Annex E

**Chorister Routine**

8.10am	Morning practice commences in the hall.
8.55am	Morning practice ends.
9.00am	School assembly commences after which the choristers follow the school routine.
3.40pm	The teaching day ends and the choristers report to the Old Dining Room for tea. The Choir Assistant checks chorister attendance with the School Secretary and registers the choristers.
4.00pm	The choristers are transported to the cathedral in the two school minibuses and Choir Assistant's car. This is the point at which the Choir Assistant assumes overall responsibility for the choristers; however the Polwhele staff will be vigilant in making sure they have the correct number of passengers in their vehicles and will maintain good order throughout the journey. The three vehicles travel down to the cathedral in convoy via Bodmin Road with the Choir Assistant leading the way in order for her to arrive first at the cathedral and be ready to receive the choristers at the other end.
4.10pm	The choristers arrive at the cathedral. The Polwhele drivers wait until the choristers are handed over safely to the Choir Assistant before returning to school.
4.15pm	The choristers follow the cathedral routine.
6.20pm	After Evensong any boarding choristers are transported to school by the Choir Assistant.
6.30pm	The Choir Assistant hands the boarding choristers over to the school boarding staff and the choristers follow the school routine.
<b>Other points</b>	<p>Although the cathedral music staff take the morning music practices the school assumes overall responsibility for the choristers from arrival at 8.00am and during the morning practice.</p> <p>Weather permitting, the Choir Assistant might supervise a game of chorister football outside on the terraced garden between 3.40-4.00pm. On the occasions when this happens this is the point at which the Choir Assistant assumes overall responsibility for the choristers; otherwise this happens at 4.00pm when the choristers leave the building.</p> <p>Occasionally due to school sporting commitments, arrangements differ from the above and choristers may be dropped off at the cathedral at different times. When this happens the choristers remain the responsibility of the school staff until they are safely handed over to the cathedral staff.</p> <p>Occasionally when the school minibuses are unavailable, the choristers are transported to the cathedral in taxis. The vehicles still travel in convoy with the Choir Assistant leading the way.</p>

**Created by Polwhele House School: November 2015**

Annex F

## Authorised Listeners

**A victim or survivor of abuse (not necessarily proven or substantiated) from within the cathedral community, can seek a referral.**

They can do this by contacting the Diocesan Safeguarding Officer (DSO) directly or indirectly through a Cathedral Residentiary Canon or the Cathedral Safeguarding Officer.

- The DSO will speak directly to the victim or survivor of the abuse and clarify the request.
- The DSO will arrange for them to be contacted by an Authorised Listener (AL) within three weeks of the referral.
- The AL will inform the DSO when the service is no longer required and of any 'next steps' that have been agreed that the cathedral/diocese needs to support.
- Three sessions will be offered by an Authorised Listener. If additional needs are identified, further help will be provided.

## Contact

Sarah Acraman – Diocesan Safeguarding Officer  
T: 01872 274351  
E: sarah.acraman@truro.anglican.org  
W: www.trurodiocese.org.uk

### Other useful organisations

**NAPAC** (National Association of People Abused in Childhood)  
0808 801 0331 (calls will not show on your bill)

**The Survivors Trust** (a national umbrella organisation)  
www.thesurvivorstrust.org



Annex G

**Risk assessment template**

Assessor/s		Location of visit/event			
RA date		Activity/event			
Leader		Date of activity/ event			
Other adults		Size of group			
		Age of group			
Hazards identified	Person at risk	Potential outcome	Likelihood	Action required to reduce risk	Date
e.g. walking on roads, getting lost, falling, sunburn or other potential risks related to the activity	e.g. staff, volunteers, participants, general public	What could go wrong? What injuries could be sustained?	High (H) Medium (M) Low (L) Very low (VL)	What you will do or the conduct you will insist upon to minimise any risk e.g. small groups, an adult in front and behind, a 'never alone' policy	Pre-visit On the day

