



# **Safeguarding Children and Young People Policy**

**January 2016**

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## **Foreword by the Very Reverend Pete Wilcox**

Dear Friends

Liverpool Cathedral is called to be a safe place to do risky things in Christ's service. We are proud of our culture of enterprise and our pursuit of enterprise and of our readiness to push the boundaries. In all these areas, risk is a force for good.

But Liverpool Cathedral is called to be a safe place above all for children and young people, and in this respect we are not prepared to countenance any risk at all. Rather, it is absolutely incumbent upon all of us to make this holy house at all times and as far as humanely possible a place of security and sanctuary from harm.

To this end, I commend to you wholeheartedly our Safeguarding Policy. I ask you to read it carefully and to consider the ways in which it applies to you. Please make yourself thoroughly familiar with it. Each of us has a part to play in ensuring that our Cathedral represents all that is excellent in our welcome to and care for children and young people.

## **Introduction**

This Cathedral Policy is based on and seeks to establish best practice for Cathedral staff and volunteers. It is integrated with and follows the procedures and practices of the Diocese of Liverpool with regard to working with children and young people and along with the Diocesan policy contains guidelines to protect children, young people and those who work with them. Further exploration of the issues addressed in these pages may be found in the House of Bishops' Child Protection Policy for the Church of England "Protecting all God's children" (2010), which is downloadable from the Diocesan website along with the Diocesan policy.

Chapter see the necessity for care in selection, of helpful support for, and a continued interest in, all the Cathedral workers who have contact with children.

To emphasise the importance of Safeguarding Children, the House of Bishops has produced a strengthened policy for the entire Church. There are some detailed changes; however the message remains the same. Children must be as safe from harm as they possibly can be. Children and young people are vulnerable and they need to be able to trust the adults around them if they are to grow up unharmed. If they cannot trust the Church, they might never be able to trust God - or themselves.

Liverpool Cathedral is committed to safeguarding and promoting the welfare of children. All staff and volunteers share this commitment and as a result the Cathedral has achieved the Child Friendly Award.

## **Policy Statement**

Chapter carry a duty of care for the safety of all children and young people who attend or use of the Cathedral.

Chapter are committed to:

- Creating a safe environment for children and adults by implementing the House of Bishops' Children Protection Policy (2010) and the Cathedral Procedures (October 2015).
- Ensuring that all those who have regular substantial access to children on a paid or voluntary basis are carefully selected and use the Disclosure & Barring Service Enhanced Disclosure amongst other tools to check the background of each person as outlined in the Cathedral Procedures.
- Helping staff and volunteers to respond appropriately to concerns/allegations.
- Preparing staff and volunteers to encounter children who have been harmed.
- Promoting good practice by reducing the risk of someone harming a child in the course of their work within the Cathedral.
- Providing regular training which includes e-learning and guidance to those working with and having regular substantial access to children.
- Offering informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- Supporting and supervising any member of our cathedral community known to have offended against children in line with the Cathedral Procedures.

Where there is an allegation of abuse concerning a member of the Cathedral community Chapter undertake to involve and co-operate fully with the Liverpool Safeguarding Children's Board (LSCB) and statutory agencies informing them of any suspected criminal offences or concerns that we are made aware of in respect of our contact with children.

Chapter has appointed a Cathedral Safeguarding Children Adviser

This policy will be reviewed annually by Chapter. However should there be issues arising that identify deficiencies in this Policy or its implementation these should be addressed as a matter of priority.

**The Cathedral Safeguarding Children/Young People Adviser responsibilities are:**

- To provide support, advice and expertise within the Cathedral including the monitoring of safeguarding children procedures.
- To be the first point of contact for advice on safeguarding issues.
- On a case by case basis to decide whether to make a referral to local LSCB as required.
- To encourage a culture of informed vigilance.
- To attend relevant training.
- To ensure all staff have access to the Cathedrals' policy and procedures for safeguarding children.
- To ensure compliance with the policy and bring to the notice of the Dean and Chapter any matters affecting safeguarding in the Cathedral.
- To be the nominated contact in the event of allegations against staff or volunteers concerning children when referrals to the Local Authority Designated Officer (LADO) is required.
- To make an annual written report to Chapter on compliance with the policy. This should include
  - Matters of Policy requiring a decision of Chapter
  - Progress on the administration/implementation of the Policy and practice guidance.
  - Training needs and strategy.
  - Numbers, if any, of blemished disclosures.
  - Numbers, if any, of investigations.
  - Numbers, if any, of attendance and/or working agreements in place.

In addition the Safeguarding Adviser will work with the Education Officer, Visitor Services Manager, HR Manager and the Children's Pastoral Co-ordinator and Choir Guardian to coordinate and report any protection matters within their departments.

**Chapter has identified the following activities and groups which may involve children and young people and those who have particular responsibilities to which the House of Bishops' policy applies:**

## **Activities**

### Choirs

- Cathedral Choir
  - Lay Clerks (Adults)
  - Cathedral Boy Choristers
  - Cathedral Girl Choristers

### Other Cathedral Choirs

- Cathedral choirs which include teenage members
- Cathedral music groups with teenage members

NB Visiting choirs with members under 18, other churches meeting at the Cathedral and other groups using the Cathedral are expected to use their own safeguarding policy or to adopt our own.

### Children and Youth Activities

- Sunday morning and evening groups e.g. Zone 2.
- Children and youth activities in the cathedral precinct or elsewhere e.g. Over Crofters.
- Nurture and discipleship groups attended by anyone under 18 e.g. confirmation and communion classes.
- Visits or special events organised by cathedral staff or volunteers.
- School visits (accompanying staff are responsible for pupils' safety and conduct as set out in the Schools protection policy).

### Other Congregations

(e.g. St James in the City, Church of Scotland)

People with safeguarding responsibilities will be required to have a DBS this will be in line with the House of Bishops draft safer recruitment document see appendix 9. These lists are not an exclusive list but for the Cathedral would include the following:

- All Clergy
- All Vergers
- Guides and Stewards – as appropriate
- Bell Ringers – as appropriate
- All Music / Liturgy Staff
- All Education Staff
- All Constables
- Events and Visitors Services staff – as appropriate
- All Staff who supervise work experience students
- All volunteers who have regular and unsupervised contact with children (e.g. Education Volunteers, Key Holders to the Bell Tower, Pastoral Team and Choir Pastoral Supervisors)
- All Youth and Children’s Workers

Although staff employed at the retail outlets within the Cathedral have no responsibility for children and young people they should nevertheless be familiar with this policy and take responsible action if necessary. This also applies to any other staff that has no responsibility for children and young people. We all need to recognise that it is the responsibility of each of us to prevent the physical, neglect, emotional, sexual and spiritual abuse of children and young people.

**NB:** *The Cross Guild* is part of the *Liverpool Cathedral Choristers’ Guild* which itself is formed from all current members and the vast majority of former members of the *Cathedral Choir*. It also has a relatively small number of associate/honorary members. It has its own separate constitution and fund and for this reason not specifically included. However, it is a requirement that the *Cross Guild* adheres to the Cathedral safeguarding policy.



## Recruitment of staff and volunteers

Chapter recognises that safer recruitment is a greater task than simply creating lists of those barred from such work or criminal record checks concerning unsuitability. All employers (including those who recruit volunteers) should develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history.

Chapter will ensure that people who are authorised to work with children and young people or hold a position of responsibility are properly appointed, trained and supported. Volunteers are treated as paid staff in respect of all aspects of the Safer Recruitment Procedure.

The House of Bishops' "Safeguarding Guidelines relating to Safer Recruitment" 2013 identifies 10 steps to safer recruitment, these are:

- 1. Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.*
- 2. Decide on the role description*
- 3. Where there is little or no contact with children or vulnerable adults you need to decide what level of recruitment that you must undertake. An informal interview, taking up of references and completion of a self-declaration form may be all that is required. **However**, should the role change then a review of the recruitment process needs to be undertaken to establish if further steps need to be undertaken.*
- 4. Where there is substantial contact or the role is within the definition of Regulated Activity there must be a formal recruitment process i.e. role description, application form, taking up two references, self-declaration form and an interview.  
Substantial activity is defined as a person who has more contact than the stewards or coffee maker after a service. In relation to children, regulated activity involves training or supervision of children and young people and they do this frequently, more than once a week or intensively 5 times in a 30 day period, overnight and are not supervised at all times.*
- 5. The successful candidate completes a self-declaration form.*
- 6. It is necessary to decide which DBS check is required. For those roles that have substantial contact with children a DBS without barring status is completed. For any role that is regulated activity an enhanced check with barring status is needed.*

*This is done on-line through CCPAS.*

- 7. Only the person for whom the DBS check is for now receives the certificate. No one can begin in their role until this certificate has been seen by their line manager/nominated person.*
- 8. If the certificate is blemished (information relating to a caution or conviction) a copy of the certificate must be sent to Brenda Edwards at St James House. The blemished certificate will be passed onto the Cathedral Safeguarding Adviser. It is part of the Advisers role to risk assess any blemished certificate and the individual cannot start in their role until this process has been completed.*
- 9. The DBS check is to be renewed every 5 years as per the House of Bishops Policy. It is a joint responsibility between the individual and the employer to ensure that this happens.  
If there is a delay in obtaining a certificate then the individual must step down from their post until the disclosure is obtained.*
- 10. As well as safe recruitment all those new into role require*
  - An induction*
  - Ongoing support*
  - Clear boundaries*
  - Training in role and relevant safeguarding*
  - Supervision*
  - Annual reviews*

It is important that we make every effort to recruit safe people into post within our Cathedral and discourage those who may not have the best interests of our children from applying; this can only be achieved by rigorous and safe recruitment.

A person's suitability is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained. Those recruiting must be prepared to say no if the candidate is unsuitable.

Photocopies of all documents will be kept confidentially on the individual's personnel file. The Cathedral does not keep copies of DBS Disclosure in line with the Data Protection Act 1998.

## **Induction and Training**

The Cathedral must ensure that people who are authorised to work with children and young people are appropriately trained and supported. As part of their induction a copy of this document will be given together with their job/role description which also forms part of the Cathedral staff hand book; they will also be required to complete the foundation e-learning Safeguarding Children programme.

Chapter will make paid and voluntary appointments involving work with children conditional on the successful completion of a probationary period of not more than six months.

Evidence of attendance of training will be held on each member of staff and volunteer's personnel file.

## **Good Practice of Staff and Volunteers**

### **The Cathedral has adopted the following guidelines for all staff and volunteers;**

#### *You should:*

- treat all children and young people with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- ensure another adult is informed if a child needs to be taken to the toilet;
- ensure appropriate toilet breaks are organized for young children;
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- respond warmly to a child who needs comforting, but make sure there are other adults around;
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding co-coordinator.

#### *You should not:*

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to a child even in fun;
- touch a child inappropriately or obtrusively;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;

- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- drink alcohol when responsible for young people;
- share sleeping accommodation with children;
- invite a child to your home alone;
- arrange social occasions with children (other than family members) outside organized group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

**Good Practice with Colleagues** - If you see another member of staff or volunteer acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## **What is Child Abuse?**

It is important that we have a common understanding of the issues of abuse, for some people who are reading this document it may be their first introduction to abuse, others may have experienced abuse themselves and for others they may have been involved in cases of abuse, such as teaching, health or social care staff.

## **Who abuses children?**

There is no typical situation or environment in which child abuse may occur although many children are abused by parents/carers.

Children may be abused in an institution or community setting, by those known to them or, more rarely, by a stranger.

Child abuse takes place in all areas of society, within all cultures and within all socio-economic groups. The majority of abusers are men however women do abuse as can other children

Abuse and neglect are defined in "Working Together to Safeguard Children" 2015 as:

### **Physical abuse**

This 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 the parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may include not giving the child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child's aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non – penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non- contact, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter(including exclusion from home and abandonment)
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of adequate care givers); or
- Ensure access to appropriate medical treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Spiritual Harm**

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

## **Domestic Abuse**

It must be recognized that children and young people may be harmed in homes where there is domestic abuse. The Archbishops' Council has produced guidelines for those with pastoral responsibility "Responding to domestic abuse" Archbishops' Council (2006).

## **Action for dealing with disclosure**

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people. For the purposes of this work a child is a person under the age of 18 years.

### **DO**

- Make it clear that you cannot be asked to keep a secret.
- Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying.
- Reassure the child or young person that they have done the right thing in telling someone.
- Explain that you must pass this information on.
- Make notes of what was said using the child or young person's words whenever possible.
- Speak to the Cathedral Safeguarding Adviser
- If the subject of the allegation is a Cathedral Priest contact the Chief Officer or Cathedral Safeguarding Adviser.  
Be prepared to refer to the Local Safeguarding Children Services (Local Authority).

### **DO NOT INVESTIGATE ANY ALLEGATION**

### **DO NOT**

- Show shock or disbelief.
- Agree to keep the disclosure a secret.
- Make a promise or suggestion that you can stop the abuse.
- Ask questions seeking further detail – you risk contaminating evidence.
- Investigate any allegation - specially trained professionals undertake this role.
- Contact the alleged perpetrator.
- Make any statement or comment to the press.



## Action Flow Chart

If a disclosure about abuse is made to you by or concerning a child (whether about a member of staff, volunteer or about someone outside the Cathedral Community)

A child has disclosed a situation of possible abuse	Someone suspects a child may be being abused
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Refer what you have been told to:  
The Department Head  
Or Cathedral Safeguarding Adviser



If the disclosure or allegation concerns any of the above or none is available,  
phone:  
Chief Officer 0151 705 2112 direct line or mobile 07946 35485  
or  
Cathedral Safeguarding Adviser at St James House  
07887 510946



**If you believe a child is in immediate danger telephone  
The Police using 999 (emergencies) or 0151 709 6010 (non-emergencies)  
or Liverpool Social Services Careline using 0151 233 3700 immediately**

**The possible consequences of making a referral can be difficult**

**However**

**The consequences of not making a referral can be far more dangerous!**

**Referral Procedure for those with Responsibility for Children**

Any child who is or has been exposed to danger of abuse must be protected without delay.

Think clearly about the cause for concern and make brief notes recording the facts as you understand them. You have a duty to refer your concern.

Unless it would cause a delay, you must discuss your concerns with your line manager, providing that he/she is not the cause of the concern. You should also speak with the Cathedral Safeguarding Adviser; she/he is also available if the person reporting is unsure of what action to take. **However, if the child is in immediate danger you should contact the police straight away.**

In the case of a clear allegation or a strong suspicion, the case must be referred to the Police or Careline Services. Clarify who is making the referral. (Further detail regarding the making of referrals can be found in the Local Authority's Safeguarding Children Handbook – usually available to download from their website).

The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.

If one of the clergy is the subject of the allegation, the Cathedral Safeguarding Adviser and/or the Chief Officer must be consulted for advice.

You are advised that, in consultation with the Cathedral Safeguarding Adviser, any serious incident should be reported to your insurers via the Assistant to the Director of Operations as soon as an incident is reported. This enables them to be prepared should any claim arise.

All communications must be handled in a sensitive manner and should be overseen by the Diocesan Communications Department.

Should a journalist or broadcaster make an enquiry, you must refer them to the Cathedral's Communications Department at St James House.

## **Supervision of known offenders against children.**

The Cathedral like any church welcomes all people; on occasion this may include those who have offended against others. However Cathedral communities can be more fluid than other churches so there is a greater need for vigilance.

If it becomes known that someone who has offended against children attends the Cathedral the support of the Cathedral Safeguarding Advisor should be sought for advice. The individual will be expected to sign an agreement that outlines their permitted involvement within the Cathedral, this should be completed by the Cathedral Safeguarding Officer. This agreement will establish clear boundaries reducing the risk of future harm to children and young people and the potential of the adult being wrongly accused of abuse. This agreement sets out clearly expectations for behaviour and attendance.

Potentially there will be the need for liaison with probation services, police or social services. The Cathedral will need to be mindful of the rules of confidentiality and the Data Protection Act 1998.

## **Images**

When using photographic images of people in diocesan publication and websites the following is a good practice protocol advised by the National Safeguarding and Youth Officers. The legal position relating to this area is currently under review by the Court of Appeal, who has taken the view that in one case it was at least arguable that a child photographed in a public place has a reasonable expectation of privacy. The guidance below goes beyond the current definitive legal position, which allows for images of anyone in a public place to be published as long as the photography is not intrusive.

1. As a Cathedral we wish to demonstrate love for our neighbour to respect his or her privacy and not to cause any embarrassment.
2. We want to promote and encourage the Church's work with people of all ages, through the appropriate use of images and video reflecting the diversity of church activities in our publications.
3. When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it. Awareness can be assumed if:
  - People are attending a photo call
  - The intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out.
4. In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given.
5. Even given the 'assumed awareness' of the circumstances listed in (3) specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one). Specific written permission should also be sought where it is the intention to name any person shown in the photograph in an accompanying caption or article.
6. Photographs submitted for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be published. Permission should not be assumed, even if images have been submitted (e.g. by parishes) for publication.
7. Many schools approach parents to ascertain whether they have objections to photographs of their child being used in various media to represent the activities of the school. Teachers are often, therefore, in a position to grant general permission to publish images of children in school-related

activities (e.g. cathedral education events), in *loco parentis*. However, this should not be assumed, and written permission from an appropriate representative of the school should be sought to publish such images.

8. Outside of this school activity context, in other cases involving minors (under-16s), their consent and the written consent of a person with parental responsibility for the child should be obtained, which must specify for what purposes the photo or film will be used and how they will be stored if not destroyed. In particular, if the intention is to use the picture or film on the internet, this must be clearly stated at the time the permission is sought.
9. Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.
10. Clearance forms should be stored with photographs or film for future reference.

## **ICT (Information and Communication Technology) Safety**

### **Background**

In recent years the huge increase in the use of, and accessibility to, different types of information and communication technology (ICT) has created more effective and speedier methods of connecting with each other and introduced new ways in which to transmit information. However, along with the positive implications of these new communication technologies, we also find ourselves aware of how they can be misused, particularly in working with children and young people.

Today 41% of children aged 8-11 regularly use the internet, and over 75% of 11 year olds have their own television, games console and mobile phone. These proportions have increased over the years and it has become the norm for our children and young people to own mobiles, be extremely computer literate and to own their own part of cyberspace, whether that is through a social networking site or having their own webpage.

It is unsurprising that they would want to use these new and very accessible methods of ICT in order to contact their peers, family and those who work with them through church activities so, as a Cathedral, we have a responsibility to communicate professionally, accountably and effectively with the children and young people we serve through these methods.

In light of the recent tragic events involving cyber bullying and grooming through Facebook in the news this document is intended to increase awareness and

understanding of information and communication technology and thereby creating a greater sense of accountability in our use of it. As in all our ministries amongst the Cathedral and communities of the diocese, we seek to place the safety of children, young people and vulnerable adults at the very highest level.

### **General protocols for ICT communication**

- Consent should be obtained by leaders from the parents or guardians of any young people or children they wish to communicate with through ICT.
- Clear and unambiguous language should be used. Many abbreviations are currently used which are open to misinterpretation, for example 'lol' could mean 'laugh out loud' or 'lots of love'. Nuance and tone in communication can sometimes be hard to read, so ensure that language is clear and not open to misunderstanding.

### **Use of emails and Instant Messenger (IM)**

- When using emails and instant messaging in communicating with children and young people, you should ensure that the general protocols for ICT communication should be taken into account
- Another leader should always be copied into all emails which are sent to children and young people to ensure accountability. If no other appropriate adult within the Cathedral is available to be accountable, then a suitable substitute should be found such as the Assistant to the Director of Operations.
- When communicating with a group of children or young people, use a group email and not individual ones. This saves time, and ensures there is no favouritism as everyone will receive the same message.
- A specific email account should be used to communicate with children and young people. The address should be known by the young person or child, their parent or guardian, and other leaders. This should not be your personal email account
- There should be an agreed length of time for a conversation with a child or young person through instant messaging, and an agreed curfew when no communication should take place, for example between 10pm and 7am.
- Log all conversations in a text/Word file and ensure that it is saved in a specific area on your computer. At the beginning of each IM conversation, you should

inform the child or young person you are communicating with that the content of your conversation will be saved.

### **Mobile Phones**

- When using mobile phones in communicating with children and young people, you should ensure that the general protocols for ICT communication should be taken into account
- If a child or young person owns a phone, it is possible that parents may not wish leaders to know the number, so it is important to obtain consent to contact their child on that particular number or on any other mobile number given.
- Where *at all possible* use group rather than individual texting
- As with emailing and use of IM, ensure that your language is not open to misinterpretation and avoid using emoticons or abbreviations that could be misunderstood
- Any text messages that are received which cause concern should be saved and passed to the Cathedral Safeguarding coordinator.
- Most mobile phones now come with built in digital cameras. As with all cameras used by leaders you should ensure you have parental consent to take and use photographs taken of children and young people.

### **Social Networking Sites (SNS)**

- Sites such as Facebook and others create further issues which are not covered in previous sections. Again, guidance around consent, accountability, curfew and language should be followed in using social networking sites.
- It is recommended that on SNS, leaders should either have two profiles; one for personal use and the other for work use. Leaders should only accept 'friend requests' from young people they know on their work profile. When using your work profile on any SNS, you should ensure that use of any IM/chat facility is restricted to emergency use only.
- Communication should be in the public domain wherever possible by using group mailing and public wall posts.

- Where groups are set up on SNS, they should be in a closed status and not open to the general public. Administrative rights to the group should be retained by the leader/s who should undertake regular moderation and evaluation of the group.
- Any content in conversations, wall posts or messages that causes concern should be saved, printed and passed onto the Cathedral Safeguarding Coordinator.



The Education Department adheres to all parts of the Cathedral Safeguarding policy, whilst recognising it has additional responsibilities.

It is acknowledged that the Cathedral is a public building that will be open during school visits that brings additional safeguarding tensions.

The children of visiting schools remain the responsibility of the teachers and helpers of that school at all times. Cathedral education staff are there as facilitators and there should be no time when the children are not under the supervision of their teachers.

Schools are required to complete the Cathedral Risk Assessment document prior to visiting the Cathedral.

The recommended ratios for visits to Liverpool Cathedral are stated below:

- 1 adult for every 6 pupils in school years 1-3 (under 5s and reception classes should have a higher ratio)
- 1 adult for every 10-15 pupils in school years 4-6.
- 1 adult for every 15-20 pupils in school years 7 onwards.
- Children on school visits in Years 1-5 may not go up the tower or onto the Dulverton Bridge due to Health and Safety reasons.

### ***Illness During a School Visit***

If a child is taken ill during their visit, the accompanying teachers or helpers should stay with them. It is expected that schools provide their own first aid equipment and aider. Cathedral first aiders are available from the Constables Lodge. If an ambulance is required the Constables should be notified immediately. Any incident or near miss incident should be logged with the Health & Safety Manager of the Cathedral via the Constables lodge.

Behaviour management guidelines are provided by the Cathedral Education department and schools are expected to adhere to these. The Cathedral staff are not responsible for behaviour management.

If any concerns arise during a school visit this should be raised with the Education officer who will decide further action. All incidents should be reported to the Cathedral Safeguarding Officer.

This Safeguarding Policy should be available for visiting schools if required.

## **Liturgy and Music Department**

The Liturgy and Music department adheres to all aspects of the Cathedral Safeguarding policy whilst recognising it has additional responsibilities.

### ***Access to Undercroft / Security***

Access to the Undercroft when choristers are present is confined to music staff, designated supervisors and lay clerks, all of whom have enhanced DBS status. Deputy lay clerks, who do not attend more than once a month, are asked to fill in a self-declaration form. Choristers may be in the Cathedral during term time between the following times:

Monday, Tuesday, Thursday and Friday	3.30pm to 6.15pm
Saturday	12.15pm to 4.15pm
Sunday	8.45am to 4.15pm

At the above times, and when the choristers attend for exceptional events, the Undercroft may not to be used as a means of access to the rest of the Cathedral. If, in the course of their work, staff have to come into the Undercroft, music staff and supervisors on duty must be advised immediately so that the work can be carried out safely.

At home time parents/carers may be welcomed into the Undercroft Hall by a member of staff/pastoral supervisor to wait for their child. The pastoral staff will supervise this area. Parents/carers will not be allowed past the double doors unless with a member of staff or accompanying a music lesson.

**Junior Choir;** Due to the singularity and relative shortness of the rehearsal during the week, parents of choir members are permitted to wait in the Undercroft but do not come beyond the double doors (except when delivering a late child to the rehearsal room). Parents use the upstairs toilet only. In addition to the Junior Choir Director, there is always a minimum of two other adult supervisors (DBS – certified for the diocese) present in the Undercroft.

**Youth Choir;** Some children aged between 14-17 years are accompanied to the cathedral by adults. These adults are permitted to remain in the Undercroft during the rehearsal. Again, the adults (Including Youth Choir members above the age of

18) use the upstairs toilet. As well as the Youth Choir Director, there is one other adult supervisor (DBS – certified with the diocese) present during rehearsals. There is no occasion when a member of the choir who is above the age of 18 will be alone with a choir member under 18years.

- The Undercroft can only be accessed by a code from the main body of the Cathedral. Entry via the yard is supervised by designated adults.
- Deputy lay clerks and other visitors should not use the Undercroft as a means of arriving or exiting the Cathedral before and after services.

### ***Supervision during choir practice and services***

- When the choristers are in the Cathedral, during free time, designated rehearsal and service times (above) and for exceptional events, there will be at least one pastoral supervisor on duty in addition to the music staff.
- Routine risk assessments will be carried out regularly.
- At least one pastoral supervisor will accompany choristers during rehearsals and services in the Cathedral and will carry a register of all choristers and staff present.
- Designated seating (within view of the choristers) will be reserved for at least one pastoral supervisor at all services and events. Pastoral supervisors are responsible for looking after any sick chorister.
- All salaried music staff, including lay clerks, have enhanced DBSs. If, in exceptional circumstances, a pastoral supervisor cannot be present during rehearsals, two lay clerks may accompany choristers to the Undercroft if the need arises.
- Supervisors will receive training in all aspects of safeguarding, including health and safety and evacuation procedures.

### ***Registers/ Chorister Details***

- Chorister details are kept in a locked filing cabinet in the Director of Music's office in the Undercroft and in a password protected file in the music staff area of the shared drive. In addition, emergency telephone numbers are kept in the Undercroft staff room and in the back of all the Registers.

- Supervisors will oversee the taking of registers. If a chorister is absent without notice by the time a rehearsal begins, the supervisor will telephone the family to check that the child is safe.
- A paper register will be kept with the choristers and lists of emergency contacts, both in the Cathedral and on trips.

### ***Arrival and departure of choristers***

- Parents are responsible for their children until the Cathedral's duty of care begins.
- The Cathedral's duty of care begins half an hour before the start of rehearsals (i.e. 3.45pm for 4.30pm start) on weekdays, 12.00 on Saturdays and 8.30 (for 9) on Sundays). On weekdays, the majority of secondary aged choristers arrive independently straight from school at any time from 3.30 to 4.15. Parents who are happy for their children to arrive before the duty of care begins, must sign a form indicating their consent. The Cathedral's duty of care finishes half an hour after the end of evensong. If parents do not pick up their children or inform staff of reasons for lateness, supervisors will use the emergency phone list to contact the family. If a child has not been collected half an hour after the end of evensong, and if a supervisor has to leave, the constables will be contacted (to ensure that there is more than one constable on duty) and the chorister taken to the constables' lodge to await the arrival of family. If the child's parents cannot be contacted the constables' or choir supervisors should call the police or Careline Children's Services. The Canon in residence should be informed.
- Parents are requested to park in the Cathedral car park and to walk to the Undercroft Yard to collect their children. If they would like their children to meet them in the Cathedral after a service or to be picked up by others, they must give written permission.
- If children are to go home alone, parents must give written general permission and specific permission for each occasion.

### ***Trips/ Outings***

- Parents are required to complete specific consent forms for any visit or trip which entails leaving the Cathedral site. Choristers may not participate in the visit without parental consent.

- Relevant insurance cover is taken out to cover any visit or trip which entails leaving the Cathedral site.
- Risk assessments are carried out for all trips. These are passed on to the Precentor and to the Assistant to the Safeguarding Officer for filing.
- Supervisors will accompany choristers according to guidelines on ratios of children to adults (pg21).

### ***Residential Tours***

- Parents are required to complete detailed consent forms (including medical and any relevant personal or pastoral details parents may feel appropriate) for any trip which entails one or more overnight stays within the UK and outside the UK. Choristers may not participate in the visit without parental consent.
- Risk assessments are carried out for all residential trips within the UK and outside the UK. These are passed on to the Precentor and to the Assistant to the Safeguarding Officer for filing.
- Relevant insurance cover is taken out to cover residential trips within the UK and outside the UK.
- Supervisors will accompany choristers on residential trips within the UK and outside the UK according to guidelines on ratios of children to adults (pg21).

### ***Joining with other choirs***

- From time to time, choirs come to the Cathedral to join with the Cathedral choir, or the Cathedral choir joins other choirs. Each choir is expected to adhere to its own safeguarding policy and ours.

### **Visiting Choirs**

Liverpool Cathedral takes the protection of children and vulnerable adults very seriously and requests that visiting choirs need to complete the Visiting Choirs form and return it prior to their visit. This form can also be downloaded from the Cathedral website under visiting choirs section. They are informed that if there are any incidents giving rise to concern during their visit, they must be reported at once to one of the Cathedral Canons, if necessary by calling the Constables on 0151 702 7260 and asking for the number of the Canon in Residence.

It is the responsibility of each visiting choir to ensure that they have adequate care in place for the children in their choir, including provision in the eventuality of illness during a service.

Visiting choirs are responsible for their own safeguarding and are expected to abide by their own safeguarding policies insofar as they do not conflict with ours.

All visiting choirs will receive an information pack from the Liturgy and Music Department on all aspects of their visit to the Cathedral. In particular, they will be required to return a proforma to confirm they have a safeguarding policy and that there is no cause for concern in any choir member.

### **Toilets**

There are designated toilets for the use of *children only* in the Undercroft. Adults must use other facilities when children are present in the Undercroft.

## **Appendix 1 Education**

### **Appendix 1.1**

#### **Liverpool Cathedral Education Department Child Protection Requirements**

- Schools should follow their own Child Protection Procedures which should ensure an adequate recruitment procedure that includes checking the background of workers and volunteers (including a current Criminal Records Bureau Disclosure).
- Whilst in the Cathedral there should always be at least two adult leaders with each class.
- While maintaining the recommended number of leaders per class, if possible their gender should also reflect the group, i.e. there should be at least one male leader where there are boys present, and at least one female leader where there are girls present.
- No person under the age of 18 years should be left in charge of any group.
- To ensure the welfare of the young people (under 18) classes should not be left unattended at any time.
- A register should be kept of children or young people on the trip, with such contact and personal / health details as deemed necessary.

A copy of the procedures which the cathedral follows where allegations of abuse are made is available upon request. The Safeguarding Adviser for the cathedral is:

Name: **Su Foster**

Day time telephone number: **0151 705 2153 /07887 510946**

You should inform the Education Department of any concern or allegations which arise about children in the course of your activities immediately.

#### **Health and Safety / Risk assessment**

Although there is no obvious risk to visitors the onus for assessment of risk is on the leaders of the visiting group. Risk assessments should be completed by the Group Leader prior to any planned visit to Liverpool Cathedral. Risk Assessments covering the various areas of the Cathedral to be visited will be available on request from the Health & Safety Manager or is available for download from our website [www.liverpoolcathedral.org.uk](http://www.liverpoolcathedral.org.uk)



Chapter will not accept responsibility for personal possessions – please ask pupils and staff to keep all belongings with them at all times.

**Please advise us in advance of any special needs or requirements. Please sign 2 copies, one to be retained by the Cathedral, and one by the school.**

---

**Declaration**

I confirm that we have our own Child Protection Policy in place and that I am aware of the Child Protection and Health and Safety requirements of Liverpool Cathedral and confirm that the Teachers and adults from my school will comply with all of the above procedures and requirements.

Signed..... Designation.....

School..... Date.....



## Appendix 1.2

### Educational Visit Booking Form 2015-2016

Liverpool Cathedral receives many visits from school parties. Please send this form back as soon as possible, because events are constantly being added to the Cathedral Diary and we cannot guarantee any date until after we have received the booking form. **We suggest at least 6 weeks' notice for booking standard tours and 8 weeks for workshops.**

To discuss your visit please call Jackie Dean on 0151 702 7210.

School Details	
Name	
Address	
Tel. No.	
Office E-mail <i>please supply for payment purposes</i>	
Person Booking Visit	
Name	
E-mail	
Lead Teacher Accompanying Visit	
Name (if different from above)	
Mobile No. (only for use on the day)	
<b>Have the school visited the Cathedral before? YES NO</b>	

Visit Details			
Activities	Cost per child	No. of children	Total
<b>Guided Tour</b>			
Departure time			
Approx. group(s) of pupils adapted)	£1.50		£
Max. 15 pupils per group. First tour starts 10.30			
Number of staff <b>DfE recommended ratios are required</b>			
Learning Objective			

<b>Self-Guided Activities - <i>suggested donation</i></b>	£1.00		<b>£</b>
<b>Workshop/Trail/Q&amp;A</b> please specify:	£		<b>£</b>
<b>Tower Tour</b> **Year 6 and above only** <i>Ratio must be 1 adult to 5 pupils</i>	£3.50		<b>£</b>
<b>Total</b>			<b>£</b>
<b>Lunch Rooms</b> (2 rooms available for groups booking tours, holding 30 children each) <b>No. of lunch rooms required</b>			

**End of visit:**

We wish to light a candle at the end of our visit Yes/No

We would like some of our pupils to say prayers Yes/No

**Additional information**

The following information helps us to allocate a guide and cover those areas of the Cathedral specific to your study requirements.

**What areas of the National Curriculum or RE Agreed Syllabus are you hoping to cover through your visit?**

**What specific areas of the Cathedral do you wish to consider? (e.g. stained glass, church furniture etc.)**

**How much prior knowledge do the children have?**

**What is their ability range?**

**Do you have a mix of religious backgrounds?**

**To help us support your visit please inform us of any pupils with any medical or additional needs:**

**Do you require ramps? Yes/No (please highlight)**

**Please return this form within seven days to ensure that guides are available.**

The teacher in charge on the day of the visit is responsible for reporting the correct number of children attending each day to the Education Officer for payment. Please remember that Liverpool Cathedral is a working church. While we make every effort to honour all bookings, unforeseen circumstances may lead to our having to cancel or postpone visits at short notice. We apologise for any inconvenience this may cause.

## Appendix 1.3

### BEHAVIOUR MANAGEMENT CODE

#### INFORMATION FOR GROUP LEADERS BRINGING PUPILS TO LIVERPOOL CATHEDRAL

- Liverpool Cathedral is first and foremost a place of worship. We therefore ask that all people are respectful when they are in the building. Men and boys should remove their hats. Please enter quietly.
- School staff and accompanying adults remain responsible for the welfare and behaviour of students and must remain with them throughout their visit to the Cathedral.
- Please use the first floor toilets located near the bookshop. Where possible these toilets will be roped off from the public. However, please be aware that these are **PUBLIC** toilets and therefore it is the responsibility of the school to check them before use.
- We strongly advise that teachers do their own risk assessment prior to the visit. (Please refer to Risk Assessment advice on the Cathedral website and/or our Risk Assessment documents.)
- For your own safety, do not run, and please hold the handrails when climbing stairs
- Please do not allow your pupils to chew gum.
- Please ensure that the mobile phones of both staff and pupils are turned off.
- If your visit is during lunchtime (11:55 – 12:35) please observe the short prayer time by asking pupils to stand still and be quiet. You are welcome to join in with the Lord's Prayer. There is a Holy Communion service at 12.05 either in the Lady Chapel or Chapter House, so please bear this in mind.
- For groups of over 50, we ask for *1 adult for 10 pupils* to ensure adequate supervision. It is particularly important to have enough staff to escort groups up the Tower. Please ensure your accompanying adults are able to climb the Tower. We reserve the right to refuse access to the Tower if there are not enough accompanying adults. Pupils who remain on the Cathedral floor must be accompanied by an adult.
- If you require first aid please contact the Welcome Desk, situated in the entrance aisle.
- There is no charge for photography in the Cathedral. We would ask for a contribution to the donation box.
- If you want to allow pupils to visit the Cathedral gift shop we recommend a maximum of 10 pupils at one time. A member of staff must supervise the pupils in the shop.

- Please dispose of rubbish in the proper bins, or take it away with you.
- In the event of an emergency evacuation, please follow the instructions of staff in the Cathedral. Groups should rendezvous outside the main doors near the Oratory building (near where you came in).

**Last but not least, we want you to enjoy your visit, and leave with new knowledge, awareness and a sense of excitement and wonder at Liverpool Cathedral.**

**Cancellation/non-attendance**

**Unfortunately due to the non-attendance and late cancellation of several schools this year we regret that in the event of non-attendance or cancellation with less than 14 days notice you will be expected to pay half the visit cost.**

**Declaration**

I have read and accept the terms and conditions detailed on the booking form.

Signed \_\_\_\_\_ Date \_\_\_\_\_



#### Appendix 1.4

In order to keep a pictorial record of our main events we may need to take photographs during school visits.

- All photographs will be **general** photographs of the activities at our events.
- These will be for our publicity purposes, including features in Cathedral Life and the website,
- All photographs will be **group photographs** and not individual children.
- All captions will be related to the event and not give details such as school name or children's names.
- The Cathedral Education Officer will have a record of and approve all photographs before any publication.
- If your school or an individual child cannot be photographed for safeguarding or other legal reasons you must let us know **before** your visit.
- The photographs will be taken by ourselves or a designated person for Liverpool Diocese
- Further permission will always be sought if the school's name appears on the caption.
- Schools are welcome to take photographs of their **own** school and the Cathedral building.

Signature.....

October 2015  
Jackie Dean  
Cathedral Education Officer.



## Appendix 1.5

### **Suggested parental permission form to be added to general consent form for the trip.**

I give/do not give consent for (name)\_\_\_\_\_ to  
climb Tower of Liverpool Cathedral during the school visit  
on \_\_\_\_\_(date)\_\_\_\_\_.

**Either:**

S/he does not suffer from any condition which would make such a climb hazardous.

**Or:**

S/he suffers from \_\_\_\_\_(e.g. asthma)\_\_\_\_\_ and will bring the appropriate medication on the day which will be held by a member of staff and issued if necessary.

**Or:**

S/he suffers from \_\_\_\_\_(e.g. asthma)\_\_\_\_\_ and should not be permitted to climb the Tower of Liverpool Cathedral.



## Appendix Liturgy and Music

### Appendix 2.1 Extract from Choir Handbook : Safeguarding and practical support

**The Cathedral pledges to ensure that all probationers and choristers are cared for, as you, their parents, would wish and to make the Cathedral environment and especially the Undercroft a safe and secure area for children.**

- Each probationer and chorister will be given regular time between and during rehearsals and services for refreshment and will be allowed access to safe and secure toilet and washroom facilities.
- Each probationer and chorister will be given regular drinks and snacks where appropriate and mealtimes will be strictly observed. All choristers who attend all day Sunday are expected to bring a packed lunch. We will notify you in advance of other occasions when this might be necessary.
- When probationers and choristers are required at the Cathedral their parents or guardians are responsible for their punctual attendance and for their safety in going to and from the Cathedral, and the Cathedral authorities are responsible for them until our duty of care commences as set out below.
- Our duty of care to your son or daughter begins half an hour before the time specified for attendance on the Cathedral Choir diary. Please be aware that the Cathedral may not be able to offer adult supervision if for whatever reason your child arrives before this time.
- Your child will not be allowed to leave the Undercroft or Courtyard at the end of the day until we see you have arrived to collect them. **Please do not drop your child off at the Courtyard gates but drive down the slope and park in the car park without obstructing the thoroughfare.** If your child is of junior school age please walk up to the Courtyard gates to meet them; choristers of junior school age will not be released from the Undercroft or Dean's Yard until you have been seen at the gate. Choristers of senior school age are permitted to walk down the ramp to meet you, or to join you in the Cathedral if you have attended the service.
- Our duty of care ends half an hour after the time specified for collection on the Cathedral Choir diary. Staff will remain on site for as long as possible and if we need to leave, your child will be left at the Constables Lodge at the West End of the Cathedral, and you will be notified of this using the contact numbers which you have given to us. Please make sure these details are kept up to date. Please be aware that the Cathedral Safeguarding Policy states

that, if we are unable to contact you and your child is not collected, we must notify the Canon in Residence, the Police or Careline Children's Services immediately.

- Please notify the Music Department by telephoning 0151 702 7240 as soon as possible if there are to be any emergency changes to the normal pattern such as lateness, absence or changes to the attendance or collection arrangements..
- At collection time parents/carers may be welcomed into the Undercroft Hall by a member of staff or pastoral supervisor to wait for their child. This area will be supervised. Parents will not be allowed past the double doors unless meeting with a member of staff or accompanying a music lesson.
- The toilets in the Undercroft are for the exclusive use of children while they are present in the Undercroft. Parents/Carers and other visitors should use the public toilets in the Cathedral.
- Only music staff and choristers should access the Cathedral via the coded gate and door from the Cathedral.
- There will be appropriate first aid facilities and qualified first aiders on site at all times. If your son or daughter is taken ill they will be attended to and you will be contacted immediately. Please keep us updated with changes to emergency contact details for this reason.
- Each member of the music staff and each pastoral supervisor holds DBS clearance to work with children.
- The Undercroft will be kept as a safe and secure area for children at all times.
- The Cathedral Safeguarding Policy is available for your inspection and the Diocesan/Cathedral Safeguarding Adviser is Mrs Su Foster and can be contacted on 0151705 2153/ 07887 510946

## **Appendix 2.2**

### **CHORISTER GENERAL PERMISSIONS FORM**

NAME OF CHORISTER:

PARENT:

(Please print)

#### **EMERGENCY MEDICAL PERMISSION**

I hereby give permission for my child to be given first aid treatment by a qualified member of the Cathedral staff, should the need arise. In addition I give my permission for them to be examined and treated by a doctor or paramedic in an emergency should this be deemed necessary at any point whilst I am not contactable:

Signed:

Dated:

#### **ADMINISTRATION OF MEDICINES**

I am happy to permit the following medicines to be administered to my child if the need arises

Please delete any you do not permit:

Paracetamol (mild-moderate pain / temperature)  
Calpol 6 Plus (mild-moderate pain / temperature)  
Simple Paediatric Cough Linctus (cough)  
Kaodene Suspension (diarrhoea)

I give permission for the medicines indicated above to be given to my child if deemed necessary:

Signed:

Dated:

I DO NOT give permission for any medicines to be administered and wish to be contacted if my child is ill in any way at all.

Signed:

Date:

## Appendix 2.3

### EARLY ARRIVAL PERMISSION

I understand that the Cathedral will provide adult supervision from 30 minutes before the attendance times specified in this handbook and on the Cathedral Choir diary.

I accept that, if my son / daughter arrives before this time, adult supervision may not be available. Yes / No\*

Signed:

Dated:

**\*If NO is indicated, my child must never arrive earlier than the time stated in the handbook**

### USUAL COLLECTION ARRANGEMENTS

Signing this form allows us to release your son or daughter according to the permissions defined below. We will still need advance notification on each occasion by letter, e-mail or telephone message.

I give permission for my child to join me in the main Cathedral at the end of rehearsal or service attendance

Signed:

Dated:

My child will normally be collected by or by a family member/ friend known to him/her from the Undercroft/ Dean's Yard

Signed:

Dated:

My child will normally travel home alone / with a friend, (name\_\_\_\_\_), by public transport or taxi (this option is only for children of secondary school age).

Signed:

Dated:

## Appendix 2.4

### Consent form for using photographs or images of children

From time to time photographs or videos of your son or daughter might be taken or made during the course of their choir duties. Such occasions may include special services, concerts, tours, social events and other special occasions.

To comply with the Data Protection Act 1998, your permission is required before such image(s) can be captured or reproduced.

Please complete the form below then sign, date and return it to the Director of Music.

Name of Chorister \_\_\_\_\_

I, being the parent/carer of the above named chorister, have read and understood the conditions of use overleaf and

**I hereby give permission**

**I do not give permission**

(please tick as appropriate)

for my son or daughter's image to be captured and reproduced in printed publications or video authorised and published by the Dean & Chapter of Liverpool Cathedral:

**I hereby give permission**

**I do not give permission**

(please tick as appropriate)

for my son or daughter's image to be captured and reproduced on the website of Liverpool Cathedral:

Signed \_\_\_\_\_ (Parent/Carer)

Dated \_\_\_\_\_

CONDITIONS OF USE

1. Full names (i.e. both forename and surname) or other identifying details will not be included in the publication or on the website.
2. Postal or e-mail addresses, telephone or fax numbers will not be included in the publication or on the website.
3. Group images may be used with very general labels (such as 'the choir social' or 'the carol service').
4. Only appropriate images of the children will be used. Normally this will just include images of the children in uniform or robes but exceptionally, with written parent/carers permission, may include other images deemed appropriate (e.g. children involved in recreational activities)
5. The permission given will last for the duration of this academic year. New permission will be sought at the start of the next academic year.
6. Further written consent will be required if images are to be used in ways other than those outlined in the consent form.
7. Consent forms will be stored with images for future reference.

---

FOR OFFICE USE ONLY

I have noted whether parent/carers permission has been given in respect of the use of images of their child as expressed above, and will act accordingly.

Signed \_\_\_\_\_ (Director of Music)

Dated \_\_\_\_\_

## **Appendix 2.5**

### Parental Consent Form for XXX Tour – Date From – To

Full name

Date of birth

Address

Telephone Number(s) (including choristers own mobile if applicable):

Next of Kin

Address

E-mail address

Telephone Number(s) (including parents' home and mobile and any other number you wish to include):

Other contact numbers (work, mobile etc. - emergency use only). Please indicate the number you would prefer to be used first

### **Medical Information**

We have asked for simple medical details, which may be needed, by staff should your daughter require first aid treatment during the trip. These details will be kept strictly confidential and will only be used should first aid be needed or in a medical emergency

Does your child suffer from asthma, chest complaint, hay fever, migraine, fits or faints, travel sickness, diabetes, allergy to penicillin or any other allergies, or any history of illness or other disability? If so please give details including regular prescribed medication;

Details of any infectious illness or disease with which the child has had contact in the last 3 weeks

Does your child have any special dietary requirements? If so please give details;

### **EMERGENCY PERMISSION**

I hereby give permission for my son/daughter to attend the Cathedral Choir tour to XXX departing XXXX and returning XXXXX.

Signed \_\_\_\_\_  
Dated \_\_\_\_\_

I hereby give permission for my son or daughter to be given first aid treatment and to be given the following simple medicines should the need arise;

Paracetamol (mild / moderate pain / temperature)  
Stomach upset preparation (sickness or diarrhoea).

In addition I give permission for him / her to be examined and treated by a Doctor should this be deemed necessary during the visit.

Signed \_\_\_\_\_  
Dated \_\_\_\_\_



## Appendix 2.6

### VISITING CHOIRS CHILD PROTECTION FORM

Please complete in block capitals and return this form along with your proforma

Name of Choir:		Date(s) of Visit:	
----------------	--	-------------------	--

This choir does/does not include children under 18. *(Please delete as appropriate)*

#### **For Choirs including children under 18:**

I confirm:

1. That we have our own Child Protection Policy
2. That all adult choir members have been DBS checked\*
3. That I know of no information / conviction / barring of adults that show Child Protection concerns about anyone involved in any way with the choir during the above dates.

*\*If this is not the case, please discuss this with us.*

#### **For choirs of adults only:**

I confirm:

1. That I know of no information / conviction / barring of adults that show Child Protection concerns about anyone involved in any way with the choir during the above dates.

#### **All Choirs:**

Please complete a list of adult members of the choir, including carers:

--

Signed: .....

Date: .....

Title: .....

Address: .....

First Name:.....

.....

Surname: .....

.....

Position in Choir:.....

.....

Telephone No: .....

.....

Mobile No: .....

Post Code:.....

## **Appendix 3**

### **Disclosure & Barring Service (DBS)**

What is the Disclosure & Barring Service?

The Criminal Records Bureau (CRB) was established through legislation in March 2002 and merged with the Independent Safeguarding Authority (ISA) in December 2012 to become Disclosure & Barring Service (DBS). It offers employers and organizations, including the Church, the opportunity to check whether a proposed employee or volunteer has a criminal record which would compromise or preclude that person from working with or, in extreme cases, having contact with children and young people.

A child is defined as someone under the age of 18 years (Children Act 1989).

The Church needs to take every care in the appointment or engagement of persons to work with children and young people, whether paid or unpaid in order to safeguard their welfare (Safe Recruitment HoB 2015). It has long been felt that an important tool in this process is the DBS.

#### **Reasons for Disclosure**

- Failure to use the checking service offered by the DBS could render an employer liable to a claim in the civil court if it could be shown at the time of engagement the DBS had evidence of disqualification.
- Insurers will expect clients to adhere to Disclosure procedures in order that insurance cover can be offered.
- The possible legal and financial penalties for failing to obtain Disclosures are a powerful argument against taking the risk of not adhering to Disclosure procedures.
- A further argument is that the Church should be seen, above all, to be applying best practice in the care of children.

#### **Obtaining a disclosure.**

This is done online through the Churches Child Protection Advisory Service –your manager will guide you through this process.

## **Portability**

Portability is the means by which the details of a recently obtained certificate can be transferred for use by another organisation. Applicants are required to register for this service with the DBS. An annual fee is applied.

## **The Protection of Freedoms Bill**

The Protection of Freedoms Bill received Royal Assent in Spring 2012 and came into force in September 2012. This Act amends the definition of Regulated Activity in relation to children and vulnerable adults.

## **Who needs a DBS Disclosure?**

This guidance is taken from "Safeguarding Guidelines relating to Safer Recruitment" – House of Bishops' 2015. Please see the document for further clarification. The following is an indicative list – it is neither prescriptive nor exhaustive.

### **Those roles which will usually require a DBS check**

National, Diocese, Cathedral, Parish Task or Role

Archbishop, Bishop, Dean, Archdeacon

Stipendiary Parish Clergy

SSM+ NSM Clergy

Local Ordained Clergy

House for Duty Clergy

'Permission to Officiate' Clergy

Seeking ordination training or ordination

Safeguarding officers in a national, diocesan or parish context

Designated safeguarding leads on PCC (i.e. those who have a supervisory/management role in relation to all safeguarding matters for and on behalf of the PCC)

Readers

Chaplains

Licensed evangelists

Pastoral assistants

Commissioned lay workers, including lay ministers, youth, children and family workers

Church Wardens

Music Director, Organist, Choir leader, where the choir or musical group is wholly or mainly for children and young people  
Youth Club (u 18) leaders and helpers  
Sunday School (u 18) Teachers and helpers  
Leaders/ Assistant Leaders Church Parent and Toddler Group (not the parents who supervise only their own children)  
PCC approved Home Visitors for schemes that are wholly or mainly for families with children  
All Tower Captains, Ringing Masters and Adult Ringers who train/teach children under 16\* (where a group has only children 16 – 18, then checks are not mandatory but would be advisable)  
Choir Directors, Music Director and organists etc., where they teach, train or supervise children under 16\* (as above)  
PCC approved Drivers for sponsored arrangements for children, young people  
Churchwardens

### **Those roles which may require a DBS check**

Head Server (minimum 2 adults per group)  
Sacristan/Verger  
Church/Church Hall Cleaners/Caretaker  
Church tour guides

### **Those roles which do not usually qualify for a DBS check**

Musical Director, Organist, Choir leader, where the choir or musical group is mainly for adults; Choir members (adults and those over 16)  
Adult servers; Sides men and sides women; Those serving refreshments  
People in the church welcome team for services; Flower arrangers  
Family members, assisting the leader in providing a regulated activity for people who experience the same situation as themselves

## **Appendix 4**

### **Recruitment of Ex – Offenders**

It is a requirement of the Disclosure & Barring Service (DBS) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

The Cathedral Policy on the Recruitment of ex – offenders

1. As an organisation using the Disclosure & Barring Service (DBS) service to assess applicants' suitability for positions of trust, the Diocese complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. The Cathedral is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the interview process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

6. Unless the nature of the position allows the Cathedral to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the Cathedral who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working for us.**

### **Procedure for dealing with a Blemished Disclosure**

#### **Stage 1**

When a blemished disclosure is received by the Safeguarding Officer it will be referred to the Diocesan/Cathedral Safeguarding Adviser for initial assessment and enquiries to be made.

It should be checked with the applicant that they accept the personal information – if not they need to take this up with the Disclosure & Barring Service.

Following these enquiries a decision can be made that:-

- a) It is safe and appropriate to appoint, or

- b) It is unsafe to appoint

If unsafe the applicant will be informed and a copy of the appeals procedure given (see below)

## **Stage 2**

Where further assessment is required or an appeal by the applicant is made, a Risk Assessment Group will be convened. This group will be made up of three individuals taken from the Diocesan Safeguarding Management Group. The Risk Assessment Group will examine the information available and will:

- a) Decide whether further clarification of existing information would resolve the issue.
- b) Identify what new information or assessment is required and how to obtain it – as part of this process the Risk Assessment Group may require a formal risk assessment from a relevant professional.  
As there is a requirement on the Cathedral to share information relating to blemished disclosures with the Statutory Agencies, decide whether a referral should be made to the Local Authority Designated Officer for Allegation Management.

Following these enquiries a decision can be made:-

- a) To recommend appointment (with or without conditions)
- b) To recommend that the appointment should not be made.

## **Procedure for Appeal by Aggrieved Applicants**

When a person has applied to serve (or continue to serve) on behalf of the Cathedral as a volunteer or employee working with children, and the person is aggrieved by the decision of the Cathedral or Diocesan body in light of the Disclosure issued by the Disclosure & Barring Service (DBS), the person may seek a review of the recommendation given to the Cathedral or Diocesan body in the following way.

1. The aggrieved person should write a letter to the Chief Officer at their Diocesan Headquarters in an envelope marked "Confidential – for the DBS



Section". This letter should be sent to arrive within one month of the receipt by the aggrieved of the decision about which they are complaining.

2. The letter should give details of the aggrieved person's full name, address, telephone number and the position of service for which the Disclosure was issued, including the Cathedral details as appropriate.
3. The letter should explain why the aggrieved person believes the decision to be unreasonable.
4. The aggrieved person may wish to explain more detail or circumstances of the offences or inappropriate behaviour cited in the Disclosure than are mentioned there, and to enclose documents to corroborate the additional details.
5. The aggrieved person may wish to draw attention to any way that they believe the DBS Code of Practice has not been followed in his or her case.
6. The information submitted by the aggrieved person will be considered with the Disclosure and the completed form giving a description of the duties involved in the relevant service by a panel of at least three people drawn from Diocesan Safeguarding Management Group. Further information may also be requested from the applicant, the Cathedral or the Diocese.
7. The Chief Officer will send the panel's recommendation to the Appellant. There is no further right of appeal if the person is still aggrieved.

**Appendix - Proformas**  
**Appendix 5.1**

CONFIDENTIAL

**Application and self declaration form - Section B**

Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence? Yes  No

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace? Yes  No

Are you at present under investigation? Yes  No

Have you ever had a child removed from you or placed under supervision by the Local Authority? Yes  No

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people? Yes  No

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things? Yes  No

Have you, since the age of eighteen ever been known by any name other than that given below? Yes  No

Have you during the last five years, had any home address other than that given below? Yes  No

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children and young people, the parish priest and the PCC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Before an appointment can be confirmed applicants must provide a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS)

## **Appendix 5.2**

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### **Sample Letter to referees**

Dear

(name of professional/volunteer) has offered to work in a professional/voluntary capacity as a helper at Liverpool Cathedral (and name of organization – e.g. youth club, Sunday School) and has given me your name as a referee.

The Cathedral guidelines state that the welfare of children is paramount, and they require the Cathedral to enquire into the background of those working with children in the church.

Please fill in the enclosed form, and return it to me. If you have any queries, or you wish to speak to me, you may telephone me at any time.

You and I will recognise that these are sensitive matters. But it is now standard for questions like these to be asked of everyone who works with children and young people, whether in a paid or unpaid capacity. Your answers will be treated in utmost confidence.

May I take this opportunity of thanking you for your help.

Yours sincerely,

## Sample Answer form for referees

Reference Form for Candidates applying to work with Children and Young People

Name of Candidate:

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Post applied for:

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Please fill in this form to the best of your ability and return it to the above named person. If you have any questions please feel free to telephone them.

1. How long have you known the candidate and in what capacity?

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2. Please describe any previous experience of looking after or working with children or young people that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?

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3. Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries / behaviour?

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4. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern?

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5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?

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6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence? Yes  No

7. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority? Yes  No

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8. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things? Yes  No

If the answer to any of the questions 6 to 8 is yes, please give details.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Referee's name, address and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N.B. Please return this form to the above named person

Address:

**Appendix 5.3**

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**Working agreement including role outline (role description)**

Name of Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Thank you for agreeing to work as \_\_\_\_\_ in part of our overall work with children and young people.

Liverpool Cathedral puts a very high value on work with children and young people. The Cathedral intends to make sure that the appropriate resources and support are available from them and from the Diocese and intends that no one should work unsupported.

These are the particular responsibilities of the volunteer's work that have been discussed with you in detail:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Working with children and young people is a big responsibility but it also brings enormous satisfaction.

The Cathedral hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with \_\_\_\_\_

Once a year \_\_\_\_\_ will meet with you to talk about the work, and if you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

You acknowledge receipt and have read a copy of the Cathedral Child Protection Procedures and understand who to contact and the referral procedures.

This agreement assures you of the continuing prayerful support of the Cathedral for volunteers and the work which is undertaken on our behalf.

Signature: \_\_\_\_\_ (Role) \_\_\_\_\_ Date:  
On behalf of the Cathedral

Signature: \_\_\_\_\_ (Volunteer) \_\_\_\_\_ Date:

## Checklist (may be used as an aide memoir)

When appointing staff/volunteers to posts working with children/young people

1. Name of volunteer: \_\_\_\_\_
2. Date role description agreed by Department: \_\_\_\_\_
3. Date application form received from candidate: \_\_\_\_\_
4. Date confidential declaration received: \_\_\_\_\_
5. Written reference – Name of referee: \_\_\_\_\_
  - Date letter sent: \_\_\_\_\_
  - Reply received: \_\_\_\_\_
6. Written reference – Name of referee: \_\_\_\_\_
  - Date letter sent: \_\_\_\_\_
  - Reply received: \_\_\_\_\_
7. Date completed DBS form received: \_\_\_\_\_
8. Date application made on line : \_\_\_\_\_
9. Date DBS response received: \_\_\_\_\_
10. E learning Safeguarding training completed: \_\_\_\_\_
11. Date appointment agreed by Cathedral: \_\_\_\_\_
12. Date of start of probationary period: \_\_\_\_\_
13. Date post confirmed: \_\_\_\_\_
14. Volunteer/Staff agreement given to individual: \_\_\_\_\_
15. Date for first review discussed: \_\_\_\_\_