

GUILDFORD CATHEDRAL SAFEGUARDING AUDIT – POST AUDIT ACTION GRID – UPDATES IN RED 26 JUL 23

No	Action Required	Proposed Response	Person Responsible	Action Complete
1	How can Cathedral Staff better communicate with external organisations hiring or using the Cathedral about what is required of them in safeguarding terms? (3.1.1 page 6)	A form has been produced which informs external authorities that they must comply with the Church of England and Chapter Safeguarding policies and inform the Cathedral if anyone coming to the Cathedral in their party may be regarded as posing a risk to vulnerable people. This form is sent to visiting organisations in advance of their visit and they are required to complete it before the visit can commence.	MO'G	04.09.19
2	What are the implications of the technological implications, and can these be addressed in any way? (3.1.1 page 6)	All activities in the Crypt and Ringing Room have up to date risk assessments. Procedures in place include the prohibition of any person (other than staff on	MO'G	Partial completion September 2019. Review date for Social Media Use Policy 01.10.23

		<p>official duties) being in the Crypt when the choir are in situ. No young people or vulnerable adult to be alone in the Ringing Room with another adult. entering the crypt When finances allow CCTV will be installed in the crypt and Ringing Room and walkie-talkies purchased for use by the virgers.</p> <p>A social media use policy for the chorister community will be developed by 1 October 2023.</p>		
3	<p>How can the challenges of managing large events with multiple participants be managed while maintaining the welfare of choristers, other vulnerable performers, and vulnerable visitors? (3.1.1 page 6)</p>	<p>The infrastructure constraints in the building makes this challenging. This is address by risk assessment of all events which involve choristers, vulnerable performers and other participants and visitors so as to ensure safety is not compromised. Each event has an individual risk assessment.</p>	MO'G	<p>Review date 01.10.23</p>

4	Is there training and support available about working with people with mental health problems? What local groups, including groups of people with mental health problems themselves, might be able to assist with this? (3.1.2 page 8)	Support is being explored with the Diocesan HR Department.	MO'G	Review date 01.10.23
5	In the light of differing opinions about whether details of people causing concern are shared, can the Cathedral draw up a protocol which improves communication channels and ensures that people are confident of being kept informed about situations in the building? (3.1.2 page 8)	This is managed by sharing information on persons posing a potential threat (as advised by Diocesan Safeguarding Adviser) with Clergy and Virgers.	MO'G	Review date 01.10.23
6	Can a protocol for how to raise alerts about the abuse and neglect of vulnerable adults in the care of external organisations be developed? (3.1.2 page 8)	Currently being managed by drawing people's attention to the risks and procedures to be followed during Safeguarding training sessions. This includes the provision of The Cathedral Safeguarding Officer's mobile number so that people can contact her if they witness abuse or neglect of people in the care of external organisations.	MO'G	Review date 01.10.23
7	What steps need to be taken to make sure that everyone volunteering/working in Sunday School is suitably trained?	All face to face training or online training complete.	MO'G	30.11.19

	(3.1.3 page 10)	DBS requirements to be confirmed.		
8	What steps need to be taken to ensure that wherever two adults need to be present for safe support of children, those adults are not in a close relationship? (3.1.3 page 10)	Where this is unavoidable the rationale is recorded and a register taken with all details of the event. There is to be a separate folder for recording of events such as these, as well as responses from third parties etc (cf item 1 above). Currently being managed by Cathedral Safeguarding Leadership Group monitoring requirements for and composition of chaperoning and instruction groups.	MO'G	Review date 01.10.23
9	Can it be assured that classes for children do not take place in people's homes? (3.1.3 page 11)	It is entirely possible that classes for children (equally applicable to young people and vulnerable adults) will take place in clergy houses as there is no viable alternative. The rationale is to be recorded in a risk assessment and a register taken with all details of the instruction, and the	MO'G	21.07.23

		fact that parents (and carers) have been informed and have consented to the activity taking place in a private home. Clarification required as to what constitutes good practice and what parameters need to be established. Safeguarding Leadership Group to take the lead in ensuring procedures are in place.		
10	How can issues arising from someone in a close relationship with a senior member of staff managing the provision of services to children be further minimised? (3.1.3 page 11)	A record is made that any such an appointment has been made and that the recruiting process was followed precisely, with independent individuals on the panel. there cannot be a direct line management of a family member. Any concerns raised also need to be recorded, individuals raising them also have access to the whistleblowing procedure. It is now considered that a combination of the Safer	SAB	30.11.19

		Recruiting Procedure, the Conflicts of Interest Policy and the Whistleblowing Policy have reduced the risk to a satisfactory degree.		
11	What preparatory work can be done to ensure a smooth working relationship with RGS Guildford once more boy choristers attend there? (3.1.4 page 13)	All preparatory work re RGS choristers has been done – contact has been made with the Head at RGS by the Organist and Master of the Choristers personally, a designated member of RGS staff has been appointed to liaise with the Organist and Master of the Choristers and they have engaged via email correspondence.	KD-W	04.09.19
12	Can chaperoning be reliably done on a voluntary basis, or are the demands better suited to paid roles? (3.1.4 page 14)	The Cathedral has invested in a paid Chaperone Co-ordinator and this has improved the the Cathedral's management of chaperoning considerably. The Cathedral does not believe there is the need for more paid chaperones, although this will be kept under review.	SAB	04.09.19, review date 01.10.23

13	How can the parents of boy choristers be supported to stop leaving their children unattended in the mornings? (3.1.4 page 14)	This is a parental responsibility. The Cathedral can 'support' them by continuously reiterating to them, as both the school and the Organist and Master of the Choristers do, that this is an unacceptable risk, and we cannot bear responsibility for their welfare. This appears in writing.	KD-W	04.09.19
14	Would CCTV or similar in the crypt kitchen address the issue of chaperones being alone with poorly choristers? (3.1.4 page 14)	Choristers will not be taken down to the crypt if they are unwell, they will be kept somewhere visible upstairs. However, Chapter were concerned that this would be an issue if a child was actually physically ill, so CCTV will be extended to the crypt kitchen (cf item under 3.1.1 above). When finances permit. See Item 2 above.	MO'G	Review date 01.10.23
15	Is it proportionate to chaperone choristers to the vocal coaching sessions? (3.1.4 page 14)	It is believed that this is the safest and therefore most proportionate approach	SAB	04.09.19

16	<p>Can it be made a clear expectation that lay clerks knock before entering children's robing rooms? (3.1.4 page 12)</p>	<p>Lay Clerks cannot 'knock' before entering the robing room used by the boys as it is the Song Room and there is no separate robing room space, but they are extremely unlikely to be needing to enter the room or indeed the Ani room at all at any time when children are robing. The Organist and Master of the Choristers will be writing to Lay Clerks pointing out the salient point from the audit and reminding them that it is neither their prerogative nor responsibility to hurry children from a robing room unless they have been specifically asked to do so by a member of music staff and that on that occasion, yes, they should knock.</p>	KD-W	04.09.19
17	<p>What efforts can be made to bring bell ringers more fully into the mainstream Cathedral understanding of safeguarding? Can lessons be learned from cathedrals where bell ringing has been a particular issue? (3.1.5 page 15)</p>	<p>Lessons have been identified from experiences at other cathedrals. A quarterly management meeting</p>	MO'G	<p>Review date 01.10.23</p>

		<p>between the Canon Liturgist, the Chief Operating Office and the Ringing Master which includes review and liaison about safeguarding. Since the audit the bellringers have more than satisfactorily demonstrated that Safeguarding is at the heart of their culture. Regular meetings enable this to be reinforced.</p>		
18	<p>Can the Cathedral satisfy itself that its case paperwork works effectively alongside any held by the DSA? (3.2.5 page 14)</p>	<p>The Cathedral Safeguarding Lead now holds regular meetings with the DSA to check that paperwork held on cases is the same in the Cathedral and in the Diocese. The fact that these meetings have taken place will be recorded. Is it worth including here that COO is a member of DSAP?</p>	MO'G	30.11.19
19	<p>How can senior leaders, staff and volunteers be supported to develop best practice in information sharing? (3.2.5 page 16)</p>	<p>See update to 5 above. Currently being managed by sharing information to Clergy and Virgers, Staff</p>	MO'G	Review date 01.10.23

		and Volunteers are encouraged at meetings and during Safeguarding training sessions to raise concerns as appropriate.		
20	Can the DSAP play a role in helping the Cathedral address its capacity issues for ongoing training? (3.4 page 16)	COO (Cathedral Safeguarding Lead) is now a member of DSAP and addresses training needs at this meeting and at quarterly meetings with Diocesan colleagues.	MO'G	21.07.23
21	Can training be adjusted so that vulnerable volunteers can take part? (3.4 page 18)	Volunteers and new joiners are offered the option for face to face training when Safeguarding Training is imminent. The decision whether to train vulnerable volunteers will be taken on a case by case basis with decisions and rationale being recorded.	MO'G	Review date 21.07.23
22	How can the Cathedral maintain a rigorous training programme for the future, and should that involve the DSTDC, given her expertise and the COO's other commitments? (3.4 page 18)	With the Volunteer Co-ordinator now in post the administration of training is more rigorous.	MO'G	30.11.19
23	How can the Cathedral manage the immediate need to safely recruit volunteers in the absence of a Volunteer Co-ordinator? (3.5 page 20)	The Volunteer Co-ordinator is now in post and is fully trained.	MO'G	04.09.19

24	How quickly can a system for taking references for chorister parents recruited as chaperones be put in place? (3.5 page 20)	With the Volunteer Co-ordinator now in post all Volunteers are being recruited safely using the correct procedures.	MO'G	04.09.19
25	What steps need to be taken to ensure that all staff understand, and act upon, the need for rigorously safe recruitment at all times? (3.5 page 20)	This is taken forward at Staff meetings and using all other communications methods. All recruiting will be co-ordinated by the Chief Operating Officer and the Volunteer Co-coordinator, both of whom will undergo the Safer Recruiting training module. Other staff members will only be involved in recruiting if they have been suitably trained.	MO'G	04.09.19
26	How could further formalisation of the recruitment and induction of volunteers support people to take on their new roles successfully? (3.5 page 20)	Safer recruiting requirements are now included in the Volunteer Policy and Volunteer Agreements.	MO'G	21.07.23
27	What priority should be given to a retrospective gathering of safeguarding references for volunteers? (3.5 page 20)	It has been decided that references will now be gathered for new joiners only going forward.	MO'G	21.07.23

28	<p>What stands in the way of the development of one recruitment database, akin to a Single Central Register in a school? (3.5 page 20)</p>	<p>The best way of achieving this is by using the ThankQ database. ThankQ has been updated and the Senior Administrator is rolling out training to all staff who may recruit volunteers.</p>	MO'G	<p>30.11.19, review date 01.03.24</p>
29	<p>Can clarity and consistency be strengthened in <i>Safeguarding Children and Adults at Risk of Harm</i>, by setting out the circumstances in which issues are brought to the attention of the CSO, CSR and/or DSA? Should wider categories of adult abuse be included in the handbook? (4.1 page 22)</p>	<p>I believe that this has now been superseded by something else. If not, then please ignore. The <i>Safeguarding Children and Adults at Risk of Harm</i> handbook will be updated. The handbook is being updated in time for the new choir year.</p>	MO'G	<p>Target date 31.08.23</p>
30	<p>Can the notes for chaperones be turned into a separate document, and strengthened to include an explanation that monitoring for grooming be part of the role? (4.1 page 22)</p>	<p>It is not considered advisable to produce a separate document for chaperones at present. The <i>Safeguarding Children and Adults at Risk of Harm</i> handbook contains a section for the chaperones. This will be kept under review and an item on grooming will be included.</p>	MO'G	<p>30.11.19, review date 01.10.23</p>

31	Is the Cathedral satisfied with the current arrangements regarding their access to DSA support? Is it compliant with House of Bishops' expectations? (4.2 page 24)	The Cathedral is developing a Memorandum of Understanding with the Diocesan with regard to the DSA/DSO support. The current relationship is compliant with the House of Bishops' regulations.	SAB	04.09.19, review date 01.10.23
32	How best can the Cathedral engage a CSO with the accessibility and availability to the Cathedral community to successfully fulfil the advice, support, and liaison role? (4.2 page 24)	The Safeguarding Leadership Group comprising of the Chapter Safeguarding Representative, the Cathedral Safeguarding Lead and the Cathedral Safeguarding Officer together provide availability and visibility to all areas of Cathedral life. This is further strengthened through the work of the Lead Choir Chaperone.	MO'G	21.07.23
33	Can the Cathedral satisfy itself that it is compliant with GDPR in the paperwork it holds? (4.3 page 24)	The Cathedral's paperwork is GDPR compliant.	MO'G	04.09.19, review date 04.09.24

34	Would formalising existing benchmarking efforts and other work into a quality assurance plan or framework be useful for the Cathedral? (5.1 page 26)	This is now being addressed across the church by the National Safeguarding Team. The Quality Assurance Framework is expected to be rolled out early in 2024.	MO'G	21.07.23
35	How can people with a complaint about safeguarding best be informed of who to approach? Can Guildford learn from other cathedrals with effective complaints policies? (5.2 page 27)	Safeguarding is included in the Cathedral Complaints Policy.	MO'G	21.07.23
36	How can the Cathedral best inform staff and volunteers of their rights and duties under whistleblowing law? (5.3 page 27)	An updated Whistleblowing Policy is in place and available in Safeguarding briefing packs in hard copy, on notice boards and on the sharepoint for staff.	MO'G	21.07.23, review date 21.07.27
37	How can the independent scrutiny of Chapter by the DSAP Chair be formally noted? Would amending the DSAP terms of reference be a useful approach? (5.4 page 28)	It is the understanding of the Diocese and the Cathedral that the DSAP Chair does not have a role in scrutinising Chapter. Chapter is reviewed by external audit and recourse is available via the Complaints and	MO'G	21.07.23, review date 21.07.24

		Whistleblowing policies. Chapter will initiate a biennial Safeguarding Audit.		
38	How can the Cathedral best liaise with the DSAP regarding the staffing of its safeguarding roles? (5.4 page 29)	All of the Cathedral's Safeguarding roles have now been filled.	MO'G	04.09.19
39	What measures could Chapter, and in particular the Dean take – such as talking publicly, endorsing the safeguarding handbook, or welcoming people to training – to emphasise their theological commitment to safeguarding? (5.5.1 page 29)	Safeguarding is an agenda item at each meeting of Chapter and all the clergy reference good safeguarding practices and the rationale behind them. Led by the Dean the congregations have been growing in understanding of what are the Safeguarding principles, behind 'Open to God and Open to All'. With the imminent change of Dean and subsequent requirement for a new Chapter Safeguarding Representative, this matter will be considered further.	MO'G	Review date 01.10.23

40	How can CSR reports to Chapter be most constructive and informative in the future? (5.5.2 page 30)	The Cathedral Safeguarding Lead now provides a report to the Chapter Safeguarding Representative, with facts and figures on training, issues that have arisen etc. Safeguarding is a Standing item for Chapter meetings.	MO'G	30.11.19
41	Can Chapter commit to a safeguarding plan, to make its strategic leadership manifest? (5.5.2 page 30)	A Cathedral Safeguarding Plan will be produced to be the successor document to this action grid. It will be published to coincide with the annual review of the Safeguarding policy. The Cathedral is now in possession of the Diocesan Safeguarding Strategy, and with closer liaison with the Diocesan Safeguarding team being mandated the medium term aim is for the Cathedral to have a mirror image of the Diocesan Strategy.	SAB	Review date 01.10.23
42	How can the Cathedral keep the CSR role, which appears to function well, under review? (5.5.2 page 30)	The CSR role will be reviewed every year at the same time as the	MO'G	Review date 01.10.23

		Safeguarding policy. The CSR role continues to be kept under review, a new Representative will be required in Q3 2023, and the selection process required will form part of the ongoing evaluation.		
43	Can the CSLG act as a working group to deliver a safeguarding strategy? (5.5.3 page 31)	The CSLG will produce a Safeguarding Strategy to coincide with the other actions cited in 41 and 42 above. See update to item 41 above. It is not intended to have a separate Safeguarding Plan and Safeguarding Strategy.	MO'G	Review date 01.10.23
44	Linked to previous questions, how can Chapter set out a plan for further embedding safeguarding as a priority, and as a positive message about keeping people safe? (5.5.4 page 32)	The prioritisation of Safeguarding will be included in the Safeguarding Strategy and Plan (cf items 41 and 43 above). See updates to items 41 and 43 above.	MO'G	Review date 01.10.23
45	Is there a concern that recent staff departures are reflective of a wider issue with safeguarding? (5.5.4 page 32)	The departure of the CSO and the Volunteer Co-ordinator in the wake of the audit were not directly related to Safeguarding issues.	MO'G	04.09.19