

**SAFEGUARDING HANDBOOK FOR STAFF AND
VOLUNTEERS**

GLOUCESTER CATHEDRAL

**Approved by The Chapter
July 2017**

‘Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm’. (Protecting all God’s Children’ Church of England 2010).

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Welcome to this overview of the safeguarding responsibilities that we all share in, in the life of our Cathedral.

This Safeguarding Resource Handbook sets out our:

- ✓ Governance and management arrangements.
- ✓ Policies and practice guidelines for working with children, young people and vulnerable adults in our community.
- ✓ Roles and responsibilities of all staff and volunteers to protect the most vulnerable in our community.
- ✓ In appendix I there is a template Risk Assessment process to ensure we have a clear overview and plan well, for all our activities in line with the law and best practice.

This Handbook is reviewed by the Cathedral's Chapter (our governing body) each year and updated accordingly during the year when there are any changes needed.

All the information you will find in this Handbook is also available as downloadable documents directly from the Cathedral and Diocese of Gloucester websites on the links provided throughout the document.

Please make sure you are familiar with the sections relevant to you.

In 2016 the safeguarding work of the Diocese of Gloucester and Gloucester Diocese were independently reviewed by the Social Care Institute for Excellence in line with national Church of England requirements. Our working partnership across diocese and Cathedral was very positively commended; and we work together to do all we can to make our churches, and our Cathedral as safe as they can be for vulnerable groups.

The key message for us all is to 'be alert'. Being knowledgeable about what to look out for and how to raise concerns can make a real difference to a child or vulnerable person in real need.

The Very Reverend Stephen Lake

Named lead people

If you have concerns or worries about any element of safeguarding please get in touch with:

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Kate Peake	DBS Administrator Officer for all safeguarding record checking updates and renewals	KPeake@glosdioc.org.uk 01452 410022 x 260
Canon Celia Thomson	Canon Chancellor Canon Pastor	celia.thomson@gloucestercathedral.org.uk 01452 229824
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Gill Brook	Safeguarding Nominated Person for Cathedral Community and the Cathedral Adviser on Safeguarding Risk Assessments (children and vulnerable adults)	Gilldbrook@gmail.com 07701 053780 / 01452611081
Lorna Giles Charlie Peak	Volunteer Managers Responsible for recruiting and managing Cathedral volunteers	Lorna.giles@gloucestercathedral.org.uk Charlie.peak@gloucestercathedral.org.uk 01452 528095
Adrian Partington	Director of Music Responsible for all choir/music-working with Jonathan Hope and Nia Llewelyn Jones; Helen Sims, Music Dept Manager with responsibility for Risk Assessments for Choir Activities and tours (UK and Overseas)	Adrian.partington@gloucestercathedral.org.uk 01452 528095 01452 508212
Sarah Law	Senior Education Officer Lead for all safeguarding in Education Centre and related activities	Education@gloucestercathedral.org.uk 01452 521010
Nick Hilyer	Dean's Verger – with responsibility for verger training	Nick.hilyer@gloucestercathedral.org.uk 01452 229816 07889 166791
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Dan Robinson	Brunch and Bounce Chapter House activities	bigdanbro@mac.com

PART ONE

I. Human Resources practice and protocols

- I.1 All applicants for posts - paid or voluntary- will be recruited through safer recruitment processes and references taken up as appropriate.
- I.2 Guidelines for safer recruitment are available through the links below in I.8
- I.3 Disclosure and Barring Service (DBS) checking is undertaken for roles where there is legal eligibility for an application.
 - I.3.1 There is no overall list of what roles are eligible for a DBS check and each post should be discussed and agreed on an individual basis with HR to assess if the post comes within regulated activity definitions.
 - I.3.2 DBS checks may be completed on line through Kate Peake the diocesan HR and Safeguarding Team or
 - I.3.3 Individuals may choose to sign up to the Government's Online Updating Service and provide their unique password under the scheme checking guidelines. Kate Peake can give more information.
- I.4 Induction training will be given to all new staff and volunteers as appropriate. This will be organised through the Cathedral and diocesan offices in liaison with the relevant line management.
- I.5. Training for those with specific roles/responsibilities will be set out in job descriptions, and in appointment and induction processes. For these groups regular updating and follow up advice, guidance and support will be provided.
- I.6 Risk Assessments for individual applicants where appropriate, in any Cathedral role (paid or voluntary) may only be carried out by the Diocesan Safeguarding Officer(s) or with their guidance and support. In any disputed assessment the final decision is taken by the Head of HR and Safeguarding.

I.8 National and Diocese of Gloucester resources and links

(See PART EIGHT page 17)

PART TWO

2. Understanding organisational issues and individual behaviours

2.1 Abuse against children, young people and adults can happen in public, but its more likely that it will happen in secret; at home; and away from the public gaze. That is why it is important that we know what to look for and be aware of; and that we dare to ask the questions

`Does that look right to me?`

`Am I happy with what I have heard/seen?`

`Do I need to talk this over/report this to someone?`

2.2 Understanding abuse - Opportunity to abuse

In order to abuse there must be opportunity to abuse.

2.2.1 **Organisational failings** - There may weaknesses in internal systems and processes that allow individuals to perpetrate and go unchecked or unchallenged. Clear recruitment, training, induction, disciplinary and capability processes will help. Statutory processes often underpin follow up processes and there are a number of laws (national and international) which place responsibility and accountability on organisations – churches included – to protect and safeguard.

2.2.2 **Individual behaviours** – There are any number of behaviours and characteristics for those seeking to abuse. These can be highly manipulative; subtle; exploitative. Examples include:

- ✓ Grooming
- ✓ Targeting vulnerability
- ✓ Exploiting relationships

Internet/social media afford any number of ways in which individuals can target, bully, and exploit.

We shouldn't be surprised that those perpetrating abuse often (seek) work in environments which give them the opportunity to abuse. That is exactly why they are there....

2.3 Signs and symptoms, and how to raise alerts and concerns

There are a number of resources that give an overview of the signs and symptoms of abuse; and how to raise concerns if you are worried about a particular situation. These are not detailed or exhaustive. We don't want anyone to be an expert or a detective – we want everyone to be open minded and alert and to have the confidence to know what to do if a concern arises. We will ensure a programme of training and support within our activity plans.

(See PART EIGHT page 17)

PART THREE

3.1 Cathedral Child Protection Policy Statement

This policy should be read in conjunction with the Diocesan guidelines (visit <http://gloucester.anglican.org/parish-life/safeguarding/>) and the Cathedral's Safeguarding Guidelines as set out in this Handbook.

Gloucester Cathedral is committed to promoting and supporting environments which:

- ✓ Are youth-friendly and child-friendly and nurture their positive development.
- ✓ Enable children and young people to be active contributors to our community.
- ✓ Protect children and young people from actual or potential harm.
- ✓ Enable and encourage concerns to be raised and responded to openly and professionally.

We recognise that:

- ✓ The welfare of the child or young person is paramount.
- ✓ All children (regardless of age, ability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse.
- ✓ Abuse of children can occur in all communities, families, and groups, and that vigilance is key.
- ✓ Working in partnership with children, young people, their parents, carers, the statutory and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people

In all our activities ;

- ✓ Valuing, listening to and respecting children and young people.
- ✓ Fostering and encouraging best practice by setting standards for working with children and young people.
- ✓ Working closely and in co-operation with statutory bodies, voluntary agencies and other faith communities.
- ✓ Ensuring our Risk Assessments have worked through potential issues and control measures have been put in place, as far as is practicable.

In our recruitment of paid staff and volunteers, following Diocesan procedures in:

- ✓ Ensuring safer recruitment process and practices are carried out consistently.
- ✓ That all necessary checks are made to promote the selection and recruitment of ordained and lay ministers, volunteers and paid staff, working with children and young people.
- ✓ Providing supervision, support and training.

In our publicity:

- ✓ Sharing information about good safeguarding practice with children, parents, and all those working with them.
- ✓ When concerns are raised, following Diocesan procedures in responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child.

- ✓ Working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community.

In our care:

- ✓ Ensuring that informed and appropriate pastoral care is offered to any child, young person who has suffered abuse.
- ✓ Ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made by a child or young person in line with the Diocese's clear protocol for allegations management.

In our supervision of offenders, following Diocesan procedures in:

- ✓ Ensuring, with Diocesan oversight, and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them through careful offender management processes.

3.2 Photography

It is impossible to police photography by visitors in the Cathedral. During rehearsal local signage around the rehearsal space is displayed to discourage photography. During services signs are placed at the Western most point of entry to the service. Permission is required for the taking and use of photographs for office purposes by the Cathedral. Consent should be sought from the appropriate Lead Officer named on p4.

3.3 Incident Reporting

Any incident (safeguarding, health and safety, accident etc) should be reported to the most senior member of staff present; and promptly to the Chapter Steward; Head of HR/Safeguarding; Diocesan Safeguarding Officer. These will be recorded following statutory good practice guidelines.

3.4 Day to day practical arrangements – the Cathedral will:

- ✓ Always ensure it has up to date contact details for parents and guardians.
- ✓ Work closely with schools and school groups planning events and visiting the Cathedral.
- ✓ Work closely with leaders of groups of children and young people with special needs.
- ✓ Work closely with leaders of visiting choirs, and external projects such as visiting theatre. groups, musicians; The Three Choirs Festival, for assurances that they have their own adequate safeguarding provision.
- ✓ Provide an authorised person for group tours of visitors/tourist groups to the Cathedral, but leaders are responsible at all times for their groups.

3.5 Review

We are committed to reviewing our policy and procedures annually. This policy will be reviewed annually by the Chapter in January 2016 or at any time prior to that should the need arise.

3.6 Cathedral activities that fall into this policy include – An Overview (January 2016)

Activity	An overview of activity, arrangements, resources required or referenced/set out elsewhere in this handbook
Brunch and Bounce	<p>This is a volunteer led popular activity. Children remain the responsibility of their parents throughout each event and should be supervised at all times.</p> <p>For Health and Safety purposes a full Risk Assessment (pages 21-23) should be completed to ensure that any risks in an activity or in numbers attending are managed.</p>
Children’s Church	<p>A number of parents take turns in coordinating events for the Children’s Church on an occasional rota basis.</p> <p>Every child is the responsibility throughout of a parent, nominated parent, or guardian.</p> <p>Any delegation of parental duties (eg to a friend) is solely the responsibility of parents/guardians.</p> <p>For Health and Safety purposes a full Risk Assessment (pages 21-23) should be completed to ensure that any risks of an activity or in numbers attending are managed.</p>
Education Centre (Policy on display in the Centre see page 13-14)	<p>Group and school visits to the Cathedral/Education Centre will always be undertaken by an authorised member of staff or Education Volunteer.</p> <p>The Education Centre will work with schools and group leaders to ensure adequate adult/child ratio; supervision and reporting arrangements.</p> <p>Children requiring toilet facilities or who have other needs during visits (eg if they are unwell) are the full responsibility of their school/group teachers/staff.</p> <p>Dressing up for events will be on top of existing clothing. Mostly these will be done by the children themselves, where they require additional assistance this will be done by friends, more senior children (eg prefects); or by staff/volunteers; and will always be done in the presence of others and school staff.</p> <p>Education staff and volunteers will work closely with each school’s Safeguarding policies and processes. Child/children will never be left unattended and will be supervised by a suitably recruited/trained adult.</p>
Junior Choir	<p>Parents are responsible for their children getting to and home from rehearsals and services; and should make their children’s travel</p>

	<p>arrangements.</p> <p>A child/children will never be left unattended and always supervised by a suitably recruited/trained adult.</p> <p>Children requiring the toilet must ask for permission to leave the group. They will be allowed to go with an older child or taken/returned by another person as appropriate and designated by the senior member of staff present. Children are expected to be fully able to toilet themselves. Except in the most extreme circumstances (urgent illness) they will not be accompanied in any toilet facility.</p> <p>Where outings and events (at home and abroad) take place the Cathedral will undertake full risk assessments and liaise with parents directly. For Health and Safety purposes a full Risk Assessment (pages 21-23) should be completed and signed off by the Music Director to ensure that any risks in any activity or in numbers attending are managed..</p>
<p>Choristers (See page 12 for current school year chaperone and safeguarding rota)</p>	<p>A detailed programme of supervision and chaperoning will be reviewed on a termly basis. It will be displayed in the Song School and Music Department office and a copy held by each individual named. Children are expected to be fully able to toilet themselves. Except in the most extreme circumstances (urgent illness) they will not be accompanied in any toilet facility.</p> <p>Choristers become the responsibility of the Music Department once they arrive at the Chorister tea.</p> <p>Where outings and events (at home and abroad) take place the Cathedral will undertake full risk assessments and liaise with parents and the school directly using the Gloucestershire County Council risk assessment processes.</p> <p>For overseas activities Chapter will sign off all health and safety and safeguarding arrangements.</p> <p>Parents are fully responsible for their children’s travel arrangements to and from rehearsals and services – this includes where other parents are involved in personal/shared travel arrangements. They resume the responsibility for their children at the North Transept of the Cathedral at the end of Evensong or a rehearsal on a weekday or after services at weekends. Where there are building or other works, the Cathedral will agree other pick up arrangements directly with parents.</p> <p>Where parents are content for their children to travel alone to and from services/rehearsals/activities they should ensure that the Director of Music/Chorister Tutor are informed and given an appropriate contact number so that any absence can be followed up very quickly.</p>

	<p>Parents should pick up their children promptly unless otherwise notified and alternative arrangements agreed with the Director of Music/Chorister Tutor on a case by case basis.</p> <p>A child/children will never be left unattended and always supervised by a suitably recruited/trained adult.</p> <p>There will be direct liaison with the Head Teacher of Kings School and/or The Pastoral Assistant Head Teacher on all matters of concern regarding the wellbeing and safety of the choristers.</p>
Youth Choir	<p>Parents are responsible for their children getting to and home from rehearsals and services; and should make their children's travel arrangements. They resume the responsibility for their children at the South Porch of the Cathedral at the end of events. Where there are building or other works, the Cathedral will agree other pick up arrangements directly with parents.</p> <p>Where outings and events (at home or abroad) take place the Cathedral will undertake full risk assessments and liaise with parents directly. For Health and Safety purposes a full Risk Assessment (pages 21-23) will be completed to ensure that any risks in an activity or in numbers attending are managed.</p> <p>For overseas choir tours Chapter will sign off all arrangements.</p> <p>Where a member of the Youth Choir is turning pages for the Organist the door of the Organ Loft will remain open.</p> <p>The Duty Vergers should always be informed of individuals in the Organ Loft for Lone Working, Safeguarding, and for Health and Safety purposes.</p>
Youth Group	<p>Parents are responsible for their children getting to and home from youth group activities and making their children's travel arrangements.</p> <p>Where outings and events (at home and abroad) take place the Cathedral will undertake full risk assessments and liaise with parents directly. See pages 21-23 for template for individual Risk Assessments and control measures.</p> <p>Young people will never be left unattended and always supervised by a suitably recruited/trained adult.</p>

EDUCATION CENTRE – SAFEGUARDING POLICY AND PRACTICE

This policy and practice explicitly relates to the work of the Cathedral Education Centre in its work with schools and groups where safeguarding is the joint responsibility of the individual school/group and the centre staff and volunteers.

1. Responsibility

Responsibility for delivering these procedures lies with the Canon Celia Thomson, delegated to the Education Officers.

2. Education Centre Staff

Employed Education Centre staff (Education Officers) have qualifications and classroom based experience which enables them to understand the sensitive issues involved in child protection. They have undergone an enhanced DBS check. They remain aware of current best practice through appropriate training.

3. Education Centre Volunteers

All regular Education Centre volunteers have a DBS check. References are taken for all new applicants and volunteers undergo training as appropriate depending on their previous experience and prospective level of involvement. All volunteers go through the Volunteer Application Procedure.

Education Officers are responsible for ensuring volunteers are kept up to date with current safeguarding practice.

4. Guidelines for School Visits

Schools are encouraged to have an appropriate ratio of children to adults in accordance with County Council non-statutory guidance. Members of school staff are responsible for the behaviour of their pupils. It is recommended that SEN pupils are accompanied by support staff.

Education Centre volunteers should refer all behavioural issues to school staff.

No Education Centre volunteer should ever be alone with an individual child.

Children requiring toilet facilities should be accompanied by an adult from their school.

Volunteers will guide pupils in group sizes appropriate to pupils' age, type of trail and the expertise of the volunteer.

5. Dressing Children

Many visits include historical role play where pupils are dressed in costume. These costumes are always worn on top of the pupils own clothing. As far as possible dressing is done by the children themselves, peers or school staff. When Education Officers or volunteers are required to dress a pupil this is always done in the presence of other pupils and school staff.

6. External Providers

When sourcing external providers e.g. re-enactors, musicians, theatre groups, Education Officers ensure that such providers have relevant experience/references and where necessary a DBS check.

7. Reporting

Anyone with a concern about a child visiting the cathedral as part of a guided visit should initially address that concern to a member of Education Centre Staff (Education Officer).

Any member of staff or cathedral volunteer receiving such a concern should refer this on to an Education Officer or the Canon Pastor.

This method of reporting concerns will be communicated to relevant parties by the Education Officers and through the Cathedral's booking procedures.

8. Other Matters

Any incident involving a pupil or adult on a guided educational visit is recorded in the Cathedral Office's Record of Incidents' Book. Most visiting schools bring their own first aid trained member of staff and first aid kit.

Children and young people accompanied by adults outside of a guided educational visit remain the responsibility of their accompanying adults. This applies to unguided school visits and children visiting with family members/carers.

Education Officers will use their professional judgement when guiding pupils and will liaise with school staff in all matters relating to visiting children and young people.

Version: agreed June 2017

PART FOUR

4.1 Cathedral Protection of Vulnerable Adults Policy Statement

This policy should be read in conjunction with the Diocesan guidelines (visit <http://gloucester.anglican.org/parish-life/safeguarding/> and the Cathedral's Safeguarding Guidelines as set out in this Handbook

Gloucester Cathedral is committed to promoting and supporting environments which:

- ✓ Ensure that all people feel welcomed, respected and safe from abuse.
- ✓ Encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community.
- ✓ Protect adults who may be vulnerable from actual or potential harm.
- ✓ Enable and encourage concerns to be raised and responded to openly and professionally.

We recognise that:

- ✓ Everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives.
- ✓ All adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse.
- ✓ Abuse of adults can occur in all communities, families, and groups, and that vigilance is key.
- ✓ Working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable

In all our activities

- ✓ Valuing, listening to and respecting adults who may be, or feel, vulnerable.
- ✓ Fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities.
- ✓ Ensuring that where we can appropriate Risk Assessments are undertaken and control measures put in place.

In our recruitment of paid staff and volunteers, following Diocesan procedures in:

- ✓ Ensuring safer recruitment process and practices are carried out consistently.
- ✓ That all necessary checks are made to promote the selection and recruitment of ordained and lay ministers, volunteers and paid staff, working adults who may be vulnerable.
- ✓ Providing supervision, support and training.

In our publicity:

- ✓ Sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them.

When concerns are raised, following Diocesan procedures in:

- ✓ Responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child.
- ✓ Working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community.

In our care:

- ✓ Ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ✓ Ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision of offenders, following Diocesan procedures in:

- ✓ Ensuring, in partnership with the Diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

4.2 Cathedral activities that fall into this policy include (January 2015)

- ✓ Breakfast Club
- ✓ Supporting often complex pastoral situations
- ✓ Welcoming groups which include adults with special / additional needs

4.3 Review

We are committed to reviewing our policy and procedures annually.

This policy will be reviewed annually by the Chapter in July 2018 or at any time prior to that should the need arise.

PART FIVE - Managing Offenders

- 5.1 The Cathedral has a mission and ministry to all. We will work closely with individuals who have offended or pose a risk to the vulnerable to ensure they are able to attend agreed/designated worship /events within agreed boundaries.
- 5.2 In all instances we will work within the national guidelines of the Church of England with individual behaviour agreements/contracts that will be shared with the statutory services such as probation as appropriate. These will be reviewed regularly.
- 5.3 Only the Diocesan Safeguarding Officer(s) have the authority to negotiate and agree any agreement/contract of behaviour working. They will work closely with clergy, stewards, and statutory bodies as appropriate to the circumstance. In some cases liaising between churches and the Cathedral, and other dioceses may also be appropriate.

PART SIX – The Diocesan Safeguarding Board and Partnerships

- 6.1 The Cathedral sits within the Diocese of Gloucester’s Safeguarding Board oversight. The Board includes; The Local Authority Designated Officer; The police lead for Public Protection; the county lead for adult safeguarding; The Bishop’s Chaplain; The Bishop’s Independent Adviser; representatives from senior and parochial clergy, The Board of Education; and legal advice. The Board has an Independent Chairperson.
- 6.2 The Board publishes an annual safeguarding business plan.
- 6.3 The diocese works in partnership with other dioceses, ecumenically, and across the statutory and voluntary bodies in designing and developing training, advice and support.
- 6.4 Recognising our own professional and pastoral boundaries, where possible we will always sign-post people to organisations and people who can offer professional support, advice and guidance.
- 6.5 The Diocese is represented at the Safeguarding National Conference; on the Local Authority Children and Adults Boards; and on regional and local networks (of Chairs, and officers).

PART SEVEN – Supporting and caring for survivors of abuse

- 7.1 The Cathedral will always offer informed pastoral care and support for survivors of abuse.
- 7.2 We recognise that we are not professional counsellors, or experts in giving practical or legal advice and guidance, so we will always support an individual to seek/or signpost them to other services and bodies that may also be able to help with advice and guidance .

PART EIGHT - Resources and links

- 9.1 All volunteers and staff should have easy access to their **Pocket Guide to Safeguarding in the Diocese of Gloucester** – further copies are available on request.
- 9.2 Diocese safeguarding guidelines, tips, newsletters, fact sheets and resources
<http://gloucester.anglican.org/parish-life/safeguarding/>
- 9.3 Advice and guidance for working with children and young people
<http://www.gloucester.anglican.org/content/pages/documents/I392208860.pdf>
- 9.3 Advice and guidance for working with vulnerable adults
<http://www.gloucester.anglican.org/content/pages/documents/I392208903.pdf>
- 9.4 Safer Recruitment guidelines
<http://www.gloucester.anglican.org/content/pages/documents/I417612941.pdf>
- 9.5 Signs and symptoms of abuse
<http://www.gloucester.anglican.org/content/pages/documents/I417101453.pdf>
- 9.6 Church of England resources on Safeguarding
<https://www.churchofengland.org/clergy-office-holders/protecting-and-safeguarding-children-and-adults-who-are-vulnerable.aspx>
- 9.7 Churches Child Protection Advisory Service (CCPAS)
<http://www.ccpas.co.uk>
- 9.8 Gloucestershire County Council – adult and children help desk and contacts
<http://www.gloucestershire.gov.uk/article/I04868/Safeguarding-adults-procedure>
<http://www.gloucestershire.gov.uk/article/I04867/Safeguarding-children-procedure>
- 9.9 NSPCC <http://www.nspcc.org.uk>
- 9.10 Childline <http://www.childline.org.uk>
- 9.11 Age UK <http://www.ageuk.org.uk>
- 9.12 MIND <http://www.mind.org.uk>
- 9.13 GDASS Gloucester Domestic Abuse Support Service
<http://gdass.org.uk>

GLOUCESTER CATHEDRAL – EVENT RISK ASSESSMENT

(This template document – may also be accessed through the Cathedral Health and Safety policy and processes as there are overlapping responsibilities)

- ✓ This should be photocopied for any event (or downloaded from <http://gloucester.anglican.org/parish-life/safeguarding/safeguarding-resources>)
- ✓ It should be used in oversight and management of any outing event in the Cathedral and UK
- ✓ For any event planned for overseas it should be used as a cover document for the detailed risk assessment.
- ✓ Overseas choir visits have a separate assessment system – Helen Sims has the paperwork and works with Diocesan and Risk Assessment Adviser on these.

NAME OF CATHEDRAL EVENT DATE / VENUE OF EVENT NUMBER OF YOUNG PEOPLE (attach list/register and details of parents consent forms and contact details)	
IF TRANSPORT IS REQUIRED GIVE DETAILS	
WHO IS THE NAMED LEAD PERSON(S) FOR THE EVENT? (insert Name and Contact Details here)	
WHAT STAFF/VOLUNTEERS/PARENTS OTHERS WILL BE PRESENT (insert Names and Contact details here)	
ARE ANY DBS OR CONFIDENTIAL DECLARATIONS REQUIRED? (detail here)	
IF A SCHOOL/EDUCATION EVENT WHAT ARE THE SCHOOL/TEACHER CONTACT DETAILS?	
FROM THE RISK CALACULATOR OVER THE PAGE WHAT WAS THE INITIAL ASSESSEMENT OF RISK?	Use the guide over the page to help you assess the 'before' risk
FROM CONTROL MEASURES IN PLACE WHAT WAS THE FINAL ASSESSMENT OF RISK?	Use the guide over the page to think through what you need to do to put in controls to assess final risk

PART ONE - RISK CALCULATOR – check out where the event sits within this matrix

LIKELIHOOD →	UNLIKELY	POSSIBLE	LIKELY
CONSEQUENCE ↓			
Slightly harmful	Trivial	Acceptable	Moderate
Harmful	Acceptable	Moderate	Substantial
Extremely harmful	Moderate	Substantial	Unacceptable

PART TWO - RISK CONTROL – if Moderate or higher, move to Part Three

RISK LEVEL	ACTION REQUIRED
Trivial and Acceptable	No action required
Moderate	<p>If it is reasonably practicable to undertake some action to reduce the level of risk this should be done.</p> <p>If the risk is moderate because the consequences are extremely/ harmful it is unlikely that there can be any further reduction without significant effort and this should be reviewed urgently before further planning. Ensure there is a suitable system in place and continue to monitor.</p>
Substantial and Unacceptable	<p>Action must be taken to remove or reduce the risk.</p> <p>If action cannot reduce or remove the level of risk the activity should not be undertaken.</p>

PART THREE - RISK CONTRL MEASURES – below is just an example to help you think through the controls you may need to complete for your final Risk Assessment

Before the event identify key activities	What risks are there and what level would they be?	What will you do to control the level of risk?	What is the new risk level from controls in place now ?	Who will be leading on a particular issue?
ACTIVITIES AND ISSUES OBSERVED	RISK LEVEL BEFORE CONTROL MEASURES APPLIED	CONTROL MEASURES PUT IN PLACE	FINAL RISK LEVEL	RESPONSIBLE PERSON FOR THIS ACTIVITY
<p>Take youth group up to the Tower Steep steps, dark, group get separated, heights, fooling around</p>	Substantial	<p>Leaders to take torches and first aid kit - Give clear instructions. Ensure one leader at front, middle and rear Parents permissions needed - Young people to wear appropriate footwear.</p>	Moderate	Two leaders to take charge one at front and one at rear

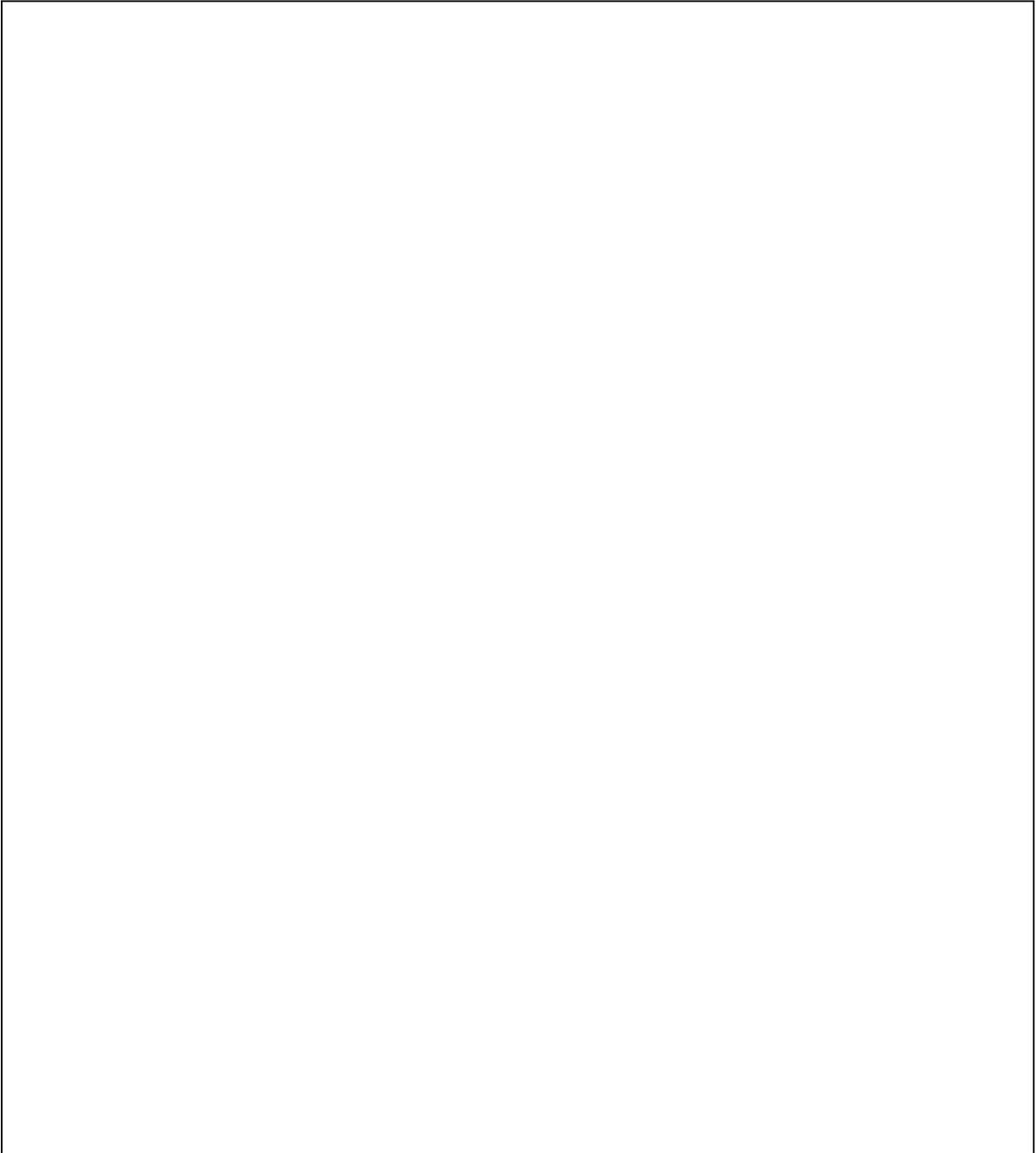
**GLOUCESTER CATHEDRAL
RISK ASSESSEMENT CONTROL MEASURES AND LEAD PERSON**

- ✓ This assessment should be saved and printed off and a copy given to the Chapter Steward for filing with in the audit/risk register and insurance processes.
- ✓ The lead person for every event should retain a copy for use during the event and as part of departmental/group events planning.

ACTIVITY AND ISSUES OBSERVED	RISK LEVEL BEFORE CONTROL MEASURES APPLIED	CONTROL MEASURES PUT IN PLACE	FINAL RISK LEVEL	RESPONSIBLE PERSON FOR THIS ACTIVITY

CONTINUE ON FURTHER PAGES AS APPROPRIATE

Notes and comments



This document will be reviewed annually by the Chapter of Gloucester Cathedral

Next review: July 2016.

Judith Knight, Head of HR and Safeguarding, Gloucester Diocese